

Constitution and By-Laws of the Knox-area Interscholastic Swim League

Adopted – August 2024

Article 1 - Name

This organization shall be known as the Knox-area Interscholastic Swim League and may hereafter be referred to as KISL or the League.

Article 2 - Purpose

The purpose of this organization shall be to support the growth of high school and middle school swimming and diving. To further that goal, KISL shall regulate, control, and govern the activities of its member teams in high school and middle school swimming and diving competition in the Knoxville Area. This organization will also act as the Knoxville area representative body to the Tennessee Interscholastic Swim Coaches Association (TISCA).

Article 3 - Membership

3.1 KISL Membership

Membership in KISL shall be limited to accredited high schools and middle schools located in the Knoxville / Knox County area. The member teams will compete in separate high school and middle school divisions. Additionally, home school teams accepted by TISCA may petition for KISL membership in the high school league. Application for new membership may only be considered at either of the two regular membership meetings, as the first order of business. A simple majority of a quorum and voting by written ballot is required for accepting a new team in membership.

A school desiring admission after the Pre-Season meeting, and before January 15, may apply to the Executive Committee for Interim Membership status. If granted the school will be admitted as a non-voting member for that season only and may participate in all KISL activities. Application for full membership must be made at the next Post-Season meeting, as the first order of business.

3.2 KISL Membership Dues

There shall be no yearly dues assessed to KISL member teams.

3.3 Team Representative and Faculty Contact

Each league team shall designate an adult as its Team Representative on an annual basis. This person shall be totally and solely responsible for his team as concerns voting and the conducting of its affairs with the coach, the League and other member teams. The Team Coach cannot serve as the Team Representative.

If the Team Representative is not a member of the school staff, the team will additionally designate a Faculty Contact. This person will assist the Team Representative with insuring all swimmers meet all the academic and residency requirements of their school as for any other interscholastic sport.

It is the responsibility of the team to inform the KISL Secretary of any changes as to the person designated as Team Representative, Faculty Contact, and Team Coach.

The duties of the KISL Team Representatives shall include;

1. Voting the will of their organization on all KISL issues.
2. Being principal liaison between the League and their school, team, and coaches.
3. Being responsible for Eligibility List and insuring all fees are turned in to Treasurer.
4. Being responsible to insure team conforms to all school, KISL, and TISCA rules (as applicable).
5. Being responsible for workers for all meets in which their team participates.
6. Being responsible for publicity for their team.

Article 4 - Meetings

4.1 Regular Membership Meetings

At least two regular membership meetings shall be scheduled by the President each calendar year, the first to be held prior to the start of the season (Pre-Season) and the second to be held after the conclusion of the season (Post-Season).

The Pre-Season Meeting agenda shall contain at the minimum;

- Review and Approve the League and Championship Rules
- Review new NFSHSA Rules
- Printed financial report itemizing income and expenses for the previous season
- Printed proposed budget for the upcoming season
- Elect TISCA Representative, TISCA Review Committee Representative, Middle School and High School Division Representatives.

The Post-Season Meeting agenda shall contain at the minimum;

- Review the completed Season and Championship Meet
- Elect KISL Executive Committee members

The location, date and time of these biannual business meetings are to be at the pleasure and direction of the President and each Team Representative shall be notified by mail or other means at least two weeks prior to the meeting.

4.2 Scheduling Meeting

A Scheduling Meeting shall be organized by the President prior to the beginning of each season.

4.3 Special Meetings

A Special Meeting of the KISL may be called by the Executive Committee or by written request of a Team Representative.

Notification and announcement of special meetings must be made as above and business shall be limited specifically to that stated in the announcement.

4.4 Quorum, Right to Floor and Voting

A Quorum is defined as representatives from fifty percent (50%) of KISL member teams in attendance at a regular membership, scheduling, or special meeting.

Anyone present at any meeting shall have the right to the floor to speak, but voting on any motion shall be limited to one (1) vote per member club cast by the Team Representative or Coach or designated alternate.

A tied vote defeats the motion unless a vote is changed immediately aft the tie vote is announced.

Executive Committee members may not vote unless they are serving as a Team Representative.

Article 5 - KISL Administration

5.1 KISL Executive Committee

The administrative authority of KISL shall be vested in an Executive Committee of six (6) members consisting of a President, Vice-President, Secretary, Treasurer, Rules & Meet Management Chair, Middle and High School Division Representatives, and Immediate Past President.

