

APPENDIX B

BY-LAWS OF THE ZONE SYNCHRONIZED SWIMMING COMMITTEE

The following By-Laws must be adopted by every 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 synchronized 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 the Federation Internationale de Natation Amateur (FINA), U.S. Synchronized Swimming, Inc. (USSS), and the following rules. The Zone Synchronized Swimming Committee (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 USSS and set forth in Section 6.05 of the USSS Code.
- 1.03 Jurisdiction:** The Zone has jurisdiction over the sport of synchronized swimming in its territory in accordance with USSS Rules.
- 1.04 Conditions of Competition:**
- A. **General:** The conditions of competition of any synchronized swimming event, and rules governing it shall be those established by USSS or by the Zone where its rules and regulations are not contrary to the USSS Rules.
 - B. **Championships:** Synchronized Swimming Championships shall be held in accordance with the Rules of USSS for conduct of Championships as described in the USSS 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 USSS Code.
- 2.02 Fees:** The cost of each category of membership shall be determined by USSS. 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 every group member within the Zone, the officers from each LSSC member of the Zone, the elected and appointed officers of the Zone, a representative of the coaches in the Zone, and representatives of the athletes which shall equal at least twenty percent (20%) of the total number of members of the Zone Board of Governors (including athletes).
- 3.02 Authority:** In addition to the duties and powers prescribed in the USSS 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 review and adopt the annual budget of the Zone;
 - D. 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 in conjunction with the Zone Championship and the annual USAS Convention. 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, its purpose. The notice shall be sent to the address last given to the Secretary by each LSSC 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 twenty percent (20%) 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 Technical Chair, Zone Education Chair, Zone Officials Chair, Secretary and Treasurer. The Athletes' Representative Chair shall be elected by the athletes in accordance with Section 7.01 C of the USSS 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 USSS are eligible to hold office.
- B. The Zone Officials Chair shall hold a judges' rating of Retaining Level 3, Zone/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 USAS Convention. Officers may be reelected, but may serve no more than four (4) consecutive years in any one (1) office. An officer who is replaced must wait as many consecutive years as have been served consecutively before being eligible for 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 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 from time to time:

A. Zone Chair:

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

B. Zone Technical Chair:

- 1. To represent the Zone on the USSS Board of Governors.
- 2. To serve as the Championship Management and Sites committee member from his or her respective Zone.
- 3. To appoint the Zone Scoring Chair.
- 4. To oversee the technical conduct of all Zone Championships, including sound, equipment and assisting the Zone Scoring Chair with scoring.
- 5. To interpret rules, waive rules and act as the Meet Referee at all Zone Championships until the Event Referees are selected.
- 6. To provide support, training, guidance, and leadership to Association Technical Chairs in all technical aspects of the sport, including meet management.
- 7. To coordinate the conduct of Zone Championships with the Zone Officials Chair, Zone Scoring Chair, and the Meet Manager at all Zone Championships.

8. To serve as the information connection from/to the Association Technical Chairs and the Vice President Competitive Operations.
 9. To assist the Vice President Competitive Operations in preparing legislative proposals.
 10. To provide assistance to the Vice President Competitive Operations for any National Championships held within that Zone.
- C. **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.
 3. To represent the Zone Scoring Chairs on the Championship Management and Sites Committee, if selected.
- D. **Zone Education Chair:**
1. To represent the Zone on the USSS Board of Governors.
 2. To serve as the Coaches' Board and Coaches' Review Subcommittee members from his or her respective Zone.
 3. To serve as the Long Term Athlete Development Board member from his or her respective Zone.
- E. **Zone Officials Chair:**
1. To represent the Zone on the USSS Board of Governors.
 2. To serve as the Judges' Board and Judges' Review Subcommittee members from his or her respective Zone.
 3. To train, test and evaluate judges within the Zone.
 4. To determine the panels for judging at the Zone competitions.
 5. To maintain records of judges' certification and ratings.
- F. **Athletes' Representative Chair:**
1. To represent the Zone on the USSS Athletes Committee and 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 USSS.
- G. **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 Executive Director of USSS such reports as required by USSS.
- H. **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 USSS.

ARTICLE 6

REPORTS AND REMITTANCES

- 6.01 Minutes:** The Secretary of the Zone must, within ten (10) days after each meeting of the Zone, mail to the Executive Director of USSS a copy of the minutes of said meeting.
- 6.02 Notices:** The Secretary must forward to the Executive Director of USSS 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 forward to the Executive Director of USSS a copy of the audit of the accounts of the Zone within one hundred and twenty (120) days of the end of the fiscal year. 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.

6.04 General: The Zone shall make such other reports and remittances to USSS as specified in its Code or by the USSS 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 synchronized swimming by members of USSS must be used for the further promotion of synchronized swimming for the general welfare of the Zone as a whole.

ARTICLE 7

RIGHTS, HEARINGS AND APPEALS

7.01 Members' Rights: The Zone, in accordance with Article 22 of the Administrative Rules, shall respect and protect the right of every individual who is eligible under reasonable national and applicable international amateur athletic rules and regulations to participate if selected (or attempt to qualify for selection to participate) as an athlete, coach, trainer, manager, administrator, or official representing the United States in any international amateur athletic competition, so long as such competition is conducted in compliance with reasonable national and applicable international requirements.

7.02 Designation of Complaints:

A. The following kinds of complaints may be filed with USSS:

1. Administrative Grievance: USSS, or any member of USSS, may file a complaint pertaining to any matter within the cognizance of USSS, including but not limited to any alleged violation of or grievance concerning:
 - a. Any USSS rule or policy or procedure;
 - b. Any USSS program or service;
 - c. Any provision of USSS's Administrative Rules; or
 - d. Any provision of the Ted Stevens Olympic and Amateur Sports Act relating to USSS's recognition as a National Governing Body.
2. Disciplinary Proceeding: USSS or any member of USSS may file a complaint against another member of USSS, or former member of USSS if the action occurred while the individual was a member, regarding any alleged violation of USSS's Code of Ethics (Appendix P), Athlete Safety Policy (Appendix O), or any other rule or policy relating to conduct.
3. Right to Participate: Any athlete, coach, trainer, manager, administrator or official may file a complaint pertaining to any alleged denial, or alleged threat to deny, of that individuals opportunity to participate in a USSS sanctioned competition or protected competition.

7.03 Jurisdiction: For those matters where members of the Corporation from more than one (1) LSSC are involved the hearing shall be conducted by the National Board of Review.

7.04 Procedures: The procedures to be referred to for all hearings of the National Board of Review are defined in Section 24.06 of the Administrative Rules.

7.05 Appeals: The decision of the National Board of Review shall be final in all cases, subject only to appeal by a real party in interest to the USOC in accordance with the USOC By-Laws.

ARTICLE 8

MISCELLANEOUS

- 8.01 Amendments:** Any provisions of these Zone By-Laws not required by USSS pursuant to Section 6.04 of the USSS 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 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 of USSS.
- 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 USSS, to be used exclusively for charitable purposes, or if USSS 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.