

SECTION XVIII

COMMITTEES

I. Athlete Committee

A. Definitions

1. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members must meet be eligible pursuant to USA Swimming and LSC Rules and Regulations.
2. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An athlete representative must be an athlete at the time of election or appointment. See 102.4 for college athletes
3. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC.
4. Officers of the Athlete Committee include the Senior Athlete Representative, Junior Athlete Representative, and the five (5) Zone Representatives. (Also defined as the LSC Athletes Executive Committee)

B. Athlete Committee Composition

1. The LSC Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives.
2. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athletes' Committee.
3. The Athletes' Committee may establish written criteria for the internal governance of the Committee.

C. Appointments

1. The Athlete Committee Senior Athlete Representative and Junior Athlete Representative will, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee; and
2. Five (5) Zone Representatives, appointed by the Zone Chairs, one for each Zone of Pacific Swimming(PC).
3. Athlete representatives will be selected to each working committee by application to the PC Athletes' Executive Committee, such that twenty percent (20%) of each working committee consists of athlete representatives.
Applications will be opened in June and selections will be announced in July.
4. There will be a one (1) year term limit for serving on LSC committees.
5. An athlete representative may serve on one (1) committee unless otherwise approved by the Vice Chair of Program Development (VCPD). This does not include subcommittees.

D. House of Delegates

1. Athletes will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates.
2. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates
3. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the AEC.
4. The number of nominees per Zone will be determined by the number of registered clubs in each Zone by January 31 of the current year.

E. Officers

1. The Junior Representative will be elected at Spring HOD by the voting athletes
2. Term of Office of the Junior and Senior Representative
 - a. Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their terms and as Senior Athlete Representative during the second year.
 - b. At the time of election, the Athlete Representative must
 - i. be an athlete member in good standing
 - ii. be at least a sophomore in high school or at least 16 years of age
 - iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming
 - iv. have their place of permanent residence in Pacific Swimming 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).
 - c. The balloting shall take place via electronic vote 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.
 - d. At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures.
3. Senior Athlete Representative responsibilities include:
 - a. Creation and sharing of the agenda prior to each meeting
 - b. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees
 - c. Submission of committee minutes to Board Secretary
 - d. Giving reports from the Board and other committees to the Athlete Committee
4. Junior Athlete Representative responsibilities include:
 - a. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees
 - b. Shall perform the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meetings.
 - c. Other duties as assigned by the Senior Athlete Representative.

F. Appointed Members

1. Term of Office of the Zone Representatives
2. The five (5) Zone Representatives are appointed by the Zone Chairs with no term limit.
- a. Responsibilities of the Zone Athlete Representative include but are not limited to:
 - b. Attending Zone meetings
 - c. Providing a Zone report at Athlete Committee meetings
 - d. Performing other duties as requested by the Zone Board
 - e. Coordinating communications with Club Athlete Representative in their Zone
 - f. Submitting a list of nominees for the HOD to the AEC
3. A Club Representative is appointed by the club Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswwim.org for duties and responsibilities.

G. Ex-Officio Member

1. Ex-officio members must be in compliance with LSC eligibility
2. Eligibility
- a. Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an athlete representative, and shall not be currently a serving Board member.

- b. Members of USA Swimming National Committees who represent or represented a LSC club team are shall serve as ex-officio Athlete Committee members.
 - 3. Appointment
 - a. The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee.
 - b. The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion.
 - 4. Term of Office
 - a. The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee members or as long as they serve as an Athlete Representative on a National Committee.
The Senior Athlete Representative may appoint additional ex-officio members at their discretion.
 - 5. Ex-officio members shall have a voice but no vote on the Athlete Committee.
- H. Frequency of Meetings
 - 1. The Athlete Committee will meet monthly unless the committee agrees to cancel.
 - 2. Any officer may call a special meeting of the AEC at any time.
- I. Notice of Meetings
 - 1. Seven (7) day's notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice.
 - 2. Committee members are responsible for keeping their current email address on record.
- J. Cancellation of Meetings
 - 1. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability.
- K. Quorum of AEC
 - 1. Five (5) of the seven (7) voting members constitute a quorum for the AEC.
- L. Voting
 - 1. In all matters that require the action of the committee a simple majority of those voting members present will determine the committee's course of action.
 - 2. All teams may have one designated athlete representative participate in the vote, regardless of number of sites or representatives.
- M. Attendance of Athlete Representatives
 - 1. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve
 - 2. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Vice Chair of Program Development of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice.
 - 3. Barring uncontrollable and unforeseen circumstances, two unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees.
 - 4. Barring uncontrollable and unforeseen circumstances, three unexcused absences over the course of a term shall result in removal from the Athlete Committee and other LSC committees.

N. Removal from Committee

1. The Senior and Junior Athlete Representative may with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws and Policies or the Athlete Committee Guidelines.