

EASTERN COMMITTEE STANDING RULES AND PROCEDURES

(A COMMITTEE OF THE SCS AGE GROUP COMMITTEE)

ARTICLE I: NAME, JURISDICTION AND TERRITORY:

Section 1: This organization shall be known as the Eastern Committee of Southern California Swimming, Inc., and shall consist of those registered Clubs and registered unattached swimmers in the area defined as the Eastern Committee by Southern California Swimming, Inc.

Section 2: Eastern Committee is a non-profit, administrative sub-section of Southern California Swimming and United States Swimming, created as per the directive in Article VII, subparagraph 7.3 of the Southern California Swimming Bylaws. As such, these Standing Rules and Procedures of the Eastern Committee shall defer to the Southern California Swimming or United States Swimming Bylaws wherever in conflict. All issues not addressed in these Standing Rules and Procedures shall defer to the Southern California Swimming Bylaws or United States Swimming Bylaws should said issues be addressed there.

ARTICLE II: OBJECTIVES:

Section 1: The Eastern Committee exists to promote and administer a developmental swim program for age group swimmers, to promote training for meet officials, and to recruit and develop leadership personnel for the sport of swimming.

Section 2: The Eastern Committee is to provide training and competitive swimming within the Committee and to provide individual swimmers for higher levels of competitive swimming outside the Committee.

ARTICLE III: MEMBERSHIP AND FEES:

Section 1: Any Eastern Committee membership fees or assessments shall be determined periodically by a vote of the general membership. All changes in membership fees or assessments shall require a two-thirds majority vote of the quorum. A two week notice of intention to change said fees must be given to the membership.

Clubs hosting meets shall be assessed a per swimmer fee as determined by vote of the Committee.

Section 2: It is the duty of each member club to provide current name, mailing address, phone number to the Secretary of the Committee for:

1. Person who will be receiving all Committee mailings.
2. Head Coach.
3. Assistant Coaches.

Section 3: Representation:

- A. Each member club in good standing shall be entitled to two votes by representatives of the club. Said representatives need not be previously declared or registered with the Committee Secretary.
- B. Each member of the Eastern Committee Board of Directors shall have one vote, with the exception of the Chairperson, or acting Chairperson, who may only cast a vote in the case of a tie.
- C. The immediate Past Chairperson shall be entitled to one vote.
- D. No individual shall have more than one vote.
- E. There shall be no proxy votes accepted.
- F. All others present at a Committee meeting are entitled to voice but no vote.
- G. No member club shall have more than three votes total.
- H. An executive committee comprised of the Board of Directors (Committee Chairperson, Vice Chairperson, Secretary, Treasurer, Coach Representative Program Chairperson, Senior Representative, Age Group Representative, Safety Chairperson, Review Representative, officials Chairperson and Athlete Representatives (2)), shall be empowered to act for the Committee between meetings

ARTICLE IV: OFFICERS:

Section 1: The Committee Officers shall consist of the following:

- (a) Chairperson, (b) Vice-Chairperson, (c) Coach Representative, (d) Senior Representative, (e) Age Group Representative, (f) Secretary, (g) Treasurer, (h) Program Chairperson, (i) Safety Chairperson, (j) Review Representative and (k) two Athlete Representatives.

The Committee Officials Chairperson is an appointed position from SCS, not an elected position.

All of the above Committee Officers must be members of United States Swimming.

Section 2: The term of office for elected officers shall not exceed four consecutive one-year terms for the same office, with the exception of the Review Representative on which there will be no limitation. Any member shall be eligible for re-election to the office after the intervention of one year. The four year term limit does not apply to temporary appointments made in order to fill a vacancy.

ARTICLE V: ELECTION OF OFFICERS:

Section 1: The Chairperson shall appoint a nominating committee at the July meeting. The nominating committee will present its nominees at the September meeting, and at this time additional nominees will be accepted from the floor. All nominations must be received prior to the adjournment of the September meeting.

Section 2: Notification of the election and a slate of officers shall be mailed to all member clubs with the September minutes prior to the election meeting in October.

Section 3: The officers will be elected by a simple majority.

Section 4: Term of office shall be one year beginning January 1.

Section 5: Any vacancy occurring shall be filled by an appointee selected by the majority of the remaining officers. The appointed successor shall hold office during the remainder of the term. The Chairperson may poll by phone or conference call the remaining officers in order to make said appointment. *(anything about email votes here?)*

ARTICLE VI: RESPONSIBILITY OF OFFICERS:

Section 1: Chairperson:

A. The Chairperson shall direct and oversee the Committee's functions and shall call meetings when necessary. The Chairperson shall be responsible for appointing the necessary committee chairpersons and committee members at large.

