



**OKS MISSION STATEMENT:** To develop excellence, integrity, and growth in swimming in a safe environment for all.

**OKS VISION STATEMENT:** Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

### **OKS BOARD OF DIRECTORS MEETING AGENDA**

Monday, October 21st 2024 - 6:00 PM

Location: Virtual / Google Meets

Google Meet joining info

Video call link:

<https://meet.google.com/jeq-qhjp-mpv>

Join by phone:

(US) +1 661-772-9411

PIN: 998 336 952#

- **Call to order (GC)**
- **Read Mission/Vision (GC)**
- **Roll (S)**
- **Declaration of Conflict of Interest (S):** Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addresses under the USA-Swimming Conflict of Interest Policy”. If a board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and or action is being taken, a declaration of a conflict of interest should be made at that time.
- **Additions to the Agenda (GC)**
- **Approval of Agenda (GC)**
- **Approval of Minutes (GC)**

- **Senior Vice-Chair (Chad Englehart)**

- 2026 Winter Championship Meet Host
  - East Regionals
  - West Regionals
  - 14-under Championship
  - Senior State Championship

- **Finance Vice-Chair (Jennifer Salcher)**

- September Financials Update

- **General Chair (Scott Eudey)**

- Virtual vs. In-person Meetings
- Meeting times
- Safe Sport Chair
- Finance Vice-Chair
- Governance Committees
- Approval of Updated Bylaws

- **General Manager (Bob Staab)**

- 2025 Athlete and Officials Funded Meets
- Updated membership information
  - For 2025
    - 496 athlete
    - 71 non-athlete
- Project LA Task Force members - recommendation from September included; Board members, swimmers, coaches, officials, and others (from inside and outside of OKS)
- LSC Development Committee
  - Dividing up LSC to reach out to each LSC.
  - Email and survey sent
- Zone Directors Council update
  - Member from council is on the CEO search committee
  - Requested that each Zone request input on the CEO search that could be provided to our member of the committee
  - Held first meeting with new members
- Central Zone Updates
  - Held first bi-monthly call of LSC Admins
  - November will be first bi-monthly for LSC General Chairs
  - Sent CEO search survey
  - 13-14 50's of the strokes qt's

- **Adjourn**
  - **Next Board Meeting: Monday, November 18th**

**OKSI Financial Summary**  
**As of September 30 , 2024**

	Total
<b>Bank Accounts</b>	
Arvest - Aquatic	65,357.31
Arvest - Registration	26,018.47
Arvest - Savings	5,209.96
Arvest - Travel	0.00
<b>Total Bank Accounts</b>	<b>96,585.74</b>
<b>Investment Account</b>	
First Western Investement Account	328,866.28
<b>Total Investment Accounts</b>	<b>328,866.28</b>
<b>Pending Online Payments</b>	<b>175.00</b>
<b>Credit Card</b>	
Arvest Credit Card Balance	3,446.09
<b>Total Credit Card Balance</b>	<b>3,446.09</b>
<b>Uncleared Transactions</b>	
Arvest - Aquatic	0.00
Arvest Registration	0.00
Arvest - Travel	0.00
<b>Total Uncleared Transactions</b>	<b>0.00</b>
<b>TOTAL CASH BALANCE</b> (Bank Accounts - CC - Uncleared Transactions)	<b>422,180.93</b>
<b>OKSI 2024 Transaction Summary</b>	
<b>Total Income to date</b>	<b>166,930.90</b>
<b>Total Expenses to date</b>	<b>210,074.93</b>
<b>Net Income</b>	<b>-43,144.03</b>
<b>Start up cash</b>	<b>465,324.96</b>
<b>Cash Balance</b>	<b>422,180.93</b>

Oklahoma Swimming Inc.			
Budget vs. Actuals: 2024 Budget - FY24 P&L			
January - September 2024			
Previous Year Balance Roll Over	Start Up Cash	Budgeted	Remaining
Arvest - Aquatic	110,521.55	57,160.00	53,361.55
Arvest - Registration	26,018.47		26,018.47
Arvest - Savings	206.66		206.66
Arvest - Travel	0.00		0.00
First Western Investment	328,866.28		328,866.28
CC Credit	-288.00		-288.00
<b>Total Previous Year Balance Roll Over</b>	<b>465,324.96</b>	<b>\$57,160.00</b>	<b>408,164.96</b>
		TOTAL Annual	
	Actual	Budget	Remaining
<b>Revenue</b>			
500 Miscellaneous Income		10,000.00	10,000.00
510 Interest Income	3.04		-3.04
513 Interest - Investment Income		1,000.00	1,000.00
514 Inter - Arvest Bank Savings	0.26	150.00	149.74
<b>Total 510 Interest Income</b>	<b>\$ 3.30</b>	<b>\$ 1,150.00</b>	<b>\$ 1,146.70</b>
520 OKS Registration Income	18,513.60	32,000.00	13,486.40
530 Meet Sanction Income	3,225.00	3,000.00	-225.00
540 Meet Entry Income	62,712.00	95,000.00	32,288.00
555 CS REG VIII Travel Fund		1,000.00	1,000.00
560 Zone Income			0.00
560.1 Central Zones Income	3,010.00	3,500.00	490.00
560.2 Open Water Zones Income	200.00	500.00	300.00
560.3 Multi Cultural Zones Income	4,240.00	2,500.00	-1,740.00
<b>Total 560 Zone Income</b>	<b>\$ 7,450.00</b>	<b>\$ 6,500.00</b>	<b>-\$ 950.00</b>
590 Expedited and Fee Income	1,600.00	500.00	-1,100.00
598 State Income			0.00
598.2 OKS 14-Under State Income	31,200.00	35,000.00	3,800.00
598.3 OKS LCM State Income	42,227.00		-42,227.00
<b>Total 598 State Income</b>	<b>\$ 73,427.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 38,427.00</b>
Sales	0.00		0.00
<b>Total Revenue</b>	<b>\$ 166,930.90</b>	<b>\$ 184,150.00</b>	<b>\$ 17,219.10</b>
<b>Gross Profit</b>	<b>\$ 166,930.90</b>	<b>\$ 184,150.00</b>	<b>\$ 17,219.10</b>
<b>Expenditures</b>			
600 Dues & Fees			0.00
602 Bank Service Fee		250.00	250.00
604 Central Zone		510.00	510.00
605 Miscellaneous Dues & Fees		500.00	500.00
<b>Total 600 Dues &amp; Fees</b>	<b>\$ 0.00</b>	<b>\$ 1,260.00</b>	<b>\$ 1,260.00</b>
610 Computer Software	160.88	1,000.00	839.12
620 Office Supplies		200.00	200.00

