

**The Constitution
of the
National Interscholastic Swimming
Coaches Association
of America, Inc.**

**Revised
March 2003**

**Amended
March 2010**

*Includes 2010 Amendments
By-Law Article IV Finances
Section 2 Fiscal Data*

*Constitution
Article III Membership
Section 3 Loss of Membership*

Article I Name

The name of this organization shall be the “National Interscholastic Swimming Coaches Association of America, Inc.”, hereinafter called the Association.

Article II Objectives

SECTION 1 The objectives of this Association shall be:

- a. a) To educate coaches of swimming, diving, and water polo and advancing a program of aquatics for the intermediate and secondary schools of the United States.
- b. b) To solicit or conduct research needed to resolve relevant issues in aquatics.
- c. c) To serve as advisors and consultants to other organizations and persons.
- d. d) To promote cooperation with all aquatic agencies and services to provide for the sharing of ideas, teaching methods, and programs.
- e. e) To promote interscholastic swimming nationally and locally:
 - i. i. Through the encouragement of high ethical standards in the coaching and teaching of aquatic sports.
 - ii. ii. Through regular and annual appraisals of the rules governing these sports.
 - iii. iii. Through recognition of athletic and academic achievement, including but not limited to, the annual selection of All-America teams.
 - iv. iv. Through recognition of tenure, merit, and outstanding service of members through an Association-sponsored award program.

Article III Membership

SECTION 1 Membership types and eligibility for Membership:

- a. a) Regular Members are those who are or who have been actively engaged in coaching swimming, diving, or water polo in a public or independent intermediate/secondary school and who meet the financial obligations of the Association.
- b. b) Associate Members are those who do not qualify for regular membership but who meet the financial obligations of the Association.
- c. c) Life Members are those regular members who have performed such distinguished service for the Association so as to be elected to this honor. Life Members are not obligated to meet the financial obligations of the Association.
- d. d) Honorary Members are those who do not meet the requirements for regular membership but who have performed such distinguished service for aquatic sport so as to be elected to this honor. Honorary Members are not required to meet the financial obligations of the Association.
- e. e) Association Members are complimentary memberships provided to state high school activities or athletic associations, state high school swimming, diving or water polo coaches associations, state high school coaches associations and all other national swimming, diving or water polo associations and governing bodies.
- f. f) Honorary and Life Membership nominees shall be elected to such membership by a majority of the General Membership present at the Annual General Meeting. Nominations for such memberships may be made by any member in good standing and shall be submitted to the Awards Committee Chair at least six (6) weeks prior to the Annual General Meeting. Awards representative of these memberships shall be presented at the Annual General Meeting the following year.

SECTION 2 Privileges of membership:

- a. a) Regular Members and Life Members shall have the privilege to hold office, to attend all meetings of the Association, and to speak and vote on all business presented to the Association.
- b. b) Associate Members, Honorary Members and Association Members shall have the privilege of attending all general meetings and to speak, but shall not have voting rights nor the privilege of holding office.

SECTION 3 Loss of membership:

- a. a) Regular or Associate Membership is automatically suspended by failure to meet the financial obligations of the Association by July 31.
- b. b) Membership and its privileges may be revoked for any unprofessional conduct or other acts detrimental to the welfare of the Association or the Profession by a majority vote of the Regular Membership at the Annual General Meeting.

SECTION 4 Reinstatement:

- a. a) Reinstatement for non-payment of the financial obligations of the Association is automatic upon payment of dues. In cases of lapsed membership in excess of one year, a reinstated member, by paying back dues, may receive tenure credit toward the 25-Year Award.
- b. b) Reinstatement for acts detrimental to the welfare of the Association may be considered after the lapse of one year. An application for reinstatement shall be made in writing, giving the reasons for consideration of reinstatement, and shall be presented to the President no later than one (1) week prior to the Annual General Meeting.
An affirmative majority vote of the General Membership present at that meeting shall reinstate the party(ies) in question.

SECTION 5 Non-Profit Organization status:

(Statement adapted from the New York State Public High School Athletic Association Handbook, March 191, 1966)

No part of the net earnings of the Association shall inure to the benefit of any member of the Association or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes) and no member of the Association or any private individual shall be entitled to share in the distribution of any of the Association's assets on dissolution of the Association.

