

# **Constitution of the Greater Knoxville Area Interclub Swimming Association, Inc.**

**Adopted by Membership - March 2019**

## **Article 1 - Name**

The name of the organization shall be The Greater Knoxville Area Interclub Swimming Association, Inc. and hereafter referred to as "GKAISA".

## **Article 2 - Purpose**

The organization shall exist to regulate, control, and govern the activities of the member clubs in closed dual, triangular, and championship swimming competition in the Greater Knoxville Area.

## **Article 3 - Membership**

### **3.1 GKAISA Membership**

There shall be no specific requirements or prerequisites for GKAISA membership. Each new club application or request for consolidation of 2 or more member clubs shall be considered individually on the basis of the merits as presented. Such applications can be considered only at either the Spring (March) or Fall (Sept.-Oct.) regular meetings, as the first order of business. After a proper motion and a second accept, a 2/3 majority of those member clubs present and voting, by written ballot, shall be required for election to membership or consolidation.

### **3.2 GKAISA Membership Dues and Fees**

Each club's \$50.00 GKAISA annual dues must be paid to the treasurer before its swimmers enter the water at the beginning of the season. It is understood that the full GKAISA annual dues may be a significant burden to smaller member teams and those teams may appeal to the GKAISA President for relief from part or all of the dues for a particular year.

All entry fees, scratch fees and fines shall be paid promptly when due to the Treasurer.

### **3.3 New Team Meet Cap**

New GKAISA teams that enter at either League 5 or League 6 level will have no maximum number of team members. However, a maximum of 50 swimmers may participate in League 5 or League 6 meets when traveling. This cap will not apply at new team home meets. This 'Cap' will apply only during the first year of membership.

### **3.4 Inactive Status**

A member club may request in writing at any time a one (1) year transfer to an inactive status, which may be renewed on written request for a second year. This request can be granted by the President, and is binding on the inactive club for the remaining calendar year. After (2) consecutive inactive seasons, the GKAISA membership of the inactive club is considered terminated, and any subsequent request for active status shall be considered on the same basis as a new club application for membership.

### **3.5 GKAISA Club Representative**

By no later than June 15 of each year, each member club shall designate one of its adult members as its GKAISA Representative, and this person shall be totally and solely responsible for his club in conducting its affairs with GKAISA and the other member clubs. In the event the GKAISA Secretary has not received a valid team representative name, address, and telephone number by June 15, the delinquent team may not host nor participate in any GKAISA Interclub swim meets until the required information is provided and shall forfeit any scheduled meets prior to the time the required information is provided.

The GKAIISA Representative shall be solely responsible for his team with reference to team membership and conduct of swimmers and parents at all meets and shall verify his team membership to GKAIISA or other club Representatives.

## **Article 4 - Meetings**

### **4.1 Regular Meetings**

Two regular meetings shall be scheduled by the President each calendar year, the first in the Spring (March) and the second in the Fall (Sept.-Oct.).

The location, date and time of these biannual business meetings are to be at the pleasure and direction of the President, and each member club representative shall be notified by mail or other means at least two weeks prior to the meeting.

### **4.2 Scheduling Meeting**

A Scheduling Meeting shall be organized by the President prior to the beginning of each season.

It is required that at least one representative of each club, being either a coach or the designated team representative, shall attend the Scheduling Meeting. In the event a team representative is not present at the beginning of and throughout the scheduling meeting, a member of the GKAIISA Executive Committee or Merit Board shall assume the representative role for the team and shall have authority to schedule meets on behalf of that team.

The representatives of each league shall meet together to arrange their common schedules such that each team shall swim every other team in their league at least once during the season. At the conclusion of this scheduling activity, each team representative shall sign the required document(s) indicating their agreement with the schedule. No team representative may leave the meeting until all members of his or her league have completed and signed off on their schedules.

### **4.3 Special Meetings**

Special meetings may be called by the President or by a majority of the Executive Committee.

Notification and announcement of special meetings must be made as above and business shall be limited specifically to that stated in the announcement.

### **4.4 Quorum, Right to Floor and Voting**

A Quorum is defined as those present and voting at a regular biannual meeting or special meeting.

Anyone present at any meeting shall have the right to the floor to speak, but voting on any motion shall be limited to one (1) vote per member club cast by the GKAIISA Club Representative or his or her duly authorized substitute.

A simple majority of a quorum is required to pass any motion other than an application for membership or consolidation.

The President may not vote to break a tie vote, and a tied vote defeats the motion unless a vote is changed immediately after the tie motion is announced.

### **4.5 Requirement for Club Representatives to Attend Meetings**

Each club is required to have their GKAIISA Club Representative or duly authorized substitute at all regular and special meetings.

Each club is required to have at least one coach attend a Coaches Meeting and the Meet Director attend a Meet Directors meeting to be held at the beginning of each season.

The failure to attend these meetings will result in the club being fined \$25.00 except in bona fide emergencies as determined by the Executive Committee.

## **Article 5 - Officers, Executive Committee and Merit Board**

### **5.1 Officers**

GKAISA officers shall consist of a President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer, and their terms of office shall be for one year. The Past President will continue to serve in an advisory capacity for one year following his or her term as President.

### **5.2 Vacancy**

In the event an elected officer resigns or is unable to complete his or her term of office, the vacancy shall be filled by a majority vote of the Executive Committee to complete the unexpired term of office.

