

## APPENDIX I

### U.S. AQUATIC SPORTS

1. United States Aquatic Sports, Inc. (USAS) is the member of the Federation Internationale de Natation Amateur (FINA) in the United States of America.
2. The function of the Corporation will be carried out by a Board of Trustees, consisting of the Boards of Directors from each of the five National Governing Bodies (USA Swimming, Inc.; USA Diving, Inc.; United States Water Polo, Inc.; USA Artistic Swimming, Inc.; and United States Masters Swimming, Inc.), hereinafter referred to as NGBs.
3. The major function of the corporation as the FINA member in the United States for Aquatics will be to protect that membership by ensuring that each NGB carries out its duties and responsibilities required by FINA.
4. The duties and responsibilities of the Corporation shall include, but not be limited to, the following:
  - a. To represent the five NGBs in international matters which involve more than one USAS member.
  - b. To submit legislation to the FINA and to UANA as directed by any of the five NGBs.
  - c. To sign entry forms for submission to the FINA, the UANA, or other proper organizing committees for international events involving more than one of the USAS members, such as the Olympic Games, Pan American Games, the FINA World Championships, the FINA Cups, Maccabiah Games and World University Games.
  - d. To make official requests to the FINA, and to the UANA, on behalf of the five NGBs. If more than one NGB is involved, the request will be signed by an officer of the USAS; if only one NGB is involved, the request may be signed by the USAS director representing that NGB for and on the behalf of USAS.
  - e. To select delegates to the FINA and the UANA Congress.
  - f. To select Chefs de Mission, or other such positions as may represent the combined aquatic sports at international meetings and committees (e.g. the FINA World Championships, the FINA and the UANA Committees, etc.).
  - g. To initiate communication with international bodies or other member Federations of the FINA at the request of any of the five NGBs. (Once such communication, thereafter each NGB shall monitor all further communications by its individual committees; when communication with FINA members, including the submission of records to the FINA, all correspondence must be on official USAS stationery, signed by the individual responsible in each NGB, and a copy sent to the President of USAS.)
  - h. To act as the official bidder for any FINA-sponsored, or UANA-sponsored event on the behalf of any one or all five NGBs.
  - i. To host a Convention for the NGBs and be responsible for the organization and operation thereof.
  - j. To offer its help and services, when requested, by any of the five NGBs, to serve that NGB's best interests (e.g. negotiating television contracts, arranging for travel and travel permits, coordination of common administrative functions).
  - k. To develop and maintain sources of revenue to support the operations and activities of the Corporation; and, in further aid of such purposes, to solicit, apply for, receive, hold, and disburse grants, gifts, bequests, endowments, and other funds; to contract for the services of such personnel for such facilities, material, and equipment as are necessary and appropriate.

# UNITED STATES AQUATIC SPORTS, INC.

## CODE OF REGULATIONS

### Article 1 - Board of Trustees

- 1.1 The Board of Trustees shall consist of:
- a. Every individual who is a member of one of the boards of the five member corporations (USA Swimming, Inc.; USA Diving, Inc.; United States Water Polo, Inc.; USA Artistic Swimming, Inc.; and United States Masters Swimming, Inc.) or their successors; and
  - b. The US member to the FINA Bureau.
- 1.2 The Board of Trustees shall hold an annual meeting, at such date, time, and place as may be fixed in the notice of the meeting. Special meetings of the Board of Trustees may be held at any time, pursuant to a resolution of the Board of Trustees, or a call by the President or a member of the Corporation.
- 1.3 The Secretary shall mail a written notice of all annual and special meetings of the Board of Trustees, stating the time, place, and objectives thereof, to each member of the Board of Trustees at such Trustee's last known address at least a week before any such meeting. Written notice may be waived in writing by any member protesting the lack of notice prior to or at the commencement of the meeting and shall be deemed to be a waiver of notice of such meeting. Any action taken not covered by the objectives of the meeting stated in the written notice shall be deemed a waiver of notice of the objectives of such meeting.
- 1.4 Each member corporation shall have two (2) votes on each matter submitted to the Board of Trustees for its vote, consent, waiver, release, or other action, except as follows:
- a. For matters that directly affect USA Swimming and do not affect United States Masters Swimming, including but not limited to matters related to the Olympic Games, USA Swimming shall have four (4) votes, and United States Masters Swimming shall have no vote.
  - b. For matters that directly affect United States Masters Swimming and do not affect USA Swimming, United States Masters Swimming shall have four (4) votes and USA Swimming shall have no vote.
- Each member corporation shall determine the way in which it wishes to cast its vote or votes, so long as one Trustee from the member corporation is present and voting. The US member to the FINA Bureau shall have one (1) vote.
- 1.5 The presence of Trustees representing at least three of the member corporations at any meeting shall constitute a quorum of the Board of Trustees.
- 1.6 At all meetings of the Corporation and its Committees, *Robert's Rules of Order, Revised*, shall be the governing procedural rules, except as otherwise modified in this Code of Regulations.

