

Generally, those items in italics represent optional wording. End notes may be read by hovering over the end note number. (Alternatively, end notes may be printed out and referenced as they are encountered.) End notes provide additional options, limitations, or information.

To the extent these required bylaws conflict with applicable law, applicable law prevails .

REQUIRED LSC BYLAWS

ARTICLE 1

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be **Pacific** Swimming, Inc. (PC).¹
- 1.2 OBJECTIVES - The objectives and primary purpose of **Pacific Swimming** shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. **Pacific Swimming** shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and **Pacific Swimming** and its **Articles of Incorporation**.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of **Pacific Swimming** is as set forth in Article 603 of the USA Swimming Rules and Regulations. **Pacific Swimming shall be divided into 5 Zones as listed in the Pacific Swimming Rules and Regulations.**²
- 1.4 JURISDICTION - **Pacific Swimming** shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with **Pacific Swimming's** objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). **Pacific Swimming** shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS - **Pacific Swimming** shall comply with all agreements between **Pacific Swimming** and USA Swimming.

ARTICLE 2

MEMBERSHIP

- 2.1 MEMBERS - The membership of **Pacific Swimming** shall consist of the clubs, organizations and individuals who have registered with **Pacific Swimming** as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete membership, seasonal club membership, flex membership, and single event open water athlete membership.³

.1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and code of conduct of **Pacific Swimming** and USA Swimming.

.2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in **Pacific Swimming** and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the Zone Board of Review, the National Board of Review, or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.

2.2 MEMBERS' RESPONSIBILITIES

.1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and **Pacific Swimming**, including its obligations and responsibilities set forth in these Bylaws.

.2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Rules and Regulations, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or **Pacific Swimming**, including its responsibilities as set forth in these Bylaws.

ARTICLE 3

DUES AND FEES

3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the **Pacific Swimming Board of Directors**.

3.2 SANCTION, APPROVAL AND OTHER FEES

.1 SANCTION AND APPROVAL FEES - The **Pacific Swimming Board of Directors** shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.

.2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the **Pacific Swimming Board of Directors** may establish a reasonable service charge consistent with the nature of the event.

.3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by **Pacific Swimming**. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service

charges to Pacific Swimming when due in accordance with Pacific Swimming's fee schedule.

- .4 FINES - The Pacific Swimming Board of Directors may establish fines for noncompliance with policies adopted by the Pacific Swimming House of Delegates and/or the Board of Directors.

- 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees).

ARTICLE 4 HOUSE OF DELEGATES

- 4.1 MEMBERS - The House of Delegates of Pacific Swimming shall consist of the Group Member Representatives, the Board of Director Members, the committee chairs and coordinators⁴ as listed in Rules and Regulations, the Non-Athlete At-Large House Members, and Athlete At-Large House Members appointed or elected.

- .1 GROUP MEMBER REPRESENTATIVES⁵ - Each Group Member in good standing shall appoint from its membership a Group Member Representatives and one alternate. The appointment shall be in writing, addressed to the Secretary of Pacific Swimming and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute a new Group Member Representatives or new alternates by written notice, addressed to the Secretary of Pacific Swimming and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are not required to be Individual Members of Pacific Swimming or USA Swimming.

- .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.⁶

- .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

- .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates shall be elected by the Athletes Committee and shall hold office from the date of election through the conclusion of the annual meeting of the House of Delegates following such election or until their successors are elected to the House of Delegates.

- .5 OTHER MEMBERS - The committee chairs and coordinators as listed in Rules and Regulations shall serve as members of Pacific Swimming House of Delegates.

- (1) Club Development
- (2) Scheduling
- (3) Personnel
- (4) Camp Coordinator
- (5) Immediate Past General Chair
- (6) Registration

4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.

4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.

4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of individuals shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS AND OTHER MEMBERS - Each of the Group Member Representatives other than those of Seasonal Clubs, Leagues and Booster Clubs, the Board Members, the At-Large House Members and other members shall have both voice and vote in meetings of the House of Delegates.

.2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.

