

BYLAWS FOR OMSC
REVISED 12-2016

ARTICLE 1

- 1.1 OBJECTIVES – The objectives shall be to promote and develop Masters Swimming for the benefit of swimmers of all abilities over the age of 18 years and older in accordance with the standards and under the rules prescribed by the United States Masters Swimming, Inc. (USMS), and the Oklahoma Masters Swim Committee (OMSC).
- 1.2 NAME OF BOUNDARIES – The name of this Committee shall be the Oklahoma Masters Swimming Committee (OMSC). The geographic boundaries of this OMSC shall include the state of Oklahoma.
- 1.3 JURISDICTION – THE OMSC 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:

1. Group members:
 - a. Those swim organizations which have joined and are in good standing with the OMSC and who have athletes registered to represent said organization in the sport of Masters swimming.
 - b. Those organizations which conduct a program in Masters Swimming or are composed of persons jointed together in support of Masters Swimming or some aspect of it.
 - c. Each group member shall appoint a representative to the OMSC. Such appointment shall be in writing, duly certified by the Chief Executive Officer or Secretary of the appointing member. The appointing member may withdraw its representative by written notice addressed to the Secretary and signed by its Chief Executive or Secretary and substitute a new representative.
2. Individual members:
 - a. Each individual who is an athlete, coach, official, administrator or other person who is (a) interested in the programs of the

OMSC; and (b) who has completed the required membership application and paid the required membership fee to the OMSC which includes the fee to USMS.

- b. Each individual member will receive a USMS membership card certifying his or her membership and may attend all general meetings of the OMSC with voice but no vote.

2.2 RESPONSIBILITIES:

1. Income: Any income derived from the promotion of Masters Swimming by members of USMS must be used for further promotion of swimming or for the general welfare of the OMSC as a whole.
2. Infractions: A group member 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

MANAGEMENT

3.1 HOUSE of DELEGATES

1. Appointment: The OMSC House of Delegates shall consist of the representatives appointed by each group member, members of the Board of Directors, and at-large members appointed by the Chairman with the concurrence of the Board. The maximum number of at-large members will be five (5). At-large members shall serve until a new OMSC House of Delegates is appointed and shall have the same privileges as other members of the House of Delegates. All other members shall hold office for one year, or until their successors are appointed.
 - a) Group Representatives. Each registered group member is entitled to one representative to the OMSC House of Delegates. If the group has over 50 registered Masters Swimmers, it is entitled to a second representative, and if over 100 registered Masters Swimmers, it is entitled to a third representative.

2. Duties and Powers: The management of the business affairs of the OMSC as prescribed in the Code of USMS or in these By-Laws, The House shall have power, and it shall be its duty:
 - a) to elect the Board of Directors;
 - b) to establish the Review Committee;
 - c) to review and adopt the annual budget of the OMSC;
 - d) to elect delegates to the USMS House of Delegates in accordance with Article 3 of the Code of Masters Swimming;
 - e) to admit eligible members who have properly applied;
 - f) to call regular and special meetings of the OMSC;
 - g) to ratify or rescind policy and programs established by the Board of Directors and
 - h) to amend the By-Laws of the OMSC

3.2 OMSC BOARD OF DIRECTORS

1. The OMSC Board of Directors shall consist of all officers, all club presidents and all meet directors (revised 8-2011).
2. Duties and Powers: The Board of Directors shall act for the OMSC and OMSC House of Delegates during the interval between its meetings, subject to approval and ratification of the House except that it cannot amend these By-Laws. The board shall have power and it shall be its duty:
 - a. To establish program and policy, subject to ratification by the OMSC House of Delegates, and to lend direction thereto.
 - b. To prepare and review the annual budget.
 - c. To call regular or special meetings of the OMSC Board of Directors.

ARTICLE 4

OFFICERS

4.1 OFFICERS – The elected officers are Chairman, Secretary, Treasurer/Registrar/Sanctions Chairman, and Top Ten/Records Chairman.

4.2 ELEGIBILITY – Only members of the OMSC are eligible to hold office.

4.3 TERM OF OFFICE – Each officer shall serve for a term of two years, or until his/her successor is chosen, and he/she is eligible for re-election to the same office.

4.4 NOMINATIONS – The slate of officers to stand for election will be prepared by a nominations committee, with a minimum of three (3) serving. The nominations committee shall be elected at a meeting of the OMSC House of Delegates held prior to

the annual meeting. Nominations will be published at least fifteen (15) days in advance of the election, and nominations may come from the floor.

