



**OCTOBER 2ND, 2016
HOUSE OF DELEGATES MEETING AGENDA/MINUTES
1:00PM**

Mission: *Michigan Swimming inspires excellence through education and develops integrity in a fun, inclusive environment.*

Core Values: *Integrity, Inclusion, Education, Excellence*

Vision: *Pure Excellence! Made in Michigan Swimming*

1:04PM

Welcome-Opening Remarks

Katy Dean, General Chair-Michigan Swimming

1:11PM

Presentation of Annual Awards

Phillips 66 Award

Katy Dean, General Chair-Michigan Swimming

Athlete Awards Presentation

Joe Gazzarato, Chairman of the Athletes' Committee, Athlete Division

1:20PM

Presentation of Board of Directors Nominees

2:10-2:30

~~Break/Meet the Candidates~~-Was not needed

Meeting was called to order at 1:20pm

Attendance:

See attached attendance sheets.

BUSINESS

2:30-Approve the Agenda for 10/2/2016 HOD Meeting

Mike Pettigrew, Secretary

Meeting Agenda Motions:

Motion	By	Second	Passes/Fails
Accept the 2016 HOD Agenda	Pettigrew	Wilkins	PASSES

Board of Directors Elections:

Position:	Nominees:	Results:
Administrative Vice Chair	Mr. Jeffrey Wilkins, Mr. Mike Cutler(Floor Nomination)	Ballot vote was a tie. Mr. Cutler won in a roll call vote of all delegates.
Treasurer	Mr. David Bello	Mr. David Bello-Vote By Acclimation
Safety Chair	Ms. Melissa Millerick-May, MSc, PhD	Ms. Melissa Millerick-May-Vote By Acclimation



MICHIGAN SWIMMING HOUSE OF DELEGATES

Diversity Chair	Ms. Candice Lenise Howard, EDs	Ms. Candice Lenise Howard-Vote By Acclimation
Program Operations	Mr. Joe McBratnie	Mr Joe McBratnie-Vote By Acclimation

List of Submitted Reports:

Please go to the October 2016 House of Delegates Page for a full list of reports and links.

Consent Agenda Motions:

<u>Motion</u>	<u>By</u>	<u>Second</u>	<u>Passes/Fails</u>
Accept the Minutes of the 2015 HOD Meeting	Pettigrew	Meconis	PASSES

Meeting Agenda:

<u>Item #</u>	<u>Meeting Agenda Items</u>	<u>Presented By:</u>	
MA-2	Approval of 2016-17 Annual Budget	Dan Meconis, Vice Chair of Finance	
MA-3	Bylaw Amendments and Rules and Procedures Changes	See Attached Result	

Meeting Agenda Motions:

<u>Item #</u>	<u>Motion</u>	<u>By</u>	<u>Second</u>	<u>Passes/Fails</u>
MA-2	Approve the 2016-17 Budget AS AMENDED	Meconis	Briggs	PASSES
	Amend the budget to add 5,000 to zone budget as a separate line item for athlete apparel.	Perczak	Dean	PASSES

Meeting Agenda Debate:

<u>Item#</u>	<u>Speakers</u>	
MA-2	Robertson	Gazzarato
	Perczak	Naylis
	Morgan	

Membership Commentary

Next House of Delegates Meeting:

Respectively Submitted:

Michael J Pettigrew
Secretary

2016 HOUSE OF DELEGATES SIGN IN (ATHLETES)

October 2, 2016 at the Lansing Center

Name	Position	Club	E-Mail
Joseph Gazzarato	At-Large Athlete - BOD	UN	
Savannah Gurley	Athlete	LL	
Dakota Noble	At-Large Athlete BOD	UN	
Jacob Shwigh	Athlete	PCC	
Ellie Dean	Athlete Rep	UN	
Emma Pettigrew	Athlete Rep	CW	
Charlie Jones		AROP	
Jacob Krzciok	Jr. Athlete Rep	kran	
Dominic Timmer	Athlete	Jaws	
Austin Kingsley	Athlete	USSC	
Leslie Schuchardt	Athlete	ROCK	
Ryan Novak	Athlete	HVP	
Sydney Shipp	Athlete	MMA	
Grant Combs	Athlete	GLT	
Kevin Taylor	Athlete	BAC	
Melanie Dunnick	Athlete	SLA	

Redacted for Athlete Privacy
 USA SWIMMING PRIVACY POLICY

2016 HOUSE OF DELEGATES SIGN IN (NON-ATHLETES)

October 2, 2016 at the Lansing Center

Name	Position	Club	E-Mail
* Marjorie Schuchardt	Board Member	ROCK	marjorie_schuchardt@gmail.com
* Steve Weeks	CO- OFFICIALS CHAIR	MLA	swm.fs+16@gmail.com
JEFF Wilkins	At-Large	UNY	jeffrey.wilkins@concordia.edu
* Ty K. PARKER	COACH	PAC	Parkertyk@gmail.com
* Danos Robertson	COACH	S	COACHDAN1@gmail.com
Michelle Macy	Board	PCC	mimacy4pcc@gmail.com
* Janelle Heaton	Head Coach	HVP	coach-janelle@yahoo.com
* RAT ONZSKO	HEAD COACH	LL	COACHRAT@LIDUZOLZEH7NINE.com
* Steve Shipp	Pres. Opts	MMA	shipp ⁹⁵⁹⁸ @gmail.com
IAN Townsend	Head Coach	MMA	itownmsu@yahoo.com
* Johnny AUSTROMANN	HEAD COACH	BISA	JOHN.AUSTROMANN@gmail.com
* Katy Dean	G. Chair	CUDA	
* Erica Thomas	Rep Rep	USSC	coach_eric@yahoocn.com
* Mary Perczak	Treasurer	MI	MaryPerczak@miswim.com
* Brandon Converse	Head Coach	EGRA	coachconverse@gmail.com
* Michael S. Pettigrew	Secretary	CW	mike.pettigrew@miswim.org
* Dan Meconis	Finance VC		
* Josh Wood	JR. Coach	CW	wjodj1991@gmail.com
Caroline Clement	At Large	JTWS	cclement@jpsonline.org

2016 HOUSE OF DELEGATES SIGN IN (NON-ATHLETES)

October 2, 2016 at the Lansing Center

Name	Position	Club	E-Mail
Erin Tramper	Team Admin Co-Head Coach	ROCK	coachetrumper@Riptide.org
* ALEX BRINKS	TECH PLANNING COMMITTEE	GRNS	COACHALEX@GRNSA.ORG
* Dave Dunneuk		SLA	ddunneuk@gmail.com
* Dave Gendernalk	Head Coach	DCAC	Dgendernalk@gmail.com
* Nicole Redder	Head Coach	JAWS	NRedder@jpsonline.org
* PAT BRIGGS	COACH	JCAC	BRIGGS272@CONCAT.
* JOSH MORGAN	HEAD COACH PROGRAM OPS	PCC	JMORGAN@
* Kara Dean	Coach	CUDA	kara.dean@aol.com
John Fadell	coach	GPG	Headgatar83@gmail.com
Chris Hughes	club manager	GPG	chris4spators@gmail.com
* Sean Oxner	coach	SAC	coachoxner@gmail.com
* Dave Smith	Coach	GLT	glteachrdave@yahoo.com
Phyllis Avery	At Large	LCSC	PAvery42@aol.com
Jean Taylor	Parent	BAL	Jtay1493@gmail.com
Melissa Mullenex-May	Parent	CW	melissa.may@he.msu.edu
* Aldra Naplis	Admin	OLY	olrcoach2@gmail.com
Casey Kern	official	S	ckern1213@sheglobal.net
Joe M. Griffin	coach	NCA	NCACoachjoe@gmail.com
Dave Bello	official	OLY	capt.dave@fairwindsail.com

MICHIGAN SWIMMING
ACTUAL TO BUDGET COMPARISON
2016-2017

	Proposed 2017 Budget	Approved 2016 Budget	2015 Actual	YTD 2016 (8/4/15)
Income -				
Registration Fees	805,665.00	682,750.00	688,986.80	718,783.74
Registration Fees to USA-S	(607,310.00)	(525,280.00)	(541,425.00)	(545,054.50)
Net Registration Fees	198,355.00	157,470.00	147,561.80	173,729.24
Investment Income	3,500.00	750.00	(526.44)	-
Meet Income	85,000.00	88,000.00	94,905.40	72,116.25
District / JO surcharge	22,000.00	23,000.00	27,067.86	21,501.29
Awards/Officials	(24,000.00)	(22,000.00)	(27,506.05)	(23,778.33)
Other income		-	-	-
Total Income	284,855.00	247,220.00	241,502.57	243,568.45
Expenses -				
Coaches Clinic	5,000.00			
Board of Review		0.00		-
Disability Swimming	4,000.00	6,000.00	3,391.36	3,000.00
Diversity -				
Diversity - Outreach	3,000.00	3,000.00	100.00	-
Diversity Grant Fund	10,000.00	10,000.00	4,000.00	
Diversity Travel Meet				3,315.48
Total Diversity - Outreach	13,000.00	13,000.00	4,100.00	3,315.48
Finance	3,000.00	3,000.00	3,514.34	1,458.35
General Chair	7,500.00	5,000.00	2,472.42	5,443.89
Officials				
Officials - General	5,000.00	5,000.00	3,457.49	10,753.12
Officials - Travel Fund	5,000.00	5,000.00	3,499.73	973.70
Total Officials	10,000.00	10,000.00	6,957.22	11,726.82
Program Ops / Program Dev	1,500.00	3,000.00	1,318.61	347.87
Camps and Clinics		19,225.00		
Athlete Committee	5,000.00	1,000.00		90.00
Swim Meets				
Awards	12,000.00	12,000.00	7,407.38	11,122.24
Pool Rental	24,000.00	24,000.00	18,000.00	12,000.00
Zone / Quad	6,000.00	5,000.00	8,510.16	5792.15
Total Swim Meets	42,000.00	41,000.00	33,917.54	28,914.39
Office Expenses				
Due and Subscriptions	200.00		200.00	
Merchant Service Fees	5,000.00	18,000.00		2,026.46
MS Central Office	75,000.00	79,000.00	80,166.02	64,504.34
MS Office-Convention	2,500.00	2,000.00	1,919.92	2,263.01
Website/Administrative	1,000.00	1,000.00		90.11
Swimposium	1,200.00		1,085.74	
Legal & Professional	4,000.00			1,000.00
Misc office expense	500.00	500.00	155.58	-
Total Office Expenses	89,400.00	100,500.00	83,527.26	69,883.92
Safety Chair	3,000.00	2,500.00		702.45
Travel				
Convention	15,000.00	15,000.00	9,807.50	8,043.15
Travel Fund	20,000.00	20,000.00	8,845.84	9,500.00
Total Travel	35,000.00	35,000.00	18,653.34	17,543.15
Total Expenses	218,400.00	239,225.00	157,852.09	142,426.32
Net Income	66,455.00	7,995.00	83,650.48	101,142.13

