

CONSTITUTION and BYLAWS

of the

TENNESSEE INTERSCHOLASTIC SWIMMING COACHES ASSOCIATION

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CONSTITUTION and BYLAWS

of the

TENNESSEE INTERSCHOLASTIC SWIMMING COACHES ASSOCIATION

ARTICLE I – Name, Objectives, Territory & Authority

.1 Name

This organization shall be known as the “Tennessee Interscholastic Swimming Coaches Association” and may hereafter be referred to as TISCA. The organization shall act for the purpose of fostering, promoting and sponsoring high school swimming in the state of Tennessee.

This body shall operate subject to the standards and rules set forth by the National Federation of State High School Associations (NFSHSA).

.2 Objective

The objective of this organization shall be:

1. To govern the sport of high school swimming and diving in the state of Tennessee.
2. To assist in promoting amateur interscholastic swimming in the schools of Tennessee.
3. To help maintain the highest possible educational, ethical, and physical standards for the coach and the athlete.
4. To provide a clearing house of information for member schools and coaches.

.3 Geographic Territory

The geographic Territory of TISCA is the State of Tennessee.

.4 Jurisdiction

TISCA shall have jurisdiction over the sport of High School swimming as a high school sport to conduct swimming programming consistent with TISCA’s objectives and those of the NFSHS, and USA Swimming and to approve and oversee a competitive High School Swimming Championship meet annually within the Territory. TISCA shall discharge faithfully its duties and obligations in accordance with these Bylaws, the NFSHS Rules, the USA Swimming Code (where applicable) and all applicable policies and procedures.

ARTICLE II – Membership

.1 Members

Membership in TISCA shall be open to one team within a recognized public and/or tuition paying high school in the State of Tennessee where grades 9 through 12 are eligible to compete.

1. Teams consisting of Home School swimmers, meeting the requirements of Article VIII and approved by the TISCA membership, shall be eligible for membership.

2. Only members in good standing shall be eligible to be elected or appointed members of the Board of Directors and/or designated committees or taskforce, to be heard at or to vote at the regular membership meetings in any capacity. Members must maintain their status as members in good standing throughout their terms of office.
3. Individual Home School swimmers choosing to participate in the TISCA State Championships as Unattached shall not be considered as members and shall have no voice or vote.

.2 Membership A Privilege Not a Right

Membership in TISCA is a privilege and shall not be interpreted as a right. Membership may be terminated by the Review Committee for any violation of a member's responsibilities under Article II for any of the reasons set forth in these Bylaws or for any other reason to be determined by the Review Committee to be in the best interests of the sport of swimming and diving.

.3 Compliance

Each Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by TISCA, NFSHS and USA Swimming (where applicable), including its obligations and responsibilities set forth in these Bylaws. Each Member shall not take or allow to be taken, any action that could bring the sport of swimming and diving, TISCA or NFSHS into disrepute. By applying for and accepting membership in TISCA, each Member agrees to so abide and represents, except to the extent disclosed to TISCA, that he or she has never been convicted of a crime involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors, or similar offenses, or to have been found by the Review Committee to have committed actions which would be the basis for a conviction and that she or he has never acted in a manner which might bring into disrepute TISCA or the sport of swimming.

.4 Responsibility for Infractions

A Member may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by TISCA, including its responsibilities as set forth in these Bylaws. Infractions of a Member include those committed or allowed to happen by its members, representatives, officials or coaches or by athletes who are competing as representatives of the Member. Also included are infractions committed or allowed to happen by a person instigated by the Member or with whom the Member through any of those individuals conspired. Any Member may be held responsible for any infractions committed or that were allowed to happen by the Member. Also included are infractions committed or allowed to happen by a person instigated by the Member or with whom the Member conspired.

ARTICLE III – Dues & Fees

.1 Application

1. Membership is per school and by application, accompanied with a check for membership dues.
2. Membership expires midnight October 31. Failure to renew before November 1 will result in a \$25.00 penalty. No voting privileges shall be granted, nor State Championship entry accepted unless school is in good standing.

- 185 3. A coach who coaches swimmers and divers from various schools, shall be
186 considered a Member and be required to pay annual TISCA dues per five
187 swimmers or divers.

