

ARTICLE 16 – PERMANENT OFFICE AND STAFF

16.1 Office

Pacific Swimming may maintain an office in the Territory for the storage of the books, records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws.

16.2 Staff

Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair, the Vice Chair, Program Operations and Vice Chair, Program Development. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Vice Chair(s)'s immediate family. Definitions for purposes of this policy—"Immediate Family" includes current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency.

With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Executive Committee.

16.3 Appropriations

The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Executive Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.