Athlete/Non Fee
Clubs

Registrations -

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Athlete	8064	8052	8767	8709	10180	9553	9308	9155	9500
Athlete - Seasonal							168	86	50
Coaches							509	504	500
Officials							120	109	110
Other Non - athlete	495	526	516	531	602	617	552	589	600
	<u>8559</u>	<u>8578</u>	<u>9283</u>	<u>9240</u>	<u>10782</u>	<u>10170</u>	<u>10657</u>	<u>10443</u>	<u>10760</u>
Clubs	<u>79</u>	<u>83</u>	<u>84</u>	<u>84</u>	<u>87</u>	<u>84</u>	<u>91</u>	<u>86</u>	<u>85</u>

2017 Projected Revenue		
Total	USA	MI
703,000.00	532,000.00	171,000.00
2,500.00	1,600.00	900.00
37,000.00	28,000.00	9,000.00
8,140.00	6,160.00	1,980.00
<u>44,400.00</u>	<u>33,600.00</u>	<u>10,800.00</u>
<u>795,040.00</u>	<u>601,360.00</u>	<u>193,680.00</u>
<u>10,625.00</u>	<u>5,950.00</u>	<u>4,675.00</u>
<u>805,665.00</u>	<u>607,310.00</u>	<u>198,355.00</u>

	2016		2017	
	Fee	USA-S porti Fee	USA-S portion	
All	70	54	74	56
Clubs	125	70	125	70
Seasonal	46	30	50	32
Est Revenue	731010	563922	796240	602560
	10750	6020	10625	5950
	741760	569942	806865	608510

Meet Income \$3,000
Champs Increase \$2,500

Expense Requests

		Notes:
Expenses -		
Coaches Clinic	5,000.00	Request for funds for coaches clinic
Board of Review		
Disability Swimming	4,000.00	Based on prior years expenditures
Diversity -		
Diversity - Outreach	3,000.00	NC
Diversity Grant Fund	10,000.00	NC
Total Diversity - Outreach	\$ 13,000.00	
Finance	3,000.00	NC
General Chair	7,500.00	Room rentals, HOD
Officials		
Officials - General	5,000.00	NC
Officials - Travel Fund	5,000.00	NC
Total Officials	\$ 10,000.00	
Program Ops / Program Dev	1,500.00	Based on prior years expenditures
Camps and Clinics		19,225 budgeted last year, nothing done
Athlete Committee	5,000.00	Funding for new programs, including athlete recognition
Swim Meets		
Awards	12,000.00	No Change Requested
Pool Rental	24,000.00	No Change Requested
Zone / Quad	6,000.00	Based on this years actual
Total Swim Meets	\$ 42,000.00	
Office Expenses		
Due and Subscriptions	200.00	NC
Merchant Service Fees	5,000.00	Based on anticipated expenditures
MS Central Office	75,000.00	Based on anticipated expenditures
MS Office-Convention	2,500.00	Based on anticipated expenditures
Website/Administrative	1,000.00	NC
Swimposium	1,200.00	Funds to hold a seminar this year
Legal & Professional	4,000.00	Rewrite contracts
Misc office expense	500.00	NC
Total Office Expenses	\$ 89,400.00	
Safety Chair	3,000.00	Based on anticipated new USA programs
Travel		
Convention	15,000.00	NC
Travel Fund	20,000.00	NC
Total Travel	\$ 35,000.00	
Total Expenses	\$ 218,400.00	
Net Income		



Integrity, Inclusion, Education, Excellence

Michigan Swimming
House of Delegates Meeting

Proposed By-Laws and Rules & Procedures Amendments

Prepared by John Loria (Operations Administrative Coordinator)

1. The legislative items will be presented in block order.
2. Section A, the items will be considered one item at a time.
3. All items in each section will be considered in numerical order.
4. Section B and C, the items will be considered in block sections as omnibus motions.
5. Omnibus motions are in the affirmative as motions to approve the block items.
6. Other motions should generally be stated in the affirmative.
7. All Rule and Procedure amendment in Section B requires a simple majority for approval. The subsequent amended main motion will require the original percentage (simple majority). Any Rule and Procedure amendment in Section C and any new item brought from the floor would require a 2/3 vote for adoption.
8. If you wish to speak, please move to the podium. Once recognized by the General Chair or Presiding Officer, please clearly state your name and Club affiliation, if applicable.
9. When a show of credentials is used, please raise your credential high and keep it still until the count is completed. During the credential count, please do not move from your original position.
10. A main motion may only have one amendment pending at any one time.

By-Laws

Each item considered separately

A	Description	Location	Recommended/No Recommendation/No Opinion	Required
B-1	Modify the official structure of the Athlete Division to include the Athletes' Committee.	7.1.5	Recommended	2/3
B-2	Establish the Athletes' Committee Chair position and assign basic responsibilities and powers to the chair.	7.2 O.	Recommended	2/3
B-3	Establish the Athletes' Committee and its membership. Membership will include the Athlete Representatives currently serving on the Michigan Swimming Board of Directors and other members as determined by the Athletes' Committee through its bylaws.	7.3.8	Recommended	2/3
B-4	Establish the Athletes' Committee and its responsibilities and give the chair permission to make appointments to the committee as necessary.	7.4.8	Recommended	2/3
B-5	Establish the bylaws of the Athletes' Committee. These bylaws will govern the operation of the Committee.	10	Recommended	2/3
B-6	Bylaws Article 4.1.4 – Athlete Representative; Elections	4.1.4	Recommended	2/3
B-7	USA Swimming recommends detailing the election procedure for Coach Representatives in our Bylaws, not just our Rules and Procedures.	4.1.5	Recommended	2/3
B-8	Addition of language to create the Governance Committee	7.2	No Opinion	2/3
B-9	Replace Subsection .36 of Section 16.1 of Article 16 as it defines "Nominating Committee".	16	No Opinion	2/3
B-10	Remove references to Nominating Committee	7.20	No Opinion	2/3
B-11	Remove references to Nominating Committee	4.4.3	No Opinion	2/3
B-12	Removal of section 4.8	4.8	No Opinion	2/3
B-13	Governance Committee Meetings	4.9.2	No Opinion	2/3
B-14	Revision of subsection .1 of Section 6.5 of Article 6 that refers to the Nominating Committee nominating two individual Members to serve as co-officers. The change could simply replace the word "Nominating" before Committee with "Governance".	6.5.1	No Opinion	2/3

B-15	Revision of subsection .2 of Section 6.5 of Article 6 that refers to the Nominating Committee nominating two individual Members to serve as co-officers. The change could simply replace the word "Nominating" before Committee with "Governance".	6.5.2	No Opinion	2/3
B-16	Addition of language to require 50% attendance by BOD members at meetings.	6.6.2	No Opinion	2/3
B-17	Change in responsibility for Rules and By-Laws	6.7.4	No Opinion	2/3

Rule and Procedure

Considered as a block EXCEPT for any items pulled.

B	Description	Location	Recommended/No Recommendation/No Opinion	Required
R-1	Michigan Law (NONPROFIT CORPORATION ACT (EXCERPT) Act 162 of 1982 450.2501a Board of directors; minimum age; requirements.) allows for members to be 16 or 17, but not 15 years of age. Align Rule and Procedure guidelines with those in the Michigan Swimming Bylaws and that in USA Swimming's Required Bylaws.		Recommended	Majority
		<i>Pulled, Approved as amended, see below.</i>		
R-2	The current language says awards are up to the discretion of the meet host for all meets except the State Meets, however the JO and District Rules require awards to be given.	<i>All others, Wilding</i>	Recommended	Majority
			<i>Rob, Tsou</i>	<i>PASSES</i>
R-3	References to a Michigan Swimming Board of Review remain after USA Swimming switched to a Central Zone Board of Review and Michigan Swimming rejected the creation of its own Administrative Review Board.	<i>By</i>	Recommended	Majority
			<i>2nd</i>	
R-4	Wyoming is incorrectly listed as being a member LSC of the Central Zone.		Recommended	Majority
R-5	Forms referenced in the Rules and Procedures take up space and are out of date. By changing references to the forms/appendices within the Rules and Procedures, these forms could be removed and placed on the website instead. This would eliminate some bloat and provide directions to the most up-to-date forms on the MSI website.	Pages 15, 17, 55, 61, 73, 74, and 75	Recommended	Majority

R-6	Officials Committee - At the 2015 USA Swimming convention legislation was passed requiring at least a 20% athlete representation on ALL LSC committees.	Page 109	Recommended	Majority
R-7	The timeline for the award was never changed to a Fall HOD when we moved it from the Spring.		Recommended	Majority
R-8	Over the years Article References have changed, but were not corrected in our Rules and Procedures		Recommended	Majority

Considered as a block EXCEPT for any items pulled.

C	Description	Location	Recommended/No Recommendation/ No Opinion	Required
R-9	Change in those who are authorized personnel at all sanctioned meets.	Pg. 25-26 J.	Recommended	2/3
R-10	Change in what type of meets require submission sixty days prior to the first date of competition but does not change that only On the Published Scheduled Meets only carry a fine.	Pg. 73	Withdrawn	
R-11	Change language granting automatic sanctioning of time trials, dual meets, tri-meets, and closed invitationals to include approved meets but protect from conflict any MS Championship meets.	Pg. 74	Withdrawn	
R-12	Change language to comply with other areas in R&P so that file submission reads that the Meet Information Packet and the Electronic Meet Management files are submitted to the MS Meet and Sanctioning Chair instead of Program Operations Vice Chair.	Pg. 72 A	Recommended	2/3
R-13	Change in language for Budget timelines to be submitted to fall in line with the dates of the Fall HOD instead of a Spring HOD.	Pg. 54	Recommended	2/3

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NOTHING PULLED!

motion to destroy withing PASSES

B-3	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Establish the Athletes' Committee and its membership. Membership will include the Athlete Representatives currently serving on the Michigan Swimming Board of Directors and other members as determined by the Athletes' Committee through its bylaws.