188 **.2 Dues**

- 189 1. The Board of Directors shall establish the annual membership fees and any other
190 charges, fees, etc. for Members
191 2. Dues shall be per school and run from November 1 to October 31.
192 3. Annual dues shall be payable by November 1 to the TISCA Membership
193 Chairperson.
194

195 **.3 Continued Failure to Pay; Termination of Membership**

196 Continued failure to pay, within a reasonable period of time, as determined by the
197 Board of Directors, the Association, or the Review Committee shall be cause for
198 termination of membership.
199

200 **ARTICLE IV – Association**

201 **.1 Members**

202 The membership body of TISCA (hereafter called the Association) shall consist of all
203 member schools in good standing, recognized Home School teams, and the Board
204 of Directors designated in Article V.
205

206 **.2 Voice & Voting Rights of Members**

- 207 1. Voice
208 Voice and voting privileges shall be reserved for one coach or one representative
209 per high school in good standing.
210 2. Vote
211 Each high school in good standing shall have one (1) vote
212 3. Multiple School Representation
213 A representative or coach who represents multiple high schools shall have only
214 one (1) vote.
215 4. Interested Individuals
216 Interested Individuals who are not members of TISCA may attend open meetings
217 of TISCA and its committees and be heard at the discretion of the presiding
218 officer. Unless entitled to vote under another provision of these Bylaws,
219 interested individuals shall have no vote in meetings of TISCA.
220

221 **.3 Duties & Powers of the Association**

222 The Association shall oversee the management of the affairs of TISCA and the
223 establishment of policies, procedures and programs. In addition to the duties and
224 powers prescribed in these Bylaws, the Association of TISCA shall:

- 225 a. Elect officers to the Board of Directors
226 b. Elect members to the Nominating Committee
227 c. Elect members to the Review Committee
228 d. Review, modify and adopt the annual budget of the Association
229 recommended by the Board of Directors
230 e. Call regular meetings and special meetings of the TISCA Membership
231 f. Ratify or prospectively modify or rescind policy and program established by
232 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 rescinded

g. Amend the Bylaws of TISCA in accordance with Article IX.

h. Remove from office any Board Members, committee members or coordinators 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 NFHS, or their respective high school. However, no Board Member or elected committee member or coordinator may be removed except upon not less than thirty (30) days written notice by the Secretary or other officer designated by the TISCA membership specifying the alleged deficiency in the performance or member responsibilities or specific official duties or other reason.

.4 Annual & Regular Meetings

There shall be two (2) scheduled meetings per year. The annual meeting of the Association shall be held in conjunction with the State Meet the month of February of each year. Regular meetings of the membership shall be held in the month of September or in accordance with a schedule adopted by the membership.

.5 Special Meetings

Special meetings of the membership of TISCA may be called by the Board of Directors or the President. Should the Board of Directors or the President fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the TISCA membership may be called by a petition signed by at least ten (10) members of the membership or by three (3) Board Members.

.6 Meeting Location & Time

All meetings of the Association shall take place at a site within the state of Tennessee. The membership or the Board of Directors shall determine the location and time of all meetings of the membership.

.7 Nominating Committee

1. Members; Election –

The Nominating Committee shall comprise no fewer than five (5) school members in good standing elected annually by the membership or by the Board of Directors if the membership does not act in a timely fashion to serve until their successors are elected. A number greater than five (5) may be designated from time to time by either the membership or the Nominating Committee. Each Nominating Committee member shall be a member of TISCA and no more than two (two-fifths if there are more than five (5) members of the Nominating Committee) shall be Executive Committee members. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the TISCA President, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the membership.

2. Chairman Elected by Nominating Committee –

- 280 The Chairman of the Nominating Committee shall be elected annually by a
281 majority vote of the members of the Nominating Committee present at a meeting
282 called promptly after the members are elected or appointed.
- 283 3. Duties of the Nominating Committee –
284 A slate of candidates for election as the officers or committee chairmen or
285 coordinators specified in Article VI and the regular and alternate members of the
286 Review Committee to be elected at the next annual meeting shall be prepared by
287 the Nominating Committee. The Nominating Committee may in its discretion
288 nominate a slate of one person for each position to be filled or may nominate
289 more than one candidate for one or more of the positions.
- 290 4. Publications of Nominations –
291 Nominations by the Nominating Committee shall be published by distributing a
292 slate of candidates together with the positions for which they have been
293 nominated to each member of the Association not less than twenty (20) calendar
294 days prior to the election. This notice may be combined with the notice of the
295 meeting pursuant to Article IV where convenient. See Article IV for the methods,
296 which may be used for distribution.
- 297 5. Additional Nominations –
298 Additional nominations may be made from the floor of the annual meeting by any
299 member eligible to vote.
- 300 6. Meetings & Notices –
301 Meetings of the Nominating Committee shall take place at a site within the state
302 of Tennessee when called by the Chairman or any three (3) members of the
303 Committee with a minimum ten (10) days notice required.
- 304 7. Quorum –
305 A quorum for any meeting of the Nominating Committee shall consist of not fewer
306 than four (4) members. The committee shall act by a majority vote of its
307 members present and voting in any meeting at which a quorum is present. If the
308 Nominating Committee is larger than five members, the quorum shall be adjusted
309 to maintain the quorum at or above 4/5 of the membership.

