

# BY-LAWS OF THE TEXAS INTERSCHOLASTIC SWIMMING and DIVING OFFICIALS



## ARTICLE I

### **Section 1 – Name**

This organization shall be known as the **Texas Interscholastic Swimming and Diving Officials (TISDO)**.

### **Section 2 – Purpose**

The purpose of the TEXAS INTERSCHOLASTIC SWIMMING AND DIVING OFFICIALS (hereafter TISDO) is to aid the education and development of high school officials throughout the state; to identify problem areas and offer positive solutions; to enhance the communications among the UIL, TISDO officials and UIL member schools. The UIL and TISDO will work together with the schools and the coaches to provide the best education possible for students through athletics.

## ARTICLE II

### **Section 1 – Governance**

The bylaws, policies and procedures of TISDO will be developed by the TISDO State Board of Directors; and the other entities responsible for developing UIL rules, policies and procedures.

### **Section 2 – Annual and Regular Meetings**

1. The annual meeting of the General Membership shall be held the Sunday morning following the conclusion of the state championship meet. The meeting will be held at a time and place agreeable to the TISDO Board.
2. Notice of the annual meeting will be posted on the TISDO web site, at least 30 days before the meeting.
3. Notice of annual meeting must state the purpose for which it is to be held, and no business other than that related to this purpose may be transacted at the meeting.
4. Notice of annual meeting must state the purpose for which it is to be held, and no business other than that related to this purpose may be transacted at the meeting.
5. The suggested order of business at annual meetings of members is--
  - a. Ascertainment that a quorum is present.
  - b. Reading and approval or correction of the minutes of the last meeting.
  - c. Report of the financial officer or the chief management official.
  - d. Unfinished business.
  - e. New business other than elections.
  - f. Elections, as required
  - g. Adjournment.
6. To the extent consistent with these bylaws, all meetings of the members will be conducted according to *Robert's Rules of Order*.



7. The TISDO State Board, hereafter the Board, will meet twice annually: once prior to the start of the season and again the Sunday following the conclusion of the state championship meet following the General Membership meeting. The meeting will be held at a time and place agreeable to the Board. The Board may elect to meet and conduct business by phone or other electronic means if preferred and may meet at other times when necessary. The UIL staff may be asked to assist the Board in determining the agenda.

### **Section 3 – Remuneration:**

No TISDO board member shall receive remuneration for any act or services as a board member. This provision shall not exclude reimbursement for reasonable expenses incurred in performing the business of TISDO.

## **ARTICLE III**

### **Section 1 – State Board of Directors**

1. The Board will function as one chapter for swimming and one chapter for diving, but will consist of seven (7) swimming official representatives and one (1) diving official representative. These individuals should be very knowledgeable about all facets of officiating swimming and/or diving and keep TISDO members aware of all major issues.
2. The UIL shall appoint the state swimming rules interpreter and the state diving rules interpreter as ex officio, voting members of the TISDO board.
3. Members of the TISDO Board are covered by Directors and Officers Insurance (D&O)

### **Section 2 – Election to State Board of Directors**

1. The election of TISDO Board Members will be held at the Annual Meeting after the State Championships or at another time and place designated by the TISDO Board of Directors.
2. A Nominating Committee will be selected by the Board to nominate a slate of candidates to fill the open Board Positions. Nominations from the Nominating Committee shall be published on the TISDO website at least fourteen (14) calendar days prior to the election.
3. Additional nominations may be made from the floor during the annual meeting of the general membership.
4. Each Board member will serve a term of two (2) years. If a Board position is vacated during the two-year term, the Board may appoint a replacement Board member to serve the remaining portion of the two-year term.
5. Irrespective of the number of years a member has, no member has more than one vote and all members must be present at the annual meeting to vote.
6. Members must be at least 18 years of age by the date of the meeting (or for appointed offices, the date of appointment) in order to vote at meetings of the members, hold elective or appointive office, sign nominating petitions, or sign petitions requesting special meetings.
7. All nominees that are elected to the State Board of Directors will start the position immediately.