Current Language

No language currently exists.

Proposed Language

Athletes' Committee – The members of the Athletes' Committee shall be the Senior Athlete Representative, the Junior Athlete Representative, the At-Large Athlete Representative(s), the Vice-Chair of Administration who shall serve as an ex-officio member entitled to voice but no vote, and any additional members as specified by the Athletes' Committee Bylaws.

Effective Date	Immediately
Proposed by	Joseph A. Gazzarato, At-Large Athlete Representative
Club/Organization	Michigan Swimming, Inc. Athletes' Committee
House Action	Adopted Adopted with Amendment Rejected

B-4	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Establish the Athletes' Committee and its responsibilities and give the chair permission to make appointments to the committee as necessary.

Current Language

No language currently exists.

Proposed Language

Athletes' Committee – The Athletes' Committee is responsible for encouraging athlete involvement in the governance of Michigan Swimming, gathering and communicating to the appropriate entities the opinions of Athlete Members across the LSC, making official recommendations to appropriate entities regarding proposed legislation, and other tasks as assigned by the MS Board of Directors, General Chair, or Chair of the committee. This committee shall be governed through its own procedures and bylaws, where these bylaws take precedence in all conflicts, as published Proposed Language on the Michigan Swimming website. The Chair of the Athletes' Committee shall make appointments to this committee as necessary.

Effective Date	Immediately
Proposed by	Joseph A. Gazzarato, At-Large Athlete Representative

Club/Organization Michigan Swimming, Inc. Athletes' Committee
House Action Adopted
Adopted with Amendment
Rejected

B-5	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Establish the bylaws of the Athletes' Committee. These bylaws will govern the operation of the Committee.

Current Language

No language currently exists.

WITHDRAWN

Proposed Language

Article 10 – Athletes' Committee

The Michigan Swimming Athletes' Committee (hereafter "the Committee") is an official standing committee of Michigan Swimming, Inc. (hereafter "MSI") as prescribed in the MSI Corporate Bylaws (hereafter "Corporate Bylaws"). This committee conducts business through regular emails, conference calls, and in-person meetings as needed based on current business.

DEFINITIONS

- **Athlete Representative** – Any elected or appointed Athlete Member (as defined by the Corporate Bylaws) currently sitting on the MSI Board of Directors that is entitled to a vote at any regular or special meeting of the MSI Board of Directors.
- **Athlete Member** – Any Athlete Member as defined by the Corporate Bylaws (Article 2, Section 2, Subsection B).
- **Committee Member** – Any Member of MSI (as defined by the Corporate Bylaws) that has been elected or appointed to the Committee or who holds a position on the Committee through virtue of an office held within MSI.

MISSION

The mission of the Committee shall be to represent the interests of the Athlete Members of MSI, facilitate communication between the governing bodies (MSI, Central Zone Swimming, and USA Swimming, Inc.) and the Athlete Members of MSI, and promote athlete involvement in the governance of MSI.

ARTICLE 10.1 – MEMBERSHIP

WITHDRAWN

10.1.1 MEMBERSHIP

- .1 The Committee shall consist of the following:
 - .A the Athlete Representatives,
 - .B additional appointed Athlete Members selected via an application process,
 - .C [This section is reserved for future use should the Committee wish to seat elected members.]
 - .D the past Chair of the Committee who shall serve as an ex-officio member of the Committee,
 - .E the General Chair who shall serve as an ex-officio member of the Committee,
 - .F and the Vice Chair of Administration who shall serve as an ex-officio member of the Committee.
- 2 Each member of the Committee must be in good standing with MSI and USA Swimming, Inc. and be registered as an Individual Member of MSI and USA Swimming, Inc. through his or her entire term on the Committee.
- 3 Should a member, for whatever reason, no longer be in good standing with MSI or USA Swimming, Inc., he or she shall be notified to this fact and be given a fourteen (14) day probation period to correct the situation. Should the member not become in good standing with MSI and USA Swimming, Inc. after the expiration of the probation period, the member in question will be removed from the Committee for the remainder of his or her term and the Chair of the Committee will notify the General Chair of MSI of the occurrence.

WITHDRAWN

10.1.2 CLASSES OF MEMBERSHIP

.1 Membership within the Committee shall be divided as specified below.

~~.A Officers – The Athlete Representatives shall be the Officers of the Committee.~~

~~These members are entitled to both voice and vote at regular and special meetings of the Committee.~~

~~.B Full Members – Any Committee Member, elected or appointed, that is currently in good standing with MSI and USA Swimming, Inc. unless specified otherwise by these bylaws. These members are entitled to both voice and vote at regular and special meetings of the Committee.~~

~~.C Ex-Officio Members – Any member of this committee, with the exception of the Athlete Representatives, that holds a position on the Committee by virtue of their office held within MSI shall be an ex-officio member. These members are entitled to voice but no vote at regular or special meetings of the Committee.~~

~~.D Non-Members – Any member of MSI currently in good standing with MSI and USA Swimming, Inc. that is not a member of the Committee as defined by 100.1. These members are entitled to voice at the discretion of the Chair and no vote at regular or special meetings of the Committee.~~

WITHDRAWN

10.1.3 TERM OF OFFICE

- 1 Unless specified otherwise in these bylaws or the Corporate Bylaws, each Committee Member shall begin his or her term of office on the first day of January in the year following his or her election or appointment to the Committee.
- 2 Unless specified otherwise in these bylaws, each Committee Member shall serve a term of (1) year.
- 3 Each Officer of the Committee shall serve a term of a length such that it coincides with his or her term as an Athlete Representative.
- 4 Each Ex-Officio member of the Committee shall serve a term of length such that it coincides with his or her term in the office by which he or she holds a position on the Committee.

10.1.4 VACANCIES

Should a Committee Member become unable to fulfill his or her duties, is no longer in good standing with MSI or USA Swimming, Inc. after being put on notice to said fact, or otherwise vacates his or her position on the Committee, the Chair shall immediately name an alternate to fill the vacancy for the remainder of the term with the advice and consent of the General Chair of MSI.

ARTICLE 10.2 – MEMBERSHIP SELECTION

WITHDRAWN

10.2.1 CHAIR AND VICE-CHAIR

- .1 From within the Officers of the Committee shall be selected the Chair of the Committee. The Officers of the Committee shall meet to select a Chair within 14 days of the annual MSI Athlete Representative elections, even if the incumbent's term as an Officer is not yet set to expire. For the purpose of this section, the Officers that shall meet, be eligible for the chairship, and participate in the selection process are those which will be in office on the first day of January in the year following election or appointment to the Committee. The beginning of the Chair's term of office shall begin no sooner than that of the commencement of the term of the newly-elected Athlete Representatives.
- .2 From within the Officers of the Committee shall be selected the Vice Chair of the Committee. The Officers of the Committee shall meet to select a Vice-Chair within 14 days of the annual MSI Athlete Representative elections, even if the incumbent's term as an Officer is not yet set to expire. For the purpose of this section, the Officers that shall meet, be eligible for the chairship, and participate in the selection process are those which will be in office on the first day of January in the year following election or appointment to the Committee. The beginning of the Vice-Chair's term of office shall begin no sooner than that of the term of the newly-elected Athlete Representatives.

10.2.2 APPOINTED MEMBERS

- .1 Unless holding a position on the Committee by virtue of being the incumbent of another office of MSI, each Committee Member shall complete the Athletes' Committee application to be eligible for appointment to the Committee.
- .2 The Committee shall set forth its own procedures for reviewing applications.
- .3 The Chair of the Committee, with unanimous advice and consent of the Officers of the Committee and with the advice and consent of the General Chair of MSI, shall make member appointments to the Committee.

10.2.3 ELECTED MEMBERS

- .1 [This section is reserved for future use.]

WITHDRAWN

ARTICLE 10.3 – DUTIES

10.3.1 CHAIR

- .1 The Chair shall, with the advice and consent of the Vice-Chair of the Committee, recommend to the General Chair of MSI a sufficient number of athletes to be awarded At-Large votes at any regular or special meeting of the MSI House of Delegates such that twenty percent (20%) of the voting delegation will be Athlete Members.
- .2 The Chair shall recommend to the General Chair of MSI a sufficient number of Athlete Members such that twenty percent (20%) of the membership on each committee of MSI consists of Athlete Members.
- .3 The Chair shall appoint such subcommittees of the Committee as may be necessary or helpful in order to carry out the business of the Committee.
- .4 The Chair shall, to the best of his or her ability, attend all meetings of the MSI Board of Directors.
- .5 The Chair shall, in conjunction with the Vice-Chair of the Committee, vet applications for prospective Appointed Committee Members.
- .6 The Chair shall serve as the official liaison between the Committee, the MSI Board of Directors, and other entities as may be necessary.
- .7 The Chair shall be responsible for presiding over all meetings, regular and special, of the Committee.
- .8 The Chair shall be responsible for facilitating discussion and consensus among members of the Committee during all meetings, regular and special.

WITHDRAWN

10.3.2 VICE-CHAIR

- 1 The Vice-Chair shall, to the best of his or her ability, attend all meetings of the MSI Board of Directors.
- 2 The Vice-Chair shall, in conjunction with the Chair of the Committee, vet applications for prospective Appointed Committee Members.
- 3 The Vice-Chair shall serve as a liaison between the Athlete Members and the Committee.
- 4 The Vice-Chair shall assist the Chair of the Committee in leading meetings, regular and special, of the Committee.
- 5 The Vice-Chair shall assist the Chair of the Committee in facilitating discussion and consensus among members of the Committee during all meetings, regular and special.
- 6 The Vice-Chair shall serve as an ex-officio member of all subcommittees of the Committee.

10.3.3 OFFICERS

- 1 The Officers of the Committee shall, to the best of their ability, attend all meetings of the MSI Board of Directors.
- 2 The Officers shall serve as liaisons between the Athlete Members and the Committee.
- 3 The Officers of the Committee shall report to the Committee on a regular basis the proceedings of any meeting of the MSI Board of Directors or any committee of MSI on which an Officer sits.

10.3.4 FULL MEMBERS

- 1 The Full Members of the Committee shall serve as liaisons between the Athlete Members and the Committee.
- 2 The Full Members of the Committee shall report to the Committee on a regular basis the proceedings of any meeting of any committee of MSI on which a full member sits

10.3.5 EX-OFFICIO MEMBERS

Ex-Officio members shall provide useful feedback to the Committee as would be necessary and helpful.

