

# **BYLAWS OF MAINE SWIMMING, INC.**

**To the extent these bylaws conflict with applicable law, applicable law prevails.**

**A LOCAL SWIMMING COMMITTEE (LSC)  
OF USA SWIMMING, INC. (USA-S)**

**June 28, 2023**

**TABLE OF CONTENTS**

ARTICLE 1

**NAME, OBJECTIVES, TERRITORY AND JURISDICTION** ..... 1

1.1 NAME ..... 1

1.2 OBJECTIVES ..... 1

1.3 GEOGRAPHIC TERRITORY ..... 1

1.4 JURISDICTION ..... 1

1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS ..... 1

ARTICLE 2

**MEMBERSHIP** ..... 1

2.1 MEMBERS ..... 1

.1 MEMBERS ..... 1

.2 MEMBERSHIP A PRIVILEGE NOT A RIGHT ..... 1

2.2 MEMBERS’ RESPONSIBILITIES ..... 1

.1 COMPLIANCE ..... 1

.2 RESPONSIBILITY FOR INFRACTIONS ..... 1

ARTICLE 3

**DUES AND FEES** ..... 2

3.1 MEMBERSHIP FEES ..... 2

3.2 SANCTION, APPROVAL AND OTHER FEES ..... 2

.1 SANCTION AND APPROVAL FEES ..... 2

.2 SERVICE CHARGES ..... 2

.3 PAYMENT ..... 2

.4 FINES ..... 2

3.3 FAILURE TO PAY ..... 2

ARTICLE 4

**HOUSE OF DELEGATES** ..... 2

4.1 MEMBERS ..... 2

.1 GROUP MEMBER REPRESENTATIVES ..... 2

.2 BOARD OF DIRECTORS ..... 2

.3 NON-ATHLETE AT-LARGE HOUSE MEMBERS ..... 2

.4 ATHLETE AT LARGE HOUSE MEMBERS ..... 2

4.2 ELIGIBILITY ..... 2

4.3 DOUBLE VOTING PROHIBITED ..... 2

4.4 VOICE AND VOTING RIGHTS OF MEMBERS ..... 3

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS AND OTHER MEMBERS ..... 3

.2 INDIVIDUAL MEMBERS ..... 3

4.5 DUTIES AND POWERS ..... 3

4.6 ANNUAL AND REGULAR MEETINGS ..... 3

4.7 SPECIAL MEETINGS ..... 3

4.8 MEETING LOCATION AND TIME ..... 3

4.9 OPEN MEETINGS/CLOSED SESSIONS ..... 3

4.10 QUORUM ..... 4

4.11 VOTING ..... 4

4.12 PROXY VOTE ..... 4

4.13 NOTICES ..... 4

.1 TIME ..... 4

.2 INFORMATION ..... 4

ARTICLE 5

**BOARD OF DIRECTORS** ..... 4

5.1 MEMBERS ..... 4

5.2 AND AT-LARGE BOARD MEMBERS ..... 4

5.3 EX-OFFICIO MEMBERS ..... 4

5.4 LIMITATIONS ..... 4

5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS ..... 5

    .1 BOARD MEMBERS ..... 5

    .2 EX-OFFICIO BOARD MEMBERS ..... 5

    .3 GENERAL ..... 5

5.6 DUTIES AND POWERS ..... 5

5.7 MEETINGS ..... 5

5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT ..... 5

5.9 REGULAR MEETINGS ..... 6

5.10 SPECIAL MEETINGS ..... 6

5.11 QUORUM ..... 6

5.12 VOTING ..... 6

5.13 PROXY VOTE ..... 6

5.14 ACTION BY WRITTEN CONSENT ..... 6

5.15 MAIL/EMAIL VOTE ..... 6

5.16 NOTICES ..... 6

    .1 TIME ..... 6

    .2 INFORMATION ..... 6

ARTICLE 6

**OFFICERS** ..... 6

6.1 OFFICERS ..... 6

6.2 OTHER DIRECTORS ..... 6

    1. ATHLETE REPRESENTATIVES ..... 6

    2. COACH REPRESENTATIVES ..... 7

    3. COMMITTEE CHAIR/COORDINATORS/AT-LARGE BOARD MEMBERS ..... 7

6.3 ELIGIBILITY ..... 7

6.4 DOUBLE VOTE PROHIBITED ..... 7

6.5 OFFICES SPLIT OR COMBINED ..... 7

    .1 OFFICE HELD BY TWO PERSONS ..... 7

