

CONSTITUTION and BYLAWS *of the* **TENNESSEE INTERSCHOLASTIC SWIMMING COACHES ASSOCIATION** (As Amended 02/21/2014)

INDEX

ARTICLE I – Name; Objectives; Territory & Authority

- .1 Name
- .2 Objective
- .3 Geographic Territory
- .4 Jurisdiction

ARTICLE II – Membership

- .1 Members
- .2 Membership A Privilege, Not A Right
- .3 Compliance
- .4 Responsibility

ARTICLE III – Dues & Fees

- .1 Application
- .2 Dues
- .3 Failure To Pay; Termination of Membership

ARTICLE IV – Association

- .1 Members
- .2 Voice & Voting Rights
- .3 Duties & Powers of The Association
- .4 Annual & Regular Meetings
- .5 Special Meetings
- .6 Meeting Location & Time
- .7 Nominating Committee
- .8 Review Committee
- .9 Meetings Open; Executive Session
- .10 Quorum
- .11 Voting
- .12 Order of Business
- .13 Notices

ARTICLE V – Board of Directors

- .1 Members
- .2 Limitations
- .3 Duties & Powers
- .4 Executive Committee
- .5 Meetings Open; Executive (Closed)

- .6 Participation Through Communications Equipment
- .7 Meetings; Regular
- .8 Special Meetings
- .9 Quorum
- .10 Voting
- .11 Proxy Vote
- .12 Notices
- .13 Order of Business

ARTICLE VI – Officers

- .1 Elected Officers & Committee Chairpersons
- .2 Elections
- .3 Eligibility
- .4 Double Vote Prohibited
- .5 Offices Combined or Split
- .6 Terms of Office
- .7 Duties & Powers
- .8 Resignations
- .9 Depositories & Banking Authority

ARTICLE VII – Athlete Eligibility

- .1 Athlete Eligibility
- .2 Recruiting Rules
- .3 TISCA Transfer Rules
- .4 Athlete Transfer Challenges

ARTICLE VIII – Home School Teams

- .1 Membership
- .2 Application Process

ARTICLE IX – Water Polo Teams

This Section Reserved for Future Use

ARTICLE X – Organization; Amendments; Dissolution

- .1 Non-Profit & Charitable Purposes
- .2 Dedication of Assets
- .3 Amendments
- .4 Dissolution

ARTICLE XI – Parliamentary Authority

- .1 Robert's Rules

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 NFSHSA, 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 NFSHSA Rules, the USA Swimming Code (where applicable) and all applicable policies and procedures.

ARTICLE II – Membership

.1 Members

The membership body of TISCA (hereafter known as the “Association”) shall consist of all members schools (represented by either a coach or a representative) in good standing, recognized home school teams and the Board of Directors designated in Article V. Board members shall be either a coach or representative from a member high school or home school team except for the Officials Chairperson who serves as a consultant and who will not be subject to the TISCA yearly dues.

.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 TISCA 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 by application, accompanied with a check for membership dues.
2. Membership shall run November 1 to October 31 of each year. Membership expires midnight October 31. Failure to renew before November 1 will result in additional fees. No voting privileges shall be granted, unless Members are in good standing.
3. Applications received after January 15 of each year will not be accepted for the current year membership.

.2 Dues

1. The Board of Directors shall establish the annual membership fees and any other charges, fees, etc. for Members
2. Dues shall be per Member and run from November 1 to October 31.
3. Annual dues shall be payable to the TISCA Treasurer by November 1.

.3 Continued Failure to Pay; Termination of Membership

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

ARTICLE IV – Association

.1 Members

The membership body of the Association shall consist of Individual Members in good standing, recognized Home School Teams, and the Board of Directors designated in Article V.

.2 Voice & Voting Rights of Members

a. Voice and Voting privileges shall be reserved for one coach or one representative from each high school in good standing and each Board Member. Each high school shall have one vote. A representative or coach who represents multiple high schools shall have one (1) vote. No individual member may cast more than one vote.

b.. Interested Members are individuals who are not members of TISCA and may attend general and committee meetings, has no vote, cannot submit proposals or make motions and can be heard only at the discretion of the presiding officer.

c. Individual home school swimmers choosing to participate in the TISCA State Meet as unattached shall not be considered as members and shall have no voice or vote.

