

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

PACIFIC SWIMMING BYLAWS

ARTICLE 1

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

1.1 NAME - The name of the corporation shall be Pacific Swimming, Inc. (PCSI).

1.2 OBJECTIVES - Pacific Swimming is a nonprofit public benefit corporation. 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 World Aquatics, 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.

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.

.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 Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of Pacific Swimming and USA Swimming.

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.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 National Board of Review, or the U.S. Center for SafeSport in accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.

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 Corporate Bylaws, 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

77 the Pacific Swimming House of Delegates and/or the Board of Directors.

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79 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws
80 (Delinquent Dues and Fees).

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82 ARTICLE 4
83 HOUSE OF DELEGATES
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85 4.1 MEMBERS - The House of Delegates of Pacific Swimming shall consist of the Group Member Representatives, the Board
86 of Director Members, the committee chairs and coordinators as listed in Rules and Regulations, the Non-Athlete At-Large
87 House Members, and Athlete At-Large House Members appointed or elected.

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89 .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its
90 membership a Group Member Representative and one alternate. The appointment shall be in writing, addressed to
91 the Secretary of Pacific Swimming and duly certified by the chief executive officer or secretary of the appointing
92 Group Member. The appointing Group Member may withdraw its Group Member Representative or alternate and
93 substitute a new Group Member Representative or new alternate by written notice, addressed to the Secretary of
94 Pacific Swimming and signed by the chief executive officer or secretary of the appointing Group Member. The
95 representatives of any Group Member are required to be Individual Members of USA Swimming.

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97 .2 BOARD OF DIRECTORS - Board of Director Members as designated in Article 5.

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99 .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of
100 Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the
101 Board of Directors. At-Large House Members shall hold office from the date of appointment through the
102 conclusion of the annual meeting of the House of Delegates following such appointment or until their successors
103 are appointed to the House of Delegates.

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105 .4 ATHLETE AT-LARGE HOUSE MEMBERS – A sufficient number of athletes to ensure that Athlete
106 Representatives constitute at least 20% of the voting membership of the House of Delegates shall be elected by the
107 Athletes Committee in accordance with Pacific Swimming Policy and Procedures and shall hold office from the
108 date of election through the conclusion of the annual meeting of the House of Delegates following such election or
109 until their successors are elected to the House of Delegates.

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111 .5 OTHER MEMBERS - The committee chairs and coordinators as listed in Rules and Regulations shall serve as
112 members of Pacific Swimming House of Delegates.

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114 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members

115 of the House of Delegates.

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117 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have
118 one vote regardless of the number of positions held by such member.

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120 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates
121 and of individuals shall be as follows:

122
123 .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AT-LARGE HOUSE MEMBERS AND
124 OTHER MEMBERS - Each of the Group Member Representatives other than those of Seasonal Clubs, Leagues
125 and Booster Clubs, the Board Members, the At-Large House Members and other members shall have both voice
126 and vote in meetings of the House of Delegates.

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128 .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the
129 House of Delegates and its committees and be heard at the discretion of the presiding officer.

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131 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs.
132 In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate
133 Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:

134
135 .1 Elect the officers, At-Large Board Members, members of the Administrative Review Board, and the committee
136 chairs/coordinators as designated in Article 6 and 7;

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138 .2 Review, modify and adopt the annual budget of Pacific Swimming recommended by the Board of Directors;

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140 .3 Call regular and special meetings of the House of Delegates;

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142 .4 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any
143 action or authorization by the Board of Directors with respect to contracts or upon which any person may have
144 relied shall not be modified or rescinded;

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146 .5 Establish joint administrative committees, or undertake joint activities with other sports organizations where
147 deemed helpful or necessary by Pacific Swimming;

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149 .6 Amend the Bylaws of Pacific Swimming in accordance with Section 9.3;

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151 .7 Remove from office any persons elected by the House of Delegates (Board Members, members of the
152 Administrative Review Board, or committee chairs or coordinators) who have failed to attend to their official

153 duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National
154 Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations.
155 However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary
156 or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the
157 member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within
158 twenty (20) days to such allegations.

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160 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of Pacific Swimming shall be
161 held in the spring. Regular meetings of the House of Delegates may be held in accordance with a schedule adopted by the
162 Board of Directors.

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164 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the
165 General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or
166 should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed
167 by at least five (5) group members of the House of Delegates.

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169 4.8 MEETING LOCATION AND TIME - Meetings of the House of Delegates may be held at any date, time, and place,
170 including via telecommunication (unless prohibited by state or local laws), as may be fixed in the notice of such meeting.
171 All in-person meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or
172 the Board of Directors shall determine the location and time of all meetings of the House of Delegates. All meetings
173 conducted via telecommunications shall include means by which all persons participating in the meeting can hear each
174 other at the same time and which ensures all votes duly cast by voting members are officially recorded.