### **Section 3 – QUORUM**

Fifty percent (50%) of the board members must be present at the board meetings to constitute a quorum. Action taken by the Board is official if approved by majority vote

### **Section 4 – The TISDO State Board shall:**

1. Plan clinics and other training programs for officials.
2. Develop or assist in developing all bylaws and procedures pertaining to officials and officiating for Swimming and Diving
3. When requested, advise the UIL Director of Sports Officials in the selection of district and regional meet referees.
4. Develop procedures for becoming a TISDO member and for the certification of officials.



5. Suggest and implement ideas to improve lines of communication among the UIL, coaches and officials.
6. Monitor the pay plan for officials approved by the UIL Legislative Council
7. Develop and recommend tools for evaluating officials during the regular season and the championship season
8. Recommend policies and procedures for certifying and decertifying officials.
9. Develop policies and procedures for an appeals process.
10. Provide advice to the UIL Director of Sports Officials when called upon.

### **Section 5 – Officers**

Annually at the Board meeting after the state championship meet, the Board will elect a chair, vice chair, secretary and treasurer from among the current board members.

### **Section 6 – Duties and Powers**

#### **1. Chair:**

- (a) Shall oversee and have general charge of the management, operation and affairs of TISDO
- (b) Shall call meetings where and when considered necessary.
- (c) Shall preside at all meetings
- (d) Shall report to the Board all matters within the chair's knowledge that the Board should consider being in the best interest of TISDO or UIL.
- (e) Shall appoint committees as needed to conduct the business of TISDO

#### **2. Vice Chair:**

- (a) The vice chair will assume the duties of the chair in the event the chair is unable to perform the duties of the chair.

#### **3. Secretary**

- (a) The secretary shall act as the recorder for all meetings of the TISDO Board

#### **4. Treasurer:**

- (a) Shall have charge of and be responsible for the funds, moneys, securities and other financial instruments of TISDO.
- (b) Shall maintain a checking and/or savings account in the name of TISDO from which all bills and expenses of TISDO shall be paid. (The Treasurer and Board Chair shall have signature authority for the TISDO bank accounts.)
- (c) Shall receive all monies for TISDO and cause the moneys to be deposited in the checking and/or savings account to the credit of TISDO.
- (d) Shall cause the funds of TISDO to be disbursed by checks or drafts, automated debits or wire transfers and obtain and preserve proper support for all moneys disbursed.
- (e) Shall have the power to require the officers, staff or agents of TISDO to provide reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of TISDO.
- (f) Shall maintain an accounting record of all receipts and expenditures of TISDO
- (g) Shall issue a report whenever requested by the TISDO Board listing the current budget variances by line item for all receipts, all expenditures and the current account balance.
- (h) The records of the Treasurer shall be subject to audit as directed by the TISDO Board
- (i) Shall prepare an annual budget for TISDO and present the budget for approval by the TISDO Board



## ARTICLE IV

### **Section 1 – Member Officials**

1. TISDO member officials are persons who are in good standing with the UIL and TISDO.
2. All TISDO members agree to abide by the UIL Constitution and Contest Rules sections 1204 and 1208.

### **Section 2 – Requirements for Membership as a TISDO Swimming and Diving Official:**

1. Properly complete UIL/TISDO membership registration.
2. Pay the required state registration fee. (Note that state fees are not refundable.)
  - a) The UIL is 100% member state to the National Federation of State High School Associations (NFHS).
  - b) The UIL submits dues to the NFHS for all UIL/TISDO registered officials.
3. Complete the current rules examination by the required deadline and obtain a score of at least 80%.
4. Be a member of the state-wide chapter.
5. When required, successfully complete the UIL Official's Compliance Program (OCP) training.

