

The Constitution and Bylaws

of the

National Interscholastic Swimming
Coaches Association
of America, Inc.

Revised
March 2020

Amended
March 2021

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

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. To educate coaches of swimming, diving, and water polo and advancing a program of aquatics for intermediate and secondary schools.
- b. To conduct research as needed to resolve relevant issues in aquatics.
- c. To serve as advisors and consultants to other organizations and persons.
- d. To promote cooperation with all aquatic agencies and services to provide for the sharing of ideas, teaching methods, and programs.
- e. To promote interscholastic aquatic sports locally, statewide, nationally, and internationally:
 - i. By fostering high ethical standards in the coaching and teaching of aquatic sports.
 - ii. By regular and annual analysis of the rules governing these sports.
 - iii. By recognition of athletic and academic achievement, including but not limited to, the annual selection of All-America teams.
 - iv. By 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. 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. Associate Members are those who do not qualify for regular membership but who meet the financial obligations of the Association.

- c. International Associate Members are those who are actively engaged in coaching swimming in accredited public or independent international intermediate/secondary schools or accredited USA-type public or independent intermediate/secondary schools outside of the 50 United States and Territories and who meet the financial obligations of the Association.
- d. Life Members are those regular members who have performed distinguished service for the Association. Life Members are not obligated to meet the financial obligations of the Association.
- e. Honorary Members are those who do not meet the requirements for regular membership but who have performed distinguished service for aquatic sport[s]. Honorary Members are not required to meet the financial obligations of the Association.
- f. 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.
- g. Honorary and Life Membership nominees shall be elected to such membership by a majority of the voting 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. 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. Associate Members, International 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. Regular, Associate, and International Associate Membership expires automatically on July 31. Members are required to renew annually.
- b. Membership and its privileges may be suspended and/or revoked for any unprofessional conduct or other acts determined to be detrimental to the welfare of the Association or the Profession by a majority vote of the Regular Membership at the Annual General Meeting.
- c. The President shall appoint a committee of at least five (5) Regular or Life members to consider such determination.
- d. If the committee determines that any unprofessional conduct or other acts are detrimental to the welfare of the Association or the Profession, this shall result in the immediate suspension of all membership privileges. A vote on revocation shall then be conducted at the next annual meeting.

SECTION 4 Reinstatement:

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. Reinstatement for acts determined to be 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 voting 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 19, 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, 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 herein above 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. 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. The President shall: Preside at all the meetings of the Association, appoint the Zone Directors in odd numbered years, appoint letterhead, all committees, and other positions as needed, serve as an ex-officio member of all committees, and execute the will of the Association. The President shall be empowered to replace or remove appointments.
- b. The President-Elect shall: Preside in the place of the President in the President's absence, chair meetings of the Zone Directors, serve as an ex-officio member of all committees, and serve as the "Top Sixteen" Chair.
- c. The Secretary shall: Give notice of all meetings for the General Membership, keep minutes of all meetings of the General Membership, execute correspondence as directed by the President, maintain files of all correspondence and Association documents, keep the membership informed of items of national interest through periodic Association communications, and give due notice of all proposed changes in the Constitution, Bylaws, or other such matters provided for herein or as directed by the President.
- 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, file IRS Forms 990 and 990T each year within 90 days of the beginning of the fiscal year, maintain a set of books which shall show the disposition of all funds of the Association, supply the Audit Committee with a notarized statement of the disposition of all accounts no later than eight (8) weeks prior to the Annual General Meeting. The Treasurer shall be bonded.
- e. The Past President shall serve in any capacity as requested by the President.

SECTION 3 Term of office:

- a. All elected officers shall hold office for a term of two (2) years.
- b. Two-year terms beginning at the end of the Annual General Meeting in odd-numbered years will conclude at the end of the Annual General Meeting in the next odd-numbered year. The same holds true for two-year terms beginning/ending in even-numbered years.

SECTION 4 Eligibility to hold an elected office:

- a. Life Members and Regular Members with a minimum of five (5) years membership in the Association and who are in good standing are eligible to hold an elected office.
- b. Members nominated for and/or elected to the office of President-Elect shall be or have been actively engaged in coaching interscholastic aquatics.

