

# SNAKE RIVER MASTERS SWIMMING BYLAWS

(Updated May 2026)

## ARTICLE 1 - DESCRIPTION

1.1 PURPOSE – The purpose of the Snake River (SR) Local Masters Swimming Committee (LMSC) shall be to promote and develop swimming for the benefit of all abilities and promote swimming competition for swimmers 18 years and older in accordance with the standards and under the rules prescribed by United States Masters Swimming, Inc. (USMS) and the SRLMSC.

2.1 NAME OF BOUNDARIES – The name of this Committee shall be SRLMSC. The geographic boundaries of the LMSC shall include the state of Idaho south of and excluding Idaho County. In the state of Nevada, the counties of Elko, Eureka, and White Pine. In the state of Oregon, Malheur County.

3.1 JURISDICTION - the SRLMSC shall have jurisdiction over the sport of masters swimming as has been delegated to it by USMS.

## ARTICLE 2-MEMBERSHIP

2.1 THE MEMBERSHIP SHALL CONSIST OF THE FOLLOWING:

a. CLUB:

- i. Swim clubs who have registered with and meet the requirements of SR LMSC and who have USMS registered swimmers.
- ii. Organizations which conduct a swimming program.
- iii. Each club can elect to appoint a representative to the SR LMSC. Such appointment shall be in writing (email is acceptable), signed by the chairperson or secretary of the appointing club. The appointing club may withdraw its representative by written (email) notice addressed to the secretary and signed by its chairperson or secretary and substitute a new representative.

b. INDIVIDUAL MEMBERS:

- a. Each individual who is an athlete, coach official, administrator or other person:
  - i. Who is interested in the purposes or programs of the SR LMSC and
  - ii. Who has completed the required membership application and paid the required membership fee to USMS.
- b. Each individual member may vote at all general meetings of the SR LMSC.

c. RESPONSIBILITIES

a. Duties and Powers of Members:

- i. To elect officers.
- ii. To ratify or rescind policy and programs established by the Board of Directors.
- iii. To amend the by-laws of the SR LMSC

# SNAKE RIVER MASTERS SWIMMING BYLAWS

## ARTICLE 3-MANAGEMENT

### 3.1 SR LMSC BOARD OF DIRECTORS (BOD)

1. MEMBERS – The SR LMSC Board of Directors shall consist of:
  - a. Each officer of the SR LMSC.
  - b. A representative of each swimming organization in good standing.
  - c. There must be at least three (3) Board Members.
2. DUTIES AND POWERS –The SR LMSC Board of Directors shall act for the Snake River Master Swimming LMSC and its members between members’ meetings, subject to the approval and ratification of the membership. The Board shall have the power and the duty:
  - a. To establish program and policy, subject to ratification by the membership and to lend direction thereto.
  - b. To establish the Review Section (Article 11.2).
  - c. To review and adopt the annual budget of the SR LMSC.
  - d. To call regular and special meetings of the SR LMSC Board of Directors.
3. SALARY -No Director or Board Member shall receive a salary for Director or Board Member duties.

## ARTICLE 4-OFFICERS

- 4.1 OFFICERS – The elected officers are Chairperson, Secretary, Treasurer and Registrar Chair. Other positions will be appointed as needed.
- 4.2 ELIGIBILITY -Only members of the SR LMSC are eligible to hold office.
- 4.3 TERM OF OFFICE -Each officer shall serve for a term of two years, or until his or her successor is chosen. Exceptions due to lack of personnel willing to serve can be made with Board of Directors approval.
- 4.4 OFFICES -A board member may hold more than one office at one time, with the exception of the Chairperson, who may hold no other office unless a short-term emergency exists due to an unanticipated resignation.
- 4.5 NOMINATION -The slate of officers to stand for election will be prepared by a nominations committee. The nominations committee may be appointed by the Chairperson and shall consist of at least two (2) members, one of whom is not an officer or Board of Directors member. Additional nominations may always come from the floor.
- 4.6 DUTIES -The duties of the SR LMSC officers are:
  1. CHAIR – The Chairperson shall be responsible for the day-to-day management of the business affairs of the SR LMSC. He/she shall call meetings when necessary and shall

## SNAKE RIVER MASTERS SWIMMING BYLAWS

preside at all meetings. H/she shall appoint committee chairs for such standing and special committees as may be necessary to complete the duties and responsibilities of the SR LMSC, all with the advice and consent of the Board of Directors.