WITHDRAWN

ARTICLE 10.4 –
MEETINGS

10.4.1 FREQUENCY OF MEETINGS

- .1 The Committee shall meet a minimum of two (2) times per calendar year as determined by the Chair of the Committee.
- .2 Any Officer may call a special meeting of the Committee at any time.
- .3 Any three (3) members that would be entitled to voting privileges at any regular meeting of the Committee may call a special meeting of the Committee at any time.

10.4.2 NOTICE

- .1 Not less than six (6) days of notice is required for any special meeting of the Committee.
- .2 Regularly scheduled meetings of the Committee, which are set forth well in advance, do not require a separate notice.
 - . A Publication of a meeting schedule for regular meetings constitutes notice for all meetings of the Committee on said schedule.
- .3 Notice shall be considered given when communicated to Committee Members via Electronic Message, the US Postal Service, or through telephone call.
 - . A Committee Members are responsible for keeping their contact information, including e-mail address and telephone number, current with the Chair of the Committee.

10.4.3 QUORUM

A quorum shall be considered present when (a) a majority of Committee Members are present or (b) when at least two (2) Officers are present and no less than one-third (1/3) of the Committee Members are present.

10.4.4 VOTING

Unless specified otherwise in these bylaws, the Corporate Bylaws, or the Rules of Order under which the Committee operates, all matters that require action of the Committee shall be determined by a simple majority of those present.

WITHDRAWN

ARTICLE 10.5 – PARLIAMENTARY PROCEDURE

10.5.1 ROBERT'S RULES OF ORDER

The rules in the current edition of Roberts Rules of Order Newly Revised shall govern all proceedings of the Committee to the extent applicable, such that they are not in conflict with these bylaws, the Corporate Bylaws, or the Committee's Operating Procedures.

10.5.2 SPECIAL RULES OF ORDER

- .1 The Committee shall, to the extent that they do not conflict with these bylaws or the Corporate Bylaws, set forth special rules to govern its proceedings. These special rules shall supersede Robert's Rules of Order Newly Revised when conflict arises between the two. These special rules, in conjunction with operating guidelines for the Committee shall be known as the "Operating Procedures" of the Committee.
- .2 The Committee shall, by a simple majority vote, adopt, amend, rescind, or otherwise modify in any way the Operating Procedures so long as all of the following criteria are met:
 - .A The modification is introduced by a Committee Member, and
 - .B All proposed modifications are submitted to the Chair of the Committee at least fourteen (14) days prior to the meeting of the Committee at which they will be considered, and
 - .C All proposed modifications are disseminated to the Committee Members at least ten (10) days prior to the meeting of the Committee at which they will be considered, and
 - .D All proposed modifications are not in conflict with these bylaws, the Corporate Bylaws, USA Swimming Rules and Regulations, the Laws of the State of Michigan, or the Laws of the United States of America.
- .3 The Committee shall, by a two-thirds majority vote, adopt, amend, rescind, or otherwise modify in any way the Operating Procedures so long as the modification is introduced by a Committee Member and all proposed modifications are not in conflict with these bylaws, the Corporate Bylaws, USA Swimming Rules and Regulations, the Laws of the State of Michigan, or the Laws of the United States of America.

WITH DRAWN

ARTICLE 10.6 – MISCELLANEOUS

10.6.1 AMENDMENTS TO BYLAWS

The Committee may amend these bylaws by a two-thirds majority vote so long as the following criteria are met:

- .A The modification is introduced by a Committee Member, and
- .B All proposed modifications are submitted to the Chair of the Committee at least thirty (30) days prior to the meeting of the Committee at which they will be considered, and
- .C All proposed modifications are disseminated to the Committee Members at least twenty-five days prior to the meeting at which they will be considered, and
- .D All proposed modifications are not in conflict with the Corporate Bylaws, USA Swimming Rules and Regulations, the Laws of the State of Michigan, or the Laws of the United States of America.

10.6.2 CONFLICT IN GOVERNING DOCUMENTS

- 1 Should, at any time, there be a conflict between these bylaws and the Corporate Bylaws, and said conflict does not have a pre-determined solution or order of precedence, the Corporate Bylaws shall take precedence over these bylaws.
- 2 Should, at any time, there be a conflict between these bylaws and the Operating Procedures, and said conflict does not have a pre-determined solution or order of precedence, these bylaws shall take precedence over the Operating Procedures.

10.6.3 FULL FORCE AND EFFECT

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 Michigan become, illegal, invalid or unenforceable, the remainder of these bylaws shall continue in full force and effect.

Effective Date	Immediately
Proposed by	Joe Gazzarato, At-Large Athlete Representative
Club/Organization	Michigan Swimming, Inc. Athletes' Committee
House Action	Adopted Adopted with Amendment Rejected

Description

1. USA Swimming recommends the election procedures of Athlete Representative be included in the Michigan Swimming Bylaws.

2. Current election procedures do not match those in USA Swimming's Required Bylaws template.

3. Michigan Law (NONPROFIT CORPORATION ACT (EXCERPT) Act 162 of 1982 450.2501a Board of directors; minimum age; requirements.) allows for members to be 16 or 17, but not 15 years of age.

Current Language

The election of the Junior and Senior Athlete Representatives shall be conducted as outlined in the Athletes Section of the MS Rules and Procedures. If a vacancy in any of these positions occurs as a result of resignation, etc., the General Chair shall appoint a replacement to serve out the remainder of the term.

Proposed Language

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 or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by MSI 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 election of the Athlete Representatives shall be conducted annually during the Athlete Meeting at, or around, MSI's annual House of Delegates meeting. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members and Seasonal Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	<u>Club Wolverine / Rules and Procedures Committee Chair</u>
House Action	Adopted Adopted with Amendment Rejected

B-7	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

USA Swimming recommends detailing the election procedure for Coach Representatives in our Bylaws, not just our Rules and Procedures.

Current language

.5 COACH REPRESENTATIVES - The election of the Coach Representatives shall be conducted as outlined in the Coaches Section of the MS Rules and Procedures.

Proposed Language

Two (2) Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The election of the Junior Coach Representative shall be conducted during MSI's annual House of Delegates meeting, at a meeting timely called by the sitting Junior Coach Representative and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	<u>Club Wolverine / Rules and Procedures Committee Chair</u>
House Action	Adopted Adopted with Amendment Rejected

B-8	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Addition of language to create the Governance Committee

Current Language

None.

Proposed Language

7.21 GOVERNANCE COMMITTEE - The Governance Committee is responsible for providing on-going evaluation and guidance to the Michigan Swimming Board of Directors in order to better assess the most efficient ways of conducting business, to establish accountability, and to consult and mentor members serving in governance positions

.1 MEMBERSHIP – The Governance Committee shall consist of four Members appointed by the

Discussion - Wilkins, Avery, Jones, Wood, Robertson, Perczak, Meonis, Gazzarato, Dean, Clement, Pettigrew, Dan

Call The Question by Pettigrew, 2nd by Carzato, PASSES

General Chair with the advice of the Board of Directors; an Athlete from the Athlete Committee appointed by the Athlete Committee Chair; and the immediate past General Chair who shall have voice but no vote. The membership of the Governance Committee shall represent varying geographic regions of the State. There shall be no current voting members of the Board of Directors appointed to this committee.

.2 CHAIR AND SECRETARY – The past General Chair shall serve as Chair of the Governance Committee and shall appoint a Governance Committee Secretary from the Members of the Governance Committee to keep the minutes of committee meetings.

.3 MEETINGS - The Governance Committee shall meet not less than 10 times a year. Such meetings can be conducted in a face to face manner, via teleconference or other electronic means.

.4 TERM - Each of the four Members shall serve a four-year term, staggered so that one fourth of such members are appointed each year. As a result, in the initial formation, each of the four initial Members shall have a differing term length as determined by the General Chair. The Athlete shall serve a two-year term.

.5 RESIGNATION OR REMOVAL - Any Member of the Governance Committee may resign by submitting a written resignation to the General Chair. Any other removal of a Member from the Governance Committee shall require a majority vote by the voting Membership of the Governance Committee.

.6 VACANCIES – When a non-athlete position on the Governance Committee becomes vacant, the General Chair, with the advice of the Board of Directors, shall appoint a replacement. This shall include appointment of a Chair should the past General Chair position become vacant. An appointed Chair shall have voice but no vote. A vacancy in the Athlete position shall be filled by the Athlete Committee Chair.

.7 RESPONSIBILITIES –

A. Board of Director Education and Training including: developing and keeping up to date a Board Member handbook; providing orientation and mentoring for new Board Members; conducting transition meetings with outgoing and incoming Board Members; promoting ongoing learning and growth of all Board Members; actively encouraging development of leadership skills.

B. Strategic Planning including: maintaining the Strategic Plan; insuring accountability in deadlines; and assisting Board Members in task completion.

C. Recruiting and Board of Director Succession Planning including: identifying skills and areas of expertise needed by the Board; actively seeking out, cultivating and recruiting Board prospects; recommending individuals for election; preparation of the slate of candidates resulting from these activities along with any write-in

candidates that have been submitted; distribution of the slate of candidates to the House of Delegates at least one month in advance of the House of Delegates Meeting.

D. Board of Director Assessment including: conducting nonpartisan assessment of Board Member participation, commitment, and attendance; considering suitability for re-election; leading Board self-assessment on a regularly scheduled basis; evaluating and recommending necessary changes to the Board; and assessing Board structure,

E. Maintenance of Board of Director Documents including: evaluating and recommending necessary changes to Board guiding documents, including Rules and By-laws; and overseeing maintenance of Board documents.

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-9	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Replace Subsection .36 of Section 16.1 of Article 16 as it defines "Nominating Committee".

Current Language

.36 "Nominating Committee" shall mean the committee of the House of Delegates charged with nominating candidates for elective offices of MS.

Proposed Language

.36 "Governance committee" shall mean the standing committee charged with providing on-going evaluation and guidance to the Michigan Swimming Board of Directors in order to better assess the most efficient ways of conducting business, to establish accountability, to consult and mentor members serving in governance positions.