B. The Chairperson shall attend all meetings of the LSC Board of Directors as a voting member or designate a qualified representative to attend *(designate may not vote in SCS)*.

C. The Chairperson shall be responsible for arranging the written notification and / or e-mail of all meetings, including an agenda to be included with the minutes.

D. The Chairperson shall attend all meetings of the Eastern Committee.

E. The Chairperson will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 2: Vice-Chairperson:

A. The Vice-Chairperson shall act in the capacity of the Chairperson when necessary and shall assist the Chairperson in the performance of the Chairperson's duties.

B. The Vice-Chairperson shall be responsible for parliamentary procedure and the continual monitoring of the Committee Standing Rules and Procedures. The Vice-Chairperson shall submit a list of suggested Standing Rules and Procedures changes and may form a committee to help with this process. The proposed Standing Rules and Procedures, changes shall be

presented at the next regularly scheduled Committee meeting and voted on the following month at the regularly scheduled meeting. The Vice-Chairperson is responsible to send any corrected Standing Rules and Procedures to Southern California Swimming.

C. The Vice-Chairperson shall head the nominating committee. Nominations will be collected at the September Committee meeting and nominations will be voted on at the October Committee meeting. The Vice Chair shall prepare the election ballots for the general election and mail / email the slate of officers to all clubs.

D. The Vice-Chairperson shall attend all meetings of the Eastern Committee.

E. The Vice-Chairperson will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

F. The Vice-Chairperson shall organize the Committee Age Group "Coach of the Year" presentation selection.

G. The ASCA Age Group Coach of the Year and Coach of the Year Selection

Section 3: Coach Representative:

A. The Coach Representative shall attend all meetings of the SCS Coaches Committee or designate a qualified representative to attend. The Coach Representative is a voting member of SCS Board meetings. Designate may not vote.

B. The Coach Representative shall coordinate any Committee All-Star Competition, including the selection of swimmers, coaches and uniforms.

C. The Coach Representative shall keep a current roster of Head Coaches and Assistant Coaches for each Committee team.

D. The Coach Representative shall attend all meetings of the Eastern Committee.

E. The Coach Representative will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 4: Senior Representative:

A. The Senior Committee Representative shall attend all meetings of the SCS Senior Committee.

B. The Senior Committee Representative shall disseminate all Senior Committee information.

C. The Senior Representative shall attend all meetings of the Eastern Committee.

D. The Senior Representative will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 5: Age Group Representative:

A. The Age Group Representative shall attend all meetings of the SCS Age Group Committee.

B. The Age Group Representative shall organize all Committee Racing Camps. Duties include selection of sites; selection of coaches; selection of swimmers and collection of all revenues, merchandise and expenses associated with running the camps.

C. The Age Group Representative shall attend all meetings of the Eastern Committee.

D. The Age Group Representative will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 6: Secretary:

A. The Secretary shall take the minutes of the proceedings at each meeting and keep a record of the minutes. Copies e-mailed or mailed of the minutes shall be mailed to each member club representative and Head Coach, SCS Chairperson, Eastern Committee officers, and SCS Committee Chairpersons within one week after each meeting. Minutes must include those in attendance at the meeting being reported. The Secretary will contact the 'web master' to have the minutes posted.

B. The Secretary shall maintain a current list of mailing addresses for club representatives, Head Coaches, and officers of the Eastern Committee. Each team shall supply the current addresses and any changes to the Secretary.

C. The Secretary is responsible for maintaining a current "roll call" eligibility list for the purposes of voting as outlined in Article VII, Section 6 of these Standing Rules and Procedures.

D. The Secretary shall notify SCS of newly *elected* officers of Eastern Committee immediately following election.

E. The Secretary shall attend all meetings of the Eastern Committee or appoint an interim Secretary for the meeting.

F. The Secretary will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 7: Treasurer:

- A. The Treasurer shall keep a record of all financial transactions
- B. The Treasurer shall submit to the SCS Treasurer any necessary and / or requested information.
- C. The Treasurer may recommend the restructuring of fees imposed by the Committee.
- D. It is the responsibility of the Treasurer to provide an annual financial report to SCS and the Eastern Committee by the appropriate deadlines. It is also the Treasurer's responsibility to provide SCS with all pertinent information for contracted services, to ensure that the SCS provides and issues all pertinent 1099 forms by the appropriate deadlines.
- E. The Treasurer shall submit a written Treasurer's Report at each Eastern Committee meeting. All clubs with outstanding debts shall be noted on the report.
- F. The Treasurer will submit a budget to the Secretary by the September meeting to be included with the minutes for approval at the October meeting.
- G. The Treasurer shall attend all meetings of the Eastern Committee.
- H. The Treasurer will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 8: Officials Chairperson:

- A. The Officials Chairperson shall schedule training with the goal that each member club have key trained officials coordinating this training with the SCS Volunteer Officials Chairperson.
- B. The Officials Chairperson shall receive the Volunteer Officials Form from clubs hosting meets.
- C. The Officials Chairperson shall attend all meetings of the Eastern Committee.
- D. The Officials Chairperson will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 9: Review Representative:

- A. The Review Representative shall attend all meetings of the SCS Board of Review.
- B. The Review Representative shall attend all meetings of the Eastern Committee.

C. The Review Representative will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 10: Safety Official:

A. The Safety Official shall be responsible for disseminating safety information to the Committee.

B. The Safety Official will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

Section 11: Program Chairperson:

A. The Program Chairperson shall be responsible to head the Program Committee.

B. The Program Chairperson shall report to the Committee on a monthly basis a running total of splash count by team. Splash count is defined as the number of actual splashes at all bid Committee meets, not the number of swimmers.

C. The Program Chairperson shall chair the bid procedures at the June meeting.

D. The Program Chairperson shall keep a record of bid participation and order of bids.

E. The Program Chairperson shall attend all meetings of the Eastern Committee.

F. The Program Chairperson will keep a notebook which includes all information concerning his / her position in the Committee and LSC. This includes minutes of previous meetings. This notebook shall be passed on to the next officer.

G. The Program Chairperson shall notify SCS of the meet schedule immediately following the Bid meeting.

Section 12: Athlete Representative:

A. There will be two athlete representatives each having a vote at Committee Meeting.

B. The Athlete Representatives shall attend all meetings of the Eastern Committee.

C. The Athlete Representative shall have ONLY ONE vote in SCS meetings. NO designate may vote in SCS meetings.

Section 13: Abandoned Offices:

A Committee office will be considered abandoned when the officer has missed two consecutive meetings, either Committee or Association, or a total of four meetings in one year, without advance notice to the Committee Chairperson. The office will be filled according to these Standing Rules and Procedures, Article V, Section 5.

ARTICLE VII: STANDING COMMITTEES:

Program Committee:

- A. The Program Committee shall be comprised of six members; four coaches and two non-coaches (no more than one member per team).
- B. The responsibilities of the Program Committee shall be:
 - 1. Devise a meet schedule each year for presentation at the May Committee meeting.
 - 2. Set-up events and order of events for each Committee meet.
 - 3. Receive from the host club a minimum of 3 months prior to the meet, a copy of the front page and the original sanction form. Information for the front page, directions, phone numbers and other special instructions shall be obtained from the host club.
 - 4. Submit the approved application form, the front page and the event page completed by the program chair or their assignee electronically to SCS. (note: non Eastern committee scheduled meets will still required to be mailed along with the sanction fee from the club).

ARTICLE VIII: BID PROCEDURES:

Section 1: The June Eastern Committee meeting shall be the Bid meeting.

Section 2: A team representative must be present at the Bid meeting to bid for a meet.

Section 3: Short Course and Long Course meets will be Bid on at the same time.

Section 4: Teams will Bid in order of their splash count with the following exceptions:

- A. Teams must have a minimum swimmer count of 240 to Bid in the first round
- B. Teams must have attended all mandatory meetings designated by the Committee as being necessary for hosting a Committee meet.
- C. Teams who host non-Committee **approved** meets shall be excluded from the first round of bidding with the following exceptions:
 - 1. This does not apply to LSC meets.
 - 2. This does not apply to teams hosting league meets.

Section 5: Any meet not being awarded after a full round of eligible teams have declined to host; the meet will be open for bidding to all Eastern Committee teams in the order of splash counts. The process would not affect the order of bidding should a meet become vacant during the year.

Section 6: If a meet becomes vacant during the year, the next team in order on the Bid list has the option of hosting the vacant meet. The procedure will continue until a team takes the meet with the following exception:

For a team to be eligible to select a vacant meet, they must have been present at the original Bid meeting and met all requirements voted on by the Committee for hosting a meet.

In a situation of Section 5; the next team in the bid order will be the first official bidding team.