<b>625 Equipment Expense</b>		1,000.00	1,000.00
<b>630 Postage, Mail and Phone Exp</b>	49.95	150.00	100.05
<b>640 Professional Services</b>	5,455.00	5,500.00	45.00
<b>650 LSC Services</b>			0.00
<b>652 PO Box</b>		100.00	100.00
<b>654 Registration Services</b>	2,250.00	4,500.00	2,250.00
<b>655 Treasurer Services</b>	2,250.00	4,500.00	2,250.00
<b>656 Miscellaneous LSC Services</b>	24,668.04	21,550.00	-3,118.04
<b>Total 650 LSC Services</b>	<b>\$ 29,168.04</b>	<b>\$ 30,650.00</b>	<b>\$ 1,481.96</b>
<b>670 HOD/BOD Meetings</b>	3,671.64	6,000.00	2,328.36
<b>680 Convention Seminar Expense</b>	1,530.39	10,000.00	8,469.61
<b>710 Age Group Meets</b>			0.00
<b>714 Central Zones</b>	0.00		0.00
<b>714.1 Central Zones Meet</b>	15,584.91	16,000.00	415.09
<b>714.2 Central Zones Open Water Meet</b>	3,094.27	5,000.00	1,905.73
<b>714.3 Multi Cultural Zones Meet</b>	10,289.70	13,000.00	2,710.30
<b>Total 714 Central Zones</b>	<b>\$ 28,968.88</b>	<b>\$ 34,000.00</b>	<b>\$ 5,031.12</b>
<b>719 State Meet Expenses</b>	7,902.86	6,000.00	-1,902.86
<b>719.1 OKS Senior State Expenses</b>		300.00	300.00
<b>719.2 OKS 14-Under State Expenses</b>	31,200.01	35,000.00	3,799.99
<b>719.3 OKS LCM State Expenses</b>	42,223.23	400.00	-41,823.23
<b>Total 719 State Meet Expenses</b>	<b>\$ 81,326.10</b>	<b>\$ 41,700.00</b>	<b>-\$ 39,626.10</b>
<b>Total 710 Age Group Meets</b>	<b>\$ 110,294.98</b>	<b>\$ 75,700.00</b>	<b>-\$ 34,594.98</b>
<b>720 Swimmers Expenses</b>			0.00
<b>721 Summer Sectional</b>	4,750.00	8,000.00	3,250.00
<b>722 Jr Nationals</b>	940.00	4,000.00	3,060.00
<b>723 Olympic Trials</b>	350.00	3,600.00	3,250.00
<b>724 Spring Sectional</b>	8,350.00	6,000.00	-2,350.00
<b>725 Nationals</b>		2,000.00	2,000.00
<b>726 US Open</b>		0.00	0.00
<b>727 Winter Juniors</b>	470.00	4,500.00	4,030.00
<b>728 TYR</b>	150.00	4,500.00	4,350.00
<b>729 Futures</b>	7,040.00	9,000.00	1,960.00
<b>732 Zones</b>			0.00
<b>732.1 Central Zones</b>	9,470.00	12,000.00	2,530.00
<b>732.2 Open Water Zones</b>	930.00	2,000.00	1,070.00
<b>Total 732 Zones</b>	<b>\$ 10,400.00</b>	<b>\$ 14,000.00</b>	<b>\$ 3,600.00</b>
<b>Total 720 Swimmers Expenses</b>	<b>\$ 32,450.00</b>	<b>\$ 55,600.00</b>	<b>\$ 23,150.00</b>
<b>736 LSC Apparel</b>		500.00	500.00
<b>740 Coaches Expenses</b>			0.00
<b>741 Coaches Education</b>		7,000.00	7,000.00
<b>742 Coaches Travel</b>	6,944.71	12,000.00	5,055.29
<b>Total 740 Coaches Expenses</b>	<b>\$ 6,944.71</b>	<b>\$ 19,000.00</b>	<b>\$ 12,055.29</b>

750 DEI Clinics	1,482.92	6,000.00	4,517.08
755 Workshops			0.00
756 LSC Practice Day	1,168.86	6,000.00	4,831.14
759 LSC Travel Workshops	6,297.96	6,000.00	-297.96
<b>Total 755 Workshops</b>	<b>\$ 7,466.82</b>	<b>\$ 12,000.00</b>	<b>\$ 4,533.18</b>
770 Officials Expense	8,355.86	10,000.00	1,644.14
780 Safe Sport Expense		1,500.00	1,500.00
790 Sanction fee/fine reimburse	25.00		-25.00
800 Miscellaneous Expense		500.00	500.00
810 Foundation -Champions Club		2,500.00	2,500.00
840 Volunterism Recognition		1,000.00	1,000.00
845 Merchant Service Fees		500.00	500.00
846 Melio Bill Pay fee	88.50	250.00	161.50
847 QuickBooks Payments Fees	556.90	500.00	-56.90
Uncategorized Expenditure	18.00		-18.00
<b>Total Expenditures</b>	<b>\$ 207,719.59</b>	<b>\$ 241,310.00</b>	<b>\$ 33,590.41</b>
<b>Net Operating Revenue</b>	<b>-\$ 40,788.69</b>	<b>-\$ 57,160.00</b>	<b>-\$ 16,371.31</b>
Other Expenditures			
ASK THE BOARD	2,355.34		-2,355.34
<b>Total Other Expenditures</b>	<b>\$ 2,355.34</b>	<b>\$ 0.00</b>	<b>-\$ 2,355.34</b>
<b>Net Other Revenue</b>	<b>-\$ 2,355.34</b>	<b>\$ 0.00</b>	<b>\$ 2,355.34</b>
<b>Net Revenue</b>	<b>-\$ 43,144.03</b>	<b>-\$ 57,160.00</b>	<b>-\$ 14,015.97</b>
<b>TOTAL BALANCE</b>	<b>422,180.93</b>	<b>\$ 0.00</b>	
Wednesday, Oct 02, 2024 10:56:14 AM GMT-7 - Cash Basis			

Oklahoma Swimming Inc.	
Statement of Financial Position	
As of September 30, 2024	
	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Arvest Bank - Aquatic	65,357.31
Arvest Bank - Registration	26,018.47
Arvest Bank - Savings	5,209.96
Arvest Bank - Travel	0.00
Savings (Reserve Account)	0.00
Transfer to Aquatic Fund	0.00
<b>Total Bank Accounts</b>	<b>\$ 96,585.74</b>
<b>Other Current Assets</b>	
First Western Investment Account	328,866.28
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 328,866.28</b>
<b>Total Current Assets</b>	<b>\$ 425,452.02</b>
<b>TOTAL ASSETS</b>	<b>\$ 425,452.02</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Arvest Credit Card	3,446.09
<b>Total Credit Cards</b>	<b>\$ 3,446.09</b>
<b>Total Current Liabilities</b>	<b>\$ 3,446.09</b>
<b>Total Liabilities</b>	<b>\$ 3,446.09</b>
<b>Equity</b>	
Opening Balance Equity	193,110.32
Unrealized Gains or Losses	25,210.79
Unrestricted Net Assets	247,003.85
Net Revenue	-41,651.10
<b>Total Equity</b>	<b>\$ 423,673.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 427,119.95</b>
Wednesday, Oct 02, 2024 10:57:01 AM GMT-7 - Cash Basis	





**Oklahoma Swimming Mission Statement:** To develop excellence, integrity, and growth in swimming in a safe environment for all.

**Oklahoma Swimming Vision Statement:** Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

## 2025 Funded Meets and Guiding Principles For Officials

Meet	Travel	Daily	Maximum Allowed
Tier 1			
USA Swimming Nationals	\$250	\$100	\$1150
Tier 2			
Open Water Nationals	\$200	\$90	\$470
Speedo Junior Championships	\$200	\$90	\$650
Speedo Winter Junior Championships	\$200	\$90	\$560
Toyota US Open	\$200	\$90	\$560
Tier 3			
TYR Pro Swim Series Meets	\$150	\$80	\$470
Futures Championships	\$150	\$80	\$470
Central Zone Championships	\$150	\$80	\$470
Central Zone Open Water Championships	\$150	\$80	\$310
Tier 4			
Sectional Championships	N/A	\$50	\$200

For Para-meets, please submit a request to OKS Officials Chair, Craig Hanson.

**Goals-**

- To financially assist our officials in participating at the most elite levels of competitive swimming.
- To encourage exposure of our top Oklahoma officials to the top swimmers and officiating in the nation.
- To improve Oklahoma Swimming by increasing officials participation at the sport's highest levels. Great officials return to Oklahoma clubs and inspire future success.

**Funding Guidelines-**

- Please see OKS Policy & Procedures 314 for full details
- Itemized receipts (not a credit card statement), may include either mileage or gas receipt not both, must be provided for documentation to receive funding.
- Expenses submitted greater than 30 days from the conclusion of the event will not be accepted.

**Funding Limits- (Submit date of January 1st - December 31st of each year)**

- An official can receive funding up to \$1600 from OKS in a single year (does not include reimbursement for the OKS Championship Meets).



**Oklahoma Swimming Mission Statement:** To develop excellence, integrity, and growth in swimming in a safe environment for all.

