

1 **CONSTITUTION and BYLAWS**
2 *of the*
3 **TENNESSEE INTERSCHOLASTIC**
4 **SWIMMING COACHES ASSOCIATION**
5 (As Amended 02/10/2012)

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7 **INDEX**

8
9 **ARTICLE I – Name; Objectives; Territory & Authority**

- 10 .1 Name
11 .2 Objective
12 .3 Geographic Territory
13 .4 Jurisdiction
14

15 **ARTICLE II – Membership**

- 16 .1 Members
17 .2 Membership A Privilege, Not A Right
18 .3 Compliance
19 .4 Responsibility
20

21 **ARTICLE III – Dues & Fees**

- 22 .1 Application
23 .2 Dues
24 .3 Failure To Pay; Termination of Membership
25

26 **ARTICLE IV – Association**

- 27 .1 Members
28 .2 Voice & Voting Rights
29 .3 Duties & Powers of The Association
30 .4 Annual & Regular Meetings
31 .5 Special Meetings
32 .6 Meeting Location & Time
33 .7 Nominating Committee
34 .8 Review Committee
35 .9 Meetings Open; Executive Session
36 .10 Quorum
37 .11 Voting
38 .12 Order of Business
39 .13 Notices
40

41 **ARTICLE V – Board of Directors**

- 42 .1 Members
43 .2 Limitations
44 .3 Duties & Powers

- 45 .4 Executive Committee
- 46 .5 Meetings Open; Executive (Closed)
- 47 .6 Participation Through Communications Equipment
- 48 .7 Meetings; Regular
- 49 .8 Special Meetings
- 50 .9 Quorum
- 51 .10 Voting
- 52 .11 Proxy Vote
- 53 .12 Action By Written Consent
- 54 .13 Mail Vote
- 55 .14 Notices
- 56 .15 Order of Business

57

58 **ARTICLE VI – Officers**

- 59 .1 Elected Officers & Committee Chairpersons
- 60 .2 Elections
- 61 .3 Eligibility
- 62 .4 Double Vote Prohibited
- 63 .5 Offices Combined or Split
- 64 .6 Terms of Office
- 65 .7 Duties & Powers
- 66 .8 Resignations
- 67 .9 Depositories & Banking Authority

68

69 **ARTICLE VII – Athlete Eligibility**

- 70 .1 Athlete Eligibility
- 71 .2 Recruiting Rules
- 72 .3 TISCA Transfer Rules
- 73 .4 Athlete Transfer Challenges

74

75 **ARTICLE VIII – Home School Teams**

- 76 .1 Membership
- 77 .2 Application Process

78

79 **ARTICLE IX – Water Polo Teams**

80 *This Section Reserved for Future Use*

81

82 **ARTICLE X – Organization; Amendments; Dissolution**

- 83 .1 Non-Profit & Charitable Purposes
- 84 .2 Dedication of Assets
- 85 .3 Amendments
- 86 .4 Dissolution

87

88 **ARTICLE XI – Parliamentary Authority**

- 89 .1 Robert's Rules
- 90 .2 Voice & Vote
- 91 .3 Special Rules of Order

92

93

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 the following:

A. School Members

A School Member is a team or recognized school, which is in good standing as of TISCA, has athletes and coaches and participates in

137 the sport of swimming. All athletes and coaches of the organization
138 must be Individual Members in good standing of TISCA

139 B. Coach Members

140 A Coach Member is an individual, whether or not affiliated with a
141 School Member, who has, upon registration, been granted
142 membership in TISCA and paid the dues established by TISCA
143 pursuant to Article III, and who is in good standing as an Individual
144 Member TISCA. Any individual desiring to act in any coaching capacity
145 at any competition sanctioned by TISCA must be a Coach Member in
146 good standing of TISCA.

147 C. Individual Members

148 Individual Members are individuals involved in the sport of swimming
149 in the Territory who have, upon registration, been granted membership
150 in TISCA and paid the dues established by TISCA pursuant to Article
151 III. An individual may be denied membership by the Membership
152 Chairperson or by the Board of Directors for failure to satisfy the
153 criteria for membership or for any reason for which an Individual
154 Membership could be terminated. Any denial of membership may be
155 appealed to the Review Committee. An individual's status as an
156 Individual Member is subject to the Individual Member's continued
157 satisfaction of the criteria for membership and compliance with the
158 individual's responsibilities under these Bylaws, the USA SWIMMING
159 Code, the rules, regulations, policies, procedures and codes of
160 conduct and ethics of the National Federation of High Schools and
161 may be terminated by a decision of the Review Committee. Individual
162 Members in good standing shall be entitled to participate in the
163 program of swimming conducted by TISCA, in accordance with TISCA
164 and NFHS guidelines.

