

New Jersey Local Masters Swimming Committee Bylaws

Last Revised December 8, 2013

United States Masters Swimming, Inc. (USMS) is an organization of sportswomen and sportsmen founded in 1970 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning. USMS promotes fitness and health in adults by offering and supporting Masters Swimming programs. These bylaws of New Jersey Local Masters Swimming Committee (NJ LMSC) fully support and uphold the mission, goals, and objectives of USMS (article 502.2).

1. The name of this organization shall be the New Jersey Local Masters Swimming Committee (NJ LMSC).
2. The address of this organization shall be in care of the current LMSC Chair.
3. The NJ LMSC shall be organized and administered in accordance to the current "United States Masters Swimming Code of Regulations and Rules of Competition" and Article 502 as it relates to LMSCs.
4. Membership in this organization shall be open to any individual registered as a member of USMS. Acceptance of the full current USMS and NJ LMSC registration fees (with the completed NJ LMSC registration form) constitutes membership for the term defined on the application. Any individual, currently registered with the NJ LMSC of USMS shall be deemed a member of the organization, whether they are members of a club registered in the LMSC or registered as unattached.
5. Members of NJ LMSC shall have the right, in accordance to USMS and NJ LMSC rules and bylaws, to:
 - a) Elect officers,
 - b) Ratify or rescind policies and programs,
 - c) Amend these Bylaws, and
 - d) Participate in activities of the organization.
6. The elected officers of the NJ LMSC shall be the Chair, Vice Chair, Registrar, Treasurer, Top Ten/Records Chair, Newsletter Editor, Secretary, and Sanctions & Safety Chair. These elected officers and Immediate Past Chair shall constitute the Executive Committee. A single individual may hold no more than two offices concurrently. Other individuals may be selected as at-large members to serve as advisors to the Executive Committee.
 - a) Chair: The Chair shall be responsible for the day-to-day management of the business affairs of the NJ LMSC. The Chair shall call meetings of the organization and of the Executive Committee when and where deemed necessary, and shall preside at all meetings. The Chair shall appoint committee chairs for such standing and special committees as may be necessary to fulfill the duties of the organization. In the absence of the Chair, the duties of the office shall be performed by the Chair's designee or by another officer, as selected by the Executive Committee. The Chair is responsible for providing required documents to USMS, as described in "United States Masters Swimming Code of Regulations and Rules of Competition" Article 502 and as requested by USMS officers.

New Jersey Local Masters Swimming Committee Bylaws

Last Revised December 8, 2013

b) Vice Chair: The Vice Chair shall preside at all meetings of the NJ LMSC when the Chair is absent. The Vice Chair shall have all of the powers and duties of the Chair when the Chair is unable or incapable of performing such duties and responsibilities. In addition, the Vice Chair shall assist the Chair and any other officers, and perform such duties as assigned by the Chair.

c) Registrar: The registrar shall be responsible for the timely individual and club registrations of the NJ LMSC. Registration shall be conducted in accordance to all relevant USMS code and registration policies and procedures. The Registrar is responsible for maintaining the NJ LMSC membership email directory, and will send updates to the Secretary. The NJ LMSC adheres to the USMS privacy policy guidelines which respects and protects the privacy of all USMS registered members.

d) Treasurer: The treasurer shall be responsible for preparing and presenting the annual budget and annual financial statements for review and approval by the Executive Committee. The treasurer shall receive all moneys and pay all the bills of the NJ LMSC in accordance with the financial policies of the organization. The treasurer is responsible for maintaining and archiving all financial records, including bank records, budgets, and financial statements.

e) Top Ten/Records Chair: The Top Ten/Records Chair shall be responsible for obtaining a copy of the official results from meets sanctioned or recognized by the NJ LMSC. The NJ LMSC Top Ten/Records Chair shall record and report these results to the USMS Top Ten Chair in accordance with USMS article 105. The Top Ten/Records Chair shall process applications for USMS National and FINA World records in accordance with USMS Article 105 and FINA procedures and timelines. The Top Ten/Records Chair shall maintain NJ LMSC records for Short Course Meters (SCM), Short Course Yards (SCY), and Long Course Meters (LCM).

f) Newsletter Editor: The Newsletter Editor shall be responsible for the organization, layout, editing, and general preparation of the NJ LMSC newsletter. These duties include: receiving and including notices of sanctioned/recognized meets, notices of meetings, and articles of general interest to the membership. The editor shall be responsible for the duplication and distribution of the newsletter to all members.

g) Secretary: The Secretary shall be responsible for maintaining the "official documents" of the NJ LMSC. These "official documents" include, and are not limited to, the NJ LMSC bylaws, all meeting minutes, and copies of pertinent contracts. The Secretary shall also manage periodic membership communication to promote timely and informative correspondence with the NJ LMSC membership.

h) Sanctions & Safety Chair: The Sanctions Chair shall be responsible for issuing, withdrawing, and withholding sanctions and recognition to meets conducted within the jurisdiction of the NJ LMSC. The Sanctions Chair shall insure that the meet announcement and all relevant information are presented in accordance with Article 202 Sanction/Recognition and the policies of USMS meet sanctions and recognition. The Sanctions Chair shall assist meet directors in scheduling dates, to prevent conflicts. The Sanctions Chair or the Chair's designee shall monitor meets for USMS rules compliance.

i) Immediate past Chair: The immediate past Chair shall serve as an advisor to the Chair and perform various duties as assigned by the Chair.

