

PACIFIC SWIMMING OF USA SWIMMING, INC.
ZONE ONE NORTH BY-LAWS

PURPOSE

As a geographical division of Pacific Swimming, the objectives of Zone One North shall be to carry out the goals, purposes, and ideals of USA Swimming, and to supervise and regulate swimming competition, athletes, and officials in the area designated as the California county of Zone 1 North - County of San Mateo and County of Santa Clara north of Highway 9 and west of Mathilda Ave./ Sunnyvale-Saratoga Road/DeAnza Blvd./Saratoga-Sunnyvale Road.

This organization shall be known as Zone One North and herein as the Zone.

The Zone shall operate as a non-profit organization under the auspices of Pacific Swimming and USA Swimming.

The Zone shall provide a forum of Zone policies, dissemination of information of general swimming interest to swim teams in the Zone area, conveyance by the Zone's representatives to Pacific Swimming of the attitudes and preferences regarding issues affecting the Zone, and awarding of meets under the jurisdiction of the Zone according to the policies set forth in Article V of these By-laws.

MEMBERSHIP

Membership shall be open to competitive swim teams within the boundaries of Zone One North and said teams shall themselves be registered and in good standing with Pacific Swimming and shall see to it that all fees due to Pacific Swimming are paid in a timely fashion.

Member teams shall provide in writing to the Zone Secretary the names, addresses, and telephone numbers of their authorized representative and alternate representative to Zone meetings plus the name of their President and Coach.

Membership dues shall be due and payable to the Zone Treasurer on January 1 of each year. Payment of dues shall be required before meets for the ensuing year are awarded. Each team must vote for a zone officers.

Any coach, athlete or non-athlete interested in competitive swimming in Zone One North may attend Zone meetings, may be appointed to and may chair special committees and may volunteer his/her expertise when needed. Elected and appointed officers shall be members of Pacific Swimming and USA Swimming in good standing.

OFFICERS

Management of the Zone shall be vested in the Board of Directors made up of the elected and appointed officers of the authorized team representatives.

The term of office for elected and appointed officers and at-large members shall be two years. The Chairman and Vice-chairman and Treasurer may serve no more than two terms in succession.

Duties of Elected Officers

Chairman

Shall preside at all regularly scheduled and special meetings.
Shall serve as the Zone's member on the Pacific Swimming Board of Directors.
Shall serve as the Zone's representative to Pacific Swimming committees or shall appoint an alternate to represent the Zone to relate to the committee the concerns of the Zone and to relay all pertinent information from the committee to the Zone team representatives.
Shall appoint special committees as necessary.

Vice Chairman

Shall preside at Zone meetings in the absence of the Chairman.
Shall handle all-Zone matters delegated by the Chairman.
Shall serve as the alternate representative of the Zone to all Pacific Swimming functions at which attendance is required.
Shall oversee the zone all star team or appoint Zone member to oversee the all star team.

Secretary

Shall record and maintain a file of minutes of all regular and special meetings of the Zone.
Shall be responsible for all Zone written information.
Shall take attendance at all Zone meetings and maintain an accurate list of team representatives and have it available at all Zone meetings.
Shall send a copy of the minutes of each Zone meeting to the General Chair and the Secretary of Pacific Swimming.

Treasurer

Shall collect all dues and monies due to the Zone.
Shall maintain accurate financial records for the Zone.
Shall present all financial records for audit by a committee appointed by the Chairman for that purpose.
Shall prepare a financial report bi-monthly and present it to the Zone 1 North bi-monthly meeting.
Shall send a copy of the report to the Treasurer of Pacific Swimming.
Shall maintain financial records in a manner acceptable to the Treasurer of Pacific Swimming.
Prepare and forward on a timely basis all other financial reports, schedules, and supporting documentation as required by Pacific Swimming.

Sanctions

Shall review Zone meet sheets and make changes as needed to comply with Pacific Swimming and USA Swimming rules and regulations.
Shall submit reviewed meet sheets to Pacific Swimming Sanctions.
Shall ensure that meet sheets within our Zone comply with the schedule, formatting and team assignments.

Officials

Shall train and educate officials within the Zone.
Shall work with coaches and meet directors to ensure meets are adequately staffed.
Shall interact with high school chair and college chair, as appropriate.
Shall represent Zone on the LSC officials committee.

Scheduling

Shall prepare season schedule for the Zone working with the LSC schedule.
Shall establish the meet formats to ensure that all events are offered at various

C/B/A+ meets.
Shall collect bids from teams.
Shall work with the Zone scheduling committee to awards meets.
Shall work with the Zone scheduling committee to assign team splits for dual format meets.

Election of Officers

Nominations shall be held in May and elections in July of each year.

Term of office shall commence on the first day of September.

A nominating committee consisting of the Vice-chairman, a coach, and a representative from the zone. Members on this must be from three different teams. shall be appointed by the Chairman at the March meeting.

A nominee shall be elected by receiving a majority of the votes cast by the Board of Directors present at the July meeting.

MEETINGS

Regular meetings of the Zone shall be held on the second Monday of January, March, May, July, September, and November.

Special meetings may be called as necessary by the Chairman or by the request of at least five Zone member teams.

Email votes on specific motions must be approved by 2/3 majority vote by all members of the zone that are in good standing.

Attendance of team representatives shall be taken at each meeting and reported in the minutes of that meeting.

Meetings shall be conducted according to Roberts Rules of Order.

AWARDING OF ZONE MEETS

Elected scheduling chairman who shall represent the Zone on the Pacific Swimming Scheduling Committee, develop the schedule for Zone awarded meets, develop and maintain the procedures for informing the Zone clubs / teams of the schedule and of the procedures for bidding on the Zone awarded meets.

RULES AND AMENDMENTS

The Zone shall abide by all published Rules and Regulations of both USA Swimming and Pacific Swimming.

The Zone may adopt By-law amendments upon a two-thirds vote of the Board of Directors present at a regular or special meeting provided that the proposed amendments do not conflict with the Rules and Regulations of USA Swimming and Pacific Swimming. A majority of the member teams in good standing must be represented at a meeting to act upon By-law amendments.

The By-law amendments must have been presented at the regularly scheduled meeting and published in the minutes of that meeting before the meeting at which the vote is taken.

The By-law amendments shall become effective upon their publication and distribution in the minutes of the meeting at which they are adopted.

All complaints and grievances from Zone One North member teams or individuals that cannot be resolved at the Zone level shall be referred to the Pacific Swimming Board of Review.

ADOPTION OF BY-LAWS

These By-laws adopted on _____.

Amended September 18, 2011.