

APPENDIX B

BY-LAWS OF THE ZONE ARTISTIC SWIMMING COMMITTEE

The following By-Laws must be adopted by every Zone Artistic Swimming Committee (“Zone”) which desires to be affiliated with the Corporation. Additional provisions may be added to the By-Laws, but they may not contradict the basic document set forth below. There are a few instances wherein the flexibility is indicated in what is set forth below.

ARTICLE 1

OBJECTIVES, TERRITORY AND JURISDICTION

- 1.01 Objectives:** The objectives shall be to promote and develop artistic swimming, including the education and teaching of athletes of all ages to improve their capabilities, all in accordance with the standards and under the rules prescribed by World Aquatics (“AQUA”, formerly known as the Federation Internationale de Natation “FINA”), USA Artistic Swimming, Inc. (“USAAS”), and the following rules. The Zone shall be operated exclusively within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or corresponding provisions of any future United States Internal Revenue Law).
- 1.02 Territory:** The territory of the Zone shall be the geographical boundaries determined by USAAS and set forth in Section 6.05 of the [USAAS Code](#).
- 1.03 Jurisdiction:** The Zone has jurisdiction over the sport of artistic swimming in its territory in accordance with [USAAS Rules](#).
- 1.04 Conditions of Competition:**
- A. **General:** The conditions of competition of any artistic swimming event, and rules governing it, shall be those established by USAAS or by the Zone where its rules and regulations are not contrary to USAAS Rules.
 - B. **Championships:** Artistic Swimming Championships shall be held in accordance with the USAAS Rules for conduct of Championships as described in the USAAS Rules. Other events may be held within the program of the Zone for the development of the sport.

ARTICLE 2

MEMBERSHIP

- 2.01 Membership** in the Zone shall be open to groups, athletes and individuals who are not athletes, as set forth in Article 1 of the USAAS Code.
- 2.02 Fees:** The cost of each category of membership shall be determined by USAAS. The Zone Board of Governors may add a surcharge to all membership fees.

ARTICLE 3

ZONE BOARD OF GOVERNORS

- 3.01 Composition:** The Zone Board of Governors shall consist of one (1) representative from each group member within the Zone, the Administrative Chair, Secretary/Treasurer and Athletes Representative Chair from each Local Artistic Swimming Committee (“LASC”) member of the Zone, the elected and appointed Officers of the Zone, and representatives of the athletes which shall equal at least thirty-three and three tenths percent (33.3%) of the total number of members of the Zone Board of Governors (including athletes), and such other individuals that the Zone may desire.
- 3.02 Authority:** In addition to the duties and powers prescribed in the USAAS Code or in these By-Laws, the Zone Board of Governors shall have power:
- A. To elect the Officers of the Zone;
 - B. To establish program and policy and to lend direction thereto;
 - C. To establish the Zone Review Board;
 - D. To review and adopt the annual budget of the Zone;
 - E. To appoint alternate delegates to the USAAS Board of Governors, in accordance with Article 2 of the USAAS Code;
 - F. To amend the By-Laws of the Zone (within limits prescribed by this Appendix B).
- 3.03 Meetings:** Two (2) meetings shall be held each year: the Annual Meeting at the Zone Championship and the Annual Meeting of the USAAS Corporation. Additional meetings may be called by the Zone Chair or upon request of any three (3) Zone Board of Governors members.
- 3.04 Notice:** The Secretary shall give not less than fifteen (15) days’ notice for any Zone Board of Governors meeting. The notice shall contain the time, date and site of the meeting and, except at the Annual Meeting of the Zone, its purpose. The notice shall be sent to the address last given to the Secretary by each LASC member of the Zone.
- 3.05 Quorum:** A quorum at all meetings shall consist of those present and eligible to vote.
- 3.06 Rules of Order:** At all meetings, the current *Robert's Rules of Order* are the procedural rules.

ARTICLE 4

ZONE BOARD OF DIRECTORS

- 4.01 Composition:** The Zone Board of Directors shall consist of the elected Officers, a coach representative and representatives of the athletes which shall equal at least thirty-three and three tenths percent (33.3%) of the total number of members of the Zone Board of Directors (including athletes), and such other individuals that the Zone may desire. Directors shall hold office for two (2) years, or until their successors are elected.
- 4.02 Duties and Powers:** The Zone Board of Directors shall have the authority to act for the Zone between meetings of the Zone Board of Governors.
- 4.03 Meetings:** Meetings may be called by the Chair or any three (3) Zone Directors.
- 4.04 Notice:** At least fifteen (15) days’ notice shall be given by the Secretary for any meeting of the Zone Board of Directors. Such notice shall contain the time, date and site of the meeting,

and shall be sent to the address last given to the Secretary of each member of the Zone Board of Directors.

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

ARTICLE 5

OFFICERS

5.01 Titles: The Zone Board of Governors shall elect the following Officers at the Annual Meeting of the Zone: Zone Chair, Zone Diversity, Equity and Inclusion Chair, Zone Education Chair, Zone Officials Chair, Zone Technical Chair, Secretary and Treasurer. The Athletes Representative Chair shall be elected by the athletes in accordance with Section 7.01 B of the USAAS Code. The Zone Chair shall chair the Zone Board of Governors and the Zone Board of Directors.