4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:

- .1 Elect the officers, At-Large Board Members, and members of the Administrative Review Board;
- .2 Review, modify and adopt the annual budget of Pacific Swimming recommended by the Board of Directors;
- .3 Call regular and special meetings of the House of Delegates;
- .4 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;

- .5 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by **Pacific Swimming**;
- .6 Amend the Bylaws of **Pacific Swimming** in accordance with Section 9.3; and
- .7 Remove from office any persons elected by the House of Delegates (Board Members, members of the Administrative Review Board, or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone Board of Review for any of the reasons set forth in Article 404.1.3 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of **Pacific Swimming** shall be held in the **spring**. Regular meetings of the House of Delegates may be held in accordance with a schedule **adopted by the Board of Directors**⁷.
- 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least **five (5)** group members of the House of Delegates.
- 4.8 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall take place at a site within the Territory. **The Board of Directors** shall determine the location and time of all meetings of the House of Delegates.
- 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of **Pacific Swimming**. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of **Pacific Swimming** shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates.
- 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.⁸
- 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.

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187 4.13 NOTICES
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189 .1 TIME - Not less than *twenty (20)* days' written notice shall be given to each member of the House of Delegates
190 for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted
191 means of notice.
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193 .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House
194 of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose
195 is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to
196 have included in the notice any germane amendments subsequently adopted by the House of Delegates at the
197 noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.
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199 ARTICLE 5
200 BOARD OF DIRECTORS
201

202 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, **coordinators** and
203 representatives of **Pacific Swimming**, together with those additional members designated in Sections 5.2 and 5.3:⁹
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- 205 .1 General Chair
206 .2 Administrative Vice-Chair
207 .3 Finance Vice-Chair
208 .4 Coach Representative(s)
209 .5 Athlete Representatives (2)
210 .6 Secretary¹⁰
211 .7 Treasurer¹¹
212 .8 **Program Operations Vice-Chair**
213 .9 **Program Development Vice-Chair**
214 .10 **Safe Sport Coordinator**
215 .11 **One At-Large Athlete Board Member from each Zone**
216 .12 **Zone Chairs**
217 .13 **Diversity, Inclusion & Disability Chair**
218 .14 **Officials Chair**
219 .15 **Senior Vice-Chair**
220 .16 **Age Group Vice-Chair**

220 **ISSUE: should the positions of Program Operations Vice-Chair and Program Development Vice-Chair be retained?**

221 5.2 AT-LARGE BOARD MEMBERS - The House of Delegates may specify three (3) At-Large positions.¹² Any reduction in
222 the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become
223 vacant¹³. The At-Large Board Members are elected by the House of Delegates. Additionally, a sufficient number of athlete

members shall be **elected** as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements **and be elected at the same time and place** as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.

5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors: **The immediate past General Chair**

5.4 LIMITATIONS -

- .1 This section is reserved for future use.
- .2 No employee of **Pacific Swimming** may serve as a voting member of the Board of Directors.
- .3 No spouse of an employee of **Pacific Swimming** can hold the offices of General Chair, Administrative Vice-Chair, Finance Vice-Chair, Vice-Chair Program Operations, or Vice-Chair Program Development.

ISSUE: Will positions of Vice-Chair Program Operations and Vice-Chair Program Development be retained?

5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and individuals shall be as follows:

- .1 BOARD MEMBERS - Each Board Member (**other than the ex-officio members**) shall have both voice and vote in meetings of the Board of Directors and its committees.
- .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.

5.6 DUTIES AND POWERS¹⁴ - The Board of Directors shall act for **Pacific Swimming** and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, an Administrative Review Board member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:

- .1 Establish and direct policies, procedures and programs for **Pacific Swimming**;
- .2 Oversee the conduct by the officers **and staff** of **Pacific Swimming** of the day-to-day management of the affairs of **Pacific Swimming**;

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- 263 .3 Appoint the General Chair and Athlete At-Large Board Members if they are not elected in a timely fashion;
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- 265 .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the
- 266 Pacific Swimming Policies and Procedures.
- 267
- 268 .5 Cause the preparation and presentation to the House of Delegates of the annual budget of Pacific Swimming and
- 269 make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
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- 271 .6 Approve the annual review/audit;
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- 273 .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
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- 275 .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or
- 276 appropriate to conduct the affairs of Pacific Swimming;
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- 278 .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These
- 279 appointees shall have the authority and perform the duties as provided in these Bylaws, the Pacific Swimming
- 280 Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the
- 281 Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To
- 282 the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or
- 283 committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators
- 284 and to prescribe their respective terms of office, authorities and duties; and
- 285
- 286 .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of Pacific
- 287 Swimming who were appointed/elected by the Board and who have failed to attend to their official duties or member
- 288 responsibilities or have done so improperly, or who would be subject to penalty by the Zone Board of Review for
- 289 any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no At-Large Board
- 290 Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice
- 291 specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or
- 292 other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 293

294 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation

295 or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By

296 a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any

297 matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.