### **Section 3 – Requirements for Maintaining an Active TISDO Membership:**

1. To maintain or renew a UIL registration, an official must comply with the current UIL registration process.
2. Properly submit and obtain a score of at least 80% on the current rules examination.
3. Inform the UIL of an indictment for any crime.
4. Properly complete and submit required special report forms and maintain high standards of conduct.
5. When required, successfully complete the UIL Official's Compliance Program (OCP) training.

## ARTICLE IV

### **Section 1 – Removal of Board Member**

The Board may by a two-thirds (2/3) vote of the Board members remove board members who have failed to attend to their official duties or member responsibilities or who fail in their duty to act in the best interest of TISDO or the UIL. A removed Board member may appeal their removal from the Board to the UIL. The UIL reserves the right to modify, accept or reject any decisions regarding sports officials.

### **Section 2 – Illegal Conduct**

Membership will not be allowed or renewed if Member is:

1. In violation of any portion of the UIL registration requirements.
2. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving a minor for any sexual offense unless/until such offense has been reversed by proper authority with jurisdiction over the matter.
3. Convicted, or adjudicated with a finding of fault, guilt or violation, in regard to an offense involving any illegal/illicit drug or controlled substance as prescribed by federal or state law or regulation, prior to five (5) years following the completion of any sentence/parole/probation period imposed for the offense.
4. Currently serving a sentence or a parole/probation period for any offense or adjudication of guilt imposed by any court, judge or administrative body, other than simple traffic violations or class C misdemeanors



### **Section 3 – Illegal Conduct Current Member Officials**

1. When a current TISDO official is indicted or charged with any criminal offense or charged with a violation of any statute pertaining to minors, drugs or a controlled substance, such membership will automatically be suspended, pending resolution of the indictment or charge.
2. Conviction or adjudication of fault, guilt or a violation under any such indictment or charge shall result in immediate and automatic forfeiture of the officiating membership.
3. Current TISDO officials must inform the UIL office and the TISDO Board of any such indictment or charge immediately upon receipt of or upon having knowledge of such indictment or charge.
4. Failure to notify the UIL and TISDO Board shall itself be a basis for immediate and automatic forfeiture of the officiating membership.

### **Section 4 – Reinstatement/Reapplication of Membership**

An official whose membership has been forfeited, suspended or revoked or an applicant who is denied membership, under the provisions of this policy, may petition for reinstatement/reapplication based on the following:

1. If suspension, revocation or forfeiture of a membership is based upon conviction, adjudication or finding as a result of a felony: the official/applicant may petition the Board for membership one year after the completion of the parole/probation period. If convicted on an illegal illicit drugs or controlled substance offence the official/applicant may petition the board for membership 5 (five) years after the completion of the parole/probation period, or immediately upon dismissal or reversal of the charge or conviction (provided the offense was NOT involving a minor or a sexual offense).
2. If suspension, revocation, forfeiture or denial results from a misdemeanor or other non-felony charge: the official/applicant may petition the Board for membership immediately upon the completion of the parole/probation period (provided the offense was NOT involving a minor or a sexual offense).
3. If suspension, revocation, forfeiture or denial of membership is based upon any conviction, adjudication or finding involving a minor or sexual offense, reinstatement/reapplication will not be permitted, unless/until such offense has been reversed by proper authority having jurisdiction over the matter.

### **Section 5 – Unethical/Unprofessional/Inappropriate Conduct**

Unethical/Unprofessional/Inappropriate conduct covers a multitude of indiscretions including, but not limited to

1. Failure to accurately complete an online Officials Incident Report and submit it in a timely manner
2. Failure to wear the approved uniform.
3. Chronic tardiness to meets.
4. Disruptive behavior during meetings.
5. Inappropriate dress arriving at or departing from a contest site.
6. Use of tobacco at a meet site (locker room, field, boiler room, etc.).
7. Consuming alcohol on meet day prior to a meet.
8. Disrespectfully addressing fans, players, coaches, administrators or officials.
9. Failure to cooperate with TISDO Board or UIL personnel.
10. Illegal gambling; gambling on high school events.
11. Lack of preparation.