.3 Duties & Powers of the Association

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

- a. Elect officers to the Board of Directors.
- b. Elect members to the Nominating Committee.
- c. Provide and maintain a Review Committee.
- d. Elect or appoint Region Representatives.
- e. Review, modify and adopt the annual budget of the Association recommended by the Board of Directors.
- f. Call regular meetings and special meetings of the TISCA Membership
- g. 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 rescinded.
- h. Amend the Bylaws of TISCA in accordance with Article IX.
- i. 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 NFSHSA, USA Swimming or their respective high school. A Board Member or elected committee member or coordinator may be removed with a (30) days written notice by the Secretary or other officer designated by the TISCA membership specifying the alleged deficiency in the performance of member responsibilities or specific official duties or for other reasons.

.4 Annual & Regular Meetings

There shall be two (2) scheduled meetings per year.

- a. The Annual Meeting of the Association shall be held in conjunction with the State Meet the month of February of each year. Legislation proposals will be considered and voted at this meeting. Any changes and amendments to the bylaws shall be incorporated into the Constitution no later than sixty (60) days after the meeting and posted on the TISCA website at that time.
- b. A regular business meeting of the membership shall be held in the month of September or in accordance with a schedule adopted by the membership. A review of the State Meet, a treasurer's report and old and new business will be discussed. No new legislation will be voted upon at this meeting.

.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 –

The Chairman of the Nominating Committee shall be elected annually 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 the Nominating Committee –

A slate of candidates for election as the officers or committee chairmen or coordinators specified in Article VI and the regular and alternate members of the Review Committee 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. Publications 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 Association not less than twenty (20) calendar days prior to the election. This notice may be combined with the notice of the meeting pursuant to Article IV where convenient. See Article IV for the methods, which may be used for distribution.
5. Additional Nominations –
Additional nominations may be made from the floor of the annual meeting by any member eligible to vote.
6. Meetings & Notices –
Meetings of the Nominating Committee shall take place at a site within the state of Tennessee when called by the Chairman or any three (3) members of the Committee with a minimum ten (10) days notice required.
7. Quorum
A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members. The committee shall act by a majority plus one of its members present.

.8 Review Committee

1. The Review Committee shall be made up of the Administrative Vice President, Membership Chairperson, Officials Chairperson and one representative from each of the five regions. This representative cannot already be serving on the Executive Committee and must be a member of TISCA.
2. The Chairman of the Review Committee shall be the Administrative Vice President.
3. Duties of the Review Committee –
The Review Committee shall hear all eligibility protests, recruiting protests, and any other hearing involving disputes within the Association.
4. Meetings & Notices –
Meetings of the Review Committee shall take place at a site within the state of Tennessee when called by the Chairman or any three (3) members of the Committee with a minimum ten (10) days notice required.
5. Quorum –
A quorum for any meeting of the Review Committee shall consist of not fewer of i than five (5) members. The committee shall act by a majority plus one (1) vote of the members present and voting in any meeting at which a quorum is present.

.9 Meetings Open; Executive Sessions (Closed)

1. Association –
TISCA Association meetings shall be open to all members of TISCA. Issues pertaining to personnel, disciplinary action, legal, taxation or similar affairs of TISCA all be deliberated and decided in a closed executive session that only the Board of Directors or the Executive Committee members may attend. By a majority vote on a motion of a question of privilege, these two bodies may decide to go into executive session on any matter deserving of confidential treatment. All meetings of the Nominating Committee shall be conducted in executive (closed) session.

.10 Quorum of Association Meetings

A quorum of the Association shall consist of not less than 33% of those members in good standing present and voting. Once the meeting with quorum has been established, business shall be allowed to continue until the meeting is adjourned irrespective of quorum loss.

.11 Voting

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

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

.12 Order of Business

At all meetings of the Association 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
- Reports of Officers
- Reports of Committees and Coordinators
- Presentation and approval of the Annual Budget
- Unfinished (old) business
- Elections
- New Business
- 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.
3. All proposed bylaw amendments will be sent to TISCA president at least thirty (30) days prior to the meeting.
4. Proposed bylaw changes will be posted at least twenty one (21) days prior to the meeting.
5. The membership will be notified of any proposals at least twenty one (21) days prior to the meeting.

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 Chairperson
7. 5 Regional Vice Presidents elected or appointed by each designated Region
8. Water Polo Coordinator

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

.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. This includes filling any open officer board positions.
4. Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of TISCA
5. 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
6. 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 consist of the President, who shall act as Chairman, Administrative Vice-President, Secretary, Treasurer, 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 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 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 plus one (1). 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. Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.

