

**DRAFT AMENDMENTS TO THE VIRGINIA SWIMMING BY-LAWS**

*Approved at January 2007 Board of Directors for Referral to April 2007 House of Delegates*

ARTICLE 604  
HOUSE OF DELEGATES

604.1 MEMBERS - The House of Delegates of VSI shall consist of the Group Member Representatives, the At-Large Athlete Representatives, the At-Large Coach Representatives, the Board Members designated in Section 605.1 and the At-Large House Members.

.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership ~~four (4) Group Member Representatives and four (4) alternates.~~ At least one of the Group Member Representatives shall be an Athlete Member at least fourteen (14) years of age. Only another Athlete Member meeting the same qualifications may serve as an alternate for the Group Member Athlete Representative. The appointment shall be in writing, addressed to the Secretary of VSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the Secretary of VSI and signed by the chief executive officer or secretary of the appointing Group Member.

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.2 AT-LARGE HOUSE MEMBERS - Up to ten (10) at-large members of the House of Delegates may be appointed by the General Chairman with the advice and consent of the Board of Directors. The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

.3 AT-LARGE ATHLETE REPRESENTATIVES - Two (2) At-Large 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, an At-Large Athlete Representative must (a) be an 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 VSI or another LSC; and (d) reside in the Territory and expect to reside therein throughout at least the first half of the term. The election of At-Large Athlete Representatives shall be conducted annually during VSI's short course senior swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Senior Vice Chairman, or failing that, at a time and in a manner designated by the Board of Directors. The At-Large Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting.

.4 AT-LARGE COACH REPRESENTATIVES - ~~Two (2) At-Large Coach Representatives~~ shall be elected, one each year for a two-year term, ~~or until their respective successors are elected.~~ (Terms of office will be staggered.) The election of the Coach

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Representative shall be conducted annually during VSI's short course age group swimming championship, under the supervision of the Administrative Vice Chairman or, failing that, at a time and place and in a manner designated by the Board of Directors. Voting may be in person or by absentee ballot, and the election shall be determined by a majority of the ballots cast by Coach Members in good standing.

604.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

604.3 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

- .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, THE AT-LARGE ATHLETE REPRESENTATIVES, THE AT-LARGE COACH REPRESENTATIVES AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, the At-Large Athlete Representatives, the At-Large Coach Representatives and the At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.
- .2 INDIVIDUAL MEMBERS - Individual Members who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in meetings of the House of Delegates.

604.4 DUTIES AND POWERS - The House of Delegates shall oversee the management of the affairs of VSI and the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Code or elsewhere in these Bylaws, the House of Delegates shall:

- .1 Elect the officers, members of the Board of Review and the committee chairmen listed in Section **Error! Reference source not found.** in accordance with Sections 606.2 through 606.5;
- .2 Elect alternates to the USA Swimming House of Delegates in accordance with section ~~507.1.3~~ of the USA Swimming Code (see also Section 606.6.9.B);
- .3 Review, modify and adopt the annual budget of VSI recommended by the Board of Directors;
- .4 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
- .5 Amend the Bylaws of VSI in accordance with Section 611.3; and
- .6 Remove from office any Board Members, members of the Board of Review, or committee chairmen or members who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Board of Review for any of the reasons set forth in Section 610.4.7.C.

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However, no Board Member, Board of Review member or elected committee chairman may be removed except upon not less than thirty (30) days written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of member responsibilities or specific official duties or other reason. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Section 610.6.1 to the extent applicable. Should the Board Member, Board of Review member or elected committee chairman contest the alleged deficiency or other reason alleged in the notice, the House of Delegates shall hold a hearing at which the defendant shall have the same rights as if the hearing were to be conducted by the Board of Review pursuant to Article 610.

604.5 ANNUAL AND REGULAR MEETINGS – The annual meeting of the House of Delegates of VSI shall be held in the months of April or May of each year. At least once during each year regular meetings of the House of Delegates shall be held, normally in October or in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

604.6 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chairman. Should the Board of Directors or the General Chairman fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by members of the House of Delegates representing at least five (5) Group Members. Such meetings shall be called within three (3) weeks of receipt of the petition with proper notice of the meeting being given.

604.7 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall be take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates.

604.8 NOMINATING COMMITTEE

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.1 MEMBERS OF NOMINATING COMMITTEE; ELECTION - The Nominating Committee shall comprise not fewer than five (5) Individual Members. The Nominating Committee members will be elected ~~biennially by the Board of Directors and will serve until their successors are~~ elected. A number greater than five (5) may be designated from time to time by either the House of Delegates or the Board of Directors. Each Nominating Committee member shall be a member of the House of Delegates and no more than two (two-fifths if there are more than five (5) members of the Nominating Committee) shall be Board Members. Section 606.5.3 shall apply to members of the Nominating Committee. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chairman, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next election.

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.2 CHAIRMAN ELECTED BY NOMINATING COMMITTEE - The Chairman of the Nominating Committee shall be elected biennially by a majority vote of the 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 the officers or committee chairmen specified in Section 606.1 and the members of the Board of

Review to be elected at the next annual meeting shall be prepared by the Nominating Committee. The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions.

