

UNITED STATES SWIMMING
Pacific Swimming – Zone 2

BYLAWS

I. PURPOSE

- A. As a geographic division of Pacific Swimming, the objectives of Zone 2 shall be to carry out the goals, purposes, and ideals of USA Swimming (USA-S), and to supervise and regulate swimming competition, athletes, and officials in the physical area designed by Pacific Swimming as: Counties of Contra Costa and Alameda and all of the area of Pacific Swimming in the State of California lying east of the counties of Contra Costa, Alameda and Santa Clara, except the counties of Alpine and El Dorado and the communities of Bishop and Mammoth Lakes.
- B. This organization shall be known as Zone 2 and herein as the Zone.
- C. The Zone shall operate as a non-profit organization under the auspices of Pacific Swimming and USA-S.
- D. The Zone shall provide a forum for formulation of Zone policies. The Zone shall disseminate information of general swimming interest to swim teams in the Zone area and convey to Pacific Swimming attitudes and preferences regarding issues affecting the Zone. The Zone shall award swim meets under its jurisdiction according to the policies set forth in Article V of these bylaws.
- E. It shall be the policy of member teams of the Zone to support, where possible, the meets held by other teams within the geographical boundaries of the Zone.

II. MEMBERSHIP

- A. Membership shall be open to competitive swim teams within the boundaries of the Zone Pacific Swimming of USA-S, Inc., and said teams shall themselves be registered and in good standing with Pacific Swimming and shall see to it that all fees due to Pacific Swimming are paid in a timely fashion.
- B. Member teams shall provide, in writing to the Zone secretary, the names, addresses, telephone numbers, and other pertinent contact information, of their authorized representative and alternate representative for Zone meetings, plus the name of their president, coach, and meet director (if available).
- C. Any person interested in competitive swimming and affiliated with a team in the Zone may attend Zone meetings, may be appointed to and/or may chair special committees, and may hold office if elected, and may volunteer his/her expertise when needed. Residence within the geographical boundaries of the Zone is not required.

III. OFFICERS

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

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

C. ELECTION OF OFFICERS

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

IV. MEETINGS

- A. Regular meetings of the Zone shall be held at least nine times per officer year, on dates to be determined by those present and voting at the first meeting annually.
- B. Special meetings may be called, as necessary, by the Chairman or by the request of at least three Zone members.
- C. Attendance of team representatives shall be taken at each meeting and reported in the minutes of that meeting. This attendance will be used in the Zone meet selection process in Attachment 1.
- D. Each member team shall be entitled to two votes on all motions before the group, or in the election of officers by its official delegates or alternates. If one or more official delegate or alternate is unable to attend a meeting, the team may designate, in writing, a substitute representative, prior to the voting action.
- E. A quorum will be comprised of at least four eligible voting members, representing at least four eligible teams.
- F. Order of Business:
 - a) Roll Call
 - b) Reading, correction and adoption of minutes.

- c) Report of the Treasurer.
 - d) Report of Zone Chair
 - e) Report of other Zone Officers.
 - f) Report of Committees.
 - g) Unfinished Business
 - h) New Business
 - i) Other issues to come before the body.
 - j) Adjournment
- G. Meetings shall be conducted according to Roberts Rules of Order.

V. AWARDING OF MEETS

- A. The meets shall be scheduled at a meeting of the membership of the Zone. The Chairman will maintain contact with the Pacific Swimming Scheduling Committee, or Chairman and will maintain guidelines for informing Zone club/teams of the schedule of meets and procedures for bidding on Zone-awarded meets. The selection process is listed in Attachment 1.
- 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 the Zone meeting.

VI. OFFICIALS REQUIRED AT MEETS

- A. The Zone may establish a requirement for teams participating in the Zone meets to provide officials at meets based on the number of swimmers from each team participating in the meet.
- B. Consequences for not meeting the requirements and the number required will be listed in the Meet Information sheet for each meet. These requirements are listed in Attachment 2.

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 publication in the first subsequent minutes of the Zone.
- C. All complaints and grievances from Zone member clubs/teams that cannot be resolved at the Zone level will be referred to the Pacific Swimming Review Committee.

VIII. ADOPTION OF BYLAWS

- A. These bylaws were adopted at a regularly scheduled meeting of the Zone on October 18, 2010.

Attachment 1

Zone 2 Order of Draw Procedure

Updated: June 19, 2000

1. Verification of recorded attendance by the Zone Representatives.
2. The Team with the best attendance record, (October – September) will be awarded Order of Draw # 1. The Order of Draw for teams that are tied for attendance will be established by random draw.
3. Only teams represented at the September Zone 2 meeting will be allow to participate in the first two rounds of bidding held that evening.
4. After each team represented at the September meeting has had the opportunity to bid for a meet, a second round of bids will be held starting again with the Order of Draw # 1 team. Additional rounds of bidding will be held at the October meeting, if necessary.
5. Meets selected at the September meeting must be bid as described in the approved zone meet schedule.
6. Meets not selected at the September meeting will be available for bid at the October meeting. Teams present at the September meeting will retain the same draw order as previously determined. Teams not present at the September meeting who wish to select a meet, will be assigned a draw order based upon their attendance record. The draw order will begin with the next available number after those determined at the September meeting.
7. Meets selected at the October meeting must be bid as described in the approved zone meet schedule until all teams pass on bidding for any further meets. Any meets not yet selected may be modified by the bidding club with the approval of the Representatives present at the October meeting.
8. Meets not selected at the October meeting are available on a first come basis by calling the Zone Chairman. These meets may be modified by the bidding club, subject to the approval by the Zone Representatives at the next scheduled zone meeting.
9. Changing meet formats and dates:
 - Teams hosting meets just prior to or just after (2 weeks) have veto power.
 - Any changes to awarded meets must be approved by the Zone Representatives at a zone meeting. Teams may elect to hold Friday evening events without special approval.
 - Teams needing to cancel a meet may do so by notifying the Zone Chairman. Such meets will become available on a first come basis by application to the Zone Chairman and subject to the approval of the Zone Representatives at the next schedule zone meeting. If the meet must be awarded before the next scheduled zone meeting (for example if the meet is scheduled within 60 days and the sanction process must begin immediately), the Zone Chairman can award the meet with the approval of the Zone Officers.
 - Meets shall only be added to the zone schedule by application to the Zone Chairman and subject to the conditions as stated above.
 - Exchange of meets that are comparable, by Zone teams may be made by approval of Zone representatives at a Zone meeting.
 - Dual meets are not subject to the above rules.

Attachment 2

Minimum Number of Officials Rule

The following requirement shall be published in the Meet Information Sheet:

One half-hour before the scheduled start of each session, the Meet Referee shall conduct an inventory of Officials, and shall compare the number of entries against the number of Officials present representing each team. Those teams who have not provided sufficient Officials will be fined \$100 per missing official starting in January 2011.

MINIMUM OFFICIALS RULE: Each team shall, by the start of the meet, provide to the Meet Director or designee a list of Officials who have agreed to represent that team during the meet, in accordance with the following table:

| Number of swimmers entered in meet per team | Number of trained and carded officials required |
|---|---|
| 1-10 | 0 |
| 11-25 | 1 |
| 26-50 | 2 |
| 51-75 | 3 |
| 76-100 | 4 |
| 101 or more | 5 |