

ARTICLE 7  
DIVISIONS, AND COMMITTEES

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

~~.1 ADMINISTRATIVE DIVISION - Administrative Vice Chair~~

~~.2 AGE GROUP DIVISION - Age Group Vice Chair~~

~~.3 SENIOR DIVISION - Senior Vice Chair~~

~~.4 FINANCE DIVISION - Finance Vice Chair~~

~~.5 ATHLETES DIVISION - Senior Athlete Representative~~

~~.6 COACHES DIVISION - Coach Representative~~

~~.7 PLANNING DIVISION - Planning Vice Chair~~

7.2 APPOINTED CHAIRS AND COORDINATORS

.1 APPOINTED CHAIRS - The chairs of all other committees shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective ~~division~~ committee chair. The appointed committee chair shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the CA Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the ~~respective division chair and the~~ chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. ~~The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.~~

7.4 STANDING COMMITTEES

.1 ATHLETES COMMITTEE -

A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.

B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives, the Athlete At-Large Board members and an Athlete of each Geographic Committee in compliance with the Geographic Committee's Policy and Procedures

C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of CA, and shall undertake such activities as:

(1) delegated to it by the Board of Directors or the General Chair or

(2) undertaken by the Committee as being in the best interests of the Athlete Members, CA, USA Swimming and the sport of swimming

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.2 FINANCE COMMITTEE –

- A. CHAIR - The chair shall be the Finance Vice-Chair.
- B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, at least 3, but no more than 8 members appointed by the General Chair and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

C. DUTIES – **The duties of the Finance Committee shall be:**

- (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of CA’s working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review CA’s equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
- (2) To conduct recommend an independent auditor to conduct the required annual review or audit of the books of CA.
- (3) To submit the audit and other reports and make recommendations to the Board of Directors with regard thereto.
- (4) To consult with the officers and committee chairs and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
- (5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE –

- A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.
- B. MEMBERS - The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of four non-athlete members and one athlete member. Each non-athlete member shall serve a four (4) year term, staggered so that one-fourth (1/4) of such members are appointed each year. The athlete member term shall be 2 years, No more than one-half (1/2) of the Governance Committee members shall be members of the CA Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for reappointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the

102 position shall not be considered in the computation of the successive term limitation.  
103 In no case shall the General Chair serve on the Governance Committee.

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105 C. **QUORUM** - When making nominations, a quorum for any meeting of the  
106 Governance Committee shall consist of a majority of its voting members. For all  
107 other meetings, a quorum shall consist of those members present and voting.

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109 D. **DUTIES**

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111 (1) To assist in periodic evaluation of the mission and vision statements and the  
112 Bylaws of CA;

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114 (2) To aid in the development of operating policies regarding conflict of interest  
115 (Board and staff), document retention, ethics, whistle-blower, procurement, contract  
116 review, grievance and other employment-related practices, etc.;

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118 (3) To aid in the development of personnel practices procedure including job  
119 descriptions and annual review of staff;

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121 (4) To ensure that the Board's focus remains on the strategic plan;

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123 (5) To aid in the development of expectations and processes for accountability of  
124 Board members;

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126 (6) To develop criteria for the qualities and required characteristics of Board officers;

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128 (7) To lead Board succession planning by assessing current and anticipated needs for  
129 Board composition and identifying and recruiting potential Board members;

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131 (8) To nominate Board members, Administrative Review Board members, and chair  
132 positions to be elected by the House of Delegates consistent with the matrix of skills,  
133 demographics, and talents needed;

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135 (9) To publish the slate of candidates to the CA membership at least *twenty (20)* days  
136 prior to the election. Additional nominations may be made from the floor of the  
137 House of Delegates by voting members of the House of Delegates;

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139 (10) To design and implement Board orientation and an ongoing program of Board  
140 education and development; and

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142 (11) To lead periodic assessment of the Board's performance (as a whole and of  
143 individual members) and make recommendations to enhance Board effectiveness.

