

Iowa Local Masters Swim Committee (IAMA) Bylaws

Revised: March 16, 2017

Approved: April 2, 2017

Article 1: Preamble

Iowa Masters Swimming (IAMA) is a non-profit organization and one of 52 Local Masters Swim Committees (LMSCs) of United States Masters Swimming (USMS). Its purpose is to promote and develop the sport and activity of swimming for the benefit of swimmers of all abilities from age eighteen and up; in accordance with USMS standards and policies. IAMA geographic boundaries are the borders of the State of Iowa; and IAMA is part of the USMS Breadbasket Zone dominion. IAMA has jurisdiction over masters swimming as delegated by USMS. These Bylaws and all other IAMA's policies and procedures will be accessible to all IAMA members via the IAMA website.

Article 2: Membership

2.1 Individual members - Individual members consist of those individual athletes, coaches, officials, administrators, and other persons interested in IAMA purposes and/or programs. Each member, or each swimming organization or club on the member's behalf, will pay to the Registrar, or online to USMS, an annual fee established by IAMA; which includes a charge for insurance and the USMS fee. Each individual member receives a USMS/IAMA membership document and may attend all IAMA general meetings.

2.2 Group members - Group members consist of those swim organizations or clubs which conduct a swimming program, are composed of persons joined together in support of swimming, have USMS-registered athletes to represent the organization or club in the sport of swimming, and have joined IAMA.

2.3 Membership responsibilities - Membership responsibilities are to: (a) elect IAMA officers; (b) ratify or rescind bylaws, policies, and/or programs established by the IAMA Board of Directors; and (c) amend IAMA Bylaws.

2.4 Membership report – Each month the Registrar will forward to the USMS Membership Director a report listing all IAMA members and clubs who have joined within the prior month. This report will be accompanied by the appropriate fees.

Article 3: Management

3.1 IAMA Board of Directors:

A. Members - The Board of Directors consists of the following: (1) each IAMA officer; and (2) additional members appointed by the IAMA Chair.

B. Duties - The Board of Directors act for IAMA and its members during the interval between membership meetings, subject to the approval and ratification of the membership; except that it cannot amend the Bylaws. The Board has the power to: (1) establish programs and policies, subject to ratification of the membership; (2) establish a grievance board; (3) review and adopt the annual IAMA budget; (4) call regular and special meetings of the Board of Directors; (5) define reimbursable expenses and establish procedures for reimbursement of those expenses; (6) establish requirements for financial reports and the creation of an annual budget; and (7) establish a fee structure for membership, one-event registration, and other IAMA-relevant items.

3.2 USMS IAMA Convention delegates - IAMA will appoint the allotted number of delegates to the annual USMS Convention to represent IAMA in the USMS House of Delegates, the Breadbasket Zone meeting, and other activities that benefit IAMA.

Article 4: Officers

4.1 Officers - The elected officers are the Chair, Secretary, and Treasurer. The elected or appointed officers are the Registrar (cannot also be the Treasurer), Vice Chair (cannot also be the Chair), Top Ten Recorder, Communications Chair (newsletter/webmaster), Sanctions Chair, Coaches Chair, and Officials Chair. With the exceptions previously noted, one person may hold more than one position.

4.2 Eligibility - Only current IAMA/USMS members are eligible to hold office.

4.3 Term of office - Each officer will serve for a term of three years or, beyond that, until a successor is chosen.

4.4 Nomination - When appropriate, the slate of officers to stand for election will be prepared by a nominations committee of three IAMA members. The Nominations Committee shall be elected at the annual meeting.

4.5 Duties - The duties of the officers are as follows (others may be designated by the Board of Directors):

A. Chair - The Chair manages the operation of IAMA in accordance with the IAMA Bylaws and the *USMS Rule Book*. The Chair is the main point of contact for the USMS Board of Directors, Zone Rep, National Committees, and USMS National Office. The Chair coordinates IAMA meetings; and keeps IAMA on track with an agenda that prioritizes operational needs and the initiatives communicated by USMS leadership and the USMS National Office. The Chair works directly with

other officers to ensure that IAMA is delivering membership needs in accordance with LMSC Standards.

B. Secretary - The Secretary is responsible for effective, informative, and timely communications to the membership, including recording and publishing meeting minutes. These actions enhance the ability of IAMA to promote swimming opportunities available for the membership to maintain health, wellness, and fitness; and to participate in competitive events. The Secretary acts as the custodian of historical records and decisions regarding policy and monetary expenditures.

C. Treasurer - The Treasurer manages IAMA financial operations. The Treasurer works closely with the IAMA Registrar, the IAMA Chair, and USMS National Office to regularly manage deposits and fund transfers. The Treasurer submits accounting and budgetary reports and updates that inform the IAMA Board of Directors, IAMA members, and the USMS National Office. These updates include an annual financial report, budget, and appropriate IRS tax forms.