Upon the dissolution of the Association or the winding up of its affairs, the assets of the Association shall be distributed exclusively for educational purposes in accordance with the provisions of Section 501(c) of the Internal Revenue code and its Regulations as they now (1966) exist or as they may hereafter be amended.

As a means of accomplishing its purposes, the Association is authorized to receive and maintain funds, to exercise such other powers which are or hereafter may be conferred by law upon the Association organized for the purposes hereinabove set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purposes of the Association.

**Article IV
Officers, Other Positions, and Duties**

SECTION 1 Officers:

- a. a) The officers of the Association shall be the President, the President-Elect, the Secretary, the Treasurer, and the Past President. The officers shall constitute the Executive Board.

SECTION 2 Duties:

- a. a) The President shall preside at all the meetings of the Association, shall appoint the Zone Directors in odd numbered years, shall appoint annually all necessary committees (other than those elected), shall serve as an ex-officio member of all committees, and shall execute the will of the Association. The President shall be empowered to replace or remove his appointments.
- a. b) The President-Elect shall preside in the place of the President in the President's absence. He/she shall also chair meetings of the Zone Directors, shall serve as an ex-officio member of all committees and shall serve as the "Top Sixteen" Chair.
- a. c) The Secretary shall give notice of all meetings to the General Membership, shall keep minutes of all meetings of the General Membership, shall execute correspondence as directed by the President, shall maintain files of all correspondence and Association documents, and shall keep the membership informed of items of national interest through periodic Association publications. Additionally, the secretary shall give due notice to the membership, through the Association Journal, of all proposed changes in the Constitution, By-laws, or other such matters provided for herein or as directed by the President.
- b. d) The Treasurer shall maintain a current roster of members, deposit (or hold in trust) all funds remitted to that office on behalf of the Association, disburse all monies as the Association may direct, give a quarterly statement of finances to the Audit Committee, give a complete financial report (which has been audited or reviewed by an outside agency) at the Annual General Meeting. The Treasurer shall be bonded. The Treasurer shall file IRS Forms 990 and 990T each year within 90 days of the beginning of the fiscal year. The Treasurer shall maintain a set of books which shall show the disposition of all funds of the Association. The Treasurer shall supply the Auditing Committee with a notarized statement of the disposition of all accounts no later than eight (8) weeks prior to the Annual Meeting.
- e) The Past President shall serve in any capacity as requested by the president.

SECTION 3 Term of office:

- a. a) All elected officers shall hold office for a term of two (2) years.

SECTION 4 Eligibility to hold an elected office:

- a. a) Only Life Members or those Regular Members with a minimum of five (5) years tenure in the Association and who are in good standing are eligible to hold an elected office.
- a. b) It is recommended that members nominated for and/or elected to the office of President-Elect shall be actively engaged in coaching.

SECTION 5 Replacement of Officers:

- a. a) President: In the event the President vacates his/her office prior to the completion of the specified tenure, that position shall be filled immediately and automatically by the President-Elect for the balance of the interrupted term and for the subsequent term to which he/she would normally accede.
- b. b) President-Elect: In the event the President-Elect vacates his/her office prior to the completion of the specified tenure, that position shall be filled immediately and automatically by one of the Zone Directors who shall be elected by a mail vote of the Membership. Ballots shall be accompanied by a list of résumés of the eight (8) Zone Directors.
- c. c) Secretary or Treasurer: In the event the Secretary or Treasurer vacates his/her office prior to the completion of the specified tenure, that position shall be filled immediately and automatically by Presidential appointment, subject to the approval of the elected officers, and for the balance of the interrupted term.

Article V
Nominations, Elections, Voting Procedures

- SECTION 1** Nominations:
- a. a) Members desiring to run for elected office are encouraged to file a statement of intent with the President by November 1 of the year prior to the election at the Annual General Meeting.
 - b. b) Nominations for officers may be made from the floor at the Annual General Meetings by Life Members or Regular Members in good standing.
 - c. c) Nominations shall be accepted for the offices of President-Elect and Treasurer in odd numbered years; Secretary in even numbered years.
- SECTION 2** Elections:
- a. a) Elections shall be held at the Annual General Meeting.
 - b. b) The election of officers shall be according to the following biennial schedule: In odd numbered years, the office of President-Elect shall be voted on first, followed by that of the Treasurer; in even numbered years the office of Secretary shall be elected.
 - c. c) The office of President shall be filled normally by the President-Elect at the conclusion of the latter's regular tenure of office in odd numbered years and as the last order of business prior to adjournment of the Annual General Meeting.
- SECTION 3** Voting procedures for officers:
- a. a) The Secretary, or designate, shall prepare a ballot from nominations received for each office.
 - b. b) Only Life Members and Regular Members in good standing and present at the Annual General Meeting shall have voting privileges.
 - c. c) A simple majority of a quorum shall be required for election to each of the offices of President-Elect, Secretary, or Treasurer. Should there be more than two (2) candidates for an office and the first ballot does not produce a simple majority selection, a second ballot consisting of the two (2) contenders receiving the greater numbers of votes will be cast. In case of a tie for the second such contender, a tie-breaking ballot of those in contest will be cast.
 - d. d) There shall be a secret written ballot taken, and a committee of three (3), appointed by the President, shall count the votes.
- SECTION 4** A quorum (General Assembly or committee) shall consist of those registered Members present with voting rights.