4.5 DUTIES – The duties of the officers are as hereafter set forth, and such others as may be designated by the Board of Directors from time to time.

1 GENERAL CHAIRPERSON – The general chairperson shall be responsible for the day-to-day management of the business affairs of the OMSC. He/she shall preside and call all meetings when and where deemed necessary or at least once a year. He/she shall appoint committees as may be necessary to fulfill the duties and responsibilities of the OMSC, all with the advice and consent of the Board of Directors. He/she shall serve as the OMSC representative to the annual convention or shall designate a substitute and give that person his/her proxy.

2 SECRETARY – The secretary is responsible for keeping a record of all meetings, preparing official correspondence, issuing meeting notices and minutes of the meetings and making such reports as may be required by USMS.

3. TREASURER - The treasurer shall be responsible for the following duties:

- a) submitting an annual budget for review and approval by the chairperson and the board of directors;
- b) receiving and paying all monies for the association approved by the board of directors;
- c) maintaining all financial records and make timely reports (at least annually)

4. REGISTRAR - The registrar shall be responsible for the following duties:

- a) make monthly reports to USMS;
- b) register athletes and issue cards;
- c) register clubs within the association;
- d) serve as chairperson of the registration committee;

5. SANCTIONS - The sanctions chair shall be responsible for the following duties:

- a) keep records of all swimming events sanctioned by the association;
- b) issue sanctions for all OMSC pool, open water and long distance events that require USMS sanction.

6. RECORDS/TOP TEN CHAIRMAN - The records/top ten chair will be responsible for the following duties:

- a) collection of meet results;
- b) compiling the long course and short course top ten list for national and zone purposes;
- c) coordinate efforts to maintain record keeping and certification of citizen, state, and national records, and;
- d) serve as the chairman of the records/top ten committee.

7. VACANCIES – Vacancies created for whatever reason in any office may be filled by appointment of the Chairman, with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership. Should the office of Chairman become vacant, the office shall be appointed by the House of Delegates.

ARTICLE 5

MEETINGS

5.1 ANNUAL – The annual meeting of the OMSC House of Delegates shall be held no later than August 1st of each year, and when elections are held the new officer's terms shall commence no later than September 1 of the same year.

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

5.3 NOTICES

1. Time – Not less than 15 days notice must be given by the Secretary for any annual or special meeting 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 meetings shall be given.

3) Address – The notice shall be sent to the last address given to the Secretary of each member or Board of Directors.

5.4 ORDER OF BUSINESS – At all membership meetings and meetings of the Board of Directors, the following is the order of business:

1. Roll Call;
2. Reading, correction and adoption of minutes;
3. Reports of Officers;
4. Reports of Committees;
5. Unfinished Business;
6. Elections when appropriate;
7. New business;
8. Resolutions and Orders;
9. Adjournment.

5.6 Physical Meeting Procedure: Quorum – A quorum at all meetings shall consist of those present and eligible to vote. At physical meetings, a simple majority will

be sufficient to pass motions, except for By-law amendments by the Board of Directors which will require a 2/3 majority to pass.

Electronic Meeting Procedure (revised 8-2011): Quorum -- For electronic meetings, a quorum is the same as a physical meeting. Only the board of directors may vote in an electronic meeting. The same rules for passage as in physical meetings will apply. When a vote is requested by e-mail, a vote closing date will also be specified. The closing date will be at least one week after the e-mail requesting the vote. Anyone challenging the results of an electronic meeting may do so by contacting the secretary within 30 days of the vote closing.

5.7 RULES OF ORDER At all meetings, the current Roberts Rules of Order are the procedural rules. When and only if a conflict exists between procedural rules and the BYLAWS OF THE OMSC, the later shall prevail.

ARTICLE 6

COMMITTEES

6.1 SECTIONS AND COMMITTEES

TYPES

Sections:

a) Administrative Sections:

- (i) Competition Committee: The Competition Committee shall oversee the competitive swimming program to insure that OMSC program offerings are consistent with USMS and OMSC objectives, rules and policies; process applications for meet sanctions; process referee's and financial reports from sanctioned competition; keep accurate records of said sanctions and reports; develop and schedule the meet program; promote competent officiating; make suggestions for projects and priorities to the Board of Directors; and develop long-range plans for the programs.
- (ii) Top Ten/Records Committee: The Top Ten/Records Committee shall maintain Oklahoma Citizen's and State Records: and review OMSC meet results and prepare lists of swimmers for National Top Ten Times consideration.
- (iii) Awards Committee: The Awards Committee shall develop criteria for the selection of outstanding swimmers each year; nominate outstanding swimmers for recognition by OMSC each year; nominate names of

contributors to the OMSC program for recognition each year and select and order medals, ribbons, trophies, patches, etc. , for OMSC sponsored meets.

