



Bylaws,
Policies and
Procedures Manual

Table of contents

Abbreviations and Definitions

IGLA Bylaws

Amendments to Bylaws

Policies and Procedures

1. Membership: Privileges and Duties of Member Teams

2. Eligibility and Duties of IGLA Officers

2.1. Eligibility of IGLA Officers

2.2. Duties of Voting Board Members

2.2.1. The Co-Chairs

2.2.2. The Co-Presidents

2.2.3. Secretary

2.2.4. Treasurer

2.2.5. Federation of Gay Games Delegates

2.3. Duties of Non-Voting Executive Committee Members

2.3.1. Committee Chairs

2.3.2. Webmaster

2.3.3. Open E-mail Lists (OELs) Manager

2.4. Duties of Team Representatives

3. IGLA lists

3.1. IGLA Roster

3.2. Promo List

3.3. Internet Representative List

3.4. Open E-mail Lists

3.5. Privacy Protection

4. Committees

5. Records and Top Times

6. Marketing

6.1. "One for IGLA"

6.2. Marketing

7. Newsletter

8. Reimbursements

9. Awards, Donations

9.1. Awards

9.1.1. IGLA Team Trophies

9.1.2. IGLA Service Award

9.2. Donations

10. IGLA Meetings

11. Women's Development

12. Amendments of these Policies and Procedures

Appendix

Appendix 1. IGLA Calendar

Appendix 2. IGLA Reimbursement Form

Appendix 3. IGLA Articles of Incorporation

Abbreviations and Definitions

Board = see Board of Directors.

Board of Directors = According to IGLA bylaws this includes 8 members: 2 Atlantic Co-chairs, 2 Pacific Co-chairs, Secretary, Treasurer, 2 FGG Delegates They have right to vote on all matters. AKA: Board.

CR Committee = Championships Rules Committee

Directors = Members of the Board of Directors

Executive Committee = It is formed by the eight members of the Board of Directors (see) and by all the Committee Chairs or Committee Co-Chairs.

Federation = Federation of Gay Games.

FGG = Federation of Gay Games.

General Meeting = The annual meeting of all IGLA Team representatives, individual members and officers, committee chair person or co-chair persons, and committee members.

GM = General Meeting.

Host Committee = The group or team responsible for hosting the IGLA Championships. AKA: Organizing Committee.

IGLA Championship Director = the person or the people chairing the Host Committee.

IRL = Internet Representatives List

Non-Voting Executive Committee Members = Members of the Executive Committee who are not members of the Board of Directors, e.g. Committee Chairs.

OEL = Open E-mail List

Officers = Members of the Executive Committee

Organizing Committee = see Host Committee

P&P = Policies and Procedures.

Rep. = Representative.

R&R = Rules and Recommendations for IGLA Championships and Gay Games Aquatics Competitions

Voting Board Members = Members of the Board of Directors.

Bylaws

BYLAWS
INTERNATIONAL GAY & LESBIAN AQUATICS
A NON-PROFIT ORGANIZATION

I. General

Name: International Gay & Lesbian Aquatics (“IGLA”)

Address: Address for contact shall be that of the current Secretary.

II. Mission Statement

- A. To promote participation in aquatic sports among lesbians, gay men, and friends of our community.
- B. To ensure the maintenance of highest standards for aquatic competitions and international standards for all future Gay Games.

III. Membership

- A. Membership in IGLA is open to aquatics teams and individuals who pay the annual dues as determined by the Board of Directors.
- B. IGLA shall be non-discriminatory.
- C. An annual meeting of the members shall be held at the IGLA Championships or at the Gay Games. Open positions on the Board of Directors shall be filled by election, committee reports shall be made, and relevant organization issues addressed at the general meeting.
- D. Other meetings may be held at the discretion of the Board of Directors. Sufficient notice of meetings will be given to all member teams and their representatives
- E. A quorum exists when both: at least one third of the votes are present; and at least one third of the member teams have a representative present.
- F. No proxy votes will be allowed.
- G. The Board of Directors will determine when a vote other than in-person shall be necessary.
- H. The number of votes for each team shall be determined annually by the dues structure.

IV. Board of Directors

- A. IGLA shall be governed by a Board of Directors consisting of nine officers, who shall hold the following positions: Atlantic Basin Co-President, Pacific Basin Co-President, Atlantic Basin Co-Chair, Pacific Basin Co-Chair, Secretary; Treasurer; Web Master; IGLA Representatives to the Federation of Gay Games (2). Members of the Board of Directors shall be elected by and from eligible individuals of the teams.
 - 1. The term of office is specified below under each office.
 - 2. If any elected officer resigns before the end of his/her elected term, the remaining officers may appoint a replacement to serve until the next election.
 - 3. Board members are entitled to vote on all matters of business.
- B. The duties of the officers shall be as follows:
 - 1. The Basin Co-Chair will:
 - a. Serve for a period of two years in staggered terms;
 - b. Oversee and coordinate the activities of the Board of Directors and Committees;
 - c. The Co-Chair in the second year of the term from each Basin will serve as Co-President of IGLA;
 - d. In all other ways not mentioned manage the affairs of IGLA within the limits set by these Bylaws.
 - 2. The Secretary will:
 - a. Serve for a period of two years, elected in even-numbered years;

- b. Be responsible for all necessary correspondence including but not limited to annual registration packets, IGLA newsletter and General Meeting packets.
 - c. Take and maintain the minutes of general membership meeting as well as minutes of any board meetings during the duration of their term.
 - d. Maintain membership roster.
 - e. Monitor the responsibilities and performance of the Webmaster.
3. The Treasurer will:
- a. Serve for a period of two years, elected in odd-numbered years;
 - b. Be responsible for the collection of dues and fees,
 - c. Maintain accurate records of IGLA's finances;
 - d. Prepare an annual financial report and an annual budget for the Board of Directors and general membership
 - e. In conjunction with the Secretary will prepare and disburse the annual registration packet to member and potential member teams.
4. The two (2) Delegates to the Federation of Gay Games will:
- a. Serve for a period of four years in staggered terms. A new delegate is elected at the IGLA general meeting in even-numbered years.
 - b. Attend all Federation of Gay Games general meetings or designate a substitute;
 - c. Represent IGLA in all the business of the Federation of Gay Games;
 - c. Prepare and submit a report on the meetings of the Federation to the Board of Directors

C. Resignation and Removal of Officers.

- 1. Resignations
 - a. Resignations shall be in writing.
 - b. Verbal intention of Resignation shall be independently verified by two (2) Board Members for consideration by the Board of Directors.
- 2. Removal from Office.
 - a. Consideration of Removal may occur where a Board member fails to attend an IGLA Membership meeting at the IGLA Championships or Gay Games without written absence or proxy having been received by the Secretary. . In the case of absence of the Secretary, written absence should be sent to the presiding Area Co-Chair.
 - b. A failure to perform his/her duties as described in the policies and procedures manual and the by-laws
 - c. A vote to remove an officer from the Board shall be by unanimous approval by the remainder of the Board.

D. Simultaneous Offices

- 1. A person shall hold only one elective office within IGLA at any one time.
- 2. Board members may not act as team representatives.

E. Committees

Officers may appoint committees to assist them in fulfilling official duties.