311 **.8 Review Committee**

- 312 1. Members
313 The Review Committee shall be made up of the Administrative Vice President,
314 Membership Chairperson, Officials Chairperson, and one representative from
315 each of the five regions. This representative cannot already be serving on the
316 Executive Committee.
- 317 2. Chairman Elected by Review Committee –
318 The Chairman of the Review Committee shall be elected annually by a majority
319 vote of the members of the Review Committee present at a meeting called
320 promptly after the members are elected or appointed.
- 321 3. Duties of the Review Committee –
322 The Review Committee shall hear all eligibility protests, recruiting protests, and
323 any other hearing involving disputes within the high school swimming
324 association.
- 325 4. Meetings & Notices –

326 Meetings of the Review Committee shall take place at a site within the state of
327 Tennessee when called by the Chairman or any three (3) members of the
328 Committee with a minimum ten (10) days notice required.

329 5. Quorum –

330 A quorum for any meeting of the Review Committee shall consist of not fewer
331 than four (4) members. The committee shall act by a majority vote of its
332 members present and voting in any meeting at which a quorum is present.

333
334 **.9 Meetings Open; Executive Sessions (Closed)**

335 1. Association –

336 TISCA Association meetings shall be open to all members of TISCA. Issues
337 pertaining to personnel, disciplinary action, legal, taxation or similar affairs of
338 TISCA shall be deliberated and decided in a closed executive session that only
339 TISCA members may attend. By a majority vote on a motion of a question of
340 privilege, the Association may decide to go into executive session on any matter
341 deserving of confidential treatment or of personal concern to any member.

342 2. Committees –

343 All meetings of the Nominating Committee shall be conducted in executive
344 (closed) session. Meetings of all other committees established by the TISCA
345 membership shall be open to all members of TISCA unless otherwise provided
346 by the TISCA membership resolution creating the committee or by a vote of the
347 committee as provided by the rules of the Parliamentary Authority.

348
349 **.10 Quorum**

350 A quorum of the Association shall consist of not less than 33% of those members in good
351 standing present and voting.

352
353 **.11 Voting**

354 Except as otherwise provided by these Bylaws or the Parliamentary Authority, all motions,
355 orders and other propositions coming before the TISCA Association shall be determined by
356 a majority vote. A motion or an order calling for the removal of a member of the Board of
357 Directors shall be determined by a two-thirds vote after at least thirty (30) days notice. See
358 also Article IX regarding amendment of these Bylaws.

359
360 Voting by proxy in any meeting of the TISCA membership shall not be permitted.

361
362 **.12 Order of Business**

363 At all meetings of the Association the following shall be included in the order of business to
364 the extent applicable. The order in which the various subjects are taken up may be varied:

365 Roll Call

366 Reading, correction and adoption of minutes of previous meeting

367 Reports of Officers

368 Reports of Committees and Coordinators

369 Presentation and approval of the Annual Budget

370 Unfinished (old) business

371 Elections

372 New Business

373 Resolutions and orders (legislation)

Adjournment

.13 Notices

1. Time – not less than thirty (30) days written notice shall be given to each member of TISCA for any annual, regular or special meeting of the membership.
2. Information – the notice of a meeting shall contain the time, date, and site. For special meetings of the membership, the expected purpose (which may be general) 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 TISCA membership at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

ARTICLE V – Board of Directors

.1 Members

The Board of Directors shall consist of the following elected officers, committee chairpersons, coordinators and representatives of TISCA:

1. President
2. Administrative Vice President
3. Secretary
4. Treasurer
5. Membership Chairperson
6. Officials Coordinator
7. Rules & Regulations Coordinator
8. 5 Regional Vice Presidents elected or appointed by each designated Region

At the discretion of the Association, offices of the TISCA may be combined as a single responsibility.