**Oklahoma Swimming Vision Statement:** Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

## 2025 Funded Meets and Guiding Principles for Athletes

Meet	Travel	Daily	Maximum Allowed
Tier 1			
USA Swimming Nationals	\$250	\$100	\$1150
Tier 2			
Open Water Nationals	\$200	\$90	\$470
Speedo Junior Championships	\$200	\$90	\$650
Speedo Winter Junior Championships	\$200	\$90	\$560
Toyota US Open	\$200	\$90	\$560
Tier 3			
TYR Pro Swim Series Meets	\$150	\$80	\$470
Futures Championships	\$150	\$80	\$470
Central Zone Championships	\$150	\$80	\$470
Central Zone Open Water Championships	\$150	\$80	\$310
Tier 4			
Sectional Championships	N/A	\$50	\$200

**Goals-**

- To financially assist our top athletes in participating at the most elite levels of competitive swimming.
- To encourage exposure of our top Oklahoma swimmers to the top swimmers in the nation.
- To improve Oklahoma Swimming by increasing athlete participation at the sport's highest levels. Great athletes return to Oklahoma clubs and inspire the future.

**Funding Guidelines-**

- Athletes must provide documentation (expense receipts).
- Daily stipend is paid starting the first day athlete competes and stops the last event swam.
- There is no change in funding of days between start and finish regardless of competition. For example, swim an individual event day 1 and 4, then the athlete is eligible to receive 4 days of funding.
- The athlete must provide lodging receipts in order to receive funding.
- Tiers 1 and 2 also receive support from Region 8.
- No support for "relay only" participants. All meets.
- Expenses submitted greater than 30 days from the conclusion of the event will not be accepted

**Funding Limits- (Submit date of January 1st - December 31st of each year)**

- A swimmer can receive funding up to \$2,000 from OKS in a single year.
- Swimmer can receive funding up to 2 meets a year in each Tier. Tiers are independent.
- This includes para-events of parallel level of competition. Oklahoma Swimming supports para-athletes and their coaches.

**AMENDED AND RESTATED BYLAWS**  
**of**  
**OKLAHOMA SWIMMING, INC**

**To the extent these required bylaws conflict with applicable law, applicable law prevails.**

**Adopted by the Oklahoma Swimming House of Delegates:**

**October 21, 2024**

ARTICLE 1  
NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Oklahoma Swimming, Inc. (OKSI)
- 1.2 OBJECTIVES - The objectives and primary purpose of OKSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. OKSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of World Aquatics, USA Swimming, and OKSI and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of OKSI is as set forth in Article 603 of the USA Swimming Rules and Regulations
- 1.4 JURISDICTION - OKSI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with OKSI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). OKSI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS - OKSI shall comply with all agreements between OKSI and USA Swimming.

ARTICLE 2  
MEMBERSHIP

- 2.1 MEMBERS - The membership of OKSI shall consist of the clubs, organizations and individuals who have registered with OKSI as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete membership, seasonal club membership, flex membership, and single event open water athlete membership
  - .1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of OKSI and USA Swimming.
  - .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in OKSI and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy.
- 2.2 MEMBERS' RESPONSIBILITIES
  - .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and OKSI, including its obligations and responsibilities set forth in these Bylaws.
  - .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or OKSI, including its responsibilities as set forth in these Bylaws.

## ARTICLE 3

### DUES AND FEES

- 3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the OKSI House of Delegates.
- 3.2 SANCTION, APPROVAL AND OTHER FEES
- .1 SANCTION AND APPROVAL FEES - The OKSI Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
  - .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the OKSI Board of Directors may establish a reasonable service charge consistent with the nature of the event.
  - .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by OKSI. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to OKSI when due in accordance with OKSI's fee schedule.
  - .4 FINES - The OKSI Board of Directors may establish fines for noncompliance with policies adopted by the OKSI House of Delegates and/or the Board of Directors.
- 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees).

## ARTICLE 4

### HOUSE OF DELEGATES

- 4.1 MEMBERS - The House of Delegates of OKSI shall consist of the Group Member Representatives, the Board of Directors Members, the Non-Athlete At-Large House Members, and the Athlete At-Large House Members appointed.
- .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership five (5) Group Member Representatives, at least one of which must be an athlete. The appointment shall be in writing, addressed to the Secretary of OKSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw its Group Member Representatives and substitute new Group Member Representatives by written notice, addressed to the Secretary of OKSI and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are required to be Individual Members of OKSI or USA Swimming.
  - .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
  - .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
  - .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Representatives constitute at least 20% of the voting membership of the House of Delegates shall be appointed by the General Chair with advice and consent of the Board of Directors and shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
- 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.
- 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.
- 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of

Delegates and of individuals shall be as follows:

- .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS  
- Each of the Group Member Representatives, the Board Members, the At-Large House Members shall have both voice and vote in meetings of the House of Delegates.
- .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.
- 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:
  - .1 Elect the officers, Athlete Board Representatives, and committee chairs listed in Articles 6 and 7;
  - .2 Intentionally left blank;
  - .3 Intentionally left blank;
  - .4 Review, modify and adopt the annual budget of OKSI recommended by the Board of Directors;
  - .5 Call regular and special meetings of the House of Delegates;
  - .6 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
  - .7 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by OKSI;
  - .8 Amend the Bylaws of OKSI in accordance with Section 9.3; and
  - .9 Remove from office any persons elected by the House of Delegates (Board Members, or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of OKSI shall be held in the fall. Regular meetings of the House of Delegates may be held in accordance with a schedule adopted by the Board of Directors.
- 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least five (5) group members of the House of Delegates.
- 4.8 MEETING LOCATION AND TIME- Meetings of the House of Delegates may be held at any date, time, and place, including via telecommunication (unless prohibited by state or local laws). as may be fixed in the notice of such meeting. All in-person meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. All meetings conducted via telecommunications shall include means by which all persons participating in the meeting can hear each other at the same time and which ensures all votes duly cast by voting members are officially recorded.
- 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of OKSI. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of OKSI shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates. OKSI is not subject to the Oklahoma Open Meetings Act. This or any other reference to open meetings in these bylaws or OKSI Policies and Procedures does not subject OKSI to the requirements of the Oklahoma Open Meetings Act.



- 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.
- 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.
- 4.13 NOTICES
  - .1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted means of notice.
  - .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting 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 House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

## ARTICLE 5 BOARD OF DIRECTORS

- 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of OKSI, together with those additional members designated in Sections 5.2 and 5.3:
  - .1 General Chair
  - .2 Administrative Vice-Chair
  - .3 Finance Vice-Chair
  - .4 Coach Representative
  - .5 Athlete Board Representatives (2)
  - .6 Secretary
  - .7 Treasurer (voice but no vote)
  - .8 Senior Vice-Chair
  - .9 Age Group Vice-Chair
  - .10 Safe Sport Coordinator
  - .11 Elected At-Large Athlete Board Members (2)
  - .12 Appointed At-Large Athlete Board Members [as needed]
  - .13 Diversity, Equity, & Inclusion Chair
- 5.2 AT-LARGE BOARD MEMBERS – Two (2) athlete members will be elected as At-Large Athlete Board Members. Additionally, a sufficient number of Athlete Representatives shall be appointed as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements as the Athlete Board Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.
- 5.3 EX-OFFICIO MEMBERS - - The following persons shall be ex-officio members of the Board of Directors:
  - .1 Immediate Past General Chair
- 5.4 LIMITATIONS -
  - .1 No more than three (3) Members of any Group Member shall serve on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Representatives and Non-Athlete Members.
  - .2 No employee of OKSI may serve as a voting member of the Board of Directors.

