

SOUTHERN CALIFORNIA AQUATICS FEDERATION-ORANGE COUNTY  
BY-LAWS

The name of the organization is Southern California Aquatics Federation of Orange County (SCAF-OC). The organization has not been formed to make any profit or for personal financial gain. The assets and income of the organization ***shall be used for training our officials and*** shall not be distributable to, or benefit the trustees, directors, officers, or other individuals. The organization shall not endorse, contribute to, work for, otherwise support, or oppose, a candidate for public office.

**ARTICLE I  
COMPOSITION AND PURPOSE**

**Section 1: Composition.** This organization shall be composed of voluntary members whose dues are duly paid and who have met the qualifications as set by the Executive Board of both Southern California Aquatics Association, (SCAF), and SCAF-OC.

**Section 2: Primary Purpose.** The primary purpose of the organization shall be to provide the membership with educational, practical and instructional programs to qualify them for high school swim **and dive** officiating under the auspices of the CIF-SS program.

**Section 3: General Purpose.** The general purpose of the organization is to provide qualified and certified swimming **and diving** officials to the high schools as assigned by the CIF-SS. It is the expectation that qualified and certified members will know and understand the rules of swimming, the strokes, best practices, meet procedures, signals, the mechanics of swim officiating. They are expected to understand the mechanics and elements of diving and the procedure to officiate and judge a diving event. Members will be expected to exhibit emotional control, poise, professional demeanor, and common sense as is appropriate for the safe environment of amateur athletics.

**Section 4: Organization** and Operation. The organization is structured and operated for the purposes herein set forth, and no part of any monies shall inure to the benefit of any member, except as provided for in these By- Laws

**Section 5: Membership:** Membership is defined by Southern California Aquatics Federation Constitution in Article IV: Membership.

*1. The members of the Federation shall be those who are current with their annual dues and have a current certification for Officiating at the appropriate level as approved by the Board of Directors. Also included in membership shall be all honorary life members voted by Board of Directors.*

2. Each member shall pay a fee annually to the Federation in the amount established by the Board of Directors of the Federation.

3. Each member is expected to declare any conflict of interest prior to any matter causing a potential or actual conflict which is demonstrated by signing the Conflict of Interest Statements and Code of Ethics form from SCAF and CIF-SS.

4. Each member of SCAF-OC must have OC as their primary area in order to serve on the SCAF- OC Board of Directors and to have voting privileges.

5. The President of SCAF-OC serves as an officer on two boards concurrently, no other officers will sit on two boards concurrently, unless approved by the current Board of Directors of SCAF-OC.

**Section 6: Safe Environment for All.** All members of the organization will ensure a safe environment for athletes; officials and volunteers that will protect them from mental, physical or sexual abuse and will also protect them all from misunderstandings and false accusations.

**Section 7: Previous Convictions.** Any member who has been, or subsequently is, convicted of a felony relating to a sexual offense, a crime against a minor, or a crime involving illegal drugs will be immediately dismissed from the organization. There will be no opportunity for this (these) individuals to ever return to the organization unless said conviction is overturned in a court of law.

## **ARTICLE II MEETING**

**Section 1: SCAF Annual Meeting.** An annual meeting shall be held once each calendar year for the purpose of transacting other business as may properly come before the meeting. The annual meeting shall be held at a time and place designated by the Board.

**Section 2: Regular Meeting.** Newly elected officers will shall assume their positions on June 1, begin to transact any pressing business, and establish a schedule of meetings for the forthcoming year.

Notice of scheduled dates for future board meetings shall be provided to the members as soon as the dates are determined by the Board.

**Section 3: Special Meetings.** Special meetings may be requested by the President or any three officers to handle any pressing or unusual business that may arise. Written notice of at least five business days is required for the membership. Minutes shall be kept and be available to all members.

**Section 4: Emergency Meetings.** Emergency meetings may be addressed immediately for any unlawful acts or actions deemed to be in violation of the Code of Conduct of the Federation. Emergency meetings may be requested by the President or any three officers to handle the emergency. Notification of at least a three business days is required. The notification to each member of the board of directors of this meeting must be verbal and/or written. Minutes shall be kept and be available to all members.

**Section 5: Notice.** Written notice of all meetings shall be provided under this section or as otherwise required by law. The notice shall state the time, date and place of the meeting, and if for a special meeting, the purpose of that meeting. Such notice shall be mailed or emailed to all members of record who are in good standing, on the current membership roster, at least seven (7) days prior to the meeting date. Any action required to be taken, or which may be taken, at a meeting, may be taken and without prior notice, if a consent in writing, setting forth the action taken, is signed by the officers with respect to the subject matter of the vote. This does not include any action that requires a vote of all members in good standing.

**Section 6: Place of Meeting.** Meetings shall be held in easily accessible locales with directions sent to all

**Section 7: Quorum.** A majority of the members in good standing and in attendance at a meeting, including officers and directors, shall constitute a quorum at any meeting that is held to conduct organization business.

- a. In the absence of a quorum, a majority of the officers may adjourn the meeting to another time without further notice.
- b. If a quorum is represented at an adjourned meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled.
- c. The officers present at that meeting represented by a quorum may continue to transact business.