    .2 OFFICES COMBINED ..... 7

6.6 TERMS OF OFFICE ..... 7

    .1 TERM OF OFFICE ..... 7

    .2 COMMENCEMENT OF TERM ..... 7

    .3 CONSECUTIVE TERMS LIMITATION ..... 7

6.7 DUTIES AND POWERS ..... 7

6.8 RESIGNATIONS ..... 8

6.9 VACANCIES AND INCAPACITIES ..... 8

    .1 OFFICE OF GENERAL CHAIR ..... 8

    .2 OFFICES OF ATHLETE OR COACHES REPRESENTATIVES OR ANY POSITION ELECTED .... 8

    .3 DETERMINATION OF VACANCY OR INCAPACITY ..... 8

6.10 REMOVAL OF DIRECTORS ..... 8

6.11 OFFICERS' POWERS GENERALLY ..... 8

    .1 AUTHORITY TO EXECUTE CONTRACTS, ETC ..... 8

    .2 ADDITIONAL POWERS AND DUTIES ..... 8

    .3 DELEGATION ..... 8

6.12 DEPOSITORIES AND BANKING AUTHORITY ..... 8

    .1 DEPOSITORIES, ETC. .... 8

    .2 SIGNATURE AUTHORITY ..... 8

ARTICLE 7

**DIVISIONS, COMMITTEES AND COORDINATORS** ..... 9

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS ..... 9

.1 ADMINISTRATIVE DIVISION ..... 9

.2 AGE GROUP DIVISION ..... 9

.3 SENIOR DIVISION ..... 9

.4 FINANCE DIVISION ..... 9

.5 ATHLETES DIVISION ..... 9

.6 COACHES DIVISION ..... 9

7.2 ELECTED, EX-OFFICIO AND APPOINTED CHAIRS AND COORDINATORS ..... 9

.1 ELECTED CHAIRS AND COORDINATORS ..... 9

.2 APPOINTED CHAIRS AND COORDINATORS ..... 9

7.3 COMMITTEES ..... 9

7.4 STANDING COMMITTEES AND COORDINATORS ..... 9

.1 ATHLETE COMMITTEE ..... 9

.2 FINANCE COMMITTEE ..... 9

.3 GOVERNANCE COMMITTEE ..... 10

.4 OPERATIONAL RISK CHAIR/ DIVERSITY, EQUITY & INCLUSION COMMITTEE/ OFFICIAL’S COMMITTEE/SAFE SPORT COMMITTEE/ ..... 10

.5 EXECUTIVE COMMITTEE ..... 11

7.5 DUTIES AND POWERS OF CHAIRS AND COORDINATORS GENERALLY ..... 11

7.6 DUTIES AND POWERS OF COMMITTEES GENERALLY ..... 11

7.7 REGULAR AND SPECIAL MEETINGS ..... 11

7.8 OPEN MEETING/CLOSED SESSIONS ..... 12

7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS ..... 12

7.10 ACTION BY WRITTEN CONSENT ..... 12

7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT ..... 12

7.12 QUORUM ..... 12

7.13 VOTING ..... 12

7.14 PROXY VOTE ..... 12

7.15 NOTICES ..... 12

.1 TIME ..... 12

.2 INFORMATION ..... 12

7.16 RESIGNATIONS ..... 12

7.17 VACANCIES ..... 12

7.18 DELEGATION ..... 12

7.19 APPLICATION TO ..... 12

ARTICLE 8

**ANNUAL AUDIT, REPORTS AND REMITTANCES** ..... 12

ARTICLE 9

**ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION** ..... 13

9.1 NON-PROFIT AND CHARITABLE PURPOSES - MESI ..... 13

9.2 DEDICATION OF ASSETS, ETC. .... 13

9.3 AMENDMENTS ..... 13

9.4 DISSOLUTION – MESI ..... 13

ARTICLE 10

**INDEMNIFICATION** ..... 13

10.1 INDEMNITY ..... 13

10.2	EXCLUSION .....	13
10.3	INDEMNIFIED PERSONS .....	13
10.4	EXTENT OF INDEMNITY .....	14
10.5	SUCCESSORS .....	14

ARTICLE 11

<b>PARLIAMENTARY AUTHORITY .....</b>	<b>14</b>
11.1 ROBERT'S RULES .....	