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299 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may

participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.

5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.

5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.

5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. **A motion, order or other proposal the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-thirds vote after at least twenty (20) days' written notice.**¹⁵

5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.

5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.

5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, or email, shall distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action are **unanimous**.

5.16 NOTICES -

.1 TIME - No less than **six (6)** days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)

.2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings,

the expected purpose.

ARTICLE 6 OFFICERS AND DIRECTORS

6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting¹⁶.

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair.
- .4 Program Operations Vice-Chair
- .5 Program Development Vice-Chair
- .6 Secretary
- .7 Treasurer
- .8 Senior Vice-Chair
- .9 Age Group Vice-Chair
- .10 Administrative Review Board (3)
- .11 At Large Members (3)

ISSUE: Will Pacific retain the positions of Program Operations Vice-Chair and Program Development Vice-Chair?

6.2 OTHER DIRECTORS

.1 ATHLETE REPRESENTATIVES -

Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by Pacific Swimming or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place via electronic vote¹⁷ and/or at a meeting called for that purpose by the Athletes Committee, or failing that, at a time and in a manner designated by Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Representatives elected shall be determined by a majority of the current athlete representatives responding by an announced deadline to an electronic vote, whenever an open position must be filled.

.2 COACH REPRESENTATIVE(S)

Coach Representatives shall be elected, in even years for a two-year term, or until a successor is elected.¹⁸ The election of the Coach Representatives shall be conducted via electronic vote¹⁹ and/or at a meeting called for that purpose by the Senior Coach Representative, the Coaches Committee or the Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board

of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs.

.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS²⁰

- A. The following at-large Board members shall be elected by the House of Delegates: Three (3) At large members.
- B. The following committee chairs /coordinators shall be elected as follows: The Zone Chairs shall be elected by their respective Zones. The Governance Committee Chair shall be elected by the members of the Governance Committee.
- C. The following committee chairs/coordinators shall be appointed by the General Chair with advice and consent of the Board of Directors:
 - (1) Club Development Chair
 - (2) Scheduling Chair
 - (3) Camp Chair
 - (4) Diversity, Inclusion, & Disability Chair
 - (5) Open Water Chair
 - (6) Officials Chair
 - (7) Safe Sport Coordinator

6.3 ELIGIBILITY - Only Individual Members of Pacific Swimming 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 Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

6.5 OFFICES SPLIT OR COMBINED -

- .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
- .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

6.6 TERMS OF OFFICE -

- .1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two (2) years.²¹

.2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon September 1 following their election or appointment and shall serve until a successor is chosen.²²

.3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary and Treasurer, no Individual Member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one term. 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.²³

6.7 DUTIES - The duties 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 defined in these Bylaws, the Pacific Swimming Policies and Procedures, and applicable state laws.

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

6.9 VACANCIES AND INCAPACITIES -

.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 Administrative Vice-Chair 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 Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as acting General Chair for the duration of the absence.

.2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

.3 DETERMINATION OF 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 the advice and consent of the electing body. 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 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.

6.11 OFFICERS' POWERS GENERALLY -

.1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair, and Finance Vice-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, 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 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.²⁴

.2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the Pacific Swimming Rules & Regulations/Policies and Procedures, or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.

.3 DELEGATION - Officers of Pacific Swimming may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. *Except as otherwise provided in these Bylaws and with the consent of the Board of Directors any officer may delegate any portion of that officer's powers or duties to the paid staff of Pacific Swimming.* 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.

ISSUE: Does Pacific want to allow officers to delegate any portion of their powers to Pacific's staff, with the consent of the Board of Directors?

6.12 DEPOSITORIES AND BANKING AUTHORITY -

.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 determines.