- 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and individuals shall be as follows:
- .1 BOARD MEMBERS - Each Board Member (other than the ex-officio members) shall have both voice and vote in meetings of the Board of Directors and its committees.
  - .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
  - .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.
- 5.6 DUTIES AND POWERS - The Board of Directors shall act for OKSI and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in 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 OKSI;
  - .2 Oversee the conduct by the officers and staff of OKSI of the day-to-day management of the affairs of OKSI;
  - .3 Intentionally left blank;
  - .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the OKSI Policies and Procedures;
  - .5 Cause the preparation and presentation to the House of Delegates of the annual budget of OKSI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
  - .6 Approve the annual review/audit;
  - .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
  - .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of OKSI;
  - .9 Appoint other officers, agents, committees, or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the OKSI Policies and Procedures 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; and
  - .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of OKSI who were appointed/elected by the Board 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 National Board of Review for any of the reasons set forth in the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual. However, no At-Large Board Member, or committee chair 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 or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
- 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference 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 at a meeting.

- 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.10 SPECIAL/EMERGENCY MEETINGS - Special and/or emergency meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair 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. At any special or emergency meeting, the Board can take action only on the items listed in the notice of the special or emergency meeting.
- 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 5.12 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.
- 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if two-thirds (2/3) of the Board 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.
- 5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs 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, or email, shall distribute a 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 Section 5.16) within which to return the ballot to the Secretary. Action by 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. If the ballot is by mail, it shall be signed by the Board Member. If the ballot is by e-mail, it shall be sent to and received from an e-mail address recorded with OKSI and under the control of the Board Member.
- 5.16 NOTICES -
  - .1 TIME - Not less than ten (10) days' written notice shall be given to each Board Member for any annual or regular meeting of the Board of Directors. Not less than twenty-four (24) hours notice is required for a special or emergency meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
  - .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.

## ARTICLE 6 OFFICERS AND DIRECTORS

- 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates, except as noted otherwise, at its annual meeting.
  - .1 General Chair
  - .2 Administrative Vice-Chair
  - .3 Finance Vice-Chair
  - .4 Senior Vice-Chair
  - .5 Age Group Vice-Chair
  - .6 Secretary
  - .7 Treasurer (filled by staff and not elected)
- 6.2 OTHER DIRECTORS
  - .1 ATHLETE REPRESENTATIVES -  
Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Board Representative must (a) be an

athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the two immediately preceding years, in a USA Swimming sanctioned event conducted by OKSI or another LSC; and (d) have ~~his or her~~ **their** place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Senior Athlete Board Representative, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Board Representatives elected shall be determined by a majority of the athlete members of each Group Members, with each Group Member permitted one vote for each position to be elected, and in accordance with the OKSI Policies and Procedures.

## .2 COACH REPRESENTATIVE

One (1) Coach Representative shall be elected, in even years for a two-year term, or until a successor is elected. The election of the Coach Representatives shall be conducted via electronic vote and/or at a meeting called for that purpose by the Coach Representative, the Coaches Committee or the Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs.

## .3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

A. The following committee chairs /coordinators/ at-large Board members shall be elected as follows:

(1) Two (2) Elected Athlete At-Large Board members shall be elected, one each year for a two (2) year term. The election shall be held at the same time and in the same manner as the athlete representatives.

B. The following committee chairs/coordinators/ at-large Board members shall be appointed by the General Chair with advice and consent of the Board of Directors:

(1) Safe Sport Coordinator

(2) Appointed Athlete At-Large Board Representatives [as needed]

(3) Diversity, Equity, & Inclusion Chair

6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with OKSI shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

6.5 OFFICES SPLIT OR COMBINED -

.1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.

.2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

6.6 TERMS OF OFFICE -

.1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two (2) years.

.2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen.

.3 CONSECUTIVE TERMS LIMITATION - No Individual Member who has served two successive

terms shall be eligible for re-election or appointment to the same position until a lapse of one term. 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.

- 6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as defined in these Bylaws, the OKSI Policies and Procedures, and applicable state laws.
- 6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.
- 6.9 VACANCIES AND INCAPACITIES -
- .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as acting General Chair, the Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as acting General Chair for the duration of the absence.
- .2 OFFICES OF ATHLETE BOARD REPRESENTATIVE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Board Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.
- .3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates with the advice and consent of the electing body. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.
- 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.
- 6.11 OFFICERS' POWERS GENERALLY -
- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair and Administrative Vice-Chair each may sign and execute in the name of OKSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the OKSI Policies and Procedures, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.
- .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the OKSI Policies and Procedures or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.
- .3 DELEGATION - Officers of OKSI may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors, any officer may delegate any portion of that officer's powers or duties to the paid staff of OKSI. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

6.12 DEPOSITORIES AND BANKING AUTHORITY -

- .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of OKSI shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors determines.
- .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 OKSI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of OKSI, and in the manner, as shall be determined by the Finance Vice-Chair or the Board of Directors.

ARTICLE 7  
DIVISIONS, COMMITTEES AND COORDINATORS

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of OKSI shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the OKSI Policies and Procedures.

- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- .2 AGE GROUP DIVISION - Age Group Vice-Chair
- .3 SENIOR DIVISION - Senior Vice-Chair
- .4 FINANCE DIVISION - Finance Vice-Chair
- .5 ATHLETES DIVISION - Senior Athlete Representative
- .6 COACHES DIVISION - Coach Representative

7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

- .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division, are as follows:
  - A. Officials Chair – Elected by the House of Delegates at the Fall meeting in odd numbered years for a two (2) year term. Should a vacancy occur, the General Chair shall appoint an interim Officials Chair to serve until the next meeting of the House of Delegates.
- .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
- .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the OKSI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete Representatives of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Board Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

- .1 ATHLETES COMMITTEE -
  - A. CHAIR - The Senior Athlete Board Representative or ~~his/her~~ **their** designee shall chair the committee.
  - B. MEMBERS - The Athletes Committee shall consist of the Athlete Board Representatives, the Athlete At-Large Board Representatives and up to one (1) Athlete Representative per group member.
  - C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of OKSI, and shall undertake such activities (a) delegated to it by the Board of Directors or the

General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, OKSI, USA Swimming and the sport of swimming

.2 FINANCE COMMITTEE -

A. CHAIR - The chair shall be the Finance Vice-Chair.

B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, the General Chair, the Admin Vice Chair, and a sufficient number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

C. DUTIES -

- (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of OKSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review OKSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
- (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of OKSI. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
- (3) To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
- (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
- (5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE -

A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.

B. MEMBERS -

The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of four (4) members with a sufficient number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a four-year term, staggered so that one-fourth (1/4 of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the OKSI Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

- (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of OKSI;
- (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;

- (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- (8) To nominate Board members, , and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the OKSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4 OPERATIONAL RISK COORDINATOR

- A. DUTIES - The duties shall be as outlined in the OKSI Policies and Procedures.

.5 OFFICIALS COMMITTEE -

- A. CHAIR - The Officials Chair shall be the chair of the committee and shall be a Certified OKSI Referee and meet additional requirements as may be outlined in the OKSI Policies and Procedures.
- B. MEMBERS - The Officials Committee shall consist of the Officials Chair and at least two (2) OKSI Certified Officials appointed in accordance with the OKSI Policies and Procedures. Athletes Representatives shall be appointed such that athletes comprise 20% of the voting membership.
- C. DUTIES - The Officials Committee shall be responsible for recruiting, training, and certifying officials for OKSI and other responsibilities as may be defined in the Policies and Procedures of OKSI.

7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:

- .1 Preside at all meetings of the respective division, committee or subcommittee;
- .2 See that all duties and responsibilities of the coordinator or the respective division, committee or subcommittee in ~~his or her~~ **their** charge are properly and promptly carried out;
- .3 Appoint such committees or subcommittees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
- .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members and the Secretary to keep them fully informed;
- .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary; and
- .6 Perform the other specific duties listed in OKSI's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates, or as required by the statutes of the State of Oklahoma,.

7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the OKSI Policies and Procedures.

7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or subcommittees of OKSI shall be held as determined by the respective Vice-chairs or committee or subcommittee chair.

7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of OKSI. Matters relating to personnel, disciplinary action,



legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or subcommittee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.
- 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a meeting.
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may participate in a meeting of the committee or through conference 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 at a meeting.
- 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a quorum of any committee shall consist of those members present.
- 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a committee shall be determined by a majority vote.
- 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.
- 7.15 NOTICES
- .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
- .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
- 7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.
- 7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.
- 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a coordinator may delegate a portion of their powers or duties to another officer of OKSI, or to another committee, subcommittee, or coordinator, or with the consent of the Board of Directors, to the paid staff of OKSI. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.
- 7.19 APPLICATION TO COMMITTEES - Sections 7.5 through 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the OKSI Policies and Procedures.

## ARTICLE 8 ANNUAL AUDIT, REPORTS AND REMITTANCES

OKSI shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between OKSI and USA Swimming. Reports required to be submitted to USA Swimming by OKSI include annual financial and federal tax reports and the annual audit or review.

ARTICLE 9  
ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 9.1 NONPROFIT AND CHARITABLE PURPOSES - OKSI is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, OKSI 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 OKSI 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 2522(a)(2) of the IRS Code.
- 9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of OKSI are irrevocably dedicated to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of OKSI shall inure to the benefit of any private person or any member, officer or director of OKSI.
- 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the OKSI House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.
- 9.4 DISSOLUTION - OKSI may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of OKSI shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of OKSI, but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, 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 OKSI shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 10  
INDEMNIFICATION

- 10.1 INDEMNITY - OKSI shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of OKSI, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to OKSI specified in Section 10.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. OKSI may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.
- 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the National Board of Review, or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a Board Member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of OKSI, or is or was serving at the direct request of OKSI as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by OKSI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to OKSI's obligation to indemnify, OKSI may require an undertaking from the Indemnified Person obliging ~~him~~ them to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if OKSI determines that there is reasonable doubt as to such person's ability to make any repayment, OKSI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of OKSI to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.
- 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

#### ARTICLE 11 PARLIAMENTARY AUTHORITY

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern OKSI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order OKSI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

#### ARTICLE 12 MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Oklahoma become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 12.2 FISCAL YEAR - The fiscal year of OKSI shall end on the last day of December.
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that OKSI shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that OKSI shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

#### ARTICLE 13 INTENTIONALLY DELETED

#### ARTICLE 14 CONVENTIONS AND DEFINITIONS

- 14.1 CONVENTIONS -
- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including" shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term "or" shall be interpreted as though it were "and/or". Captions have been used for convenience only and shall not

be used in interpreting the Bylaws.

- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to OKSI positions and not to USA Swimming or another organization.
  - .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
    - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
    - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
    - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of OKSI shall be the mail or email address on file with OKSI or in SWIMS.
  - .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
  - .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.
- 14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.
- .1 ARTICLE - a principal subdivision of these Bylaws.
  - .2 ARTICLES OF INCORPORATION - the document filed with Oklahoma Secretary of State pursuant to which OKSI was formed.
  - .3 ATHLETE BOARD REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
  - .4 ATHLETE REPRESENTATIVE - shall be (a) an athlete member in good standing; (b) currently competing, or have completed within the two (w) immediately preceding years, in a USA Swimming sanctioned event conducted by OKSI or another LSC; (c) have his or her their place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
  - .5 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
  - .6 BOARD OF DIRECTORS - the Board of Directors of OKSI.
  - .7 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, OKSI.
  - .8 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
  - .9 ~~WORLD AQUATICS - the international governing body for the sport of swimming.~~
  - .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
  - .10 HOUSE OF DELEGATES - the House of Delegates of OKSI as established by Article 4 of these Bylaws.
  - .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of OKSI.
  - .12 IRS CODE - the current United States Internal Revenue Code.
  - .13 LOCAL SWIMMING COMMITTEE / LSC - OKSI as defined by the USA Swimming Corporate Bylaws.

- .14 MEMBER - a Group Member or an Individual Member.
- .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established in accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .16 POLICIES AND PROCEDURES - the principles, rules, and guidelines of OKSI, as amended and adopted by the Board of Directors or the House of Delegates.
- .17 SECTION - a subdivision of the Articles of these Bylaws.
- .18 TERRITORY - the geographic territory over which OKSI has jurisdiction as a Local Swimming Committee.
- .19 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- .20 WORLD AQUATICS - the sole and exclusive world governing body for all aquatics.
- .21 OKSI - the Oklahoma not-for-profit corporation to which these Bylaws pertain.



**OKS MISSION STATEMENT:** To develop excellence, integrity, and growth in swimming in a safe environment for all.

**OKS VISION STATEMENT:** Develop inclusive competitive opportunities and relationships that promote leadership, excellence, and growth.

## **OKS BOARD OF DIRECTORS MEETING MINUTES**

September 13th, 2024

A regular meeting of the OKS Board of Directors was held on Friday, August 13th, 2024 in Jenks OK and via Google Meets.

### **1. Call to Order**

The meeting was called to order by Denis Mink at 6:00 PM with the reading of the OKS Mission and Vision statements. No board conflicts were noted.

### **2. Attendance**

**Present: Denis, Scott, Jennifer, Bob, Beth, Chad, Pam, Lynne, Marissa, Alexis, Kaida, Ella, Josie & Alli**

### **3. Additions to the Agenda / Approval of Agenda**

With no additions presented, a motion to approve the agenda was made by Lynne and seconded by Beth. The motion passed with unanimous approval.

### **4. Approval of Minutes**

A motion to approve the September Minutes was made by Lynne and seconded by Beth. The motion passed with no nay votes.

## **5. Craig Hanson**

- Officials Report (attached)
- New Officials Recruitment Plan (attached) was presented & approved.

## **6. Senior Vice Chair (Chad Englehart)**

- Championship Meet Committee Report (see attached) was presented. A motion to approve was made by Jennifer and seconded by Beth. The motion passed with unanimous approval.

## **8. Finance Vice-Chair (Jennifer Salcher)**

- August Financials Update (attached) was presented & approved
- 2025 Budget Discussion - A motion to adopt the budget as presented was made by Jennifer and seconded by Beth. The motion passed with unanimous approval.
- Proposed P&P's and overview of "OKS Foundation" - Jennifer motioned to adopt P&P 5.13 & 5.14, Beth seconded. The motion passed with no nay votes. Motion to adopt P&P 5.12 was made by Lynne and seconded by Chad. The motion passed with no nay votes.
- Updated P&P's related to officials spending (modifications for covering hotel if we are asking someone to be an evaluator at a state meet & they live 40+ miles away) P&P's 004.01, 313.02, 314.04, 315.01, 413.04 511.02, 512.01 (attached). A motion to amend 5.12 to include unmatched officials was made, with none opposed the motion carries.

## **9. General Manager (Bob Staab)**


- OKS Metrics reports (attached)
- Project LA (attached)
- 26 Winter Championship meet bid delay - A motion to delay the bid process to September 16-October was made by Scoot and seconded by Jennifer. The motion passed with no nay votes
- Meeting dates moving forward were discussed.

## **10. Adjournment**

With no additional business, Denis requested a motion to Adjourn. The motion was made by Chad and seconded by Lynne The motion passed with no nay votes. The meeting was adjourned at 7:30 PM.

Next Board Meeting: Monday, October 21st at 6:00 PM via Google Meets.




	Policies and Procedures	
Subject: OKSI Championship Meets	Document Number: 413 Version Number: 054	Effective Date: <del>January</del> <u>15 September 13,</u> 2024 Last Revision: <del>January</del> <u>15 September 11,</u> 2024

1. OKSI will hold the following Championship meets
  - 1.1. Winter/Spring Championships
    - 1.1.1. East ~~Division II Championship~~ Regional
    - 1.1.2. West ~~Division II Championship~~ Regional
    - 1.1.3. 14-under Age Group Championship
    - 1.1.4. Senior State Championship
  - 1.2. Summer Championships
    - 1.2.1. ~~Division II 10-Under~~ Championship
    - 1.2.2. State Championships
2. A bid date shall be established by the Board of Directors and announced to the Group Members of OKSI.
  - 2.1. Meet bids will be accepted using the following definitions and priorities.
    - 2.1.1. (priority one) By a member organization(s) (club(s)) to host
    - 2.1.2. (priority two) By a member organization (club) to host in conjunction with all OKSI member organizations
    - 2.1.3. (priority three) If no member organization (club) bids to host, then it will be hosted by the LSC.
  - 2.2. The request for bids shall be announced at least one month before the close of the bid process.
    - 2.2.1. Winter Championship bids will open September 1, close October 1, and be announced by November 1 of the year before.
    - 2.2.2. —Summer Championship bids will open March 1, close April 1, and be announced by May 1 of the year before.
    - 2.2.3. These dates may be amended as necessary by the Board of Directors and communicated to all members.
  - ~~2.2.—Effective for Championship Meets beginning in 2024.  
—\*Winter 2023 and Summer 2023 bids will open September 1, 2022, close October 1, 2022 and be announced by November 1, 2022.~~
  - 2.3. Group Members wanting to host the championship meet will submit their bid to the Board of Directors using an online form.

- 2.4. The Championship Meet Committee will recommend the host Club to the OKSI Board of Directors for approval.
3. The Championship Meet Committee will recommend Championship date and formats to the Board of Directors for approval.
- 3.1. The Board of Directors can make changes to the schedule if needed.
4. The format of OKSI Championship Meets shall be determined by committee.
- 4.1. The Championship Meet committee is composed of the:
- 4.1.1. Age Group Vice Chair
  - 4.1.2. Senior Program Chair, Committee Chair
  - 4.1.3. Coaches Rep
  - 4.1.4. Athlete Members of the Board of Directors
  - 4.1.5. OKSI Officials Chair
  - 4.1.6. OKSI General Manager, non-voting
  - 4.1.7. Other members as requested by the General Chair
- 4.1.7.4.2. Members of the committee will abstain from votes of bids from their attached club.
5. The Meet Referee and Admin Referee for OKSI meets shall be appointed by OKSI.
- 5.1. The Officials Chair shall recommend the Meet Referee and Admin Referee for all OKSI championship meets to the Meet Committee.
- 5.1.1. The selection criteria for Meet Referee include:
- 5.1.1.1. A qualified referee ~~with MR-2 certification~~ for the LSC Championship ~~or MR-1 certification for and~~ the ~~Division II~~Regional meets.
  - 5.1.1.2. An official being developed for the next level of meet (zones, sectionals, etc)
  - 5.1.1.3. Balancing the assignments among ~~the~~ qualified individuals.
  - 5.1.1.4. The skillset and experience of the referee.
- 5.1.2. The selection criteria for the Admin Referee include:
- 5.1.2.1. A qualified Admin Referee for the LSC Championship, or a qualified Admin Official (AO-2) ~~for the Division II~~Regional meets.
- 5.2. The Board of Directors will have final approval.
- 5.3. OKS Meet hosts for the ~~Division II~~Regional Meets, 14-under Championships, Senior State Championships, 10-Under Championship and the State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet. (See also P&P 314).

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Bid schedule / 1. Meet format committee / 3, 3.1, 3.2 Meet Ref and Admin Ref appointment process and criteria / 4.	D. Mink	BOD	OKS-0005
02	06-20-22	Host / 1.1	C. Englehart	BOD	OKS-0010

		Bid process / 1.2 Date and format / 2 Committee members / 3.1 Official approval / 4.1 and 4.2	B. Staab		
03	10-16-23	Meets / 1 Bids / 2.1	C. Englehart Champ Meet Comm.	BOD	
04	1-15-24	Add 5.3 which is already included in P&P314	B. Staab, OKS BOD	BOD	
<u>05</u>	<u>9-11-24</u>	<u>Modified to reflect Championship Meet Changes</u>	<u>J. Salcher</u>	<u>BOD</u>	<u>OKS-0015</u>

	Policies and Procedures	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 043	Effective Date: <del>June 3,</del> <del>2019</del> <u>September 13,</u> <u>2024</u> Last Revision: <del>April 8,</del> <del>2023</del> <u>September 11,</u> <u>2024</u>

1. The Officials Travel Reimbursement is intended to assist with an official's travel expenses.
2. OKSI Officials Traveling to qualifying meets may be eligible for full or partial reimbursement of their travel expenses. A link to the reimbursement process, yearly funded meets, and guiding principles can be found at oks.org.
3. Officials working at a qualifying meet may not receive more than their actual expenses in travel assistance.
4. The Officials Chair or Officials Committee may recommend changes to this policy to the Board of Directors. The Board of Directors retains authority over this program.
5. An official may receive up to \$1600 maximum total meet travel funding per calendar year.
6. OKS Meet hosts for the ~~Division H~~OKS Regionals, 14-under Championships, Senior State Championships, Summer 10-Under Championships and the LCM State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet.  
6.1. –This reimbursement does not count against the #5 above.
7. OKS shall pay for hotel accommodations for OKSI registered Officials asked to serve as National Evaluators at the 14-Under Championships, Senior State Championships and the LCM State Championships when they travel more than 40 miles one way for the meet.  
7.1. This will not apply if the official is also serving as either the Meet Referee or Admin Referee at the same meet.

7.2. This reimbursement can only apply to one meet per calendar year. This reimbursement does not count against #5 above.

6.8. OKS will pay usual and customary travel expenses for a non-OKS registered official invited to serve as a National Evaluation for the 14-Under Championships, Senior State Championships and the LCM State Championships regardless of if OKS or a member club is hosting the meet.

7.9. Reimbursements, excluding #8 above, will be distributed subject to the rules below.

7.1.9.1. The official must be registered with OKS for at least six months prior to the meet and be registered with USA Swimming through OKSI as an official during the time of the meet being funded.

7.2.9.2. The official must work all sessions of the meet.

7.3.9.3. The official must have worked at least 4 sessions each, in at least five OKS sanctioned meets during the 12 months immediately preceding the request for reimbursement.

7.4.9.4. Once travel is completed, reimbursement requests for travel assistance shall be submitted using the online form available at oks.org following P&P 310 and 311.

7.5.9.5. The official must attach a brief trip report to their reimbursement request.

The trip report should include:


7.5.1.9.5.1. A brief summary of the experience

7.5.2.9.5.2. Highlights of the meet

7.6.9.6. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.

8.10. Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Modified for clarity / whole document Maximum reimbursement no longer capped to two meets / 5. Modified for online forms / 6.4 and 6.5 Trip Report requirement / 6.7 Add exception policy / 6.9	D. Mink	BOD	OKS-0004
02	10-08-22	Update funding process and submittal process	C. Hanson	BOD	OKS-0005
03	4-8-2023	Add meet host paying for hotel accommodations and reimbursement deadline	B. Staab	BOD	OKS-0010
<u>04</u>	<u>9-11-2024</u>	<u>Add reimbursement for National Evaluators, update meet names and add non-OKS National Evaluation travel</u>	<u>J. Salcher</u>	<u>BOD</u>	<u>OKS-0011</u>

	Policies and Procedures	
Subject: Certification of Officials	Document Number: 511 Version Number: 021	Effective Date: <del>April 6, 2019</del> <u>September 13, 2024</u> Last Revision: <del>April 6, 2019</del> <u>September 11, 2024</u>

## 1. CERTIFICATION OF DECK OFFICIALS

### 1.1. REQUIREMENTS

1.1.1. Qualifications - Officials must be at least 18 years of age and non-athlete members of OKS and satisfactorily complete ~~background screening established by USA Swimming and paid for by OKS~~ all procedures established and published by USA Swimming.

1.1.1.1.2. ~~Stroke and Turn Junior Officials must be between the ages of 16-17 and satisfactorily complete all procedures established and published by USA Swimming.~~

1.1.2.1.1.3. Testing - Officials must complete and pass the appropriate USA Swimming- Officials tests ~~with a minimum score of 85%, corrected to 100%~~ for any certified-official position in accordance with the procedures established and published by ~~the OKS Officials Committee~~ USA Swimming.

1.1.3.1.1.4. Apprenticeship - On-deck apprenticeship will be required for all relevant areas of certification in accordance with the guidelines, standards, and procedures established and published by ~~the Officials Committee~~ USA Swimming.

1.2. ~~CERTIFICATION~~ CERTIFICATION - Shall be granted in accordance with the standards and procedures established and published by the Officials Committee.

## 2. CERTIFICATION OF REFEREES


### 2.1. REQUIREMENTS

2.1.1. Testing - Referees must complete and pass ~~both~~ the USA Swimming test for referees ~~and the OKS meet administration/rules test with a minimum score of 85%, corrected to 100%.~~

2.1.2. Apprenticeship - Referees must apprentice on deck in accordance with the guidelines, standards, and procedures established and published by ~~the Officials Committee~~ USA Swimming.

- 2.2. CERTIFICATION - Certification shall be granted in accordance with the standards and procedures established and published by ~~the Officials Committee~~USA Swimming.
- 2.3. RECERTIFICATION –shall be determined and administered in accordance with the guidelines, standards, and procedures established and published by ~~the Officials Committee~~USA Swimming.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
<u>02</u>	<u>09-11-24</u>	<u>Update Policy per USA Swimming Rules</u>	<u>C. Hanson</u>	<u>BOD</u>	<u>OKS-0014</u>

	Policies and Procedures	
<b>Subject:</b> Officials Recruitment and Retention	<b>Document Number:</b> 512 <b>Version Number:</b> 01	<b>Effective Date:</b> September 13, 2024 <b>Last Revision:</b> September 11, 2024

## 1. BACKGROUND

- 1.1. This program is designed to encourage clubs to recruit new officials, and retain existing officials, with the desire to promote officials up to senior positions.
- 1.2. OKS is committed to continually growing the number of OKS officials.

## 2. DEFINITIONS:

- 2.1. NEW OFFICIAL – an official completing their certification during a program year.
- 2.2. RETURNING OFFICIAL – an official that was previously certified, or certified at a new position, during the program year.
- 2.3. PROGRAM YEAR – Annual from September 1 through July 31.

## 3. NEW OFFICIALS

### 3.1. REQUIREMENTS

- 3.1.1. A club will create a recruitment program that includes:
  - 3.1.1.1. Registering officials with USA Swimming
  - 3.1.1.2. Background Check.
  - 3.1.1.3. Athlete Protection Training and Concussion Training.
  - 3.1.1.4. Complete the Stroke & Turn (ST) clinic and test.
  - 3.1.1.5. Shadowing four sessions as an official at a sanctioned meet.
- 3.1.2. The Club pays for the following costs for the official:
  - 3.1.2.1. USA Swimming Membership
  - 3.1.2.2. Background Check

### 3.2. REIMBURSEMENT REQUIREMENTS

- 3.2.1. The new official must work at least four (4) session as an official at an OKS sanctioned meet during the program year.
- 3.2.2. At least one (1) of the four (4) sessions must be at an OKS sanctioned meet that is not hosted by the official's home team during the program year.
- 3.2.3. The Official's home club paid for the initial USA Swimming Membership and Background check during the program year.


## 4. RETURNING OFFICIALS

### 4.1. REQUIREMENTS



- 4.1.1. Clubs pay for annual USA Swimming Membership and Background Checks.
- 4.2. REIMBURSEMENT REQUIREMENTS
  - 4.2.1. The official must have officiated at least eight (8) sessions at OKS sanctioned meets during the program year.
  - 4.2.2. At least two (2) of the eight (8) sessions must be at an OKS Sanctioned meet that is not hosted by the official's home team during the program year.
5. REIMBURSEMENT PROCESS
  - 5.1. At the conclusion of each program year, clubs will submit using an online form the following:
    - 5.1.1. Name(s) of new officials
    - 5.1.2. Name(s) of returning officials
    - 5.1.3. Evidence of club payment for the officials' USA Swimming Registration and Background Check
    - 5.1.4. Review and approval of session counts and certificates by the OKS Officials Chair.
    - 5.1.5. Approval by the OKS Finance Chair and OKS General Chair.
  - 5.2. REIMBURSEMENT AMOUNTS
    - 5.2.1. NEW OFFICIALS: Clubs will be reimbursed for both the USA Swimming Membership and the Background Check for each eligible new official.
    - 5.2.2. RETURNING OFFICIALS: Clubs will be reimbursed \$40 for each eligible official.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-11-24	New P&P	J. Salcher	BOD	OKS-0016

	Policies and Procedures	
Subject: Sponsorships and Donations	Document Number: 004 Version Number: 01	Effective Date: September 13, 2024 Last Revision: August 23, 2024

1. Definition of Corporate Sponsorship/Donations:
  - 1.1. For this policy, “corporate sponsorship” means a contribution from a business (either cash or in-kind) that is provided as a donation to support Oklahoma swimming, Inc. (OKSI), OKSI initiatives or other OKSI programs.
  - 1.2. The OKSI General Manager, in consultation with the General Chair, will determine the value of in-kind donations.
2. Consistency with OKSI Mission and Vision:
  - 2.1. OKSI will not affiliate with businesses for corporate sponsorships or donations if the business or products sold are inconsistent with OKSI’s mission and vision.
3. Review and Approval:
  - 3.1. Any proposed sponsorship or donation solicitation will be reviewed to ensure consistency with OKSI mission statement and vision by the General Chair and approved by the Board of Directors. This will also include a review of any potential conflicts of interest, ensuring they are disclosed and addressed.
  - 3.2. All sponsorship/donation solicitations, grant applications, etc. will be completed by the General Manager, with prior approval of the General Chair and Board of Directors.
  - 3.3. Each donor must agree that OKSI General Chair and Board of Directors will review and approval all marketing materials prepared by the corporate sponsor using OKSI’s name, logo and/or other information prior to publication or distribution.
4. No Endorsement:
  - 4.1. Any sponsorship or donation will not infer endorsement by OKSI of any of its corporate sponsors, donors, their policies, products, or services, nor imply that OSKI will exert any influence to advance the corporation’s interests outside the particulars of the arrangements made for the sponsored event or activity.
  - 4.2. The following language will be included in any written agreement with the corporate sponsor: “Oklahoma Swimming, Inc.’s name, logo and/or identifying information may not be used in a manner by the corporate sponsor or donor that would express or imply OKSI’s endorsement of the corporation or donor of its products, services or policies.”

5. Written Agreement:
  - 5.1. The terms, conditions, and purposes of the financial support will be documented by a signed agreement between the corporate sponsor and OKSI. The agreement will identify whether any of the payments from the sponsor are for advertising.
6. No Free Advertising or Return Benefit:
  - 6.1. Sponsors are contributing to support OKSI's mission and are not entitled to receive free advertising (as that term is defined by the Internal Revenue Code ("IRC") or Internal Revenue Service ("IRS") rules and regulations) or other substantial return benefits from OKSI.
  - 6.2. OKSI may, in its sole discretion, provide acknowledgments of a sponsor's contributions; however, sponsors are not entitled to such acknowledgments as a condition of their contributions.
7. Acknowledgment Consistent with federal tax laws:
  - 7.1. OKSI may acknowledge the corporate sponsor's support for OKSI through a corporate sponsorship payment in program materials and activities and may include acknowledgments of the corporation's financial and other support. Such acknowledgments may identify and describe the corporation's products or product lines in neutral terms and may include the sponsor's name, logo, slogan, locations, telephone numbers, or website addresses as long as such acknowledgments do not include (a) comparative or qualitative descriptions of the company's products, services, or facilities; (b) price information or other indications of savings or value associated with the company's products or services; (c) a call to action; (d) an endorsement; or (e) an inducement to buy, sell, or use the sponsor's product or service.
  - 7.2. Any acknowledgments of corporate sponsorships will be created by, or subject to prior review and approval, by the OKS General chair and Board of Directors.
8. No Product Promotion:
  - 8.1. Sponsors are not permitted to advertise, market, or otherwise promote specific products and services in connection with their sponsorship of OKSI related programs and activities, but products or services may be listed or displayed at OKSI's events as long as no endorsement by OKSI is implied and the request has been pre-approved by the OKSI General Manager, and any facilities involved in such events.
9. No Contingent Payments:
  - 9.1. OKSI will not enter any arrangements with corporate sponsors or donors where the amount of payment by the corporation is contingent upon attendance at an event or any other measures of public exposure.
10. Special Events:
  - 10.1. OKSI will have complete control of the content at any sponsored activity or event. Corporate sponsors or donors will not control the planning, content, or execution of the activity or attempt to direct or influence the content of OKSI's

programs, except that OKSI may ask the sponsor for suggestions to enhance the experience for the sponsor or donor.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	09-09-24	Initial Document	J. Salcher	BOD	OKS-0012



To: BOD/HOD of OKSi

Date: September 18, 2024

From: Craig Hanson, OKSi Officials Chair

**Re: 2023-2024 Status of the officials**

**Our Mission Statement is:**

To provide and develop the appropriate resources, programs and training to effectively create highly proficient Swim Officials.

**Committee Members include:**

Craig Hanson, chair; Tracey Garrett; Marnie Kern; John Comfort and Athlete Reps including: Sawyer Wright-Goff and Ava Carlson.

**Duties of the Committee include:**

- Training of Officials-Marnie Kern
- Recruitment and Retention of Officials-John Comfort
- Certification Standards of Officials-Tracey Garrett

**Highlights:**

- The David Michael von Hartitzsch Service Award Winner for 2024 is Jennifer Salcher.
- Regular meetings held roughly every two weeks. (total of ~18)
- OQM meets with evaluations for: Spring SCY 14&u State Championships, Spring SCY Spring Sr State Championships, and Summer LCM Championships including Jim Holcomb as our N3 evaluator/mentor.
- Continued Clinics via Virtual means with the S&T being replaced by a discussion forum to meet the requirements of the new USA swimming rules. S&T clinics were replaced by an Education tab item that includes a Clinic combined with a test. Starter and Admin should move to that method this fall.
- Officials Tracking System has been in a state of transition with changes happening throughout the year. New reports and options to query have been added. We are close to the Pre-Swims 3.0 capabilities.

## Meets:

- Breakdown of meets for the LSC

Meets Held	10/1/2021– 9/30/2022	10/1/2022– 9/30/2023	10/1/2023-9/ 30/2024
OQM Meets	4	4	3
Time Trials	8	10	13
Observed	6	6	6
Duals/Intra-squad	14	16	15
Open	15		
Invitational	7	23	22
Championships	6	7	6
Total	60	66	65

- Up 10% from 2022
- Down 1.5% for 2024

## Training:

- There have been 18 clinics held via Google Meets web conference to keep training our officials to obtain and retain their certifications. These have been popular with others from LSC's in different zones.
- USA swimming moved to a universal approach to LSC training and certifications requirements in February 2024. The positions have been pared to DR, AO, SR, CJ, and ST. AR is a role for a referee at this point. MR is also a role not a position. Clinics will be consistent and combined with a test through the education tab from the USAS Education Dashboard. This has been implemented with the S&T position. The SR and AO positions will be moving that way in the Fall 2024. DR will be migrated in Spring 2025.
- The mentoring process includes a consistent tracking form for each position and includes 4 shadow sessions with checked steps along the way. This is the current method being used.
- A new program to focus on training and retention for the LSC is in the early phases of implementation. If a club runs a focused clinic/test presentation and pays for the BGC and Registration, and the officials supports the club and continues then the LSC will reimburse the club for the fees. Retention is aided by continuing to pay registration yearly and BGC every other year.
-

## Recruiting and Retention:

- Officials by Club:

Club	OTS	Expired	Good
ACE	0	0	0
AESC	7	2	5
BAC	3	1	2
BSC	3	1	2
BVSC	32	7	25
GASC	0	0	0
GCSC	1	1	0
JTSC	22	1	21
KMS	14	4	10
LIFE	0	0	0
MS	0	0	0
PSST	0	0	0
RSC	1	1	0
SAC	4	2	2
SCION	1	1	0
SSC	10	2	8
ST	5	1	4
TAC	0	0	0
UN	14	2	12
Total	117	25	92

- There are some unidentified individuals that will not be continuing. This will be a focus for the beginning of SC season to train the ones continuing and updating the records for those retiring.

## Certification: Reporting was updated in SWIMS 3.0 during the year

- 3 OQM meets were held in the LSC

Evaluations		
10/1/2023	to	9/30/2024
N2	9	
N2 recert	3	
	0	
N3	5	
N3 initial	4	
N3 final	1	
N3 recert	9	
	0	
total	31	
# of people	19	

- o 19 were completed at the 3 LSC meets.
- o Grandfathering and extending periods are done.

- Testing Results

Testing	AO	AR	DR	STR	S&T	NCAA
Certification	8	2	3	8	38	0
Recertification	0	0	0	0	2	0
Total	8	2	3	8	40	0

- Current LSC certifications

S&T	CJ	STR	DR	AO	AR	MR
91	31	39	34	39	58	0





# Project LA



# Project LA

## **A generational opportunity**

- Olympics in USA
- OKS needs to be prepared to take advantage of this opportunity

## **Start planning NOW**

- What can OKS be doing?
- What can our member clubs be doing?



# Key Stakeholders

- Oklahoma Swimming Inc
- OKS Member Clubs
- OKS Coaches
- OKS Officials





**Growth, Retention, Performance**



# Growth

## **Opportunities:**

- Recruiting tools for use by clubs.
- Recruiting tools for use by LSC.
- Clubs
  - New clubs in underserved areas
  - New club incentive program
- Swimmers
  - Under-represented populations
- Coaches
  - New coach recruitment
- Officials
  - New official's recruitment
  - Official's incentive program

# Historical Olympic Membership Gains

- Average growth over six Olympic Games = 10%
- 2012 greatest growth, 32.4%
- 2004 least growth, - 6%

<b>2000</b>	<b>2004</b>	<b>2008</b>	<b>2012</b>	<b>2016</b>	<b>2021</b>
1260	1157	1035	1372	1968	1795
<b>2001</b>	<b>2005</b>	<b>2009</b>	<b>2013</b>	<b>2017</b>	<b>2022</b>
1323 (+5%)	1091(-6%)	1158(+11.8%)	1817 (+32.4%)	2048 (+4%)	2052 (+14%)



# Retention

## **Opportunities:**

- Great championship meet experiences for swimmers, coaches, officials, and parents
- Alternative meet formats
- Build on current athlete support
- Special events





# Performance

## **Opportunities:**

- Camps
  - For current 13–14-year-old swimmers over the quad. These will be the OKS athletes who have a chance of making the 2028 Olympic Trials
  - Bring in outside speaker/coaches
- Use of analytics
  - Improvement in OKS “weak” events
- Challenge/reward our coaches



# What will it take

- Time
- Effort
- Commitment
- Funding



# Celebrate the Olympics

## **Here are a few examples:**

- US Olympic Team Trials and Olympic Games watch parties
- Themed OKS Championship Meets
- Host a suite at the US Olympic Team Trials (reward athletes, coaches, officials. invite potential sponsors.)



# Conclusions and Recommendations

- This is an opportunity that OKS must take advantage of
  - The planning needs to begin **NOW**
- Create a small taskforce that includes; Board members, swimmers, coaches, officials, and others (from inside and outside of OKS)
- OKS must step outside of its comfortable box and think

# BIG

# Questions & answers

Invite questions from the audience.