- .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 604.14.1 where convenient. See Section 616.1.5 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 Territory when called by the Chairman or any three members of the Committee with a minimum of six (6) days notice required. Pertinent provisions of Sections 607.5 through 607.10 and Section 616.1.5 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 4/5ths of the members. The committee shall act by a majority vote of its members voting in any meeting at which a quorum is present.

#### 604.9 MEETINGS OPEN; EXECUTIVE SESSIONS -

- .1 HOUSE OF DELEGATES - House of Delegates meetings shall be open to all members of VSI and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of VSI shall be deliberated and decided in a closed executive session which only House of Delegates members may attend. By a majority vote on a motion of a question of privilege, the House of Delegates may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the House.
- .2 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 VSI and USA Swimming 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.

604.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting provided that representatives are present from all VSI administrative subdivisions.

604.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote. A motion or order calling for the removal of a member of the Board of Review pursuant to Section 604.4.6 shall be determined by a two-thirds vote

after at least thirty (30) days notice. See also Section 611.3 regarding amendment of these Bylaws.

604.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.

604.13 ORDER OF BUSINESS - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit pursuant to Section **Error! Reference source not found.**, when applicable
- Unfinished (old) business
- Elections
- New business
- Reports of officers
- Reports of committees and coordinators
- Resolutions and orders
- Adjournment

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. . . Reports of committees and coordinators¶

#### 604.14 NOTICES

- .1 TIME - Not less than twenty (20) days written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates, and not less than thirty (30) days written notice shall be given to each member of the House of Delegates of any proposed amendment of the Bylaws or Policies. Not less than forty (40) days written notice shall be given to the General Chairman and Secretary of proposed Bylaw and Policy amendments that do not originate from the Board of Directors. The General Chairman shall submit any proposals received to the Board of Directors for Review, and the Secretary shall give thirty (30) written notice to each member of the House of Delegates. See Section 616.1.5 for the various permitted forms of notice.
- .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

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## ARTICLE 607 DIVISIONS, COMMITTEES AND COORDINATORS

### 607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND

COORDINATORS. The divisions of VSI shall each be chaired by a Vice-chairman, the Senior Athletes Representative, or the Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.6. Under each division Vice-chairman there are officers, committees, coordinators and direct responsibilities as follows:

.1 ADMINISTRATIVE DIVISION - Administrative Vice-chairman

- Awards Banquet (Coordinator)
- Bylaws/Legislation (Coordinator)
- ~~Disability Swimming (Coordinator)~~
- Equipment Committee (Standing Committee)
- Meet Sanctions
- Officials and Rules Committee (Standing Committee)
- ~~NTVs (Coordinator)~~
- Public Relations
- Publications/Newsletter
- Policies and Procedures Manual (Coordinator)
- Records/Top 16 Tabulation (Coordinator)
- Swim-a-thon (Coordinator)
- ~~Webmaster~~

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.2 ~~AGE GROUP~~ DIVISION - Age Group Vice-chairman

- Age Group Committee (Standing Committee)
- Age Group Program
- Age Group Time Standards
- All Star Meet Committee (Standing Committee)
- Meet Management for VSI Sponsored Age Group Meets
- Zone Team Committee (~~Team Manager and~~ Standing Committee)

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.3 ~~SENIOR~~ DIVISION - Senior Vice-chairman

- Meet Management for VSI Sponsored Senior Meets
- Open Water (Coordinator)
- ~~Outreach (Coordinator)~~
- Senior Committee (Standing Committee)
- Senior Program

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.4 ATHLETES DIVISION - Senior Athlete Representative

- Athlete Representatives
- ~~Athletes Committee~~

.5 COACHES DIVISION - Coach Representative

- All Star Team Selection
- Camps/Clinics
- Coach Representative and alternate
- ~~Zone Team Coaching Staff~~

607.2 NON-OFFICER CHAIRMEN AND THEIR COMMITTEES; COORDINATORS

.1 ELECTED, EX-OFFICIO AND APPOINTED NON-OFFICER CHAIRMEN AND COORDINATORS -

- A Elected Chairmen and Coordinators -
  - (a) Membership/Registration Administrator
  - (b) Technical Planning Chairman
- B Ex-officio Chairman - Pursuant to Section 607.3, certain other committee chairmen are designated ex-officio by virtue of an office currently held.
- C Appointed Chairmen and Coordinators - The chairmen of all other standing committees and all other coordinators shall be appointed by the General Chairman with the advice and consent of the Board of Directors and the respective division vice-chairman. The appointed standing committee chairman or coordinator shall assume office upon appointment or the date designated by the General Chairman, and shall serve until sixty (60) days after the next election of a General Chairman or until a successor is appointed and assumes office.