V. Finances

A. Fiscal Year

The fiscal year of IGLA is the calendar year, January 1 – December 31.

B. Bank Account

IGLA's bank account will be established at the bank of the Treasurer's choice.

C. Dues

1. Renewal member teams dues deadline of 1 February.
2. Late fees: 25% penalty on current dues with a minimum penalty of US \$ 10.
3. New members or past members with lapsed membership greater than one year may join and pay dues without penalty any time during the year.
4. This policy shall take effect 1 January 1994.

VI. Amendments to these Bylaws

A. Amendment by the Board of Directors.

These Bylaws or any part thereof may be amended or repealed at any time by a resolution adopted by a two-thirds majority of the Board of Directors.

B. Amendment by vote of Representatives of Member Teams.

These Bylaws or any part thereof may be amended or repealed at any time by written assent of a two-thirds majority of the representatives of member teams or by a two-thirds vote at the general meeting.

VII. Dissolution

Upon dissolution, the net assets of IGLA will not be transferred or passed on for the benefit of any private individual or corporation, but will be distributed to a bona fide organization approved by the final Board of Directors to be exclusively for athletic, educational or charitable purposes.

Policies and Procedures

1. Membership: Privileges and Duties of Member Teams

- 1.1 According to IGLA bylaws, IGLA is open to aquatics teams:
- a) Who pay annual dues and complete an annual registration packet. and,
 - b) Whose constitution, statutes and bylaws are in accordance with IGLA's bylaws, policies and procedures. The Board of Directors has the right to review the applying team's bylaws, statutes and constitutions before accepting the team as a member.

1.2 Dues are paid to the current IGLA treasurer.

1.3 The number of votes and the amount of the dues for each team shall be determined by a dues structure based on team size.

1.4 The current table for dues structure is:

Team size	Number of votes/ reps	Dues
individual	0	15 US\$
1-5	1	30 US\$
6-24	2	60 US\$
25-49	3	125 US\$
50 and over	4	250 US\$

The second column shows the number of representatives allotted to that team category.

1.5 Teams are encouraged but not required to register in the category corresponding to their actual size. Teams wishing to save money or teams not interested in having representation proportional to their actual size may choose to register in a smaller category. A team shall not register in a category larger than its actual size.

1.6 Teams with multiple aquatic disciplines are encouraged to register for each discipline, following the table according to its size, in each of the disciplines. This includes swimming, diving, water polo and/or synchronized swimming.

1.7 The renewal member dues deadline will be February 1st.

1.8 In sake of fairness and administration simplicity, there will be a 25% penalty on current dues with a minimum penalty of US\$10, for teams failing to register by the dues deadline set in 1.7. This penalty applies only to current members and not to new members or former members with lapsed membership greater than one fiscal year.

1.9 New members or former members with lapsed membership greater than one fiscal year may join and pay without penalty any time during the year.

1.10 All member teams commit themselves to respect all rules and regulations contained in the IGLA Bylaws, in this P&P Manual, in the *Rules and Recommendations Booklet for IGLA Championships and Gay Games*, or in any other official IGLA document approved by the general membership.

1.11 Any time a vote is required, a team is entitled to a maximum number of votes established in the dues structure table in point 1.4. One person cannot cast more than one vote. Therefore, the number of votes allotted to a team equals the number of its team reps present at the General Meeting (1 person = 1 vote).

This means that some of a team's votes may be lost for any/some of its representatives are absent from the General Meeting

See also point 2.4.2. for change of team representative.

1.12 Member teams will receive all IGLA official correspondence and the IGLA newsletter through their team representatives. One copy of each correspondence will be sent to each team representative. Correspondence may be sent either through e-mail or snail mail format.

1.13 Member teams having an team rep with an E-mail address (see 2.5 for definition), will have their rep added to the official IGLA e-mail list maintained by the IGLA's Webmaster if one is appointed, by the Secretary, otherwise.

1.14 New members or past members with lapsed membership greater than one year, will be directed to a "welcome page" on the IGLA website containing:

- A welcome letter;
- A copy of IGLA Bylaws;
- A copy of the IGLA Roster;
- A copy of the Promo List;
- A copy of this Policies and Procedure Manual;
- A copy of the Rules and Recommendation Booklet for IGLA Championships and Gay Games Aquatics Competitions;
- A copy of any document published by IGLA and useful for a better knowledge of the organization.
- The annual registration form for that year.

The welcome package will be sent by the Secretary. The secretary, as part of his/her duties will maintain the most current revision of the aforementioned forms.

2.4.2 The registration/renewal form should contain:

- Table for dues structure;
- Current address of IGLA Treasurer and Secretary;
- Space for the name, address, phone and e-mail addresses of up to 4 team representatives.

1.15.2 One copy of the form should go to the Treasurer, with payment, and a second should go to the Secretary.

2. Eligibility and Duties of IGLA Officers and Representatives

2.1 Eligibility of IGLA Officers

- 2.1.1** Any member of an IGLA team or individual IGLA members are eligible to run for a Board member position or is eligible to serve as a Committee Chair.
- 2.1.2** Gender and ethnic parity as well as geographical diversity shall be encouraged but not required in the composition of the Board.
- 2.1.3** To ensure that individuals serving IGLA as voting Directors have an understanding of the history of the organization and how it operates, it is advised but not required that IGLA representatives meet at least one of the following prior to running for a position of voting Board member:
- Serve for two consecutive years as team representatives and attend at least two consecutive IGLA General Meetings,
 - Serve on an IGLA Committee for at least one year.
- In case no candidate meets either of the two above requisites, any candidate meeting the terms in 2.1.1 will be eligible for the position.
- 2.1.4** Because the most IGLA Board communication is done through the internet, any IGLA representative wishing to run for a board position must have internet access and an e-mail account or obtain internet access and an e-mail account upon being elected to the IGLA Board of Directors. Failure to maintain an e-mail account for two months while holding a board position shall be grounds for dismissal from the IGLA Board of Directors.
- 2.1.5** Board members must be a member of an IGLA registered team or an individual member of IGLA throughout their term.

2.2 Duties of Voting Board Members

The duties listed in this section are additions to the duties for the Voting Board Members listed in the bylaws.

2.2.1 The Co-Chairs

- 2.2.1.1** Oversee and respond to the day to day administration of IGLA.
- 2.2.1.2** Call for newsletter articles within their region prior to the date set by the Secretary for submission of articles.
- 2.2.1.3** Submit an article for each newsletter.
- 2.2.1.4** Administer guidelines for IGLA Championships as set in the *Rules and Recommendations Booklet for IGLA Championships and Gay Games Aquatics Competitions*.
- 2.2.1.5** Have a good knowledge of IGLA Bylaws, Policies and Procedures and actively operate for their respect and enforcement.
- 2.2.1.6** Actively operate for IGLA's Outreach, regardless of whether an Outreach Committee is currently standing. In particular, after the dues deadline, they will contact all non renewing teams and the teams of the Promo list in order to encourage them to acquire IGLA membership.
- 2.2.1.7** Serve as Co-Presidents in the second year of their term.
- 2.2.1.8** The Co-chairs in the first year of their term shall be responsible of monitoring the work of the committees, by keeping regular contacts with all the committees Co-chairs and by acting as liaison between the Committees and the Board. In particular, they will make sure that the Committee Co-chairs submit the periodic reports as stated in 2.3.2.3.

