

The background is a blue gradient with a sunburst effect in the upper center. Numerous water droplets of various sizes are scattered across the image, with a higher concentration in the top left and bottom right corners.

IOWA SWIMMING BOARD OF DIRECTORS

BOARD ORIENTATION

AUGUST 27, 2025

IOWA SWIMMING'S MISSION, VISION & VALUES

**CULTIVATING GROWTH FOR
OUR COMMUNITY THROUGH
COMPETITIVE SWIMMING
EXCELLENCE.**

*Striving for an
exceptional
swimming
environment*



OUR CORE VALUES:

EXCELLENCE - RELENTLESSLY STRIVING FOR THE HIGHEST ACHIEVEMENT & EXCEEDING EXPECTATIONS

GROWTH - PROVIDE OPPORTUNITY, SUPPORT, & LEADERSHIP THROUGH THE SPORT OF SWIMMING

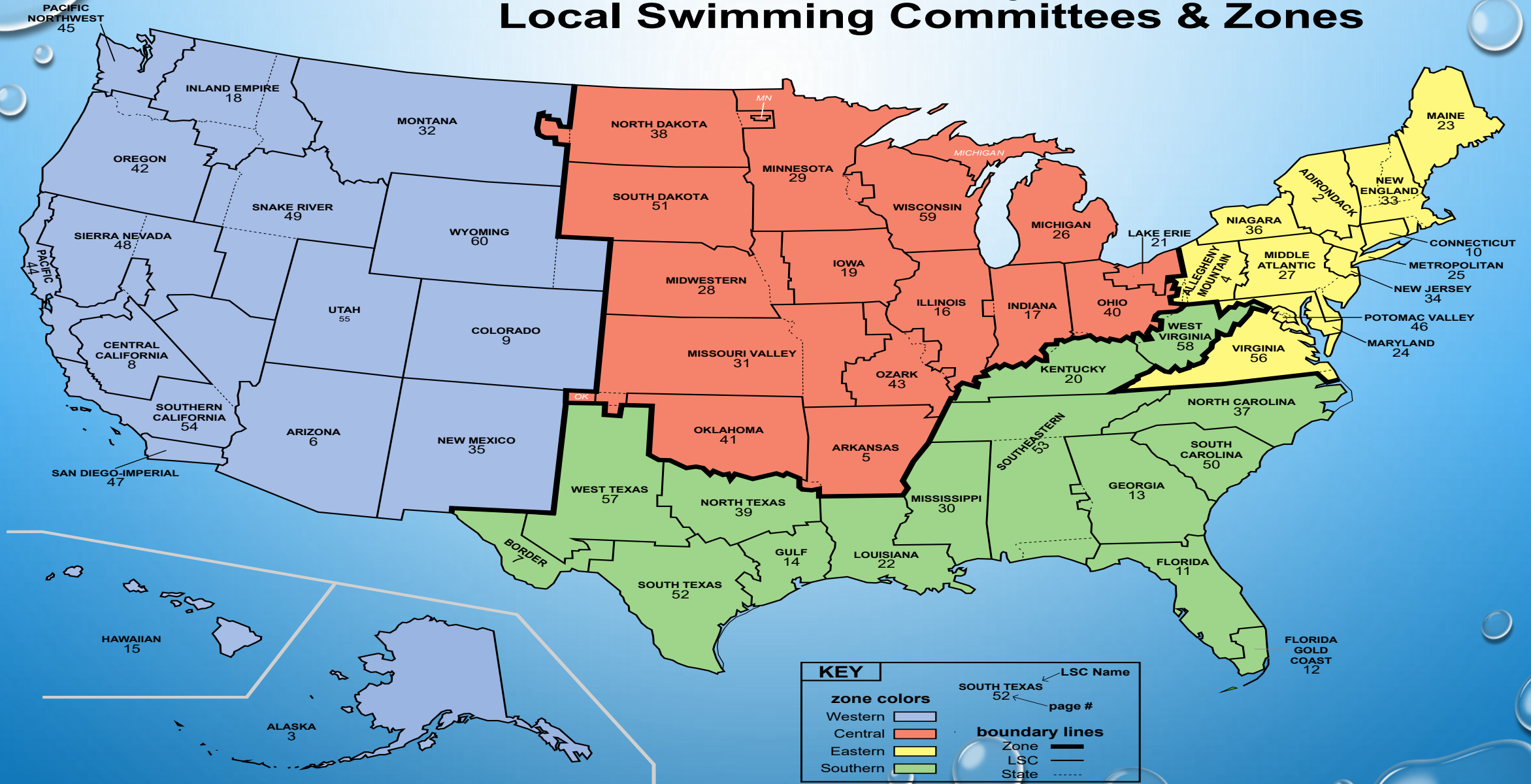
COMMUNITY - POSITIVE INFLUENCE ON ALL GROUPS & ORGANIZATIONS WITH ACTIVE OR POTENTIAL INTERACTIONS