### **5.3 Executive Committee**

The six officers form an Executive Committee for GKAISA and are hereby granted discretionary authority to act on any GKAISA business, rule infraction or protest as they deem appropriate under the direction of the President. Their decision is binding on all parties until the next scheduled biannual business meeting at which time their finding and decision may be either ratified or rejected by the membership if the decision is further protested.

### **5.4 Nomination and Election of Officers**

It shall be the responsibility of the President to appoint a nominating committee of three or more persons from different clubs, to submit to the Fall meeting their nominations for President-Elect, Assistant Secretary and Treasurer-Elect. Nominations for any office may be made from the floor by a GKAISA Club Representative. Candidates for GKAISA office may be, but shall not necessarily be required to be a current or active GKAISA Club Representative.

Election of officers shall be the last order of business at the Fall (Sept-Oct.) meeting with the term of office to begin with election.

### **5.5 Merit Board**

The GKAISA Merit Board shall consist of previous GKAISA Officers who, having completed their terms of office, wish to continue to serve the GKAISA organization. Selection of new Merit Board members shall be the responsibility of current Merit Board members. Membership on Merit Board shall be voluntary with no explicit or implied term of service.

There shall be no set number of Merit Board members, the Merit Board shall maintain the size it feels is appropriate for its activities. The Merit Board shall be free to organize itself in any manner that the members feel is appropriate to address its designated activities.

The GKAISA Merit Board shall operate under the authority and direction of the GKAISA President. While the President may delegate authority of Merit board members to act on behalf of GKAISA in certain activities, the President shall remain responsible for all delegated activities.

The Merit Board shall have a designated Chairperson who will typically be the current GKAISA Immediate Past President. In the event that the Past President is unable to serve as Merit Board Chair, the GKAISA President shall designate a Merit Board member to serve as Chair.

The Merit Board Chairperson shall act as the primary contact between the Merit Board and the GKAISA Executive Committee. The Merit Board Chair shall attend all Executive Committee meetings, report on Merit Board activities, and accept direction given by the Executive Committee. In the case where the Merit Board Chairperson is not current member of the Executive Committee, the Chair shall be considered a non-voting member of the GKAISA Executive Committee.

## **Article 6 - Interclub Rules**

### **6.1 GKAIISA General and Championship Rules**

USA Swimming rules shall govern the association in all cases to which they are applicable and in which they are not inconsistent with GKAIISA rules.

A set of General and Championship rules shall be reviewed at least annually and ratified at the Spring meeting. A simple majority of a quorum shall be required to adopt these rules.

### **6.2 Modification of GKAIISA General or Championship Rules**

New rules or rule changes may be presented at either the biannual meeting for discussion and debate. Action or motion to adopt must be deferred until the next meeting when all such motions are to be taken up under unfinished or old business.

## **Article 7 - Athlete Eligibility**

### **7.1 Eligibility to Compete**

In any GKAIISA meet the swimmer and/or parents must be a bona fide member of the competing club. Employees who are not members of the club are not eligible to swim. Each member team determines its own membership rules and policies, and the GKAIISA Club Representative verifies its team to GKAIISA. Under no circumstances are scholarships to be awarded by teams. No financial aid or preferential treatment may be given to swimmers or their families such as dues reduction not available to the general public.

### **7.2 Swimmer Release Forms**

All swimmers must have a completed GKAIISA Release form on file before entering the water and those signed forms must be taken to all meets, whether on paper or in electronic form. A member club's online swimmer roster must be updated 1 day prior to their first meet or by June 15, whichever comes first. In the event that the GKAIISA member club has not updated their online swimmer roster 1 day prior to the first meet or by June 15, the delinquent club may not host or participate in any GKAIISA Interclub swim meets until the required information is posted. Any meets held prior to submitting the required information shall be forfeited. If a new swimmer joins after the first meet or after June 15, the GKAIISA release form must be completed before he/she is allowed to practice and the online club swimmer roster must be updated 1 day prior to swimming in any meet. Failure to update the online swimmer roster 1 day prior to the meet will result in the swimmer being deemed ineligible to swim in the meet.

### **7.3 Dual Membership**

In the case of Dual Membership, the choice of which club to represent will be left to the individual swimmer, but the choice once exercised in any meet, cannot be changed in that Interclub year. If one membership is resigned, the swimmer cannot switch to another team if he swam for the team from which he resigned during that Interclub season.

EXCEPTION: In the case of a swimmer moving from one county to another, the eligibility must be reviewed by the Executive Committee before the swimmer may change clubs.

## **Article 8 – Liability Insurance**

Each team will be required to submit evidence of liability coverage for their pool and club facility to the GKAIISA Vice-President, postmarked no later than June 15. Evidence of liability coverage must be provided for the entire GKAIISA season, i.e., June 1 through August 15. In the event a club fails to provide evidence of liability insurance for the pool and club facilities by June 15, the delinquent team may not host or participate in any GKAIISA Interclub swim meets until the required information is provided and shall forfeit any scheduled meets prior to submitting the required information.

## **Article 9 - Constitution Revision**

This Constitution may be amended or revised by submitting the proposed revision or amendment in writing at any biannual meeting as new business. In order for a proposed change to be considered at the biannual meeting following that which it was first proposed as new business, the proposed change must be presented in the form of a motion requiring a second and a simple majority of those present and voting.