

Pacific Swimming Zone 3 – By Laws

CONTENTS

- I. Name, Status, and Objective
- II. Membership, Dues and Fees, and Zone 3 House of Representatives
- III. Officers, Duties, and Elections
- IV. Committees
- V. Travel Assistance Fund, Memorial Fund, and Equipment Fund
- VI. Zone Scheduled Meets
- VII. Miscellaneous

I. Name, Status, and Objective

- A. The name of the organization shall be *Pacific Swimming, Zone 3* (“Zone 3”), an administrative subdivision of Pacific Swimming Inc., as defined by Article 607 of the Pacific Swimming Bylaws. None of the provisions contained herein shall supersede the provisions set forth in the Bylaws of Pacific Swimming as they apply to Zone 3 matters. It is intended that Zone 3 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 Internal Revenue Code and to which contributions, bequests and gifts are deductible for federal and state income, estate, and gift tax purposes.
- B. The Objective of Zone 3 shall be the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. Zone 3 shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies, and procedures of USA and Pacific Swimming.

II. Membership, Dues, and Fees of Zone 3 House of Representatives

- A. The membership of Zone 3 is defined by article 602 of the Pacific Swimming Bylaws.
- B. There are no additional dues or fees required by Zone 3 other than those defined by Article 603 of Pacific Swimming Bylaws.
- C. Zone 3 House of Representatives
 - 1. The House of Representatives of Zone 3 shall be the governing body of the Zone. Each swim club, league, or organization which is a bonafide member of USA Swimming and Pacific Swimming, within the geographical area designated as Zone 3 as defined in Article 607 of the Pacific Swimming Bylaws, shall appoint one person (and up to three alternates) to act as Representative for such organization at Zone 3 Representative meetings. The House of Representatives shall be all such appointed club or organization representatives, and all Zone 3 officers as defined in Section III of these bylaws.
 - 2. Each representative shall have both voice and one vote in meetings of the House of Representatives. Officers may only act and vote in their official capacity, not as a club or other designated representative position. Individual members who are not designated representatives of their member organization may attend open meetings of the House of Representatives and its committees, and be heard at the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, such attendees shall have no vote in meetings of the House of Representatives.
 - 3. Regular meetings of the House of Representatives shall be in accordance with a schedule adopted by the Representatives or the Board of Zone 3. Special meetings of the House of Representatives may be called by the Chair. A special meeting of the House of Representatives may also be called by a petition signed by at least five representatives of the House of Representatives.
 - 4. Meetings shall take place at a site within Zone 3 as designated by the House of Representatives.
 - 5. A quorum of the House of Representatives shall consist of those members present and voting. Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of

Representatives shall be determined by a majority vote. A motion or order calling for the removal of a member shall be determined by a two-thirds vote after at least thirty days notice. Any provision of these Bylaws not mandated by USA or Pacific Swimming may be amended at any meeting of the House of Representatives by a two-thirds vote. The Zone 3 Chair may at his/her discretion require that any such amendment be deferred for 30 days for consideration at the next regularly scheduled meeting.

6. Zone meetings shall operate under the parliamentary authority of the current edition of Robert's Rules of Order Newly Revised as specified in Article 613 of the Pacific Swimming Bylaws. Voting by proxy in any meeting of the House of Representatives shall not be permitted.
7. At all meetings of the Zone 3 House of Representatives, the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied by the meeting Chair. An agenda will be prepared for each meeting, a copy of which will be posted on the Zone web page along with the minutes of prior meetings:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of prior minutes
 - d. Correspondence/Announcements
 - e. Guest Speakers
 - f. Monthly Reports
 - Vice Chair
 - Treasurer
 - Officials
 - Age Group
 - Seniors Group
 - Data Administrator
 - Facilities Administrator
 - Sanctions
 - Equipment
 - Bylaws and Standing Rules
 - g. Pacific Swimming motions
 - h. Zone 3 motions
 - i. Old Business
 - j. New Business
 - k. Meet Reports
 - l. Adjournment

III. Officers, Duties, and Elections

A. Officers

1. The elected officers of Zone 3 shall be the Chair, Vice-Chair, Secretary, Treasurer, Officials Chair, Sanctions Chair, Age Group Chair and Seniors Chair. The Equipment Chair, Bylaws and Standing Rules Chair, Data Administrator and Facility Administrator are appointed by the Chair with the approval of the board.
2. The Zone 3 Chair may appoint additional members-at-large, not to exceed five, with the consent and approval of the Board, to achieve a balance of representation. These appointed officers of Zone 3 shall be those determined as necessary by the Chair and approved by a

majority of the membership quorum.

