ARTICLE 6 – OFFICERS

6.1 Elected Officers and Committee Chair
The officers and other Board members who shall be elected by the House of Delegates are:

1. General Chair
2. Vice Chair, Program Operations
3. Vice Chair, Program Development
4. Senior Chair
5. Age Group Chair
6. Secretary
7. Treasurer
8. Membership/Registration Coordinator
9. At-Large Members
10. Administrative Review Board Members

6.2 Elections
The House of Delegates, at its annual meeting, shall elect the General Chair, the Vice-Chairs, the Senior Chair, the Age Group Chair, the Secretary, the Treasurer, the Registration Chair, and the At-Large Members in odd-numbered years. The House of Delegates shall also elect the members of the Administrative Review Board as specified in Article 12.

6.3 Eligibility
Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 Double Vote Prohibited
An Individual Member entitled to vote in the House of Delegates by virtue of holding a position in Pacific Swimming may not also vote as a Group Member Representative in the House of Delegates.

6.5 Offices Combined or Split

6.5.1 Office Held by Two Persons
Any office other than General Chair and Treasurer may be held jointly by two (2) Individual Members. This may be accomplished by the Nomination Committee nominating two (2) Individual Members to serve as co-officers or by the House of Delegates electing two (2) at the time of election.

6.5.2 Offices Combined
Any office other than General Chair may be combined with any other office. This may be accomplished by the Nominating Committee nominating a single Individual Member to serve simultaneously as two (2) officers or by the House of Delegates so electing at the time of election. Persons serving in combined offices shall have one (1) vote per Section 6.4.

6.6 Terms of Office

6.6.1 Term of Office
The term of office of all elected members of the Board of Directors shall be two (2) years.

6.6.2 Commencement of Term
Each person elected to a position shall assume office on September 1st following the election and shall serve until a successor takes office.
6.6.3 Consecutive Terms Limitation
Except for the Treasurer and Registration Chair, no Individual Member who has been elected by the House of Delegates and served four (4) successive years shall be eligible for re-election to the same position until a lapse of two (2) years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

6.6.4 Suspension of Consecutive Terms Limitation
The Consecutive Terms Limitation of the General Chair, if elected by the House of Delegates for an additional 24 months, shall be suspended beginning September 1, 2015 to August 31, 2017.

6.7 Duties and Powers
The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

6.7.1 General Chair
The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair’s knowledge that the Board of Directors should consider in the best interests of Pacific Swimming.

6.7.2 Vice Chair, Program Operations
The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming’s swimming events and programs.

This officer’s duties shall include the following:

1. The Vice Chair, Program Operations is a member of the Board of Directors and the Executive Committee, and Governance Committee.

2. The Vice Chair, Program Operation shall assume the duties of the office of the General Chair in the event that the General Chair is absent or is unable to perform these duties.

3. The Vice Chair, Program Operations is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance Committee.

4. The Vice Chair, Program Operations shall maintain regular contact with the chairs, and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

6.7.3 Vice Chair, Program Development
The role of the Vice Chair, Program Development is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will
support the development of the athlete membership.

The officer’s duties shall include the following:

1. The Vice Chair Program Development is a member of the Board of Directors and the Executive Committee.

2. The Vice Chair, Program Development shall assume the duties of the office of the General Chair in the event that the General Chair and Program Operation Vice Chair are absent, or are unable to perform these duties.

3. The Vice Chair, Program Operations is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity Committee and Athlete Committee.

4. The Vice Chair Program Development shall maintain regular contact with the chairs and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

6.7.4 Senior Chair
The Senior Chair shall chair and have general charge of the affairs and property of the part of Pacific Swimming that develops and conducts the senior swimming program of Pacific Swimming. The Senior Chair shall serve as liaison to the Athlete Representatives.

6.7.5 Age Group Chair
The Age Group Chair shall chair and have general charge of the affairs and property of the part of Pacific Swimming that develops and conducts the age group swimming program of Pacific Swimming.

6.7.6 Secretary
The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as required by Article 8 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept in the safekeeping of the Secretary copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming. The Secretary’s custody of the minute books and other records shall be as a fiduciary for Pacific Swimming and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

6.7.7 Treasurer
The Treasurer shall be the chief financial officer of Pacific Swimming as well as the principal receiving and disbursing officer. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees, and other receipts of Pacific Swimming and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee Chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 12.2.11C. When authorized by the Board of Directors, income and expenses may be received and paid by an officer or committee, provided that the officer or committee promptly submits to the Treasurer an itemized report, duly attested by the officer or committee Chair and either within the approved budget of such officer or committee, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall chair and have general charge of the affairs and property of the part of Pacific Swimming that administers the financial
programs of Pacific Swimming, including the development and implementation of an investment program for Pacific Swimming’s working capital, funded reserves and endowment funds. The Treasurer shall submit a written report as of a date within seven (7) days of the date of each meeting of the Board of Directors (a) which compares actual income and expenses with the approved budget, by line item year to date, and (b) states the amounts of assets and liabilities, along with (c) such information as the Board of Directors may direct. The Treasurer shall:

A. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of Pacific Swimming;

B. Cause the moneys, securities and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming, in such institutions as shall be designated in accordance with Section 6.11, or to be otherwise invested as the Board of Directors may direct;

C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;

D. Cause the funds of Pacific Swimming to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositaries of Pacific Swimming, and obtain and preserve proper vouchers for all moneys disbursed;

E. Cause to be kept in the safekeeping of the Treasurer correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Treasurer shall determine. The Treasurer’s custody of the books and records shall be as a fiduciary for Pacific Swimming and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;

F. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of Pacific Swimming or USA Swimming;

G. Cause Pacific Swimming to be in compliance with the requirements of Section 9.4;

H. Have the power to require from the officers, committee chairs, or agents of Pacific Swimming 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 Pacific Swimming;

I. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of Pacific Swimming and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 9.2 and 9.3;

J. Have the power to appoint one (1) or more assistant treasurer(s) and delegate to them one (1) or more of the Treasury functions, or parts thereof; and

K. In general, performs all the other duties incident to the corporate treasury function.
L. Shall not be a member of the Budget and Audit Committee.