.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 Executive Committee.

ARTICLE 7

DIVISIONS, COMMITTEES AND COORDINATORS

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of Pacific Swimming shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the Pacific Swimming Policies and Procedures.²⁵

.1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair

.2 AGE GROUP DIVISION - Age Group Vice-Chair²⁶

.3 SENIOR DIVISION - Senior Vice-Chair²⁷

.4 FINANCE DIVISION - Finance Vice-Chair

.5 ATHLETES DIVISION - Senior Athlete Representative

.6 COACHES DIVISION - Coach Representative

7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

.1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division, are as follows: None.

.2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.

.3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs.²⁸ Except as otherwise provided in these Bylaws or the Pacific Swimming Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

.1 ATHLETES COMMITTEE -

- 526 A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.
- 527
- 528 B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board
- 529 members and Zone Athlete Representatives.
- 530
- 531 C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of
- 532 Pacific Swimming, and shall undertake such activities (a) delegated to it by the Board of Directors or the
- 533 General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, Pacific
- 534 Swimming, USA Swimming and the sport of swimming
- 535

536 .2 FINANCE COMMITTEE -

537

- 538 A. CHAIR - The chair shall be the Finance Vice-Chair.
- 539
- 540 B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, the
- 541 Treasurer of each Zone, one (1) at large member appointed by the General Chair, and a sufficient number of
- 542 athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

543 ISSUE: will there be an at-large member of the Finance Committee?

544 C. DUTIES -

- 545 (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the
- 546 execution of policy regarding the investment of Pacific Swimming's working capital, funded reserves
- 547 and endowment funds, within the guidelines, if any, established by the Board of Directors or the House
- 548 of Delegates. The Finance Committee shall also regularly review Pacific Swimming's equipment
- 549 needs (both operational and office) and the various methods available to finance the acquisition of any
- 550 needed equipment and make a determination and recommendation of the best financing method.
- 551 (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual
- 552 review or audit of the books of Pacific Swimming.²⁹ If conducted internally, a minimum of three (3)
- 553 committee members with a sufficient number of athletes to constitute at least 20% of the voting
- 554 membership, must conduct the review or audit. The Treasurer cannot be a member of the group
- 555 performing the audit, but can be present to provide clarification, information and answer questions.
- 556 (3) To submit the review or audit and other reports and make recommendations to the Board of Directors
- 557 with regard thereto.
- 558 (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed
- 559 budget for consideration and approval by the Board of Directors and the House of Delegates. The
- 560 officers, committee chairs and coordinators shall provide promptly such financial information (current
- 561 and projected) and budget proposals as the Finance Committee may request.³⁰ The proposed budget may
- 562 contain alternatives.

(5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE -

A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.

B. MEMBERS - The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of a representative from each Zone, the Admin Vice Chair, a Member-at-Large with two (2) athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a three term, staggered so that one-third (1/3) of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the Pacific Swimming Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

- (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of Pacific Swimming;
- (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff, and delegate annual review of staff to Personnel Committee;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- (8) To nominate Board members, and Administrative Review Board members to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the Pacific Swimming membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;

- (10) To design and implement Board orientation and an ongoing program of Board education and development;
and
(11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4³¹ **OPERATIONAL RISK COORDINATOR**³²

- A. **CHAIR** - The chair shall be the Operational Risk Coordinator.
B. The Operational Risk Coordinator shall be a staff member.
C. **DUTIES** - The duties shall be as outlined in the Pacific Swimming Policies and Procedures.

.5 **EXECUTIVE COMMITTEE**³³

- A. **AUTHORITY AND POWER** - The Executive Committee shall have the authority and power to act for the Board of Directors and **Pacific Swimming** between meetings of the Board and the House of Delegates. Limitations to the authority and power of the Executive Committee shall be determined by the Board of Directors and included in the **Pacific Swimming** Policies and Procedures.
- B. **MEMBERS** - The members of the Executive Committee shall be the
- (1) General Chair, who shall act as chair
 - (2) Administrative Vice-Chair
 - (3) Senior Vice-Chair³⁴
 - (4) Age Group Vice-Chair³⁵
 - (5) Secretary
 - (6) Finance Vice-Chair
 - (7) **Senior Coach Representative**
 - (8) **Zone Chairs (5)**
 - (9) **A sufficient number of Athlete Representatives so as to constitute at least twenty percent 20% of the voting membership of the Committee.**
- C. **MEETINGS AND NOTICE** - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of **five (5)** days' notice required.
- D. **QUORUM** - A quorum of the Executive Committee shall consist of a majority of the members of the Committee.