INTEGRITY - CONSISTENTLY DEMONSTRATING ETHICS, HONESTY, FAIRNESS, & SPORTSMANSHIP BOTH IN AND OUT OF THE POOL

IOWA SWIMMING

- 1 of 59 Local Swim Committees (LSC) to who USA Swimming has delegated certain governing and supervisory responsibilities within the geographic boundaries designated by USA Swimming
- Jurisdiction over the sport of swimming as delegated by USA Swimming Rules & Regulations to conduct swimming programs consistent with the policies and procedures of USA Swimming and to sanction, approve, observe, oversee and conduct on behalf of USA Swimming competitive swimming events within the LSC boundaries
- IASI is one of fifteen LSC's within the Central Zone

USA Swimming Local Swimming Committees & Zones



Iowa Swimming (IA)

Central Zone

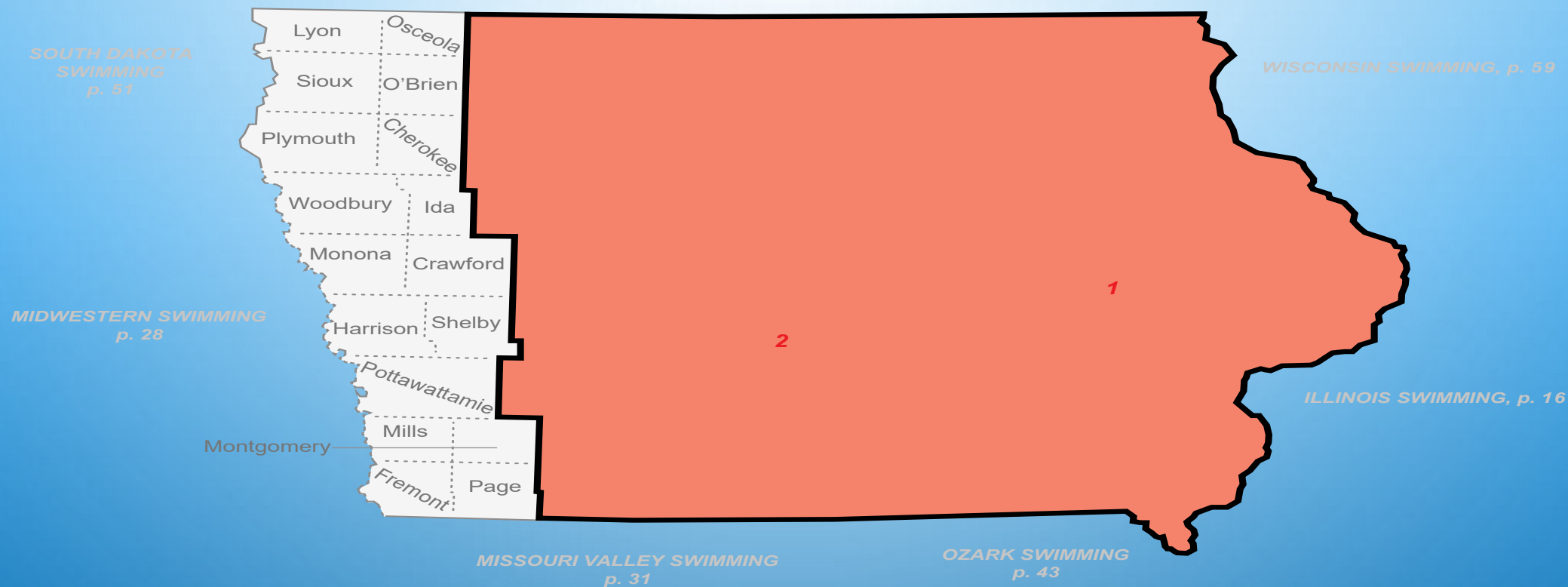
That part of the State of Iowa east of the counties of Osceola, O'Brien, Cherokee, Ida, Crawford, Shelby, Pottawattamie, Montgomery and Page.