The Executive Committee, in addition to the duties prescribed elsewhere, shall:

- a. Uphold the Constitution and By-Laws of the KISL.
- b. Initiate the season schedule and the KISL Championship Meet.
- c. Fill unexpired vacancies in the Executive Committee
- d. Arrange for the finances of the KISL.
- e. Be granted discretionary authority to act on any League business or rule infraction or protest as they may deem appropriate, under the discretion of the President. Their decision is binding on all parties until the next scheduled membership meeting at which time their findings and decision may be either ratified or rejected by the membership if the decision is further protested.
- f. Recommend actions to membership, but may only vote if acting as a Team Representative.

Officers may, with the consent of the Executive Committee, delegate certain functions to other persons, but remain wholly responsible for delegated functions.

5.2 President

- a. Shall act as chief Administrative Executive.
- b. Shall act as liaison between Team Representatives and Executive Committee.
- c. Shall handle inquiries from Team Representatives and Coaches
- d. Shall be responsible for the investigation and outcome of protests and eligibility requirements
- e. Shall arrange for and preside at meetings of League and Executive Committee

5.3 Vice President

- a. Shall act for the President in his or her absence
- b. Shall set up and execute a meet scheduling procedure for the season
- c. Shall assist Meet Director with the KISL Championship Meet.
- d. Shall be responsible for the publicity of KISL activities

5.4 Secretary

- a. Shall keep the minutes of all meetings
- b. Shall notify Team Representatives and Coaches at least two weeks prior to date set for a meeting
- c. Shall send required notices and other information to the Team Representatives and Coaches throughout the year.
- d. Shall keep a record of all League meets and participants.
- e. Acts as Secretary for the KISL Championship Meet, including sending of entry materials and distribution of meet results.
- f. Shall be responsible for a "Championship Meet Records" document.
- g. Shall maintain a current list of Coaches and Team Representatives, addresses, and phone numbers.

5.5 Treasurer

- a. Shall keep a checking and/or savings account in the KISL name in an accredited institution
- b. Shall be responsible for maintaining all records of income and expenses
- c. Shall collect all monies due or owed to KISL
- d. Shall make all disbursements in conjunction with KISL business
- e. Shall provide all Executive Committee members with a monthly financial report from August 1 to March 1 and present a financial report at every KISL membership meeting.
- f. Shall require an "Eligibility List" and fees from Team Representatives before first team meet.
- g. Shall create a yearly budget and present it to the Pre-Season Membership Meeting.

5.6 Rules and Meet Management Chair

- a. Shall advise the KISL Executive Committee as to interpretation of KISL, NFSHSA, or USA Swimming rules as they apply to KISL affairs
- b. Shall serve on any committee responsible for review or modification of KISL rules.
- c. Shall serve on the Meet Committee for the KISL Championship Meet
- d. Shall set entry rules and procedures for KISL Championship Meet.
- e. Shall assist KISL member teams with rules and procedures for dual and tri meets during the season.
- f. Shall insure that training is available for meet procedures and protocols and in the use of certain computer systems and software for meets and team management.

5.7 Past President

- a. Shall assist President and Vice President in maintaining continuity and consistency in all KISL activities.

5.8 High School Division Representative

- a. Must be a declared Coach of a current KISL high school team
- b. Shall serve on any committee responsible for review or modification of KISL rules
- c. Shall be party to any discussion regarding high school athlete eligibility
- d. Shall actively pursue information exchange between KISL Executive Committee and all KISL high school team coaches

5.9 Middle School Division Representative

- e. Must be a declared Coach of a current KISL middle school team
- f. Shall serve on any committee responsible for review or modification of KISL rules
- g. Shall be party to any discussion regarding high school athlete eligibility
- h. Shall actively pursue information exchange between KISL Executive Committee and all KISL high school team coaches

5.10 TISCA Representatives

The KISL membership will elect two persons to serve as KISL representatives to the TISCA organization. With the consent of the KISL Executive Committee, these persons may delegate functions to Team Representatives or Coaches, but remain responsible for the delegated functions.

5.10.1 TISCA Executive Committee Representative

- a. Must be member of the KISL Executive Committee.
- b. Shall attend and represent KISL at Fall and Spring TISCA Executive Committee meetings and shall submit report covering proceedings immediately following those meetings.
- c. Shall be responsible to insure that all TISCA information is quickly distributed to KISL team representatives and coaches.
- d. Shall prepare and submit to TISCA Executive Committee any issue brought forward and voted on by KISL membership.