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment

Rejected

B-10	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Remove references to Nominating Committee 7.20

Current Language

7.20 APPLICATION TO EXECUTIVE AND NOMINATING COMMITTEES AND BOARD OF REVIEW - Sections 7.5 through 7.16 shall apply to the Executive Committee, the **Nominating Committee** and any other committees of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the MS Policies and Procedures Manual. These provisions shall also apply to Board of Review meetings, but shall not apply to its hearings or deliberations.

Proposed Language

Motion by Avery to fix typo, 2nd by Pettigrew

7.20 APPLICATION TO EXECUTIVE AND NOMINATING COMMITTEES AND BOARD OF REVIEW - Sections 7.5 through 7.16 shall apply to the Executive Committee, the **Governance Committee** and any other committees of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the MS Policies and Procedures Manual. These provisions shall also apply to Board of Review meetings, but shall not apply to its hearings or deliberations.

PASSES

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-11	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Remove references to Nominating Committee

Current Language

4.4 DUTIES AND POWERS OF HOUSE OF DELEGATES - The House of Delegates shall oversee the management of the affairs of MS and 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 and members of the Board of Directors 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, if desired (see Section 6.7.13.2);
- .3 Elect the members of the Nominating Committee;

Proposed Language

Remove and renumber

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-12	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Removal of section 4.8

Current Language

4.8 NOMINATING COMMITTEE

.1 MEMBERS OF NOMINATING COMMITTEE; ELECTION - The Nominating Committee shall be comprised of not fewer than five (5) Active Individual Members, two (2) of which shall be elected annually by the House of Delegates or, if the House of Delegates does not act in a timely fashion, two (2) additional appointments then made by the Chair of the Nominating Committee. The two (2) elected or appointed members shall not also be current Board members. The current Senior Athlete Representative, the Senior Coach Representative and the Officials Committee Chair shall be permanent members of the Nominating Committee. An odd number of members greater than five (5) may be designated from time to time by either the House of Delegates or the Board of Directors. Any additional members shall not also be current Board Members. Each Nominating Committee member shall be a member of the House of Delegates and no more than three (three-fifths if there are more than five (5) members of the Nominating Committee) shall be Board Members. Section 6.6.3 (term limits) shall apply to members of the Nominating Committee, but service as the immediate Past General Chair shall not be counted for that purpose. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair shall appoint a successor to serve until the next meeting of the House of Delegates.

.2 CHAIR ELECTED BY NOMINATING COMMITTEE - The Chair of the Nominating Committee shall be elected annually by a majority vote of the current

members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed.

.3 DUTIES OF NOMINATING COMMITTEE - A slate of candidates for election as officers specified in Section 6.1 and the members of the Board of Review to be elected at the next annual House of Delegates meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate one person for each position to be filled or may nominate more than one candidate for one or more of the positions. The Nominating Committee shall also nominate a slate of candidates for the Nominating Committee to be elected at the same annual meeting of the House of Delegates. The Nominating Committee shall present its slate to the Board of Directors no later than sixty (60) days prior to the election.

.4 PUBLICATION OF NOMINATIONS - Nominations by the Nominating Committee shall be published by distributing a slate of candidates together with the positions for which they have been nominated to each member of the House of Delegates and to each Group Member not less than twenty (20) calendar days prior to the election. This notice may be combined with the notice of the meeting pursuant to Section 4.15.1 where convenient. See Section 6.1.5 for the methods which may be used for the distribution.

.5 ADDITIONAL NOMINATIONS - Additional nominations may be made from the floor of the House of Delegates by any member of the House of Delegates eligible to vote.

.6 MEETINGS AND NOTICES - Meetings of the Nominating Committee shall take place at a site within the State of Michigan when called by the Chair or any three (3) members of the Committee with a minimum of six (6) days' notice required. Pertinent provisions of Sections 7.5 through 7.11 and Section 16.1.5 also shall apply to the Nominating Committee's meetings and notices.

.7 QUORUM - A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members. The committee shall act by a majority vote of its members voting in any meeting at which a quorum is present.

Proposed Language

Remove Section 4.8 and renumber

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-13	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Governance Committee Meetings

Current Language

.2 NOMINATING COMMITTEE; OTHER HOUSE OF DELEGATES COMMITTEES –

All meetings and deliberations of the Nominating Committee shall be conducted in executive (closed) session. Meetings of all other committees established by the House of Delegates shall be open to all members of MS and USA Swimming and other interested parties unless otherwise provided by the House of Delegates resolution creating the committee or by a vote of the committee as provided by the rules of the Parliamentary Authority.

Proposed Language

.2 GOVERNANCE COMMITTEE; OTHER HOUSE OF DELEGATES COMMITTEES –

All meetings and deliberations of the Governance Committee shall be conducted in executive (closed) session when dealing with matters of personnel. All other meetings of the Governance Committee shall be open to all members of MS and USA Swimming. The Governance Committee reserves the right to enter Executive (closed) Session with a majority vote of its members. Meetings of all other committees established by the House of Delegates shall be open to all members of MS and USA Swimming and other interested parties unless otherwise provided by the House of Delegates resolution creating the committee or by a vote of the committee as provided by the rules of the Parliamentary Authority.

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-14	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Revision of subsection .1 of Section 6.5 of Article 6 that refers to the Nominating Committee nominating two individual Members to serve as co-officers. The change could simply replace the word "Nominating" before Committee with "Governance".

Current Language

.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. This may be accomplished by the Nominating Committee nominating two Individual Members to serve as co-officers and by the House of Delegates electing two at the time of the meeting. In the case of Administrative Vice Chair, the House of Delegates at the time of election shall designate one to be the successor to the General Chair; if no such designation is made, then the person with the longer tenure in such office or as a Board Member shall serve as the successor. If an office is co-held by two Individual Members, the co-officers shall have just one voice and one collective vote on committees which they serve.

Proposed Language

B-16	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Addition of language to require 50% attendance by BOD members at meetings.

Current Language

.2 COMMENCEMENT OF TERM - Each person elected to a position by or at the House of Delegates assumes office (begins their term) at the end of the House of Delegates Meeting where he/she was elected.

Proposed Language

.2 COMMENCEMENT OF TERM - Each person elected to a position by or at the House of Delegates assumes office (begins their term) at the end of the House of Delegates Meeting where he/she was elected and shall attend a minimum of 50% of the meetings or face censure and/or removal from office as outlined in Article 5.6.11.

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

B-17	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Change in responsibility for Rules and By-Laws 6.7.4

Current Language

.4 ADMINISTRATIVE VICE CHAIR: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall Chair and have general charge of the business, affairs and property of the division that administers MS business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Vice Chair shall be responsible for the maintenance of MS's Rules and Procedures Manual which shall include the timely annual updating of any changes passed at the MS House of Delegates. The Administrative Vice Chair shall be responsible for the maintenance, as well as periodic reviews of the MS Bylaws, which shall include the timely updating of any Bylaw changes made at the USA

Swimming House of Delegates. The Administrative Vice Chair serves as liaison to the Athlete Representatives, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws. The Administrative Vice Chair shall be responsible for the MS website and assist in the computerization of any MS functions that could benefit by such actions.

Proposed Language

.4 ADMINISTRATIVE VICE CHAIR: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall have general charge of the business, affairs and property of the division that administers MS business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Vice Chair serves as liaison to the Athlete Representatives, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws. The Administrative Vice Chair shall be responsible for the MS website and assist in the computerization of any MS functions that could benefit by such actions.

Effective Date	Immediately
Proposed by	Governance Committee Task Force
Club/Organization	Michigan Swimming, Inc.
House Action	Adopted Adopted with Amendment Rejected

Rules and Procedures

R-1	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Michigan Law (NONPROFIT CORPORATION ACT (EXCERPT) Act 162 of 1982 450.2501a Board of directors; minimum age; requirements.) allows for members to be 16 or 17, but not 15 years of age.
Align Rule and Procedure guidelines with those in the Michigan Swimming Bylaws and that in USA Swimming's Required Bylaws

Current Language

The Athlete Division consists of all the currently registered MS athletes. The Athlete Division is *represented by* four athletes - the Senior, Junior and two (2) At Large Athlete Representatives. The Athlete Representatives are full voting members of the MS Board of Directors and the MS House of Delegates. They are responsible for presenting the Athletes perspectives and representing Athletes' views on all issues considered at those meetings. In essence, the Athlete Representatives serve as a liaison between the MS athletes and various USA/LSC entities as needed. In addition, the Senior and Junior Athlete Representatives, if able to attend, are part of the MS delegation to the annual USA Swimming HOD convention. In his or her discretion an Athlete Representative may create committees to address issues of importance to MS athletes.

JUNIOR ATHLETE REPRESENTATIVE

One Junior Athlete Representative is nominated and elected each year by the Athlete Member delegates present and voting during their annual meeting at or around House of Delegates.

SENIOR ATHLETE REPRESENTATIVE

The Junior Athlete Representative, upon completion of the one-year term of the Junior Athlete Representative automatically becomes the Senior Athlete Representative.

AT LARGE REPRESENTATIVES

Two (2) At-Large Athlete Representatives are nominated and elected each year by the Athlete Member delegates present and voting during their annual meeting at or around House of Delegates.

TERM OF OFFICE

The term of office of each Athlete Representative is one (1) year.

QUALIFICATIONS

Each Athlete Representative must be: (a) an Athlete member or Seasonal Athlete Member in good standing (b) at least 15 years of age or at least a freshman in high school (c) Junior Athlete Representatives must be no higher than sophomore year status of high school; (d) be currently competing or have competed during three (3) immediately preceding years, in the program of swimming conducted by MS or another LSC; and (e) have his or her place of permanent residence in the Territory and expects to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

VACANCIES

If the office of any Athlete Representative shall become vacant for any reason, the General Chair shall, with the advice and consent of the Board of Directors, appoint a replacement to serve the remainder of the term.

ELECTION PROCESS

Elections occur during the Athlete Division meeting at the annual House of Delegates meeting. Prospective candidates are given the opportunity to speak in front of their peers. A ballot will be passed out to the athlete division members (maximum two (2) votes per club) in attendance. In order to avoid vote tampering, a designated MS office employee will count and record votes.

RESULTS AND TERM START

The results of the elections will be announced before the end of the annual House of Delegates meeting. The term for each position will begin at the next regularly scheduled Board meeting.

Proposed Language

JUNIOR ATHLETE REPRESENTATIVE

One Junior Athlete Representative is nominated and elected each year by the Athlete Member s delegates present and voting who are thirteen (13) years of age or older during their annual meeting at or around House of Delegates.