5.02 Eligibility:

- A. Only current individual members of USAAS are eligible to hold office.
- B. The Zone Officials Chair shall hold a judges' rating of Retaining Level 3, Zone and Collegiate Regional Judge or higher.

5.03 Term of Office: The term of each office shall be two (2) years, and shall begin immediately following the Annual Meeting of the USAAS Corporation, in the year of their election. Officers may be reelected to a second term, but may serve no more than four (4) consecutive years in any one (1) office.

- An Officer who is replaced or who has reached their maximum term limit must wait as many consecutive years as have been served consecutively, with a maximum of two (2) years off the Zone Board of Directors before being eligible for reelection to the same office. In the event an Officer is elected to fulfill a remainder of a term of office, which has been vacated, this election shall not count towards the two (2) years of eligibility. This Officer shall have two (2) full terms of eligibility remaining.

5.04 Vacancies: Any vacancies that may occur in the Zone Board of Directors caused by death, resignation, or otherwise, shall be filled for the duration of the term by the group responsible for electing the position initially. In the case of the elected Officers, the Zone Board of Directors may fill a vacancy until the next meeting of the Zone Board of Governors, at which time an election shall be held.

5.05 Nominating Committee: The slate of Officers to stand for election by the Zone Board of Governors shall be prepared by a Nominating Committee, with a minimum of three (3) serving. The Nominating Committee shall be selected by the Zone Board of Governors at the Annual Meeting of the Zone in the year prior to the elections for Officers. Nominations shall be published fifteen (15) days in advance of the election, and additional nominations may come from the floor.

5.06 Elections: Candidates for office should be consenting and need not be present to be elected.

5.07 Duties: The duties of the Officers are as hereafter set forth, and such others as may be designated by the Zone Board of Governors or Zone Board of Directors:

A. Zone Chair:

1. To represent the Zone on the USAAS Board of Governors.
2. To oversee the administrative needs of the Zone.
3. To supervise sanctions, and financial and annual reports.

B. Zone Diversity, Equity and Inclusion Chair:

1. To represent the Zone on the USAAS Board of Governors.
2. To serve as the Diversity, Equity and Inclusion committee member from his or her respective Zone.
3. To coordinate the programs of the Zone aimed at increasing diversity, equity and inclusion at all levels of the Zone.
4. To assist the National Office staff in implementing programs to increase membership of the underrepresented populations in the Zone.

C. Zone Education Chair:

1. To represent the Zone on the USAAS Board of Governors.
2. To serve as the Coaches' Education Committee member from his or her respective Zone.
3. To oversee the development of all artistic swimming programs (Senior, Junior, Junior Olympic, Collegiate, and Masters) in the Zone.
4. To oversee the development and training of athletes, including organizing training camps for athletes and coaches.

D. Zone Officials Chair:

1. To represent the Zone on the USAAS Board of Governors.
2. To serve as the Officials' Committee member from his or her respective Zone.
3. To train, test and evaluate officials within the Zone.
4. To determine the panels for officialing at the Zone competitions.
5. To maintain records of officials' certification and ratings.

E. Zone Technical Chair:

1. To represent the Zone on the USAAS Board of Governors.
2. To appoint the Zone Scoring Chair.
3. To oversee the technical conduct of all Zone Championships, including sound, equipment and assisting the Zone Scoring Chair with scoring.
4. To interpret rules, waive rules and act as the Meet Referee at all Zone Championships until the Event Referees are selected.
5. To provide support, training, guidance, and leadership to Association Technical Chairs in all technical aspects of the sport, including meet management.
6. To coordinate the conduct of Zone Championships with the Zone Officials Chair, Zone Scoring Chair, and the Meet Manager at all Zone Championships.
7. To serve as the information connection from/to the Association Technical Chairs and the Vice President Competitive Programs.
8. To assist the Vice President Competitive Programs in preparing legislative proposals.
9. To provide assistance to the Vice President Competitive Programs for any National Championships held within that Zone.

F. Secretary:

1. To record the minutes of all meetings of the Zone and the Zone Board of Directors.
2. To maintain the membership list of the Zone.
3. To maintain records of athlete eligibility.
4. To send notice of meetings as mandated by the By-Laws or other mailings as instructed by the Zone.
5. To forward to the USAAS Executive Director ("Executive Director") such reports as required by USAAS.

G. Treasurer:

1. To be the custodian of the funds of the Zone.
2. To receive and disburse funds in accordance with the directions of the Zone.
3. To prepare the financial records and reports as required by the Zone and USAAS.

H. Athletes Representative Chair:

1. To represent the Zone on the USAAS Athletes Committee and USAAS Board of Governors.
2. To serve as Chair of all Zone Athlete meetings.
3. To assure communication among athletes both within the Zone and within USAAS.

I. Zone Scoring Chair:

1. To oversee the scoring conduct of all competitions within the Zone.
2. To oversee the scoring conduct of all National Championships held within the Zone.