165 D. Athlete Members

166 An Athlete Member is an individual who participates or competes in
167 the sport of swimming, is currently enrolled in a recognized public
168 and/or tuition paying high school in the State of Tennessee where
169 grades 9 through 12 are eligible to compete, and is in good standing
170 as an Individual Member of TISCA.

171 E. Affiliated Members

172 An Affiliated Member is an organization which supports the sport of
173 swimming and the objectives and programs of TISCA and NFHS, but

174 which does not have athletes and coaches who are Individual
175 Members of TISCA.

176 F. Home School Members

177 Teams consisting of Home School swimmers, meeting the
178 requirements of Article VIII and approved by the TISCA membership,
179 shall be eligible for membership. Individual Home School swimmers
180 must be registered Athlete Members, and in good standing as an
181 Individual Member of TISCA.

182 Only School and Coach Members in good standing shall be eligible to be elected or
183 appointed members of the Board of Directors and to be heard at or to vote at the regular
184 membership meetings in any capacity. All Individual Members in good standing shall be
185 eligible to be appointed to designated committees or taskforce, and to be heard at the
186 regular membership meetings in any capacity. School and Coach Members must maintain
187 their status as members in good standing throughout their terms of office.

188

189 **.2 Membership A Privilege Not a Right**

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

195

196 **.3 Compliance**

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

208

209 **.4 Responsibility for Infractions**

210 A Member may be held responsible for infractions of the policies, procedures, rules,
211 regulations or codes of conduct or ethics adopted by TISCA, including its responsibilities as
212 set forth in these Bylaws. Infractions of a Member include those committed or allowed to
213 happen by its members, representatives, officials or coaches or by athletes who are
214 competing as representatives of the Member. Also included are infractions committed or
215 allowed to happen by a person instigated by the Member or with whom the Member through
216 any of those individuals conspired. Any Member may be held responsible for any infractions
217 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 by November 1 to the TISCA Membership Chairperson.

.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 TISCA (hereafter called 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

1. Voice
Voice and voting privileges shall be reserved for School Members, Coach Members and the Board of Directors designated in Article V who are in good standing. Voice only privileges shall be reserved for Individual members, Athlete Members, Affiliated Members, and individual Home School Members in good standing.
2. Vote
Each School Member, Coach Member and Officer in good standing shall have one (1) vote
3. Multiple School Representation

261 A representative or coach who represents multiple high schools shall have only
262 one (1) vote.

263 4. Interested Individuals

264 Interested Individuals who are not members of TISCA may attend open meetings
265 of TISCA and its committees and be heard at the discretion of the presiding
266 officer. Unless entitled to vote under another provision of these Bylaws,
267 interested individuals shall have no vote in meetings of TISCA.

268 **.3 Duties & Powers of the Association**

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

- 272 a. Elect officers to the Board of Directors
- 273 b. Elect members to the Nominating Committee
- 274 c. Elect members to the Review Committee
- 275 d. Review, modify and adopt the annual budget of the Association
276 recommended by the Board of Directors
- 277 e. Call regular meetings and special meetings of the TISCA Membership
- 278 f. Ratify or prospectively modify or rescind policy and program established by
279 the Board of Directors, except any action or authorization by the Board of
280 Directors with respect to contracts or upon which any person may have relied
281 shall not be rescinded
- 282 g. Amend the Bylaws of TISCA in accordance with Article IX.
- 283 h. Remove from office any Board Members, committee members or
284 coordinators who have failed to attend to their official duties or member
285 responsibilities or have done so improperly, or who would be subject to
286 penalty by NFHS, or their respective high school. However, no Board
287 Member or elected committee member or coordinator may be removed
288 except upon not less than thirty (30) days written notice by the Secretary or
289 other officer designated by the TISCA membership specifying the alleged
290 deficiency in the performance or member responsibilities or specific official
291 duties or other reason.

292
293 **.4 Annual & Regular Meetings**

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

298
299 **.5 Special Meetings**

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

306

307 **.6 Meeting Location & Time**

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

311
312 **.7 Nominating Committee**

313 1. Members; Election –

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

326 2. Chairman Elected by Nominating Committee –

327 The Chairman of the Nominating Committee shall be elected annually by a
328 majority vote of the members of the Nominating Committee present at a meeting
329 called promptly after the members are elected or appointed.

330 3. Duties of the Nominating Committee –

331 A slate of candidates for election as the officers or committee chairmen or
332 coordinators specified in Article VI and the regular and alternate members of the
333 Review Committee to be elected at the next annual meeting shall be prepared by
334 the Nominating Committee. The Nominating Committee may in its discretion
335 nominate a slate of one person for each position to be filled or may nominate
336 more than one candidate for one or more of the positions.

337 4. Publications of Nominations –

338 Nominations by the Nominating Committee shall be published by distributing a
339 slate of candidates together with the positions for which they have been
340 nominated to each member of the Association not less than twenty (20) calendar
341 days prior to the election. This notice may be combined with the notice of the
342 meeting pursuant to Article IV where convenient. See Article IV for the methods,
343 which may be used for distribution.

