

UNITED STATES SWIMMING

Pacific Swimming – Zone 4

BYLAWS

I. PURPOSE

- A. As a geographic division of Pacific Swimming, the objectives of Zone 4 shall be to carry out the goals, purposes, and ideals of United States Swimming (**USA-S**), and to supervise and regulate swimming competition, athletes, and officials in the physical area designed by Pacific Swimming as Zone 4.
- B. This organization shall be known as Zone 4 and herein as the Zone.
- C. The Zone shall operate as a non-profit organization under the auspices of Pacific Swimming and **USA-S**.
- D. The Zone shall provide a forum for formulation of Zone **policies**. The Zone shall disseminate information of general swimming interest to swim teams in the Zone area and convey to Pacific Swimming attitudes and **preferences** regarding issues affecting the Zone. The Zone shall award swim meets under its jurisdiction according to the **policies** set forth in Article V of these bylaws.
- E. It shall be the policy of member teams of the Zone to support, where possible, the meets held by other teams within the geographical **boundaries** of the Zone.

II. MEMBERSHIP

- A. Membership shall be open to competitive swim teams within the boundaries of Zone 4 Pacific Swimming of **USA-S**, Inc., and said teams shall themselves be registered and in good standing with Pacific Swimming and shall see to it that all fees due to Pacific Swimming are paid in a timely fashion.
- B. Member teams shall provide, in writing to the Zone secretary, the names, addresses, telephone numbers, **and other pertinent contact information**, of their authorized representative and alternate representative for Zone meetings, plus the name of their president, coach, **and meet director (if available)**.
- C. Membership dues shall be **\$100** and due and payable to the Zone treasurer on January 1 of each year. Payment of dues will be required before meets for the ensuing year are awarded. Dues will be established by the Zone and may be adjusted during the year in order to meet financial obligations of the Zone.
- D. Any person interested in competitive swimming and affiliated with a team in Zone 4 may attend Zone meetings, may be appointed to and/or may chair special committees, and may hold office if elected, and may volunteer his/her expertise when needed. Residence within the geographical boundaries of the Zone is not required.

III. OFFICERS

- A. Management of the Zone shall be vested in the Board of Directors made up of the elected officers (Chairman, Vice-Chairman, Secretary, Treasurer), and the Officials Chairman, Sanctions Chairman, **and Safety Chairman**. **Duties of the Officials, Sanctions, and Safety Chairmen are outlined in the Pacific Swim Guide, as well as the Pacific Policies and Procedures Manual.** Term of office shall be one year. The Chairman and Vice-Chairman may serve no more than three terms in succession.
- B. DUTIES OF OFFICERS
 - 1. Chairman
 - i. **Shall** preside at all regularly scheduled and special meetings.
 - ii. **Shall** serve as the Zone's official representative at all Pacific Swimming Board of Director's meetings to relate to the Board opinions and decisions of the Zone.
 - iii. **Shall** appoint the Sanction, **Officials and Safety Chairmen**, as well as special committees as necessary.
 - iv. **Shall be a member, in good standing, of Pacific Swimming and USA Swimming.**

2. Vice-Chairman
 - i. **Shall** preside at Zone meetings in the absence of the **Chairman.**
 - ii. **Shall** handle all Zone matters delegated by the Chairman.
 - iii. **Shall** serve as alternate representative of the Zone to all Pacific Swimming functions at which attendance is required.
 - iv. **Shall be a member, in good standing, of Pacific Swimming and USA Swimming.**
3. Secretary
 - i. **Shall** record and maintain a file of minutes of all regular and special meetings of the Zone.
 - ii. **Shall** be responsible for all Zone publications.
 - iii. **Shall** take attendance at all Zone meetings and maintain an accurate list of team representatives and have it available at all Zone meetings.
 - iv. **Shall send a copy of the minutes of each Zone meeting to the General Chairman, the Secretary, and the Treasurer of Pacific Swimming.**
4. Treasurer
 - i. **Shall** collect all dues and monies due to the Zone.
 - ii. **Shall** maintain accurate financial records for audit by a committee appointed by the Chairman for that purpose.
 - iii. **Shall prepare a financial report for each Zone meeting and will send a copy of the report to the Treasurer of Pacific Swimming.**
 - iv. **Shall prepare and forward, on a timely basis, all other financial reports required by Pacific Swimming, including the final, year-end, financial report for use in preparation of the Pacific swimming tax returns.**

C. ELECTION OF OFFICERS

1. Nominations shall be made in May and elections held in July every year.
2. Term of office shall commence on the first day of September.
3. Each nominee, if not present during nominations, must give his/her consent to serve, prior to the election.
4. A nominee will be elected by receiving a majority vote cast by the authorized voting members present at the **July** meeting.

IV. MEETINGS

- A. Regular meetings of the Zone shall be held **at least nine times per officer year,** on dates to be determined by those present and voting at the **first meeting annually.**
- B. Special meetings may be called, as necessary, by the Chairman or by the request of at least three Zone members.
- C. Attendance of team representatives shall be taken at each meeting and reported in the minutes of that meeting.
- D. Each member team shall be entitled to two votes on all motions before the group, or in the election of officers by its official delegates or alternates. If one or more official delegate or alternate is unable to attend a meeting, the team may designate, in writing, a substitute representative, **prior to the voting action.**
- E. **A quorum will be comprised of at least four eligible voting members, representing at least four eligible teams.**
- F. Meetings shall be conducted according to Roberts Rules of Order.

V. AWARDING OF MEETS

- A. The meets shall be scheduled at a meeting of the membership of Zone 4. The Chairman will maintain contact with the Pacific Swimming **Scheduling Committee, or** Chairman

and will maintain guidelines for informing Zone club/teams of the schedule of meets and procedures for bidding on Zone-awarded meets.

- B. If the Zone adopts a policy of having a Zone Championship meet, it shall have a set of rules adopted by the Zone. Changes in these rules shall be by two-thirds vote at any regular Zone 4 meeting.

VI. RULES AND AMENDMENTS

- A. The Zone shall abide by all published rules and regulations of both USA-S and Pacific Swimming.
- B. The Zone may adopt bylaw amendments upon a two-thirds vote of the voting members present at a regular or special meeting, provided that the proposed amendments do not conflict with the rules and regulations of USA-S and Pacific Swimming.
 - a) A majority of the Zone's voting membership in good standing must be present to vote on bylaws.
 - b) The bylaw amendments must have been presented at a regularly scheduled meeting and published in the minutes of that meeting before the meeting at which the vote is taken.
 - c) The bylaw amendments become effective upon their publication in the first subsequent newsletter of the Zone.
- C. All complaints and grievances from Zone 4 member clubs/teams that cannot be resolved at the Zone level will be referred to the Pacific Swimming Review Committee.

VII. ADOPTION OF BYLAWS

- A. These bylaws were adopted at a regularly scheduled meeting of Zone 4 on November 14, 1989. Amended 14-11-06.