**Section 8: Informal Action.** Informal actions such as forming a committee, determining meeting dates, actions by a committee that are related to the purpose of that committee that do not need Board or membership approval, as well as other less consequential decisions, may be taken by a written or verbal consent, outside of a regularly scheduled meeting.

**Section 9: Procedures.** The vote of a majority of the officers present at a properly called meeting at which a quorum is present shall be binding and legal. The Board shall keep written minutes of all these proceedings. Board meetings will be open to the general membership except in the case of personnel issues, at which time they will be closed. The same procedures will hold for general and committee meetings. Minutes of general meetings will be published and/or distributed.

**ARTICLE III**  
**OFFICERS/DUTIES**

**Section 1: Number of Officers.** A Board of Directors consisting of seven Officers, who must be Members in good standing, shall manage the organization. These include: President, Vice-President, Immediate Past-President, Secretary/Treasurer, **and three** Members-at-large. The President will appoint two Members-at-large and one will be elected from the members in good standing. The assigner may be an ex-officio member of the Board of Directors without a vote.

a. **President:** The President shall be the chief executive officer and shall preside at all meetings of the the board, all general meetings, appoint two members at-large to serve on the SCAF-OC Board, and appoint all committees. The President shall also serve concurrently on the Board of Directors of "Big: SCAF".

b. **Vice-President:** The Vice-President shall keep an accurate membership list and serve the needs of the membership as directed by the President.

c. **Immediate Past-President:** Act as an advisory position to the board and serve the needs of the of the membership as directed by the President

d. **Secretary/Treasurer:** The Secretary/Treasurer shall give notices of all meetings, keep accurate minutes of all meeting, shall certify any records or copies as being official, shall keep accurate accounting records of funds and others duties as assigned by the President.

e. **Members-at-large:** one of the appointed members-at-large will be designated as the training chair, and one will be designated as the policies and procedures chair. **The elected member will be an assistant to the training chair**, and serve the needs of the membership as assigned by the President.

**Section 2: Elections.** Elections shall be held during the even-numbered years for President, Vice-President, Secretary/Treasurer and one Member-at-large serving as an assistant to the training chair. Upon board approval, the President will appoint two Members-at-large. All members who are in good standing may vote in elections. Members who are in good standing and qualified are defined by Southern California Aquatics Federation Constitution as follows:

**Article VI, Section 7: Selection of Officers and Board of Directors:**

*Members of SCAF-Swimming may vote in Federation and Association meetings and/or elections provided he/she is a member in good standing for at least the previous calendar year preceding the vote. (Note: The interpretation of this has been ruled to mean the all of a current and ending swim season rather than a full year).*

**Section 3: Adverse Interest.** In the determination of a quorum of the officers, or in voting, the disclosed adverse interest of an officer shall disqualify that person or invalidate his/her vote.

**Section 4: Removal from Office/Vacancies.** An officer shall be subject to removal, with cause, at a meeting called for that purpose. Any vacancy that occurs on the Board, whether caused by death, resignation, removal or any other cause, may be filled by the President subject to Board approval until the next even year for election.

- a. An officer appointed to fill a vacancy shall serve the remaining term of his/her predecessor, or until a successor has been elected and qualified.
- b. In the case of the President not being able to complete his/her term of office, the Vice-President will fill the position as the interim President until a special election is held to elect a new President.
- c. If the Vice-President cannot serve as the interim President, then the Immediate-Past President will fill the position as the interim President until a special election is held to elect a new President.
- d. If the Immediate- Past President cannot serve, then the Secretary-Treasurer will fill the position as the interim President until a special election is held to elect a new President.
- e. All members in good standing are to be notified of the vacancy.
- f. A special meeting shall be called for the election.
- g. Any member in good standing may run for this opening.

Section 5: Committees. To the extent permitted, the President may appoint from its members a committee or committees, temporary or permanent, and designate the duties, powers, and authorities of such committees.

#### **ARTICLE IV AMENDMENT TO THE BY-LAWS**

The by-laws may be amended, altered, or repealed by the members at any regular, board or special meeting by at least a 2/3 majority vote. The text of the proposed change shall be distributed to all members at least ten (10) days in advance of the meeting.

#### **ARTICLE V INDEMNIFICATION**

Any officer who is involved in litigation by reason of his or her position as an officer of this organization shall be indemnified and held harmless by the organization to the fullest extent authorized by law as it now exists or may subsequently be amended.

**ARTICLE VI  
DISSOLUTION**

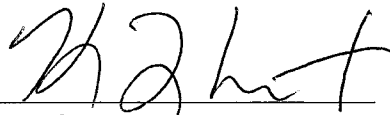
The organization may be dissolved only with authorization of its Board of Directors/Officers given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of the members.

**CERTIFICATION**

Kim Thornton

Print Name

**President of Southern California Aquatics Federation-Orange County**



Signature

Sandra Comer

Print Name

**Secretary/Treasurer of Southern California Aquatics Federation-Orange County**



Signature

WE certify that the foregoing is a true and correct copy of the by-laws of the above named organization, duly adopted by the Board of Directors & Membership on December 7, 2015