E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors, the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (e.g., by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:

- .1 Preside at all meetings of the respective division, committee or subcommittee;
- .2 See that all duties and responsibilities of the **coordinator or** the respective division, committee or sub-committee in his or her charge are properly and promptly carried out;
- .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the **coordinator or** division or committee, respectively;
- .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members and the **Secretary** to keep them fully informed;
- .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the **Secretary** and **made public to the membership**;
- .6 Perform the other specific duties listed in **Pacific Swimming's Policies and Procedures** or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.

7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the **Pacific Swimming** Policies and Procedures.

7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of **Pacific Swimming** shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.

7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of **Pacific Swimming**. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.

7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a meeting.

7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may participate in a meeting of the committee or through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.

7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a quorum of any committee shall consist of those members present.

7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a committee shall be determined by a majority vote.

7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.

7.15 NOTICES

.1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.

.2 INFORMATION - The notice of a meeting shall contain the time, date, and site.

7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

713
714 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a
715 coordinator may delegate a portion of their powers or duties to another officer of **Pacific Swimming**, or to another
716 committee, subcommittee, or coordinator, or with the consent of the Board of Directors **and the Personnel Committee**, to
717 the paid staff of **Pacific Swimming**. Notwithstanding any delegation, the ultimate responsibility for the delegated duties
718 and obligations shall remain with the delegator.

719
720 7.19 APPLICATION TO COMMITTEES **AND ADMINISTRATIVE REVIEW BOARD** - Sections 7.5 through 7.18 shall
721 apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the **committee or in the**
722 **Pacific Swimming Policies and Procedures. These provisions shall also apply to Administrative Review Board meetings**
723 **but shall not apply to its hearings or deliberations.**
724

725 ARTICLE 8

726 ANNUAL AUDIT, REPORTS AND REMITTANCES

727
728 **Pacific Swimming** shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the
729 USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between **Pacific**
730 **Swimming** and USA Swimming. Reports required to be submitted to USA Swimming by **Pacific Swimming** include annual
731 financial and federal tax reports and the annual audit or review.
732

733 ARTICLE 9

734 ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

735
736 9.1 NON-PROFIT AND CHARITABLE PURPOSES - **Pacific Swimming** is organized exclusively for charitable and
737 educational purposes and for the purpose of fostering national or international amateur sports competition within the
738 meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, **Pacific Swimming**
739 shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance
740 of the purposes and objectives of **Pacific Swimming** or (2) engage in any activities not permitted to be carried on by: (A) a
741 corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which
742 contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.
743

744 9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of **Pacific Swimming** are irrevocably dedicated
745 to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of **Pacific**
746 **Swimming** shall inure to the benefit of any private person or any member, officer or director of **Pacific Swimming**

747 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of
748 the **Pacific Swimming** House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so
749 approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee.
750 Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.

9.4 DISSOLUTION - **Pacific Swimming** may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of **Pacific Swimming** shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of **Pacific Swimming**, but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of **Pacific Swimming** shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 10 INDEMNIFICATION³⁶

10.1 INDEMNITY - **Pacific Swimming** shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of **Pacific Swimming**, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to **Pacific Swimming** specified in Section 10.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. **Pacific Swimming** may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.

10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the Zone Board of Review, the National Board of Review, or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.

10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a Board Member, **Administrative Review Board member**, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of **Pacific Swimming**, or is or was serving at the direct request of **Pacific Swimming** as a director, officer, Group Member Representative, meet director, official, coach, committee chair

or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by **Pacific Swimming** in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to **Pacific Swimming's** obligation to indemnify, **Pacific Swimming** may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if **Pacific Swimming** determines that there is reasonable doubt as to such person's ability to make any repayment, **Pacific Swimming** shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of **Pacific Swimming** exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.
- 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

ARTICLE 11

PARLIAMENTARY AUTHORITY

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern **Pacific Swimming** and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order **Pacific Swimming**, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

ARTICLE 12

MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - 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.
- 12.2 FISCAL YEAR - The fiscal year of **Pacific Swimming** shall end on the last day of **August**.
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that **Pacific Swimming** 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 IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that **Pacific Swimming** shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 13

ADMINISTRATIVE REVIEW BOARD³⁷

13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 602.2 and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, **Pacific Swimming** has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within **Pacific Swimming** which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, **Pacific Swimming** or the sport of swimming into disrepute. This Article, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.

