

BY-LAWS OF THE
EASTERN ZONE OF USA SWIMMING

ARTICLE I
NAME, PURPOSE, TERRITORY and OFFICERS/APPOINTEES

- I – 1 Name: The name of this organization shall be the Eastern Zone (hereinafter referred to as Zone) of United States Swimming.
- I – 2 Purpose: The purpose of this organization is to promote communication among the twelve Local Swimming Committees (LSCs) comprising its membership, to provide for Championship competition and to provide a channel of communication between the Zone Directors, as provided in 504.2 of the USA Swimming Bylaws and the National Board of Directors.
- I – 3 Territory: The Eastern Zone shall comprise Adirondack, Allegheny Mountain, Connecticut, Maine, Maryland, Metropolitan, Middle Atlantic, New England, New Jersey, Niagara, Potomac Valley and Virginia LSCs, as provided in 605.1 of the USA Swimming Bylaws.
- I – 4 Officers and appointees: The Zone Officers and appointees are limited as prescribed by USA swimming. The Zone, at the annual meeting or as otherwise decided by the majority vote of the Zone membership, shall elect or appoint officers and other appointees as provided in Article II herein.

ARTICLE II
MEMBERSHIP, OFFICERS AND APPOINTEES

- II – 1 LSC Members: Each LSC in the Zone shall be entitled to three (3) votes at all Zone Meetings; at least one representative from that LSC must be present in order to cast the LSC's votes. The General Chairman of each LSC (or designee) shall determine who shall cast the votes for each LSC. Each voting representative shall be a member in good standing of USA Swimming. It is recommended that an athlete be an active participant in all LSC decisions.
- a. All USA swimming members in good standing who reside within the territory of the Zone and who attend Zone meetings shall have voice but no vote.
- II – 2 Director Members: The two (2) Zone Directors of the USA Swimming Board of Directors shall be elected as provided in I-4 herein. Directors shall be members in good standing of USA Swimming and shall maintain their residency within the territory of the Zone as provided in 504.2.4 of the USA Bylaws. The Zone Directors shall not be from the same LSC.

- II – 3 Other Elected Officers: Secretary/Treasurer, Technical Chair, two Age Group Chairs, one coach and one non-coach, the Diversity Coordinator Chair and the Athlete Representatives shall be elected as provided in I-4 herein. The elected officers shall be current members of an LSC in the Zone and members in good standing of United States Swimming
- II – 4 Zone Athlete Representatives: One athlete shall be named to represent the athletes as the Zone Officer on the National Athletes Committee, as provided in 506.2.3D of USA Swimming Bylaws. He/She shall be elected by the athletes of the LSCs in attendance at the Zone meeting. Zone Athlete Representatives must be a current member of the Zone and members in good standing of USA Swimming.
- II – 5 Appointed Officers: The Officials Chair, Webmaster and the Zone Championship Coordinator.

ARTICLE III TERMS OF OFFICE AND DUTIES

All elected officers of the Zone shall serve a two year term, except Secretary/Treasurer and the Diversity Coordinator. The terms shall commence at the close of the Annual Meeting of the Zone, coinciding with the meeting of the USA Swimming House of Delegates, at which they are elected.

- III – 2 Duties of the Zone Director – Coach
- a. Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - b. Shall chair all Zone meeting from the conclusion of the Annual meeting at which the election is held in an odd numbered year to the conclusion of the Annual Meeting in the following even numbered year.
 - c. Shall serve as a member of the Meet Coordination Committee.
 - d. Shall chair Zone meeting in the absence of the Zone Director – Non-Coach
 - e. Shall chair the Zone meetings when the Zone Director – Non-Coach is elected and will cast the deciding vote in a tied election. This vote must be cast prior to counting the votes.
- III – 3 Duties of the Zone Director – Non-Coach:
- a. Shall perform all duties set forth by USA Swimming Bylaws for a member of the USA Swimming Board of Directors.
 - b. Shall chair all Zone Meetings from the conclusion of the Annual meeting at which the election is held in an even numbered year to the conclusion of the Annual meeting in the following odd numbered year.

- c. Shall chair the Zone meeting when the Zone Director – Coach is being elected and will cast the deciding vote in a tied election. This vote must be cast prior to counting the votes.
 - d. Shall chair Zone meetings in the absence of the Zone Director – Coach in even numbered years.
 - e. Shall serve as a member of the Meet Coordination Committee.
- III – 4 Duties of the Technical Planning Chair:
- a. Shall chair the Technical Planning committee
 - b. Shall be a member of the Meet Coordination committee
 - c. Shall review Meet Announcements for the zone Championship AG Meets and the Speedo Champions Series (Sectional) Meets for consistency and compliance with the Zone Policy.
 - d. Shall provide guidance regarding technical aspects of the conduct of competition at the zone Age Group Championship Meets and Speedo Champions Series (Sectional) Meets.
- III – 5 Duties of the Age Group Development Committee Members: There shall be a coach and Non-Coach member of the Age Group Committee for the Zone.
- III – 6 Duties of the Diversity Coordinator:
- a. Facilitate communication and exchange of ideas and best practices among the 12 Eastern Zone LSC Diversity chairs, who will serve as the Eastern Zone Diversity Alliance.
 - b. Report to the Zone Directors and at the Zone meeting about diversity efforts and initiatives throughout the Eastern Zone.
 - c. Serve as a liaison during the planning and delivery phases of Zone-wide programs such as the Zone diversity camp, Zone multi-cultural meets, and Zone-wide Water Safety Days.
 - d. Support and assist with the fulfillment of USA Swimming and the National Diversity Committee objectives.
 - e. If no Diversity Chair is in place at the LSC level, the Zone Diversity Chair will communicate the diversity/inclusion efforts to the General Chair of the LSC and assist the General Chair in filling the Diversity Chair position in that LSC.
- III – 7 Duties of the athlete Representatives:
- a. Shall solicit views of LSC athlete representatives and present them, as appropriate to the Zone and USA Swimming
 - b. Shall represent the Zone on the USA Swimming Athlete Committee.
 - c. Shall report athlete-related information from USA Swimming to the Zone and the LSC athlete representatives.
- III – 8 Duties of the Secretary/Treasurer:
- a. Shall be responsible for record keeping and minutes of all Zone and Officers meetings
 - b. Shall conduct official correspondence for the Zone
 - c. Shall issue notices of all Zone meetings.
 - d. Shall receive and disburse all monies as authorized by the Zone