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145 ~~4 OCCUPATIONAL RISK COMMITTEE~~

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147 ~~A. CHAIR - The chair shall be the Occupational Risk Committee Chair.~~

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149 ~~B. MEMBERS - The Committee shall be comprised of the Occupational Risk Committee Chair, at~~  
150 ~~least five (5) members with a sufficient number of athletes so as to constitute at least twenty~~  
151 ~~percent (20%) of the voting membership of the Committee. Each member will be appointed by~~

152 ~~each geographical committee in compliance with their Policy and procedures. At least one~~  
153 ~~member shall be a coach, and one shall be an athlete~~

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155 ~~C. DUTIES – The duties shall be as outlined in the CA Policies and Procedures.~~

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157 **.4 GEOGRAPHIC COMMITTEES**

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159 **A. OBJECTIVE, TERRITORY AND JURISDICTION.**

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161 **(1) The objectives of the Geographic Committees shall be to promote a**  
162 **developmental swim program for age group swimmers, to provide training for**  
163 **meet officials, and to recruit and develop leadership personnel for the sport of**  
164 **swimming.**

165 **(2) The territory of each Geographic Committee shall be established by the**  
166 **Board of Directors. The Senior Committee and the Age Group Committee shall**  
167 **recommend such changes that they may deem necessary to ensure reasonable**  
168 **competitive balance, manageable developmental meets, and travel consistent**  
169 **with the prevailing economic conditions. Such changes should be presented to**  
170 **the Board of Directors. The address of a team's principal training pool shall**  
171 **determine Geographic Committee assignment.**

172 **(3) The Geographic Committees shall be responsible for planning their**  
173 **committee meets in cooperation with the Age Group and Senior Committees.**  
174 **The schedule of events to be swum in their meets shall ensure the availability of**  
175 **adequate competitive opportunities for all age groups, skill levels and**  
176 **strokes/distances, and the implementation of Geographic Committee wide**  
177 **programs authorized by SCS.**

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179 **B. MEMBERS – Geographic Committee membership shall consist of:**

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181 **(1) Group Members which are located within its boundaries.**

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183 **(2) Individual athletes in SCS competing in an unattached status will, at the time**  
184 **of registration, be assigned to a specific Geographic Committee and must**  
185 **compete in meets developed by that Committee or to which that Committee is**  
186 **invited.**

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188 **(3) A sufficient number of Geographic Committee Athlete Representatives so as**  
189 **to constitute at least twenty percent (20%) of the voting membership of the**  
190 **Committee.**

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192 **C. DUTIES - The duties of each of the six (6) Geographic Committees shall be**  
193 **vested in a Geographic Committee Board.**

194 **(1) Each Group Member shall send a representative to the Geographic**  
195 **Committee meetings. Each Group Member shall have one vote on matters of**  
196 **business or elections regardless of the number of persons present.**

197 (2) **Executive Committee. The Geographic Committee Chair, Vice Chair,**  
198 **Secretary and the persons elected to serve on the SCS Senior, Age Group and**  
199 **Review Committees shall be empowered to act for the Geographic Committee**  
200 **between meetings.**

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202 .5 EXECUTIVE COMMITTEE

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204 A. **AUTHORITY AND POWER** - The Executive Committee shall have the authority  
205 and power to act for the Board of Directors and CA between meetings of the Board  
206 and the House of Delegates. Limitations to the authority and power of the Executive  
207 Committee shall be determined by the Board of Directors and included in the CA  
208 Policies and Procedures.

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210 B. **MEMBERS** - The members of the Executive Committee shall be the

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212 (1) General Chair, who shall act as chair,  
213 (2) Administrative Vice-Chair,  
214 (3) Senior Vice-Chair  
215 (4) Age Group Vice-Chair  
216 (5) Secretary,  
217 (6) Finance Vice-Chair,  
218 (7) Coach Representative,  
219 (8) ~~Planning Chair~~  
220 (9) Senior Athlete Representative, and  
221 (10) Junior Athlete Representative.