ARTICLE 12

<b>MISCELLANEOUS .....</b>	<b>14</b>
12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) .....	14
12.2 FISCAL YEAR .....	14
12.3 TAX STATUS; INTERPRETATION OF BYLAWS .....	14

ARTICLE 13  
[Intentionally Deleted]

ARTICLE 14

<b>CONVENTIONS AND DEFINITIONS .....</b>	<b>14</b>
14.1 CONVENTIONS .....	14
.1 TERMS GENERALLY .....	14
.2 CAPITALIZED TITLES .....	14
.3 NOTICE DEEMED GIVEN: LAST KNOWN ADDRESS .....	15
.4 TIME PERIOD CONVENTION .....	15
.5 WAIVER OF NOTICE CONVENTION .....	15
14.2 DEFINITIONS .....	15
.1 ARTICLE .....	15
.2 ARTICLES OF INCORPORATION .....	15
.3 ATHLETE REPRESENTATIVE .....	15
.4 BOARD MEMBER .....	15
.5 BOARD OF DIRECTORS .....	15
.6 BYLAWS .....	15
.7 COACH REPRESENTATIVE .....	15
.8 FINA .....	15
.9 GROUP MEMBER REPRESENTATIVE .....	15
.10 HOUSE OF DELEGATES .....	15
.11 IMMEDIATE PAST GENERAL CHAIR .....	15
.12 IRS CODE .....	15
.13 LOCAL SWIMMING COMMITTEE/LSC .....	15
.14 MEMBER .....	15
.15 MESI .....	15
.16 NATIONAL BOARD OF REVIEW .....	15
.17 POLICIES AND PROCEDURES .....	15
.18 SECTION .....	15
.19 TERRITORY .....	15
.20 USA SWIMMING .....	15

ARTICLE 1  
NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Maine Swimming, Inc. (“MESI”).
- 1.2 OBJECTIVES - The objectives and primary purpose of MESI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. MESI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and MESI and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of MESI is as set forth in Article 603 of the USA Swimming Rules and Regulations
- 1.4 JURISDICTION - MESI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with MESI’s objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). MESI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS - MESI shall comply with all agreements between MESI and USA Swimming.

ARTICLE 2  
MEMBERSHIP

- 2.1 MEMBERS - The membership of MESI shall consist of the clubs, organizations and individuals who have registered with MESI as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete membership, seasonal club membership, flex membership, and single event open water athlete membership.
- .1 MEMBERS - A Member’s status is subject to the Member’s continued satisfaction of the criteria for membership and compliance with the Member’s responsibilities under these Bylaws, the USA Swimming Corporate Bylaws and, the rules, regulations, policies, procedures and code of conduct of MESI and USA Swimming.
- .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in MESI and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.
- 2.2 MEMBERS’ RESPONSIBILITIES
- .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and MESI, including its obligations and responsibilities set forth in these Bylaws.
- .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or MESI, including its responsibilities as set forth in these Bylaws.

ARTICLE 3  
DUES AND FEES

- 3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the MESI House of Delegates.
- 3.2 SANCTION, APPROVAL AND OTHER FEES
- .1 SANCTION AND APPROVAL FEES - The MESI Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
- .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the MESI Board of Directors may establish a reasonable service charge consistent with the nature of the event.
- .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by MESI. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to MESI when due in accordance with MESI's fee schedule.
- .4 FINES - The MESI Board of Directors may establish fines for noncompliance with policies adopted by the MESI House of Delegates and/or the Board of Directors.
- 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees).