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176 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of Pacific
177 Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of Pacific Swimming shall be
178 deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the
179 House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal
180 concern to any member of the House of Delegates.

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182 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.

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184 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other
185 propositions coming before the House of Delegates shall be determined by a majority vote.

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187 4.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.
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189 4.13 NOTICES

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191 .1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates
192 for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted
193 means of notice.

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195 .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House
196 of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose
197 is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to
198 have included in the notice any germane amendments subsequently adopted by the House of Delegates at the
199 noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

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ARTICLE 5

202

BOARD OF DIRECTORS

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204 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and
205 representatives of Pacific Swimming, together with those additional members designated in Sections 5.2 and 5.3:

206

.1 General Chair

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.2 Administrative Vice-Chair

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.3 Finance Vice-Chair

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.4 Coach Representatives (2)

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.5 Senior Athlete Representative

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.6 Junior Athlete Representative

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.7 Secretary

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.8 Treasurer (filled by Staff Treasurer with voice but no vote)

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.9 Program Operations Vice-Chair

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.10 Program Development Vice-Chair

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.11 Safe Sport Coordinator

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.12 One Athlete Member from each Zone (5)

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.12 Zone Chairs (5)

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.14 Diversity, Inclusion & Disability Chair

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.15 Officials Chair

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.16 Senior Chair

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.17 Age Group Chair

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224 5.2 AT-LARGE BOARD MEMBERS - The House of Delegates may specify three (3) At-Large positions. Any reduction in
225 the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become
226 vacant. The At-Large Board Members are elected by the House of Delegates. Additionally, a sufficient number of Athlete

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

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234 5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors: The immediate
235 past General Chair.

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237 5.4 LIMITATIONS -

- 238 .1 This section is reserved for future use.
239 .2 No employee of Pacific Swimming may serve as a voting member of the Board of Directors.
240 .3 No spouse of an employee of Pacific Swimming can hold the offices of General Chair, Administrative Vice-Chair,
241 Finance Vice-Chair, Program Operations Vice-Chair, or Program Development Vice-Chair.

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243 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and
244 individuals shall be as follows:

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246 .1 BOARD MEMBERS - Each Board Member (other than the ex-officio members) shall have both voice and vote in
247 meetings of the Board of Directors and its committees.
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249 .2 EX-OFFICIO BOARD MEMBERS - Unless entitled to vote under another provision of these Bylaws, the ex-officio
250 members shall have voice but no vote in meetings of the Board of Directors and its committees.
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252 .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the
253 discretion of the presiding officer.

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255 5.6 DUTIES AND POWERS - The Board of Directors shall act for Pacific Swimming and the House of Delegates during the
256 intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, an Administrative
257 Review Board member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken
258 are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission.
259 In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws,
260 the Board of Directors shall have the power and it shall be its duty to:

- 261
262 .1 Establish and direct policies, procedures and programs for Pacific Swimming;
263 .2 Oversee the conduct by the officers and staff of Pacific Swimming of the day-to-day management of the affairs of
264 Pacific Swimming;

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- 266 .3 Athlete At-Large Board Members will be appointed by the General Chair if they are not elected in a timely fashion;
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- 268 .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the
- 269 Pacific Swimming Policies and Procedures;
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- 271 .5 Cause the preparation and presentation to the House of Delegates of the annual budget of Pacific Swimming and
- 272 make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
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- 274 .6 Approve the annual review/audit;
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- 276 .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
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- 278 .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or
- 279 appropriate to conduct the affairs of Pacific Swimming;
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- 281 .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These
- 282 appointees shall have the authority and perform the duties as provided in these Bylaws, the Pacific Swimming
- 283 Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the
- 284 Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To
- 285 the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or
- 286 committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators
- 287 and to prescribe their respective terms of office, authorities and duties; and
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- 289 .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of Pacific
- 290 Swimming who were appointed/elected by the Board and who have failed to attend to their official duties or member
- 291 responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review
- 292 for any of the reasons set forth in the National Board of Review procedures, pursuant to Policy 26.0 of the USA
- 293 Swimming Operating Policy Manual. However, no At-Large Board Member, or committee chair or coordinator
- 294 may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the
- 295 performance of the member's responsibilities or specific official duties or other reasons and an opportunity to
- 296 respond in writing within twenty (20) days to such allegations.
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298 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation

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

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

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

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303 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may
304 participate in meetings of the Board of Directors through conference equipment by means of which all persons participating
305 in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
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307 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted
308 by the Board of Directors.
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310 5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board
311 of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a
312 meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
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314 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
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316 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other
317 propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal
318 the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-
319 thirds vote after at least twenty (20) days' written notice.
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321 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
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323 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of
324 Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the
325 written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as
326 votes taken at a meeting.
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328 5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except
329 elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If
330 an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, or email, shall distribute a
331 ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an
332 opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified
333 in Section 5.16) within which to return the ballot to the Secretary. Action by ballot shall be valid only when the number of
334 votes cast in favor of the proposed action are unanimous.
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336 5.16 NOTICES -
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338 .1 TIME - No less than six (6) days' written notice shall be given to each Board Member for any annual, regular or
339 special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
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341 .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings,
342 the expected purpose.

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344 ARTICLE 6
345 OFFICERS AND DIRECTORS
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347 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting in
348 odd-years.

349 .1 General Chair

350 .2 Administrative Vice-Chair

351 .3 Finance Vice-Chair.

352 .4 Program Operations Vice-Chair

353 .5 Program Development Vice-Chair

354 .6 Secretary

355 .7 Treasurer (filled by Staff Treasurer and not elected by House of Delegates)

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357 6.2 OTHER DIRECTORS

358 .1 ATHLETE REPRESENTATIVES -

359 Two Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors
360 are elected. They shall be referred to as Senior Athlete Representative during the second year and as Junior Athlete
361 Representative during the first year of their terms. At the time of election, the Athlete Board Representative must (a) be an
362 athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently
363 competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event
364 conducted by Pacific Swimming or another LSC; and (d) have their place of permanent residence in the Territory and expect
365 to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher
366 education). The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athletes
367 Committee, or failing that, at a time and in a manner designated by Board of Directors. At least twenty (20) days' written
368 notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy
369 and Procedures. The Athlete Board Representatives shall be elected by a majority of the members of the Athletes Committee
370 along with one athlete representative from each member club present and voting or responding by the announced deadline.

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372 .2 COACH REPRESENTATIVES

373 Two Coach Representatives shall be elected, one each year for a two-year term, or until a successor is elected. The election
374 of the Coach Representatives shall be conducted in accordance with Pacific Swimming Policy and Procedures, via
375 electronic vote and/or at a meeting called for that purpose by the Coach Representative, the Coaches Committee or the
376 Board of Directors, and determined by a majority of the Coach Members in good standing present and voting or, failing
377 that, at a time and place and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of
378 the election shall be given to all clubs.

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

A. The following Board members shall be elected by the House of Delegates:

(1) Up to three (3) At large members

B. The following committee chairs/coordinators shall be elected as follows:

(1) In accordance with each Zone’s procedures, each Zone shall elect a Zone Chair to serve on the Board of Directors.

(2) In accordance with each Zone’s procedures, each Zone shall elect a Zone athlete representative to serve on the Board of Directors.

(3) Athletes-at-Large to the Board shall be elected (if needed) at the same time and in the same manner as the Athlete Board Representatives.

(4) Senior Chair. Whenever possible the Senior Chair will be a coach member who will be elected for a two year term in accordance with Pacific Swimming Policies and Procedures in a meeting called for that purpose by the Board of Directors and be determined by a majority of Coach Members in good standing present and voting. At least twenty (20) days notice of the election shall be given to all clubs. Should a coach not be available to serve in this capacity, the General Chair with the approval of the Board of Directors shall appoint a member to serve in this capacity.

(5) Age Group Chair. Whenever possible the Age Group Chair will be a coach member who will be elected for a two year term in accordance with Pacific Swimming Policies and Procedures in a meeting called for that purpose by the Board of Directors and be determined by a majority of Coach Members in good standing present and voting. At least twenty (20) days notice of the election shall be given to all clubs. Should a coach not be available to serve in this capacity, the General Chair with the approval of the Board of Directors shall appoint a member to serve in this capacity.