- e. Shall maintain financial records for the Zone.
- f. Shall keep all funds of the Zone on deposit in a designated account with USA swimming
- g. Shall prepare and send reports as may be required by USA Swimming.
- h. Shall maintain swimming Records of the Zone
- i. Shall purchase pins and certificates for participants of the Zone Age Group Championship Meets.

ARTICLE IV
TERMS OF OFFICE
LIMITATIONS OF TERMS

- IV – 1 The Zone Directors shall be elected for a term of two (2) years, one each elected annually; coach representative in the even-numbered years, non-coach in the odd-numbered years.
- IV – 2 The following officers shall be elected in the even-numbered years:
- a. Zone Director – Coach
 - b. Age Group Development Committee member – Non Coach
 - c. Diversity Coordinator Chair
 - d. Secretary/Treasurer
 - e. Athlete Representative
- IV – 3 The following officers shall be elected in the odd-numbered years:
- a. Zone Director – Non Coach
 - b. Technical Planning Chair
 - c. Age Group Development Committee member – Coach
- IV – 4 Limitation of Terms: No officer shall be elected to more than two successive terms except the Secretary/Treasurer and the Diversity Coordination Chair may be elected to more than two terms.
- IV – 5 Vacancy: A vacancy in any office shall be filled by appointment by the Zone Directors until the next regularly scheduled meeting of the Zone. A vacancy of a Zone Director shall be filled in accordance with part 504.8 of USA Swimming Rules and Regulations.

ARTICLE V
NOMINATIONS, ELECTIONS AND VOTING

- V – 1 Nominations:
- a. Candidates for all offices may be nominated at the Zone spring meeting prior to the Annual Meeting.

b. Officers may be nominated from the floor at the Annual Zone meeting held during the annual USA Swimming House of Delegates meeting by any USA Swimming member of an LSC in the Zone.

V – 2 Voting:

a. The eight elected officers of the Zone organization and the delegate/delegates authorized by each Local Swimming Committee (LSC) may vote in elections and on all matters properly coming before the Zone at Zone meetings.

b. Elections shall be by secret ballot with each LSC having three (3) votes cast by the LSC chair or a designee. The election requires a majority of the votes cast. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If this vote results in a tie, the Zone Director not running for election will cast the deciding vote which should be made at the time of the second vote.

V – 3 Proxy Votes: Each of the LSC's three (3) votes at the Zone meeting may be cast by one or more LSC representatives (as determined by the General Chair or a designee) present at the meeting. An LSC may not assign its vote(s) to another LSC to be cast on its behalf.

ARTICLE VI MEETINGS

VI – 1 Annual Meeting: The Annual meeting of the Zone shall be held in conjunction with the meeting of the USA Swimming House of Delegates. Notice of the annual convention of USA Swimming shall be considered notice of the Annual meeting of the Zone.

VI – 2 Spring Meeting: A Spring meeting of the Zone shall be held in the spring at a date and location to be determined at the prior spring meeting. The notice of the spring meeting or any special meeting shall be sent by the Secretary at least thirty (30) days in advance of the meeting. An agenda, setting forth the specific items to be considered and acted upon, shall be sent at least fifteen (15) days in advance of the meeting.

VI – 3 Quorum: a quorum at all meeting shall consist of those present and eligible to vote.

VI – 4 The Maximum number of votes that may be cast at any Zone meeting shall be the three (3) votes of each 12 LSCs, plus the votes of the eight (8) elected officers.

VI – 5 Special Meeting: A special meeting may be called by agreement of both Zone Directors or upon written request to the Secretary by no less than one-third of the LSC General Chairs of the Zone.

VI – 6 Rules of Order: The procedural rules at all meetings shall be Robert's Rules of Order Newly Revised, current at the time of the meeting.

VI – 7 Miscellaneous:

a. Removal of officers or directors: An elected or appointed Officer or Director of USA Swimming who has failed to attend to his or her official duties or responsibilities or has done so improperly, or would be subject to penalty for any of the reasons set forth in USA Swimming Rules and Regulations, may be removed from office by the National Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

b. Dissolution: Upon dissolution of the zone, all assets shall be distributed to the member LSCs in equal shares, or upon a majority vote of the LSC's representatives, to USA Swimming.

VI – 7 Order of Business: At all meeting of the Zone, the following agenda items shall be the Order of Business:

- a. Call to order.
- b. Approval of Minutes
- c. Financial Report
- d. Approval of Agenda
- e. Report of the Zone Championship Coordinator
- f. Report of Officers
- g. The Technical Planning Committee Report
- h. The Athlete Representatives' report
- i. Unfinished Business
- j. Elections (annual meeting)
- k. Reports from National Committee
- l. New Business
- m. Adjournment