

Western Region Section By-laws

WRWS BYLAWS as Drafted 6/2002

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Modified March 14, 2003

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- 1.0 Responsibilities:** The responsibilities of the Western Region Blue Section Board of Directors shall be:
- 1.1 To conduct the business of the Western Region Section of the Western Zone of USA Swimming in accordance with USA Swimming Rules and Regulations.
 - 1.2 To aid and assist in distribution of information from USA Swimming and Western Zone Directors to the LSC's and clubs within the Western Region Section.
 - 1.3 To promote, develop and assist in the conduct of swimming in the United States within the Western Zone.
 - 1.4 To award an annual Spring and an annual Summer Western Region Speedo Championship Series meet and prescribe its format and conduct. The awarding of the site, the meet format and conduct are subject to approval at the biannual meetings.
- 2.0 Sectional Alignment:** The LSC's of the Western Region Blue Section are: Alaska, Arizona, Colorado, Hawaii, Inland Empire, Montana, New Mexico, Oregon, Pacific Northwest, Snake River, Utah and Wyoming.
- 3.0 Representation:**
- 3.1 LSC Representation: Each LSC shall be represented by its Senior Vice Chairman and one Senior Athlete Representative who shall each have one vote for the purpose of casting votes and deciding Section business. In addition, each USA Swimming registered Club within the Section shall be entitled to one vote at the Sectional biannual meetings, however, in order to exercise this vote, the representative must be present at the biannual meeting. The officers of the Western Region Section shall each have a vote with the exception of the Western Region General Chairman, who may only vote in the event of a tie vote. Each Club in attendance at the Spring and Summer meets, respectively, shall be given one "badge" to identify their representative who is allowed to vote.
 - 3.2 Only at the bi-annual meeting can an electronic vote be authorized by the section. A quorum for an electronic vote is 50% of the teams attending the meet in which the vote was authorized .
- 4.0 Management:**
- 4.1 General: Management of the affairs of the Western Region Section is the responsibility of the LSC representatives subject to any limitation of the USA Swimming Rules and Regulations.
 - 4.2 Financial:
 - 4.2.1 Except for income derived by the host(s) of the Western Region Section Speedo Championship Series, any income derived from the promotion of swimming by members of USA Swimming, on behalf of the Western Region Section, must be used in further promotion of swimming for the general welfare of the Western Region Section as a whole.
 - 4.2.2 Entry fees for the Western Region Championship Series are set by the Section and may be changed only at the biannual Meetings.
- 5.0 Officers:**
- 5.1 Elected Positions: Those elected to the Western Section Board of Directors shall be selected from, and elected by the representatives in section 3.0.
 - 5.1.1 General Chairman, Elected in even numbered years.
 - 5.1.2 Administrative vice Chairman, elected in odd numbered years.
 - 5.1.3 Secretary, elected in odd numbered years.
 - 5.1.4 Treasurer, elected in even numbered years.
 - 5.1.5 Athlete Representative, one, to be elected in even numbered years.
 - 5.2 Appointed Positions can be filled, when needed, by the General Chair with the approval of the Board.
 - 5.3 Appointed positions shall have voice but not vote, unless designated to vote by an LSC.
 - 5.4 Eligibility:
 - 5.4.1 Only members of USA Swimming and a member LSC's are eligible for election or appointment.
 - 5.4.2 Except for the Secretary and Treasurer, the Western Region Section Officers shall not be members of the same LSC.
 - 5.5 Term: Each Western Region Section Officer shall be elected for a two year term.