New Jersey Local Masters Swimming Committee Bylaws

Last Revised December 8, 2013

7. The annual meeting of the NJ LMSC shall be held near the end of the USMS registration year. Other meetings of the LMSC may be held throughout the year as required. Notice of these meetings shall be published in the LMSC's newsletter at least 20 days in advance of the meeting. The Executive Committee shall meet as necessary to conduct the business of the organization. Notice of these meetings may be by any means that assures all Executive Committee members are informed, and shall be at least 20 days in advance of the meeting.

- a) The purpose of the annual NJ LMSC meeting shall include the completion of the nomination and election of officers for the upcoming registration year, and to conduct other business of the organization.
- b) The purpose of Executive Committee meetings shall include planning for the annual meeting, preparing delegates for the USMS convention, and conducting other business of the organization.
- c) Special meetings of the membership or the Executive Committee may be called by the Chair or upon petition in writing to the Chair by ten members or four Executive Committee members.
- d) Approval of a vote requires a simple majority of NJ LMSC members present and voting. In case of a tie, the NJ LMSC Chair is empowered to cast a tie- breaking vote.

8. The Executive Committee shall be empowered to act on behalf of the organization in matters requiring actions at times that are not conducive to convening an NJ LMSC meeting. Telephone and email votes shall be valid, polled by the NJ LMSC Chairperson (or designate) whenever important issues so require. Minutes of the meeting shall be recorded and a report shall be presented at the next NJ LMSC meeting.

9. The NJ LMSC may create special ad hoc committees and appointments to provide needed functions for the organization. The chairmen of these committees shall be appointed by the Chair for a term not to exceed one year. The Executive Committee must ratify committee appointments. Appointments are discretionary and may be rescinded at any time by the Chair. Optional appointments may include:

- a) **Webmaster:** The Webmaster shall be responsible for maintaining the design and content of the NJ LMSC website which resides on the USMS web server. The Webmaster is expected to manage the website updates in a timely manner. This position will work closely with the USMS Webmaster to resolve any technical set up and hosting issues and will be named as the technical contact for the domain name provider. In the event the Webmaster is not a USMS-registered swimmer, s/he will not have voting rights during NJ LMSC proceedings.
- b) **Delegates to the USMS Annual Convention:** The NJ LMSC shall make every effort to send the maximum number of eligible voting delegates to the USMS annual convention. Consideration shall be given to the availability of most qualified member, their need for expense reimbursement, and LMSC budget constraints. Delegates shall normally be selected from the Executive Committee or USMS nationally qualified delegates. They shall be responsible for soliciting the views of the LMSC members and representing those views at appropriate committee and House of Delegate meetings. On returning, they shall prepare written summaries of the convention highlights plus detailed proceedings, for viewing by the membership. The Executive Committee shall resolve delegate designations and establish expense reimbursement policies well in advance of the deadline for convention registration and delegate certification.

New Jersey Local Masters Swimming Committee Bylaws

Last Revised December 8, 2013

10. The Executive Committee, before the start of each USMS registration year, shall determine annual fees of the organization. The fee shall be structured to incorporate local operating funds, newsletters subscription fees, and national dues; all as part of a single fee on a unified registration application form.
11. Any member who fails to pay any indebtedness to the organization within thirty (30) days after a bill for the same has been rendered shall be suspended from the organization until the indebtedness has been paid. Such suspensions and reinstatement shall be by a majority vote of the Executive Committee.
12. Grievances: In the event a written complaint relevant to USMS Rule Book Article 402 is submitted to the NJ LMSC by an individual member of the LMSC and/or any Club member of the LMSC, the NJ LMSC shall adhere to the process documented in the current "New Jersey LMSC Grievance Procedure Policy." The role of Grievance Chair or Grievance Committee may be filled by the LMSC Chair, a designee, or an ad hoc committee. When the LMSC or its Chair, or Grievance Chair is a party, a neutral person should be appointed to chair the grievance.
13. Upon dissolution, the net assets of the NJ LMSC shall be distributed to USMS, Inc. to be used exclusively for educational or charitable purposes. If USMS Inc. is not then in existence or is not then a corporation exempt under Section 501(c)(3) of the Internal Revenue Code; then the net assets of the NJ LMSC shall be distributed to such a corporation, to be used exclusively for educational or charitable purposes and in a manner consistent with the purposes of this organization.
14. Amendments to the Bylaws of this organization may be made at the annual meeting of the NJ LMSC or at a meeting called expressly for that purpose, provided that written notice (with specific wording of the amendment) has been provided to the Executive Committee, and further provided that notice of the proposed amendment shall be given to all members of the organization at least ten days before the date of the meeting. Amendments to the Bylaws require a two-thirds majority of the NJ LMSC members present and voting to be codified.
15. 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 New Jersey 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).