.11 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 posted 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.

.12 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. Regional Vice-Presidents (5) – elected by their respective Regions
8. Water Polo Chairperson

.2 Elections

The Association, at its annual meeting, shall elect its Officers and Committee Chairpersons in the following manner: in odd-numbered years President, Secretary, Membership, and Officials Chairperson; in even-numbered years Vice-President, Treasurer and Water Polo Chairperson. The Association shall also elect 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 Board 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, Treasurer and Officials Chairperson 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.

.6 Terms of Office

1. The terms of office of all elected members of the Board of Directors shall be two years.
2. Each person elected to a position shall assume office within thirty (30) days after election and shall serve until a successor is chosen.
3. Except for the Secretary, and Officials 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. Shall handle and post transfer requests.
 - 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. Shall accept bids for the State Championship Meet. These bids should be submitted by December 1, two years prior to the State Meet.
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.
 - f. Shall post the minutes of the two mandatory meetings within thirty(30) days.
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. Receives all TISCA applications from the Treasurer.
 - 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. Shall serve on the Board of Directors and the Board of Review.
 - b. Shall be responsible for the maintenance and correction of all TISCA Bylaws on an annual basis.

- c. Advise the TISCA Board of Directors and the Executive Committee as to the interpretation of NFSHSA and USA Swimming rules as they apply to TISCA affairs.
- d. Serve on any committee charged with review or modification of TISCA rules or bylaws.
- e. Serve as a member of the Meet Committee at TISCA Championship Meets.
- f. Provide that sufficient, qualified USA Swimming officials are provided for the State Championship Meet.

7. Regional Vice Presidents

- a. Shall serve on the Board of Directors and must be TISCA members.
- b. Shall verify athlete/team eligibility with Membership Chairperson prior to the State Championship Meet entry deadline.

8. Water Polo Chairperson

.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 by the Board of Directors.

.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 Membership 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 programs.

2. Home School students are allowed to participate as a member of a TISCA accepted Home School Team as provided for in Article VIII.
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. A student who has participated in one meet for the school they attend shall be regarded as having swum one year for that school. An exception from Private School to Public School will be made if there is a financial need. A transfer request to the Vice President is required.
8. A diver must compete in at least three (3) competitions in order to be eligible for competition at the TISCA State Meet
9. When referring to eligible times the “current season” shall refer to the time between September 1 and the entry date for the State Championship Meet.

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

.2 Recruiting Rules

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

.3 TISCA Transfer Rules

Students transferring schools and planning to swim at their new school must inform the TISCA Vice President as soon as possible. This notification must be in writing and must identify:

- Student name
- Name of previous high school and previous coach.
- Name of new high school and new coach
- Stated Reason for Transfer

Transfer information (except ‘Stated Reason for Transfer’) will be posted on TISCA website as soon as received.

.4 Athlete Transfer Challenges

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

ARTICLE VIII – Home School Teams

.1 Team Membership - Subject to State Law

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

- a. Home School Teams must be sponsored by or operate under one of the seven chapters of the Tennessee Home Education Association (THEA), further identified as;
 - i. North East Tennessee Home Education Association (NETHEA)
 - ii. Smoky Mountain Home Education Association (SMHEA)
 - iii. Mid East Tennessee Home Education Association (METHEA)
 - iv. Chattanooga Southeast Tennessee Home Education Association (CSTHEA)
 - v. Middle Tennessee Home Education Association (MTHEA)
 - vi. West Tennessee Home Education Association (WTHEA)
 - vii. Memphis-area Home Education Association (MHEA)
- b. 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.
- c. 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, triple 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 Board of Directors or Review Committee.

.2 Team 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.

.3 Individual Athlete Membership

Individual home school athletes not choosing to participate as a member of a home school team may participate as individuals in TISCA-sponsored competition. Such individual home school members shall be eligible for points and placing.

.4 Individual Athlete Application Process Individual home school athletes not choosing to participate as a member of a home school team shall submit a membership application and pay the appropriate membership fee to TISCA.

.5 Team/Individual Declaration Once a home school athlete has registered and/or participated in high school competition as a member of a home school team, that athlete shall be required to remain as a member of said team for the remainder of the current season. Once a home school athlete has registered and/or participated in high school competition as an individual, that athlete shall be required to remain as an individual athlete for the remainder of the current season.