C. The following committee chairs/coordinators shall be appointed by the General Chair with advice and consent of the Board of Directors:

(1) Safe Sport Coordinator

(2) Diversity, Equity, and Inclusion Chair

(3) Officials Chair

6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with Pacific Swimming and USA Swimming 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,

417 may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
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419 .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except
420 that the offices of Finance Vice-Chair and Treasurer may not be combined.
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422 6.6 TERMS OF OFFICE -
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424 .1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two (2) years.
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426 .2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon
427 September 1 following their election or appointment and shall serve until a successor is chosen.
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429 .3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary and Treasurer, no Individual Member who
430 has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse
431 of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the
432 computation of this successive term limitation.
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434 6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of the
435 House of Delegates and the Board of Directors and as defined in these Bylaws, the Pacific Swimming Policies and
436 Procedures, and applicable state laws.
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438 6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the Board of
439 Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation
440 shall take effect upon the appointment or election of a successor.
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442 6.9 VACANCIES AND INCAPACITIES -
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444 .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General
445 Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting General Chair
446 until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of
447 the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving
448 as acting General Chair, the Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair,
449 except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the
450 Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as acting
451 General Chair for the duration of the absence.
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453 .2 OFFICES OF ATHLETE BOARD REPRESENTATIVES OR COACH REPRESENTATIVES OR ANY
454 POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office

455 of Athlete Board Representative or Coach Representative, or person who has been elected, the General Chair may
456 appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the
457 term of office or until the respective body shall elect a successor.

458
459 .3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant
460 or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of
461 Delegates with the advice and consent of the electing body. The determination as to when the General Chair is
462 temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise
463 shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of
464 Delegates.

465
466 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.

467
468 6.11 OFFICERS' POWERS GENERALLY -

469
470 .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice-Chair, and
471 Finance Vice-Chair each may sign and execute in the name of Pacific Swimming deeds, mortgages, bonds,
472 contracts, agreements or other instruments duly authorized by the Pacific Swimming Policies and Procedures, the
473 Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be
474 expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more
475 signatures or is required by law to be otherwise executed. Additional signing authority may be provided by
476 standing resolutions of the Board of Directors or the House of Delegates.

477
478 .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as
479 prescribed in the Pacific Swimming Rules & Regulations/Policies and Procedures, or by the House of Delegates,
480 the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.

481
482 .3 DELEGATION - Officers of Pacific Swimming may delegate any portion of their duties to an individual or a
483 committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without
484 the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or
485 wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these
486 Bylaws and with the consent of the Board of Directors any officer may delegate any portion of that officer's duties
487 to the paid staff of Pacific Swimming. A delegation of duties shall not relieve the delegating officer of the ultimate
488 responsibility to see that these duties and obligations are properly executed or fulfilled.

489
490 6.12 DEPOSITORIES AND BANKING AUTHORITY -

492 .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of Pacific Swimming shall be deposited to its
493 credit in the banks, trust companies, other depositories or custodians, investment companies or investment
494 management companies as the Board of Directors determines.

495
496 .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all
497 notes or other evidences of indebtedness issued in the name of Pacific Swimming shall be signed by the General
498 Chair, the Treasurer or other officer or officers or agent or agents of Pacific Swimming, and in the manner, as
499 shall be determined by the Executive Committee.

500

501

ARTICLE 7

502

DIVISIONS, COMMITTEES AND COORDINATORS

503

504 7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The
505 divisions of Pacific Swimming shall each be chaired as indicated below with respective duties, jurisdiction and
506 responsibilities described in the Pacific Swimming Policies and Procedures.

507 .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair

508 .2 PROGRAM OPERATIONS DIVISION - Program Operation Vice Chair

509 .3 PROGRAM DEVELOPMENT DIVISION - Program Development Vice Chair

510 .4 FINANCE DIVISION - Finance Vice-Chair

511 .5 ATHLETES DIVISION - Senior Athlete Representative

512 .6 COACHES DIVISION - Coach Representative

513

514 7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS

515

516 .1 ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members,
517 but are elected by the House of Delegates, a committee or division, are as follows: None.

518 .2 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently
519 held.

520 .3 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators
521 shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective
522 division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date
523 designated by the General Chair and shall serve until a successor is appointed and assumes office.

524

525 7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates
526 are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these
527 Bylaws or the Pacific Swimming Policies and Procedures, members of each committee shall be appointed by the General
528 Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete Representatives
529 of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Board Representative.

530 Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The
531 division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

532 7.4 STANDING COMMITTEES & COORDINATORS

533 .1 ATHLETES COMMITTEE -

534 A. CHAIR - The Senior Athlete Board Representative or their designee shall be the chair of the committee.

535
536 B. MEMBERS - The Athletes Committee shall consist of the Athlete Board Representatives, the Athlete At-Large
537 Board members and Zone Athlete Board Members.

538
539 C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of
540 Pacific Swimming, and shall undertake such activities (a) delegated to it by the Board of Directors or the
541 General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, Pacific
542 Swimming, USA Swimming and the sport of swimming

543
544 .2 FINANCE COMMITTEE -

545
546 A. CHAIR - The chair shall be the Finance Vice-Chair.