2. VICE CHAIR - The Vice Chair of the LMSC is responsible for assisting the LMSC Chair in managing the operation of the LMSC in accordance with the LMSC's Bylaws and the USMS Rule Book. Along with the Chair, the Vice-Chair works directly with the other volunteer officers to ensure that the LMSC is delivering membership needs in accordance with the LMSC Standards policy.
3. SECRETARY – The Secretary is responsible for keeping a record of all meetings, conducting official correspondence, issuing meeting notices and minutes of meetings, and making reports as may be required by USMS.
4. TREASURER – The Treasurer shall be responsible for preparing the annual budget for review and approval by the Chairperson and Board of Directors. The Treasurer shall receive all the monies and pay all the bills approved by the Board of Directors or authorized by a budget approved by the Board of Directors. The Treasurer is responsible for records, and for making quarterly reports (January, April, July, October) to the Board of Directors.
5. MEMBERSHIP COORDINATOR - The Membership Coordinator of the Snake River LMSC is responsible for coordinating swimmer and club registrations for the LMSC with the USMS National Office and being a resource for swimmers, clubs, meet directors and LMSC officers regarding membership inquiries and rosters.
6. TOP TEN RECORDER: The Recorder shall ensure that all USMS sanctioned or recognized event results are uploaded to the online meet results section of the USMS website within two weeks of an event's end date. The Recorder shall report the top 10 times, any USMS and world records and other pertinent information.
7. SANCTIONS CHAIR: The Sanctions Chair shall be responsible for pool meet sanctions and recognitions and long distance/open water event sanctions and recognitions in accordance with Part 1, Article 108 and Part 2, Articles 202 and 203, Sanctioning Pool and Open Water events and of the USMS Sanction Part 3 of the USMS Open Water and Long Distance Rules, Articles 302 through 306 inclusive.
8. COACHES CHAIR: The Coaches Chair shall act as the LMSC liaison with the local LMSC coaching community to facilitate the flow of relevant information and to develop effective relationships with area coaches and assist them in their effort to develop their skills and grow their programs.
9. OFFICIALS CHAIR: The Officials Chair shall ensure all officials who report to an event are briefed on USMS rules, including current interpretations.

## SNAKE RIVER MASTERS SWIMMING BYLAWS

4.7 VACANCIES – Vacancies created for whatever reason in any office may be filled by appointment of the Chairperson, with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership.

4.8 COMPENSATION - No officer shall receive any salary for these duties.

### ARTICLE 5-MEETINGS

5.1 ANNUAL -The annual meeting of the membership shall be held no later than November 15th of each year. When elections are held, the new officers' terms commence no later than January 1st of the following year.

5.2 SPECIAL – Should the Chairperson fail to call regular membership meetings, or should a special membership meeting be required, such a meeting may be called at any time upon the request of any three members of the Board of Directors.

#### 5.3 NOTICES

1. TIME -Not less than ten (10) days' notice must be given by the Secretary for any annual or special meetings of the membership or Board of Directors.
2. INFORMATION – The notice of a meeting shall contain the time, date, and site. For special meetings, the purpose of such meeting shall be given.
3. ADDRESS – The notice shall be sent to the last known address of each member or Board of Directors or collectively by way of email correspondence.

5.4 QUORUM -A quorum at all meetings shall consist of those present and eligible to vote.

5.5 RULES OF ORDER -At all meetings, the current Robert's Rules of Order are the procedural rules.

### ARTICLE 6-COMMITTEES

6.1 COMMITTEES -The Chairperson or the Board of Directors may create committees as are necessary to carry out the business of the SR LMSC.

6.2 CHAIRS – The Chairs of committees are appointed by the Chairperson with the advice and consent of the Board of Directors.

6.3 MEMBERSHIP -Members of all committees shall be appointed by the Chairperson with the advice and consent of the Board.

### ARTICLE 7-CHAMPIONSHIPS

7.1 GENERAL – Swimming championships, when held, will be held in accordance with the USMS rules.

# SNAKE RIVER MASTERS SWIMMING BYLAWS

## ARTICLE 8-DUES AND FEES

8.1 ATHLETE REGISTRATION -Each member, or each swimming organization on his or her behalf, pays USMS the required fee(s) for registration. USMS will forward the LMSC share of the funds received in accordance with the fee structure in effect at the time of registration.

## ARTICLE 9-REPORTS AND REMITTANCE

9.1 ANNUAL REPORTS – The Secretary shall forward to the USMS Secretary a copy of the audit of the accounts of the SR LMSC together with a complete report of the annual meeting of SR LMSC within thirty (30) days following the annual meeting. The audit of accounts is to be signed either by a Certified Public Accountant or by three members of the Board of Directors.