B. Eligibility and term of office

1. Only current, non-athlete members of USA Swimming are eligible to hold office.
2. Each elected or appointed officer serves for a term of two years and no such person so elected or appointed for two successive terms is eligible for re-election or appointment to the same office until after the lapse of two years.
3. Elections shall be conducted in July at the Zone 3 meeting on alternating years. Elections for Chair, Vice-Chair, Sanctions Chair and Seniors Chair shall take place on odd numbered years. Elections for Secretary, Treasurer, Officials Chair and Age Group Chair shall take place on even numbered years. The term of office shall commence at the beginning of the following September meeting.

C. Duties

1. The Chair shall preside at all Zone 3 meetings, conduct all business not delegated to other officers or appointees, and represent the Zone to Pacific Swimming and the Pacific Swimming Board of Directors. The Chair may delegate another member of the Zone 3 Board of Directors as an alternate representative to the Pacific Board of Directors meeting. The Chair may appoint additional members-at-large, not to exceed five, with the consent and approval of the Zone 3 Board to achieve a balance of representation.
2. The Vice-Chair shall conduct meetings in the absence of the Chair and at the request of the Chair or in the event of the disability of the Chair, shall perform all the duties of the Chair, and when so acting shall have all the powers of the General Chair of Zone 3 Pacific Swimming. The Vice-Chair shall also provide administrative oversight for the Wally Frank and Peter Ruona Memorial Awards and the Awards Committee.
3. The Secretary shall be responsible for recording and publishing minutes of all Zone 3 meetings, conduct correspondence on Zone 3 matters, and such other duties pertinent to the office as directed by the Chair.
4. The Treasurer shall receive, deposit, and disburse all moneys for the Zone using a financial depository approved by the Board, and shall obtain a second authorized signature for all checks written from Zone 3 accounts, and shall keep accurate records of receipts and disbursements, and shall file a written statement of account at every meeting of the Zone. The Treasurer shall supervise and review all billings to member organizations for equipment rentals.
5. The Officials chair, or his/her designee, shall recruit officials, conduct training clinics and arrange on-the-job training for officials at meets. Complete and timely records shall be maintained describing qualifications and levels of expertise of each Zone official. The Officials Chair shall also procure officials for Zone Championship meets, and assist other Zone members in procuring officials for sanctioned meets.
6. The Sanctions Chair shall receive applications for sanctions of Zone meets and other events as necessary, and shall review and approve such applications in conformance with Pacific Swimming and Zone 3 policies and procedures.
7. The Age Group Chair shall act as the Zone's representatives to the Pacific Swimming Age Group Committee.
8. The Seniors Group Chair shall act as the Zone's representative to the Pacific Swimming Seniors Group Committee.
9. The Equipment Chair shall assist in scheduling all equipment for use by members, maintain all equipment, make recommendations for replacement and repair, and maintain a

- rental price list for all equipment to be approved each year as part of the annual budget.
10. The Bylaws and Standing Rules Chair shall maintain an accurate set of Zone 3 Bylaws, Rule, Policies, and Procedures.
 11. Zone Meet Facility Administrator shall arrange and select the venue for each Zone 3 Championship meet, and shall oversee the activities of the selected Meet Director. Each designated committee head within the meet administration shall report their completed activity to the Meet Facility Administrator (MFA; e.g. Officials, Deck Equipment, Awards, Hospitality, Snack Bar).
 12. Zone Data Administrator shall write and oversee meet information sheets and event schedules for Zone 3 Championship meets, designate contact person who shall receive entries for Zone Championship meets, and work hand in hand with the Zone 3 Administrator.

D. Vacancies

1. Any vacancies other than Chair, shall be filled by appointment by the Zone 3 Chair, subject to the ratification of a majority vote. Should the office of the Chair be vacated, the Vice-Chair shall assume those duties for the balance of the term, and appoint a new Vice-Chair, subject to the ratification of a majority vote.