.2 DUTIES AND POWERS OF NON-OFFICER CHAIRMEN AND COORDINATORS -

- A Membership/Registration Administrator - The Membership/Registration Administrator shall be responsible for the registration of Group and Individual Members and the transmission of registration information to USA [Swimming](#) and shall make the reports required by Section 608.6, together with such additional reports as may be required by USA [Swimming](#), the Board of Directors or the General Chairman.
- B Technical Planning Chairman - The Technical Planning Chairman shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by VSI, the continuing review and development of the VSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of VSI's swimming programs.

607.3 MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chairman with the advice and consent of the respective division vice-chairman and the chairman of the committee. The division vice-chairman shall be an ex officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

- .1 [ATHLETES COMMITTEE – the Athletes Committee shall consist of the Senior At-Large Athlete Representative who shall serve as chair, the Junior At-Large Athlete Representative, and the Group Member Athlete Representatives appointed by each Group Member pursuant to Section 604.1.1.](#)

- .2 [AUDIT COMMITTEE - The Audit Committee shall consist of at least three \(3\)](#)

members appointed by the General Chairman with the advice and consent of the Board of Directors. The Treasurer shall not serve on the Audit Committee.

~~3~~ BUDGET AND FINANCE COMMITTEE - The members of the Budget and Finance Committee shall be the General Chairman, the Treasurer, the Administrative Vice-chairman, an Athlete Member and other members appointed by the General Chairman with the advice and consent of the Board of Directors. Deleted: 2

~~4~~ OFFICIALS AND RULES COMMITTEE - The members of the Officials and Rules Committee shall be the Officials Chairman, who shall serve as chairman, and at least five other members, one of whom shall be an Athlete Member. Other than the Athlete member, each member of this committee shall be a certified official of VSI. Deleted: 3  
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~~5~~ SAFETY COMMITTEE - The members of the Safety Committee shall be the Safety Chairman, who shall serve as the chairman, and at least five (5) additional members; of which at least one shall be an VSI certified official, at least one shall be a Coach Member, and at least one shall be an Athlete Member. Deleted: 4  
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~~6~~ TECHNICAL PLANNING COMMITTEE - The members of the Technical Planning Committee shall be the Technical Planning Chairman, who shall serve as chairman, an Athlete Member and additional members representing each of the administrative subdivisions of VSI. Two members, one (1) of whom shall be a Coach Member will represent each administrative subdivision. The Athlete Member and the additional members representing administrative subdivisions shall be appointed by the General Chairman with the advice and consent of the Board of Directors. Deleted: 5

The General Chairman shall appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees with the advice of the chairman thereof. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the General Chairman. Deleted: ,

#### 607.4 DUTIES AND POWERS OF STANDING COMMITTEES AND COORDINATORS -

.1 ATHLETES COMMITTEE - The Athletes Committee shall serve as the primary forum for identifying and bringing issues of Athlete Member interest and concern to the Board of Directors and House of Delegates for discussion and action. The Athletes Committee is obligated to provide athlete education and to assist in ensuring effective participation in elections of the At-Large Athlete Representatives. The Athletes Committee is authorized to conduct such events and activities with and on behalf of the athletes in VSI as the committee may determine necessary or appropriate

.2 AUDIT COMMITTEE - The Audit Committee is authorized to, and it shall be its duty to, conduct the annual audit of the books of VSI pursuant to Section 608.5 and present the results thereof to the Board of Directors and the House of Delegates.

~~3~~ BUDGET AND FINANCE COMMITTEE - The Budget and Finance Committee is authorized and obligated to consult with the officers, committee chairmen and coordinators and prepare and present a proposed budget for consideration and Deleted: 2



approval by the Board of Directors and the House of Delegates. The officers, committee chairmen and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Budget Committee may request. The proposed budget may contain alternatives.

The Budget and Finance Committee is also authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of VSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review VSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for VSI and make recommendations to the Budget Committee and the Board of Directors.

~~4 OFFICIALS AND RULES COMMITTEE - The Officials and Rules Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for VSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber. The Officials and Rules Committee is also authorized and obligated to issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of VSI. Such interpretations will be issued after consultation with the USA Swimming Rules Chairman and USA Swimming Officials Chairman, as appropriate. As an option the officials and rules functions may be divided and assigned to separate committees.~~

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~~5 SAFETY COMMITTEE - The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of VSI. The Safety Committee shall develop safety education programs and policy for VSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice-chairmen and the Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Chairman with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Section 608.7.~~

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~~6 TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by VSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. For each upcoming season, the Technical Planning Committee shall devise a proposed meet schedule in consultation with the Age Group Committee and the Senior Committee. After approval by the Board of Directors, the Committee shall publish the proposed schedule and seek bids from Club Members to host meets. After reviewing the bids received, the Committee shall make recommendations to the Board of Directors and House of Delegates for the adoption of a firm schedule and award of hosting rights to Club Members. The Technical Planning Chairman shall coordinate the evaluation, revision and approval of meet announcements in consultation with the Age Group Vice-~~

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chairman and Senior Vice-chairman and other appropriate VSI officers, chairmen and coordinators and shall make recommendations regarding the issuance of sanctions for these meets by the Administrative Vice-chairman.

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*Remainder of Article 607 is not set out as no changes are proposed*