ARTICLE IX – Water Polo

See attached TISCA Rules for Water Polo

ARTICLE X – 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.

.2 Dedication of Assets, Etc.

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

.3 Amendments

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

.4 Dissolution

TISCA may be dissolved only upon a two-thirds majority vote of all the voting members of TISCA. Upon dissolution, the net assets of TISCA shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of TISCA, but shall be distributed to NFSHSA to be used exclusively for educational or charitable purposes. If NFSHSA

is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of TISCA shall be distributed to a corporation or other organization meeting those criteria and designated by the Membership at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE XI – Parliamentary Authority

.1 Robert's Rules

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

By Laws for TISCA Water Polo

Article I – Name

This organization shall be known as TISCA Water Polo

Article II – Purpose

1. To promote competitive high school water polo in the State of Tennessee.
2. To promote and schedule a high school water polo season consisting of match play and occasional tournaments.
3. To host a High School State Championship Tournament at the end of each season.
4. To conduct high school competition according to TISCA Water Polo guidelines.
5. To disseminate information pertaining to water polo programs in the State of Tennessee.
6. To promote the common understanding and correct teaching of water polo among all coaches and officials.
7. To host clinics for coaches, officials and players.

Article III – Members

Section 1 Membership

Members of TISCA Water Polo shall be club water polo teams and athletes within the State of Tennessee who are seeking to compete in competitive water polo under the guidelines of TISCA Water Polo.

1. A voting membership shall consist of the following persons who fulfill one or more of the criteria listed below. Every club in good standing shall not have more than one vote in any matter and must have a voting member present.
 - a. Active club head or assistant coach
 - b. Parent of player representative from each active club
 - c. Elected officer of TISCA Water Polo who do not already have a vote per Article III.1.a or b above.
 - d. Written proxy designated by a voting member of a-c above.
2. For matters requiring a vote that affect only one club competition season, only coaches of teams participating in that season, and the elected officers/representatives of TISCA Water Polo, or the written, designated proxy of the above members may cast votes.

Section 2 USA Water Polo Membership

All TISCA players and coaches must be members of USA Water Polo.

Section 3 Teams

1. A completed membership application must be signed by the club representative and be on file with TISCA and USA Water Polo.
2. Dues must be paid to the TISCA treasurer by March 1 of each season. 2014 dues are \$25.00
3. An initial roster must be sent by email to the TISCA water polo chairman by the Friday after the first league game.
4. Final rosters must be turned into the TISCA water polo chairman by April 1.
5. Teams may have floaters for a specified time during the season.
6. A state roster must be turned in to the TISCA water polo chairman by Friday of the last week of April.

Section 4 Players

1. The athlete must attend a public or private school or be home schooled in the state of Tennessee.
2. The athlete must play for his own school if that school has a team. If the school does not have a team, the athlete may choose a team to play for.
3. The athlete must play for a minimum of 1/3 of the scheduled games for his/her team to qualify to play for the state championship tournament.

ARTICLE IV STRUCTURE

Section 1 Water Polo Chairperson

TISCA Water Polo is an extension of TISCA. TISCA Water Polo is represented in TISCA by a water polo chairperson.

The chairperson is to be appointed annually by the TISCA board.

The chairperson is responsible for updating the board members on any information pertaining to high school water polo in the state of Tennessee.

The chairperson is responsible for attending TISCA meetings and representing water polo.

The chairperson is responsible for securing a venue and coordinating the state championship with the hosting member.

Section 2 League Representatives

Each region, Chattanooga, Knoxville, Middle Tennessee and Memphis shall have a representative on the water polo committee.

Representatives to be appointed by the teams in their region. League representatives are to provide communication between the chairperson and each region. They are responsible for communicating league schedules and results of play in their region.

Section 3 Governing Body

TISCA is the governing body of TISCA Water Polo and all players and members are subject to the rules, decisions and judgement of the TISCA Board of Director's.

TISCA Water polo is to abide by the by laws of TISCA in matters not stated in the Water Polo by laws.

ARTICLE V Rules and Play

Section 1 Rules

1. TISCA Water Polo shall abide by the rules in the NFHS Water Polo rule book of the current year of play.

Section 2 Play

1. League play is to begin March 1 and conclude the last week of April.
2. The State Championship is to be held in the 1st or 2nd week of May.
3. The State Championship should rotate by region providing there is a viable host in each region.