547
548 B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer (with
549 voice but no vote), the Treasurer of each Zone, one (1) member appointed by the General Chair, and a sufficient
550 number of Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership
551 of the Committee.

552
553 C. DUTIES -

554 (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the
555 execution of policy regarding the investment of Pacific Swimming's working capital, funded reserves
556 and endowment funds, within the guidelines, if any, established by the Board of Directors or the House
557 of Delegates. The Finance Committee shall also regularly review Pacific Swimming's equipment
558 needs (both operational and office) and the various methods available to finance the acquisition of any
559 needed equipment and make a determination and recommendation of the best financing method.

560 (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual
561 review or audit of the books of Pacific Swimming. If conducted internally, a minimum of three (3)
562 committee members with a sufficient number of athletes to constitute at least 20% of the voting
563 membership, must conduct the review or audit. The Treasurer cannot be a member of the group
564 performing the audit, but can be present to provide clarification, information and answer questions.

- 565 (3) To submit the review or audit and other reports and make recommendations to the Board of Directors
566 with regard thereto.
- 567 (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed
568 budget for consideration and approval by the Board of Directors and the House of Delegates. The
569 officers, committee chairs and coordinators shall provide promptly such financial information (current
570 and projected) and budget proposals as the Finance Committee may request. The proposed budget may
571 contain alternatives.
- 572 (5) To complete and submit any state and local reports and filings.
- 573

574 .3 GOVERNANCE COMMITTEE -

575

- 576 A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.
- 577
- 578 B. MEMBERS - The Committee shall be comprised of two (2) members appointed by the General Chair with
579 advice and consent of the Board of Directors, one representative designated by each Zone (5) and two (2)
580 Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the
581 Committee. Each member shall serve a three-year term, staggered so that approximately one-third (1/3) of such
582 members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall
583 be members of the Pacific Swimming Board of Directors at any given time. After completion of two
584 consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse
585 of three years. A portion of any term served to fill a vacancy in the position shall not be considered in the
586 computation of the successive term limitation. In no case shall the General Chair serve on the Governance
587 Committee.
- 588
- 589 C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist
590 of a majority of its voting members. For all other meetings, a quorum shall consist of those members present
591 and voting.
- 592
- 593 D. DUTIES
- 594
- 595 (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of Pacific Swimming;
- 596 (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document
597 retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related
598 practices, etc.;
- 599 (3) To aid in the development of personnel practices procedure including job descriptions and annual review
600 of staff, and delegate annual review of staff to Personnel Committee;
- 601 (4) To ensure that the Board's focus remains on the strategic plan;
- 602 (5) To aid in the development of expectations and processes for accountability of Board members;

- 603 (6) To develop criteria for the qualities and required characteristics of Board officers;
- 604 (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and
- 605 identifying and recruiting potential Board members;
- 606 (8) To nominate Board members, and Administrative Review Board members to be elected by the House of
- 607 Delegates consistent with the matrix of skills, demographics, and talents needed;
- 608 (9) To publish the slate of candidates to the Pacific Swimming membership at least twenty (20) days prior to
- 609 the election. Additional nominations may be made from the floor of the House of Delegates by voting
- 610 members of the House of Delegates;
- 611 (10) To design and implement Board orientation and an ongoing program of Board education and development;
- 612 and
- 613 (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make
- 614 recommendations to enhance Board effectiveness.

615

616 .4 OPERATIONAL RISK COORDINATOR

617

- 618 A. DUTIES - The duties shall be as outlined in the Pacific Swimming Policies and Procedures.
- 619

620 .5 EXECUTIVE COMMITTEE

621

- 622 A. AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the
- 623 Board of Directors and Pacific Swimming between meetings of the Board and the House of Delegates.
- 624 Limitations to the authority and power of the Executive Committee shall be determined by the Board of
- 625 Directors and included in the Pacific Swimming Policies and Procedures.
- 626

- 627 B. MEMBERS - The members of the Executive Committee shall be the
- 628

- 629 (1) General Chair, who shall act as chair
- 630 (2) Administrative Vice-Chair
- 631 (3) Program Operations Vice-Chair
- 632 (4) Program Development Vice-Chair
- 633 (5) Secretary
- 634 (6) Finance Vice-Chair
- 635 (7) Coach Representatives (2)
- 636 (8) Zone Chairs (5)
- 637 (9) Senior Athlete Board Representative
- 638 (10) Junior Athlete Board Representative
- 639 (11) Two additional Athlete Board Members selected by the Athlete Committee
- 640

641 C. MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within
642 the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of
643 five (5) days' notice required.

644
645 D. QUORUM - A quorum of the Executive Committee shall consist of a majority of the members of the
646 Committee.