9.2 GENERAL – The SR LMSC shall make reports and remittances to USMS as specified in its Code. The Chairperson, Secretary, and Treasurer are responsible for seeing that all required reports and remittances are made.

9.3 Financial Operating Guidelines (FOG) - LMSC officers shall annually review, and pledge to follow, the USMS Financial Operating Guidelines (FOG) Section IV. The required officers are Chair, Vice Chair, Treasurer, and Secretary.

## ARTICLE 10-ATHLETES RIGHTS, HEARING, AND APPEALS

10.1 ATHLETES' BILL OF RIGHTS – SR LMSC's rules, in accordance with the rules of USMS, shall respect and protect the right of every eligible individual to participate as an athlete, coach, trainer, manager, administrator or other official in any Masters swimming competition, so long as such competition is conducted in compliance with reasonable local, national and applicable international requirements.

10.2 REVIEW SECTION -As needed, the Board of Directors shall elect a Review Section comprised of no less than three (3) members. Its hearings may be conducted by an attorney at law and retained by the Review Section for that purpose. If the attorney is not a member of USMS, they shall have no vote. The Chairperson of the Review Section shall be elected by the Board of Directors. A quorum for any hearing conducted by the Review Section shall be fifty (50) percent of its officers, but in any event, no less than three.

10.3 GENERAL JURISDICTION -The Review Section may conduct hearings on any matter affecting USMS and the SR LMSC and arising solely within the geographical boundaries of the SR LMSC and involving only members of the SR LMSC.

10.4 APPEAL – The decision of the Review Section will be final in all cases, subject only to the appeal to the Board of Directors at the option of the applicant, and thereafter to the USMS

# SNAKE RIVER MASTERS SWIMMING BYLAWS

National Board of Review.

10.5 NOTICE TO ATHLETES -In each case, where notice is mailed to a registered athlete, it is sufficient to mail the notice addressed to the residence given in his or her application for registration; or, if he/she has filed with the registrar a written notice of change of residence, then at such changed address.

## ARTICLE 11 -MISCELLANEOUS

11.1 AMENDMENTS – Any provision of these by-laws not proscribed by USMS may be amended at any meeting of the membership of the SR LMSC by a two-thirds vote of the members voting. At least fifteen (15) days' notice must be given to every member of any proposed amendment.

11.2 FISCAL YEAR –The fiscal year of the SR LMSC shall correspond to the calendar year.

11.3 MAILING ADDRESS -The SR LMSC must submit a mailing list of all officers to the USMS national office. Since the officers must be USMS registered, the address on file from their registration will suffice.

11.4 ABSENTEE BALLOT -Ballots will be sent to all requesting members for any motion with a specified return date by email should the motion require the ballot process.

11.5 DISTRIBUTIONS —The SR LMSC is prohibited from making any loan to any officer, director, member, or to any other individual. No part of any income of the SR LMSC shall be distributed to any officer, director, member, or other individual; except that officers, directors, and members may be reimbursed for the reasonable value of any goods or services provided to the SR LMSC. Distributions may also be made in accordance with section 11.8 below.

11.6 BOOKS AND RECORDS -All books and records of SR LMSC may be inspected by any member, his agent, or attorney for any proper purpose at any reasonable time.

11.7 FINANCIAL VERIFICATION – The Chair and/or Vice Chair shall review and verify the financial records maintained by the Treasurer semi-annually at minimum. They shall issue an acknowledgement that the books are properly in order, and this record of approval will be maintained for three years by the Treasurer.

11.8 SPECIAL DISTRIBUTION – SR LMSC may assist member swimmers with the costs of travel to swim meets, swim conventions, or meetings outside the jurisdiction of SR LMSC. The Board of Directors shall set guidelines for the distribution of any such money. No money may be distributed until the Board sets guidelines and standards and with Chair approval.

11.9 SPECIAL DISBURSMENTS - The chair, with treasurer approval, can issue money to outside volunteers who may need to travel to an area to assist with official needs due to lack of available volunteers in the immediate area. This amount is limited to \$200 maximum and distributed from the special needs portion of the budget earmarked for outside services. This

## SNAKE RIVER MASTERS SWIMMING BYLAWS

total section of the budget is not to exceed \$1000.

11.10 DISSOLUTION -Upon dissolution, the net assets of SR LMSC will not inure to the benefit of any private individual or corporation, but will be distributed to USMS to be used exclusively for educational or charitable purposes, or, if USMS is not then in existence, or is not then a corporation which is exempt under Section 501 (c) (3) of the Internal Revenue Code and to which contribution, bequests and gifts are deductible, such assets shall be distributed to such a corporation, to be used exclusively for educational or charitable purposes.