.2 Limitations

This section is reserved for future use.

.3 Duties & Powers

The Board of Directors shall act for TISCA and the membership during the intervals between meetings of the membership, subject to the exercise by the membership of its powers of ratification or prospective modification or rescission, except that it shall not remove a Board Member, a Review Committee member or any person elected by the membership or amend these Bylaws. The Board of Directors shall have the power and it shall be its duty to:

1. Establish and direct policies, procedures and programs for TISCA
2. Oversee the conduct by the officers of TISCA of the day-to-day management of the affairs of TISCA
3. Provide advice and consent to appointments proposed by the President that require advice and consent under these Bylaws
4. TISCA Championship Meet Rules & Regulations
5. Call regular or special meetings of the Board of Directors or the membership
6. Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of TISCA

7. Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. The appointees shall have the authority and perform the duties as provided in these Bylaws, the TISCA Constitution or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties
8. Remove from office any officers, committee chairmen, or committee members or coordinators of TISCA who were not elected by the Membership and 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 Review Committee for any of the reasons set forth in these Bylaws. No officer, or committee chairman or coordinator may be removed without receiving the thirty (30) days written notice specifying the alleged deficiency in the performance of the member's responsibilities under these Bylaws, the member's official duties or other reasons. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article IV to the extent applicable. Should the officer, committee chairman, or committee member or coordinator contest the alleged deficiency or other reason set forth in the notice, the Board of Directors shall hold a hearing at which the member shall have the same procedural rights as if the hearing were to be conducted by the Review Committee pursuant to Article IV.

.4 Executive Committee

The Executive Committee shall have the authority and power to act for the Board of Directors and TISCA between meetings of the Board and the annual membership meetings.

1. Members shall be the President, who shall act as Chairman, Administrative Vice-President, Secretary, Treasurer, and one (1) Regional Vice President
2. Meetings shall be held at any time or place within the state of Tennessee when called by the President or any three (3) members of the Board of Directors with a minimum of three (3) days notice required.
3. Quorum shall consist of a majority of members of the Committee
4. Report of Action to Board of Directors shall be made since the last Board of Directors meeting for ratification or prospective modification.

.5 Meetings Open; Executive (Closed)

Board of Director and Executive Committee meetings shall be open to all members of TISCA. Issues pertaining to personnel, disciplinary action, legal, taxation or similar affairs of TISCA shall be deliberated and decided in a closed executive session which only Board Members or Executive Committee members, respectively, are entitled to attend. By a majority vote on a motion of a question of privilege the Board of Directors or the Executive Committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors or the Executive Committee.

.6 Participation through Communications Equipment

Members of the Board of Directors or the Executive Committee may participate in meetings of the Board of Directors or Executive Committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

.7 Regular Meetings

Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.

.8 Special Meetings

Special meetings of the Board of Directors may be called by the President. Should the Board of Directors or the President fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

.9 Quorum

A quorum of the Board of Directors shall consist of a majority of those members present and voting plus one (1).

.10 Voting

Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal the affect of which is to override policy or program established by the Membership shall be determined by a two-thirds vote after at least fourteen (14) days notice.

.11 Proxy Vote

Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.

.12 Action By Written Consent

Any action required or permitted to be taken at any meeting of the Board of Directors or the Executive Committee may be taken without a meeting if all Board Members or Executive Committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.

.13 Mail Vote

Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the President's appointments, or removals of officers, committee chairmen and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Article XXVIII) within which to return the ballot to the Secretary. Action by written ballot

shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

.14 Notices

1. Time – not less than twenty (20) days written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. Separate notices need not be given for regular meetings that are designated in these Bylaws or otherwise scheduled and noticed well in advance.
2. Information – the notice of a meeting shall contain the time, date, and in the case of special meetings, the expected purpose, which may be general.

.15 Order of Business

At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of Officers
- Reports of committees and coordinators
- Presentation of the annual budget and adoption of recommendation to the Membership
- Advice and Consent to Appointments
- Unfinished (old) Business
- New Business
- Elections
- Resolutions and orders (legislation)
- Adjournment

ARTICLE VI – Officers

.1 Elected Officers and Committee Chairpersons

The Officers, and committee chairmen and coordinators who shall be elected by the Association are:

1. President
2. Administrative Vice President
3. Secretary
4. Treasurer
5. Membership Chairperson
6. Officials Chairperson
7. Rules & Regulations Chairperson
8. Regional Vice-Presidents (5) – elected by their respective Region

.2 Elections

The Association, at its annual meeting, shall elect its Officers and Committee Chairpersons. The Association shall also elect the Review Committee (see Article xx) and the Nominating Committee (see Article IV.7).