647
648 E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of
649 Directors, the Executive Committee shall make a report of its activities since the last Board of Director's
650 meeting for ratification or prospective modification or rescission, provided, however, that any action of the
651 Executive Committee upon which a third party may have relied (*e.g.*, by signing, or authorizing the signing of
652 a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

653
654

655 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs,
656 committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:

657
658 .1 Preside at all meetings of the respective division, committee or subcommittee;

659
660 .2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in
661 their charge are properly and promptly carried out;

662
663 .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the
664 coordinator or division or committee, respectively;

665
666 .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members and
667 the Secretary to keep them fully informed;

668
669 .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and
670 forward reports or minutes of all meetings to the Secretary and made public to the membership;

671
672 .6 Perform the other specific duties listed in Pacific Swimming's Policies and Procedures or as may be delegated by
673 the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.

674
675 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees
676 shall be prescribed by the Pacific Swimming Policies and Procedures.

677
678 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of Pacific

679 Swimming shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.
680

681 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee
682 meeting, shall be open to all members of Pacific Swimming. Matters relating to personnel, disciplinary action, legal,
683 taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are
684 entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter
685 deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

686 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and
687 vote in their respective meetings.
688

689 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may
690 be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written
691 consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a
692 meeting.
693

694 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may participate in a
695 meeting of the committee or through conference equipment by means of which all persons participating in the meeting can
696 hear each other at the same time. Participation by such means shall constitute presence at a meeting.
697

698 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a
699 quorum of any committee shall consist of those members present.
700

701 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other
702 propositions coming before a committee shall be determined by a majority vote.
703

704 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.
705

706 7.15 NOTICES
707

708 .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not
709 less than five (5) days' written notice shall be given for any meeting of a committee.
710

711 .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
712

713 7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation to the
714 General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the
715 resignation shall take effect upon the appointment of a successor.
716

717 7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordina-
718 tor becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the
719 Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of
720 the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the
721 incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment
722 may be made for the duration of the temporary incapacity.

723
724 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a
725 coordinator may delegate a portion of their duties to another officer of Pacific Swimming, or to another committee,
726 subcommittee, or coordinator, or with the consent of the Board of Directors and the Personnel Committee, to the paid staff
727 of Pacific Swimming. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations
728 shall remain with the delegator.

729
730 7.19 APPLICATION TO COMMITTEES AND ADMINISTRATIVE REVIEW BOARD - Sections 7.5 through 7.18 shall
731 apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the
732 Pacific Swimming Policies and Procedures. These provisions shall also apply to Administrative Review Board meetings
733 but shall not apply to its hearings or deliberations.

734 735 ARTICLE 8

736 ANNUAL AUDIT, REPORTS AND REMITTANCES

737
738 Pacific Swimming shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the
739 USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between Pacific
740 Swimming and USA Swimming. Reports required to be submitted to USA Swimming by Pacific Swimming include annual
741 financial and federal tax reports and the annual audit or review.

742 743 ARTICLE 9

744 ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

745
746 9.1 NON-PROFIT AND CHARITABLE PURPOSES - Pacific Swimming is organized exclusively for charitable and
747 educational purposes and for the purpose of fostering national or international amateur sports competition within the
748 meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, Pacific Swimming
749 shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance
750 of the purposes and objectives of Pacific Swimming or (2) engage in any activities not permitted to be carried on by: (A) a
751 corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which
752 contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.

753
754 9.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of Pacific Swimming are irrevocably dedicated

755 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
756 Swimming shall inure to the benefit of any private person or any member, officer or director of Pacific Swimming.

757
758 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of
759 the Pacific Swimming House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so
760 approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee.
761 Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.

762
763 9.4 DISSOLUTION - Pacific Swimming may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the
764 House of Delegates. Upon dissolution, the net assets of Pacific Swimming shall not inure to the benefit of any private
765 individual, unincorporated organization or corporation, including any member, officer or director of Pacific Swimming,
766 but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA
767 Swimming, is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code
768 and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the
769 IRS Code, the net assets of Pacific Swimming shall be distributed to a corporation or other organization meeting those
770 criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or
771 charitable purposes.

772
773 ARTICLE 10
774 INDEMNIFICATION

775 10.1 INDEMNITY - Pacific Swimming shall indemnify, protect and defend, in the manner and to the full extent permitted by
776 law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not
777 by or in the right of Pacific Swimming, and whether civil, criminal, administrative, investigative or otherwise, by reason
778 of the fact that the Indemnified Person bears or bore one or more of the relationships to Pacific Swimming specified in
779 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.
780 Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a
781 determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the
782 circumstances. Pacific Swimming may, to the full extent permitted by law, purchase additional insurance to that provided
783 by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted
784 against the Indemnified Person.