ARTICLE 4  
HOUSE OF DELEGATES

- 4.1 MEMBERS - The House of Delegates of MESI shall consist of the Group Member Representatives, the Board of Directors Members, including the non-voting members of the Board, the Non-Athlete At-Large House Members (when applicable), and a sufficient number of appointed Athlete At-Large House Members.
- .1 GROUP MEMBER REPRESENTATIVES- Each Group Member in good standing shall appoint from its membership a Group Member Representative and one alternate. The appointment shall be in writing, addressed to the Secretary of MESI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw its Group Member Representative or its alternate and substitute a new Group Member Representative or new alternate by written notice, addressed to the Secretary of MESI and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are required to be Individual Members of USA Swimming.
- .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
- .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
- .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates **shall be recommended by the Senior Athlete Representative to be** appointed by the General Chair with advice and consent of the Board of Directors and shall hold office from the date of appointment or until their successors are appointed to the House of Delegates.
- 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.
- 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.

- 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of individuals shall be as follows:
- .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, and the At-Large House Members shall have both voice and vote in meetings of the House of Delegates. **Each shall have one vote on each matter submitted to the House of Delegates. There shall be no voting by proxy. At all meetings of the House of Delegates, only those members duly certified and present (including virtually present at all meetings conducted via telecommunications) shall be permitted to vote.**
  - .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.
- 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the House of Delegates shall:
- .1 Elect the officers, At-Large Board Members (when applicable), and the committee chairs and coordinators listed in Section 6.1 in accordance with Sections 6.2 through 6.6;
  - .2 Elect alternates to the USA Swimming House of Delegates in accordance with the USA Swimming Corporate Bylaws;
  - .3 Elect the members of the Governance Committee;
  - .4 Review, modify and adopt the annual budget of MESI recommended by the Board of Directors;
  - .5 Call regular and special meetings of the House of Delegates;
  - .6 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
  - .7 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by MESI;
  - .8 Amend the Bylaws of MESI in accordance with Section 9.3; and
  - .9 Remove from office any persons elected by the House of Delegates (Board Members or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of MESI shall be held in the spring of each year. Regular meetings of the House of Delegates shall be held in the month of September or October, when needed, in accordance with a schedule adopted by the House of Delegates or the Board of Directors.
- 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least five (5) group members of the House of Delegates.
- 4.8 MEETING LOCATION AND TIME - **The Annual Meeting of the House of Delegates shall be held in the Spring at a date, time and place within the territory.** The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. **If federal, state or local law, policy or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance, participation by such means shall constitute a meeting.**



- 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of MESI. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of MESI shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates.
- 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.
- 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.
- 4.13 NOTICES
- .1 TIME - Not less than twenty (20) days written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted forms of notice.
  - .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

## ARTICLE 5 BOARD OF DIRECTORS

5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of MESI, together with those additional members designated in Sections 5.2 and 5.3:

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Coach Representative
- .5 Athlete Representatives (2)
- .6 Secretary
- .7 Treasurer (may be designated as a staff position)
- .8 Senior Vice-Chair
- .9 Age Group Vice-Chair
- .10 Operational Risk Chair
- .11 Officials' Chair
- .12 Safe Sport Chair
- .13 Diversity, Equity and Inclusion Chair
- .14 Technical Planning Chair
- .15 At-Large Athlete Board Members (as needed)

5.2 AT-LARGE BOARD MEMBERS , A sufficient number of athlete members shall be elected At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall **assume office on May 1<sup>st</sup> of the year elected and shall serve** until their successors are elected or appointed.

5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors:

- .1 The Immediate Past General Chair of MESI,
- .2 The Treasurer, if designated as a staff position

5.4 TREASURER AS STAFF OR CONTRACTED POSITION – The House of Delegates may designate that the role of Treasurer be filled by election by the House of Delegates or filled by a staff/contracted position with MESI. Any change in designation shall take effect at the next regular election cycle for that position, except in the case of a vacancy, where

the designation shall take effect immediately

5.5 LIMITATIONS -

- .1 No more than three (3) members of any Group Member shall serve as voting members on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and Non-Athlete Members.
- .2 No employee of MESI may serve as a voting member of the Board of Directors.

5.6 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and individuals shall be as follows:

- .1 BOARD MEMBERS - Each Board Member (other than the ex-officio members) shall have both voice and vote in meetings of the Board of Directors and its committees.
- .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.