SENIOR ATHLETE REPRESENTATIVE

[Same]

AT LARGE REPRESENTATIVES

Two (2) At-Large Athlete Representatives are nominated and elected each year by the Athlete Member s delegates present and voting who are thirteen (13) years of age or older during their annual meeting at or around House of Delegates.

TERM OF OFFICE

The term of office of each At-Large Athlete Representative is one (1) year. Junior Athlete Representatives will serve a two-year term, with the Junior Athlete Representative becoming the Senior Athlete Representative at the start of their second year of their two-year term.

QUALIFICATIONS

Each Athlete Representative must be: (a) an Athlete member or Seasonal Athlete Member in good standing (b) at least ~~15~~ 16 years of age ^{and} or at least a ~~freshman~~ sophomore in high school (c) ~~Junior Athlete Representatives must be no higher than sophomore year status of high school;~~ (d) be currently competing or have competed during three (3) immediately preceding years, in the program of swimming conducted by MS or another

*Amendment by
Robertson, Second by Pettigrew
PASSES*

LSC; and (ed) have his or her place of permanent residence in the Territory and expects to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

VACANCIES
[Same]

ELECTION Process

Elections occur during the Athlete Division meeting at the annual House of Delegates meeting. Prospective candidates are given the opportunity to speak in front of their peers. A ballot will be passed out to the athlete division members (maximum two (2) votes per club) who are thirteen (13) years of age or older in attendance. In order to avoid vote tampering, a designated MS office employee will count and record votes.

Results and Term Start
[Same]

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-2	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

The current language says awards are up to the discretion of the meet host for all meets except the State Meets, however the JO and District Rules require awards to be given

Current Language

Y. Awards

The decision to have awards distributed at a swim meet (other than the State Championships) is left to the discretion of the meet host. However, the meet announcement as submitted to the Program Operations Vice-Chair must include a statement as to whether awards will or will not be distributed to swimmers who earn them by virtue of a particular performance. If awards are to be distributed the meet announcement shall clearly state, all relevant information concerning awards. For Senior meets, meet hosts and swimmers should be aware that high school and college eligibility may be affected by prize cost or value. USA Rule 204.6. For age group meets, the cost per award to an individual shall not exceed \$25.00(US). However, meet hosts and swimmers should be aware that high school or college eligibility may be affected by prize cost or value. See USA Rule 205.5.

Proposed Language

Y. Awards

The decision to have awards distributed at a swim meet (other than ~~the State Championships-Championship meets~~) is left to the discretion of the meet host. However, the meet announcement as submitted to the Program Operations Vice-Chair must include a statement as to whether awards will or will not be distributed to swimmers who earn them by virtue of a particular performance. If awards are to be distributed the meet announcement shall clearly state, all relevant information concerning awards. For Senior meets, meet hosts and swimmers should be aware that high school and college eligibility may be affected by prize cost or value. USA Rule 204.6. For age group meets, the cost per award to an individual shall not exceed \$25.00(US). However, meet hosts and swimmers should be aware that high school or college eligibility may be affected by prize cost or value. See USA Rule 205.5.

R-3	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

References to a Michigan Swimming Board of Review remain after USA Swimming switched to a Central Zone Board of Review and Michigan Swimming rejected the creation of its own Administrative Review Board. Pages 18, 41-44, 54, 72, 116, 132, and 133

Current Language and Proposed Language

1.

X. Coaching Credentials and Credential Display

See 7. W. above.

1. If a coach is in violation of the above certification rule and found not be current with his/her certification, he/she shall be fined \$250 for the first offense. If a second or subsequent offense occurs, sanctions will be determined by the Michigan Swimming Board ~~of Review~~ **committee of Directors** that may include additional monetary fines, suspensions and/or termination from Michigan Swimming.

2.

~~Board of Review~~ Ethics and Code of Conduct

~~The membership of the Board of Review is prescribed by the Bylaws of Michigan Swimming. The Board of Review is the "judicial branch" of MS, with responsibility for adjudicating claims that a member's rights have been violated, that the rules and policies governing MS have not been followed appropriately, or that a member has brought disrepute upon MS, USA Swimming, or the sport of swimming.~~

Code of Ethics

[Same].

Codes of Conduct

The following Codes of Conduct, together with the MS Bylaws and USA Swimming Codes of Conduct are intended to provide a clear statement of member responsibilities.

A. Code of Conduct for Athletes

Each athlete must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the Central Zone Championships). If the athlete is under 18 years of age, the athlete's parent or guardian must also sign and date this code of conduct. The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of athlete membership on the club.

- . The following provisions pertain to practices, meets, camps, meetings, and clinics where athletes represent MS, in or outside the State of Michigan.
 - a) Athletes shall exhibit good sportsmanship, in and out of the pool.
 - b) Athletes shall follow rules; attend practices, competitions, and team events; and abide by the curfews and instructions as deemed appropriate by coaches, officials, and administrators.
 - c) Athletes shall show respect for all property.
 - d) Athletes shall behave in a responsible manner, and are prohibited from possessing or using alcohol, tobacco, illegal drugs, or banned substances. Fireworks are forbidden as well.
- . Failure to comply with this Code will result in any or all of these disciplinary actions.
 - a) An athlete may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
 - b) An athlete may be sent home from the meet or camp.
 - c) An athlete and/or his or her family will be responsible for any damage caused by the athlete.
 - d) An athlete may be suspended from membership in USA Swimming.
- . The **MS-Central Zone** Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to **the MS Bylaws Central Zone Board of Review website** for proper procedures.

B. Code of Conduct for Coaches

Each coach must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the Central Zone Championships). The MS Board of Directors recommends that clubs adopt a similar code of conduct as a condition of employment with the club.

- . The following Code pertains to practices, meets, camps, meetings, and clinics where coaches represent MS, in or outside the State of Michigan.
 - a) Coaches shall follow sound principles of teaching, coaching, training, nutrition, rest, and prevention of injuries when planning practices, camps, and while coaching at meets.
 - b) Coaches shall provide and exhibit appropriate communication and motivation to encourage optimal performances and participation by the athletes.
 - c) Coaches shall display responsible actions and attitudes, follow rules, and encourage the same actions and attitudes in their athletes.
 - d) Coaches shall treat all athletes and officials fairly and with respect.

- . Failure to comply with this Code will result in any or all of these disciplinary actions.
 - a) A coach may not be allowed to participate in any or all practices, meets, camp activities, team events, or meetings.
 - b) A coach may be requested to leave the aquatic facility and/or lodging for the duration of the event.
 - c) A coach will be responsible for any damage caused by him or her.
 - d) A coach may be suspended from USA SWIMMING.

- . The **Central Zone** Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the **MS Bylaws-Central Zone Board of Review website** for proper procedures.

C. Code of Conduct for Officials and Administrators

Each official, member of the Board of Directors, or other administrator must sign and date a copy of this code of conduct before participating in events where he or she represents Michigan Swimming (for example the USA Swimming Convention or USA Swimming workshops and clinics).

- . The following Code pertains to practices, meets, camps, meetings, and clinics where officials and administrators represent MS, in or outside the State of Michigan.
 - a. Officials and administrators shall strive to insure a safe and healthy environment for all members of MS, especially the athletes.
 - b. Officials and administrators shall consistently, accurately, and equitably apply rules, regulations, and codes of USA Swimming and

MS, and shall educate all members in the necessity of such.

- c. Officials and administrators shall act responsibly and respectfully toward all participants (including athletes, coaches, parents, and spectators) at events, meetings, clinics, and competitions.
 - d. Officials and administrators shall make every effort to make meetings, competitions, events, and camps run efficiently so that participants can benefit from the sport of swimming.
- . Failure to comply with this Code will result in any or all of these disciplinary actions.
- a. An official or administrator may not be allowed to participate in any or all practices, meets, camp activities, or meetings.
 - b. An official may be requested to leave the aquatic facility and/or lodging, meeting, or camp for the duration of the event.
 - c. An official or administrator is responsible for any damage caused by him or her.
 - d. An official may be suspended from USA Swimming.

The **Central Zone** Board of Review is responsible for reviewing a written summary of alleged violations of this Code of Conduct, as well as any disciplinary actions that have been and/or may be taken. Refer to the **MS Bylaws-Central Zone Board of Review website** for proper procedures.

Review Procedures

MS has jurisdiction over USA Swimming competitive swimming programs in the State of Michigan as specified in the MS Bylaws. MS respects and protects the rights of all eligible swimmers, coaches, officials, and volunteers to participate in the competitive swimming activities under its jurisdiction. Discrimination on the basis of race, color, religion, age, gender, disability, or national origin is prohibited by MS and USA SWIMMING rules.

The **MS bylaws-USA Swimming Rules and Regulations** provide for a Board of Review with authority to receive, review, and act upon claims that an individual's rights have been violated or concerns that an individual or group has acted in such a manner to bring disrepute upon MS or USA SWIMMING. To initiate this process, the individual should file a written complaint with the Chairperson of the **Central Zone** Board of Review.

Meet Review Committees

The function of the Meet Review Committee is to act on concerns or complaints

related to the conduct of the meet that are not under the jurisdiction of officials. Disputes that the Meet Review Committee may address are limited to the immediate competition (swim meet) only. For example, the Meet Review Committee might be asked to determine whether an individual swimmer is eligible to compete in an event, whether events should be canceled or postponed because of inclement weather, or whether the provisions of the meet announcement are implemented as published. The members of the Meet Review Committee shall include the meet director, the meet referee or designee, a coach, an athlete, and a fifth individual with comprehensive knowledge of MS policies and procedures. Whenever possible, the fifth member of the Meet Review Committee shall be a member of ~~MS Board of Review (preferable)~~ or MS Board of Directors. A chairperson shall be elected from among the committee.

Hearings conducted by the Meet Review Committee may be open (public) or closed (private) as decided by the majority of the committee members. Decisions will be made by majority vote of the committee, and shall be made known immediately to the party(ies) involved and the necessary meet personnel. Within ten days of the emergency hearing, the decision of the Meet Review Committee shall be reduced to writing by the chairperson and submitted to the chairperson of the Board of ~~Review~~ **Directors** and the individual(s) charged. Decisions of the Meet Review Committee may be appealed to the **Central Zone** Board of Review as described in the ~~MS Bylaws~~ **USA Swimming Rules and Regulations**.