785
786 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise
787 indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful
788 disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming
789 Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes)
790 involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or
791 who is found by the National Board of Review or the U.S. Center for SafeSport to have committed actions which would
792 be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was

793 directly related to, the predicate acts of the conviction or finding.

794
795 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a
796 Board Member, Administrative Review Board member, Group Member Representative, officer, official, coach, committee
797 chair or member, coordinator, volunteer, employee or agent of Pacific Swimming, or is or was serving at the direct request
798 of Pacific Swimming as a director, officer, Group Member Representative, meet director, official, coach, committee chair
799 or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

800
801 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include
802 expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in
803 settlement, and, except as limited by applicable laws, these expenses shall be paid by Pacific Swimming in advance of the
804 final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to Pacific
805 Swimming's obligation to indemnify, Pacific Swimming may require an undertaking from the Indemnified Person obliging
806 them to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged
807 in the sport of swimming for compensation or other gain, if Pacific Swimming determines that there is reasonable doubt as
808 to such person's ability to make any repayment, Pacific Swimming shall not be obligated to make any payments in advance
809 of the final determination. This indemnification shall not be deemed to limit the right of Pacific Swimming exclusive of
810 any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested
811 directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

812
813 10.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has
814 died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators,
815 heirs, executors, administrators and trustees of the Indemnified Person.

816 817 ARTICLE 11

818 PARLIAMENTARY AUTHORITY

819
820 ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern Pacific Swimming and any of its constituent
821 or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not
822 inconsistent with these Bylaws and any special rules of order Pacific Swimming, the House of Delegates, the Board of
823 Directors or its divisions, committees, etc., may adopt.

824 825 ARTICLE 12

826 MISCELLANEOUS

827
828 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final
829 judicial decision to be, or as a result of a change in the law of the State of California become, illegal, invalid or
830 unenforceable, the remainder of these Bylaws shall continue in full force and effect.

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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 BOARD

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 2.2 and the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, 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 the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, is intended to provide a fair hearing before a group of independent and impartial people. This Article and the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual 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 members, with a sufficient number of Athlete Representatives 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 Representatives 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

869 resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular or alternate
870 members upon the expiration of the term of office of any incumbent members.

871
872 .3 Election; Term of Office; Eligibility -

873
874 A. Election - The House of Delegates shall biennially elect regular and alternate members of the Administrative
875 Review Board:

876 B. Term of Office - The term of office shall be two (2) years. Each member and alternate member shall assume
877 office upon election and shall serve until a successor takes office.

878
879 C. Eligibility - Each regular and alternate member of the Administrative Review Board shall be an Individual
880 Member of Pacific Swimming and USA Swimming. In no case shall members of the Board of Directors serve
881 on the Administrative Review Board.

882
883 .4 Chair Elected by Board; Other Officers - The Chair of the Administrative Review Board (the “Chair”) who must be
884 a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative
885 Review Board. The Chair shall biennially appoint a Vice-Chair and a Secretary of the Administrative Review Board,
886 each of whom must be regular members.

887
888 .5 Meetings - The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair,
889 to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes
890 of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called
891 by the Chair or any two regular members. When meeting for administrative purposes, Section 7.19 shall apply to
892 the Administrative Review Board.

893
894 .6 Participation Through Communications Equipment - Members of the Administrative Review Board may participate
895 in a meeting or hearing of the Administrative Review Board, and any hearing may be conducted, in whole or in part,
896 through conference telephone or similar equipment by means of which all persons participating in the meeting can
897 hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting
898 or hearing.

899 .7 Quorum - A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%)
900 of its regular members.

901
902 .8 Resignations - Any regular or alternate member of the Administrative Review Board may resign by submitting a
903 written resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the
904 resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment
905 or election of a successor.

907 .9 Determination of Vacancy or Incapacity - The determination of when an office becomes vacant or an officer
908 becomes incapacitated shall be in accordance with 6.9.

909
910 .10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable or
911 unwilling to promptly act for any reason, recuses themselves or is disqualified in any particular circumstance, the
912 Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing
913 that, the General Chair) shall appoint an alternate member to act in the regular member's place in respect of that
914 circumstance.