Cities (all in Iowa)

1 – Cedar Rapids

2 – Des Moines

MINNESOTA SWIMMING, p. 29



GOVERNANCE OF IOWA SWIMMING

**Iowa Swimming's Bylaws provide the structure of
governance for the LSC**

IASI Bylaws are developed & overseen by USA Swimming
with amendments only where permitted by USA Swimming

PARLIAMENTARY AUTHORITY

IASI BYLAWS ARTICLE 11

Robert's Rules of Order shall govern IASI and any of its constituent or component parts, committees, etc., in the conduct of meetings

STRUCTURE OF IASI GOVERNANCE



**All IASI HOD, BOD, and Committee meetings
are Open unless entered into a closed session**

IASI Bylaws 4.9, 5.7, 7.8

*Members of IASI must be allowed to attend all IASI HOD,
Board, and Committee meetings unless the session or meeting
is closed*

Closed Sessions/Meetings

*May be held only for matters relating to personnel, disciplinary
action, legal, taxation or similar affairs*

OPEN MEETINGS

Meetings held virtually without publishing meeting links so that all IASI members may attend are not Open

House of Delegates

HOUSE OF DELEGATES MEETINGS

IASI BYLAWS 4.6

Annual Meeting in Spring (*Must be in April or May*)

Regular meetings in the fall and additional meetings as adopted by the
HOD

HOUSE OF DELEGATES MEMBERSHIP

IASI BYLAWS 4.1

- House of Delegates of IASI shall consist of the Group Member Representatives (*Club representatives*)
 - IASI Board of Directors
 - Certain committee chairs and coordinators
 - Non-Athlete At-Large House Members
 - House Members appointed
- Athlete At-Large elected by the Athletes Committee

HOUSE OF DELEGATES DUTIES AND POWERS

IASI BYLAWS 4.2

- Amend to Bylaws as permitted by USA Swimming
- BOD oversight including amending IASI's Policies and Procedures
 - Elections of certain BOD positions
 - Approval of Annual Budget

IASI Bylaws 4.13

HOD meetings cannot be held without at least 14 days notice to Delegates

- Proposals shall be submitted to IASI Secretary no later than 45 days prior to regular scheduled meetings
- Proposals received less than 45 days prior to regular meeting will not be included with notification of HOD meeting and will require 90% approval to pass.

IASI BOARD OF DIRECTORS

MEETINGS

IASI BYLAWS 5.9 & 5.10

Regular meetings as adopted by the BOD

Special meetings as called

BOARD OF DIRECTORS MEETINGS

Board of Directors has regular meetings as set
by the Board of Directors

IASI Bylaws 5.9 & 6.8

In 6.8, IASI Bylaws references the Board having six regular meetings

Special Board meetings require not less than six
days notice

IASI Bylaws 5.10 & 5.16..1

BOARD OF DIRECTORS

Unexcused absence from more than one of the six regular scheduled Board of Director meetings as published in the board's annual planning cycle will constitute that member's resignation from the Board of Directors

IASI Bylaws 6.8

Iowa Swimming requires all Board of Directors members and IASI staff to review and sign annually the LSC's Conflict of Interest Policy

IASI Bylaws 7.3.4.D

IASI BOARD OF DIRECTORS

BOARD MEMBERSHIP

➤ **General Chair**

IASI BYLAWS 5.1

➤ **Senior Chair**

➤ **Administrative Vice-Chair**

➤ **Age Group Chair**

➤ **Finance Vice-Chair**

➤ **Safe Sport Chair** *(Currently a Non-Voting)*

➤ **Senior Coach**

Representative

➤ **DEI Chair**

➤ **Athlete Reps (2)**

➤ **At-Large Athlete members
(2)**

➤ **Secretary**

➤ **Treasurer**

➤ **At-large non-athlete (0)**

LEGAL DUTIES OF A NON-PROFIT BOARD

Duty of Care

Each board member has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgement while doing so.