2.2.2 The Co-Presidents

- 2.2.2.1** The two Co-Presidents (the Co-Chairs in the second year of their terms) will be responsible for setting the agenda and for leading the IGLA general General Meeting, any Board or Executive Committee meetings or any other IGLA meeting. In the case of absence of one of the Co-Presidents, the remaining Co-President will be responsible for chairing the meeting.

2.2.3 Secretary

- 2.2.3.1** May appoint individuals to assist such as: Webmaster, newsletter assistant, roster coordinator, OEL Manager (see definition in 2.3.4).
- 2.2.3.2** Sets dates for the submission of newsletter articles.
- 2.2.3.3** Sets dates for sending the newsletter.
- 2.2.3.4** Will be responsible for taping the Board and General Meetings for the purpose of obtaining accurate minutes.
- 2.2.3.5** Sends Executive Committee Meeting and General Meeting minutes to the Executive Committee members within 30 days after the meeting and asks for corrections in writing by mail, e-mail or fax. The Officers shall answer with their corrections within 30 days of the date of receipt.
- 2.2.3.6** Upon receipt of the officers' correction to the meeting minutes and within 90 days of the General Meeting, sends the corrected General Meeting minutes to the member teams and asks for corrections in writing or by e-mail from the team representatives.
- 2.2.3.7** During years in which a new Secretary is elected, the minutes of the Board and General Meetings shall be taken, reviewed, corrected and sent by the outgoing Secretary. This will be coordinated with the newly elected secretary when necessary.
- 2.2.3.8** In coordination with the Treasurer, maintains a current roster and promo list (see 3.2) and distributes them board members at least twice a year:
- 1- within 30 days after the General Meeting and
 - 2- within 30 days after the dues deadline set in 1.7.
- Immediately modifies the changes in names, addresses, email etc of any of a team's representatives by logging on to the membership page of the IGLA website. During years in which a new Secretary is elected, the roster following the GM is compiled by the outgoing Secretary.
- 2.2.3.9** Provides updated roster and promo list to the other Directors to assist them in their duties.
- 2.2.3.10** Updates the IGLA Stationery and the IGLA brochure and has new supplies produced as necessary.
- 2.2.3.11** Emails the "welcome page" (see 1.14) to new members at the moment of their registration or to old members with a lapsed membership of at least one fiscal year at the moment of their renewal.
- 2.2.3.12** Advertise Board and committee positions available in the newsletter prior to the Championships.
- 2.2.3.13** Updates the registration/renewal forms in collaboration with the Treasurer.(see 2.2.4.4)
- 2.2.3.14** In case of election of a new Secretary at a General Meeting concurrent with an IGLA Championship or Gay Games, the outgoing Secretary will transmit the IGLA roster and promo list (see 3.2) to the newly elected Secretary at the IGLA Championships or Gay Games during which his/her election has taken place.
- In case of election or appointment of a new Secretary at any other time of the year, the outgoing Secretary will transmit the IGLA roster and promo list (see 3.2) to the newly elected Secretary within a week of the election.
- 2.2.3.15** The outgoing Secretary will complete all other pending jobs initiated under his/her term within 60 days of its end or resignation and/or dismissal.
- A list of these jobs may include:
- Writing and reviewing the general meeting minutes (see points 2.2.3.5, 2.2.3.6 and 2.2.3.7),
 - Updating the IGLA roster after the Championships (see point 2.2.3.8).
- By the same date, he/she will also forward all IGLA documentation and material in his/her possession to the newly elected secretary. This includes files on disks.
- 2.2.3.16** Maintains the IGLA Website, or works with the IGLA Webmaster to make sure the site is current and accurate.

2.2.4 Treasurer

2.2.4.1 Administers IGLA's finances. This includes collecting dues and reimbursing all authorized expenses.

2.2.4.2 Gives financial report at the annual GM.

2.2.4.3 Updates the Co-Chairs quarterly regarding the membership.

2.2.4.4 Updates the registration/renewal forms in collaboration with the Secretary. The registration/renewal forms should contain at least:

- Table for dues structure;
- Current address of IGLA Treasurer and Secretary;
- Space for the name, address, phone and e-mail addresses of up to 4 team representatives.

2.2.4.5 Sends renewal forms to each member team at least 90 days before the dues deadline.

2.2.4.6 Sends advertising material about IGLA and a new registration form to each team in the promo list at least 90 days before the dues deadline. The Treasurer obtains an updated version of the promo list from the Secretary.

2.2.4.7 Must notify the Secretary preferably by E-mail or fax of all new registrations and renewals within three days of receiving the forms. Notification must include:

- official team name, team size (vote), website;
- names, addresses, E-mail addresses, fax numbers, and e-mail addresses of all team representatives, when available;
- name and E-mail address of the designated internet representative.

The treasurer shall carbon copy the team so that the team has confirmation that the registration was received and is being processed.

2.2.4.8 Thirty days before the dues deadline set in 1.7, reminds non-renewed teams about the dues deadline by e-mail, regular mail or telephone. At the same date, provides each Co-Chair and the Secretary with a list of non-paid teams to contact for dues renewal.

2.2.4.9 At the dues deadline: reports to Board about non-renewals by teams; starts to investigate non-renewal team status; verifies contact information. If necessary, contacts non-renewal teams directly to verify contact information, whether renewal information was received and reason for non-renewal status. The Treasurer may request the assistance of the Co-Chairs in this process.

2.2.4.10 After the dues deadline, the Treasurer will write a report about the renewal status of the whole membership. This report must be published in the first issue of the newsletter following the dues deadline.

2.2.4.11 The Treasurer will immediately report any new memberships or renewals to the Secretary for purposes of the roster.

2.2.5 Federation of Gay Games Delegates

2.2.5.1 Serve as principle contacts between IGLA and the Federation of Gay Games.

2.2.5.2 Represent IGLA at Federation of Gay Games meetings.

2.2.5.3 Serve on Federation of Gay Games committees.

2.2.5.3.1 At least one IGLA delegate must serve on the Federation of Gay Games Sports Committee.

2.2.5.4 Inform IGLA officers and team representatives of Federation matters at the IGLA General Meeting and through the newsletter. Must produce at least two written reports approximately six months apart.

2.2.6 Webmaster

2.2.6.1 The Webmaster will be an official member of the IGLA Board.

2.2.6.2 His/Her main task is to help the Board and the membership share information on the Internet.

2.2.6.3 Will maintain and distribute e-mail addresses of IGLA's membership and other IGLA-related individuals and organizations.

2.2.7 Voting rules for IGLA Board Members via Email

2.2.7.1 Any board member can make a motion via email. The motion must be "complete" in that it must specifically detail what is to be done, by whom and within what time frame. The heading on the email should begin with the word "Motion"

2.2.7.2 One of the Presidents acknowledges the motion and asks for a second. Any second made prior to a president's acknowledgment is not valid. Discussion of things that should be included in the motion, deleted from the motion, further clarified etc can take place prior to the "seconding". If any of these discussions are to be included in the original motion or affect the motion by language or content, a new motion will be required with the modified language. By common courtesy one would go back to the one who originally made the motion and ask him/her to accept the changes.

