

# **Arkansas Local Masters Swimming Committee (LMSC) Bylaws (AR LMSC)**

## **Article 1**

### **Purpose, Objectives and Nonprofit Status**

#### **Purpose**

To promote and develop swimming for the benefit of swimmers of all abilities aged 18 and over in accordance with the standards and under the rules prescribed by United States Masters Swimming (USMS) and this LMSC

#### **Objectives**

The objectives are to service and educate the membership and build the membership.

#### **Nonprofit Status**

The Arkansas LMSC is a nonprofit corporation.

## **Article II**

### **Membership**

The membership shall consist of those swimmers who are registered and in good standing with Arkansas LMSC. All such members will have voting rights.

## **Article III**

### **Management**

The Board of Directors shall consist of the officers of the Arkansas LMSC. Committees may be created as deemed necessary.

## **Article IV**

### **Officers**

IV.1 Titles- The officers shall be elected by the membership at-large. The positions shall include, but not be limited to, Chair, Vice-Chair, Treasurer, Membership Coordinator, Secretary, Webmaster, Communications Chair, Records Chair, Top 10 Recorder, Sanctions Chair, Coaches Chair, and Officials Chair.

IV.2 Eligibility- Only currently registered members of the Arkansas LMSC are eligible to hold office.

IV.3 Term – The term of office shall be two years and commence when an election is held and the annual meeting is adjourned.

IV.4 Elections- Elections will be held each year for those officer positions whose terms are expiring. The winner of an election must be elected by a majority of the membership present at the meeting.

#### **IV.5 – Duties**

##### **Chair**

Manage the day-to-day business of the Arkansas LMSC

Preside at all meetings

Call the annual meeting and other meetings when deemed necessary

Form committees as needed

- Ensure that all officer positions remain filled and that they perform their duties
- Inform members of events, provide educational information and provide local and national information when necessary
- Communicates/liaisons with USMS national office as necessary

#### Vice Chair (Cannot be the same person as the Chair)

- Learn the responsibilities of the LMSC Chair
- Cover for the LMSC Chair when necessary
- Assist the LMSC Chair in projects and/or other duties as requested.
- Manage the process for Swimmer of the Year award and any other awards/recognitions.
- Be the liaison for and maintain a list of potential partnership organization contacts.

#### Treasurer

- Receive all monies and pay all bills approved by the Board of Directors or membership
- Maintain financial records including bank and checking records
- Prepare an annual financial report which shall include income, expenditures, and a balance sheet
- File annually with the IRS utilizing the e-Postcard or other mechanism
- Retains records for all expenditures greater than \$25 in accordance with IRS guidelines.

#### Membership Coordinator (Cannot be the same person as the treasurer)

- Notify current members of renewal process
- Register all members in a timely manner
- Registers the Clubs (within 14 days of the date of receipt of forms)
- Print and deliver cards for all paper registrations and, if requested, to on-line registrants
- Maintain a roster of members

#### Sanctions Chair

- Obtain sanctions for all designated Arkansas events after determining that all prerequisites are met (e.g., officials, pool length, etc.)
- Ensure safety equipment and procedures are in place at all sanctioned events.

#### Secretary

- Maintain minutes from annual and other meetings
- Submit annual meeting minutes to USMS national office
- Review Club bylaws on annual basis and recommend changes as necessary

#### Communications Chair

- Communicate on a monthly basis with members via newsletter and/or social media.

#### Webmaster

- Update the LMSC's website
- Ensure that appropriate maintenance is provided for website

#### Records

- Maintains Arkansas state records by age division and gender
- Ensure that all results are from facilities that meet pool certification requirements

#### Top Ten Recorder

- Submit times to USMS for consideration as the ten best times nationally, USMS records and world records in each age division for each gender
- Ensure all submitted results are from USMS registered members with valid registration numbers
- Ensure that all results are from facilities that meet pool certification requirements.