Article VI
Amendment

This Constitution may be amended only at the Annual General Meeting of the Association by a two-thirds (2/3) vote of a quorum, provided that notification in writing of said amendment and meeting have been sent to all voting members at least three (3) weeks in advance of the meeting.

Proposed amendments to the Constitution must be submitted in writing to the Secretary by the originator of said proposed amendments at least 24 hours prior to the last General Meeting of the Regular Membership.

BY-LAWS

Article 1 Zone Directors and State Directors

- SECTION 1** Zone Directors:
- a. a) There shall be eight (8) Zone Directors. The zones shall be congruent to those of the National Federation of State High School Associations.
- SECTION 2** Duties:
- a. a) The Zone Directors shall:
 - i. i. Compile the Zone Top 16 list
 - ii. ii. Distribute the certificates for State and Zone Top 16 lists
 - iii. iii. Maintain regular communication within the zone
 - iv. iv. Send copies of all newsletters or other similar communications to all members of the letterhead, including other Zone Directors
 - v. v. Complete other duties as requested by the President-Elect.
- SECTION 3** Term of office:
- a. a) A Zone Director's term of office shall be concurrent with that of the President (two (2) years).
 - b. b) In the event the office of Zone Director is vacated prior to the completion of tenure, that position shall be filled by Presidential appointment for the balance of the term.
- SECTION 4** State Directors:
- a. a) There shall be a State Director for each state.
 - b. b) State Directors are appointed by the Zone Director or by the individual state coaching association.
 - c. c) In the event a State Director cannot fulfill the prescribed duties of the office, that individual may be replaced by the Zone Director.
- SECTION 5** Duties:
- a. a) A State Director shall:
 - i. i. Compile the State Top 16 list
 - ii. ii. Distribute State and Zone Top 16 certificates within his/her state
 - iii. iii. Maintain regular communication with the Zone Director
 - iv. iv. Complete other duties as requested by the Zone Director.

Article II Committees and Programs

- SECTION 1** Committees:
- a. a) All America
 - i. i. Swimming
 - ii. ii. Diving
 - iii. iii. Water Polo
 - iv. iv. Academic
 - v. v. Awards
 - vi. vi. Clearinghouse
 - a. b) Other Committees
 - i. i. Professional Awards (closed)
 - ii. ii. Constitution
 - iii. iii. Membership Services/Coaches' Education
 - iv. iv. Audit (closed)

- v. v. Diving
- a. Other Programs and Positions
 - i. i. Records/Archives
 - ii. ii. Rules
 - iii. iii. Power Points
 - iv. iv. Convention
 - v. v. National Federation Liaison
 - vi. vi. Journal Editor
 - vii. vii. Marketing
 - viii. viii. Special Projects
 - ix. ix. Technical Director
 - x. x. Past-President
 - xi. xi. Columnist

SECTION 2 Term of office:

- a. a) Committee Chairs shall hold office for one (1) year.
- b. b) The Auditing Committee shall consist of three (3) Association members, appointed by the President, and shall audit the Treasurer's report and books at the Annual General Meeting. The Auditing Committee shall present a written report to the Secretary following the Treasurer's report at the Annual Meeting.
- c. c) All other program positions shall hold office for one year with the exception of the Past-President, who shall hold office for two years.
- d. d) With the exception of the Past-President, all positions named above may be re-appointed by the President.

SECTION 3 Ad Hoc committees:

- a. a) Ad Hoc committees may be formed as the need arises with the Chair and/or members appointed by the President.