2.2.7.3 After one of the presidents asks for a second any board member may second the motion.

2.2.7.4 The second is then acknowledged by one of the presidents. Voting will take place on that motion as it is presented.

2.2.7.5 After a reasonable amount of time for discussion, a President will ask board members to vote on the motion. He/She will also restate the motion in its final agreed upon form as well as the names of the person who made the motion and who made the second.

2.2.7.6 Voting emails are yes, no, or abstain. Additional comments, remarks or changes are not allowed in the voting email(s). The heading on the voting email should read "vote"

2.3 Duties of Non-Voting Executive Committee Members

2.3.1 Committee Chairs

2.3.1.1 The Committee Chairs or Co-Chairs shall be official members of the Executive Committee without right of vote when a vote for a Board's action is required. If Committee Chairs are team representatives, they maintain their right of vote as team representatives at the General Meeting.

2.3.1.2 Are appointed yearly by the IGLA Board. May be removed upon a 2/3 vote of the Board.

2.3.1.3.1 Communicate with committee every 30-90 days.

2.3.1.3.2 Committee Chair(s) shall report results to the IGLA Co-Chairs and/or the entire Board. At least 3 reports are required each year.

2.3.1.4 Update the general membership by the newsletter at least twice a year.

2.3.1.5 Summarize in writing the activity of their committee during the previous year to the board and membership at the General Meetings.

2.3.1.6 At the end of the GM, submit to the Secretary a list of their Committee's members containing all available addresses, telephone and fax numbers and e-mail addresses.

2.4 Team Representatives

2.4.1 The official IGLA team representatives shall be designated in the registration/renewal forms.

2.4.2 Teams are encouraged to select their representatives among their members who will attend the IGLA General Meeting. To insure the highest possible representation at the IGLA General Meeting, teams are allowed to change their representative up to the beginning of the GM.

2.4.3 The main duty of Team representatives is to be present at the IGLA General meeting in order to insure that each team has representation.

Team representatives are encouraged to:

- 2.4.4** Attend their individual team's executive board meetings and report IGLA-related items;
- 2.4.5** Share their team's agenda with IGLA quarterly through the newsletter;
- 2.4.6** Serve on at least one IGLA Committee.
- 2.4.7** Communicate immediately all changes in names, addresses, telephone numbers, etc. of any of the team's representatives to the IGLA Secretary.
- 2.4.8** Distribute all IGLA information received by e-mail, as widely as possible. Messages should be forwarded to the team's executive board and membership as appropriate. In addition, every effort should be made to share information with team reps who don't have e-mail accounts.

3. IGLA lists

3.1 IGLA Roster

3.1.1 The roster will be kept by the Secretary and updated at least twice a year:

1. within 30 days after the general meeting and
2. within 30 days after the dues deadline set in 1.7.

3.1.2 The Treasurer will immediately report new memberships or renewals to the Secretary, who will update the roster. All the changes between the two required updates of the roster will be sent with each issue of the newsletter if any change has occurred since the previous issue.

3.1.3 The roster will contain the names, e-mail addresses (when available) and position held in IGLA of:

- Voting Board members (Board of Directors)
- Non Voting Board members (Committee Chairs)
- Committee members listed by committee
- Team representatives
- Individual members.

3.1.4 The IGLA roster will also contain a team's general address, telephone number, e-mail address and web page address when applicable.

3.1.5 Team representative email addresses, Team email addresses and individual members will be included in the roster when:

- dues are paid for the current year
- or
- ~~or~~ the team/individual was an IGLA member during the previous year.

The roster will distinguish those members who are current with dues, and those who are in arrears. It is left to the Secretary to choose the most suitable way to make this distinction.

3.1.6 Teams will be moved from the roster to the promo list (see 3.2.) after 1 fiscal year of lapsed membership (i.e. after December 31st of the first year when the team is not in order with IGLA dues).

3.1.7 Teams on the roster will receive all official IGLA correspondence, including the Newsletter, via email through their reps. One copy of each correspondence will be sent to each team representative.

3.2 Promo List

3.2.1 The Secretary shall also keep a "Promo" list of teams, organizations and individuals that have come to IGLA's attention, and are interested in IGLA activities yet are not members. The promo list shall contain:

- All gay and lesbian swim teams known to IGLA (including former IGLA members).
- Organizations and individuals having shown interest in IGLA's activities.
- Organizations and individuals whose activity is of interest to IGLA.

3.2.2 For outreach purposes, some IGLA correspondence will be sent to teams and individual athletes on the Promo list. This includes:

- Membership renewal forms, to be sent by the IGLA Treasurer.
- All information and registration material regarding the yearly IGLA Championships, to be sent by the Host Committee. The IGLA Secretary will send a copy of the promo list to the Host Committee in a timely manner

3.3 IGLA List (IRL)

3.3.1 The IGLA IRL will be kept by the Webmaster if one is appointed, by the Secretary, otherwise.

3.3.2 The IGLA IRL shall contain the e-mail addresses of:

- Voting Board members (directors) ;
- Committee Chairs or, when a Committee Chair does not have an e-mail address, a designated member of the same committee;

- All team representatives with e-mail addresses.

- 3.3.3** The IGLA Secretary will communicate immediately any change that affects the IRL to the Webmaster if one is appointed. This includes new registrations or changes of team reps.
- 3.3.4** Information sent to the IRL must be considered official IGLA correspondence, hence this list shall be used only to share official communications.
- 3.3.5** Whoever wants to send an official communication to the IRL, shall send the communication to the IGLA Secretary, who will transmit a copy to the members of the IRL list. In the case a Webmaster is appointed, the communication shall be sent to the Webmaster who will transmit a copy to all members of the IRL, upon approval of the Secretary.
- 3.3.6** Any correspondence not originated by a Board member must receive the approval of the Secretary before distributing it to the IRL. The Secretary is ultimately responsible for all IGLA correspondence.
- 3.3.7** The Secretary must post the following message on all messages on the IRL: "you received this official IGLA communication because you are member of the IGLA list. Please share the information above with your team".
- This is to insure that people who are members of the IRL and of the open e-mailing list (see 3.4.) can distinguish official communications from non-official.

3.4 IGLA Open E-mail Lists (OELs)

- 3.4.1** IGLA shall also keep semi-automated e-mail lists to which any person interested in IGLA's activities or willing to share information with other members of the gay and lesbian aquatics community may subscribe. These lists are kept by the IGLA open e-mail lists Manager.

- 3.4.2** IGLA presently keeps 6 OELs, whose addresses are:

igla-list@yahoogroups.com
igla-dive@yahoogroups.com
igla-synchro@yahoogroups.com
igla-swim@yahoogroups.com
igla-waterpolo@yahoogroups.com
igla-women@yahoogroups.com

The "igla" list should carry administrative and general information. The others should carry information specifically related to their topic.

- 3.4.3** For information on how to subscribe, unsubscribe and submit contributions to the lists, see the IGLA website, <http://www.igla.org>.
- 3.4.4** List users are to respect rules of good taste, politeness and common sense that regulate all communication on internet. Failure to comply may result in banishment from the list.
- 3.4.5** The OEL manager will make sure that any message posted to the OEL list shall automatically bring the notice:
"You received this message because you are on the IGLA general/waterpolo/diving/swimming/women's development open e-mail list. This is not official IGLA correspondence. Please feel free to share this message with your team if it can be useful".