.3 Eligibility

Only members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

.4 Double Vote Prohibited

A member entitled to vote in the Association by virtue of holding a position in TISCA may not also vote as a member in good standing in the Association.

.5 Offices Combined or Split**1. Office Held by Two Persons**

Any office other than President or Treasurer may be held jointly by two members. This may be accomplished by the Nominating Committee nominating two members to serve as co-officers or by the Association electing two at the time of election. In the case of the Administrative Vice-chairman, the Association at the time of election shall designate one to be the successor to the President; 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.

2. Office Combined

Any office other than General Chairman may be combined with any other office except that the office of Treasurer may not be combined. This may be accomplished by the Nominating Committee nominating single Member to serve simultaneously as two officers or by the Association so electing at the time of election.

.6 Terms of Office**1. Term of Office**

The terms of office of all elected members of the Board of Directors shall be one year.

2. Commencement of Term

Each person elected to a position shall assume office upon election and shall serve until a successor is chosen.

3. Consecutive Terms Limitation

Except for the Secretary and Membership Chairperson, no Member who has been elected by the Association and served four successive years shall be eligible for re-election to the same position until a lapse of one year. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

.7 Duties and Powers

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the Association and the Board of Directors as follows:

1. President

- a. Shall oversee and have general charge of the management, business, operations, affairs and property of TISCA
- b. Shall have general supervision over its officers and agents
- c. Shall call meetings when and where deemed necessary
- d. Shall preside at all meetings

- e. Except as otherwise provided in these Bylaws and with advice and consent of the Board of directors, shall appoint committee chairmen and members for standing and special committees or coordinators as many be necessary to permit TISCA to effectively, efficiently and economically conduct its affairs.
- f. The President shall report to the Board of Directors all matters within the President's knowledge that the Board of Directors should consider in the best interests of TISCA.

2. Administrative Vice President

- a. Shall conduct meetings in the absence of the President and, at the request of the President or in the event of the disability of the President, shall perform all of the duties of the president, and when so acting shall have all of the powers of the President
- b. Shall Chair, and have general charge of the business, affairs and property of the Review Committee.
- c. Shall aid in the development of policy and the coordination of the activities of the officers and committees responsible for the State Championship Meet.
- d. Shall be responsible for the creation and maintenance of TISCA's Constitution and Bylaws.

3. Secretary

- a. Shall be responsible for keeping a record of all meetings of the Association and Board of Directors
- b. Shall conduct all official correspondence, issuing meeting and other notices and making reports to the Association as necessary
- c. Shall perform other duties as incidental to the office of Secretary
- d. Shall be the custodian of the records and the seal of TISCA, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments.
- e. Shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of TISCA and the TISCA seal.

4. Treasurer

- a. Shall be the principal receiving and disbursing officer of TISCA
- b. Except as otherwise directed by the Board of Directors, shall receive all moneys, incomes, fees and other receipts of TISCA and pay all bills, expenses, and other disbursements approved by an authorized officer, committee chairperson, coordinator, the Board of directors or the Association.
- c. Shall issue a bi-annual report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding six months and for the fiscal year to date, together with such other items as, the President or Board of Directors may direct.
- d. Shall cause moneys, securities and other financial instruments of TISCA to be deposited in the name and to the credit of TISCA in such institutions as shall be designated in accordance with Article VI.9.