SECTION 5 Replacement of Officers:

- a. President: In the event the office of President becomes vacant 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. President-Elect: In the event the office of President-Elect becomes vacant prior to the completion of the specified tenure, that position shall be filled by election at the next general meeting of the Association. Until that time the position will remain vacant.
- c. In the event that both the offices of President and President-Elect are vacated simultaneously, the most recent Past President shall assume the duties of President and the office of President-Elect shall remain vacant until the next Annual General Meeting, at which time a special election for both President and President-Elect shall be held.
- d. Secretary or Treasurer: In the event the office of Secretary or Treasurer is vacated prior to the completion of the specified term of office, 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.

SECTION 6 Extenuating Circumstances:

When extenuating circumstances demand, an ad hoc Committee comprised of the Executive Board and two (2) additional members appointed by the President from the Letterhead and/or Past-Presidents shall have the power to make any and all decisions not specifically enumerated or addressed otherwise in the NISCA Constitution and Bylaws, subject to approval by a simple majority of letterhead in attendance and voting (one (1) person, one (1) vote) at a called meeting of the letterhead to accept such ad hoc committee's recommendation.

Article V **Nominations and Elections, Voting Procedures**

SECTION 1 Nominations and Elections:

- a. Members desiring to run for elected office are encouraged to file a statement of intent with the President sixty (60) days prior to the opening of the Annual General Meeting.
- b. Nominations for officers may be made from the floor at the Annual General Meetings by voting Members in good standing.
- c. Elections shall be held at the Annual General Meeting.
- d. The nomination and 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 voted on.
- e. The office of President shall be filled 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 2 Voting procedures for officers:

- a. The Secretary, or designate, shall prepare a ballot from nominations received for each office.
- b. Only Regular Members and Life Members in good standing and present at the Annual General Meeting shall have voting privileges.
- 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. There shall be a secret written ballot taken, and an election committee of three (3), appointed by the President, shall count the votes.

SECTION 3 A quorum 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.

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Article I
Zone Directors and State Directors

SECTION 1 Zone Directors and Zones Defined

- a. There shall be eight (8) Zone Directors.
- b. The zones shall match the published Sections of the National Federation of State High School Associations.

SECTION 2 Duties:

Zone Directors shall:

- i. Distribute the certificates for State Top 16 lists.
- ii. Maintain regular communication within the zone.
- iii. Send copies of all newsletters or other similar communications to all members of the letterhead, including other Zone Directors.
- iv. Complete other duties as requested by the President-Elect.

SECTION 3 Term of office:

- a. A Zone Director's term of office shall be concurrent with that of the President (two (2) years).
- 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. There shall be a State Director for each state.
- b. State Directors are appointed by the Zone Director or by the individual state coaching association.
- 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 State Director Duties:

- a. Compile State Top 16 list.
- b. Distribute State Top 16 certificates within the state, as needed.
- c. Maintain regular communication with the Zone Director as requested.
- d. Complete other duties as requested by the Zone Director.

Article II

Committees and Programs

SECTION 1 Committees:

- a. All America* (Chaired by All America Coordinator)
 - i. Academic
 - ii. Diving
 - iii. Swimming-Boys
 - iv. Swimming-Girls
 - v. Swimming-Para
 - vi. Water Polo

(*All America Chairs meeting is closed)

- b. Other Committees
 - i. Audit*
 - ii. Coaches Education
 - iii. Constitution
 - iv. International Programs
 - v. Professional Awards*
 - vi. Rules

(*closed meetings)

- c. Other Programs and Positions
 - i. All America Archives and Research
 - ii. Convention Coordinator
 - iii. David H. Robertson EIC Award
 - iv. Hour of Power
 - v. Journal Editor
 - vi. Marketing
 - vii. Membership
 - viii. National Records and Archives
 - ix. NFHS Liaison
 - x. Online Store
 - xi. Outreach and Clinics
 - xii. Power Points/National Dual Meet Rankings
 - xiii. Scholar Team
 - xiv. Webmaster

- d. The president may add or delete letterhead positions.

SECTION 2 Term Length:

- a. Committee Chairs and other program positions are for a period of one (1) year, beginning at the Annual General Meeting and expiring at the next Annual General Meeting.
- b. The Audit 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 Audit Committee shall present a written report to the Secretary . following the Treasurer's report.
- c. All other program positions shall hold office for one year.
- d. All positions named above may be re-appointed by the President.