13.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION -

- .1 Establishment - The Administrative Review Board of **Pacific Swimming** shall be independent and impartial.
- .2 Members - The Administrative Review Board shall have **at least three (3)** regular members³⁸, with a sufficient number of athlete members to constitute at least 20% of the voting membership. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation. The House of Delegates may increase the number of regular **or three (3) alternate** members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular **or alternate** members upon the expiration of the term of office of any incumbent members.
- .3 Election; Term of Office; Eligibility -

- 864 A. Election - The House of Delegates shall biennially elect regular **and alternate** members of the Administrative
865 Review Board:
- 866
- 867 B. Term of Office - The term of office shall be two (2) years. Each member **and alternate member** shall assume
868 office upon election and shall serve until a successor takes office.
- 869
- 870 C. Eligibility - Each regular **and alternate** member of the Administrative Review Board shall be an Individual
871 Member of **Pacific Swimming** and USA Swimming. In no case shall members of the Board of Directors serve
872 on the Administrative Review Board.
- 873
- 874 .4 Chair Elected by Board; Other Officers - The Chair of the Administrative Review Board (the “Chair”) who must be
875 a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative
876 Review Board. The Chair shall biennially appoint a Vice-Chair and a Secretary of the Administrative Review Board,
877 each of whom must be regular members.
- 878
- 879 .5 Meetings - The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair,
880 to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes
881 of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called
882 by the Chair or any two regular members. When meeting for administrative purposes, Section 7.19 shall apply to
883 the Administrative Review Board.
- 884
- 885 .6 Participation Through Communications Equipment - Members of the Administrative Review Board may participate
886 in a meeting or hearing of the Administrative Review Board, and any hearing may be conducted, in whole or in part,
887 through conference telephone or similar equipment by means of which all persons participating in the meeting can
888 hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting
889 or hearing.
- 890
- 891 .7 Quorum - A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%)
892 of its regular members.
- 893
- 894 .8 Resignations - Any regular **or alternate** member of the Administrative Review Board may resign by submitting a
895 written resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the
896 resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment
897 or election of a successor.
- 898
- 899 .9 Determination of Vacancy or Incapacity - The determination of when an office becomes vacant or an officer
900 becomes incapacitated shall be in accordance with 6.9.
- 901

- 902 .10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable or
903 unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance,
904 the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or
905 failing that, the General Chair) shall appoint an alternate *member* to act in the regular member's place in respect of
906 that circumstance.

907
908 13.3 GENERAL -
909

- 910 .1 Administrative Powers - The Administrative Review Board shall have the powers and the duty to:
911
912 A. administer and conduct the affairs and achieve the purposes of the Administrative Review Board,
913 B. establish policies, procedures and guidelines,
914 C. elect the Chair,
915 D. call regular or special meetings of the Administrative Review Board,
916 E. retain attorneys, agents and independent contractors and employ those persons which the Administrative
917 Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its
918 affairs, and
919 F. take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of
920 its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
921
922 .2 Rule Making Powers - The Administrative Review Board shall have the power and the duty to promulgate reasonable
923 rules and procedures consistent with the corporation laws of **Pacific Swimming** with respect to any matter within its
924 jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and
925 procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.
926
927 .3 Exercise of Powers and Decisions - Except for authority and power granted to the Chair, the exercise of the authority
928 and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall
929 be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in
930 the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board's
931 authority and power shall be solely in its discretion and the interests of justice and the sport of swimming.
932
933 .4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a
934 complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety
935 (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the
936 untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and,
937 thereafter, appeal to the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.
938

