



South Texas Swimming

*To empower all athletes to be successful in life by providing resources,
equal opportunity, and organizational excellence.*

Board of Directors: Agenda

Meeting Date: November 11, 2025, 8:00pm

- Welcome & Roll Call: (8:00 pm)
- Approval of Minutes: October 2025 (Jessica, 10/23 email to BOD & direct link is [here](#))
- Financial reports (Erin/Garrett)
 - Erin is creating shared worksheets with committee chairs to manage committee budgets, expenses, and receipts
- Board reports - Discussion/Approval
 - Chair Reports
 - Of Note:
 - 2026-2027 LSC affiliation agreement signed and returned 10/29/25
 - Privacy requirements for personal information
 - Operational Risk Chair position is vacant due to resignation (reports of occurrence being routed to Jessica in the interim)
 - TriCity Aquatics (TCA) is now Rio Grande Valley Aquatics (RGV), with the same head coach and location.
- Deputy Officials Chair Election (Jessica)
 - Three nominees, two declined. No election necessary. Steve Mandacina assumed this position with immediate effect and serves until the April HOD meeting, when he starts a two-year term as Officials Chair.
 - Election for new Deputy Officials Chair will be conducted prior to April HOD meeting.
- Championship Meets (Jessica/BJ)
 - All short course meet information documents and event files have been posted.
 - Status update on bag tags, awards (BJ)
- Committee member updates for BOD consent and approval:
 - Governance Committee – Sue Young, SYS, nonathlete member
 - DICE Committee (ANGIE): Glory Palmer, VTAC, athlete member

- Athlete Committee (HARRISON): all athlete members - Harper Bruton (SYS), Nathalie Alamanza (WLOO), Eloise Darnell (YMCA), Lexi Landrum (NTRO), Auria Arringdale (AAAA), Brady Weeks (AAAA-AH)
- Coach Committee (MARCY): Hayden O'Leary, AQTX, athlete member
- Officials Committee (DIGBY): Sue Young (SYS), Rain Xiang (WLOO), Calan Wilson (WAVE-athlete)
- LSC Services meeting request
 - Requested attendees: General Chair, Admin Vice Chair, Treasurer/Finance Vice Chair, Governance Committee Chair, Athlete reps, Coach reps, Staff, any other members wishing to attend
 - Complete the [LSC Self-Assessment Survey](#) prior to the meeting so the LSC Services folks can discuss the results
 - Approximately one hour
 - Decide on meeting request date/time (weekday, morning or afternoon request times)
- LSC Board Manual update for BOD approval (Trey/Jessica)
 - Draft is attached for review
 - Updates to bring current
- Open Water Zones update (Tracey Spurgeon)
 - Travel plan (ground or air)
 - Budget adjustment (since the event is local)
- New Business
- Adjourn

South Texas Swimming, Inc.

Board of Directors (BOD) Policy Manual



The mission of South Texas Swimming, Inc.:

"Empower all athletes to be successful in life through excellence in swimming by providing resources, equal opportunity and organizational excellence."

Last update: November 11~~2~~, 202~~5~~4

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1. BOD Overview

A. Welcome Statement

Welcome to the Board of Directors (BOD) of South Texas Swimming, Inc (STX)! Your willingness to serve as a volunteer for this local swim committee (LSC) is greatly appreciated. The athletes are the primary beneficiaries of your time and efforts. Without you and the many volunteers throughout South Texas Swimming, the athletes would certainly notice an absence of programming, opportunities, and resources. Your commitment will have a significant impact on the South Texas Swimming athletes, which includes helping to shape their values, build work ethic, and provide future opportunities. All our efforts must also go to making South Texas Swimming an excellent swimming organization.

B. Orientation

South Texas Swimming will hold an orientation meeting for all new members of the BOD at which time STX's mission statement and strategic plan will be reviewed. We will discuss duties and responsibilities of members of the BOD, as well as the various protocols. This orientation will take place after the newly elected BOD has taken office, most likely at the conclusion of the annual House of Delegates (HOD) meeting.

C. Members of the BOD

Members of the ~~BOD include the General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age-Group Vice-Chair, Finance Vice-Chair, Treasurer/Secretary, Coach Representative(s), Senior Athlete Representative, Junior Athlete Representative, At-Large Athlete Representative(s), and Safe Sport Chair. The method of selection of the BOD~~BOD, along with their method of selection and their terms are described in the South Texas Swimming Bylaws [and Policies & Procedures](#).