ARTICLE 6

REPORTS AND REMITTANCES

6.01 Minutes: The Secretary of the Zone shall, within ten (10) days after each meeting of the Zone, forward to the Executive Director a copy of the minutes of said meeting.

6.02 Notices: The Secretary shall forward to the Executive Director copies of all official notices issued by the Zone, at the time of such issue, including all those sent to the members of the Zone Board of Governors and to the Zone Board of Directors, as well as to members of the Zone.

6.03 Annual Reports: The Secretary shall, within one hundred and twenty (120) days of the end of the fiscal year, forward to the Executive Director a copy of the audit of the accounts of the Zone. The audit of accounts is to be signed by either a certified public accountant, or at least three (3) members of the Zone Board of Directors. The Secretary shall forward to the Executive Director a copy of the Form 990 when filed.

6.04 General: The Zone shall make such other reports and remittances to USAAS as specified in its Code or by the USAAS Board of Directors. The Zone Chair, Secretary, and Treasurer are responsible for seeing that all required reports and remittances are made.

6.05 Income: Any income derived from the promotion of artistic swimming by members of USAAS must be used for the further promotion of artistic swimming for the general welfare of the Zone as a whole.

ARTICLE 7

DISCIPLINE, ZONE REVIEW BOARD, HEARINGS AND APPEALS

7.01 Discipline: The Zone Review Board may censure, suspend for a definite or indefinite period of time, or expel from participating in the activities of the Zone, or impose other appropriate sanctions upon any member of the Zone, including any athlete, coach, trainer, manager, administrator, official, member of any committee, or person participating in any capacity whatsoever in the affairs of the Zone, subject to a hearing before a panel of a Zone Review Board, who has acted contrary to any of the Rules of USAAS or the Zone, or who has acted in a manner which brings disrepute upon USAAS, the Zone, or upon the sport of artistic swimming.

- A. A group member may be held responsible for infractions of rules and regulations committed by an athlete who is representing the group member.
- B. The Zone Review Board may recommend to the USAAS Ethics Committee that a person's membership in USAAS be suspended or revoked, but the Zone Review Board shall have no authority to suspend or revoke such membership.
 - 1. A recommendation to the USAAS Ethics Committee regarding suspension or revocation of membership in the USAAS Corporation must be filed with the Executive Director within five (5) business days following the final decision of the Zone Review Board. Refer to [USAAS Grievance Procedures](#) (Appendix K).

7.02 Zone Review Board: The Zone Board of Governors shall annually elect a Zone Review Board comprised of no less than five (5) members, including that number of Athlete Representatives necessary to assure that at least thirty-three and three tenths percent (33.3%) of the Zone Review Board are athletes. Its hearings may be conducted by an attorney-at-law retained by the Zone Review Board for that purpose but who shall have no vote. The Chair of the Zone Review Board shall be appointed by the Zone Chair and have one (1) vote. A quorum for any hearing conducted by the Zone Review Board shall be fifty percent (50%) of its membership, but in any event no less than three (3), one of whom shall be an Athlete Representative.

7.03 Jurisdiction of the Zone Review Board: The Zone Review Board may conduct hearings on any matter affecting, with the exception of violations of [USAAS's Code of Ethics](#) (Appendix P) or [Whistleblower and Anti-Retaliation Policy](#) (Appendix S), the Zone and involving only a member or members of the Zone. Refer to [USAAS Administrative Rules](#), Article 24, Section 24.03.

7.04 Procedures of the Zone Review Board:

- A. The filing and resolution of any grievance shall follow the procedures in Appendix K.
 - 1. Any grievance may be filed with the Executive Director and USAAS President. When the LASC Administrative Chair and Executive Director determine that a grievance cannot be fairly adjudicated at the LASC level, it shall be forwarded to the Zone Review Board or Executive Director for resolution

7.05 Appeals: The decision of the Zone Review Board shall be final in all cases, subject only to appeal by a real party in interest to the National Board of Review, except where the Zone Review Board recommends to the USAAS Ethics Committee suspension or revocation of a person's membership in USAAS. Refer to USAAS Administrative Rules, Article 24, Sections 24.03 A and B.

ARTICLE 8

MISCELLANEOUS

8.01 Amendments: Any provisions of these Zone By-Laws not required by USAAS pursuant to Section 6.04 of the USAAS Code may be amended at any meeting of the Zone Board of Governors by a two-thirds (2/3) vote of the members voting. At least thirty (30) days' notice must be given to every member of the Zone Board of Governors of this proposed amendment.

8.02 Fiscal Period: The fiscal period of the Zone shall begin on the first day of October in each year.

8.03 Mailing Address: The Zone must submit a permanent mailing address to the Executive Director.

8.04 Dissolution: Upon dissolution, the net assets of the Zone shall not inure to benefit any private individual or corporation, but shall be distributed to USAAS, to be used exclusively for charitable purposes, or if USAAS is not then in existence, or is not then a corporation which is exempt under 501(c)(3) of the Internal Revenue Code and to which contributions, bequests and gifts are deductible under Sections 170(c)(2), 2055(a)(2), and 2522(a)(2), thereof, or any successor law, such assets shall be distributed to such a corporation, to be used exclusively for charitable purposes.