3.5 Privacy protection

The IGLA Policies and Procedure Committee in collaboration with the IGLA Board will develop the policies of this subsection. As usual, the membership will be informed of the new proposed policies in timely manner before they are presented for vote at the next GM. Any suggestion coming from individual with knowledge of such issues under a legal point of view will be very welcome.

4. Committees

4.1 Any IGLA representative or Director may propose to create committees to perform specific tasks.

4.2 Creation of Committees - A committee can be created

- Either by 2/3 decision of the Board
- Or by approval of a motion voted by regular majority at an IGLA GM.

4.3 Eligibility - Any active member of a current IGLA team is eligible as committee member.

4.4 The Board will advertise the creation of a new committee in the newsletter and by internet to foster the highest participation possible.

4.5 Diversity policy - IGLA committees should strive to be diverse in gender and represent people from all regions.

4.6 Appointment of Chairs - The Board will appoint the Committee Chairs yearly.

4.7 Removal. - The Board may remove a Committee Chair from his/her position at any time by a 2/3 vote.

4.8 Meetings

Committees shall meet at least once a year in conjunction with the GM at the IGLA Championships, preferably prior to the General Meeting (or, alternatively, during one of its sessions if time allows).

4.9 Reports.

Committees shall fix in writing their goals at the GM. At the GM, committees will report to the membership about their activities, showing what goals have been achieved and which policies are proposed for approval. At least three written reports approximately four months apart must be submitted to the Board, one of them between 30 and 60 days before the IGLA Championships.

4.10 Committee Chair duties.

See section 2.3.1.

4.11 Renewal of Committees.

At the end of the GM, each Committee Chair will submit to the Secretary a list of the individuals willing to serve in his/her committee for the following year.

4.12 Dissolution

A committee may be dissolved at any time by a 2/3 vote of the Board if :

- The task for which the committee had been created has been achieved or
- The committee does not appear to be able to perform the task assigned.

4.13 Permanent Committees

It is suggested that IGLA keep in existence for indeterminate time the following committees:

- Championships Rules
- Marketing
- Outreach
- Policies and Procedures
- Records and Top Ten Times
- Water Polo
- Women's Development

As well as the following one-person positions:

- Diving Chairperson
- Synchronized Swimming Chairperson
- Webmaster.

4.14 IGLA Leadership Development Committee

4.14.1 PURPOSE

4.14.1.1 The IGLA Leadership Development Committee shall ensure that there are skilled and experienced people standing for election to the IGLA Board of Directors at the IGLA General Meeting, and recruit capable individuals to serve as Committee Chairs.

4.14.1.2 In the case of the Board of Directors, the committee will work “behind the scenes” by encouraging candidates to run for positions and finding team representatives to nominate candidates. It will not actually nominate candidates.

4.14.2 DESIRED SKILLS OF BOARD MEMBERS AND COMMITTEE CHAIRS: The IGLA Board shall decide each year the skills required of new officers and committee chair, and inform the IGLA Leadership Development Committee of its needs.

4.14.3 TIMELINE: The IGLA Leadership Development Committee should be in place and begin its work four months prior to the General Meeting.

4.14.4 MEMBERSHIP OF IGLA LEADERSHIP DEVELOPMENT COMMITTEE: The membership should consist of:

4.14.4.1 Two Board members who are not standing for election at the forthcoming general meeting, e.g., Atlantic Co-Chair, Pacific Co-Chair.; and

4.14.4.2 Two non-board members, e.g., an active member of the P&P or CR committee, or an active participant in a member team who is not currently on the board (preferably a team rep).

4.14.4.3 The IGLA Co-Presidents, in consultation with the IGLA Board will appoint the members.

4.14.4.4 No person who is considering standing for a board position may be a member of the IGLA Leadership Development Committee. However, a member of the committee may be considered to serve as a Committee Chair. If, during the process of finding candidates, a committee member decides to stand for office, he or she should immediately resign from the committee. The IGLA Co-Presidents will appoint a replacement, in consultation with the IGLA Board.

4.14.5 GENERAL TASKS OF COMMITTEE:

4.14.5.1 Canvass incumbent members of the Board and current Committee Chairs on their intentions for the coming year.

4.14.5.2 Identify potential candidates with relevant skills and experience to fill the vacancies and exploring their availability/willingness to stand for election or serve as Committee Chairs.

4.14.5.3 When searching for candidates, the committee shall bear in mind the current and desired gender and geographic composition of the full board and committee chairs. Finding women candidates should be a priority. It is desirable to encourage more than one candidate for each position to stand for election.

4.14.5.4 When evaluating potential candidates, the committee should make sure the candidates are active members of their respective aquatic community.

4.14.5.5 The committee should respect recommendations in the Policy and Procedures book, including the suggestion that candidates should have been active for at least one year on an IGLA committee. This is particularly critical for Committee Chairs.

4.14.6 PUBLICITY OF VACANCIES: The IGLA Leadership Development Committee should widely solicit suggested nominations, using Wetnotes, IGLA e-mail lists, and the IGLA web site to spread the word about open positions.

4.14.7 PROCEDURE AT GENERAL MEETING FOR ELECTING BOARD MEMBERS:

4.14.7.1 The committee will not make formal recommendations or endorsements of any candidate.

4.14.7.2 At General Meetings, candidates will be nominated and seconded by team representatives. Team representatives shall be allowed to nominate candidates who have not been suggested by the IGLA Leadership Development Committee until nominations are closed at the meeting.

4.14.7.3 The IGLA Leadership Development Committee should refrain from making statements in favor of candidates at the General Meeting.

4.14.7.4 IGLA Leadership Development Committee members must be team reps to vote in an election.

4.14.8 PROCEDURE FOR CHOOSING COMMITTEE CHAIRS:

4.14.8.1 Committee Chairs are usually chosen on a more informal basis. Individuals who are interested in serving on committees should attend their respective committee meetings and express interest in that forum. Each Committee's recommendation will then be forwarded to the Board for approval.