D. Meetings

The BOD meetings are held on the second Tuesday of the month. The start time is 8:00 p.m. and the meetings are conducted via Zoom call. All BOD meetings (with agenda, times, dates and locations) will be published on the South Texas Swimming [website](#) ~~in-on~~ the Meeting Minutes ~~and~~ & Agenda ~~section~~[page](#), under the LSC Governance tab. An emailed reminder will be sent to all board members prior to the meeting. All meetings are open to any member of South Texas Swimming.

[Committee meetings are to be held regularly or as required and will be scheduled by the Chair. All online committee meetings shall be conducted using the LSC's official Zoom license and will be recorded. Meetings of committees must be scheduled in advance and posted on the STX Meetings & Events Calendar to comply with posting requirements. Chairs are encouraged to review the existing meeting schedule to prevent overlapping meetings. It shall be the responsibility of the Chair to notify individual committee members of meetings and to request and distribute the Zoom meeting information to committee members.](#)

E. South Texas House of Delegates

All members of the Board are voting members of the South Texas House of Delegates or HOD. ~~The South Texas HOD meets twice per year: -The Annual Meeting is held in the Spring in San Antonio, and the second meeting is held in the Fall. The HOD meetings may be held in-person, via Zoom, or a~~

~~hybrid of in-person and Zoom attendance.- Other HOD meetings may be called as necessary. The Annual Meeting of the South Texas HOD is held once a year in the Fall, in San Antonio, typically the first weekend in October, unless there are schedule conflicts.~~ The HOD receives reports from the members of the Board, adopts and/or amends provisions in the STX Bylaws, approves championship meet schedules and locations, elects members of the Administrative Review Board and BOD, approves the annual budget, and conducts any other business, as necessary.

F. Requirements

Members of the Board must be current members in good standing of South Texas Swimming and USA Swimming. Each member of the BOD must read the Conflict-of-Interest Policy in the South Texas Swimming BOD Manual, the ~~Policy and~~ Policies & Procedures Manual, and the Bylaws. They must electronically sign and submit (for filing with the [Governance Committee Chair](#)) a copy of the STX Conflict of Interest Form, agreeing to conform to the policy.

In addition, upon initial election or appointment, all BOD members are expected to complete any courses or clinics as required by USA Swimming or South Texas Swimming. Completion certificates shall be sent to the ~~Governance Committee Chair~~ [Governance Committee Chair](#), who will keep them on file. These courses/clinics shall be completed within 30 days of election or appointment, and failure to complete this course could result in removal from the BOD.

2. Board Membership - General Duties & Responsibilities

A. Responsibility

The BOD has overall responsibility for the conduct of the organization. The BOD represents the interests of the membership by providing leadership, strategic direction, vision, and loyalty and by fostering diversity.

The first principle of the STX board is that it operates as a unified team, and not as individuals. The ability to work as a team will be the best path for success.

The second principle is that board members must act and make decisions within the scope of their authority, with care ("duty of care") and in good faith ("duty of faith") and in the organization's best interest without regard to their own best interest ("duty of loyalty"). If a BOD member's interest conflicts with the best interest of South Texas Swimming, that BOD member agrees to disclose the conflict of interest to the BOD. When the Board Member avoids taking any part in any decision where a conflict exists, this requirement of stepping back is often called "recusal."

Transparency and Accountability:

The STX BOD has a legal and ethical obligation to the organization to conduct its activities with accountability and transparency. The STX BOD should regularly and openly convey information to the membership to establish external visibility and build trust in the organization. The STX BOD can also be held accountable by government officials (the state Attorney General and the IRS, among others) and can be sued for failing to meet their responsibilities with care, faith, or loyalty. USA Swimming provides supplemental Directors and Officers ("D&O") insurance to reduce the risk of personal loss for the individual board members.

B. STX Owned Email Accounts & Distribution List:

STX owned and controlled email accounts (name@stxswim.org) and distribution lists are to be used solely for the purpose of conducting STX or USA Swimming business. Use of an STX email account to conduct business for another organization or any use that violates the USA Swimming Code of Conduct is prohibited.

C. Expectations:

Members of the Board are expected to attend monthly Board Meetings and the HOD meetings. A minimum of 50% attendance annually, based on a 180-day rolling average, is required. Non-attendance could result in removal from the BOD.