- 5.6 Limitation of Terms: No person may be elected or appointed to more than two (2) successive terms with the exception of the Secretary and Treasurer to whom no term limit shall apply.
- 5.7 Vacancy: A vacancy in an elected position shall be filled by appointment by the remaining Board members until the next biannual Meeting of the Western Region Section.
- 5.8 Duties and Responsibilities:
- 5.8.1 General Chairman
- 5.8.1.1 Shall perform all duties set forth by the Western Zone Directors and the Western Region Section.
- 5.8.1.2 Shall chair Western Region Section meetings.
- 5.8.1.3 Shall serve as a consultant in the management of the Speedo Championship Series meets and should attend those meets
- 5.8.1.4 Shall, with the Meet Referee, Administrative Vice Chairman, and Meet Director, make final approval of Section Meet Invitation to ensure its compliance with approved Western Region Section Format.
- 5.8.2. Administrative Vice Chairman
- 5.8.2.1 Shall chair Western Region Section meetings in the absence of the General Chairman.
- 5.8.2.2 Shall serve as a consultant in the management of the Western Region Section Speedo Championship Series.
- 5.8.2.3 Shall chair elections at the biannual meeting held during the Summer meet.
- 5.8.2.4 Shall preside over the site selection portion of the biannual meeting..
- 5.8.2.5 Shall in cooperation with the General Chairman oversee the governance of the Section.
- 5.8.2.6 Shall, with the Meet Referee, General Chairman, and Meet Director, make final approval of Section Meet Invitation to ensure its compliance with approved Western Region Section Format.
- 5.8.2.7 Shall approve the design and nature of individual, relay, team, and high point awards.
- 5.8.3 Secretary:
- 5.8.3.1 Shall be responsible for record keeping and minutes of all meetings, official correspondence and shall issue notices of all meetings.
- 5.8.3.2 Shall prepare, edit and distribute reports as may be required by the Western Zone Directors and USA Swimming.
- 5.8.3.3 Shall retain the official copy of the Western Region Section By-laws that includes the Championship Regulations and Attachments therein. Shall be responsible for their update and distribution as required from the biannual meeting.
- 5.8.4 Treasurer:
- 5.8.4.1 Shall receive and disburse all monies as required by the Western Region Section and shall maintain financial records and a FDIC insured bank account for the Western Region Section. Funding shall be provided only by documented requests and only when adequate funds are available.
- 5.8.4.2 Provide, at each biannual meeting, a report accounting for funds of the Section.
- 5.8.4.3 Prepare a budget for presentation at each biannual meeting.
- 5.8.4.4 Pay Western Region Section bills.
- 5.8.4.5 Pay Western Region Section Travel Funds to participants in National Championships in accordance with Article III, of the Western Regional Section Championship Regulations.
- 5.8.5 Athlete Representative:
- 5.8.5.1 Shall chair all Western Region Section athlete meetings.
- 5.8.5.2 Shall develop and maintain a communication tree of the Western Region Section LSC athlete representatives.
- 5.8.5.2.1 Distribute information concerning athletes and the Speedo competitions.
- 5.8.5.2.2 Gather information and input that effect the Speedo competitions.
- 5.8.5.3 Shall serve as a consultant in the affairs of the athletes for the Western Region Section Speedo Championship Series meets and should attend those meets when possible.

6.0 Elections: Elections shall be held at the biannual Western Region Section meeting at the Summer meet .

6.1 Nominations:

6.1.1 May be made prior to the biannual Western Region Section summer meeting through the Western Region Section Secretary. Nominations may also be made from the floor at the biannual summer meeting by any delegate resident of the Western Region Section.

6.1.2 Each candidate or his/her representative may present an introduction or statement not to exceed one minute and/or may prepare and distribute, via the Western Region Section Secretary, a written statement regarding his/her qualifications for the office and views pertaining to Western Region Section matters.

6.2 Voting:

6.2.1 Shall be as designated in section 3.0.

6.2.2 Election requires a majority of votes cast.

6.2.3 If there is no majority on a ballot, the leading candidates whose votes total a majority shall advance to another ballot, continuing until one candidate receives a majority.

7.0 Meetings:

7.1 There shall be a Western Region Section meeting at each of the scheduled meets during the year. Those meetings are to be scheduled during the break on the second full day (third day) of competition. The second full day is the day the 200 Freestyle and the 400 Individual Medley are held.

7.2 Special: A special meeting may be called by the General Chairman upon the request of one-third of the LSC representatives.

7.3 Notices: The notice of the biannual Meetings shall be contained in the meet information for each of the meets. Notice of any special meeting shall be sent at least thirty (30) days in advance of the meeting, setting forth specifically the agenda items to be considered and acted upon. The Secretary shall be responsible for notifying, in writing, the LSC's of the location and time of the meeting.

7.4 Quorum: A quorum at all meetings shall consist of those present and eligible to vote.

7.5 Rules: The procedural rules at all meetings shall be current Robert's Rules of Order as amended.

7.6 At all (except special meetings) meetings of the Western Region Section, the following shall be the Order of Business:

a. Roll Call

b. Approval of Minutes

c. Financial report

d. Report of Officers

e. Unfinished business

1. Review current Western Region Section Speedo Championship Series format.

f. Elections: (summer meeting only)

g. Site selection

h. New business

1. Open discussion and recommendations of ideas to be presented at the next biannual meeting.

i. Resolutions and Orders

j. Adjournment

7.7 Proxy votes at Western Region Section meetings shall not be allowed.

7.8 Any provision of these Western Region Section Bylaws and Western Region Section Speedo Championship Series Regulations not prescribed by USA Swimming may be amended at the biannual Meeting of the Western Region Section by a simple majority of the votes of those in attendance and eligible to vote.

7.9 Amendments to these Bylaws, or any Appendix or Attachment thereto, made at the biannual Meeting shall become effective at the conclusion of the biannual Meeting, unless otherwise mandated.

7.10 Any provision of these Western Region Section Bylaws and Western Region Section Speedo Championship Series Regulations may be overridden at the Biannual meeting by majority vote.

8.0 Miscellaneous:

8.1 The Western Region Section Directors shall have the authority to enforce these Bylaws and the Western Regional Section Championship Regulations in accordance with current USA Swimming Rules and Regulations.

8.2 The officers of the section shall comprise the executive committee and shall have the authority to act in the best interests of the section between section meetings.

8.3 Fiscal Year: The fiscal year of the Western Region Section shall be that adopted by USA Swimming.

- 8.4 Dissolution: Upon dissolution of the Western Region Section, all assets shall be distributed to the member LSC's in equal shares, or upon a majority vote of the LSC's representatives, to USA Swimming, Western Zone.