915
916 13.3 GENERAL -

917
918 .1 Administrative Powers - The Administrative Review Board shall have the powers and the duty to:

- 919
920 A. administer and conduct the affairs and achieve the purposes of the Administrative Review Board,
921 B. establish policies, procedures and guidelines,
922 C. elect the Chair,
923 D. call regular or special meetings of the Administrative Review Board,
924 E. retain attorneys, agents and independent contractors and employ those persons which the Administrative
925 Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its
926 affairs, and
927 F. take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of
928 its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.

929
930 .2 Rule Making Powers - The Administrative Review Board shall have the power and the duty to promulgate reasonable
931 rules and procedures consistent with the corporation laws of Pacific Swimming with respect to any matter within its
932 jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and
933 procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.

934
935 .3 Exercise of Powers and Decisions - Except for authority and power granted to the Chair, the exercise of the authority
936 and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall
937 be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in
938 the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board's
939 authority and power shall be solely in its discretion and the interests of justice and the sport of swimming.

940
941 .4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a
942 complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety
943 (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the
944 untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and,

945 thereafter, appeal to the National Board of Review in accordance with the National Board of Review procedures,
946 pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.

947
948 ARTICLE 14
949 CONVENTIONS AND DEFINITIONS

950
951 14.1 CONVENTIONS -

- 952
953 .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the
954 corresponding masculine, feminine and neuter forms. The words “include”, “includes” and “including” shall be
955 deemed to be followed by the phrase “without limitation”. The singular shall include the plural and the plural shall
956 include the singular as the context may require. Where the context permits, the term “or” shall be interpreted as
957 though it were “and/or”. Captions have been used for convenience only and shall not be used in interpreting the
958 Bylaws.
- 959
960 .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to
961 Pacific Swimming positions and not to USA Swimming or another organization.
- 962
963 .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
- 964
965 A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed
966 to the last known address shall be deemed given or delivered upon the postmark date for all purposes under
967 these Bylaws.
- 968
969 B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address
970 shall be deemed given or delivered for all purposes under these Bylaws.
- 971
972 C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email
973 address of a member of Pacific Swimming shall be the mail or email address on file with Pacific Swimming
974 or in SWIMS.
- 975
976 .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period
977 (days or hours) shall not be included but the last period shall be included.
- 978
979 .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority
980 of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which
981 such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of
982 untimely or insufficient notice having been given for such meeting. If the member is a Group Member

983 Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice
984 to the same extent.
985

986 14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and
987 the definitions of such terms are equally applicable both to the singular and plural forms.
988

- 989 .1 ARTICLE - a principal subdivision of these Bylaws.
990
991 .2 ARTICLES OF INCORPORATION - the document filed with Secretary of State of the State of California pursuant
992 to which Pacific Swimming was formed.
993
994 .3 ATHLETE BOARD REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of
995 Delegates and on the Board of Directors.
996 .4 ATHLETE REPRESENTATIVE - shall be (a) an athlete member in good standing; (b) currently competing, or
997 have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted
998 by Pacific Swimming or another LSC, and (c) have their place of permanent residence in the Territory and expect
999 to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of
1000 higher education).
1001
1002 .5 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
1003
1004 .6 BOARD OF DIRECTORS - the Board of Directors of Pacific Swimming.
1005
1006 .7 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, Pacific Swimming.
1007
1008 .8 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and
1009 on the Board of Directors.
1010
1011 .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of
1012 Delegates.
1013
1014 .10 HOUSE OF DELEGATES - the House of Delegates of Pacific Swimming as established by Article 4 of these
1015 Bylaws.
1016
1017 .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of Pacific
1018 Swimming.
1019
1020 .12 IRS CODE - the current United States Internal Revenue Code.
1021
1022 .13 LOCAL SWIMMING COMMITTEE / LSC - Pacific Swimming as defined by the USA Swimming Corporate
1023 Bylaws.
1024
1025 .14 MEMBER - a Group Member or an Individual Member.
1026

- 1027 .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established in accordance
1028 with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy
1029 Manual. Where the context requires, a reference to the National Board of Review shall include a reference to the
1030 USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
1031
- 1032 .16 PACIFIC SWIMMING - the California not-for-profit corporation to which these Bylaws pertain.
1033
- 1034 .17 POLICIES AND PROCEDURES - the principles, rules, and guidelines of Pacific Swimming, as amended and
1035 adopted by the Board of Directors or the House of Delegates.
1036
- 1037 .18 SECTION - a subdivision of the Articles of these Bylaws.
1038
- 1039 .19 TERRITORY - the geographic territory over which Pacific Swimming has jurisdiction as a Local Swimming
1040 Committee.
1041
- 1042 .20 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body
1043 for the United States for the sport of swimming.
1044
- 1045 .21 WORLD AQUATICS - the international governing body for the sport of swimming.
1046