Members are expected to provide an update of activities in the form of a report at each meeting. When unable to attend, BOD Members are expected to contact the General Chair or Secretary to obtain any information regarding Board Action taken that would directly or indirectly impact the execution of the member's direct responsibilities and duties. Members should review all meeting minutes.

STX BOD members (specifically the voting delegates to the USA Swimming HOD) are strongly encouraged to attend the annual USAS House of Delegates and any special meetings of the USAS House of Delegates, which would most likely be held electronically. Those attending the USAS HOD are expected to be active members of the BOD. The STX Policies and Procedures Manual defines which BOD members attend the

House of Delegates and how alternates are selected.

Loyalty is expected from every member. Support and enforcement of all Board decisions, whether one personally agrees or not, is paramount to the administration of an excellent organization. It is imperative for Board Members to respect each other, even when they might disagree with another Board Member's point of view.

Board members are expected to fulfill their duties in a timely fashion.

D. Resources

Many resources are available to members of the Board. Each Board member should have a copy of this Board Manual, the current South Texas Swimming Bylaws, the current STX Policies & Procedures Manual, ~~and~~ other policies that impact their role on the Board, and the current USA Swimming Rules & Regulations. USA Swimming offers many resources, and most can be accessed on the USA Swimming website (on the “Governance” page).

3. STX BOD Job Descriptions

All members of the BOD serve as a team for the purpose of developing and implementing the best programming and providing the best services for the members of STX. Cooperation among all officers, chairs, and standing committee members is essential for good governance. Officers and Committee Chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. Information on each Board Members roles are found in the STX Bylaws and the STX ~~Policy~~ [Policy and Policies & Procedures](#).

4. Members of Standing Committees

Where ‘Committee’ is utilized in this Manual, it shall mean a group of members organized to serve a defined purpose, overseen by an elected/appointed member of the STX BOD. ~~Committee membership shall be approved by the General Chair with Advice and Consent of the BOD.~~

~~The General Chair with the advice and consent of the respective chair and the BOD shall appoint members to each committee. Athlete membership is required on all committees. Athlete membership shall amount to at least twenty percent (20%) of the voting membership of the committee. The Athletes Committee members shall, at the time of appointment, (a) be an Athlete Member of STX in good standing; (b) be at least Sixteen (16) years of age; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by STX or another LSC; and (d) have their place of permanent residence in the STX geographical area and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).~~ Committee members must attend at least 50% of all scheduled meetings based on a rolling average of the past 180 days. Non-attendance could result in removal from the Committee.

5. General Annual LSC Timeline

Below are activities by month that are required to execute STX Programs.

January

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Treasurer to verify Q4 Outreach Athlete meet reimbursement requests and make payments](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Governance Committee seeks slate of candidates for BOD election at the Spring HOD meeting](#)
- [Prepare for Athlete and/or Deputy Officials Chair election as necessary \(conducted electronically\)](#)
- [Treasurer to issue W2s and 1099s as necessary](#)
- [Ensure all BOD and committee chairs are registered with USAS](#)
- [Reserve hotel rooms and schedule transportation for Age Group Water Zones](#)
- [Request updated Hy-Tek Meet Manager license for LSC office use](#)
- [Post coach and athlete applications for Open Water Zones](#)

February

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Governance Committee to schedule BOD information meetings for prospective board members](#)

March

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Senior Vice Chair to collect unused awards from LSC short course champs meets for safe storage](#)

- [Short course season national meet financial assistance requests for coaches, athletes, and officials are due by March 31](#)
- [Select Open Water Zone team, collect copay amounts](#)
- [Update the HOD page on the STX website](#)
- [Send request to clubs for designating voting delegates for HOD meeting](#)
- [Post notice of spring HOD meeting and post agenda 20 days prior to meeting date](#)
- [Post notice of nominations slate for BOD elections 20 days prior to meeting date](#)
- [Conduct Athlete election and/or Deputy Officials Chair election per requirements](#)
- [Schedule HOD electronic election with software provider](#)
- [Reminder to clubs to submit first quarter requests for meet reimbursement for Outreach Athletes by April 15](#)

