

**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 designated 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 clubs 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 clubs of the Zone to support, where possible, the meets held by other clubs within the geographical boundaries of the Zone.

**II. MEMBERSHIP**

- A. Club Membership shall be open to competitive swim clubs within the boundaries of Zone 4 Pacific Swimming of USA-S, Inc., and said clubs 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. Club Members 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. Club 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. Individual Zone Members must be individual Pacific Swimming members in good standing who are affiliated with a club in Zone 4, or who reside within the territory of Zone 4 and have no affiliation or association with a USA Swimming Club. Only Individual Zone Members may be appointed to and/or may chair special committees, or may hold office if elected.

**III. OFFICERS**

- A. Management of the Zone shall be vested in the Board of Directors made up of the elected officers (Chair, Vice-Chair, Secretary, Treasurer), and the Officials Chair, Sanctions Chair, Safety Chair, and Athlete Representatives. Each Board member must be an Individual Member in good standing of the Zone, of Pacific Swimming, and of USA Swimming. Terms of office shall be one year from September 1<sup>st</sup> through the following August 31<sup>st</sup>.
- B. DUTIES
  - 1. Chair
    - 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 Directors meetings to relate to the Board the opinions and decisions of the Zone.

- iii. Shall appoint, with the advice and consent of the Board, the Sanctions, Officials, and Safety Chairs, the Athlete Representatives and Alternate, and special committees as necessary.
- 2. Vice-Chair
  - i. Shall preside at Zone meetings in the absence of the Chair.
  - ii. Shall handle all Zone matters delegated by the Chair.
  - iii. Shall serve as alternate representative of the Zone to all Pacific Swimming functions at which attendance is required.
- 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 club representatives and have it available at all Zone meetings.
  - iv. Shall send a copy of the minutes of each Zone meeting to the General Chair, 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 Chair 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.
- 5. Officials, Sanctions, and Safety Chairs
  - i. Shall carry out their respective duties as outlined in the Pacific Swimming Guide book, Bylaws, Rules and Regulations, and Policies and Procedures.
- 6. Athlete Representatives
  - i. Shall serve as the liaison between the Zone's member athletes, and the Zone Board of Directors, the Pacific Swimming Board of Directors, and the Pacific Swimming House of Delegates.
- 7. Alternate Athlete Representative
  - i. May serve in the absence of any other Zone Athlete Representative, and when so serving shall assume all the same duties and rights thereof.
  - ii. May be appointed to replace any Zone Athlete Representative who is no longer able or willing to serve.

#### C. ELECTION OF OFFICERS

- 1. Nominations shall be made in May and elections held in July every year for the offices of Chair, Vice Chair, Secretary, and Treasurer.
- 2. Each nominee, if not present during nominations, must give his/her consent to serve, prior to the election.
- 3. A nominee will be elected by receiving a majority vote cast by the authorized voting members present at the July meeting.

**D. APPOINTMENT OF ATHLETE REPRESENTATIVES AND ALTERNATE**

1. Two (2) Athlete Representatives shall be appointed each year, or a greater number if requested by Pacific Swimming.
2. Athlete Representatives shall be nominated in July and be appointed by the Chair on or before August 31st.
3. Each Athlete Representative must continuously meet all eligibility requirements for Athlete Representatives outlined in the Bylaws of Pacific Swimming, and for Zone Board members outlined herein.
4. Athlete Representatives may be re-appointed to one or more additional term(s) of office for as long as they continue to be eligible.
5. One (1) Alternate Athlete Representative shall also be nominated and appointed in the same manner and with the same eligibility requirements as the other Athlete Representatives.

**E. VACANCY OR INCAPACITY**

1. Vacancy or incapacity in any office, elected or appointed, shall be confirmed by the holder of that office in writing or verbally, or by two-thirds vote cast by the voting members present at a regular or special meeting, or by ineligibility under these bylaws as determined by a majority vote cast by the voting members present at a regular or special meeting.
2. Upon confirmation of vacancy or incapacity of the Chair, the Vice-chair shall assume all duties, rights, and responsibilities of the Chair as Acting Chair, and shall vacate the office of Vice Chair.
3. Upon confirmation of vacancy or incapacity of any other office(s), the Chair or Acting Chair shall appoint, with the advice and consent of the Board, replacement(s) from among the eligible members of the Zone.
4. Acting or appointed replacements shall serve for the remaining term of the replaced member, or until a majority vote cast by the voting members present at a regular or special meeting determines that the original vacancy or incapacity no longer exists.

**IV. MEETINGS**

- A. Regular meetings of the Zone shall be held at least six times per 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 Chair or by the request of at least three Zone club members.
- C. Attendance of club representatives shall be taken at each meeting and reported in the minutes of that meeting.
- D. Each member club shall be entitled to two votes (including Zone Board members affiliated with that club) on all motions before the group, or in the election of officers by its official delegates or alternates. If one or more official club delegate or alternate is unable to attend a meeting, the club may designate, in writing, a substitute representative, prior to the voting action. Each unaffiliated Zone-4 Board member shall be entitled to one vote.
- E. Only a quorum can decide the results of voting issues, and only at meetings duly convened in accordance with these bylaws. A quorum will be comprised of at least four eligible voting members, representing at least four eligible clubs.
- F. Meetings shall be conducted according to Roberts Rules of Order.
- G. If and when necessary, as determined by the Chair with the advice and consent of the Board, regular or special meetings may be held using electronic communications (telephone conference, email, or other) methods, so long as all members participating shall be able to hear or receive all communications of all other participants until the meeting is adjourned. All members participating in such electronic communications at one time shall be deemed to have been in attendance at such meeting for purposes of deciding voting issues.

**V. AWARDING OF MEETS**

- A. The meets shall be scheduled at a meeting of the membership of Zone 4. The Chair will maintain contact with the Pacific Swimming Scheduling Committee, or Chair and will maintain guidelines for informing Zone clubs 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. MINIMUM OFFICIALS**

- A. Effective September 1, 2011, and unless otherwise approved by a majority of the Zone Board of Directors, or until superseded by the Rules and Regulations of Pacific Swimming or USA Swimming, the meet announcement for each meet hosted by the Zone or any of its member clubs shall include the following request for officials:

**MINIMUM OFFICIALS:** All available USA Swimming member certified officials are welcomed and encouraged to work at this meet. As the number of certified officials allows, interested parents/trainees are also welcome to shadow working officials for education and/or mentoring. **Participating clubs are requested to provide at least the following number of certified and carded officials for each session:**

Club Swimmers entered in Session	Trained & Carded Officials requested
1-10	0
11-25	1
26-50	2
51-75	3
76-100	4
101 or more	5

**VII. 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 final adoption unless otherwise specified in the amendments, and shall be distributed to all member clubs within 30 days.
- C. All complaints and grievances from Zone 4 member clubs that cannot be resolved at the Zone level will be referred to the Pacific Swimming Board of Review.
- D. Any question as to the proper interpretation of any provision of these bylaws shall be determined by the Zone Board.

**VIII. ADOPTION OF BYLAWS**

- A. These bylaws were adopted at a regularly scheduled meeting of Zone 4 on November 14, 1989. Amended 10 March 2004. Amended 14 November 2006. Amended 4 November 2008. Amended 9 November 2010. Amended 11 January 2011. Amended 10 May 2011. Amended 8 November 2011.