(iv) Review Committee: The Review Committee may conduct hearings on any matter affecting the Corporation and the OMSC, and arising solely within the territorial jurisdiction of the OMSC and involving only its members. The Review Committee may censure, suspend for a definite period of time, or expel any member of OMSC, including any athlete, coach, manager, official, committee member or any person participating in any capacity whatsoever in the affairs of the OMSC, or who has contravened any of the rules of the Corporation or the OMSC, or who has acted in a manner which brings disrepute upon the Corporation, the OMSC, or upon the sport of Masters Swimming.

(v) Rules Committee: The Rules Committee shall make itself aware of the current rules as set forth by USMS. It shall interpret rules a necessary, report any violations by clubs or individual to the Review Committee for action, and shall make recommendations for change to the officers of OMSC for transmittal to USMS.

(vi) Such other committees the House of Delegates or the Board of Directors shall deem to be necessary

b) Registration Section

i) Registration Committee: The Registration Committee shall process individual and club applications for membership in USMS/OMSC; keep accurate records of said individual and club registrations; make such reports to the Secretary and /Treasurer as are required by OMSC policy.

c) Finance Section: (i) Finance Committee: The Finance Committee shall review regular cash flow statements prepared by the Treasurer, including receipts and disbursements; assist the Chairman in the preparation of the annual budget; provide for an annual review of the Committee's financial records; and approve all major expenditures. The fiscal year of the OMSC shall correspond to the calendar year.

Chairman:

(1) Appointment: Chairman of sections or committees are elected or appointed as provided by the By-Laws.

(2) Duties: The duties of the chairman of each section or committee are as follows:

- a. Presides at all meetings of the section or committee;
- b. Sees that all duties and responsibilities of the committee or subcommittee in his charge are properly and promptly carried out;
- c. Appoints such subcommittees as may be necessary to fulfill the duties and responsibilities of the section or committee;
- d. Communicates with the committee members to keep them fully informed;
- e. Keeps the Chairman and Secretary informed of committee actions and recommendations;
- f. Forwards reports or minutes of all meetings to the Chairman and Secretary;
- g. Performs such specific duties as outlined in OMSC policy

MEMBERSHIP:

Members of all committees, other than elected officers and section and committee chairman, shall be appointed by the Chairman with advice and consent of the chairmen thereof.

ARTICLE 7

AMENDMENTS TO BY-LAWS

Amending the By-Laws: Any provision of these By-Laws not proscribed by USMS may be amended at any meeting of the House of Delegates by a two-thirds vote of the members voting. At least fifteen (15) days notice must be given to every member of the House of Delegates of any proposed amendment.

ARTICLE 8

CHAMPIONSHIPS

8.1 GENERAL – Swimming championships when conducted will be held in accordance with the rules of USMS for the conduct of championships as described in the USMS rules.

ARTICLE 9

APPEALS AND ATHLETE'S RIGHTS

9.1 ATHLETE'S BILL OF RIGHTS – The OMSC, in accordance with the rules of the 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.

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

ARTICLE 10

MISCELLANEOUS

10.1 MAIL/ELECTRONIC VOTE – Any action which may be taken at any regular or special meeting of the members of either the membership or the Board of Directors, except amendment of these by-laws, may be taken without a meeting; the Secretary shall distribute a written or electronic ballot to every member eligible to vote on the matter. The ballot shall set forth the proposed action, and provide a reasonable amount of time within which to return the ballot to the Secretary. In the case of electronic ballot, a printed copy of the results must be retained by the secretary for one (1) year after the election. Approval by written/electronic ballot shall be valid only when the number of votes cast by ballot within the specified time period constitute a majority of the votes entitled to be cast.

10.2 DISSOLUTION – Upon dissolution, the net assets of the OMSC 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 solely for educational or charitable purposes, or if the United States Masters Swimming Inc is not then in existence, or is not then a corporation, which is then exempt under Section 501(c) (2) 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 for the sole purpose of educational or charitable purposes.