April

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [File LSC tax return extension, if necessary, or file LSC tax return](#)
- [Treasurer to verify Q1 Outreach Athlete meet reimbursement requests and make payments](#)
- [Open Water Zone meet](#)
- [Post STX Scholarship application and create committee to evaluate the applications received](#)
- [Treasurer to verify national meet reimbursement requests and make payments](#)
- [Conduct HOD meeting](#)
- [Governance Committee to schedule and manage Board training for new BOD members](#)
- [Obtain signed Annual Statement of Acknowledgement forms for BOD members, and verify any necessary online course completion for newly elected BOD members](#)
- [Review and revise committee chairs and committee members, based on new General Chair appointments and membership changes](#)
- [Review and revise Athletes members on all LSC committees to ensure still STX members and eligible/willing to continue serving, fill vacancies as needed](#)
- [Update STX website for new board members, committee chairs, committee members, etc. after HOD](#)
- [Update LSC management and LSC security roles in SWIMS to list new BOD members and](#)

[committee chairs as necessary](#)

- [Update LSC email addresses to transition accounts to new board members as necessary](#)
- [Update bank accounts \(including debit/credit cards\) and QuickBooks access as necessary based on HOD elections \(General Chair, Treasurer, Finance Vice Chair, Age Group Chair\)](#)
- [Review and revise webmaster/super user access to STX website, Google Admin Control panel, and other STX accounts as necessary](#)
- [Update bylaws and submit to USAS as necessary based on HOD meeting](#)
- [Update STX Policies & Procedures, other policy documents, and STX website as necessary based on HOD meeting](#)
- [Post championship meet information for long course season by April 30](#)
- [Officials Chair to schedule evaluations for LSC Championship long course meet OQM requests](#)

May

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Select STX scholarship recipients](#)
- [Post coach and athlete applications for Age Group Zones](#)
- [Calendar year financials to be subject to an audit/independent review and submitted to USAS by May 31](#)

June

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Post link to USAS Scholastic All America application and promote](#)
- [Select Age Group Zone team, collect copay amounts](#)
- [Prepare for LSC attendance at USAS Annual Business Meeting, determine BOD and other members attending and select alternates for delegates not able to attend, and make sure all delegates, members attending are registered and have made their own hotel/travel arrangements](#)
- [Reminder to clubs to submit second quarter requests for meet reimbursement for Outreach](#)

Athletes by July 15

-

July

- Update records
- Monthly BOD meeting on the second Tuesday of the month
- Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer
- Treasurer to verify Q2 Outreach Athlete meet reimbursement requests and make payments
- Age Group Zone meet
- Post Coach the Year nominations
- Post LSC championship meet bid form and distribute to clubs
- Reminders to clubs to disable all membership registrations at the end of July to prevent incorrect membership year registrations

August

- Update records
- Monthly BOD meeting on the second Tuesday of the month
- Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer
- Senior Vice Chair to collect unused awards from LSC long course champs meets for safe storage
- Update the STX Registration page with approved fees and information for the new registration year and notify clubs of upcoming changes and registration reminders
- Reminders to clubs to opt into bulk renewals as necessary
- Accept nominations for STX Lifetime Achievement Award and submit to USAS
- Request STX memorial dedications for USAS Annual Business meeting and submit to USAS
- Update the HOD page on the STX website
- Send request to clubs for designating voting delegates for HOD meeting
- BOD to determine any membership type and/or fee changes for the upcoming registration year (and add to LSC offerings in SWIMS by established USAS deadline)
- Update STX domain access and/or payment as necessary
- File STX federal tax return (if extended)

September

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Post Coach of the Year election ballot \(conducted electronically\)](#)
- [Post notice of fall HOD meeting and post agenda 20 days prior to meeting date](#)
- [Long course season national meet financial assistance requests for coaches, athletes, and officials due by September 15](#)
- [Schedule HOD electronic election with software provider](#)
- [Reminder to clubs to submit third quarter requests for meet reimbursement for Outreach Athletes by October 15](#)

October

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Treasurer to verify Q3 Outreach Athlete meet reimbursement requests and make payments](#)
- [Update time standards for meets as available](#)
- [Update Officials pages to include scheduled clinics and links for LSC and national meet officials applications](#)
- [Coach of the Year announcement and update on STX website](#)
- [Lifetime Achievement Award announcement and post on STX website](#)
- [Treasurer to verify national meet reimbursement requests and make payments](#)
- [Update bylaws and submit to USAS as necessary based on HOD meeting](#)
- [Update STX Policies & Procedures, other policy documents, and STX website as necessary based on HOD meeting](#)
- [Post approved list of eligible meets for national meet financial assistance](#)
- [Post the schedule of approved LSC championship meets](#)
- [Post forms for athlete, coach, and official national meet financial assistance by season \(short course and long course\)](#)

