

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

**PACIFIC SWIMMING BYLAWS**

ARTICLE 5

BOARD OF DIRECTORS

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

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Coach Representatives (2)
- .5 Senior Athlete Representative
- .6 Junior Athlete Representative
- .7 Secretary
- .8 Treasurer (filled by Staff Treasurer with voice but no vote)
- .9 Program Operations Vice-Chair
- .10 Program Development Vice-Chair
- .11 Safe Sport Coordinator
- .12 One Athlete Member from each Zone (5)
- .12 Zone Chairs (5)
- .14 Diversity, Inclusion & Disability Chair
- .15 Officials Chair
- .16 Senior Chair
- .17 Age Group Chair

5.2 AT-LARGE BOARD MEMBERS - The House of Delegates may specify three (3) At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. The At-Large Board Members are elected by the House of Delegates. Additionally, a sufficient number of Athlete Representatives shall be elected as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Board Representatives). The Athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Board Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election through the conclusion of the second annual meeting of the House of Delegates following such election or until their successors are elected or appointed.

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

5.4 LIMITATIONS -

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

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

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

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

- .1 Establish and direct policies, procedures and programs for Pacific Swimming;
- .2 Oversee the conduct by the officers and staff of Pacific Swimming of the day-to-day management of the affairs of Pacific Swimming;
- .3 Athlete At-Large Board Members will be appointed by the General Chair if they are not elected in a timely fashion;
- .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the Pacific Swimming Policies and Procedures;
- .5 Cause the preparation and presentation to the House of Delegates of the annual budget of Pacific Swimming and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .6 Approve the annual review/audit;

- .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
  - .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of Pacific Swimming;
  - .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the Pacific Swimming Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
  - .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of Pacific Swimming who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
- 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

- 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-thirds vote after at least twenty (20) days' written notice.
- 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
- 5.15 MAIL/EMAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, or email, shall distribute a ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action are unanimous.
- 5.16 NOTICES -
- .1 TIME - No less than six (6) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
- .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.