

**Illinois Swimming Official's Association
Constitution and By-Laws
(Amended 11/16/2024)**

Article 1 - Name and Purpose

Section 1

Name: This Association shall be known as the Illinois Swimming Official's Association (the "ISOA" or "Association").

Section 2

Purpose: The Association shall be for educational purposes, programs, and enrichment and shall include the following emphasis:

- a) The development and maintenance of an efficient association of officials, well trained in the art of officiating competitive swimming and diving.
- b) The sponsorship of clinics and communications to expand the knowledge of officials.
- c) The promotion of competitive swimming and diving as desirable activities.
- d) The promotion of professionalism, good fellowship, mutual interests, and good sportsmanship.

Article 2 - Membership

Section 1

Regular & Special Members

Regular Members shall consist of swimming officials who are licensed with the Illinois High School Association (IHSA). Each Regular Member is required to inform the Treasurer of their email address and additional contact information.

Special Members shall consist of other properly recognized swimming and diving officials or members of the swimming and diving community as approved by the Executive Committee.

Section 2

A Regular Member in good standing is properly licensed with the Illinois High School Association (the "IHSA") and whose ISOA dues are current. Regular Members shall be eligible to vote on all matters coming before the Association's membership.

Article 3 - Officers and Their Duties

Section 1

The Officers of the ISOA shall be the President, Vice-President, Secretary, Treasurer, and Member-at-Large.

- a) The President shall be the chief executive officer of the ISOA. The President will preside over all Regular, Special, and Executive Committee Meetings. The President will coordinate and supervise all programs, appoint committees and committee chairpersons. The President and one other Officer shall sign written obligations (i.e. contracts) and shall approve expenditures over \$500.00 for the ISOA.
- b) The Vice-President shall assist the President in carrying out all the Presidential responsibilities. The Vice-President shall serve as President in the absence of same. The Vice-President will fill the Presidency vacancy, should one occur.

**Illinois Swimming Official's Association
Constitution and By-Laws
(Amended 11/16/2024)**

- c) The Secretary shall be responsible for maintaining all the ISOA correspondence, taking the minutes at all meetings, and the issuing of those minutes. The Secretary will notify the membership of all meetings. Notification of meetings is to be at least two (2) weeks prior to any meeting. Notification of semi-annual meetings will take place on the ISOA website, Special Meeting notices will be via email.
- d) The Treasurer shall serve and act with responsibilities involving the Association's money. The Treasurer will issue checks to cover bills as incurred in the operations of the Association. A check over \$500.00 must be approved by the Executive Committee (as defined in Article 6, Section 1). The Treasurer shall prepare and keep records of all financial transactions. The Treasurer will submit financial reports at Regular Meetings. The Treasurer will maintain a membership roster and will forward a roster to all Officers.
- e) The Member-at-Large shall assist the other officers in carrying out the affairs of the Association as needed and lead special projects, committees, etc.

Article 4 - Elections and Term of Office

Section 1 - Elections

- a) The Regular Membership in good standing shall elect the President, Vice-President, Secretary, Treasurer, and Member-at-Large (the Executive Committee, Article 6, Section 1). The President, Treasurer, and Member-at-Large shall be elected in odd numbered years and the Vice-President and Secretary shall be elected in even numbered years.
- b) Nominations shall be made by the Nominating Committee and presented to the Regular Membership at the Regular Meeting held on the Saturday of the IHSA Boy's State Championship. Nominations may be accepted from the floor prior to the elections. Any nomination from the floor shall require acceptance by the proposed nominee. A Regular Member may self-nominate.
- c) Elections shall be determined by a simple majority of Regular Members in good standing. The election shall take place through an accredited on-line voting process during the week following the IHSA Boy's Swimming & Diving Championship.

Section 2 - Term of Office

- a) The term of office for each of the five Officers shall be two (2) years. No officer shall serve more than three (3) terms successively in each elected office. The term of office shall commence on the first day of April following an election.
- b) Any vacancy occurring after the regular election shall be filled by Presidential appointment until the next scheduled election for that office. If a Vice-President should need to succeed the President, the assumption would be until the next Presidential election. The then-President will appoint temporary Vice-President for the vacancy.

