

# BYLAWS OF THE POTOMAC VALLEY LOCAL MASTERS SWIMMING COMMITTEE

## Article 1: Organization of the Potomac Valley Masters Swimming Program

### 1.1 Objectives, Territory, and Jurisdiction

#### 1.1.1 Objectives

The objectives shall be to promote and develop competitive and fitness swimming for the benefit of adult swimmers of all abilities, in accordance with the standards and under the rules prescribed by United States Masters Swimming Inc. (USMS), and the Potomac Valley Local Masters Swimming Committee (PVLMSC).

#### 1.1.2 Territory

The territory of the PVLMSC includes: The District of Columbia. In the state of Maryland the counties of Montgomery and Prince George's. In the commonwealth of Virginia the counties of Arlington and Fairfax and the cities of Alexandria, Fairfax, and Falls Church.

#### 1.1.3 Jurisdiction

The PVLMSC has Jurisdiction over the sport of masters competitive swimming as has been delegated to it by USMS.

#### 1.1.4 Status

PVLMSC is a Non Profit Organization under Section 501(c)3 of the Federal Tax Code. The LMSC's Taxpayer Identification Number is 31-1131746. The LMSC will satisfy its tax reporting obligation to the IRS.

### 1.2 Membership

#### 1.2.1 Classes of Membership

##### A Individual

Individual members include athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of the PVLMSC. On joining PVLMSC, these individuals will receive a membership card that certifies their membership, and may attend all meetings of the PVLMSC with voice but not vote.

##### B Club

Club members include those swim organizations that have registered as club members of the PVLMSC and who have athletes registered to represent said organizations in the sport of Masters Swimming. Each club may appoint voting delegates to the PVLMSC as provided in Bylaw 1.3.1.3

#### 1.2.2 Responsibilities of Membership

##### A Individual

Individual members shall become cognizant of the objectives, rules, and policies of PVLMSC and USMS and shall abide by these rules, objectives, and policies.

##### B Club

- (1) Club members shall endeavor to inform their athlete/s of the rules, objectives, and policies of PVLMSC and USMS.
- (2) Club members shall appoint a voting delegate/s to the PVLMSC as provided in Bylaw 1.3.13. If a club does not send a delegate to at least one PVLMSC board meeting in a calendar year, that club shall have its club membership dues doubled for the following year.
- (3) Club members shall designate a representative to receive meet announcements and other specialized publications such as rule books, etc.

- (4) Any income derived by a club member from the promotion of masters swimming by PVLMSC members should be used for the further promotion of swimming.

### **1.3 Board of Directors**

#### **1.3.1 Membership**

The membership of the Board of Directors of PVLMSC shall consist of the officers, the chairs of standing committees, and of club delegates.

##### **A Officers**

The officers of PVLMSC shall consist of the Chair, Secretary, Treasurer, and may include a Vice Chair at the discretion of the Board. Each officer serves a term of two years or until a successor is selected. Officers are elected at a general meeting of the PVLMSC held no later than December 1 of odd-numbered years. No person may concurrently hold more than one such office. Appointments to fill vacancies created by unexpired terms may be made at the discretion of the officers.

##### **(1) Duties of the Chair**

The Chair calls meetings when and where deemed necessary, presides at all meetings, and appoints committee chairs for standing and ad hoc committees as necessary to fulfill the duties and responsibilities of the PVLMSC, with the advice and consent of the Board of Directors. The Chair shall be responsible for the day-to-day management of the business affairs of the LMSC; shall call meetings as deemed necessary; shall preside at all meetings; shall appoint such standing and special committees as necessary; shall appoint USMS Convention Delegates, all with the advice and consent of the Directors. The Chair shall monitor the activities of the elected Directors, offering guidance and support. The Chair shall communicate with the LMSC Group members, and thereby act as an information conduit between USMS and the LMSC's Group and Individual Members. The Chair may not serve longer than two consecutive terms.

##### **(2) Duties of the Vice Chair**

The Vice Chair has duties as assigned to him/her by the Chair and has all the powers and performs the duties of the Chair if he/she is unable or incapable of performing such duties. During election if no Vice Chair is elected, a Vice Chair may be appointed by the Chair with Board approval. The Vice Chair may not serve longer than two consecutive terms unless approved by a majority of the Board of Directors.

##### **(3) Duties of the Secretary**

The Secretary is responsible for keeping a record of all meetings, conducting official correspondence, issuing meeting notices and copies of the minutes to the Board of Directors, and making such reports to the national office as required by USMS rules.

