

Rules/Legislation Coordinator Report

February 9, 2015

- VSI By-Laws Updates
 - The VSI by-laws have been updated to reflect the changes required by 2013 and 2014 legislation passed by the USA-S HOD. The updated bylaws were sent on January 19, 2015 to Jay Thomas, Chair of the USA-S Rules and Regulations Committee, for approval. Approval remains pending.
 - Safety Chair/Coordinator as a required BOD position. I queried Jay Thomas on this question and his answer is still pending.
 - Requirement for at-large members of the BOD to be elected. Section 604.1.2 exempts us from this requirement.
- VSI By-Law Amendment Proposal
 - The addition of optional language to create an Administrative Review Board (ARB) was briefly discussed at our last BOD meeting and tabled to allow further study and review. The purpose of the ARB is to handle matters that do not rise to the level of a Code of Conduct violation [section 610].

A question arose as to whether or not a decision of the ARB is appealable. As written, it is not.

RECOMMENDED ACTION: I recommend that the BOD endorse the creation of an ARB and that this recommendation be brought to the VSI HOD. I further recommend that the VSI Policies and Procedures be amended as necessary so that any fines and fees imposed by the VSI General Chair or BOD be appealable to the ARB. This takes the BOD out of the position of being the “appeals court” for its own decisions.
- VSI By-Law Amendment “Placeholder”
 - Bylaw 605.3.2 prohibits LSC employees from serving as voting members of the BOD and becomes effective January 1, 2016. Presently, Mary Turner serves as both the LSC Administrator (VSI employee) and as Registration Chair (voting member of the BOD).

PENDING ACTION: Steve Hennessy plans to discuss this at the upcoming BOD meeting with the hopes of going forward with a plan of action. Depending upon what is decided, this may require the approval of a bylaw amendment by the HOD (eg. eliminate the Registration Chair position, make the position non-voting, make the position appointed rather than elected).
- VSI Policies and Procedures
 - Housekeeping
 - References to “Chairman” and “Chairperson” should be changed throughout to correspond to usage in the VSI by-laws.
 - Reference to the “LSC BOR,” “VSI BOR,” and in some cases the “applicable BOR” should be changed to the “Eastern Zone BOR.”
 - Consistent use of “Chair” vs. “chair,” “Vice Chair” vs. “vice-chair,” etc.

RECOMMENDED ACTION: Write implementing language for the next BOD and HOD meetings.

- Policy Amendment Proposal #1

O. MEET RESULTS AND FINANCIAL REPORTS

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer and the Technical Planning Chair~~man~~ on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report ~~and fees~~ within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report ~~and fees~~ ~~has~~~~have~~ not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.

RECOMMENDED ACTION: Recommend approval to the HOD.

- Policy Amendment “Placeholder”
 - Background: The Eastern Zone has established a “Zone Sanction Appeal Process.” As part of this process, VSI is obligated to fulfill the following five requirements (a cursory review of how VSI meets each of these criteria is given in parentheses following each requirement).
 - 1. Establish submission deadlines for sanction and approval applications and publish such deadlines along with relevant instructions and forms.
(Policy sections L.2-3 appear to satisfy this requirement).
 - 2. Establish and publish policies regarding applications submitted as well as relevant fees and penalties.
(Policy section L.2-6 and Procedures section A.2 appear to satisfy most of these requirements. It appears that we need language regarding penalties.)
 - 3. Establish and publish policies regarding applications submitted after the published deadlines citing relevant fees and penalties.
(Although there are published penalties for the meet announcement being late, there is no corresponding policy or penalty regarding late sanction requests.)
 - 4. Establish a written policy that the LSC must provide written notification within 10 days to the applicant citing the reason for the

denial and instruction for appeal.

(There is no such policy.)

- 5. Update the LSC Procedure Manual as needed to reflect deadlines and instructions

(Yes!)

RECOMMENDED ACTION: Terry Randolph and Lisa Liston should review the current sanctioning and approval practices against the requirements specified in the VSI Policies and Procedures manual and in the Zone Sanction Appeal Process. Following the review, amendments should be proposed as needed to ensure that practice and policy (both VSI and Eastern Zone) conform. Kevin Hogan can assist in crafting the amendments for presentation at the next VSI HOD meeting.

Respectfully submitted,

Kevin T. Hogan
Rules/Legislation Coordinator