November

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Order bag tags for LSC short course and long course championship meets and send to meet hosts](#)
- [Order awards for LSC short course and long course championship meets and send to meet hosts](#)
- [Post short course championship meet information by November 30](#)
- [Officials Chair to schedule evaluations for LSC Championship short course meet OQM requests](#)

December

- [Update records](#)
- [Monthly BOD meeting on the second Tuesday of the month](#)
- [Admin Vice Chair and Finance Vice Chair shall review the previous month's financials as prepared by the Treasurer](#)
- [Reminders to clubs and members to register for the upcoming year](#)
- [Reserve hotel rooms and schedule transportation for Open Water Zones](#)
- [Reminder to clubs to submit fourth quarter requests for meet reimbursement for Outreach Athletes by January 15](#)

January	February	March
Finalize Registrations	Update Records	
Governance Committee seeks slate of candidates for BOD election	Post nominations for Elections 20 days before HOD meeting	Update Records Post coach and athlete applications Zone Open Water Meet
Update Records	Post coach and athlete applications Zone Open Water Meet	Reserve rooms and transportation for Zone Open Water Meet
Conduct internal financial review of STX financials (July through December, previous year)	Reserve rooms and transportation for Zone Open Water Meet	Update Records
Athlete rep elections (conducted online) and Deputy Officials Chair election as necessary (conducted online)		Short Course season financial requests (athletes, coaches, officials) due by 3/31
Issue W-2's and 1099's		Provide Board training for new BOD

Commented [JE1]: Replacing this table with a list-view calendar to make it easier to update and read. Updates to keep current.

		members
Ensure all BOD and committee chairs are registered with USAS		Review and revise committee chairs and committee members, based on new General Chair appointments, changes
		Review and revise Athletes Committee members across the LSC to ensure still ST members and eligible/willing to continue serving, fill vacancies as needed
		Update ST website for new board members, committee chairs, committee members, etc. after HOD
		Update bank accounts (including debit cards) and QuickBooks access as necessary based on HOD elections (General Chair, Treasurer, Finance Vice Chair, Age Group Chair)
		Conduct financial review as necessary if outgoing Finance Vice Chair or Treasurer as part of transition of accounting
		Review and revise webmaster/super user access to STX website, Google Admin Control panel, and Google STXwim.org emails for new BOD, committee chairs, as necessary
		Annual HOD meeting (may be in April)
April	May	June
Update Records	Post Zone Team Information and applications for athletes and coaches	Update Records
	Secure Hotel & Buses for Zones	Post link to USA Swimming Scholastic All American Application & Email to Clubs
Post Championship Meet Information for Long Course (April 15)	Secure Location and/or Zoom information for September-Fall HOD Meeting/Convention	Program and Schedule for September-Fall HOD Meeting
Update Records	Update Records	Zone Team Selected
Process & pay SC Official/Coach & Athlete financial request	Secure Hotel Rooms for USAS Convention in September, if applicable	
Send Reminder email to Clubs	Zone Open Water Meet	

<u>on Financial Assistance Due Dates</u>		
<u>Provide Board training for new BOD members</u>	Tax Return (990)/Extension, if necessary	
<u>Review and revise committee chairs and committee members, based on new General Chair appointments, changes</u>	Calendar Year Financials to be subject to an Audit/Independent Review and submitted to USA-S HQ by 5/31	

July	August	September
Update Records		
	Planning Calendar posted for HOD planning meeting	
Determine BOD members attending USA-S Convention and select alternates for delegates not able to attend, and make sure all delegates, members attending are registered for convention		
Secure Flights for USAS Convention in September	Update Records Governance Committee seeks slate of candidates for HOD	Update Records Post nominations for Elections 20 days before HOD meeting
Zone Team Arrangements Finalized	Athlete rep elections (conducted online) and Officials Chair election as necessary (conducted online)	USAS Swimming Convention
	Distribute Registration Materials to Clubs	
Coach of the Year nomination process	Hold Registration Workshop	Post Scholastic All-Americans Selectees
LSC Championships	Ensure Tax Return (990) is filed with IRS	Long Course season financial request (athletes, coaches, officials) due by 9/15
Conduct internal financial review of STX financials (January through June, current year)	Coach of the Year Selected	
<u>Send Reminder email to Clubs on Financial Assistance Due Dates</u>	Update STX domain fee (paid through 2022)	
October	November	December
Update Bylaws & Policy/Procedures Based on Legislation Passed at USA Swimming Convention & STX HOD	Post online Google forms for athlete/coach/officials' financial request including list of eligible meets; separate forms for each membership type and season (SC/LC)	Order bag tags for ST Champs meets (SC and LC seasons)
Obtain Signed Conflict Interest forms, and verify necessary online course completed for newly elected BOD members		Club applications due Dec 31
Update Records	Update Records	Update Records
Process & pay LC Official/Coach & Athlete financial request		Update E-Mail distribution List