5. IGLA Records and Top Times Recognition Policy

- 5.1** The purpose of the IGLA Records and Top 10 committee is to record and publish for IGLA the swimming records and Top 10 times according to the following guidelines:
- 5.1.1** Times eligible for consideration as IGLA Records/Top Times may be recorded at any sanctioned IGLA Championships and Gay Games.
 - 5.1.2** Times eligible for consideration as IGLA Records or Top 10 performances may be recorded at Masters-sanctioned strokes and distances for the courses listed below:
 - 5.1.2.1** Long course meters (LCM-50 meter pools). Freestyle (Free): 50, 100, 200, 400, 800, 1500; Butterfly (Fly): 50, 100, 200; Backstroke (Back): 50, 100, 200; Breaststroke (Breast): 50, 100, 200; Individual Medley (IM): 200, 400; Freestyle Relay: 200, 400, 800; Medley Relay: 200, 400.
 - 5.1.2.2** Short Course Meters (SCM-25 meter pools). Free: 50, 100, 200, 400, 800, 1500; Fly: 50, 100, 200; Back: 50, 100, 200; Breast: 50, 100, 200; IM: 100, 200, 400; Free Relay: 200, 400, 800; Medley Relay: 200, 400.
 - 5.1.2.3** Short course Yards (SCY-25 yard pools). Free: 50, 100, 200, 500, 1000, 1650; Fly: 50, 100, 200; Back: 50, 100, 200; Breast: 50, 100, 200; IM: 100, 200, 400; Free Relay: 200, 400, 800; Medley Relay: 200, 400.
 - 5.1.2.4** Men's and women's individual age groups are 19-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90-94, and five-year age groups as high as is necessary.
 - 5.1.2.5** Sexes and age groups for LCM and SCM relays. Men's, mixed (2 men and 2 women), and women's age groups, based on the "sum of ages" of relay participants are 76+, 100+, 120+, 160+, 200+, 240+, 280+, 320+, and forty-year age groups as high as is necessary.
 - 5.1.2.6** Sexes and age groups for SCY relays. Men's, Mixed (2 men and 2 women), and Women's age groups, based on the age of the youngest member participating on the relay are 19+, 25+, 35+, 45+, 55+, 65+, 75+, 85+ and ten-year age groups as high as is necessary.
 - 5.1.3** For individual and relay performances in each course, gender and age group, the committee shall publish IGLA and Gay Games records, the Top 10 for each year, and an All-Time Top 10, consisting of the ten best swims updated annually.
- 5.2** IGLA records and the top ten times will be compiled and recorded for each calendar year with results from the IGLA Championships and Gay Games. The host is responsible for sending the results to the IGLA Records/Top Ten Times committee. The coordinator of the Host Committee will submit complete results of the meet to the IGLA Records/Top Ten Times Chairperson within 90 days of the IGLA Championships. They must be provided in the format requested by the records chair.. (see *Rules and Recommendations Booklet ISW 4.10.5.3*).
- 5.3** Meet results submitted for consideration will contain the following information (see *Rules and Recommendations Booklet ISW 4.10.5.4*):
- 5.3.1** Results (individual and relay) will be recorded by and separated by sex, event (distance and stroke), and age group.
 - 5.3.2** For individual events, results will indicate the swimmer's name, age, and time.
 - 5.3.3** For relay events, results shall indicate each competing team's name and time, and all four swimmer's names and ages.
 - 5.3.4** A team roster identifying the team, IGLA team abbreviation (if any), FINA or national governing body abbreviation and all registered (*m*). City, Province/State/Regional Government, and Country of each team (*o*).
- 5.4** IGLA swimming records may be compiled on a regional basis.
- 5.4.1** The person who compiles and maintains such regional records shall automatically be a member of Records and Top 10 committee with committee voice and vote for as long as she or he performs such duties.
 - 5.4.2** The regional compiler shall report to the committee, on at least an annual basis, all current records for that region.

- 5.4.3 IGLA swimming records may also be recognized as regional records; however, no IGLA regional record shall supercede an existing IGLA record without meeting all criteria for recognition as an IGLA record. Upon review of such criteria, the committee shall either approve the regional record as an IGLA record, or give a written report stating the reasons for disallowing the record.

6. Marketing

6.1 ~~One for IGLA Fees~~

- 6.1.1 Cities hosting the IGLA Championships will collect a participants' fee for athletes paying individual entry fees for swimming, which is due 60 days following completion of the competition and will be given to the IGLA Treasurer. This fee is 5% of the registration fee but will be no less than US \$1 nor exceed US \$5 per participant. (see *Rules and Recommendations Booklet*, IGR 2.3.2)
- 6.1.2 The participants' fee for athletes paying team fees will be 5% of the entry fee but will not be less than US \$5 per team. (see *Rules and Recommendations Booklet*, IGR 2.3.3)
- 6.1.3 IGLA member teams hosting local/regional meets are encouraged to add a line to the page of the entry fees/costs to read.
"One for IGLA"[blank, free amount for the entrant to complete]
- 6.1.4 It is acceptable for the host committee of the annual IGLA Championships to include the "1\$ for IGLA" line as described in 6.1.3 on the entry forms of the annual IGLA Championships.

6.2 Marketing

- 6.2.1 Any group wishing to use the IGLA name or logo for any purpose must have written permission of the Board. Proposals for this use should include artwork, and no deviations from this proposed use will be allowed without further written permission from the Board. The only exception to this policy would be use of the IGLA name on meet programs and in meet advertising by the host city of the IGLA Championships or IGLA Series competitions (see R & R: IGR 1.10.4.1)
- 6.2.2 Any entity selling merchandise with the IGLA name and/or logo on it will submit, as part of the Financial Summary, profit and loss statements for that merchandise to the Board and the IGLA treasurer within 60 days of the event at which the merchandise was sold. The selling entity will submit to the IGLA treasurer a check equal to 15% of the gross proceeds also within 60 days of the event at which the merchandise was sold. (see *Rules and Recommendations Booklet*, IGR 1.10.4.2)
- 6.2.3 In keeping with IGLA's non-discrimination policy, no selling entity shall be granted permission for use of the IGLA name and/or logo for any product that blatantly discriminates against any person or group. (see *Rules and Recommendations Booklet*, IGR 1.10.4.3)

7. Newsletter

- 7.1 The IGLA Secretary is responsible for the production of the Newsletter.
- 7.2 The Secretary may appoint a person or a group of people of his/her choice to assist him/her in the production of the Newsletter.
- 7.3 The Newsletter will be open to any IGLA team, IGLA team member or IGLA individual member who wants to submit a written article.
- 7.4 Of all matters, articles, etc. published in the newsletter, only official IGLA communiqués signed “the IGLA Board” express the voice of IGLA. All other opinions expressed in the articles of the newsletter are those of their author and not of IGLA.
- 7.5 The Newsletter will be published at least 3 times a year and sent to all IGLA representatives, individual members and officers.
- 7.6 One issue of the Newsletter must be received by the team reps at least one month prior to the IGLA General Meeting. It shall contain the agenda of the General Meeting and any proposals made by the membership, committees or directors to be discussed and voted upon at the upcoming GM.
- 7.7 The IGLA Secretary must receive approval for the IGLA newsletter from a Co-chair of the basin other than his/her own, prior to publication and distribution of the newsletter. The remaining members of the Board may choose not to reimburse the IGLA Secretary for any newsletter published or distributed without prior approval.

8. Reimbursements

- 8.1** Any IGLA member may apply for reimbursement of all administrative expenses born on behalf of IGLA and for IGLA's interest. Items may include:
- Stationery
 - Postage
 - Photocopying
 - Phone calls.

All the above expenses, if approved following the policies reported in this section 8, will be reimbursed entirely.