SECTION 4 Representation on committees of other organizations:

- a. a) The President shall have the power to appoint members in good standing to represent the Association on committees of other organizations when such request is made by those organizations.

SECTION 5 All-America Policies:

- a. a) The policies used for selection to the All-America teams shall be subject to the approval of a majority of the voting members present at the Annual General Meeting.

**Article III
Meetings**

SECTION 1 Annual General Meeting:

- a. a) The time and site of the Annual General Meeting of the Association shall be established two (2) years in advance, and unless voted otherwise by virtue of a mail vote by the majority of the voting membership, shall be held at the time and site of the Men's NCAA Division I Swimming and Diving Championships.
- b. b) The President shall set the times and meeting places of all sessions of the General Meeting and shall notify the Secretary, who shall notify the membership.
- c. c) The agenda for the Annual General Meeting shall be published in the convention issue of the Journal. The agenda shall be determined by the Officers.
- d. d) Meetings other than those scheduled may be called at the discretion of the President or by other leadership positions present at the Annual General Meeting.
- e. e) All meetings are open except as noted.
- f. f) The President may refuse to consider any item of business from the floor at the Annual General Meeting if it has not been submitted to him/her in writing prior to

- the Annual General Meeting.
- g. g) Voting procedures:
 - i. i. On items other than elections, a voice or hand vote shall be taken unless the President calls for a secret ballot or mail vote or unless the Constitution and/or these By-laws call for a mail vote.
 - ii. A simple majority of a quorum shall be required to pass on items noted in i. (immediately above).

Article IV Finances

SECTION 1 Dues and fees:

- a. a) Dues and fees of the Association shall be established by the Membership and approved by a majority of the voting members present at the Annual General Meeting. Retired members who are no longer coaching or teaching shall receive a 20% discount on their annual dues. Amounts shall appear in the minutes of the Annual General Meeting.
- b. b) Dues and fees shall be payable in advance.
- c. c) Application for regular membership shall be made to the Treasurer of the Association.

SECTION 2 Fiscal data:

- a. a) The fiscal year for the Association shall be from November 1 through October 31.
- b. b) The membership year of the Association shall be from August 1 through July 31.
- c. c) The tax exemption number of the Association is:

**Section 501(c):(6)
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SECTION 3 Stipends:

- a. a) Any stipend must be voted by the membership present at the Annual General Meeting. Once approved, a stipend will be provided as noted until such time as it is either altered or revoked by similar vote. All stipend amounts shall be noted in the Constitution or By-laws.
- b. b) The Journal Editor shall receive a stipend of \$1500.00 per annum.

SECTION 4 Reimbursement:

- a. a) Financial reimbursement for travel related to activities which require Association representation shall be provided for the five (5) elected Association Officers or their member designees (total representation to be reimbursed not to exceed six (6) per activity). Attendance by the above mentioned personnel at other activities may be reimbursed. Financial reimbursement shall help to defray expenses incurred by travel, lodging (at the designated meeting site), registration, and a per diem meal allowance. These expenses must be reasonable, economical and appropriate as reviewed by the Audit Committee. Receipts for travel, lodging, and registration shall be submitted to the Treasurer within 45 days of completion of travel.
- b. b) Financial reimbursement for expenses related to the Annual General Meeting shall be provided for the All-America Chairs. Financial reimbursement shall help to defray expenses incurred by travel, lodging (at the designated meeting site), and a per diem meal allowance. These expenses shall be reasonable, economical and appropriate as reviewed by the Audit Committee. Receipts for travel and lodging

- shall be submitted to the Treasurer within 45 days of the completion of travel.
- c. c) Letterhead must submit all non-travel expenses to the treasurer by the end of the fiscal year in which they were incurred.
- d. d) All NISCA Letterhead personnel will have NISCA National Convention Registration reimbursed provided they attend required meetings

Article V
Professional Awards

SECTION 1 Administration:

- a. a) The awards are to be administered exclusively by the Association, its President, and/or the Professional Awards Committee.
- b. b) The Professional Awards Chair shall be responsible for the documentation of qualifying data for nominees for all Professional Awards.