### Article II - Officers

- 2.1 The elected officers of the Corporation shall be a President, two Vice Presidents, Secretary, and Treasurer. No person may concurrently hold more than one of such office, and no NGB shall hold more than one officer position. Officers need not be members of the Board of Trustees, but they may not vote at meetings of the Board of Trustees unless they are members in accordance with the seventh paragraph of the Articles of Incorporation.
- 2.2 The President shall preside at meetings of the Board of Trustees, shall be the official spokesman for Aquatic Sports in the United States and abroad, and shall perform

such other duties as may be assigned to him by vote of the Board of Trustees or as set forth in this Code.

- 2.3 The Vice Presidents shall perform tasks as assigned by the President.
- 2.4 The Treasurer shall be the chief financial officer of the Corporation and shall have such duties as set forth in Article V. A Controller, when named, shall have day-to-day financial responsibilities.
- 2.5 The Secretary shall be responsible for all records of the Corporation, shall issue all notices of all meetings of the Board of Trustees, and shall perform such other duties as may be directed by the Board of Trustees.
- 2.6 Any officer, as requested by the President, may represent the Corporation in the President's absence.
- 2.7 All officers of the Corporation shall be elected by the Board of Trustees at the annual meetings held in even-numbered years. Elected officers shall hold office for two years or until their successors are elected and qualified. The President may not be elected to more than two successive full terms.
- 2.8 Vacancies in any office of the Corporation may be temporarily filled by the remaining officers of the Corporation until the next meeting of the Board of Trustees, when the Board will elect a permanent officer to fill the unexpired term.

### **Article III – Aquatics Coordinating Board**

- 3.1 The Aquatics Coordinating Board shall consist of the officers of the Corporation, a designee, who may be a paid staff member, of each of the corporations and the US member to the FINA Bureau.
- 3.2 The Aquatics Coordinating Board shall see that the policies of the Board of Trustees are carried out between meetings of the Board of Trustees.
- 3.3 The Aquatics Coordinating Board may meet at any time or place upon reasonable notice issued by the President. Attendance at any meeting by a member of the Aquatics Coordinating Board without protesting the lack of notice prior to or at the commencement of the meeting shall be deemed to be a waiver of notice of such meeting. Meetings may also be held by means of telephone communications conference, and matters may be voted upon by mail.
- 3.4 In all matters voted upon by the Aquatics Coordinating Board, the officers shall have no vote. Each member corporation shall have two (2) votes, except as follows:
  - a. For matters that directly affect USA Swimming and do not affect United States Masters Swimming, including but not limited to matters related to the Olympic Games, USA Swimming shall have four (4) votes, and United States Masters Swimming shall have no vote.
  - b. For matters that directly affect United States Masters Swimming and do not affect USA Swimming, United States Masters Swimming shall have four (4) votes and USA Swimming shall have no vote.The US member to the FINA Bureau shall have one (1) vote.

### **Article IV - Compliance Committee**

- 4.1 There shall be a Compliance Committee of four individuals, at least one of whom shall be an athlete, appointed by the President with the advice and consent of the Aquatics

Coordinating Board. Members shall serve until their successors are appointed by the President.

- 4.2 It shall be the responsibility of the Compliance Committee to assure that the five members of the Corporation comply with all rules of the Federation Internationale de Natation (FINA), Amateur Sports Act of 1978 and the Constitution and By-Laws of the United States Olympic and Paralympic Committee.
- 4.3 The Compliance Committee shall respond to all complaints received from any individual or organization regarding compliance by member corporations with the rules and regulations set forth in Section 4.2. The Committee may also act upon its own initiative. Any individual or organization filing a complaint with the Committee shall have first exhausted all administrative remedies within the member corporation to bring it within compliance.
- 4.4 The Committee shall have the power to investigate any allegations against any member corporation but can only recommend to the Board of Trustees sanctions against such members. Sanctions may include, but not be limited to, suspension from membership, the impositions of fines, or the removal of the officers of the member.
- 4.5 The Compliance Committee may make no recommendations to the Board of Trustees without first affording the member alleged to have violated FINA rules, U.S. law, or USOPC By-Laws, all rights of minimal due process, including a notice and a hearing.