##### **(4) Duties of the Treasurer**

The Treasurer is responsible for the financial matters of the LMSC. The Treasurer is responsible for receiving all monies and paying all bills for the LMSC. The Treasurer is responsible for maintaining the financial records of the LMSC. The Treasurer has signatory authority over the savings and checking accounts of the LMSC and should reconcile those accounts on a monthly basis. LMSC expenditures of \$5,000 or more shall require LMSC Board of Directors' approval unless the expenditure is authorized in an annual operating budget. The Treasurer will provide the Board with periodic financial reports -- as a minimum, at each Board meeting. The Treasurer will make the LMSC's financial records

available for review upon request. The LMSC bank accounts shall be reconciled at least annually by someone other than a person who is authorized to sign checks. The Treasurer will file all necessary LMSC annual tax forms with the IRS. The Treasurer position will be elected/re-elected every two years.

## **B Standing Committees**

The standing committees of the PVLMSC may include the Registration, Sanctions, Top Ten/Records, Publicity/Newsletter, Awards, and Officials Committees. All committee chairs shall be appointed by the PVLMSC Chair as necessary and appropriate. Members of each committee shall be appointed by the chair of that committee as necessary and appropriate. Ad hoc committees may be appointed at the discretion of the PVLMSC Chair.

### **(1) Membership Coordinator/Membership Committee**

The Membership Committee shall process individual and club applications for membership in PVLMSC/USMS; keep accurate records of said individual and club registrations; and make such reports to the USMS Membership chair and/or Membership Coordinator as are required by USMS rules. The Membership Coordinator shall receive compensation (rate set by the PVLMSC Board) on a per swimmer basis upon conclusion of the registration year.

### **(2) Sanctions Committee**

The Sanctions Committee shall oversee the competitive swimming program to ensure the PVLMSC program offerings are consistent with USMS and PVLMSC objectives, rules, and policies; process applications for pool meets and open water/long distance event sanctions; process referee's and financial reports from sanctioned competitions and events; keep accurate records of said sanctions and reports; develop and schedule the meet program; promote competent officiating; make suggestions for projects and priorities to the Board of Directors; and develop long-range plans for the PVLMSC programs. It is the responsibility of the sanctions committee to set up the meet schedule so that PV meets do not conflict with each other.

### **(3) Top Ten/Records Committee**

The Top Ten/Records Committee may maintain PV masters swimming records; and will review PVLMSC meet results and prepare lists of swimmers for National Top Ten consideration. PVLMSC shall compile local top ten lists for Short Course Yards, Short Course Meters, Long Course Meters, and Long Distance for times achieved in PVLMSC sanctioned meets and submit the lists to National Top Ten in accordance with USMS guidelines. PVLMSC shall work with meet directors and local swimmers to ensure that USMS and World Record Application paperwork is properly filled out and submitted in a timely manner to the appropriate person.

### **(4) Publicity/Newsletter**

The Publicity/Newsletter Committee shall publicize PVLMSC sanctioned meets and other PVLMSC activities through appropriate venues which may include websites, email, and other appropriate local news outlets. The committee shall publish a PVLMSC newsletter at least once per year, and may publish as many as needed to keep the LMSC informed.

### **(5) Awards Committee**

The Awards Committee shall develop criteria for the selection of outstanding swimmers each year; nominate outstanding swimmers for recognition of PVLMSC each year; nominate names of contributors to the PVLMSC program for

recognition each year; and select and order medals, ribbons, trophies, patches, etc. for the PVLMSC sponsored meets.

**(6) Officials Committee**

The Officials Committee shall compile, maintain, and make available a listing of all certified officials.

**(7) Long Distance/Open Water Committee**

The Long Distance/Open Water Committee shall ensure that all sanctioned open water events operate under USMS and LMSC guidelines in a safe manner. The committee may also encourage the development of open water swims in the LMSC geographic area, work with local open water even hosts to promote USMS' common event guidelines, work with event hosts to submit open water events to the USMS calendar, create or coordinate open water clinics, and encourage swimmers in the LMSC to participate in the various postal swims.

**C Club Representatives**

Each registered club member is entitled to one voting delegate to the PVLMSC Board of Directors. A club shall be entitled to an additional voting delegate if it has over 50 registered swimmers at the conclusion of the previous registration year. A club shall be entitled to a third voting delegate if it has over 200 registered swimmers at the conclusion of the previous registration year.

**1.3.2 Meetings of the Board of Directors**

**A Annual Meeting**

The annual meeting of the Board of Directors shall be held no later than December 1 of each year. The purpose of the annual meeting is to elect the LMSC officers.

**B Special Meetings**

Special meetings may be called upon the request of any two officers should the Chair fail to call regular meetings or should special meetings be required.

**C Notices**

Notices of meetings shall contain the time, date, and site. Notices shall be publicized not less than 60 days prior to the date of the meeting.