No swimmer (athlete) shall be denied the opportunity to compete in a swim meet without a hearing. A swimmer shall be allowed to compete under protest if (a) the Meet Review Committee has not yet rendered a decision or (b) if the swimmer presents a written intention to appeal the decision of the Meet Review Committee. When a swimmer competes under protest, an announcement to this effect should be made prior to the race. The results of any race conducted under protest shall not be announced, nor prizes awarded, nor points scored, until the Meet Review Committee has determined if and how their decision may affect the final scoring or awards.

3.

Financial Policies

A. General Policies

- 1) The fiscal year shall correspond to the calendar year.
- 2) There shall be no separate checking accounts for projects carried out under the direction of any division or committee without the express authorization of the Board of Directors.
- 3) All Michigan Swimming funds must be received and disbursed by the Corporation.
- 4) At least three bids must be submitted for any expenditure exceeding \$1,500.

- 5) Swim clubs, members, or others who are late in paying obligations are to be billed on a thirty-day basis. If amounts due are not paid within ninety days, the General Chair will refer the matter to the **Central Zone** Board of Review for appropriate action.

4.

The Meet Contract

- A. [Same]
- B. A club that fails to fulfill the conditions of the meet contract is subject to all available remedies including, but not limited to, fines, loss of privileges in subsequent bidding years and **MS-Central Zone** Board of Review action.

5.

Discipline and De-Certification

[Same]

A. Hearings within the Officials Committee

[Same]

B. Jurisdiction and Appeals

As stated in the guidelines, the Officials Chair must determine whether original and exclusive jurisdiction falls within the USA Swimming National Board of Review or the **MS-Central Zone** Board of Review. If an exclusive matter of the National Board of Review, then the matter shall be referred to the Executive Director of USA Swimming. If there is concurrent jurisdiction between the Officials Committee and the **MS-Central Zone** Board of Review, then the Officials Chair and the **Central Zone** Board of Review Chair shall determine whether the matter should first come before the Officials Committee or the **MS Central Zone** Board of Review with preference first to the Officials Committee. All decisions made by the Officials Chair and/or Officials Committee may be appealed to the **MS-Central Zone** Board of Review on a de novo basis.

6.

Coach/Staff Member Code of Conduct

[Same]

Section 1: Code of Conduct

Rules [Same].

Section II: Implementation

Failure to comply with this Michigan Swimming Coach/Staff Member Code of Conduct as set forth in this document and the LSC Team Travel Policy or additions necessary for the safety and well-being of the team members may result in

disciplinary action which may include, but is not limited to, the following:

- a. Loss of compensation for the activity.
- b. Suspension from participation in future activities;
- c. Reimbursement to Michigan Swimming for all costs incurred on my behalf;
- d. The Michigan Swimming Board of **Review-Directors** shall within a reasonable time period, determine the penalty and notify the staff member of its findings.

Any appeal following any disciplinary action shall be in accordance with Part Four of the USA Swimming Rules and Regulations.

.7

Michigan Swimming, Inc.: Athlete Code of Conduct

- 4. Upon notification of any violation of the Code of Conduct, a Review Committee, consisting of the coaching staff, a female athlete and a male athlete, shall promptly:
 - a. Investigate the circumstances of the alleged violation;
 - b. Notify the individual charged of a time and place for a hearing;
 - c. Conduct an informal hearing on the evidence;
 - d. Determine disciplinary action, if any, and
 - e. Report any violations and any disciplinary action to the Michigan Swimming Board of **Review-Directors**.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-4	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Wyoming is incorrectly listed as being a member LSC of the Central Zone

Current Language

MS Zone Team

A. Zone Championship Meets

Zone meets are the highest level of age-group competition conducted by USA Swimming. Separate meets are conducted in each of the four zones; Eastern,

Central, Southern, and Western. Michigan competes in the Central Zone along with Arkansas, Illinois, Indiana, Iowa, Lake Erie, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, Wisconsin, and Wyoming. Because of the large geographical area encompassed by the Central Zone, two meets are conducted at different venues. These meets are held in early August at long-course facilities. All participating Michigan swimmers constitute a single Michigan Zone Team, swim on Michigan relays, and earn points for the Michigan team.

Proposed Language

MS Zone Team

A. Zone Championship Meets

Zone meets are the highest level of age-group competition conducted by USA Swimming. Separate meets are conducted in each of the four zones; Eastern, Central, Southern, and Western. Michigan competes in the Central Zone along with Arkansas, Illinois, Indiana, Iowa, Lake Erie, Midwestern, Minnesota, Missouri Valley, North Dakota, Ohio, Oklahoma, Ozark, South Dakota, and Wisconsin, and Wyoming. Because of the large geographical area encompassed by the Central Zone, two meets are conducted at different venues. These meets are held in early August at long-course facilities. All participating Michigan swimmers constitute a single Michigan Zone Team, swim on Michigan relays, and earn points for the Michigan team.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-5	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Forms referenced in the Rules and Procedures take up space and are out of date. By changing references to the forms/appendices within the Rules and Procedures, these forms could be removed and placed on the website instead. This would eliminate some bloat and provide directions to the most up-to-date forms on the MSI website. Pages 15, 17, 55, 61, 73, 74, and 75.

Current and Proposed Language

1.

H. Open Water Swimming (OWS), Long Distance and Marathon Swimming

These meets are conducted in a natural body of water such as lakes and rivers

and offer non-standard swimming events. MS encourages clubs to host open water/long distance and marathon swimming events pursuant to Article 701 of the USA Swimming Rules in Michigan lakes and rivers. Guidelines and requirements (updated May 2011 by USA Swimming) for planning and conducting swimming events in lakes and rivers are available from the Programs Operations Vice-Chair of MS. An Open Water Application Checklist and an Open Water Application are available ~~in this document as Appendices 5 and 5A on the MS website~~. All Open Water Competitions seeking sanction or approval must complete the USA Swimming application ~~(see Appendix 5A)~~ and send to the LSC sanction officer. The LSC sanction officer must submit this application to USA Swimming for review and approval.

2.

B. Mandatory Use of Templates

1. Non State Championship Meets: In drafting the original meet announcement submitted to the Program Operations Vice-Chair during the sanctioning process, the Meet Host must use the standardized Meet Announcement Template ~~attached to the Program Operations Division section of these Rules and Procedures as Appendix 3, found on the MS website.~~

3.

Reimbursement of Expenses

All requests for reimbursement must be presented on the "MS Reimbursement Request Form" (see ~~appendix MS website~~). The reimbursement request form must be signed by the individual incurring the expenses. Receipts for all expenditures must be attached. The budget to which the expenses are to be charged must be indicated. The completed form and receipts shall be submitted directly to the Treasurer, with a copy sent to the appropriate division chairperson.

4.

Outreach facilitating the involvement of swimmers from minority groups and/or disadvantaged backgrounds in all aspects of the MS program.

Michigan Swimming has earmarked an annual budget of \$10,000 for the purpose of assisting member clubs developing minority and/or disadvantaged programs for the purpose of expanding the reach of swimming for those athletes who are in need of financial assistance in order to participate.

Funding is available on an annual basis and must be sponsored by a

USA Swimming member club. Requests must include:

Defined demographic or target group.

Quantification of financial need.

Details regarding how the funds will be used.

Enumeration of both measures of and barriers to success

A balance sheet of the requested funds and their uses (see sample following on MS website)

Special consideration will go to programs that (1) follow Make a Splash guideline, (2) provide for ongoing swimmer development and support as a USA-S member and (3) provide club and community matching funds.

Sponsoring club must provide a schedule of tollgates, milestones, and reporting dates to Michigan swimming. Failure to do so will result in the sponsoring club having to repay the donation to Michigan Swimming.

5.

The Sanctioning/Approval Process

- A. After the meet contract has been returned to the Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement (originally authored by the Meet Host) (see Appendix 3-MS website for the Meet Announcement Template). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet, using the most current Meet Announcement Template, will result in an automatic fine of \$250 plus \$25 a day for each additional day the announcement is late. Receipt of the announcement will be determined by the time stamp on the e-mail sent to the MS Office. This fine is automatic and may only be waived by the Board of Directors. In addition, more than one late filing may result in the loss of future meets at the discretion of the Board of Directors. Fees collected will go into the athlete travel fund.

6.

Meet Evaluations

- A. [Same]
- B. The Meet Evaluation is a document authored by the Meet Host which is intended to allow attendees of a swim

meet the opportunity to evaluate the swim meet and make suggestions as to how to improve the swim meet (an example of a meet evaluation is attached as Appendix 4-See MS website for Meet Evaluation Form).

7.

Transmittal of MS Sanction Fees and MS Athlete Surcharge to MS

A. Within 30 days following the conclusion of the swim meet the Meet Host shall provide the Treasurer of MS

(1) a copy of the final financial information concerning the meet from the final team entry fee report which has been produced from any electronic meet management software approved by USA Swimming, Inc.

(2) a completed Michigan Swimming Meet Summary Report, (a copy which is available from the Program Operations Vice-Chair, the MS website (www.miswim.org) or the Office of MS and an example is attached as Appendix 5), and (3) a check for the MS Meet Sanction fee (as outlined in section D below) and for the MS athlete surcharge which is equal to \$1.00 (non-Championship Meets), \$5.00 (District and JO Meets), and \$3.00 (State Meets) multiplied by the total number of athletes who participated in the meet. All checks should be made payable to Michigan Swimming, Inc. (See Meet Summary Report Form to determine calculation of total fees due MS Inc.)

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-6 Action Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Description

At the 2015 USA Swimming convention legislation was passed requiring at least a 20% athlete representation on ALL LSC committees.

Current Language

Michigan Swimming Rules and Procedures – Officials Committee (pg. 109)

“Introduction: The Officials Committee consists of the Officials Chair and at least two other members. All members of the Officials Committee must be certified officials of MS. The Officials Chair is an elected position voted on every two years by currently certified MS Officials. The remaining members of the Officials Committee are appointed by the Officials Chair with the advice of the General Chair. The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise all officials for MS and also responsible for such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained officials of the highest caliber.”