Section 7: Teams planning to use a facility other than their own must have written approval from either the facility administrator or club team using said facility at the Bid meeting.

Section 8: If a team folds, its meet(s) become vacant and shall be filled according to Section 6.

Section 9: Bids and team mergers:

A - If an Eastern Committee team merges with any other existing committee team(s), one of the teams shall lose its schedule meet(s). The team will decide which pre-existing club shall vacate its meet(s). Vacant meets shall be filled according to Section 6 with the following exception: The new team is excluded from the bid procedure of any vacated swim meets due to this merger.

B – The merged team will combine all splash and swimmer counts as stood prior to the merger.

Section 10: All Championship and BRW meets must be held in a facility that has a minimum of 8 lanes or 2 pools. If it is a dual site BRW meet, a team may host a meet with only 6 lanes.

Section 11: The Program Committee has the final say on whether a facility is acceptable for any Committee meet.

Section 12: The Championship meets must use a minimum of semi-automatic Timing.

Section 13: Hy-Tek software must be used to actually run all Committee meets.

Section 14: All awards for Eastern Committee Championship meets must have the wording, “Eastern Committee Championships” on them.

Section 15: Eastern Committee Swim meets will utilize the committee approved rates for swim meets.

A - Swim meets designated as Blue, Red, White (or any combination of these levels) shall be:

Swimmer surcharge = \$6.00 // Individual event = \$3.00

B – Swim meets designated as ‘Eastern Committee Championship’ shall be:

Swimmer surcharge = \$7.00 // Individual event = \$4.00

ARTICLE IX: MEETINGS AND CONDUCT OF BUSINESS:

Section 1: Regular Committee meetings shall be held on the Second Tuesday of each month. (Black months are March, July, August and December).

Section 2: Conduct of Business:

- A. Reading, correction, and approval of minutes.
- B. Treasurer's Report.
- C. Report of Officers. Chairpersons report to include all correspondence.
- D. Committee Reports.
- E. Old Business.
- F. Elections (when appropriate).
- G. Discussion time.
- H. New Business.
- I. Resolutions and Orders.
- J. Adjournment.

Section 3: Notification of all Eastern Committee meetings shall be in the yearly SCS guide.

Section 4: Special meetings of the members may be called at any time by the agreement of the Chairperson and members of the Committee Board. Seventy-two hour notification shall be given to each member club.

Section 5: At any regular or specially called meeting of the membership, a quorum shall be all of those present and eligible to vote.

Section 6: A roll call vote may be called for by the Chairperson or any voting member of the Committee membership, wherein the representative of each member club of the Eastern Committee will be identified and tallied in regards to the issue at hand.

Section 7: All business requiring a vote shall be carried by simple majority, unless otherwise noted in these Standing Rules and Procedures.

Section 8: The Chairperson, or in absence, the Vice-Chairperson, shall be the presiding officer at all Committee meetings. In both of their absences, the attending members shall elect an interim Chairperson to preside.

Section 9: Eastern Committee meetings, including committee meeting, are open to all interested parents, coaches, and supporters of United States Swimming.

Section 10: Reimbursements for programs / software. The Eastern Committee shall consider the reimbursements of Hy-Tek software for operation of swim meets / team management. The two specific programs are: Team Manager and Meet Manager.

The Eastern Committee will only reimburse for the purchase of the basic start up software of (Team and/or Meet Manager). Or any software updates for teams who have previously purchased the operating software.

Meet Manager shall be reimbursed once the team has been awarded an Eastern Committee swim meet.

All reimbursements listed above are conditional they meet the SCS reimbursement guidelines.

Section 11: Committee meetings are open to the general membership with voice only privileges to each non-committee member, subject to a reasonable period of time as determined by the Committee Chairperson.

ARTICLE X: RULES OF ORDER;

Robert's Rules of Order revised shall be the governing parliamentary procedure for the conduct of business by the Board.

ARTICLE XI: AMENDMENTS:

A two-thirds majority vote of those voting shall be required to adopt any amendment to these Standing Rules and Procedures. Each member shall be furnished a copy of each approved amendment by the Committee Secretary.

ARTICLE XII: ADOPTION:

These Standing Rules and Procedures have been adopted as the governing instrument of the Eastern Committee, subject to Article I, Section 2 of this instrument; and shall go into effect this *April 10, 2012*

*Notes – Blue text denotes latest amendments – as of 4-10-2012

Approved:

J. Scott Gainey

Chairperson

Camille Dang

Vice-Chairperson

J. Scott Gainey

Camille Dang
