

BY-LAWS OF THE WEST TEXAS LOCAL MASTERS SWIM COMMITTEE

(Revised/Approved March 2018)

ARTICLE 1 - OBJECTIVES, BOUNDARIES, AND JURISDICTION

OBJECTIVES

In accordance with the standards and under the rules prescribed by United States Masters Swimming, Inc. (USMS) and the West Texas Local Masters Swimming Committee (WTLMSC), the objectives shall be:

1. To promote and develop competitive and fitness swimming for the benefit of adults swimmers of all ages and abilities.
2. To encourage and promote physical fitness and improvements in health in those older individuals not previously involved in competitive Masters Swimming programs.
3. To offer encouragement to individuals, clubs, organizations, and communities in organizing and conducting physical, recreational, and competitive Masters Swimming programs.
4. To enhance fellowship amongst participants in Masters Swimming programs.
5. To maintain active liaison and cooperation with local, regional, and national organizations and individuals concerned with Masters Swimming.
6. To evaluate and implement appropriate recommendations submitted by coaches, meet sponsors, and clubs and individual swimmers.

BOUNDARIES

The geographic boundaries of the WTLMSC is that part of the State of Texas west but not including the counties of Val Verde, Sutton, Schleicher, Concho, Runnels, Taylor, Jones, Haskell, Knox, Foard, and Hardeman; also bounded by the north and east by the State of Oklahoma and northwest by the State of New Mexico, and the South by Mexico.

JURISDICTION

The WTLMSC has jurisdiction over the sport of Masters Swimming as has been delegated to it by USMS.

ARTICLE 2 - MEMBERSHIP

TYPES

1. **CLUBS** - Those organizations which have joined and are in good standing with the WTLMSC in order to conduct a program in Masters Swimming or some aspect of it. Each club shall appoint their voting representative(s) to the WTLMSC.
 - a. A club shall be considered in good standing if:
 1. It has a minimum of 4 registered swimmers.
 2. It has paid the required yearly registration fee.
 3. It maintains at least 80% (rounded up to the whole swimmer) of its membership as residents of the WTLMSC.
 - b. If a club wishes to change from one Local Masters Swimming Committee (LMSC) to another, and if two-thirds (2/3) of both the WTLMSCs consent, such transfer shall be effective ninety (90) days after receipt of written notice by the national office.
2. **INDIVIDUAL MEMBERS**
 - a. Those individuals who are athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of the WTLMSC. On joining USMS or on registering as an athlete in the sport of Masters Swimming, these individuals will receive a membership card certifying their membership and may attend all meetings of the WTLMSC with voice but no vote.
 - b. Those individuals who have contributed a designated amount to the WTLMSC or USMS may be granted membership and may be entitled to attend WTLMSC meetings with voice but no vote.

RESPONSIBILITIES

1. **Income** – Any income derived from the promotion of masters swimming by the WTLMSC must be used for further promotion of swimming or for the general welfare of the WTLMSC as a whole.
2. **Infractions** - A club may be held responsible for infractions of rules and regulations committed by an athlete who is competing as a representative of such organization.

ARTICLE 3 - WTLMSC BOARD OF DIRECTORS

COMPOSITION

The WTLMSC Board of Directors shall consist of the elected officers and the representatives appointed by each club. Each member of the board shall have one vote. Representatives appointed by clubs shall hold offices for two year or until successors are appointed. Each registered club is entitled to one or more representative to the WTLMSC Board of Directors.

DUTIES AND POWERS

The WTLMSC Board of Directors shall have the power and it shall be its duty to:

1. Establish programs and policy.
2. Manage the business affairs of the WTLMSC.
3. Elect officers
4. Review and adopt the annual budget of the WTLMSC.
5. Elect delegates to the USMS House of Delegates in accordance with Article 503.1.1 of the USMS Code of Regulations and Rules of Competition.
6. Admit eligible members who have properly applied.
7. Amend the By-Laws of the WTLMSC.

ARTICLE 4 - OFFICERS

TITLES

ELECTED OFFICERS

The elected officers are Chairman, Registrar and Secretary/Treasurer.

APPOINTED OFFICERS

The following officers shall be appointed by the Chairman: CO-Chair, Top Ten/Records Coordinator, Newsletter Editor/Communications, Fitness Coordinator, Coaches Liaison, Webmaster, Sanctions Coordinator, Safety Coordinator, and Official's Liaison.

ELIGIBILITY

Only current members of the USMS and WTLMSC are eligible to hold an office. Officers must maintain residency within the WTLMSC throughout their entire term. Current members may hold one of the offices.

TERM OF OFFICE

Each officer serves for a term of two years consistent with the beginning of the new registration year. If an officer cannot fulfill the term of office, the Board of Directors will appoint a replacement at its next regularly scheduled meeting.