#### Coaches Chair

- Establish communication with the coaches throughout the state
- Provide information to USMS members about nutrition, training, and fitness through the LMSC newsletter, website, clinics, and other means of communication.

#### Officials Chair

- Coordinate the activities of the officials throughout the state
- Coordinate efforts to provide education to officials
- Coordinate efforts to increase the ranks of officials by coordinating resources for certification
- Ensure that all events meet minimum USMS requirements

IV.6 – Vacant Officer Positions – An officer position shall be declared vacant under the following conditions:

- a. If the officer is no longer a member of Arkansas LMSC
- b. If the officer resigns the office
- c. If, in the opinion of the Board of Directors or Chair, the duties of the office are no longer being performed. If such a conclusion has been reached, the officer may summarily be removed from his/her position and replaced with an interim person until a formal election can be held.
- d. Interim vacancies may be filled by the Chair.

#### **Article V**

##### **Meetings**

V.1 Annual Meeting – There shall be an annual meeting of the general membership, which is normally held in January, when elections are held and new officer's terms shall commence. Notice of the meeting will be made two weeks prior to the meeting via email.

V.2 – Order of Business – the agenda of the annual meeting shall include, but not be limited to:

- Call to Order
- Review and Approval of Previous Minutes
- Reports of Officers
- Old Business
- New Business
- Elections
- Adjournment

V.3 – Quorum – A quorum at any meeting shall be all members present and eligible to vote.

#### **Article VI**

##### **Disputes, Rights and Hearing**

VI.1 – The Arkansas LMSC shall make every effort to protect the rights of every individual who is eligible under reasonable state, national and applicable international Masters swimming rules and regulations to participate as a swimmer, coach, officer, official or other capacity related to the Arkansas LMSC.

VI.2 – Any individual member may bring a complaint for review. It should be a concise written statement of the behavior or circumstance involved, signed and sent to the chair of to the Arkansas LMSC.

VI.3 – The Chair shall review the complaint and make a determination whether the subject matter involves a legitimate issue that should move forward. If it is considered a legitimate grievance, a hearing of the circumstances shall be undertaken by a committee of the Club's officers led by the Chair. A

decision or resolution shall be rendered (by majority vote) within 14 calendar days of the receipt of the complaint and a written response will be sent to the grievant.

## **Article VII**

### **Financial**

VII.1 – Annual Financial Statement – The Treasurer shall prepare an annual financial statement that will be reviewed at the annual meeting and forwarded to the USMS Office no later than Apr. 30<sup>th</sup>.

VII.2 – The organization's fiscal year will be from Jan. 1-Dec. 31

VII.3- Establish an annual budget

VII.4 – Reimbursable expenses and all other expenses will be those that have been approved by the membership at the annual meeting or within the guidelines established by the organization.

## **Article VIII**

### **Amendments to the Bylaws**

Any provision of these bylaws not prescribed by USMS may be amended at the annual meeting by a two-thirds vote of the members present.

## **Article IX**

### **Dissolution**

The corporation may be dissolved with the assent given in writing and signed by members entitled to cast not less than two-thirds of all votes of members who are voting in person or by proxy at a meeting duly called for that purpose. Upon dissolution of the corporation, other than incident to a merger or consolidation, the assets of the corporation shall be dedicated to an appropriate public agency to be used for purposes similar to those for which this corporation was created. In the event that such dedication is refused acceptance, such assets shall be granted, conveyed and assigned to any nonprofit corporation, association, trust or other organization devoted to such similar purposes.

## **Article X**

### **Indemnification**

Each person who is or was a director, officer or employee of the LMSC (including the heirs, executors, administrators or estate of such person) shall be indemnified by the LMSC as a division of USMS to the full extent permitted by the Nonprofit Corporation Law of the State of Arkansas against any liability, cost or expense incurred in the capacity as director, officer or employee, or arising out of the status as a director, officer or employee (including serving at the request of the LMSC as a director, trustee, officer, employee or agent of another not-for-profit organization).

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