5.7 DUTIES AND POWERS - The Board of Directors shall act for MESI and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:

- .1 Establish and direct policies, procedures and programs for MESI;
- .2 Oversee the conduct by the officers and staff of MESI of the day-to-day management of the affairs of MESI;
- .3 Elect Athlete At-Large Board Members if they are not elected in a timely fashion;
- .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws;
- .5 Cause the preparation and presentation to the House of Delegates of the annual budget of MESI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .6 Approve the annual review/audit;
- .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
- .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of MESI;
- .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the MESI Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
- .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of MESI who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.

- 5.8 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
- 5.9 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 5.10 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.11 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
- 5.12 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 5.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote.
- 5.14 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 5.15 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
- 5.16 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary or MESI office personnel, by first class mail, postage prepaid, or email, shall distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary or MESI Office. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.
- 5.17 NOTICES -
  - .1 TIME - Not less than three (3) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
  - .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.

ARTICLE 6  
OFFICERS

- 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting.
  - .1 General Chair
  - .2 Administrative Vice-Chair
  - .3 Finance Vice-Chair
  - .4 Senior Vice-Chair
  - .5 Age Group Vice-Chair
  - .6 Secretary
  - .7 Treasurer (elected in odd-numbered years, unless designated as a staff position)
- 6.2 OTHER DIRECTORS
  - .1 ATHLETE REPRESENTATIVES -

Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school by the end of the school year or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by MESI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place **electronically and will be emailed out and posted on the website on the first day of the MESI winter championship meet and will be open until the Monday following the winter championship meet** or failing that, at a time and in a manner designated by the Board of Directors. Written notice of the election will be provided at least 20 days prior to the election. The Athlete Representatives elected shall be determined by a majority of the athletes age 13 & older who participate in the election.

.2 COACH REPRESENTATIVE

One Coach Representative shall be elected, in even years for a two-year term, or until a successor is elected. **The balloting shall take place electronically and will be emailed out and posted on the website on the first day of the MESI winter championship meet and will be open until the Monday following the winter championship meet** or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs.

.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

A. The following committee chairs shall be elected by the House of Delegates:

- .1 Officials Chair
- .2 Operational Risk Chair
- .3 Technical Planning Chair
- .4 Diversity, Equity and Inclusion Chair
- .5 Safe Sport Chair

B. A sufficient number, but no fewer than two (2), of At-Large Athlete Members shall be elected such that athletes comprise at least twenty per cent (20%) of the voting membership of the Board at any given time. Terms shall be two years, with approximately one-half elected each year. At the time of election, the At-Large Athlete Member must (a) be an athlete member in good standing; (b) be at least a sophomore in high school by the end of the school year or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by MESI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place **electronically and will be emailed out and posted on the website on the first day of the MESI winter championship meet and will be open until the Monday following the winter championship meet**. The Athletes-at-Large elected shall be determined by a majority of the athletes age 13 & older who participate in the election.

6.3 ELIGIBILITY — Only Individual Members of USA Swimming in good standing with MESI and USA Swimming shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

6.5 OFFICES SPLIT OR COMBINED -

- .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
- .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

6.6 TERMS OF OFFICE —

- .1 TERM OF OFFICE - The terms of office of all elected members of the Board of Directors shall be two years.
- .2 COMMENCEMENT OF TERM - All elected and appointed Members (except the Coach, Athlete Representatives and At-Large Athlete Members) shall assume office on September 1<sup>st</sup> of the year elected or appointed and shall serve until a

successor takes office. Athlete Representatives, At-Large Athlete Members and the Coach Representative shall assume office on May 1<sup>st</sup> of the year elected and shall serve until a successor takes office.

.3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary, Treasurer, Technical Planning Committee Chair, and Safe Sport Chair no Individual Member who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as defined in these Bylaws, the MESI Policies and Procedures, and applicable state laws.

6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

6.9 VACANCIES AND INCAPACITIES -

.1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as acting General Chair, the Administrative Vice Chair shall vacate the office of Administrative Vice Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as Acting General Chair for the duration of the absence.

.2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

.3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates with the advice and consent of the electing body. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.