DUTIES

The duties of the officers are as hereafter set forth, and such others as may be designated by the WTLMSC Board of Directors:

1. Chairman - The Chairman calls meetings when and where deemed necessary, presides at all meetings and appoints committee chairpersons for committees as may be necessary to fill the duties and responsibilities of the WTLMSC, with the advice and consent of the Board of Directors.
2. CO-Chair - will be acting for the Chairman in his/her absence at WTLMSC meetings.
3. Registrar - The Registrar shall be charged with conducting registration of athletes and clubs and making such reports to the Secretary/Treasurer, and the USMS National Offices as required. The registrar will receive all non-computer registration monies and send to the Secretary/Treasurer for deposit and records of such transactions.
4. Secretary - The Secretary shall be 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.
5. Treasurer - The Treasurer shall also be responsible for paying all bills and maintaining all financial records, including bank and checking records, and for making timely reports to the Board of Directors. In addition, the treasurer shall be responsible for preparing the yearly budget.
6. Top Ten/Records Coordinator - The top Ten Records Coordinator shall maintain the WTLMSC records and review WTLMSC meet results to prepare lists of swimmers for National Top Ten Times consideration. In addition, the Top Ten Records Coordinator shall be responsible for overseeing national records that are set within the WTLMSC area.
7. Sanctions - Is responsible for issuing sanctions for meets held in the WTLMSC area and reporting to the National USMS office.
8. Newsletter Editor /Communications - The newsletter Editor will be responsible for publishing and distributing a quarterly newsletter. The newsletter will be used for disseminating information pertinent to the operation of the WTLMSC.
9. Fitness Coordinator - The Fitness Coordinator shall serve as a liaison between the WTLMSC and the USMS Fitness Committee.
10. Coaches Liaison - The Coaches Liaison shall serve as a liaison between the LMSC and the USMS Coaches Committee.
11. Webmasters - The Webmaster shall be responsible for the design and timely upkeep of the WTLMSC website and email, including domain name registration and contracting for hosting.
12. Officials Liaison - The Officials Liaison shall serve as a liaison between the WTLMSC and the USMS Officials Committee.

REMOVAL

An officer can be removed from office, for cause, by written petition of $\frac{3}{4}$ of the Committee members and by a vote of the majority of the Committee at the next regularly scheduled meeting.

ARTICLE 5 MEETINGS

FREQUENCY

There will be two (2) by-annual meetings of the WTLMSC Board of Directors to be held no later than the last day of the month in March, and September. The March meeting will be designated as the Annual meeting for the purpose of elections.

SPECIAL

Should special meetings be required, meetings may be called upon request of any two officers or one-third of the members of the WTLMSC Board of Directors.

NOTICES

1. Time - Not less than ten (10) days notice is given by the Secretary/Treasurer for any regular or special meetings of the WTLMSC Board of Directors. Waiver of the 10 days notice requires approval of majority of the officers.
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 address last given to the CO-Chair of each member of the WTLMSC Board of Directors.

ORDER OF BUSINESS

At all meetings of the WTLMSC Board of Directors, the following is the order of business:

1. Roll Call
2. Reading, correction an adoption of minutes.
3. Reports of the Officers.
4. Reports of the Committees.
5. Unfinished business.
6. Elections (where appropriate)
7. New business.
8. Resolutions and Order.
9. Adjournment.

QUORUM

A quorum at all meetings shall consist of those present and eligible to vote. In determining a quorum, team representatives and WTLMSC officers cannot be one and the same. The minimum quorum for all meetings shall be five (5) of which at least two (2) must be officers, as determined from the Registrar's records.

RULES OF ORDER

At all meetings, the current Roberts Rules of Order are the procedural rules.

ARTICLE 6 - COMMITTEES

TYPES

1. Standing - At the discretion of the Chairman, the following committee may be established:
 - a. Awards Committee - The awards Committee shall develop criteria for the selection of outstanding swimmers each year; nominate outstanding swimmers for recognition by WTLMSC each year; and select and order awards for WTLMSC - sponsored meets.
 - b. Review Committee - The Review Committee may conduct hearings on any matter affecting the WTLMSC, and arising solely within the territorial jurisdiction of the LMSC, and involving only its members.
 - c. Rules Committee - The Rules Committee shall make itself aware of the current rules as set forth by USMS. It shall interpret rules as necessary, report any violations by clubs or individuals to the WTLMSC Board of Directors, and shall make rules recommendations for changes to the officers of the WTLMSC for transmittal to USMS.
2. AD-HOC - The Chairman may establish other committees on an Ad-hoc basis, which are deemed necessary to carry out the duties of the WTLMSC.

CHAIRPERSON

1. Appointment - Only current members of USMS and WTLMSC are eligible to be appointed as a chairperson.
2. Duties - The duties of the chairperson of each committee are as follows:
 - a. Presides at all meetings of the committee.
 - b. Sees that all duties and responsibilities of that committee are properly and promptly carried out.
 - c. Communicates with the committee members to keep them fully informed.
 - d. Keeps the Chairman and Secretary informed of committee actions and recommendations.
 - e. Forwards reports or minutes of all meetings to the Chairman and Secretary.
 - f. Performs such specific duties as outlined in WTLMSC policy.

MEMBERSHIP

Members of all committees shall be appointed by the Chair with the advice and consent of the Co-chair thereof. Whenever possible, each committee shall have representation from each club.

ARTICLE 7 - AMENDMENTS TO THE BY-LAWS

Any provision of these By-Laws not prescribed by USMS may be amended at any meeting of the Board of Directors by a two-thirds vote of the voting members. At least

fifteen (15) days notice must be given to every member of the Board of Directors of any proposed amendment.

ARTICLE 8 - DISSOLUTION

Upon dissolution, the net assets of the WTLMSC will not inure to the benefit of any private individual or corporation, but will be distributed to United States Masters Swimming, Inc. to be used exclusively for educational or charitable purposes, or if United States Masters Swimming, Inc. is not in existence, or is not then a corporation which is exempt under Section 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, such assets shall be distributed to such corporation, to be used exclusively for educational or charitable purposes.