D. Registrar - The Registrar is responsible for processing both IAMA individual member and IAMA club new memberships and renewals; and for responding to inquiries from members, potential members, clubs, potential clubs, IAMA officers, and the USMS National Office.

E. Vice Chair - The Vice Chair assists the Chair in any area, program, or project necessary to support IAMA; and substitutes for the Chair when the Chair is absent. The position supports succession planning for the Chair and IAMA; or as a successive role after having served as Chair. In the latter case, a former Chair in a Vice Chair role can offer significant assistance to the new Chair, bridging the transition and ensuring a more successful outcome.

F. Communications Chair (newsletter/webmaster) - The Communications Chair (which may include more than one person) assures that regular communications are available to members (e.g., registration forms, meet and clinic entry forms, meet results, meeting minutes, and records). The Communications Chair obtains member e-mail address updates from the Registrar; recruits members to contribute articles; posts items per IAMA policy; keeps website registration and content relevant and current, updates web design and content with approved information; and renews website hosting contract as needed.

G. Top Ten Recorder - The Top Ten Recorder tracks and reports competitive results, including all IAMA State Records. The Top Ten Recorder submits results to USMS, and communicates results to the IAMA Communications Chair. The Top Ten Recorder works closely with meet directors, as well as the Officials Chair, to confirm appropriate details related to USMS competitive rules and regulations;

tracks pool measurements and submits forms for inclusion in the USMS database; and works with the Sanctions Chair to ensure that event records and tabulations requirements are met.

H. Sanctions Chair - The Sanctions Chair interfaces with event directors to assist them in submitting the information needed to obtain a USMS sanction or recognition for a pool or open water competition. The Sanctions Chair maintains a sanctions/recognitions packet for meet directors; issues sanctions and recognitions for IAMA events; ensures that sanctioned events are listed in the USMS Calendar of Events; sends sanctions fee checks to the Treasurer; and is aware of the past performance of meet hosts to call particular attention to any prior deficiencies.

I. Coaches Chair - The Coaches Chair is the liaison to local coaches to facilitate the flow of information from IAMA, the USMS Coaches Committee, and the National Office. The Coaches Chair develops relationships with area coaches; and assists them to develop their skills and grow their programs. The Coaches Chair distributes information on coach training opportunities; solicits IAMA clubs/workout groups/facilities to determine interest in hosting coach and swimmer clinics; and coordinates masters coach certification.

J. Officials Chair - The Officials Chair implements policies and procedures to ensure that sanctioned and recognized meets are conducted uniformly and in accordance with USMS rules and regulations. The Officials Chair maintains a list of officials willing to work sanctioned and recognized meets; provides regular updates on USMS rule changes and best practices to meet directors and officials; assists in locating officials for competitions; and coordinates training and certification programs for new officials.

4.6 Vacancies - Vacancies created for whatever reason in any IAMA office may be filled by appointment of the Chair, with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership.

4.7 Indemnification - Each person who is or was a director, officer, or employee of IAMA (including heirs, executors, administrators, or estate of such person) will be indemnified by IAMA as a division of USMS to the full extent permitted by the Nonprofit Corporation Law of the State of Iowa 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 IAMA as a director, trustee, officer, employee, or agent of another not-for-profit organization).

4.8 Conflict of interest – Any Board member with a potential fiduciary conflict of interest in any business dealing of IAMA must seek recusal from any IAMA decisions affecting that dealing.

Article 5: Meetings

5.1 Annual – There is an annual meeting of the membership open to all IAMA members. It is held at the IAMA state short-course-yards championship meet whenever possible and communicated to all members.

5.2 Special - Should the Chair fail to call a regular membership meeting, 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:

A. Time - Not less than 15 days' notice must be given by the IAMA Secretary for any annual or special meeting of the membership or Board of Directors.

B. Information - The notice of a meeting will contain the time, date, and site. For special meetings, the purpose of such a meeting will be given.

C. Address - The notice will be sent to the e-mail address given to the Secretary of each IAMA member or Board member, and posted on the IAMA website.

5.4 Order of business - At all membership and Board meetings, the following is the order of business: (a) roll call; (b) reading, correction, and adoption of minutes; (c) report of officers and committees; (d) unfinished and new business; (e) elections where appropriate; (f) adjournment.

5.5 Quorum - A quorum at all meetings consists of those present and eligible to vote.

5.6 Rules of order - At all meetings, the current Robert's Rules of Order will be the procedural rules.

5.7 Annual meeting report - The IAMA Secretary will forward to USMS a complete report on the annual IAMA meeting, within 30 days following the annual meeting. This report will also be available on the IAMA website.