Proposed Language

Introduction

The Officials Committee consists of the Officials Chair, ~~and~~ at least two other ~~members-officials~~, and a sufficient number of athletes appointed so as to constitute at least twenty percent (20%) of the voting membership of the Committee. All ~~non-athlete~~ members of the Officials Committee must be certified officials of MS. The Officials Chair is an elected position voted on every two years by currently certified MS Officials. The remaining ~~non-athlete~~ members of the Officials Committee are appointed by the Officials Chair with the advice of the General Chair. ~~The athlete members of the committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative.~~ The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, re-test, re-certify and supervise all officials for MS and also responsible for such other activities as may be necessary or helpful in maintaining a roster of qualified, well trained officials of the highest caliber.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-7	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

The timeline for the award was never changed to a Fall HOD when we moved it from the Spring.

Current and Proposed Language

Phillips 66 Service Award

The Phillips 66 Outstanding Service Award is presented annually to a person(s) or organization that has made significant contributions to Michigan Swimming. The award process is administered by the General Chair, with nominations ~~requested in accordance with the timeline requested by USA Swimming in January or February,~~ a recipient selected, ~~in March~~ and a recognition ceremony at the MS annual ~~House of Delegates~~ meeting ~~in April or May~~. The award is provided by USA Swimming. Individuals may only receive the Phillips 66 award once. Previous award recipients are:

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted

Adopted with Amendment
Rejected

R-8	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Over the years Article References have changed, but were not corrected in our Rules and Procedures

Current and Proposed Language

1.

C. Swim Your Age Group

When age groupings are specified in the meet announcement, a swimmer must compete in their own age group events corresponding to the swimmers age except when competing in consolidated events (USA Rule 102.1.4), mixed classification meets (USA Rule 102.2.78), in events combined by the meet referee (USA Rule 102.7.2) or open events where the swimmer must make the time standard (if any) to enter. It is also permissible for the meet host to state in the meet announcement a minimum age for a swimmer to compete in an Open event regardless of whether the swimmer has made the stated time standard.

2.

AA. Time Conversions

2. Time Conversions are not permitted for the State Championship Meets. See Rule 5FG.

3.

O. Time Trial Rules

7. Entry Fees: Entries fees for Time Trial events must be stated in the meet announcement and comply with Rule 4 OP.

4.

P. Non-Application of Four Hour Rules

The four hour rules as stated in Rule IV, ~~H-I~~ above do not apply to State Championship Meets where all qualified swimmers shall be allowed to swim regardless of the length of the sessions. In cases where it appears, by review of the timeline within each session on any electronic meet management software approved by USA Swimming, Inc., and all other relevant entry data, that sessions may exceed four hours, the State Meet Referee shall make every attempt to balance the sessions of the meet and complete them in the most efficient manner possible while assuring the athlete the quality of the start and the swim. This might include

swimming 10 lanes in prelims and the timed finals sessions only and over the water starts for prelims and timed finals sessions only. In either of these cases, the meet program should state these items as discretionary by the Meet Referee and must be approved prior to the meet by the Program Operations Vice-Chair.

5.

F. National Age-Group Top-10 Individual and Top-10 Relay Times

...The National Top 10 Times are compiled by the submission of official meet results into the USA SWIMS Database by the local LSC designated personnel. Thus, individual athletes or their representatives are not required to submit their times for consideration in the listings since the SWIMS Database is designed for this purpose. All times which are accepted as "official times" (per the USA Rulebook) by USA Swimming for inclusion into the SWIMS Database from Sanctioned, Approved or Observed competition are eligible for consideration. The swimmer must have been a registered member of USA Swimming at the time of the swim. The time frame for each year's recognition is September 1st through August 31st. Lists are then compiled by USA Swimming staff and a "Preview" list is posted on the USA Swimming website in the fall where errors and omissions can be brought to the attention of the USA Tabulator. The final list is typically prepared and announced prior to December 31 of each year and awards are then distributed to the LSC who forwards them to the athletes. (Consult USA Rule 205.89 and the USA website on a regular basis for updates)

6.

Transmittal of Meet Results to MS

- A. [Same]
- B. Meet Results that are provided to or as posted to the MS website shall comply with USA Rule 102.24.5.

Effective Date	Immediately
Proposed by	Joshua Wood
Club/Organization	Club Wolverine / Rules and Procedures Committee Chair
House Action	Adopted Adopted with Amendment Rejected

R-9	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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Description

Language to correct that the Officials Chair(s) and Office are not automatically authorized on deck at any sanctioned or approved meet.

Current language

J. Deck Personnel

Only registered and current coaches, athletes, officials and meet personnel are allowed on deck or in locker rooms. Access to the pool deck may only be granted to any other individual in the event of emergency through approval by the Meet Director or Meet Referee. **The General Chair of MS and the Program Operation Vice-Chair of MS are authorized deck personnel at all MS sanctioned meets.** Personal assistants/helpers of disability athletes should be permitted when requested by a disability athlete or coach of disability athletes.

Lists are to be developed by the team meet host of approved coaches (from MS Office), officials (from Meet Referee) and meet personnel (Meet Director) to be placed outside the access point (hallway, stairway, etc.) to the locker rooms/pool deck. Safety Marshals will check the list of approved individuals and issue a credential to be worn during the meet. Credentials should include the host team logo and or name as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, Meet Personnel). Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel should return the credential at the conclusion of working each day and be reissued a credential daily.

All other access points to the pool deck should be locked to restrict access (maintaining fire code standards) or a safety marshal should be present to check credentials. Any access points to the pool deck or locker rooms should be staffed and credentials checked throughout the duration of the meet.

Meet Directors and Meet Referees should work with facilities used for both the meet event and regular patronage in order to maintain the above procedures.

This rule does apply to all sanctioned and approved meets.

Any host team found in violation of this rule will be fined \$500 payable to Michigan Swimming. This fee must be paid to Michigan Swimming before any further meets are sanctioned for the meet host.

Proposed Language

J. Deck Personnel

Only registered and current coaches, athletes, officials and meet personnel are allowed on deck or in locker rooms. Access to the pool deck may only be granted to any other individual in the event of emergency through approval by the Meet Director or Meet Referee. **The General Chair of MS, the Program Operation Vice-Chair of MS, the Officials Chair(s) of MS, and members of the MS Office Staff are authorized deck personnel at all MS sanctioned and approved meets.** Personal assistants/helpers of disability athletes should be permitted when requested by a

disability athlete or coach of disability athletes.

Lists are to be developed by the team meet host of approved coaches (from MS Office), officials (from Meet Referee) and meet personnel (Meet Director) to be placed outside the access point (hallway, stairway, etc.) to the locker rooms/pool deck. Safety Marshals will check the list of approved individuals and issue a credential to be worn during the meet. Credentials should include the host team logo and or name as well as the function of the individual being granted access to the pool deck (Coach, Official, Timer, Meet Personnel). Coaches and Officials must be current in all certifications through the final date of the meet. Meet personnel should return the credential at the conclusion of working each day and be reissued a credential daily.

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This rule does apply to all sanctioned and approved meets.

Any host team found in violation of this rule will be fined \$500 payable to Michigan Swimming. This fee must be paid to Michigan Swimming before any further meets are sanctioned for the meet host.

Effective Date	Immediately
Proposed by	Dawn Gurley and John Loria
Club/Organization	Michigan Swimming Office
House Action	Adopted Adopted with Amendment Rejected

R-10	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Change in what type of meets require submission sixty days prior to the first date of competition but does not change that only On the Published Scheduled Meets only carry a fine.

Action: Withdrawn

R-11	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Change language granting automatic sanctioning of time trials, dual meets, tri-meets, and closed invitationals to include approved meets but protect from conflict any MS Championship meets.

Action: Withdrawn

R-12	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Change language to comply with other areas in R&P so that file submission reads that the Meet Information Packet and the Electronic Meet Management files are submitted to the MS Meet and Sanctioning Chair instead of Program Operations Vice Chair.

Current Language

The Meet Contract

- A. All clubs will be given notice as soon as possible whether or not their request to host a swim meet during an upcoming season has been accepted. The meet schedule request also serves as the contract.

The meet contract will minimally require that (1) the Meet Host will provide the swim meet on the specific date(s), (2) the Meet Host will provide the swim meet at the specified facility, (3) the Meet host agrees to observe all MS and USA Swimming Rules, (4) the Meet Host will require the Meet Director(s) to be a non-athlete member of USA Swimming before the start of the meet and (5) the Meet Host will provide the **Program Operations Vice Chair** the electronic meet management backup file, from any electronic meet management software approved by USA Swimming, Inc., at the close of the entry deadline or when the meet management program sessions report indicates that a session(s) of the meet may be in violation of the MS Four Hour sessions rule (if applicable), whichever comes first.

Proposed Language

A. All clubs will be given notice as soon as possible whether or not their request to host a swim meet during an upcoming season has been accepted. The meet schedule request also serves as the contract.

The meet contract will minimally require that (1) the Meet Host will provide the swim meet on the specific date(s), (2) the Meet Host will provide the swim meet at the specified facility, (3) the Meet host agrees to observe all MS and USA Swimming Rules, (4) the Meet Host will require the Meet Director(s) to be a non-athlete member of USA Swimming before the start of the meet and (5) the Meet Host will provide the Michigan Swimming Meet and Sanctioning Chair the electronic meet management backup file, from any electronic meet management software approved by USA Swimming, Inc., at the close of the entry deadline or when the meet management program sessions report indicates that a session(s) of the meet may be in violation of the MS Four Hour sessions rule (if applicable), whichever comes first.

Effective Date	Immediately
Proposed by	Dawn Gurley and John Loria
Club/Organization	Michigan Swimming Office
House Action	Adopted Adopted with Amendment Rejected

R-13	Action	Adopted	Defeated	Adopted/Amended	Tabled	Postponed
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Description

Change in language for Budget timelines to be submitted to fall in line with the dates of the Fall HOD instead of a Spring HOD.

Current Language

BUDGET POLICIES

A. Timeline for Budget Preparation

During January and February, the Finance Committee prepares a draft budget with input from appropriate members of the Board of Directors. In March, the budget is submitted to the Board of Directors for consideration and approval. At the annual meeting in April or May, the budget is submitted to the House of Delegates for consideration and approval.

Proposed Language

BUDGET POLICIES

B. Timeline for Budget Preparation

During **June and July**, the Finance Committee prepares a draft budget with input from appropriate members of the Board of Directors. In **August**, the budget is submitted to the Board of Directors for consideration and approval. At the annual meeting in **September or October**, the budget is submitted to the House of Delegates for consideration and approval.

Effective Date	January 1, 2017
Proposed by	Dawn Gurley and John Loria
Club/Organization	Michigan Swimming Office
House Action	Adopted Adopted with Amendment Rejected