SECTION 2 Awards and recognition:

- a. a) **OUTSTANDING SERVICE AWARD:** At each Annual General Meeting, up to five (5) members may be honored with this award. The Professional Awards Committee shall be empowered to make additional Outstanding Service Awards whenever circumstances merit such consideration. A member may receive this award only once. Individual awards will be presented, and the names of the honorees will be displayed in the International Swimming Hall of Fame. To be considered for this award, members must have:
 - i. i. served aquatics in swimming and diving and/or water polo for at least fifteen (15) years,
 - ii. ii. been a member in good standing of the Association for at least ten (10) years,
 - iii. iii. had above average success as a competitive aquatic coach, and
 - iv. iv. shown leadership at the local (city, state) level or at the national level in interscholastic aquatics.
- a. b) **HALL OF FAME AWARD:** This is the highest award given by the Association for leadership in interscholastic aquatics. At each Annual General Meeting, one member may be honored with this award. A member may receive this award only once. The recipient's name will be engraved on the trophy at the International Swimming Hall of Fame, and an individual award will be presented. To be considered for this award, the member must have:
 - i. i. been selected for the Outstanding Service Award, and/or shown leadership at the national level in interscholastic aquatics and service to the Association and
 - ii. ii. served aquatics in swimming, diving, and/or water polo for at least twenty (20) years.
 - iii. iii. been a member in good standing of the Association for at least fifteen (15) years.
 - iv. iv. had outstanding success as a competitive aquatic coach.
- c) **COLLEGIATE – SCHOLASTIC AWARD:** This award is presented annually to the interscholastic coach who, or to the organization which, in the estimation of the recipient's peers, has made the most significant contributions to aquatic sports at the interscholastic level. To be considered for this awards the candidate or organization must have served interscholastic aquatics for at least twenty (20) years. This award is also presented in duplicate by the college coaches to one college coach each year.
- b. d) **DAVID H. ROBERTSON EXCELLENCE IN COACHING AWARD:** This award is presented to individuals who have won five or more state championships for swimming or water polo. The recipient must apply in writing to the NISCA Professional Awards committee to be considered.
- c. e) **LIFE MEMBERSHIP AWARD:** This award is one of the highest awards given

to a member. It honors regular members for significant and distinguished service to the Association and aquatic sports over an extensive period of time. . To be considered for this award a member must have:

- i. been a member in good standing of the Association for at least thirty (30) years and
 - ii. served as an elected officer or member of the letterhead for at least fourteen (14) years, or
 - iii. served the Association for at least fourteen (14) years in a capacity other than a member of the letterhead..
- a. f) HONORARY MEMBERSHIP AWARD: This award is the highest award that can be given to a non-Association individual. It honors outstanding and/or long-term contributions in support of the Association's programs and aquatic sports.
 - b. g) SPECIAL SERVICE AWARD: This award honors a regular member for service of a special nature rendered to the Association by the member over a period of at least four (4) years.
 - c. h) TWENTY-FIVE YEAR AWARD: This award recognizes members of the Association who have been coaching in aquatics for at least twenty-five (25) years, at least fifteen (15) of which shall have been as a Regular Member. The recipient must apply in writing to the Professional Awards Chair to be considered.
 - d. i) PRESIDENT'S AWARD: This award is presented biannually to the retiring President by his successor. (This award is given only in the event the President does not succeed him/herself).
 - e. j) COMPLETION OF SERVICE AWARD: This award is presented to a current or past member who has retired from both coaching and teaching.
 - f. k) CERTIFICATES OF APPRECIATION: Presented to non-Association individuals or organizations in appreciation for services to the Association.
 - g. l) SPECIAL COMMENDATION AWARD: This award is administered by the Awards Committee and may be presented to a non-NISCA member for significant contributions and/or service to interscholastic aquatics in an area other than coaching.

SECTION 3 Selection:

- a. a) Vote of membership: After the award nominees' résumés have been submitted by the Professional Awards Committee to the membership, the following awards are presented on the basis of a majority mail vote of the membership: 1. Outstanding Service Award, 2. Hall of Fame Award, 3. Collegiate-Scholastic Award
- b. b) All other professional awards are administered by the Professional Awards Committee.

**Article VI
Rules of Order**

The rules contained in Robert's Rules of Order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and/or By-laws of this Association.

**Article VII
Amendment**

The By-laws of this Association may be amended only at the Annual General Meeting of the Association by a majority vote of a quorum, provided that notification in writing of said amendment and meeting has been sent to all voting members at least three (3) weeks in advance of the meeting.

Proposed amendments to the By-Laws must be submitted in writing to the Secretary by the originator of said proposed amendments at least 24 hours prior to the last General Meeting of the Regular Membership.