#### **Article V - Financial**

- 5.1 The Corporation shall have a fiscal period for tax and accounting purposes commencing on the first day of January in each year.
- 5.2 There shall be a Finance Committee consisting of the Chairman elected by the Board of Trustees, three individuals appointed by the President, and the Treasurer who may not serve as Chairman. The Chairman and the three appointed individual members must each represent a different member corporation. Under the supervision of the Board of Trustees, the Finance Committee shall prepare budgets, seek for and consider new sources of revenue, and oversee the investments of the Corporation.
- 5.3 The Treasurer, with the assistance of the Finance Committee and Controller, shall prepare annual financial reports showing the income and disbursements of the Corporation which shall be similar to those reports required of non-profit organizations by Section 6056 of the Internal Revenue Code of 1954 (or corresponding provision of any subsequent tax laws). Such financial report shall be made available for inspection by members of the general public at the Corporation's principal office on request made within 180 days after notice of its availability.
- 5.4 Each member corporation shall pay dues to the Corporation in an amount to be determined by the Board of Trustees, but the member for Swimming shall pay dues in an amount double the dues paid by the members for Diving, Artistic Swimming, Water Polo, and Masters Swimming. The members of the Corporation agree that differences in dues shall never be argued as a basis for changing the voting rights set forth in section 1.4 and 3.4 above.
- 5.5 The Board of Trustees shall approve no budget which will clearly require expenditures beyond a member's ability to pay. Nevertheless, in addition to yearly dues, the Board of Trustees may make assessments against the members when necessary; in case of such assessments, each member shall be assessed an equal amount except the member for Swimming, which shall be assessed double that amount assessed each of the other members.

- 5.6 The Board of Trustees may also consider whether or not to disburse excess funds in the treasury of the Corporation to the members. Any such disbursements shall be in six equal parts with one part going to each member except the member for Swimming which shall receive two parts.

#### **Article VI - Indemnification**

- 6.1 Each person who is or was a Trustee, Officer, Appointee or Employee of the Corporation (including the heirs, executives, administrators, or estate of such person) shall be indemnified by the Corporation to the full extent permitted by the Non-Profit Corporation Law of the State of Ohio, or the Non-Profit Corporation Law of the state in which the act or omission leading to liability occurred, against any liability, cost or expense incurred by him/her in his/her capacity as Trustee, Officer, Appointee or Employee (including service at the request of the Corporation as director, trustee, officer, appointee, employee or agent of another corporation).
- 6.2 The Corporation may maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense. For the purpose of this Article VI, reference to "the Corporation" includes all constituents absorbed in a consolidation or merger as well as the resulting or surviving corporation.
- 6.3 Each person who is a Trustee, Officer, Appointee or Employee of the Corporation shall maintain the confidentiality of personal data; such as date of birth (DOB), home address, home phone number, gender, travel document details, etc.; when granted access to such data. A Confidentiality Policy Form shall be signed by each Trustee, Officer, Appointee or Employee of the Corporation who is granted access to the personal data of members of the five member corporations or the Trustees, Officers, Appointees or Employees of the Corporation.

#### **Article VII - Legislation**

- 7.1 Proposed legislation submitted by any one or more of the NGBs to amend these By-Laws or the Articles of Incorporation of the Corporation shall be submitted to the Secretary no later than ninety (90) days prior to the Annual Meeting of the Corporation. Proposed legislation to amend the governing Constitutions and Rules of either or both FINA or UANA shall be submitted to the Secretary of the Corporation no later than ninety (90) days prior to the Annual Meeting of the Corporation held immediately prior to the Pan American Games, for UANA legislation, and to the World Championships in the year following the Olympic Games, for FINA legislation.
- 7.2 All proposed legislation shall be in such form as to show the entire section of the rule as it will read if adopted, with any changes in language underlined if new and lined out if deleted.
- 7.3 The Secretary shall distribute the proposed legislation to the President of each of the NGB's no later than sixty (60) days prior to the Annual Meeting of the Corporation. The Presidents shall then be responsible for distribution to their respective Boards of Directors.
- 7.4 A proposed amendment may be modified in any manner by the Board while under consideration, but such modification must be germane to the subject matter of the proposed amendment.
- 7.5 All FINA or UANA legislation approved by the Corporation at its Annual Meeting shall be submitted by the Secretary to the FINA or to the UANA Secretariat by the time deadline established by each of said organization.