ARTICLE 14
CONVENTIONS AND DEFINITIONS

14.1 CONVENTIONS -

- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words “include”, “includes” and “including” shall be deemed to be followed by the phrase “without limitation”. The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term “or” shall be interpreted as though it were “and/or”. Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to **Pacific Swimming** positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
 - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
 - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
 - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of **Pacific Swimming** shall be the mail or email address on file with **Pacific Swimming** or in SWIMS.
- .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
- .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

14.2 DEFINITIONS³⁹ - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.

- .1 ARTICLE - a principal subdivision of these Bylaws.
- .2 ARTICLES OF INCORPORATION - the document filed with Secretary of State of the State of California pursuant to which Pacific Swimming was formed.
- .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
- .5 BOARD OF DIRECTORS - the Board of Directors of Pacific Swimming.
- .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, Pacific Swimming.
- .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- .8 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
- .10 HOUSE OF DELEGATES - the House of Delegates of Pacific Swimming as established by Article 4 of these Bylaws.
- .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of Pacific Swimming.
- .12 IRS CODE - the current United States Internal Revenue Code.
- .13 LOCAL SWIMMING COMMITTEE / LSC - Pacific Swimming as defined by the USA Swimming Corporate Bylaws.
- .14 MEMBER - a Group Member or an Individual Member.
- .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .16 POLICIES AND PROCEDURES - the principles, rules, and guidelines of Pacific Swimming, as amended and adopted by the Board of Directors or the House of Delegates.

- 1023 .17 SECTION - a subdivision of the Articles of these Bylaws.
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1025 .18 TERRITORY - the geographic territory over which **Pacific Swimming** has jurisdiction as a Local Swimming
1026 Committee.
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1028 .19 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body
1029 for the United States for the sport of swimming.
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1031 .20 **Pacific Swimming** - the **California** not-for-profit corporation to which these Bylaws pertain.
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1033 .21 ZONE BOARD OF REVIEW - the Board of Review of the Zone in which **Pacific Swimming** is located, which Zone
1034 Board of Review is established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the
1035 context requires, a reference to the Zone Board of Review shall include a reference to the National Board of Review
1036 when that body is acting upon an appeal from the Zone Board of Review.
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- 1 ***Substitute the LSC code assigned in Article 603 of the USA Swimming Rulebook for XX.”***
2 ***Wherever Policies and Procedures is listed throughout this document, the LSC should***
3 ***replace with the appropriately titled document for that context (such as LSC Rules and***
4 ***Regulations, Board Policy Manual, etc.).***
5 ***If the LSC offers optional membership categories, list as appropriate.***
6 ***The LSC may add all, none, or specific chairs/coordinators or other members to the***
7 ***House of Delegates.***
8 ***The LSC may vary the number of representatives accorded Group Members, either by***
9 ***absolute number or by a formula determining the number that is based on the number***
10 ***of swimmers registered to the Group Member relative to the number of swimmers***
11 ***registered in the LSC. The LSC may deny Affiliated Group Members or Seasonal Club***
12 ***Members the right to be represented. The LSC may designate categories of its voting***
13 ***delegates, such as athlete, coach, non-coach.***
14 ***If Ex-officio members listed in Section 5.3 are not members of the House of Delegates,***
15 ***list those exceptions here.***
16 ***An LSC may specify a specific schedule here.***