Duty of Loyalty

Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.

Duty of Obedience

Board members bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

IASI BOARD OF DIRECTORS

DUTIES AND POWERS

IASI BYLAWS 5.6

- Establish and direct the LSC's Policies and Procedures
- Oversee the conduct by the officers of IASI of the day-to-day management of the affairs of IASI
 - Approve annual review/audit
 - Others Duties as defined in 5.6

BOARD OF DIRECTORS DUTIES AND POWERS

- Has the authority to approve changes in the LSC's Policies and Procedures

Does not have the ability to change IASI's Bylaws

- Sets the direction which the LSC and committees work

- Oversees the work done by committees

REGULAR BOARD MEETINGS

Prior to the meeting

- Agenda
- Committee and Coordinator reports
- Legislation and other action items

Typical Meeting

- Roll Call
- Approve previous minutes
- Membership Comments & Concerns
- Reports of Members and Committee Chairs
- Action of recommendations
- Old Business
- New Business with legislative and action items
- Adjournment

Follow up

- Minutes
- Complete action items

Quorum Required

IASI Bylaws 5.11

A majority of voting members must be present. Currently seven (7) board members must be present in order for the Board to have an official meeting.

Once all positions are filled (the DEI position is currently vacant), eight (8) members must be present in order to have an official meeting.

SPECIAL BOARD MEETINGS

Prior to the meeting

- Agenda
- Legislation and other action items with the expected purpose

Typical Meeting

- Roll Call
- Limited business items with legislative and action items listed
Additional items not permitted
- Adjournment

Follow up

- Minutes
- Complete action items

Quorum Still Required

IASI Bylaws 5.11

COMMITTEES, COORDINATORS & TASK FORCES

**Committees, Coordinators & Task Forces do
the work of the Iowa Swimming's LSC**

IS IT A COMMITTEE OR A TASK FORCE?

Committees and Sub-committees

Committees and Sub-Committees are enduring, as they have no fixed endpoint. These should be well defined with purpose, defined responsibilities, and membership details. Per IASI Bylaws, these groups of governance must meet quarterly and possibly more if needed.

Ad hoc committees, Task Forces, Action Committees

Ad hoc committees or task forces or action committees have well-defined charge and deadline, after which the work group will cease to exist. Additionally, task forces are work groups typically comprising of experts in specified areas of knowledge or practices.

COMMITTEES, COORDINATORS & TASK FORCES

**Per IASI Bylaws, Committees must meet at least
quarterly, if not more often**

IASI Bylaw 7.7

**Meetings should be driven by agendas, and meeting minutes should document
discussion and decisions**

If it isn't written down, it didn't happen

IOWA SWIMMING OTHER COMMITTEES & CHAIRS

Athlete Committee

Committee Chair - Senior Athlete Representative to Board

Sanction Committee

Committee Chair – Administrative Vice Chair

Personnel Committee

Committee Chair – Administrative Vice Chair

Officials Committee

Committee Chair – Elected by committee

Finance Committee

Committee Chair – Finance Chair

Open Water Committee

Committee Chair – Elected member by the committee

Coach Committee

Committee Chair - Senior Coach Representative to Board

Senior Swimming Committee

Committee Chair – Senior Vice Chair

Age Group Swimming Committee

Committee Chair - Age Group Vice Chair

Technical Planning Committee

Committee Chair – Voted by the HOD

Diversity Equity Inclusion Committee

Committee Chair - DEI Board Member

Governance Committee

Committee Chair – Elected members by the committee

IT Committee

Committee Chair – Administrative Vice Chair

EXAMPLES OF COMMITTEE RESPONSIBILITIES

- **Sanction Committee reviewing and approving meets for sanctioning**
- **Personnel Committee's supervision and oversight of IASI's professional staff**
- **Technical Planning Committee's oversight and development of the LSC's Championship Meets**
- **Age Group Swimming Committee's work with Team Iowa for All Stars and Age Group Zone meets**
- **Officials Committee leading recruitment and the training of new officials**
- **Finance Committee's developing the LSC's annual budget prior to BOD and HOD approval**