IV. Committees

- A. The Budget Committee shall be chaired by the Zone 3 Chair, and contain four additional members. The members shall include the Vice-Chair, Treasurer, Equipment Chair, and one other representative appointed annually by the Chair. The committee shall submit a proposed budget annually at the January representative meeting. The committee shall have a review performed of the prior year's financial records by a representative other than a committee member.
- B. The Scheduling Committee shall be chaired by the Sanctions Chair. Other members shall include the Vice-Chair, a representative from each Closed League with Zone 3, and any two additional volunteer representatives as approved by the Sanctions Chair. At least one member shall be a swim coach. The committee shall annually submit a proposed schedule for the following calendar year at the first membership meeting following the release of the Pacific Swimming Meet Schedule.
- C. A nominating Committee of three Representatives shall be appointed by the Zone 3 Chair, and submit their recommendations for new officer elections at least 30 days prior to such elections.
- D. The Zone Chair shall appoint such other committees as necessary to conduct the affairs of Zone 3.
- E. All committees shall disband upon completing their responsibilities.

V. Travel Assistance Fund, Memorial Fund, and Equipment Fund

- A. Revenue received by the Zone shall be used to conduct the business of the Zone and to maintain Travel, Memorial, and Equipment funds. The primary source of revenue shall be swim meets hosted by the Zone and any other Zone 3 fund-raising activities.
- B. The purpose of the Travel, Memorial, and Equipment Funds is to (1) provide economic assistance

to Zone 3 swimmers. traveling to Junior National, North American Challenge Cup and USA Western Zone Championship meets when they are not fully funded. Fully funded will be defined as airfare plus additional stipend from Pacific Swimming. (2) Support private memorial programs which financially assist Zone 3 swimmers when attending post high school graduate educational programs. (3) Procure and maintain equipment for managing swim meets and related activities and conducting the business of the Zone.

C. The Representatives shall approve the amount of funds budgeted each year for Travel Assistance, Memorial Fund, and Equipment Fund as part of the annual budget process.

D. Eligibility and Conditions for Travel Assistance

1. Swimmers must be validly registered in Zone 3, Pacific Swimming and must have competed in at least one meet hosted by Zone 3 within the twelve month period immediately preceding the meet(s) for which funds are being requested (referred to as a reimbursement meet).
2. The swimmer must compete in at least one individual event in the reimbursement meet(s) for which expenses are to be approved.
3. Eligibility for travel assistance shall otherwise be determined by the current Standing Rules specifications for travel reimbursement.

E. Eligibility and conditions for Memorial Program participation

1. Swimmers must be validly registered in Zone 3, Pacific Swimming and must compete in at least one meet hosted by Zone 3 within the preceding twelve month period.
2. Eligibility for memorial assistance shall otherwise be determined by the memorial programs to which Zone 3 contributes money or has fiduciary responsibility over as defined in the Zone 3 Standing Rules.

F. Zone 3 Equipment Fund

1. Actions to acquire or maintain any equipment in excess of \$250 must be approved at Zone 3 representative meetings upon submission by the Equipment Chair. The Equipment Chair may expend up to \$250 at any one time for emergency repairs and replacement parts.

VI. Zone Scheduled Meets

A. For purposes of scheduling, the Zone will have first choice for two championship meets each year. Zone Championship Meets may have a time standard imposed by majority vote. No other meets shall be scheduled in the Zone opposite these meets.

B. The 2nd choice will go to closed leagues for scheduling one championship meet each year. Other meets may be scheduled opposite closed league meets only if approved by a majority of the entire voting House of Representatives.

C. All other meets shall be scheduled and awarded by the rules set forth by the membership in Section V of the Zone 3 Standing Rules.

- D. Zone members awarded a Zone meet shall make every effort to host such awarded meet. Any relinquishing of awarded meets must follow the rules set forth by the membership.
- E. Any swim club which participates in a Zone Championship meet must also assist in the management of such meet. The Meet Director shall equitably allocate meet management responsibilities. If a swim club fails to sufficiently fulfill those assigned duties, the Meet Director, with the concurrence of the Meet Referee, may recommend to the Zone 3 Chair that the swim club be penalized. Such penalty may include up to a \$250 fine or the possibility of barring such club from participating in future Zone 3 meets for a specified period of time. The Zone 3 Chair will determine the fine and/or penalty, if any. The decision of the Chair to impose or not impose penalties may be reversed by a majority vote.

VII. Miscellaneous

- A. 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 California become illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- B. The fiscal year of Zone 3 shall correspond to the calendar year.
- C. As an administrative subdivision of Pacific Swimming Inc., Zone 3 operates under the organizational policies and procedures of Pacific Swimming and USA Swimming. As such, reference is hereby made to the Bylaws of both USA Swimming and Pacific Swimming for matters which are not specifically addressed within these Bylaws. Specifically, Article 612 (Indemnification) of Pacific Swimming is hereby include in these Bylaws by reference in order to cover all indemnified persons as defined in Article 612.3 for any actions taken on behalf of Zone 3 by such persons.