



DUTIES AND POWERS OF OFFICERS AND OTHER ELECTED NON-ATHLETE MEMBERS OF THE BOARD OF DIRECTORS (ISI Rules 606.7, 607.1, 607.2, 610)

Elected in odd-numbered years:

AGE GROUP VICE CHAIR (*Odd year election*) - The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the age group swimming program of ISI.

The AGE GROUP VICE CHAIR heads the Age Group Division, with responsibilities for Age Group Programs, Age Group Time Standards, Camps/Clinics and the Zone Team.

PROGRAM OPERATIONS VICE CHAIR (*Odd year election*) - The Program Operations Vice Chair shall chair and have general charge of the affairs and property of the Division that coordinates and facilitates the conduct of all swimming programs for ISI.

As head of the Program Operations Division, the PROGRAM OPERATIONS VICE CHAIR is responsible for the Awards Banquet, Championship Meet Management, Diversity and Inclusion, Meet Evaluations, Meet Sanctions and Officials.

TREASURER (*Odd year election; not term-limited*) - The Treasurer shall be the principal receiving and disbursing officer of ISI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ISI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chairman or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Budget and Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as Finance Committee, the General Chairman or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair.

The Treasurer shall:

- A. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of ISI;
- B. Cause the moneys, securities and other financial instruments of ISI to be deposited in the name and to the credit of ISI in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as Finance Committee or the Board of Directors may direct;

- C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. Cause the funds of ISI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of ISI, and obtain and preserve proper vouchers for all moneys disbursed;
- E. Cause to be kept at ISI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Committee or the Treasurer shall determine. The Treasurer's custody or the books and records shall be as a fiduciary for ISI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- F. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of ISI or USA Swimming.
- G. Cause ISI to be in compliance with the requirements of Section 608.4;
- H. Have the power to require from the officers, committee chairmen, coordinators, or agents of ISI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of ISI;
- I. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of ISI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
- J. Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and in general, perform all the other duties incident to the corporate treasury function.

The TREASURER chairs the Finance Division, with responsibilities for Audit, Budget, Finance, Marketing/Sponsorship and Tax.

SAFETY COORDINATOR (*Odd year election*) - The Safety Coordinator 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 ISI. The Safety Coordinator shall develop safety education programs and policies for ISI and make recommendations regarding same, and the implementation thereof, to the Senior Chair, Administrative Vice Chair, and the Board of Directors. The Safety Coordinator shall make the reports required pursuant to Section 608.7.

OFFICIALS COMMITTEE CHAIR (*Odd year election*) - The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials for ISI. The Officials Chair shall be a referee certified by ISI and each member of the Officials Committee shall be a certified official of ISI.

MEMBERSHIP/REGISTRATION COORDINATOR (*Odd year election; not term-limited*) - The Membership/Registration Coordinator 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 Chair.

SAFE SPORT COMMITTEE CHAIR (*Odd year election*) - The Safe Sport Committee Chair Coordinator shall be responsible for the implementation and coordination of, and serve as the ISI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Committee Chair shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within ISI. The Safe Sport Committee Chair will:

- A. Serve as the primary contact for ISI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
- B. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
- C. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- D. Serve as an information resource for ISI clubs and membership, and will help to identify and connect them with local educational partners and resources;
- E. Receive feedback and suggestions on the Safe Sport policies and programs from the ISI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
- F. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

ADMINISTRATIVE REVIEW BOARD MEMBER (*Odd year election*) - The ARB body is responsible for resolving disputes within our LSC that are not Code of Conduct violations (these are under the jurisdiction of the Central Zone Board of Review). The Administrative Review Board of ISI shall be independent and impartial. It shall have at least three (3) regular members, at least one of whom shall be an athlete member, and at least one alternate member. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. The term of office shall be two (2) years. Each member and alternate member shall assume office upon election and shall serve until a successor takes office. In no case shall elected members of the Board of Directors serve on the Administrative Review Board.

Elected in even-numbered years:

GENERAL CHAIR (*Even year election*) - The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of ISI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit ISI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of ISI.

ADMINISTRATIVE VICE CHAIR (*Even year election*) - 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 ISI 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, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of ISI's Policies and Procedures Manual. The Administrative Vice Chair shall be responsible to see that the Coach Representative elections are held in accordance with these bylaws.

The ADMINISTRATIVE VICE CHAIR, as chair of the Administrative Division, has responsibilities for Bylaws/Legislation/Rules, Club Development, Elections, Equipment, Insurance, Legal (General Counsel, if applicable), Membership/Registration, Reportable Times, Personnel, Public Relations, Publications/Newsletter, Policies and Procedures Manual, Records/Top 16 Tabulation, Secretary, Special Events, Webmaster.

SENIOR VICE CHAIR (*Even year election*) - The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of ISI. The Senior Vice Chair serves as a liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.

The SENIOR VICE CHAIR heads the Senior Division, with responsibilities for Athlete Reps, Camps/Clinics and Senior Program Development.

SECRETARY (*Even year election; not term-limited*) - The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or the staff of ISI's permanent office, shall be custodian of the records and seal of ISI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at ISI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of ISI. The Secretary's custody of the minute books and other records shall be as a fiduciary for ISI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.