Article 5 - Meetings

Section 1

The Annual Meeting of the ISOA shall take place on the weekend of the IHSA Girl's State Swimming and Diving Championship each year. A Regular Meeting of the ISOA shall take place on the weekend of the IHSA Boy's State Swimming and Diving Championship each year.

**Illinois Swimming Official's Association
Constitution and By-Laws
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Section 2

Special Meetings may be called by the President with the approval of the Executive Committee. Special Meetings must also be called by the President and/or Executive Committee upon written request of no less than twenty (20) members. Members are encouraged to attend all meetings.

Section 3

The Executive Committee shall meet immediately prior to the Annual and Regular Meeting each year and at any other time, so determined.

Section 4

Procedures:

- a) Robert's Rules of Order shall be followed during all meetings of the ISOA. Should such rules be inconsistent with the rules of the Association, the Association's rules shall govern.
- b) A quorum shall consist of the number of Regular Members in good standing present at the Meeting.
- c) Regular Members shall receive notification of Special Meetings no less than five (5) days prior to said meeting.

Article 6 - Committees

Section 1

The Executive Committee. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Member-at-Large. The Executive Committee shall determine the purpose, criteria, and procedure for the Romsted-Drumm Award among its other duties. Any two members of the Executive Committee will audit the books annually before the Annual Meeting and before a new or re-elected Treasurer assumes office.

Section 2

The Nominating Committee. The Nominating Committee shall consist of three (3) Regular Members, two (2) of whom are not on the Executive Committee. They shall be appointed by the President at the Annual Meeting.

Section 3

Special Committees. Special Committees may be appointed to research, report, oversee, and carry out the business or programs of the ISOA. All members should be willing to serve on Special Committees.

Article 7 - Constitution and By-Laws

Section 1

This Constitution becomes effective when adopted by the ISOA membership.

Section 2

The Constitution and By-Laws may be amended by a simple majority vote of the Regular Members in good standing and in attendance at any official Meeting of the Association.

**Illinois Swimming Official's Association
Constitution and By-Laws
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Section 3

Amendment(s) to the Constitution body must be presented in writing to the President for review with the Executive Committee. Upon review and acceptance by the Executive Committee, said amendment(s) shall then be presented (1st Reading) and a two-week (minimal) period of email commentary shall be provided. Should there be changes to the amendment(s), a 2nd reading (following the procedures outlined for the 1st reading) would be required. A vote on the proposed amendment(s) would be taken at the next Association Meeting following the required readings.

Section 4

By-Laws may be changed by motion and vote from the floor.

Article 8 – Disbandment

Section 1

In the event it is necessary to disband the ISOA, a two-thirds (2/3) majority vote of the Regular Members in good standing is required. Such a vote will be made via email. Upon approval of the Regular Membership and after a final audit, any remaining treasury funds will be distributed equally to all the current Regular Members in good standing.

By-Laws

1. The dues are to be set by a majority vote of the Regular Membership at the Annual Meeting.
2. The dues shall be payable by September 1st of the current calendar year. The Treasurer will send a “courtesy” dues notice to all Regular Members in August of each year.
3. Only ISOA Regular Members in good standing may receive ISOA officiating materials.
4. ISOA material supplies will be maintained, and member supply orders will be processed by the Treasurer.
5. Observer's Program: The ISOA will maintain an observation program as required by the IHSA. The purpose of this program is to improve officiating among ISOA members, achieve consistency in officiating mechanics statewide, and to improve retention of officials.
6. In the event of a tie for an elected office, one week following the results, a runoff election for the specific tied office(s) will take place. Such runoff will follow the same procedures of the initial election and be limited to the singular office(s) for which a tie was recorded. In the event of a tie of the runoff election, the seated Board of the Association will, from the tied candidates of each affected office, appoint the office holder for the following term.

As President of the Association, I hereby certify that the foregoing **Illinois Swimming Official's Association Constitution and Bylaws** were duly adopted in accordance with the provisions therein on November 16, 2024 and to be effective immediately.

Signature:

Todd Gray

Todd Gray

ISOA President

Date: November 16, 2024