**D Order of Business**

At all meetings of the Board of Directors the order of business shall be:

- (1) Roll Call
- (2) Reading correction and adoption of minutes
- (3) Reports of officers
- (4) Reports of committee chairs
- (5) Unfinished business
- (6) Elections when appropriate
- (7) New business
- (8) Resolutions and orders
- (9) Adjournment

**E Quorum**

Quorum at all meetings shall consist of one half of the officers and standing committee chairs.

**F Rules of Order**

It is recommended that the current Robert's Rule of Order shall be the procedural rules.

**1.3.3 Removal of a Voting Member of the Board of Directors**

An officer, chair of a standing committee, or voting club delegate may be removed from the Board of Directors for failing to attend more than half of the Board meetings in a

calendar year, unless there are demonstrable circumstances to excuse the absences. Absent such circumstances, the voting member shall be removed by a two-thirds vote of the Board of Directors at any legal meeting. The voting member in question shall have no vote on such removal.

## **ARTICLE 2: Rules and Policies of Potomac Valley Masters Swimming**

### **2.1 Registration**

#### **2.1.1 Individual Member Registrations**

- A** Registration is required prior to participation in any PVLMSC or USMS sanctioned competition. Proof of registration will be required at PVLMSC-sanctioned competitions.
- B** A Swimmer's USMS registration card must list him/her as either being affiliated with a currently registered Potomac Valley USMS club or as an unattached swimmer who is an individual member who is registered with the UC through an LMSC.
- C** Registration of individual athlete members shall conform with the age groups currently recognized by USMS.
- D** Registration in the Potomac Valley LMSC is required of all members of the Board of Directors.

#### **2.1.2 Club Registrations**

- A** Clubs entering PVLMSC competitions must be current members of USMS in good standing. If the club does not hold a USMS club membership then its swimmers - even though they may be individual members of USMS - must swim unattached and any points scored by them may not be counted toward a club total.
- B** Club registration is required for a club to have a voting delegate/s on the PVLMSC Board of Directors.

### **2.2 Rules and Procedures for the Conduct of Swimming Events**

#### **2.2.1 Sanctions**

- A** All official masters swimming events held within the territorial limits of the PVLMSC must be sanctioned or approved including meets, clinics, swimathons, or exhibitions.
- B** The conduct of sanctioned/approved events must be in strict compliance with applicable administrative and technical rules of USMS as specified in the current version of UNITED STATES MASTERS SWIMMING CODE OF REGULATIONS AND RULES OF COMPETITION and the Guide to Operations.
- C** It is the responsibility of the sanctions committee to supply guidance and all pertinent information regarding the conduct of events to the PVLMSC member clubs. Organizing and conducting swimming events are the responsibility of the sponsoring club.
- D** Sanction fees will be set and periodically updated by the PVLMSC Board of Directors.
- E** Applications for sanctions may be obtained from and should be submitted to the chair of the Sanctions Committee
- F** Meets sanctioned by the PVLMSC will be open to all swimmers who are eligible to swim in USMS sanctioned competitions.
- G** The PVLMSC Board reserves the right to double the sanction fee for a club requesting a sanction following a compliance issue.

**2.3 PVLMSC Records**

Event directors are urged to maintain meet records for their meets.

**2.4 PVLMSC Awards**

Individuals or groups who contribute substantially to the success of the PVLMSC and/or its clubs will be recognized with one of the PVLMSC Awards when appropriate.

**ARTICLE 3: Miscellaneous**

**3.1 Amendments to the PVLMSC Bylaws**

**3.1.1** The Bylaws of the PVLMSC may be amended at any legal meeting by an affirmative vote of a simple majority of the Board of Directors.

**3.1.2** Any provisions of the Bylaws of the PVLMSC that conflict with USMS rules and regulations shall be considered null and void.

**3.2 Proxy Voting**

Any member of the PVLMSC Board of Directors may request representation by proxy at any legal meeting.

**3.2.1** Such requests must be made in writing to an officer of the PVLMSC and must be presented at the time of Roll Call.

**3.2.2** Proxies must be registered PVLMSC members.

**3.3 Resolutions**

Resolutions and other formal or informal guidance or policies may be offered and approved at any legal meeting by an affirmative vote of a simple majority of the Board of Directors.

**3.4 Issues Not Addressed in the Bylaws**

Issues not addressed in the bylaws may be decided upon by a two-thirds vote of the Board of Directors at an annual meeting so long as all officers on the Board of Directors have been given at least 60 days advance notice of the issue in writing.

Adopted: ca. 1981

Amended: August 1989

Amended: February 14, 1993

Amended: October 29, 2006

Amended: October 25, 2015

Amended: October 29, 2017