### **Section 6 – PENALTIES**

Conduct determined to be unethical may be penalized. Penalties include, but are not be limited to, letters of reprimand, public censure, single or multiple contest suspensions, and/or removal of membership as a TISDO official.



## **Section 7 – UNSATISFACTORY PERFORMANCE**

TISDO Board Representatives or UIL Staff members may investigate reports of unsatisfactory officiating or Unethical/Unprofessional/Inappropriate Conduct submitted by a school administrator, coach, TISDO Board Representative or a UIL staff member. They may request information from such parties as deemed appropriate. In the case of unsatisfactory officiating, a trained observer/evaluator may be assigned to report on the official's performance. When an official is found to have officiating deficiencies, the TISDO Board or the UIL may request a local experienced official to provide remedial training or if deemed necessary, suspension of the official

## **Section 8 – Enforcement and Appeals**

1. Reports of violations by members are to be heard and adjudicated by the TISDO Board. These cases are handled in writing or in a hearing if requested by the accused.
2. An official may appeal a decision from the TISDO Board to the UIL Director of Sports Officials.
3. The UIL reserves the right to modify, accept, or reject any decisions regarding sports officials.

## **Section 9 – Penalties**

1. An official may be reprimanded, placed on probation or be suspended for cause which shall include, but not limited to, the violation of policies, purposes, rules and regulations of the UIL or the TISDO Board and any conduct, both on and off the field or court, which would have a negative or detrimental effect upon the UIL, its members, students, or the TISDO Board .
2. Reprimand – An Official letter of censure to the individual regarding the violation(s). The letter of reprimand may be a permanent part of the TISDO records or the individuals's records at the State Office.
3. Probation – May be up to two calendar years. Any additional violations committed by the individual official may result in more severe penalties being assessed. Probation may also carry with it restrictions such as prohibition from officiating varsity level contests, state playoffs, etc.
4. Suspension – An individual may be suspended from one meet to indefinitely. The TISDO Board must approve an applicant for reinstatement after a suspension.
5. The UIL reserves the right to modify, accept, or reject any decisions regarding sports officials.

# **ARTICLE V**

## **Section 1 – Officials Report of Unsporting Conduct**

The report of unsporting situations shall be completed after any meet where an unusual situation develops (includes ejection of coaches and athletes, unsporting conduct by coaches, school officials, athletes, or fans). The situation may have occurred prior to, during or after the meet. These reports must be submitted to the UIL office within two business days after the meet via the online incident reporting form. Each reported unsporting conduct report will be investigated by a member of the UIL staff.

## **Section 2 – Unsportsmanlike Conduct**

Unsporting conduct will include the following but is not limited to: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, profanity or obscene gestures, flagrant or violent fouls, taunting, trash-talking, or baiting, cheating, throwing or abusing equipment, physical intimidation or abuse of an official or opponent.



## ARTICLE VI

### **Section 1 – EXAMINATION REQUIREMENT**

The annual rules examination along with the UIL Officials Compliance Program (OCP) exams must be completed on the UIL web site. Each member official must pass the tests online with a 80% or above.

### **Section 2 – EXAM DATE**

Dates for the exams will be decided each year by the TISDO Board and approved by the UIL staff.

### **Section 3 – RULES CLINICS**

1. Rules clinics will be offered each year at various locations across the state.
2. Attendance at a rules clinic is not a requirement for certification as a UIL official

### **Section 4 – RULES INTERPRETATIONS**

1. State swimming/diving official rules interpreters will be selected by the UIL Director of Sports Officials with consultation of the TISDO Board. Rules interpretations from the state swimming/diving official rules interpreters will be placed on the TISDO website and updated as the season progresses.
2. There will be interpretations and information regarding rules and mechanics placed on the TISDO website to enhance the education of officials. Most of this information will be supplied by the national rules organizations. Board members, UIL staff and officials are encouraged to submit to the state swimming/diving official rules interpreters informational items they write that may benefit other officials.