5.8 Mail/e-mail vote - Any action which may be taken at any regular or special meeting of members of either the membership or the Board of Directors, except amendment of the Bylaws, may be taken without a meeting. If an action is taken without a meeting, the IAMA Secretary shall distribute a ballot to every member entitled to vote on the matter. The ballot shall set forth proposed action, provide an opportunity to specify approval or disapproval, and provide a time with which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast within the time period specified constitutes a majority of the votes entitled to be cast. The IAMA Secretary will include the ballot information and results in the agenda and minutes of the next annual meeting of the Board of Directors.

Article 6: Committees

6.1 Chair - The chairs of committees are appointed by the IAMA Chair with the advice and consent of the Board of Directors.

6.2 Membership – All members of all committees must be IAMA members and are appointed by the committee chair with the advice and consent of the IAMA Chair.

Article 7: Competition

7.1 General - The conditions of competition in any swimming event, and the rules governing it, are those established by USMS; and/or IAMA where its rules and regulations are not contrary to USMS rules.

7.2 IAMA Championships - IAMA swimming championships, when conducted, are held in accordance with the rules of USMS for the conduct of championships as described in the *USMS Rule Book*.

Article 8: Financial Reports

8.1 Budget - The IAMA Treasurer will propose an annual operating budget by October 31 of each year to be approved by the Board of Directors.

8.2 Financial statement - The IAMA Treasurer will submit an annual financial statement to the IAMA Board of Directors no later than seven days before its annual meeting and to the USMS National Office by the date established by USMS. The financial statement will include an income statement with itemized revenues and expenditures, and a balance sheet.

8.3 Yearly reviews - IAMA bank accounts will be reconciled at least annually by a person other than a person who is authorized to sign checks and its financial records will be reviewed annually by someone other than the Treasurer.

8.4 IRS - IAMA, as a tax-exempt organization, will file an annual return with the IRS.

8.5 Reports - IAMA will make such other reports and remittances to USMS as specified by LMSC Standards or by the USMS Board of Directors. The Chair, Secretary, and Treasurer are responsible for seeing that all required reports and remittances are made.

Article 9: Athlete's Rights and IAMA Grievance Board

9.1 Athlete's rights - IAMA, in accordance with USMS, will 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 activity, so long as such activity is conducted in compliance with USMS/IAMA requirements. Any IAMA individual or club member may bring a complaint on any matter for which grievances may be heard under USMS Rules, Article 4. Specifically, complaints may be brought alleging unsporting conduct at any IAMA activity, defined as: (a) violation of the opportunity to participate; (b) discrimination; (c) any act of fraud, deception, or dishonesty; (d) any nonconsensual

physical contact, obscene language or gesture, or other threatening language or conduct; and (e) any act, conduct, or omission detrimental to the image or reputation of USMS, IAMA, or the sport of swimming.

9.2 Grievance Board – In the event of an athlete’s right issue that cannot be locally resolved, the IAMA Board of Directors can appoint a three-member grievance board. The Chair of the Grievance Board will be elected by its membership. The Grievance Board will follow the processes outlined in the *USMS Guide to Operations “LMSC Grievance Procedure”*.

9.3 Jurisdiction - The Grievance Board may conduct hearings on any matter affecting USMS and IAMA that arise solely within the boundaries of IAMA, and involving only IAMA members.

9.4 Appeal - The decision of the Grievance Board will be considered final, subject only to an appeal to the IAMA Board of Directors at the option of the applicant, and thereafter to the USMS National Board of Review.

Article 10: Miscellaneous

10.1 Amendments - Any provisions of IAMA Bylaws not proscribed by USMS may be amended at any membership meeting by a two-thirds vote of the members present. At least 15 days’ notice must be given to every member for any proposed amendment.

10.2 Fiscal year - The IAMA fiscal year will correspond to the fiscal year of USMS, which is currently the calendar year.

10.3 Mailing address - IAMA must submit a permanent USPS and e-mail address for use by the USMS National Office. This address will typically be that of the IAMA Chair.

10.4 Notices to members - In each case, where notice is mailed to a registered member, it is sufficient to mail the notice to the address given in the member’s application for registration; or, if there has been filed with the Registrar a written notice of address change, then at such changed address.

10.5 Dissolution - Upon dissolution, IAMA net assets 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 a corporation exempt under Section 501 (c) (3) of the IRS Code and to which contributions, bequests, and gifts are deductible under Section 170 (c) (2), 2055 (a) (2) and 2522 (a) (2), such assets shall be distributed to a related entity to be used exclusively for educational or charitable purposes related to swimming.