5.10.2 TISCA Review Committee Representative

- a. Must be either member of KISL Executive Committee, team representative, or team coach.
- b. Shall participate in called meetings of the TISCA Review Committee
- c. Shall prepare and submit to TISCA Review Committee any questions or actions concerning eligibility of KISL member teams.

5.11 Vacancy

In the event an elected officer resigns or is unable to complete his or her term of office, the vacancy shall be filled by a majority vote of the Executive Committee to complete the unexpired term of office.

5.12 Terms of Office

All KISL Executive Committee members and TISCA Executive & Review Committee Representatives will serve a term of one year and may be re-elected any number of times.

5.13 Nomination and Election of KISL Officers and TISCA Representatives

It shall be the responsibility of the President to present a list of nominations for the KISL Offices of President, Vice President, Secretary, Treasurer, and Rules and Meet Management Chair at the annual Post-Season meeting.

It shall be the responsibility of the President to present a list of nominations for the TISCA Executive Committee and TISCA Review Committee Representatives, and the KISL High School and Middle School Division Representatives at the annual Pre-Season meeting.

No later than 45 days prior to a KISL election, each person currently serving in an elected position shall indicate whether they wish to stand for re-election, and that information shall be posted on the KISL website.

Any person wishing to be a candidate for a KISL office shall notify the KISL Secretary, via email, no later than 31 days prior to the election and those names shall be posted on the KISL website no later than 30 days prior to the election. The candidate names shall also be included on the meeting agenda and be available to KISL teams no later than 2 weeks prior to the meeting where the election will be held.

There will be no nominations from the floor for any KISL office except in the case where no candidates have been received prior to the meeting where the election is to be held.

A simple majority of a quorum is required to elect any member of the KISL Executive Committee, TISCA Executive Committee Representative, TISCA Review Committee Representative or High School and Middle School Division Representative.

5.14 Financial Policy and Procedures

- a. Any exchange of money from the KISL business account that is \$200 or more must be approved through a verbal conversation between two current Executive Committee members.
- b. Any exchange of money over \$2,000 must be approved by all Executive Committee members prior to the exchange of money to or from the KISL business account.
- c. The KISL Treasurer will maintain a list of approved vendors (Appendix A) for which money from the KISL business account can be exchanged.
- d. All reimbursements must be approved by 2 or more Executive Committee members including the treasurer and require an Expense Voucher form, supported by receipts, before payment from the KISL business account.
- e. The only approved way to exchange money involving the KISL business account will be through written check, signed by the Treasurer and only after approved receipts have been submitted to the Treasurer. No other form of exchange will occur, including the wiring of money.
- f. The team hosting hospitality for the KISL Championship Meet must submit an itemized list of food/drink with estimated total cost to the KISL treasurer prior to any purchase for meet hospitality. Hospitality total cost must be approved by all Executive Committee members prior to any purchasing. The team hosting hospitality will be reimbursed at the KISL Championship Meet so long as approved receipts have been submitted.

Article 6 - KISL League and Championship Rules

6.1 KISL League and Championship Rules

National Federation of State High School Association Swimming and Diving rules shall govern the association in all cases to which they are applicable and in which they are not inconsistent with KISL rules.

A set of League and Championship rules shall be reviewed and ratified at the Pre-Season Meeting. A simple majority of a quorum shall be required to adopt these rules.

6.2 Modification of KISL League or Championship Rules

New rules or rule change proposals may be presented at either of the regular membership meetings for discussion and debate. Action or motion to adopt may only be made at the Pre-Season meeting.

Article 7 - Revision of KISL Constitution and Bylaws

7.1 These Constitution and By-Laws may be amended or revised by a two-thirds vote of the member teams at either scheduled regular membership meeting. Any proposed amendment shall be submitted to the Executive Committee at least thirty (30) days prior to the meeting upon which it is to be acted on. The proposed changes must be in the hands of the Team Representatives two weeks prior to the voting meeting.

7.2 Revision of Appendix A – (List of Approved KISL Vendors) may only be done by action of the entire KISL Executive Committee. Changes to Appendix A do not require vote by KISL member teams.

Article 8 - Dissolution

8.1 In the event of the dissolution of KISL, all assets will be distributed to another nonprofit organization with a similar purpose.

Appendix A – List of Approved KISL Vendors;

1. The University of Tennessee
2. Hasty Awards
3. Knox-area Interscholastic Swim League (KISL)
4. K and K Insurance
5. Image Matters
6. Swim and Tri
7. KISL teams