October	November	December
Provide Board training for new BOD members	Post Championship Meet Information for Short Course (November 15)	Update Club Webpage on STX website
Review and revise committee chairs and committee members, based on new General Chair appointments, changes		
Review and revise Athletes-Committee members across the LSC to ensure still ST members and eligible/willing to continue serving, fill vacancies as needed		
Update ST website for new board members, committee chairs, committee members, etc. after HOD		
Update bank accounts (including debit cards) and QuickBooks access as necessary based on HOD elections (General Chair, Treasurer, Finance Vice Chair, Age Group Chair)		
Conduct financial review as necessary if outgoing Finance Vice Chair or Treasurer as part of transition of accounting		
Review and revise webmaster/super user access to STX website, Google Admin Control panel, and Google STXwim.org emails for new BOD, committee chairs, as necessary		
Fall HOD meeting		

6. Bylaws, Minutes, Budget. Policies & Procedures Manuals

Important LSC governance resources are posted on the STX website, including the BOD minutes and agendas, STX Bylaws, [policies-Policies](#) & [P](#)rocedures manual, and budget. It's important to read and understand these Policies and Bylaws to properly execute your role as a member of the BOD. The [LSC Governance](#) tab on the South Texas Swimming [website-website](#) contains all this information. The Budget can be found in the draft minutes of the HOD meeting.

7. Statement of Principles on Ethical Behavior and Conflict of Interest

Those who choose to serve South Texas Swimming, Inc. whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving South Texas Swimming must accept the burdens of public disclosure and public scrutiny.

The following guidelines reflect South Texas Swimming's minimum expectations of people signing this agreement. These items cannot and do not completely define what is acceptable. Everyone must find their own internal sense of fairness, honesty and integrity within the scope of this guidance.

- A good faith effort must be exercised by those signing this statement to conduct the business of South Texas Swimming in observance of both the spirit and letter of applicable federal and state laws.
- If any officer, or member of the BOD, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the LSC, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed to the Directors or Committee, and the conflict of interest is waived by same.
- South Texas Swimming properties, services, opportunities, authority, and influence are not to be used for personal benefit.
- Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the BOD) nor received, except those of nominal value exchanged in the normal course of South Texas Swimming business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to South Texas Swimming.
- All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with South Texas Swimming and with each other.
- Everyone has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.
- Each South Texas Swimming Officer, BOD member, Committee ~~member~~Chair, and key employees or contractors specified by the BOD, will execute a Statement of Principles on Ethical Behavior and Conflict of Interest each year.
- Any member of the Board, any member of a-Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes, at any

time during the term of their affiliation.

8. Statement of Acknowledgement

~~A web-based form will be provided to~~ Please sign the Statement of Acknowledgement: ~~to indicate your receipt and acknowledgement of the South Texas Swimming BOD Manual, By Laws, Policies and Procedures(P&Ps), and Conflict Policy.~~

STATEMENT OF ACKNOWLEDGEMENT I hereby acknowledge that I have read and understand the Duties and Responsibilities expected of me as a member of the South Texas Swimming Board of Directors, including the Statement of Principles on Ethical Behavior and Conflict of Interest found in Section 7 of this document and the Conflict Policy.

I have been provided ~~electronically links to the~~ South Texas Swimming BOD Manual, ~~By L~~aws, and Policies and Procedures and ~~Ps~~ and Conflict Policy.

Failure to sign the acknowledgement may result in revocation of BOD/Committee Chair Membership. ~~Please Print your Name, Sign and Date and email to the Governance Chair at governancecommitteechair@stswim.org.~~

Print Name

Signature

Date

South Texas Swimming Position