- 7.6 After the deadline has expired for submission of legislation, new and/or additional amendments may be proposed, but they may be adopted only by a unanimous vote of the Board.

### **Article VIII - Dissolution**

- 8.1 If deemed advisable by the Board of Trustees, the Corporation may be dissolved pursuant to the applicable provisions of the Corporation laws of the State of Ohio.
- 8.2 Upon dissolution of the Corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation or to such organization or organizations as shall at the time qualify as an exempt organization or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

### **Article IX - FINA and UANA Membership**

- 9.1 The Corporation shall so conduct itself as to be eligible for membership in FINA and UANA and it shall comply with the United States Amateur Sports Act of 1978 and the Constitution and By-Laws of the United States Olympic and Paralympic Committee.
- 9.2 The Corporation shall not interfere in any way with the conduct of the individual sports programs of the five member corporations, except when such members fail to comply with all rules of FINA, UANA, Federal law, and the Constitution and By-Laws of the United States Olympic and Paralympic Committee.
- 9.3 The Corporation recognizes FINA as the only organization in the world which governs swimming, diving, water polo, and artistic swimming internationally.
- 9.4 The Corporation, as a member of FINA, shall recommend a nominee to the FINA Bureau. A Nominating Committee, consisting of a representative of each member corporation knowledgeable in international sport operations, shall make a recommendation to the Aquatics Coordinating Board for approval by the Board of Trustees. The nominee shall be approved in the year prior to the Pan American Games.
- 9.5 The Corporation recognizes UANA as the organization in the Americas which governs swimming, diving, water polo and artistic swimming as recognized by FINA.
- 9.6 The Corporation shall not practice discrimination on grounds of race, religion, gender, age, infirmities, or political association.

### **Article X – Convention**

- 10.1 The USAS Convention is planned annually by the Convention Committee, whose responsibilities include:
- a. Registration.
  - b. Meeting Rooms and Technical Requirements.
  - c. Marketing, Exhibits and Printing.
  - d. Banquet and Food Services.
  - e. On Site Office and Web Master.
  - f. Volunteers and Banquet Tables.
  - g. Technical portion of the banquet program and on site office assistant.

- 10.2 The Aquatics Coordinating Board shall adopt Convention Policies for the fair and standardized management of USAS Conventions.
- 10.3 The Board of Trustees, upon the recommendation of President, shall appoint the Convention Committee Coordinator whose responsibilities include the following:
- a. Appoint Convention Committee Members.
  - b. Secure bids for future convention sites and submit to Board of Trustees for approval.
  - c. Oversee planning meetings at contracted convention sites prior to May 1<sup>st</sup> of each year. The President, Treasurer, Controller and representatives from each member corporation, shall be invited to attend these meetings.
  - d. Together with the Treasurer, submit for approval to the Board of Trustees the amount of registration fees for the convention. These fees shall include early bird, late/on-site registration fees as well as one-, two- and three-day pass fees.
  - e. With the assistance of the Convention Committee and the oversight of the Aquatics Coordinating Board, enforce the Convention Policies.

**UNITED STATES AQUATIC SPORTS, INC**

**APPENDIX A**

**CONFIDENTIALITY POLICY FORM**

From Article VI – Indemnification, 6.3:

Each person who is a Trustee, Officer, Appointee or Employee of the Corporation shall maintain the confidentiality of personal data; such as date of birth (DOB), home address, home phone number, gender, travel document details, etc.; when granted access to such data. A Confidentiality Policy Form (Appendix A) shall be signed by each Trustee, Officer, Appointee or Employee of the Corporation who is granted access to the personal data of members of the five member corporations or the Trustees, Officers, Appointees or Employees of the Corporation.

Certification:

I certify that I have read and understand the Confidentiality Policy and will strive to meet the expectations outlined in the policy. I agree that if, following an investigation, I am linked to a breach of confidential information that I may be disciplined, including relinquishing my position with U.S. Aquatic Sports, Inc. (USAS) and possibly revoking my membership in a USAS member corporation.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position at USAS

\_\_\_\_\_  
Date