- e. Shall cause the funds of TISCA to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of TISCA, and obtain and preserve proper vouchers for all moneys disbursed.
 - f. Shall cause to be kept 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, or the Treasurer shall determine.
 - g. Shall establish a budget for each fiscal year with assistance from the Board of Directors
 - h. Have the power to require from the officers, committee chairmen, coordinators, staff 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 TISCA
 - i. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of TISCA 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.
 - 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
 - k. In general, performs all the other duties incident to the corporate treasury function.
5. Membership Chairperson
- a. Collect all TISCA applications and appropriate fees and dues
 - b. Verify High School membership in good standing with Administrative Vice President prior to the meet entry deadline for the State Championship Meet
6. Officials Chairperson
- a. Advise TISCA Executive Committee as to interpretation of NFSHSA and USA Swimming rules as they apply to TISCA affairs
 - b. Serve on TISCA Review Committee
 - c. Serve on any committee charged with review or modification of TISCA rules
 - d. Serve as member of Meet Committee at TISCA Championship meet
 - e. Provide that sufficient, qualified officials are provided for TISCA Championship meet
7. Rule & Regulations Chairperson
- a. Shall serve on the Board of Directors
 - b. Shall be responsible for the maintenance and correction of all TISCA Bylaws on an annual basis
 - c. Shall accept new legislation from members in good standing, format and distribute to the membership at large in accordance with the Bylaws, and present at the Annual Meeting for approval
8. Regional Vice Presidents
- a. Shall serve on the Board of Directors
 - b. Shall verify athlete/team eligibility with Membership Chairperson prior to the State Championship Meet entry deadline.

.8 Resignations

Any officer may resign by orally advising the President or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

.9 Depositories and Banking Authority

1. Depositories, etc.

All receipts, income, charges and fees of TISCA shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors may select, or as may be selected by any officer or officers or agent or agents authorized to do so by the Board of Directors. Endorsements for deposit to the credit of TISCA in any of its duly authorized depositories shall be made in the manner determined by the Board of Directors. All funds of TISCA not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Board of Directors or any officer or officers or agent or agents authorized to do so by the Board of Directors.

2. Signature Authority

All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of TISCA shall be signed by the President, the Treasurer or other officer or officers or agent or agents of TISCA, and in the manner, as shall be determined by the Board of Directors.

ARTICLE VII – Athlete Eligibility

.1 Athlete Eligibility

The TISCA shall follow the rules for eligibility formally set down by TSSAA with the following exceptions/clarifications:

1. Athletes may compete while being a member of other swimming or diving program(s).
2. Home School students are allowed to participate as a member of a TISCA-accepted Home School Team or may participate on an individual basis as “unattached”.
3. Non-faculty members may act as coaches.
4. In-state transfers shall be considered per the TISCA Transfer Rules as below.
5. A student may not participate in TISCA swimming or diving for more than four years after entering the 9th grade level.
6. Students shall be enrolled, in regular attendance, and carrying at least the full unit subject load according to their school.
7. 10. A student who has participated in one meet shall be regarded as having swum one year.

- 757 8. A diver must compete in at least three (3) competitions in order to be eligible
758 for competition at the TISCA State Meet
759

760 All challenges concerning competitor eligibility shall be addressed by the Review Committee
761 whose decision shall be final.
762

763 **.2 Recruiting Rules**

- 764 1. "Undue influence" - if the coach makes contact with the student first, the coach is
765 in error and should be reported to the Review Committee.
766 2. If the student makes contact with the school and/or coach first, there is no
767 violation.
768

769 **.3 TISCA Transfer Rules**

770 Students transferring schools and planning to swim at their new school must inform the
771 TISCA Review Committee as soon as possible. This notification must be in writing and must
772 identify:

- 773 • Student name
- 774 • Name of previous high school and previous coach
- 775 • Name of new high school and new coach
- 776 • Stated Reason for Transfer

777 Transfer information (except 'Stated Reason for Transfer') will be posted on TISCA website
778 as soon as received.
779

780 **.4 Athlete Transfer Challenges**

- 781 1. Any TISCA coach may challenge a transfer within 4 weeks of the website posting
782 by notifying the TISCA Review Committee Chairperson in writing, identifying the
783 student and reason for challenge.
784 2. The Review Committee will consider the transfer information and coach's
785 challenge and render decision within seven (7) days as to whether the transfer is
786 considered 'Athletic' or 'Non-Athletic'. Transfers that are deemed to be for
787 Athletic purposes shall result in the student being considered ineligible for a
788 period of twelve (12) months after the effective date of the transfer.
789 3. All transfers shall be considered 'Non-Athletic' unless challenged by a TISCA
790 coach within the stated time limit.
791
792

793 **ARTICLE VIII – Home School Teams**

794 **.1 Membership**

795 Home School athletes may join together to form teams which may be eligible for full
796 membership in TISCA. Home School Teams may request membership in TISCA by
797 contacting the TISCA Review Committee Chairperson and will be considered based on the
798 following criteria;