- 8.2** IGLA's Delegates to the Federation of Gay Games (the Federation) may apply for reimbursement of their travel expenses to participate in the Federation's annual meetings. These travel expenses will be reimbursed by at least 85% of a reasonable economy class fare for a roundtrip from the delegate's city of residence to the city where the Federation's annual meeting is held. This percentage will be determined annually by the IGLA's four Co-Chairs and the Treasurer.
- 8.3** In no case may the IGLA's Delegates to the Federation apply for reimbursement for their lodging if free-hosted housing is offered by the organizers of the Federation's annual meeting. If free-hosted housing is not available, IGLA's Delegates to the Federation may apply for reimbursement of their lodging expenses as well. The method for reimbursing lodging expenses will be the same as the one prescribed in section 8.2 for travel expenses.
- 8.4** In no case may IGLA's Delegates to the Federation apply for reimbursement of their food expenses for the period of the meeting.
- 8.5** IGLA's Delegates to the Federation may apply for reimbursement of their travel expenses to participate in Federation meetings other than the Federation General Meeting. The approval for the reimbursement of these travel expenses (total or partial) is granted only on a case-by-case basis and upon presentation of a written report of such meetings.
- 8.6** All eligible expenses will be reimbursed only if documented by receipt.
- 8.7** Receipts must be submitted to the Treasurer with the appropriate Expense Reimbursement Form annexed at the end of this document (Appendix 2).
- 8.8** Single expenses of 50 US\$ or less will be reimbursed upon approval of the Treasurer only.
- 8.9** Single expenses over 50 US\$ will be reimbursed upon approval of the Treasurer and one of the Co-President
- 8.10** Reimbursement requests for the current year must be submitted no later than 30 days before the annual general meeting. This will allow more accurate Treasurer's report at the G.M. Reimbursement requests for expenses whose receipts are not available at this date (such as telephone calls) may be submitted after this date, as soon as the receipts are available.

9. Awards And Donations

9.1 Awards

9.1.1 The IGLA Championships Trophies

9.1.1.1 Three Team Championships for swimming will be awarded at each IGLA Championship Meet. Large, Medium and Small Team Championship trophies will be awarded to the IGLA member teams in each classification, which accumulates the highest point total. (see R&R, ISW 3.10.6.1)

9.1.1.2 The IGLA Championship host committee shall, after the official entry deadline has passed, send a numeric breakdown of the number of swimmers entered from each IGLA member team to the IGLA Board. This breakdown will include the number of swimmers from a team, but not the team name. (see R&R, ISW 3.10.6.2)

9.1.1.3 The IGLA Board shall, upon receipt of the numeric breakdown, determine the size classification for each IGLA team according to the IGLA policy on registration/affiliation.

9.1.1.3.1 Team classifications will be posted on the internet one week prior to competition and circulated at the IGLA General Meeting. It is the host team's responsibility to make sure that a designated representative of each participating team is informed of the team classification before the start of the meet. (see R&R, ISW 3.10.6.3)

9.1.1.4 Protests concerning the classification of a team must be made in writing to the Championship Director within 30 minutes after the start of the swimming competition, and shall be adjudicated by a protest committee assembled by the Championship Meet Director in accordance with the masters rules governing the Championship Meet. (see R&R, ISW 3.10.6.4)

9.1.1.5 Team classification shall be determined by the number of swimmers entered in the competition. A Large Team will not be reclassified as a Medium or Small Team if the number of competitors who actually participate in the meet drops. (see R&R, ISW 3.10.6.5)

9.1.1.6 An IGLA Water Polo Championship plaque will be awarded to the IGLA member team which places highest at the IGLA Championships Water Polo Tournament. (see R&R , IWP 3.9.1)

9.1.1.7 The IGLA team trophies should be awarded at an event linked to the IGLA Championships (e.g. a brunch). Preferably, this will be the most highly attended social event organized in the context of the Championships. (see R&R, ISW 3.10.5.3)

9.1.1.8 Presentation of the IGLA Championship Trophies will be made by representatives of the IGLA Board or their designees and will be coordinated with the host committee. (see R&R, ISW 3.10.5.4)

9.1.1.9 During the award ceremony, at least the top three swim teams of each category and the top three water polo teams will be announced. (see R&R, ISW 3.10.5.5)

9.1.1.10 Traveling trophies: the host team needs to contact the previous team winners to ensure that the IGLA traveling trophies are at the meet (see R&R; ISW 3.10.7). The host team may request the assistance of the IGLA Board in this process.

9.1.1.11 At least 30 days before the Championships, the Board shall remind the host committee to contact the previous team winners and make arrangements in order to have the trophies available.

9.1.2 Service Award

The IGLA Board shall consider yearly to award an "IGLA service award". This will be awarded when a person/s deserves it for special contributions to IGLA, but not necessarily yearly.

9.2. Donations

9.2.1 The IGLA Board may make in-kind or monetary donations in the name of ailing/deceased members in amounts not exceeding US\$ 100 annually. Such beneficiaries may include:

- NAMES Project Quilt;
- AIDES or other health care organizations;
- gay and lesbian projects of an athletic nature, preferably aquatics oriented.

10. IGLA Meetings

(see also *Rules and Recommendations Booklet*, IGR 1.10)

- 10.1** The Executive Committee meeting will take place concurrently with the IGLA Championships or Gay Games. The Executive Committee shall meet prior to the General Meeting. *All members of the Executive Committee are invited to attend the entire meeting.* The Non-Voting Members of the Executive Committee, must make reports at the Executive Committee meeting. *Non-voting members of the Executive Committee* have no right to vote when Board action is required.
- 10.2** The IGLA General Meeting will take place concurrently with the IGLA Championships or Gay Games.
- 10.3** Precise time and place for the Executive Committee and the General Meetings will be established by the Board in accordance with the Organizing Committee of the Championships or of the Aquatic Sports Meets/Tournaments of the Gay Games. It is the responsibility of the Organizing Committee to provide appropriate facilities for both meetings, taking into consideration the size and the duration of them. The duration of the Board meeting is of about 4 hours, it is attended by 15 to 20 people. The duration of the General Meeting is of about 4 hours, it is attended in principle by all IGLA officers and IGLA representatives listed in the IGLA Roster.
- 10.4** Neither the Executive Committee Meeting nor the General Meeting shall take place during a time that would interfere with any IGLA championships event or Gay Games aquatics event. These meetings are best-scheduled one day prior to the beginning of the championships or the Games. This gives all teams an opportunity to pay dues and be eligible for team awards, as well as to be updated on the meet's rules and regulations.
- 10.5** The two Co-Presidents share the responsibility of running the Executive Committee and the General Meetings, including creating the agenda and chairing the meetings. In case of absence of one of the Co-Presidents, the remaining Co-President will be responsible for chairing the meeting.

Any request to add an item at the agenda of the General Meeting must be presented to the two Co-Presidents at least 30 days prior to the General Meeting.

Any request to add an item to the agenda of the General Meeting must be presented to the two Co-Presidents at least 30 days prior to the General Meeting if a decision of the General Meeting is required. If a decision is not required, agenda items can be presented to the present co-President(s) at the beginning of the General Meeting and will be added to the agenda if they can be scheduled in.

10.6 Agenda additions

10.6.1 Any request to add an item to the agenda of the General Meeting must be presented to the two Co-Presidents at least 30 days prior to the General Meeting if the item requires for a vote at the General Meeting.

10.6.2 Other additional agenda items such as non-previously scheduled reports or points of information can be presented to the Co-Presidents up to the beginning of the General Meeting, they will be added to the agenda and discussed only if time allows.

10.7 The General Meeting order of the day must include:

- Roll Call
- Reading and approval of the minutes of the previous GM.