SECTION 3 Ad Hoc committees:

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:

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:

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. The time and site of the Annual General Meeting of the Association shall be established at least one year in advance, voted on by a quorum of the voting membership present at the Annual General Meeting.
- b. The Annual General Meeting may be held [a] in-person, [b] in a hybrid format combining in-person and online participation, or [c] exclusively online, as decided by the Executive Board owing to any circumstances or situations deemed pertinent to the holding of the Annual General Meeting. All in-person or online participants must be registered for the appropriate level of participation with the Treasurer as stipulated in the current year's Registration information.
- c. The President shall set the times and meeting places of all sessions of the Annual General Meeting and shall notify the Secretary, who shall notify the membership.
- d. The agenda for the Annual General Meeting shall be published in the convention issue of the Journal and on the NISCA website. The agenda shall be determined by the Executive Board.
- e. Meetings other than those scheduled may be called at the discretion of the President at the request of any letterhead member present at the Annual General Meeting.
- f. All meetings are open except as noted.
- g. 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.
- h. Voting procedures:
 - 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 Bylaws call for a mail vote.
 - ii. A simple majority of a quorum present at the Annual General Meeting shall be required to pass on items noted in i. (immediately above).

Article IV Finances

SECTION 1 Dues and fees:

- 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. Amounts shall appear in the minutes of the Annual General Meeting.
- b. Dues and fees shall be payable in advance.
- c. Application for regular membership shall be made to the Treasurer.

SECTION 2 Fiscal data:

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

Section 501(c):(6)
CHI:EO:71-445
23 7130952

SECTION 3 Stipends:

- a. Positions to receive stipends shall be voted on and approved by the membership present at the Annual General Meeting. Approved positions shall be recorded and published in the By-laws of the organization.
- b. The amount of the stipends shall be determined by the Executive Board. Stipends shall be reasonable and appropriate and in accordance with the current financial status of the organization.
- c. The Audit Committee will review stipend amounts annually.
- d. The Journal Editor and Webmaster shall receive stipends.

SECTION 4 Reimbursement:

- 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. Financial reimbursement for expenses related to the Annual General Meeting shall be provided for the All-America Chairs and the All America Coordinator. 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. Letterhead must submit all non-travel expenses to the treasurer by the end of the fiscal year in which they were incurred.
- d. All NISCA Letterhead personnel will have NISCA Annual General Meeting Registration reimbursed provided they satisfactorily fulfill all the obligations of their letterhead position during the membership year, attend required meetings at the Annual General Meeting, and submit an annual report as required. The Executive Committee will determine if the duties were satisfactorily fulfilled. The President will notify those failing to meet the requirements at least 30 days prior to the Annual General Meeting.

Article V

Professional Awards

SECTION 1 Administration:

- a. The awards are to be administered exclusively by the Association, its President, and/or the Professional Awards Committee.
- 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. **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. served aquatics in swimming and diving and/or water polo for at least fifteen (15) years,
 - ii. been a member in good standing of the Association for at least ten (10) years,
 - iii. had above average success as a competitive aquatic coach, and
 - iv. shown leadership at the local (city, state) level or at the national level in interscholastic aquatics.

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. The NISCA Professional Awards Committee shall be empowered to present an additional Hall of Fame Award whenever circumstances merit such consideration. 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. 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. served aquatics in swimming, diving, and/or water polo for at least twenty (20) years, and
- iii. been a member in good standing of the Association for at least fifteen (15) years, and
- 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.

d. **DAVID H ROBERTSON EXCELLENCE IN COACHING AWARD:** This award is presented to individuals who have exhibited excellence in coaching swimming, water polo and diving. To be eligible, swimming and water polo coaches must have won 5 state team championships. Diving coaches must have coached four or more different state champions. Team championships or individual diving champions may be from boys teams, girls teams, or a combination of both. They may also be from one or more teams. The coach must apply in writing to the NISCA Professional Awards Committee to be considered.

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.

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.

- 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.
- 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.
- 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).
- j. COMPLETION OF SERVICE AWARD: This award is presented to a current or past member who has retired from both coaching and teaching.
- k. CERTIFICATES OF APPRECIATION: Presented to non-Association individuals or organizations in appreciation for services to the Association.
- 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) The recipients of the Outstanding Service Award, Hall of Fame Award and Collegiate-Scholastic Award will be determined by a vote of the NISCA Professional Awards Committee.
- 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 Bylaws of this Association.

Article VII Amendment

The Bylaws 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 Bylaws 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.