- 799 1. Home School Teams must be sponsored by or operate under one of the seven
800 chapters of the Tennessee Home Education Association (THEA), further identified
801 as;
- 802 a. North East Tennessee Home Education Association (NETHEA)
 - 803 b. Smoky Mountain Home Education Association (SMHEA)
 - 804 c. Mid East Tennessee Home Education Association (METHEA)

- d. Chattanooga Southeast Tennessee Home Education Association (CSTHEA)
 - e. Middle Tennessee Home Education Association (MTHEA)
 - f. West Tennessee Home Education Association (WTHEA)
 - g. Memphis-area Home Education Association (MHEA)
2. Athletes must be members in good standing of the THEA chapter representing their area. Each team will need to present a roster with membership verified by their local chapter on request.
 3. Athletes may only participate on a team within the THEA Chapter supporting their location and must join their team by November 1 of the current season. In the case where there are multiple Home School Teams in a THEA Chapter, the athlete may participate on any one, but only one, of these teams.
 4. Swimmers must participate in at least two high school dual, tri or invitational meets with their team during the current season.
 5. Athletes moving between a public/private school and a Home School Team will be considered a transfer and will be subject to the TISCA transfer procedures.
 6. The TISCA Board of Directors or Review Committee, will be solely responsible to determine whether a Home School Team meets the necessary criteria for joining TISCA and verification of the team roster.
 7. Exceptions to any of the above rules may only be granted by the TISCA Executive Committee.

.2 Application Process

Home School Teams wishing to join TISCA should forward their application to TISCA including the following information; proposed name of Team, contact information for team coach and other team representative(s), THEA Chapter in which team will be located and contact information for that chapter, estimated number of athletes participating on the team.

Once a Home School Team has been accepted by TISCA the team may register for the current season by submitting the required TISCA Information Form and dues.

ARTICLE IX – Organization; Amendments; Dissolution

.1 Non-Profit & Charitable Purposes

As stated in Article I, TISCA is organized exclusively for charitable and educational purposes and for the purpose of fostering local, regional, and state amateur sports competition within the meaning of section 501(c)(3) of the IRS Code.

Notwithstanding any other provision of these Bylaws, TISCA shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of TISCA or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501 (c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 522(a)(2) of the IRS Code.

853
854 **.2 Dedication of Assets, Etc.**

855 The revenues, properties and assets of TISCA are irrevocably dedicated to the
856 purposes set forth in Article I of these Bylaws. No part of the net earnings, properties
857 or assets of TISCA shall inure to the benefit of any private person or any member,
858 officer or director of TISCA.
859

860 **.3 Amendments**

861 Any provision of these Bylaws not mandated by NFSHSA may be amended at any
862 meeting of the membership by a two-thirds (2/3) vote of the members present and
863 voting. These Bylaws shall be deemed amended thirty (30) days after the
864 conclusion of any annual meeting of the membership.
865

866 **.4 Dissolution**

867 TISCA may be dissolved only upon a two-thirds majority vote of all the voting
868 members of TISCA. Upon dissolution, the net assets of TISCA shall not inure to the
869 benefit of any private individual, unincorporated organization or corporation,
870 including any member, officer or director of TISCA, but shall be distributed to
871 NFSHSA to be used exclusively for educational or charitable purposes. If NFSHSA
872 is not then in existence, or is not then a corporation which is exempt under section
873 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are
874 deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the
875 net assets of TISCA shall be distributed to a corporation or other organization
876 meeting those criteria and designated by the Membership at the time of dissolution,
877 to be used exclusively for educational or charitable purposes.
878

879 **ARTICLE X – Parliamentary Authority**
880

881 **.1 Robert's Rules**

882 The rules in the then current edition of Robert's Rules of Order Newly Revised shall
883 govern TISCA and any of its constituent or component parts, committees, etc., in the
884 conduct of meetings in all cases to which they apply and in which they are not
885 inconsistent with these Bylaws and any special rules of order TISCA, the
886 Membership, the Board of Directors or its divisions, committees, etc., may adopt or
887 as set forth in the next paragraph.
888

889 **.2 Voice & Vote**

890 Where in these Bylaws an Interested Individual is described as having voice but not
891 the right to vote, that Interested Individual may participate in debate and ask
892 pertinent questions in the discretion of the presiding officer, but may not make or
893 second motions, orders or other proposals.
894

895 **.3 Special Rules of Order**

896 *This Section reserved for future use.*