The reading of the minutes shall not be necessary if a copy of them has been provided to all IGLA officers and representatives at least 30 days prior to the General meeting.

10.8 At the General Meeting, elections for expired, vacated and interim Board positions will take place.

10.9 All Voting Board members and team representatives have right of vote on all board positions.

10.10 Eligibility to vote.

As a reminder, by point 1.11, the number of votes allotted to a Team equals the number of its team reps present at the general meeting (1 person = 1 vote). To insure the highest possible representation at the IGLA General Meeting, teams are allowed to change their representative up to the beginning of the GM. For the procedure of the change, see point 2.4.2.

10.11 As a reminder, the minutes of all IGLA Board Meetings and General Meetings will be taken and taped by the IGLA Secretary. See points 2.2.3.5, 2.2.3.6 and 2.2.3.7 for the policies regarding the recording and the reviewing of the minutes.

11. Women's Development.

- 11.1** The purpose of the IGLA Women's Development Committee is to promote women's participation in IGLA administration, at IGLA Championships and other IGLA-sanctioned events. The overall objective is to abolish the need for this committee. As it stands today, women represent less than 10% of all IGLA participants. Once women represent 50% of all IGLA participants, this committee will be dissolved.
- 11.2** IGLA encourages the female/male ratio in the composition of the Board to be at least consistent with the female/male ratio of the overall IGLA membership.
- 11.3** IGLA requires meet organizers to make reasonable efforts to ensure that the leadership of meets and IGLA sponsored events include women. (see *Rules and Recommendations Booklet*, IGR 1.1.1)
- 11.4** IGLA encourages meet organizers to make reasonable efforts to attract women to participate in IGLA sponsored events. (see *Rules and Recommendations Booklet*, IGR 1.1.2)
- 11.5** At gatherings where both men and women are present, entertainment should be balanced so both are included as a part of the event. (see *Rules and Recommendations Booklet* IGR 1.11.2)
- 11.6** IGLA encourages teams to establish women's development committees. (The IGLA Women's Development committee will provide support and direction for these individual team committees.)

12. Amendments to these Policies and Procedures

- 12.1 Any IGLA Officer, any IGLA member team, through its representatives, or any individual member may submit a request of amendments to these policies and procedures.
- 12.2 Any proposed change must be submitted in writing to the Policies and Procedures Committee Chairperson(s) and to the two IGLA Co-Presidents. A proposal may be submitted at any time of the year.
- 12.3 Within 60 days of the submission, the Policies and Procedures Committee consults with the whole Executive Committee and reports in writing to the Board whether or not it supports the proposal with the reasons for its decision. Within 30 days of the report of the Policies and Procedures Committee, the Board shall vote upon the proposal. The Board may approve the proposed amendment with a majority of 2/3 of its present members.
- 12.4 In the case that the Board does not approve the proposal, the team or the individual who proposed the amendment can appeal against this decision of the Board and present a motion at the next General Meeting to get the approval of the membership in the following manner:
 - Ask the Board in writing to include the motion in the order of the day of the next GM under the section new business
 - Inform in writing all IGLA representatives. If time allows, this can be done through the newsletter ;
 - The aforementioned must be done at least 30 days prior to the GM.
- 12.5 Any motion or amendment approved by the IGLA membership at the IGLA GM will be enforced immediately, with the exception of motions or amendments affecting the running of the Championships, which will be enforced only after the IGLA Championships or Gay Games where they have been adopted have taken place.
- 12.6 The Policy and Procedures Committee Co-Chairs shall be authorized to make minor changes to this document without approval of the IGLA membership. This includes spelling, typos, and other errors, and making sure all references to the Championship Rules book are accurate.
- 12.7 Translation into languages other than English. As the need arises, provision shall be made to translate this document into other languages.

Appendix

APPENDIX 1: IGLA CALENDAR

January 1st

- Beginning of the fiscal year.

30 days before dues deadline

- Treasurer reminds the non-renewing teams about the upcoming registration deadline.
- Treasurer provides each Co-Chair and the Secretary with a list of non-paid teams to contact for dues renewal.

February 1st

- Dues Deadline
- Treasurer gives the Board a list of those teams who failed to renew their membership. The treasurer follows up with those teams, verifying contact information, reason for non-renewal, etc.

30 days after dues deadline

- The Secretary sends an updated version of the roster.

120 days before GM

- Prior to this date, any proposal for amendments to the Policies and Procedures Manual must be submitted to the P&P Committee Co-Chairs and to the IGLA Co-Presidents, in order to guarantee their discussion at the upcoming GM in case they get defeated by the Board.

30 days before GM

- Prior to this date, one issue of the newsletter must be received by the team reps. It shall contain the agenda of the General Meeting and any proposals made by the membership, committees or directors to be discussed and voted upon at the upcoming GM.
- Prior to this date, any request of addition of an item at the order of the day of the General Meeting must be presented to the two Co-Presidents.
- Prior to this date, all reimbursement requests for the current fiscal year must be submitted to the Treasurer.
- Prior to this date, Committee Chairs report in writing to the Board regarding their activity, they also submit to the approval of the Board a list of their committee's members whose renewal as committee members is recommended.

15 days before GM

- Prior to this date, teams must notify any change of team reps to their region Co-Chair.

GM date

- Elections
- The Treasurer collects dues for teams, who join immediately before the Championships, he/she transmits the new membership/renewal forms to the Secretary (to the outgoing Secretary in the years in which a new Secretary is elected).
- During the weekend of the Championships following the GM in which a new Secretary is elected, the outgoing Secretary forwards all IGLA documentation and material in his/her possession to the newly elected Secretary.

30 days after the GM

- The Secretary sends out an updated version of the roster. This is done by the outgoing Secretary in the years in which a new Secretary is elected.
- The Secretary submits the meeting minutes to the Board of Directors for corrections. This is done by the outgoing Secretary in the years in which a new Secretary is elected.

60 days after the GM

- By this date, the Directors submit their corrections to the GM minutes to the Recording Secretary.

90 days after the GM

- By this date the Secretary sends the GM minutes (as corrected by the Board) to the team reps for their review. This is done by the outgoing Secretary in the years in which a new Secretary is elected.

90 days before the dues deadline

- Treasurer sends renewal forms to each team in the roster (at least 90 days before the dues deadline).
- Treasurer sends advertising material about IGLA and a new registration form to each team in the promo list (at least 90 days before the dues deadline).

December 31st

- End of fiscal year

- Non-renewing team for the ending years are moved from the Roster to the Promo list.

APPENDIX 2: IGLA REIMBURSEMENT FORM

Name:
 Address
 Day Phone:
 Evening Phone:
 IGLA Committee or Project (if applicable):

	Expense description:	Amount:	Date:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Attach receipts to this form. NO reimbursements are made without them!

 Signature Date

Deliver this form with receipts attached to the IGLA Treasurer.

=====

IGLA approvals:

(For expenses up to 50 USD or other currency equivalent, only the Treasurer's approval is necessary; for other expenses, the approval of an IGLA Co-President is also required).

1. IGLA Treasurer:

 Signature Date

2. IGLA Co-President:

 Signature Date

Disbursement Information:

Check # _____ Amount: _____ Date: _____