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223 C. **COMMITTEE REPRESENTATION – Each of the Six (6) Geographic**  
224 **Committees shall have a representative as a member of the Executive Committee.**  
225 **In the event that each Geographic Committee is not represented by the eight (8)**  
226 **Non-Athlete Officer Members of the Executive Committee, the General Chair**  
227 **shall appoint the Geographic Chair from the unrepresented Geographic**  
228 **Committee to serve until such time that the Geographic Committee represented**  
229 **by one of the eight (8) Non-Athlete Officer Members of the Executive Committee.**  
230 **Athlete membership as defined in 7.3 shall be maintained**

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232 D. **MEETINGS AND NOTICE** - Meetings of the Executive Committee shall be held at  
233 any time or place within the Territory when called by the General Chair or any three  
234 (3) members of the Committee with a minimum of three (3) days' notice required

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236 E. **QUORUM** - A quorum of the Executive Committee shall consist of a majority of the  
237 members of the Committee.

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

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247 .6 **SAFE SPORT COMMITTEE –**

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**A. CHAIR – The Chair shall be the Safe Sport Vice-Chair**

**B. MEMBERS – The Safe Sport Committee shall consist of the Safe Sport Representatives of each of the six (6) Geographic Committees in compliance with the Geographic Committee’s Policy and Procedures and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.**

**C. DUTIES – The Safe Sport Committee shall have general charge of the Safe Sport program, and facilitate creating an abuse-free, safe, healthy, and positive environment for all of its members through the development and implementation of Minor Athlete Abuse Prevention and Anti-Bullying policies, Safe Sport Best Practices, and Athlete Protection Training, and to plan, implement and coordinate USA Swimming’s commitment to safeguard the physical, mental and emotional well-being of all of its members, with an emphasis on the welfare of its athlete members.**

**.7 SENIOR COMMITTEE**

**A. CHAIR – The Chair shall be the Senior Vice-Chair**

**B. MEMBERS – The Senior Committee shall consist of the Senior Representatives of each of the six (6) Geographic Committees in compliance with the Geographic Committee’s Policy and Procedures and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.**

**C. DUTIES – The Senior Committee shall have general charge of the affairs of the committee that develops and conducts the senior swimming program of SCS to include meet management of all senior swimming meets and events. The Senior Vice-Chair also serves as liaison to the Athlete Representative Committee.**

**.8 AGE GROUP COMMITTEE**

**A. CHAIR – The Chair shall be the Age Group Vice-Chair**

**B. MEMBERS – The Age Group Committee shall consist of the Age Group Representatives of each Geographic Committee in compliance with the Geographic Committee’s Policy and Procedures and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.**

**C. DUTIES – In conjunction with the Coaches Rep through a selection process determine "Age Group Coach of The Year" Provide guidance on selection of coaches. Discuss and provide recommendations to the HOD to help improve swimming in Southern California. Communicate to their respective committees on Upcoming Events in regards to Age Group swimming.**

**.9 DIVERSITY, EQUITY, & INCLUSION COMMITTEE**

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**A. CHAIR – The Chair shall be the Diversity, Equity, & Inclusion Vice-Chair.**

**B. MEMBERS – The Diversity, Equity, & Inclusion Committee shall consist of the Diversity, Equity, & Inclusion Committee Representatives of each of the six (6) Geographic Committees in compliance with the Geographic Committee’s Policy and Procedures and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.**

**C. DUTIES – The Diversity, Equity, & Inclusion Committee shall promote, develop and improve competitive swimming through education, support and opportunities for participation to a diverse swimming community, and to inspire and provide quality opportunities for our members to achieve excellence in the sport of competitive swimming, and to assist CA in creating a culture of inclusion and opportunity for people of diverse backgrounds, including, but not limited to, race, age, income, ethnicity, religion, gender, and sexual orientation.**

**.10 OFFICIALS COMMITTEE**

**A. CHAIR – The Chair shall be the Officials Vice-Chair**

**B. MEMBERS – MEMBERS – The Officials Committee shall be appointed by the Officials Committee Chair/Officials Executive Committee and shall consist of the Officials Representatives of each of the six (6) Geographic Committees in compliance with the Geographic Committee’s Policy and Procedures, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Athlete Representatives shall be selected by the Athletes' Committee. The Official's Committee shall consist of both Dry (Administrative) and Wet (deck) side Officials.**