344 5. Additional Nominations –

345 Additional nominations may be made from the floor of the annual meeting by any
346 member eligible to vote.

347 6. Meetings & Notices –

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

351 7. Quorum –

352 A quorum for any meeting of the Nominating Committee shall consist of not fewer
353 than four (4) members. The committee shall act by a majority vote of its
354 members present and voting in any meeting at which a quorum is present. If the

Nominating Committee is larger than five members, the quorum shall be adjusted to maintain the quorum at or above 4/5 of the membership.

.8 Review Committee

1. Members

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.

2. Chairman Elected by Review Committee –

The Chairman of the Review Committee shall be elected annually by a majority vote of the members of the Review Committee present at a meeting called promptly after the members are elected or appointed.

3. Duties of the Review Committee –

The Review Committee shall hear all eligibility protests, recruiting protests, and any other hearing involving disputes within the high school swimming 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 than four (4) members. The committee shall act by a majority vote of its 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 shall be deliberated and decided in a closed executive session that only TISCA members may attend. By a majority vote on a motion of a question of privilege, the Association may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member.

2. Committees –

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

.10 Quorum

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

.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.

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

9. Water Polo Coordinator

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 Regions
9. 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 Chair; in even-numbered years Vice-President, Treasurer, Rules & Regulations Chair, and Water Polo Chair. 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 two years.

2. Commencement of Term

Each person elected to a position shall assume office within thirty (30) days after election and shall serve until a successor is chosen.

3. Consecutive Terms Limitation

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.
- 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.

735 5. Membership Chairperson

- 736 a. Collect all TISCA applications and appropriate fees and dues
- 737 b. Verify High School membership in good standing with Administrative Vice
- 738 President prior to the meet entry deadline for the State Championship Meet

739 6. Officials Chairperson

- 741 a. Advise TISCA Executive Committee as to interpretation of NFSHSA and USA
- 742 Swimming rules as they apply to TISCA affairs
- 743 b. Serve on TISCA Review Committee
- 744 c. Serve on any committee charged with review or modification of TISCA rules
- 745 d. Serve as member of Meet Committee at TISCA Championship meet
- 746 e. Provide that sufficient, qualified officials are provided for TISCA
- 747 Championship meet

748 7. Rule & Regulations Chairperson

- 749 a. Shall serve on the Board of Directors
- 750 b. Shall be responsible for the maintenance and correction of all TISCA Bylaws
- 751 on an annual basis
- 752 c. Shall accept new legislation from members in good standing, format and
- 753 distribute to the membership at large in accordance with the Bylaws, and
- 754 present at the Annual Meeting for approval

755 8. Regional Vice Presidents

- 756 a. Shall serve on the Board of Directors
- 757 b. Shall verify athlete/team eligibility with Membership Chairperson prior to the
- 758 State Championship Meet entry deadline.

759 9. Water Polo Chairperson

760 *(This Section is Reserved for Future Use)*

761 **.8 Resignations**

762 Any officer may resign by orally advising the President or by submitting a written resignation

763 to the Board of Directors specifying an effective date of the resignation. In the absence of a

764 specified effective date, any such resignation shall take effect upon the appointment or

765 election of a successor.

766 **.9 Depositories and Banking Authority**

767 1. Depositories, etc.

768 All receipts, income, charges and fees of TISCA shall be deposited to its credit in

769 the banks, trust companies, other depositories or custodians, investment

770 companies or investment management companies as the Board of Directors may

771 select, or as may be selected by any officer or officers or agent or agents

772 authorized to do so by the Board of Directors. Endorsements for deposit to the

773 credit of TISCA in any of its duly authorized depositories shall be made in the

774 manner determined by the Board of Directors. All funds of TISCA not otherwise

775 employed shall be maintained in the banks, trust companies, other depositories

776 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 program(s).
2. Home School students are allowed to participate as a member of a TISCA accepted Home School Team as provided for in Article VIII. Individual Home School Athletes must be Members in good standing.
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 shall be regarded as having swum one year.
8. A diver must compete in at least three (3) competitions in order to be eligible for competition at the TISCA State 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 Review Committee 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 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

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, 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 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

1. 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.
2. 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

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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

958 inconsistent with these Bylaws and any special rules of order TISCA, the
959 Membership, the Board of Directors or its divisions, committees, etc., may adopt or
960 as set forth in the next paragraph.
961

962 **.2 Voice & Vote**

963 Where in these Bylaws an Interested Individual is described as having voice but not
964 the right to vote, that Interested Individual may participate in debate and ask
965 pertinent questions in the discretion of the presiding officer, but may not make or
966 second motions, orders or other proposals.
967

968 **.3 Special Rules of Order**

969 *This Section reserved for future use.*