6.11 OFFICERS' POWERS GENERALLY -

.1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice Chair, and Finance Vice Chair each may sign and execute in the name of MESI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the MESI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

.2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the MESI Policies and Procedures or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.

.3 DELEGATION - Officers of MESI may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors any officer may delegate any portion of that officer's powers or duties to the paid staff of MESI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

6.12 DEPOSITORIES AND BANKING AUTHORITY —

- .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of MESI shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors determines.
- .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of MESI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of MESI, and in the manner, as shall be determined by the Finance Vice-Chair, the Finance Committee or the Board of Directors.

ARTICLE 7  
DIVISIONS, COMMITTEES AND COORDINATORS

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of MESI shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the MESI Policies and Procedures.

- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- .2 AGE GROUP DIVISION - Age Group Vice-Chair
- .3 SENIOR DIVISION - Senior Vice-Chair
- .4 FINANCE DIVISION - Finance Vice-Chair
- .5 ATHLETES DIVISION - Senior Athlete Representative
- .6 COACHES DIVISION - Coach Representative

7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

- .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division, are as follows: none at this time.
- .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
- .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the MESI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative and the Committee Chair. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

- .1 ATHLETE COMMITTEE -
  - A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.
  - B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives, the Athlete-at-Large Board Members, and at least five (5) but no more than nine (9) additional athlete members that will be selected via an application process overseen by the Senior Athlete Representative, Senior Athlete At-Large Representative, immediate past Senior Athlete Representative, immediate past Senior Athlete At-Large Representative, and Senior Vice-Chair. No more than one-third (1/3) of the voting athlete members may be from the same Group Member. The immediate past chair of the Athletes' Committee shall be an Ex Officio member of the Athletes' Committee

with voice but no vote.

- C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of MESI, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, MESI, USA Swimming and the sport of swimming.

.2 FINANCE COMMITTEE -

- A. CHAIR - The chair shall be the Finance Vice-Chair.
- B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, the General Chair and Administrative Vice Chair, and a non-Board member and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- C. DUTIES -
  - (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of MESI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review MESI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, and make a determination and recommendation of the best financing method.
  - (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of MESI. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
  - (3) To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
  - (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
  - (5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE -

- A. CHAIR – Shall be elected annually by the members of the Governance Committee.
- B. MEMBERS –

The Governance Committee shall be comprised of the immediate past General Chair (when a member in good standing) and at least four other members, with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. All but the immediate past General Chair shall be elected by the House of Delegates. No more than one half of the Committee shall be voting members of the MESI Board of Directors. If any member of the Governance Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates. In no case shall the General Chair serve on the Governance Committee. Elected Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year. After completion of three consecutive terms, members are not eligible to be elected or appointed to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation.
- C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.
- D. DUTIES
  - (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of MESI;
  - (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;

- (3) To aid in the development of personnel practices and procedure including job descriptions and annual review of staff;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- (8) To nominate Board members to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the MESI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4 OPERATIONAL RISK CHAIR/DIVERSITY, EQUITY AND INCLUSION COMMITTEE/OFFICIAL'S COMMITTEE/SAFE SPORT COMMITTEE

A. DUTIES - The duties shall be as outlined in the MESI Policies and Procedures.

.5 EXECUTIVE COMMITTEE

A. AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and MESI between meetings of the Board and the House of Delegates. Limitations to the authority and power of the Executive Committee shall be determined by the Board of Directors and included in the MESI Policies and Procedures.

B. MEMBERS - The members of the Executive Committee shall be the

- (1) General Chair, who shall act as chair,
- (2) Administrative Vice-Chair,
- (3) Senior Vice-Chair
- (4) Age Group Vice-Chair
- (5) Secretary,
- (6) Finance Vice-Chair,
- (7) Coach Representative,
- (8) Senior Athlete Representative, and
- (9) Junior Athlete Representative.

C. MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of five (5) days' notice required.

D. QUORUM - A quorum of the Executive Committee shall consist of a majority of the members of the Committee.

E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors, the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (*e.g.*, by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:

- .1 Preside at all meetings of the respective division, committee or subcommittee;
- .2 See that all duties and responsibilities of the coordinator, committee or sub-committee in his or her charge are properly and promptly carried out;



- .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or committee, respectively;
  - .4 Communicate with the General Chair, coordinator, committee or subcommittee members and the staff to keep them fully informed;
  - .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the staff; and
  - .6 Perform the other specific duties listed in MESI's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.
- 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the MESI Policies and Procedures.
- 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of MESI shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.
- 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of MESI. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.
- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.
- 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a meeting.
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division, committee or sub-committee may participate in a meeting of the division, committee or sub-committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a quorum of any committee or subcommittee shall consist of those members present.
- 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a division, committee or subcommittee shall be determined by a majority vote.
- 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee or shall not be permitted.
- 7.15 NOTICES
- .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
  - .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
- 7.16 RESIGNATIONS - Any committee or subcommittee chair or member or coordinator may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.
- 7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A

temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

- 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a coordinator may delegate a portion of their powers or duties to another officer of MESI, or to another committee, subcommittee, or coordinator, or with the consent of the Board of Directors to the paid staff of MESI. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.
- 7.19 APPLICATION TO COMMITTEES - Sections 7.5 through 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee.

## ARTICLE 8 ANNUAL AUDIT, REPORTS AND REMITTANCES

MESI shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between MESI and USA Swimming. Reports required to be submitted to USA Swimming by MESI include annual financial and federal tax reports and the annual audit or review.

## ARTICLE 9 ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 9.1 NON-PROFIT AND CHARITABLE PURPOSES - MESI is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, MESI shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of MESI or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.
- 9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of MESI are irrevocably dedicated to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of MESI shall inure to the benefit of any private person or any member, officer or director of MESI.
- 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the MESI House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.
- 9.4 DISSOLUTION - MESI may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of MESI shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of MESI, but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of MESI shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

## ARTICLE 10 INDEMNIFICATION

- 10.1 INDEMNITY - MESI shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of MESI, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to MESI specified in Section 10.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified

Person is proper in the circumstances. MESI may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.

- 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the National Board of Review or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a Board Member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of MESI, or is or was serving at the direct request of MESI as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.
- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by MESI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to MESI's obligation to indemnify, MESI may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if MESI determines that there is reasonable doubt as to such person's ability to make any repayment, MESI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of MESI to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.
- 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

#### ARTICLE 11 PARLIAMENTARY AUTHORITY

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern MESI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order MESI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

#### ARTICLE 12 MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Maine become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 12.2 FISCAL YEAR - The fiscal year of MESI shall end on the last day of August.
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that MESI shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that MESI shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 13  
Intentionally Deleted

ARTICLE 14  
CONVENTIONS AND DEFINITIONS

14.1 CONVENTIONS -

- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words “include”, “includes” and “including” shall be deemed to be followed by the phrase “without limitation”. The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term “or” shall be interpreted as though it were “and/or”. Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to MESI positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
  - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
  - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
  - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of MESI shall be the mail or email address on file with MESI or in SWIMS.
- .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
- .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.

- .1 ARTICLE - a principal subdivision of these Bylaws.
- .2 ARTICLES OF INCORPORATION - the document filed with the Secretary of State pursuant to which MESI was formed.
- .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
- .5 BOARD OF DIRECTORS - the Board of Directors of MESI.
- .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, MESI.
- .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- .8 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
- .10 HOUSE OF DELEGATES - the House of Delegates of MESI as established by Article 4 of these Bylaws.
- .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of MESI.

- .12 IRS CODE - the current United States Internal Revenue Code.
- .13 LOCAL SWIMMING COMMITTEE / LSC - MESI as defined by the USA Swimming Corporate Bylaws.
- .14 MEMBER - a Group Member or an Individual Member.
- .15 MESI - the Maine not-for-profit corporation to which these Bylaws pertain.
- .16 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .17 POLICIES AND PROCEDURES - the principles, rules, and guidelines of MESI, as amended and adopted by the Board of Directors or the House of Delegates.
- .18 SECTION - a subdivision of the Articles of these Bylaws.
- .19 TERRITORY - the geographic territory over which MESI has jurisdiction as a Local Swimming Committee.
- .20 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.