**C. DUTIES – To manage the SCS Officials by conducting programs to recruit, educate, train, and mentor, certify and discipline when needed, a diverse team of USA/SCS Swimming officials to provide the highest quality and consistent officiating for athletes at all levels of swimming, and provide advice and direction on interpretations of USA Swimming Competition rules.**

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

- .1 Preside at all meetings of the respective ~~division,~~ committee or subcommittee;**
- .2 See that all duties and responsibilities of the respective ~~division,~~ committee or subcommittee in his or her charge are properly and promptly carried out;**
- .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the ~~division or~~ committee, respectively;**

349 .4 Communicate with the General Chair, ~~respective division~~, committee or subcommittee  
350 members and the staff to keep them fully informed;

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352 .5 Appoint a member as secretary of the committee or subcommittee charged with taking  
353 minutes of each meeting and forward reports or minutes of all meetings to the staff; and  
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355 .6 Perform the other specific duties listed in CA's Policies and Procedures or as may be  
356 delegated by the General Chair, the respective ~~division chair or~~ committee chair, the Board of  
357 Directors or the House of Delegates.  
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359 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the  
360 duties of the committees shall be prescribed by the CA Policies and Procedures.  
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362 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or  
363 subcommittees of CA shall be held as determined by the respective Vice-chairs or committee or  
364 subcommittee chair.  
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366 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other  
367 than a Personnel Committee meeting, shall be open to all members of CA. Matters relating to personnel,  
368 disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session  
369 that only the respective members are entitled to attend. By a majority vote, a committee or sub-committee  
370 may decide to go into closed session on any matter deserving of confidential treatment or of personal  
371 concern to any member of the committee or sub-committee.  
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373 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member  
374 shall have both voice and vote in their respective meetings.  
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376 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any  
377 meeting of a committee may be taken without a meeting if all the committee members entitled to vote  
378 consent to the action in writing and the written consents are filed with the records of the meetings. These  
379 consents shall be treated for all purposes as a vote taken at a meeting.  
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381 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any  
382 committee may participate in a meeting of the committee or through conference equipment by means of  
383 which all persons participating in the meeting can hear each other at the same time. Participation by such  
384 means shall constitute presence at a meeting.  
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386 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action  
387 establishing a committee, a quorum of any committee shall consist of those members present.  
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389 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all  
390 motions, orders and other propositions coming before a committee shall be determined by a majority vote.  
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392 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.  
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394 7.15 NOTICES  
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396 .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action  
397 establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a  
398 committee.  
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400 .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.

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402 7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a  
403 written resignation to the General Chair or the Board of Directors specifying an effective date of the  
404 resignation. If such date is not specified, the resignation shall take effect upon the appointment of a  
405 successor.

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407 7.17 VACANCIES - The determination of when the position of an appointed committee chair or  
408 committee member becomes vacant or the person becomes incapacitated, if not made by the person, shall  
409 be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the  
410 General Chair, with the advice and consent of the Board of Directors and the respective ~~division~~  
411 committee chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A  
412 temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be  
413 made for the duration of the temporary incapacity.

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415 7.18 DELEGATION - With the consent of the Board of Directors or ~~the respective division chair~~, or a  
416 committee chair may delegate a portion of their powers or duties to another officer of CA, or to another  
417 committee, or subcommittee, or with the consent of the Board of Directors, to the paid staff of CA.  
418 Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall  
419 remain with the delegator.

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421 7.19 APPLICATION TO COMMITTEES - Sections 7.5 through 7.18 shall apply to all committees,  
422 unless otherwise provided in these Bylaws, in the resolution creating the committee or in the CA Policies  
423 and Procedures. These provisions shall also apply to Administrative Review Board meetings but shall not  
424 apply to its hearings or deliberations.

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