

Moving items from the old Required LSC Bylaws (Bylaws) to the LSC Policies and Procedures (P&P) Manual*

** And/or LSC Rules and Regulations, LSC Board Policies, etc.*

Many of the items contained in the old Bylaws were educational in nature, rather than governance oriented. The LSC P&P is much more suited to these operational and instructional articles. In an attempt to simplify the process of moving some of this material from the Bylaws to the P&P, the Bylaws Task Force offers some things to consider for the LSC P&P. Keep in mind that it is not necessary, and usually counterproductive, to reiterate items from the Rulebook or the LSC Bylaws in the LSC P&P. Changes to the LSC P&P do not require approval by the National Rules & Regulations Committee; changes to the LSC Bylaws do require such approval.

GENERAL

- Define the regions of the LSC, as applicable

MEMBERSHIP

- List membership categories
- LSC fees for various membership types

SANCTIONS, APPROVALS, FEES

- Fees for application process
- Fees for sanctions, approvals, observed meets, events, surcharges

HOUSE OF DELEGATES

- Order of business

BOARD OF DIRECTORS

- General expectations for Board members (attendance, preparedness, etc.)
- Job descriptions for each Board position, including an organizational flow chart, any restrictions, duties, election year, term and term limits
- Define which appointments require advice & consent (i.e., list any Board members who are appointed, process for appointment, etc.)
- Define the process/procedure of the election of those who are elected to a position by a group other than HOD
- Define under what conditions/parameters contracts may be executed
- Meeting schedule
- Order of business

COMMITTEE CHAIRS AND COORDINATORS / OTHER OFFICERS

- General expectations for Committee Chairs / Coordinators
- Job descriptions for each Committee Chair / Coordinator position, including any restrictions, an organizational flow chart, duties, election/appointment year, term and term limits
- Define the process/procedure of the election of those who are elected to a position by a group other than HOD
- Meeting schedule
- Order of business

COMMITTEES

- Selection process for committee members
- Mission, purpose and duties of each committee, including title of chairperson [Be sure to include Safety Committee]
- Committee composition, including 20% athlete representation
- Job descriptions for each committee position, including duties, election/appointment year, term and term limits
- Meeting schedule
- Order of business

DIVISIONS

- Committees and areas within each division
- Job descriptions for each division chair position, including duties, jurisdictions, responsibilities and an organizational flow chart

CONVENTION

- Expectations of delegates
- How additional delegates are selected
- Covered expenses

OFFICE/STAFF

- Job descriptions for each position, including organizational flow chart
 - Restrictions on location
- Note – if an LSC has staff, a Personnel Committee should be included in the organizational structure.*

The LSC Resource Library is an excellent place to find job descriptions and other updated items for an LSC P&P.