- 8 An LSC may vary this provision to provide a higher quorum of either general or limited applicability, but this is not generally recommended.*
- 9 Each LSC may add to this list other positions in accordance with its needs, but may not remove any of the listed positions. Typical positions on many Boards include: Officials Chair, Registration/Membership Coordinator, Technical Planning Chair, Diversity Chair, Disability Chair, Safety Chair/Coordinator, and Non-Athletes At-Large.*
- 10 If permitted under the laws of the state of incorporation, a staff member may serve as Secretary with voice but no vote.*
- 11 If permitted under the laws of the state of incorporation, a staff member may serve as Treasurer with voice but no vote.*
- 12 The number of At-large Board positions may not exceed a number equal to or greater than half of the voting members of the Board.*
- 13 The House of Delegates may create classes of At-Large Board Members, such as an At-Large Board membership to be held by a Coach Member or representatives of the division of **Pacific Swimming**.*
- 14 This list of duties and powers may be expanded by an LSC, but not contracted. However, an LSC may add a provision that the Board of Directors may not override policy or program established by the House of Delegates either (a) at all or (b) unless the vote reflects a two-thirds or greater majority. In addition, the LSC may not expand the Board's duties and powers to include removal of persons not appointed by the Board.*
- 15 An LSC may omit the italicized sentence or modify it to remove or reduce the length of the notice required or prohibit the Board from overriding policy established by the House of Delegates.*
- 16 It is recommended that approximately half of the elected positions be elected in odd-numbered and half in even-numbered years using two-year terms of office. This section may be further varied to allow for other terms of office. If staggered, the election year for each office should be specified adjacent to each position listed in 6.1.1 thru 6.1.7.*
- 17 Delete the electronic vote option if not permitted under the LSC state law of incorporation.*
- 18 LSCs may substitute this language "Two (2) Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected."*
- 19 Delete the electronic vote option if not permitted under the LSC state law of incorporation.*
- 20 An LSC may choose the methods of selection for all non-officer Board positions. The Athlete & Coach Representatives must be selected in accordance with provisions A or B. Any single-person position, other than General Chair, that has been listed as a chair should be changed to "coordinator".*
- 21 The term of office shall not exceed 4 years.*
- 22 An LSC may vary this to provide that the officers shall assume their duties upon the start of the fiscal year of **PACIFIC SWIMMING**, a date corresponding to the end or*

- beginning of the competitive season cycle, or another convenient date specified herein. If a date is specified, then “is chosen” should be deleted and replaced with “takes office.”*
- 23 An LSC may include all, some, or none of the Board Members listed in italics or add other Board Members. No exception may be made for the terms of office of the General Chair or the Vice-Chairs. Consecutive term limits may also be established for service on the Board of Directors, with the exception of the person ascending to the office of the General Chair.*
- 24 The number of officers empowered to sign in the name of the LSC may be changed as deemed appropriate or as mandated by applicable laws and regulations of the state of incorporation or its Articles/Certificate of Incorporation.*
- 25 LSCs are authorized to establish additional divisions to align with their programming needs.*
- 26 Program Development may be substituted for Age Group (Division and Vice-Chair).*
- 27 Program Operations may be substituted for Senior (Division and Vice-Chair).*
- 28 These committees must be defined as standing committees in these Bylaws or as operational committees in the **PACIFIC SWIMMING** Policy and Procedures.*
- 29 These duties may be assigned to a separate Audit Committee, which must be defined as a standing committee in these Bylaws.*
- 30 These duties may be assigned to a separate Budget Committee, which must be defined as a standing committee in these Bylaws.*
- 31 Number accordingly.*
- 32 If a Safety Coordinator is a Board member, it should not be included in this section. Otherwise, the committee (chair, members, and duties) must be listed here. If a coordinator but not a Board member, the position and duties must be listed here.*
- 33 Existence of an LSC Executive Committee is optional. An LSC may add additional members to an Executive Committee, while maintaining 20% athlete representation. The resulting size at some point defeats the purpose of having an Executive Committee which can be quickly assembled to deal with urgent matters. A high quorum requirement may have the same practical effect.*
- 34 Program Operations Vice-Chair may be substituted.*
- 35 Program Development Vice-Chair may be substituted.*
- 36 The wording of this Article may be changed to comply with applicable laws and regulations in the jurisdiction of incorporation, but the substance of this Article is mandatory. In certain jurisdictions, this provision may need to be added to Articles/Certification of Incorporation. Advice of an attorney in such jurisdiction should be sought in connection with the adoption or modification of this Article. A copy of such advice and notice of the corresponding changes to this Article shall be furnished to USA Swimming Rules and Regulations Committee. The indemnity provided by this Article is or may be broader than the insurance presently provided by USA Swimming to the LSCs.*
- 37 Each LSC may (but is not required to) adopt the following Article to allow the LSC to*

internally handle administrative matters which do not rise to the level of a Code of Conduct violation. LSCs which do not adopt this Article should retain the Article 13 numbering and note: “[Intentionally Deleted.]” where the Article title would otherwise be.

- ³⁸ The Administrative Review Board must have at least three (3) regular members. Alternate members may be elected.*
- ³⁹ Subsections should be properly alphabetized and numbered within the list of definitions.*

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