IASI EXECUTIVE COMMITTEES

Iowa Swimming has two Executive Committees

Executive Committee

Athlete Executive Committee

EXECUTIVE COMMITTEE

IASI Bylaw 7.4.5

Membership

General Chair

Administrative Vice-Chair

Senior Vice-Chair

Age Group Vice-Chair

Secretary

Finance Vice-Chair

Senior Coach Representative

Senior Athlete Representative

Junior Athlete Representative

- **Has the authority to act for the Board of Directors and IASI between meetings of the Board and HOD**
 - **Meetings require a minimum 5 days notice**
- **All actions may have possible modification and require ratification at the next regularly scheduled Board meeting except for actions that include a third party such as entering contracts**

ATHLETE EXECUTIVE COMMITTEE

IASI Bylaw 7.4.5

Membership

Senior and Junior Athlete Board members

At-Large Athlete Board members

3 additional members elected by Athlete Committee

- **Must meet at least 4 times a year**
- **Meetings require a minimum 4 days notice**
- **Has the authority to act for the Athlete Committee between meetings of the Athlete Committee**
- **At next annual meeting of Athlete Committee, the Athlete Executive Committee shall make a report of its activities since the last Athlete Committee meeting**

More of a working committee for Athlete Committee

GOVERNANCE COMMITTEE

IASI Bylaw 7.4.3

Membership

- Elected by HOD and shall be comprised of least 4 members with sufficient athletes for 20% membership
 - No more than half shall be members of IASI Board of Directors
 - The General Chair may not serve on this Committee
 - Limitation of three consecutive two-year terms

Committee Chair

Member of the Governance Committee as designated or elected by Committee

DUTIES OF THE GOVERNANCE COMMITTEE

- **Assist in periodic evaluation of the mission and vision statements and Bylaws of IASI**
- **To aid in the development of operating policies regarding conflict of interest documentation retention, ethics, whistle-blower, procurement, contract review, and grievance and other employment-related practices**
- **To aid in the development of personnel practices procedure including job description and annual review of staff**
- **To ensure that the Board's focus remains on strategic plans**
- **To aid in the development of expectations and processes for accountability of Board Members**
- **To develop criteria of qualities and required characteristics of Board officers**

MORE DUTIES OF THE GOVERNANCE COMMITTEE

- **To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members.**
- **To nominate Board members, Administrative Review Board members, and coordinator or chair positions to be elected by the HOD**
- **To publish slate of candidates to IASl membership at least 14 days prior to the election - Additional nominations may be made from the floor of the HOD by voting members of the HOD**
- **To design and implement Board orientation and ongoing program of Board education and development**
- **To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.**

OPERATIONAL RISK COORDINATOR — VACANT POSITION

Voting Member of IASI House of Delegates

Responsibilities

The Operational Risk Coordinator is responsible for coordinating safety enhancement and training opportunities as needed, and for disseminating USA Swimming safety education information to all Group Members, athletes, coaches, and officials of Iowa Swimming. The coordinator develops safety education programs and policies for Iowa Swimming and makes recommendations regarding the same, and the implementation thereof, to the Board of Directors. Once the recommendations are approved by the Board of Directors, the Operational Risk Coordinator is responsible for coordinating their implementation by the Club Members.

The Operational Risk Coordinator:

- Provides education concerning the completion of Incident/Occurrence Reports to meet directors, coaches, and club officers**
- Presents reports concerning swimming related injuries within Iowa Swimming at each House of Delegates and Board of Directors meeting**

ADMINISTRATIVE REVIEW BOARD

IASI Bylaw Article 13

Membership

- **The HOD shall biennially elect regular and alternate members of the Review Board with a two-year term**
 - **Board members may not be members of the Administrative Review Board**
- **At least 3 regular members with sufficient number of athletes to constitute 20% of voting membership**
- **At least 3 members shall hear each case with sufficient number of athletes to constitute 20% of voting membership**
- **The HOD may increase the number of regular or alternate members may only decrease regular or alternate members upon the expiration of the term of office of any incumbent members**

Responsibilities

Hears complaints and appeals regarding administrative matters within IASI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions