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**POTOMAC VALLEY SWIMMING, INC.**  
**BYLAWS**

**Approved by the PVSJ HOD on 11/18/2019**

**Approved by USA Swimming on 12/10/2019**

**Updated to Conform to USA Swimming Mandated Changes on 11/19/2020**

**Updated to Conform to USA Swimming Mandated Changes on 10/21/2022**

**Updated to Conform to USA Swimming Mandated Changes on 10/17/2023**

**Updated to Conform to USA Swimming Mandated Changes on 10/15/24**

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

ARTICLE 1  
NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Potomac Valley Swimming, Inc. (PVSI).
- 1.2 OBJECTIVES - The objectives and primary purpose of PVSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. PVSI 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 PVSI and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of PVSI is as set forth in Article 603 of the USA Swimming Rules and Regulations.
- 1.4 JURISDICTION - PVSI 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 PVSI'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). PVSI 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 - PVSI shall comply with all agreements between PVSI and USA Swimming.

ARTICLE 2  
MEMBERSHIP

- 2.1 MEMBERS - The membership of PVSI shall consist of the clubs, organizations and individuals who have registered with PVSI as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete 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 PVSI and USA Swimming.
  - .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in PVSI 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 Manual.
- 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 PVSI, 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 PVSI, including its responsibilities as set forth in these Bylaws.

64 ARTICLE 3

65 DUES AND FEES

- 66 3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local  
67 fees, as permitted, shall be as established by the PVSI Board of Directors.
- 68 3.2 SANCTION, APPROVAL AND OTHER FEES
- 69 .1 SANCTION AND APPROVAL FEES - The PVSI Board of Directors shall establish reasonable fees,  
70 procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a  
71 swimming competition to be conducted within the Territory.
- 72 .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the PVSI Board of  
73 Directors may establish a reasonable service charge consistent with the nature of the event.
- 74 .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the  
75 fees and any service charges specified by PVSI. If any of the sanction or approval fees or service charges are  
76 due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees  
77 or service charges to PVSI when due in accordance with PVSI's fee schedule.
- 78 .4 FINES - The PVSI Board of Directors may establish fines for noncompliance with policies adopted by the  
79 PVSI House of Delegates and/or the Board of Directors.
- 80 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate  
81 Bylaws (Delinquent Dues and Fees).

82 ARTICLE 4

83 HOUSE OF DELEGATES

- 84 4.1 MEMBERS - The House of Delegates of PVSI shall consist of the Group Member Representatives, the Board of  
85 Directors Members, the Non-Athlete At-Large House Members, and the Athlete At-Large House Members  
86 appointed.
- 87 .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from  
88 its membership a Group Member Representative and one or more alternates. The appointment shall be in  
89 writing, addressed to the Secretary of PVSI and duly certified by the chief executive officer or secretary of  
90 the appointing Group Member. The appointing Group Member may withdraw its Group Member  
91 Representative or one or more of its alternates and substitute a new Group Member Representative or new  
92 alternates by written notice, addressed to the Secretary of PVSI and signed by the chief executive officer or  
93 secretary of the appointing Group Member. The representatives of any Group Member are required to be  
94 Individual Members of USA Swimming.
- 95 .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
- 96 .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House  
97 of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent  
98 of the Board of Directors. At-Large House Members shall hold office from the date of appointment through  
99 the conclusion of the annual meeting of the House of Delegates following such appointment or until their  
100 successors are appointed to the House of Delegates.
- 101 .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete  
102 Representatives constitute at least 20% of the voting membership of the House of Delegates shall be appointed  
103 by the General Chair with advice and consent of the Board of Directors and shall hold office from the date of  
104 appointment through the conclusion of the annual meeting of the House of Delegates following such  
105 appointment or until their successors are appointed to the House of Delegates.
- 106 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-  
107 large members of the House of Delegates.
- 108 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings  
109 may only have one vote regardless of the number of positions held by such member.
- 110 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of  
111 Delegates and of individuals shall be as follows:

- 112 .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AND AT-LARGE HOUSE MEMBERS -  
 113 Each of the Group Member Representatives, the Board Members, the At-Large House Members shall have  
 114 both voice and vote in meetings of the House of Delegates.
- 115 .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of  
 116 the House of Delegates and its committees and be heard at the discretion of the presiding officer.
- 117
- 118 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and  
 119 programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA  
 120 Swimming Corporate Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:
- 121 .1 Elect the officers, Athlete Board Representatives, Coach Representative(s), At-large Board Members and  
 122 Members of the Administrative Review Board, and the committee chairs/coordinators as designated in  
 123 Articles 6 and 7.
- 124 .2 Elect the members of the Governance Committee;
- 125 .3 Review, modify and adopt the annual budget of PVSII recommended by the Board of Directors;
- 126 .4 Call regular and special meetings of the House of Delegates;
- 127 .5 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except  
 128 any action or authorization by the Board of Directors with respect to contracts or upon which any person  
 129 may have relied shall not be modified or rescinded;
- 130 .6 Establish joint administrative committees, or undertake joint activities with other sports organizations  
 131 where deemed helpful or necessary by PVSII;
- 132 .7 Amend the Bylaws of PVSII in accordance with Section 9.3; and
- 133 .8 Remove from office any persons elected by the House of Delegates (Board Members, members of the  
 134 Administrative Review Board, or committee chairs or coordinators) who have failed to attend to their  
 135 official duties or member responsibilities or have done so improperly, or who would be subject to penalty  
 136 by the National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules  
 137 and Regulations. However, no such individual may be removed without receiving thirty (30) days' written  
 138 notice by the Secretary or other officer designated by the House of Delegates specifying the alleged  
 139 deficiency in the performance of the member's responsibilities or specific official duties or other reason  
 140 and an opportunity to respond in writing within twenty (20) days to such allegations.
- 141 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of PVSII shall be held  
 142 in the spring. Regular meetings of the House of Delegates will be held in accordance with a schedule adopted by  
 143 the Board of Directors.
- 144 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or  
 145 the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular  
 146 meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called  
 147 by a petition signed by at least five (5) group members of the House of Delegates.
- 148 4.8 MEETING LOCATION AND TIME - Meetings of the House of Delegates may be held at any date, time,  
 149 and place, including via telecommunication (unless prohibited by state or local laws), as may be fixed in the notice  
 150 of such meeting. All in-person meetings of the House of Delegates shall take place at a site within the Territory. The  
 151 House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of  
 152 Delegates. All meetings conducted via telecommunications shall include means by which all persons participating  
 153 in the meeting can hear each other at the same time and which ensures all votes duly cast by voting members are  
 154 officially recorded.
- 155 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of PVSII.  
 156 Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of PVSII shall be deliberated and  
 157 decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of  
 158 Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal  
 159 concern to any member of the House of Delegates.
- 160 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.

- 161 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders  
 162 and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 163 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.
- 164 4.13 NOTICES
- 165 .1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of  
 166 Delegates for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the  
 167 various permitted means of notice.
- 168 .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of  
 169 the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an  
 170 expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in  
 171 the notice. Failure to have included in the notice any germane amendments subsequently adopted by the  
 172 House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so  
 173 adopted are invalid.

174 ARTICLE 5  
 175 BOARD OF DIRECTORS

- 176 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, and representatives  
 177 of PVSI, together with those additional members designated in Sections 5.2 and 5.3:
- 178 .1 General Chair  
 179 .2 Administrative Vice-Chair/Secretary  
 180 .3 Finance Vice-Chair  
 181 .4 Coach Representatives (2)  
 182 .5 Athlete Board Representatives (2)  
 183 .6 Senior Vice-Chair  
 184 .7 Age Group Vice-Chair  
 185 .8 Safe Sport Chair  
 186 .9 Operations Vice Chair  
 187 .10 Diversity, Equity & Inclusion Chair  
 188 .11 Officials Representative  
 189 .12 Treasurer – non-voting (The PVSI Bookkeeper will serve as the Treasurer)  
 190 .13 At-Large Athlete Board Members [as needed]
- 191 5.2 AT-LARGE BOARD MEMBERS - A sufficient number of athlete members shall be elected as At-Large Board  
 192 Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of  
 193 Directors at any given time (taking into account the Athlete Board Representatives). The Athlete At-Large Board  
 194 Members shall meet the same requirements and be elected at the same time and place as the Athlete Board  
 195 Representatives set forth in Section 6.2.1. The Athlete At-Large Board Members shall hold office from September  
 196 1 after their election through August 31 of the following year, or until their successors are elected.
- 197 5.3 EX-OFFICIO MEMBERS - - The following persons shall be ex-officio members of the Board of Directors:  
 198 Immediate Past General Chair.
- 199 5.4 LIMITATIONS -
- 200 .1 No employee of PVSI may serve as a voting member of the Board of Directors.
- 201 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and  
 202 individuals shall be as follows:
- 203 .1 BOARD MEMBERS - Each Board Member (other than the ex-officio member and those designated in 5.1 as  
 204 non-voting) shall have both voice and vote in meetings of the Board of Directors and its committees.
- 205 .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-  
 206 officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- 207 .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard  
 208 at the discretion of the presiding officer.

- 209 5.6 DUTIES AND POWERS - The Board of Directors shall act for PVSI and the House of Delegates during the  
210 intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, an  
211 Administrative Review Board member, or other person not appointed by the Board of Directors or amend these  
212 Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or  
213 prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules  
214 and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty  
215 to:  
216
- 217 .1 Establish and direct policies, procedures and programs for PVSI;
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  - 219 .2 Oversee the conduct by the officers and staff of PVSI of the day-to-day management of the affairs of PVSI;
  - 220
  - 221 .3 Elect Athlete At-Large Board Members if they are not elected in a timely fashion;
  - 222
  - 223 .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws  
224 or the PVSI Policies and Procedures;
  - 225
  - 226 .5 Cause the preparation and presentation to the House of Delegates of the annual budget of PVSI and make a  
227 recommendation to the House of Delegates concerning the approval or disapproval thereof;
  - 228
  - 229 .6 Approve the annual review/audit;
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  - 231 .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
  - 232
  - 233 .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or  
234 appropriate to conduct the affairs of PVSI;
  - 235
  - 236 .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These  
237 appointees shall have the authority and perform the duties as provided in these Bylaws, the PVSI Policies and  
238 Procedures or as may be provided in the resolutions appointing them, including any powers of the Board of  
239 Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To  
240 the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent,  
241 or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or  
242 coordinators and to prescribe their respective terms of office, authorities and duties; and  
243
  - 244 .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of PVSI  
245 who were appointed/elected by the Board and who have failed to attend to their official duties or member  
246 responsibilities or have done so improperly, or who would be subject to penalty by the National Board of  
247 Review for any of the reasons set forth. The National Board of Review procedures, pursuant to Policy 26.0  
248 of the USA Swimming Operating Manual. However, no At-Large Board Member, or committee chair or  
249 coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged  
250 deficiency in the performance of the member's responsibilities or specific official duties or other reasons and  
251 an opportunity to respond in writing within twenty (20) days to such allegations.
- 252
- 253 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal,  
254 taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled  
255 to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into  
256 closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board  
257 of Directors.
- 258 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 MEETINGS - Special 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.
- 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.

- 259 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and  
 260 other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or  
 261 other proposal the effect of which is to override policy or program established by the House of Delegates shall be  
 262 determined by a two-thirds vote after at least fourteen (14) days' written notice.
- 263 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 264 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board  
 265 of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing  
 266 and the written consents are filed with the records of the respective meetings. These consents shall be treated for all  
 267 purposes as votes taken at a meeting.
- 268 5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of  
 269 Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken  
 270 without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid,  
 271 or email, shall distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the  
 272 proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no  
 273 event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by  
 274 ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period  
 275 specified constitutes a majority of the votes entitled to be cast.
- 276 5.16 NOTICES -
- 277 .1 TIME - Not less than six (6) days' written notice shall be given to each Board Member for any annual, regular  
 278 or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
- 279 .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special  
 280 meetings, the expected purpose.

281 ARTICLE 6  
 282 OFFICERS AND DIRECTORS

- 283 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual  
 284 meeting.
- 285 .1 General Chair – elected in odd years  
 286 .2 Administrative Vice-Chair/Secretary – elected in even years  
 287 .3 Finance Vice-Chair – elected in odd years  
 288 .4 Senior Vice-Chair - elected in odd years  
 289 .5 Age Group Vice-Chair - elected in even years  
 290 .6 Operations Vice-Chair – elected in even years  
 291 .7 Treasurer (this non-voting position is filled by staff and not elected by the House of Delegates)
- 292 6.2 OTHER DIRECTORS
- 293 .1 ATHLETE BOARD REPRESENTATIVES -  
 294 Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their  
 295 respective successors are elected. At the time of election, the Athlete Board Representative must (a) be an  
 296 athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be  
 297 currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming  
 298 sanctioned event conducted by PVSI or another LSC; and (d) have their place of permanent residence in the  
 299 Territory and expect to reside therein throughout at least the first half of the term (other than periods of  
 300 enrollment in an institution of higher education). The balloting shall take place via electronic vote and/or at a  
 301 meeting called for that purpose by the Senior Athlete Representative, or failing that, at a time and in a manner  
 302 designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given  
 303 to all clubs. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in  
 304 good standing, present, and voting who are thirteen (13) years of age or older.
- 305 .2 COACH REPRESENTATIVES  
 306 Two (2) Coach Representatives shall be elected, one each year for a two-year term, or until their respective  
 307 successors are elected. The election of the Coach Representatives shall be conducted via electronic vote and/or  
 308 at a meeting called for that purpose by the Senior Coach Representative, or the Board of Directors, and

309 determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time  
310 and place and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of  
311 the election shall be given to all clubs.

312 .3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

313 A. The following committee chairs shall be elected by the House of Delegates:

- 314  
315 (1) Safe Sport Chair (elected in even years)  
316 (2) Diversity, Equity & Inclusion Chair (elected in odd years).  
317

318 B. The following Board members shall be elected as follows:

- 319  
320 (1) The Officials Representative shall be elected by all certified PVSİ Officials in accordance with  
321 PVSİ Policies and Procedures.  
322 (2) The Athlete-at-Large Board members shall be elected at the same time and in the same manner as  
323 the Athlete Board Representatives.

324 6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with PVSİ and USA Swimming  
325 shall be eligible to hold office and must maintain their eligibility throughout their term of office.

326 6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may  
327 only have one vote, regardless of the number of positions held by such Member.

328 6.5 OFFICES SPLIT OR COMBINED -

329 .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair  
330 and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office  
331 shall share one vote.

332 .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office  
333 except that the offices of Finance Vice-Chair and Treasurer may not be combined.

334 6.6 TERMS OF OFFICE -

335 .1 TERM OF OFFICE - Except as provided otherwise in these Bylaws, the terms of office of all  
336 members of the Board of Directors shall be two years.

337 .2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office on  
338 September 1 following the election or appointment and shall serve until a successor is chosen.

339 .3 CONSECUTIVE TERMS LIMITATION - No Individual Member who has served two successive  
340 terms shall be eligible for re-election or appointment to the same position until a lapse of one term. A  
341 portion of any term served to fill a vacancy in the position shall not be considered in the computation of  
342 this successive terms limitation.

343 6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of  
344 the House of Delegates and the Board of Directors and as defined in these Bylaws, the PVSİ Policies and Procedures,  
345 and applicable state laws.

346 6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the  
347 Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any  
348 such resignation shall take effect upon the appointment or election of a successor.

349 6.9 VACANCIES AND INCAPACITIES -

350 .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the  
351 General Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting  
352 General Chair until an election can be held at the next meeting of the House of Delegates to fill the  
353 remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any  
354 temporary incapacity. While serving as acting General Chair, the Administrative Vice-Chair shall vacate  
355 the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. If  
356 the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate  
357 the Administrative Vice-Chair as acting General Chair for the duration of the absence.



- 358 .2 OFFICES OF ATHLETE BOARD REPRESENTATIVES OR COACH REPRESENTATIVES OR  
359 ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding  
360 the office of Athlete Board Representative or Coach Representative, or person who has been elected, the  
361 General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to  
362 serve the remainder of the term of office or until the respective body shall elect a successor.
- 363 .3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office  
364 becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors  
365 or the House of Delegates with the advice and consent of the electing body. The determination as to when  
366 the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the  
367 General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any  
368 subsequent action by the House of Delegates.
- 369 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.8 and 5.6.10 of these Bylaws.
- 370 6.11 OFFICERS' POWERS GENERALLY -
- 371 .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair,  
372 and Finance Vice-Chair each may sign and execute in the name of PVSİ deeds, mortgages, bonds, contracts,  
373 agreements or other instruments duly authorized by the PVSİ Policies and Procedures, the Board of  
374 Directors or the House of Delegates, except in cases where the signing and execution thereof shall be  
375 expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more  
376 signatures or is required by law to be otherwise executed. Additional signing authority may be provided by  
377 standing resolutions of the Board of Directors or the House of Delegates.
- 378 .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other  
379 duties as prescribed in the PVSİ Policies and Procedures or by the House of Delegates, the Board of  
380 Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.
- 381 .3 DELEGATION - Officers of PVSİ may delegate any portion of their powers or duties to an individual or  
382 a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other  
383 without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of  
384 withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise  
385 provided in these Bylaws and with the consent of the Board of any officer may delegate any portion of that  
386 officer's powers or duties to the paid staff of PVSİ. A delegation of powers or duties shall not relieve the  
387 delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed  
388 or fulfilled.
- 389 6.12 DEPOSITORIES AND BANKING AUTHORITY -
- 390 .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of PVSİ shall be deposited to its credit  
391 in the banks, trust companies, other depositories or custodians, investment companies or investment  
392 management companies as the Board of Directors determines.
- 393 .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of  
394 money, and all notes or other evidences of indebtedness issued in the name of PVSİ shall be signed by the  
395 General Chair, the Treasurer or other officer or officers or agent or agents of PVSİ, and in the manner, as  
396 shall be determined by the Finance Vice-Chair, the Finance Committee or the Board of Directors.

397 ARTICLE 7  
398 DIVISIONS, COMMITTEES AND COORDINATORS

- 399 7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS  
400 - The divisions of PVSİ shall each be chaired as indicated below with respective duties, jurisdiction and  
401 responsibilities described in the PVSİ Policies and Procedures.
- 402 .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair (Secretary)  
403 .2 AGE GROUP DIVISION - Age Group Vice-Chair  
404 .3 SENIOR DIVISION - Senior Vice-Chair  
405 .4 FINANCE DIVISION - Finance Vice-Chair  
406 .5 OPERATIONS DIVISION - Operations Vice-Chair  
407 .5 ATHLETES DIVISION - Senior Athlete Representative

- 408 .6 COACHES DIVISION - Senior Coach Representative
- 409 7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS
- 410 .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board  
411 members, but are elected by the House of Delegates, a committee or division, are as follows: [reserved for  
412 future use]
- 413 .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office  
414 currently held.
- 415 .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other  
416 coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors  
417 and the respective division chair. The appointed committee chair or coordinator shall assume office upon  
418 appointment, or the date designated by the General Chair and shall serve until a successor is appointed and  
419 assumes office.
- 420 7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of  
421 Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise  
422 provided in these Bylaws or the PVSI Policies and Procedures, members of each committee shall be appointed by  
423 the General Chair with the advice and consent of the respective division chair and the chair of the committee.  
424 Athlete representatives of each committee shall be appointed by the General Chair with the advice of the Senior  
425 Athlete Board Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting  
426 membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each  
427 committee within the respective division.
- 428 7.4 STANDING COMMITTEES & COORDINATORS
- 429 .1 ATHLETES COMMITTEE -
- 430 A. CHAIR - The Senior Athlete Board Representative or their designee shall be the chair of the committee.
- 431 B. MEMBERS - The Athletes Committee shall consist of the Athlete Board Representatives, the Athlete At-  
432 Large Board members and up to eight additional Athlete Representatives appointed by the General Chair  
433 with the advice and consent of the Board of Directors.
- 434 C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes  
435 of PVSI, and shall undertake such activities (a) delegated to it by the Board of Directors or the General  
436 Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, PVSI,  
437 USA Swimming and the sport of swimming
- 438 .2 FINANCE COMMITTEE -
- 439 A. CHAIR - The chair shall be the Finance Vice-Chair.
- 440 B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, Treasurer, at  
441 least two non-athlete members and a sufficient number of Athlete Representatives so as to constitute at  
442 least twenty percent (20%) of the voting membership of the Committee.
- 443 C. DUTIES -
- 444 (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise  
445 the execution of policy regarding the investment of PVSI's working capital, funded reserves and  
446 endowment funds, within the guidelines, if any, established by the Board of Directors or the House  
447 of Delegates. The Finance Committee shall also regularly review PVSI's equipment needs (both  
448 operational and office) and the various methods available to finance the acquisition of any needed  
449 equipment and make a determination and recommendation of the best financing method.
- 450 (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual  
451 review or audit of the books of PVSI. If conducted internally, a minimum of three (3) committee  
452 members with a sufficient number of athletes to constitute at least 20% of the voting membership,  
453 must conduct the review or audit. The Treasurer cannot be a member of the group performing the  
454 audit, but can be present to provide clarification, information and answer questions.
- 455 (3) To submit the review or audit and other reports and make recommendations to the Board of  
456 Directors with regard thereto.
- 457
- 458

- 459 (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed  
460 budget for consideration and approval by the Board of Directors and the House of Delegates. The  
461 officers, committee chairs and coordinators shall provide promptly such financial information  
462 (current and projected) and budget proposals as the Finance Committee may request. The proposed  
463 budget may contain alternatives.  
464 (5) To complete and submit any state and local reports and filings.

465 .3 GOVERNANCE COMMITTEE -

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

468 B. MEMBERS –The Governance Committee shall be elected by the House of Delegates and shall be  
469 comprised of at least 5 members, with a sufficient number of Athlete Representatives so as to constitute  
470 at least twenty percent (20%) of the voting membership of the Committee. No more than one half of the  
471 Committee shall be members of the PVSJ Board of Directors. If any member of the Governance  
472 Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the  
473 advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of  
474 the House of Delegates. In no case shall the General Chair serve on the Governance Committee. Members  
475 shall serve two-year terms, staggered so that approximately one-half of the members are elected each  
476 year. After completion of three consecutive terms, members are not eligible to be elected or appointed to  
477 the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy  
478 in the position shall not be considered in the computation of the successive term limitation.

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

482 D. DUTIES

- 483 (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of PVSJ;  
484 (2) To aid in the development of operating policies regarding conflict of interest (Board and staff),  
485 document retention, ethics, whistle-blower, procurement, contract review, grievance and other  
486 employment-related practices, etc.;
- 487 (3) To aid in the development of personnel practices procedure including job descriptions and annual  
488 review of staff;
- 489 (4) To ensure that the Board's focus remains on the strategic plan;
- 490 (5) To aid in the development of expectations and processes for accountability of Board members;
- 491 (6) To develop criteria for the qualities and required characteristics of Board officers;
- 492 (7) To lead Board succession planning by assessing current and anticipated needs for Board composition  
493 and identifying and recruiting potential Board members;
- 494 (8) To nominate Board members, Administrative Review Board members, and other coordinator or  
495 chair positions to be elected by the House of Delegates consistent with the matrix of skills,  
496 demographics, and talents needed;
- 497 (9) To publish the slate of candidates to the PVSJ membership at least twenty (20) days prior to the  
498 election. Additional nominations may be made from the floor of the House of Delegates by voting  
499 members of the House of Delegates;
- 500 (10) To design and implement Board orientation and an ongoing program of Board education and  
501 development; and
- 502 (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and  
503 make recommendations to enhance Board effectiveness.

504 .4 OPERATIONAL RISK COMMITTEE

505 A. CHAIR - The chair shall be the Operational Risk Committee Chair.

506 B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least three  
507 members including at least one coach with a sufficient number of Athlete Representatives so as to  
508 constitute at least twenty percent (20%) of the voting membership of the Committee.

509 C. DUTIES - The duties shall be as outlined in the PVSJ Policies and Procedures.

510 .5 EXECUTIVE COMMITTEE

- 511 A. AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for  
512 the Board of Directors and PVSI between meetings of the Board and the House of Delegates. Limitations  
513 to the authority and power of the Executive Committee shall be determined by the Board of Directors  
514 and included in the PVSI Policies and Procedures.
- 515 B. MEMBERS - The members of the Executive Committee shall be the
- 516 (1) General Chair, who shall act as chair,  
517 (2) Administrative Vice-Chair,  
518 (3) Senior Vice-Chair  
519 (4) Age Group Vice-Chair  
520 (5) Finance Vice-Chair,  
521 (6) Senior Coach Representative,  
522 (7) Senior Athlete Board Representative, and  
523 (8) Junior Athlete Board Representative.
- 524 C. MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place  
525 within the Territory when called by the General Chair or any three (3) members of the Committee with  
526 a minimum of five (5) days' notice required.
- 527 D. QUORUM - A quorum of the Executive Committee shall consist of a majority of the members of  
528 the Committee.
- 529 E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the  
530 Board of Directors, the Executive Committee shall make a report of its activities since the last Board of  
531 Director's meeting for ratification or prospective modification or rescission, provided, however, that any  
532 action of the Executive Committee upon which a third party may have relied (*e.g.*, by signing, or  
533 authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the  
534 House of Delegates.
- 535 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the  
536 division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall  
537 be as follows:
- 538 .1 Preside at all meetings of the respective division, committee or subcommittee;
- 539 .2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-  
540 committee in their charge are properly and promptly carried out;
- 541 .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of  
542 the coordinator or division or committee, respectively;
- 543 .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members  
544 and the staff keep them fully informed;
- 545 .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each  
546 meeting and forward reports or minutes of all meetings to the staff; and
- 547 .6 Perform the other specific duties listed in PVSI's Policies and Procedures or as may be delegated by the  
548 General Chair, the respective division chair or committee chair, the Board of Directors or the House of  
549 Delegates.
- 550 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the  
551 committees shall be prescribed by the PVSI Policies and Procedures.
- 552 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees  
553 of PVSI shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.
- 554 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel  
555 Committee meeting, shall be open to all members of PVSI. Matters relating to personnel, disciplinary action, legal,  
556 taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members  
557 are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any  
558 matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

- 559 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both  
560 voice and vote in their respective meetings.
- 561 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a  
562 committee may be taken without a meeting if all the committee members entitled to vote consent to the action in  
563 writing and the written consents are filed with the records of the meetings. These consents shall be treated for all  
564 purposes as a vote taken at a meeting.
- 565 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may  
566 participate in a meeting of the committee or through conference equipment by means of which all persons  
567 participating in the meeting can hear each other at the same time. Participation by such means shall constitute  
568 presence at a meeting.
- 569 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a  
570 committee, a quorum of any committee shall consist of those members present.
- 571 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and  
572 other propositions coming before a committee shall be determined by a majority vote.
- 573 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.
- 574 7.15 NOTICES
- 575 .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a  
576 committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
- 577 .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
- 578 7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation  
579 to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not  
580 specified, the resignation shall take effect upon the appointment of a successor.
- 581 7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member  
582 or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the  
583 discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the  
584 advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve  
585 until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the  
586 General Chair or an appointment may be made for the duration of the temporary incapacity.
- 587 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair  
588 or a coordinator may delegate a portion of their powers or duties to another officer of PVSII, or to another committee,  
589 subcommittee, or coordinator, or with the consent of the Board of Directors to the paid staff of PVSII.  
590 Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain  
591 with the delegator.
- 592 7.19 APPLICATION TO COMMITTEES AND ADMINISTRATIVE REVIEW BOARD - Sections 7.5 through  
593 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the  
594 committee or in the PVSII Policies and Procedures. These provisions shall also apply to Administrative Review Board  
595 meetings but shall not apply to its hearings or deliberations.

596 ARTICLE 8  
597 ANNUAL AUDIT, REPORTS AND REMITTANCES

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

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ARTICLE 9  
ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 604 9.1 NON-PROFIT AND CHARITABLE PURPOSES - - PVSI is organized exclusively for charitable and  
605 educational purposes and for the purpose of fostering national or international amateur sports competition within the  
606 meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, PVSI shall not,  
607 except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of  
608 the purposes and objectives of PVSI or (2) engage in any activities not permitted to be carried on by: (A) a  
609 corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to  
610 which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the  
611 IRS Code.
- 612 9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of PVSI are irrevocably dedicated to  
613 the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of  
614 PVSI shall inure to the benefit of any private person or any member, officer or director of PVSI.
- 615 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any  
616 meeting of the PVSI House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments  
617 so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations  
618 Committee. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA  
619 Swimming legislation.
- 620 9.4 DISSOLUTION - PVSI may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the  
621 House of Delegates. Upon dissolution, the net assets of PVSI shall not inure to the benefit of any private individual,  
622 unincorporated organization or corporation, including any member, officer or director of PVSI, but shall be  
623 distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, is  
624 not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to  
625 which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the  
626 IRS Code, the net assets of PVSI shall be distributed to a corporation or other organization meeting those criteria  
627 and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or  
628 charitable purposes.

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ARTICLE 10  
INDEMNIFICATION

- 631 10.1 INDEMNITY - PVSI shall indemnify, protect and defend, in the manner and to the full extent permitted by law,  
632 any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or  
633 not by or in the right of PVSI, and whether civil, criminal, administrative, investigative or otherwise, by reason of  
634 the fact that the Indemnified Person bears or bore one or more of the relationships to PVSI specified in Section 10.3  
635 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where  
636 specifically required by law, this indemnification shall be made only as authorized in the specific case upon a  
637 determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the  
638 circumstances. PVSI may, to the full extent permitted by law, purchase additional insurance to that provided by USA  
639 Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted  
640 against the Indemnified Person.
- 641 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party  
642 whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence,  
643 wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations,  
644 of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony,  
645 misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed  
646 to protect minors or similar offenses, or who is found by the National Board of Review or the U.S. Center for  
647 SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise  
648 indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 649 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is  
650 or was a Board Member, Administrative Review Board member, Group Member Representative, officer, official,  
651 coach, committee chair or member, coordinator, volunteer, employee or agent of PVSI, or is or was serving at the  
652 direct request of PVSI as a director, officer, Group Member Representative, meet director, official, coach, committee  
653 chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of  
654 swimming.

- 655 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article  
656 shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and  
657 amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by PVSİ in  
658 advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an  
659 exclusion to PVSİ's obligation to indemnify, PVSİ may require an undertaking from the Indemnified Person obliging  
660 them to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person  
661 engaged in the sport of swimming for compensation or other gain, if PVSİ determines that there is reasonable doubt  
662 as to such person's ability to make any repayment, PVSİ shall not be obligated to make any payments in advance of  
663 the final determination. This indemnification shall not be deemed to limit the right of PVSİ to indemnify any other  
664 person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights  
665 to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors  
666 or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.
- 667 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person  
668 who has died or been determined to be legally incompetent and shall apply for the benefit of the successors,  
669 guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

670 ARTICLE 11  
671 PARLIAMENTARY AUTHORITY

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

676 ARTICLE 12  
677 MISCELLANEOUS

- 678 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined  
679 by a final judicial decision to be, or as a result of a change in the law of the State of Maryland become, illegal, invalid  
680 or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 681 12.2 FISCAL YEAR - The fiscal year of PVSİ shall end on the last day of August.
- 682 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that PVSİ shall have and continue to have  
683 the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code  
684 and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under  
685 sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that PVSİ shall  
686 have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum  
687 extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted  
688 accordingly.

689 ARTICLE 13  
690 ADMINISTRATIVE REVIEW BOARD

- 691 13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming  
692 under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998,  
693 both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and  
694 equitable resolution of all disputes involving any of its members. This Article, together with Section 2.2 and the  
695 National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, are  
696 intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may  
697 arise among its members in connection with the sport of swimming. Accordingly, PVSİ has established the  
698 Administrative Review Board to hear complaints and appeals regarding administrative matters within PVSİ which  
699 do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative  
700 Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming  
701 Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming,  
702 or conduct that may bring USA Swimming, PVSİ or the sport of swimming into disrepute. This Article, together  
703 with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy  
704 Manual, is intended to provide a fair hearing before a group of independent and impartial people. This Article and  
705 the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual

706 shall be construed accordingly.

707 13.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION -

708 .1 Establishment - The Administrative Review Board of PVSI shall be independent and impartial.

709 .2 Members - The Administrative Review Board shall have at least 8 regular members, with a sufficient number  
710 of Athlete Representatives to constitute at least 20% of the voting membership. At least three members of the  
711 Administrative Review Board shall hear each case, with a sufficient number of Athlete Representatives to  
712 constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required  
713 athlete representation. The House of Delegates may increase the number of regular members by resolution  
714 but subsequent to the adoption of these Bylaws may only decrease the number of regular members upon the  
715 expiration of the term of office of any incumbent members.

716 .3 Election; Term of Office; Eligibility -

717 A. Election - The House of Delegates shall biennially elect regular members of the Administrative  
718 Review Board:

719 B. Term of Office - The term of office shall be two (2) years. Each member shall assume office upon  
720 election and shall serve until a successor takes office.

721 C. Eligibility - Each regular member of the Administrative Review Board shall be an Individual  
722 Member of PVSI and USA Swimming. In no case shall members of the Board of Directors serve on the  
723 Administrative Review Board.

724 .4 Chair Elected by Board; Other Officers - The Chair of the Administrative Review Board (the "Chair") who  
725 must be a regular member, shall be elected biennially by a majority vote of the regular members of the  
726 Administrative Review Board. The Chair shall biennially appoint a Vice-Chair and a Secretary of the  
727 Administrative Review Board, each of whom must be regular members.

728 .5 Meetings - The Administrative Review Board shall meet for administrative purposes as necessary, to  
729 elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary  
730 to achieve the purposes of the Administrative Review Board and efficiently exercise its duties and powers.  
731 Other meetings may be called by the Chair or any two regular members. When meeting for administrative  
732 purposes, Section 7.19 shall apply to the Administrative Review Board.

733 .6 Participation Through Communications Equipment - Members of the Administrative Review Board  
734 may participate in a meeting or hearing of the Administrative Review Board, and any hearing may be  
735 conducted, in whole or in part, through conference telephone or similar equipment by means of which all  
736 persons participating in the meeting can hear each other at the same time. Participation by these means shall  
737 constitute presence in person at such a meeting or hearing.

738 .7 Quorum - A quorum for any administrative meeting of the Administrative Review Board shall be fifty  
739 percent (50%) of its regular members.

740 .8 Resignations - Any regular member of the Administrative Review Board may resign by submitting a written  
741 resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the  
742 resignation. In the absence of a specified effective date, any such resignation shall take effect upon the  
743 appointment or election of a successor.

744 .9 Determination of Vacancy or Incapacity - The determination of when an office becomes vacant or an officer  
745 becomes incapacitated shall be in accordance with 6.9.

746 .10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable  
747 or unwilling to promptly act for any reason, recuses themselves or is disqualified in any particular  
748 circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair,  
749 the Vice-Chair; or failing that, the General Chair) shall appoint an alternate to act in the regular member's  
750 place in respect of that circumstance.

751 13.3 GENERAL -

752 .1 Administrative Powers - The Administrative Review Board shall have the powers and the duty to:  
753 A. administer and conduct the affairs and achieve the purposes of the Administrative Review Board,



- 754 B. establish policies, procedures and guidelines,  
755 C. elect the Chair,  
756 D. call regular or special meetings of the Administrative Review Board,  
757 E. retain attorneys, agents and independent contractors and employ those persons which the  
758 Administrative Review Board may determine are appropriate, necessary or helpful in the  
759 administration and conduct of its affairs, and  
760 F. take such action as may otherwise be appropriate, necessary or helpful in the administration and  
761 conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
- 762 .2 Rule Making Powers - The Administrative Review Board shall have the power and the duty to promulgate  
763 reasonable rules and procedures consistent with the corporation laws of PVSI with respect to any matter within  
764 its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules  
765 and procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.
- 766 .3 Exercise of Powers and Decisions - Except for authority and power granted to the Chair, the exercise of the  
767 authority and powers of the Administrative Review Board and the decision of matters which are the subject of  
768 a hearing shall be decided by a majority vote of the Administrative Review Board. The views of any dissenters  
769 shall be included in the record of the proceeding if requested by the dissenters. The exercise of the  
770 Administrative Review Board's authority and power shall be solely in its discretion and the interests of justice  
771 and the sport of swimming.
- 772 .4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect  
773 to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more  
774 than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction  
775 as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a  
776 request for rehearing and, thereafter, appeal to the National Board of Review in accordance with the National  
777 Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.

778 ARTICLE 14  
779 CONVENTIONS AND DEFINITIONS

780 14.1 CONVENTIONS -

- 781 .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include  
782 the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including"  
783 shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and  
784 the plural shall include the singular as the context may require. Where the context permits, the term "or" shall  
785 be interpreted as though it were "and/or". Captions have been used for convenience only and shall not be used  
786 in interpreting the Bylaws.
- 787 .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall  
788 refer to PVSI positions and not to USA Swimming or another organization.
- 789 .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
- 790 A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid,  
791 and addressed to the last known address shall be deemed given or delivered upon the postmark date for  
792 all purposes under these Bylaws.
- 793 B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email  
794 address shall be deemed given or delivered for all purposes under these Bylaws.
- 795 C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail  
796 or email address of a member of PVSI shall be the mail or email address on file with PVSI or in  
797 SWIMS.
- 798 .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time  
799 period (days or hours) shall not be included but the last period shall be included.  
800
- 801 .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the  
802 authority of these Bylaws shall be considered to have been waived if a member attends or participates in the  
803 meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity,

804 raising an objection of untimely or insufficient notice having been given for such meeting. If the member is  
805 a Group Member Representative, then the relevant Group Member shall be treated as having waived the  
806 untimely or insufficient notice to the same extent.

807 14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section,  
808 and the definitions of such terms are equally applicable both to the singular and plural forms.

809 .1 ARTICLE - a principal subdivision of these Bylaws.

810 .2 ARTICLES OF INCORPORATION - the document filed with the Maryland State Department of Assessments  
811 and Taxation pursuant to which PVSI was formed.

812 .3 ATHLETE BOARD REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of  
813 Delegates and on the Board of Directors.

814 4. ATHLETE REPRESENTATIVE - shall be (a) an athlete member in good standing; (b) currently competing,  
815 or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event  
816 conducted by XXSI or another LSC; and (c) have their place of permanent residence in the Territory and  
817 expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an  
818 institution of higher education).

819 .5 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.

820 .6 BOARD OF DIRECTORS - the Board of Directors of PVSI.

821 .7 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, PVSI.

822 .8 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates  
823 and on the Board of Directors.

824 .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the  
825 House of Delegates.

826 .10 HOUSE OF DELEGATES - the House of Delegates of PVSI as established by Article 4 of these Bylaws.

827 .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of PVSI.

828 .12 IRS CODE - the current United States Internal Revenue Code.

829 .13 LOCAL SWIMMING COMMITTEE / LSC - PVSI as defined by the USA Swimming Corporate Bylaws.

830 .14 MEMBER - a Group Member or an Individual Member.

831 .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established in  
832 accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming  
833 Operating Policy Manual. Where the context requires, a reference to the National Board of Review shall  
834 include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from  
835 the National Board of Review.

836 .16 POLICIES AND PROCEDURES - the principles, rules, and guidelines of PVSI, as amended and adopted by  
837 the Board of Directors or the House of Delegates.

838 .17 SECTION - a subdivision of the Articles of these Bylaws.

839 .18 TERRITORY - the geographic territory over which PVSI has jurisdiction as a Local Swimming Committee.

840 .19 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing  
841 body for the United States for the sport of swimming.

842 .20 WORLD AQUATICS - the sole and exclusive world governing body for all aquatics.

843 .21 PVSI – the Maryland not-for-profit corporation to which these Bylaws pertain.

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