6.7.8 Safe Sport Coordinator
The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the Pacific Swimming liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within Pacific Swimming. The Safe Sport Coordinator will:

A. Serve as the primary contact for Pacific Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;

B. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

C. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;

D. Serve as an information resource for Pacific Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources;

E. Receive feedback and suggestions on the Safe Sport policies and programs from the Pacific Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and

F. Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy and positive environments for all its members.

6.7.9 Athlete Representatives
The Athlete Representatives shall serve as the liaison between the athletes who are members of Pacific Swimming and the Board of Directors and House of Delegates.

6.7.10 Coach Representatives
The Coach Representatives shall serve as a liaison between the coaches who are members of Pacific Swimming and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches’ Committee.

6.7.11 At-Large Board Members
In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the Pacific Swimming Policies and Procedures Manual, the General Chair, the Board of Directors or the House of Delegates.

6.7.12 Pacific Swimming Delegates to USA Swimming House of Delegates
A. Officer and Representative Delegates – It shall be the duty and privilege of the General Chair, the Senior Chair, the Age Group Chair, the Senior Athlete Representative and the Senior Coach Representative to attend the USA Swimming annual meeting as representatives of Pacific Swimming and
voting delegates to the USA Swimming House of Delegates.

B. Officer Delegate Alternates – If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual meeting as delegates representing Pacific Swimming.

C. Athlete Representative Alternates – If an athlete delegate is unable to attend, the Athlete Representative next most senior in term of office shall attend. If seniority cannot be established or there remain no additional Athlete Representatives or alternates able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate one (1) or more Athlete Members to attend as a representative of Pacific Swimming.

D. Coach Representative Alternates – If the Senior Coach Representative is unable to attend, the other Coach Representative shall attend, and if neither Coach Representative is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of Pacific Swimming.

6.8 Resignations
Any officer may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying the effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment of a successor.

6.9 Vacancies and Incapacities
6.9.1 Office of General Chair
In the event of a vacancy in the office of General Chair, or of the General Chair’s temporary or permanent incapacity, the Vice Chair, Program Operations shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as Acting General Chair, the Vice Chair, Program Operations shall vacate the office of Vice Chair, Program Operations, except in the case of the General Chair’s temporary incapacity.

6.9.2 Offices of Athlete or Coach Representatives
In the event of a vacancy in the office of Athlete Representative or Coach Representative, or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, the General Chair may appoint, with the advice and consent of the Board of Directors, an Athlete Member or a Coach Member, as the case may be, to serve the remainder of the term of office or until the Coaches Committee, as the case may be, shall elect a successor.

6.9.3 Other Offices
In the event of a vacancy in, or permanent incapacity of the person holding, any office other than General Chair, Athlete Representative, Coach Representative or member of the Board of Review, the General Chair shall appoint a successor, with the advice and consent of the Board of Directors, to serve until the next regularly scheduled meeting of the House of Delegates. In the event of a temporary incapacity, the General Chair may designate, with the advice and consent of the Board of Directors, an Individual Member to act for the incapacitated officer for the duration of the incapacity.

6.9.4 Determination of a Vacancy or Incapacity
The determination of when an office becomes vacant or an officer becomes incapacitated shall be within
the discretion of the board of Directors or the House of Delegates with, in the case of a Coach Representative, the advice and consent of the Coaches Committee. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

6.10 Officers’ Powers Generally
6.10.1 Authority to Execute Contracts, Etc.
The General Chair, Vice Chair, Program Operations, Vice Chair, Program Development, Senior Chair and Age Group Chair each may sign and execute in the name of Pacific Swimming deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the Pacific Swimming Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two (2) or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.

6.10.2 Additional Powers and Duties
Each officer shall have other powers and perform other duties as may be prescribed in Pacific Swimming’s Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the delegating officer or these Bylaws.

6.10.3. Delegation
Officers of Pacific Swimming may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members. In addition, the authority to sign checks, drafts, and orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.

6.10.4 Assistant and Deputy Officers
The House of Delegates or the Board of Directors may by resolution or Pacific Swimming’s Policy and Procedures Manual may create the office of deputy to one (1) or more of the elected officers. The resolution or the Policies and Procedures Manual shall define the method of election or appointment and define the duties and powers of the respective deputies, which may include the power to act for the officer when the officer is out of the Territory or temporarily incapacitated. The elected officers may appoint one (1) or more assistant officers and define their respective duties.

6.11 Depositories and Banking Authority
6.11.1 Depositories, Etc.
All receipts, income, charges and fees of Pacific Swimming shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors may select, or as may be selected by any officer or officers or agent or agents authorized to do so by the Board of Directors. Endorsements for deposit to the credit of Pacific Swimming in any of its duly authorized depositories shall be made in the manner determined by the Board of Directors. All funds of Pacific Swimming not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Board of Directors, or any officer or officers or agent or agents authorized to do so by the Board of Directors.
6.11.2 Signature Authority
All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of
indebtedness issued in the name of Pacific Swimming shall be signed by the General Chair, the Treasurer
or other officer or officers or agent or agents of Pacific Swimming, and in the manner, as shall be determined
by the Board of Directors.