## ARTICLE VII

### **Section 1 – EFFECT OF STATE LAW CHANGES**

If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Texas become illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.

### **Section 2 – FISCAL YEAR**

The fiscal year of TISDO shall run from June 1 to May 31.

### **Section 3 – TAX STATUS**

It is intended that TISDO shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code.

### **Section 4 – NON-PROFIT AND CHARITABLE PURPOSES**

TISDO is organized exclusively for charitable and educational purposes and for the purpose of fostering amateur competition within the meaning of section 501(c)(3) of the IRS Code.



## **Section 5 – DEDICATION OF ASSETS, ECT**

The revenues, properties and assets of TISDO are irrevocable dedicated to the purposes set forth in these Bylaws. No part of the net earnings, properties or assets of TISDO shall inure to the benefit of any private person or any member, officer or director of TISDO.

## **Section 6 – AMENDMENTS**

The Bylaws may be amended at any regular or properly called meeting of the membership by an affirmative vote of two-thirds of the votes cast, provided that a copy of the proposed amendments have been made available to each member prior to the regular or properly called meeting at which the vote on the amendment is to be taken.

## **Section 7 – DISSOLUTION**

1. TISDO may be dissolved only upon a affirmative vote of two-thirds of the votes cast at any regular or properly called meeting of the membership.
2. Upon dissolution, the net assets of TISDO shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of TISDO, but shall be distributed to a corporation which is exempt under section 501(c)(3) of the IRS Code, to be used exclusively for educational or charitable purpose.

## **ARTICLE VIII**

### **Section 1 – ADOPTION OF THE BYLAWS**

These By-Laws were adopted by the Board at a regular meeting in Austin, Texas on February 17, 2019.





**TISDO**  
**STATEMENT OF PRINCIPLES**  
**ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST**

Those who choose to serve TISDO, whether as volunteers or paid professionals, are held to a high standard of conduct. They assume an obligation to subordinate individual interests to the interests of interschool athletics. What may be considered acceptable conduct in some businesses may be inappropriate in the service of interschool athletics.

Those who serve TISDO must do so without personal gain in order 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 conflict of interest.

While no set of guidelines can guarantee 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 sense of integrity. Any individual accepting the honor of serving TISDO must accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of conflicting interests when they arise, and strict non-participation in any evaluation process relating to the matter in question.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of TISDO is to be conducted in observance of both the spirit and the letter of applicable federal and state laws.
2. TISDO properties, services, opportunities, authority, and influence are not to be used for private benefit.
3. All individuals who participate with TISDO will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of TISDO resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchanged in the normal course of business. Gifts or 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 that the gift is being accepted on behalf of and will be delivered to TISDO.
5. Expenses incurred in the furtherance of TISDO business are to be reasonable, necessary, and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with TISDO and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information



**TISDO**  
**MEMBER PROTECTION (WHISTLEBLOWER) POLICY**

If any member of TISDO reasonably believes that some policy, practice, or activity of TISDO is in violation of law, a written complaint must be filed by that member with the Chair of TISDO. If the Chair is the subject of the violation, then the written complaint may be filed with any member of the TISDO Board of Directors.

It is the intent of TISDO to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of TISDO and provides TISDO with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

TISDO, its Board Members, Officers, or Staff (if any), will not retaliate against any member who in good faith, has made a protest or raised a complaint against some practice of TISDO, or of another individual or entity with whom TISDO has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

TISDO, its Board Members, Officers, or Staff (if any), will not retaliate against members who disclose or threaten to disclose to a public body, any activity, policy, or practice of TISDO that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

