

**BYLAWS of THE SOUTH TEXAS
LOCAL MASTERS SWIMMING COMMITTEE
Adopted 7/31/2020**

ARTICLE 1: GENERAL

This association is named the South Texas Local Masters Swimming Committee (STLMSC). United States Masters Swimming (USMS) delegates jurisdiction of the sport of masters swimming to the STLMSC over an area as defined in Appendix D of the USMS Rule Book.

The objectives of this association are to promote and develop swimming for the benefit of swimmers of all abilities, in accordance with the standards and under the rules prescribed by USMS.

ARTICLE 2: MEMBERSHIP

The membership of the STLMSC shall consist of the following:

Club Members

Those swim clubs for Masters swimmers registered by, and in good standing with, the STLMSC.

Each club in good standing shall select a representative to the STLMSC. The club shall submit the name of its representative to the STLMSC membership coordinator. Club representatives must be members of the club they represent and be in good standing with STLMSC and USMS.

Individual Members

Individual members are persons who are registered with the STLMSC.

Individuals need not reside in the STLMSC territory to register with the STLMSC.

Rights of Individual Members

Each individual member has the right to:

1. Vote in the election for Board of Directors of the STLMSC.
2. Participate in the annual general membership meeting.
3. Vote for resolutions at the general membership meeting.
4. Propose amendments to the by-laws of the STLMSC and vote on said amendments.
5. Participate in sanctioned competitions.

ARTICLE 3: BOARD OF DIRECTORS

The Board of Directors (the Board) shall consist of the following:

Chair

Vice Chair/Sanctions Coordinator

Treasurer

Membership Coordinator

Secretary/Top 10 Recorder

At-Large members (5)

An individual may only hold one position on the Board. All board members must be current USMS members in good standing and registered in STLMSC to be eligible to hold office.

Officers and at-large members of the Board shall be elected for a term of two years.

Elections will take place at the general membership meeting during odd numbered years.

Duties of the Board

The duties of the Board include:

1. Appoint delegates to represent STLMSC at the USMS annual meeting.
2. Conduct an annual general meeting of STLMSC.
3. Approve any contract or expenditure with potential exposure in excess of \$500.
4. Form committees as needed to perform the duties of STLMSC.
5. Propose and implement policies and procedures to assist in management of STLMSC consistent with these by-laws.
6. Designate the board member(s) authorized to sign STLMSC checks.
7. Establish STLMSC fees.

ARTICLE 4: OFFICERS

The officers of STLMSC and their duties are as follows:

Chair:

1. Manage the day to day business activities of STLMSC as delegated by the Board.
2. Schedule meeting of the Board, annual general membership meeting, and any other meetings of the general membership when and where deemed necessary.
3. Preside at meetings of the Board.
4. Approve any contract or expenditure with potential exposure of less than \$500.
5. Ensure that the duties of the other members of the Board of Directors are being performed.

Vice Chair/Sanctions Coordinator:

1. Learn and perform the duties of the chair in the chair's absence.
2. Issue sanctions and recognitions for competitions, clinics, and other special events held within the jurisdiction of STLMSC, according to the USMS sanctioning guidelines.
3. Assist the LMSC chair in projects and/or other duties as requested.
4. Assume position of chair if the position is vacated.

Secretary:

1. Ensure all rules and bylaws of the LMSC are adhered to by the board during meetings and the implementation of board decisions
2. Issue notices of meetings, take meeting minutes, and prepare minutes for inspection by the membership at large.
3. Act as records custodian.
4. Prepare official correspondence.
5. Submit reports as required by USMS, including annual reports and meeting minutes.
6. Act as Top 10 tabulator for STLMSC.

Treasurer:

1. Receive all monies and pay all bills approved by the Board.
2. Maintain all financial records including banking and checking accounts. STLMSC checking accounts must be maintained in a checking account in the name of South Texas Masters Swimming.
3. Prepare an annual financial report for presentation at the annual general membership meeting.
4. Prepare an annual financial report at the end of each year and submit it to the USMS National Office as required by USMS.

Membership Coordinator:

1. Act as the local contact for inquiries from swimmers and club representatives for club transfers, clubs, and workout groups.
2. Act as a point of contact for individual and club membership questions.

Vacant Offices

The chair may declare an office to be vacant if:

1. The officer is no longer a member of STLMSC.
2. The officer resigns the office.
3. The Board votes to declare that the duties of the office are no longer being performed.

Before declaring an office vacant, the board shall notify the officer(s) in question stating their belief of the office being vacant and requesting a response. Notification shall be documented. If no response is received within 15 days the office shall be declared vacant. If a respondent disputes the claim, then a meeting of the Board shall be called to consider the issue.

Recall of Officers

A member of the Board may be recalled from office by the general membership by the following procedures:

1. A petition containing signatures of 10 percent of STLMSC registered members must be presented to the secretary or a designated Board member with a request to recall the director in question;
2. The secretary will validate the petition and verify that the required signatures are legitimate; and
3. If the petition is valid, a recall election by the general membership will be conducted by the Election Committee.

A director will be considered recalled if the number of votes in favor of a recall exceeds the votes against a recall. If a director is recalled, the position will be declared vacant and a replacement will be appointed.

Filling Vacancies

In the event the office of chair becomes vacant, the vice chair will become chair. In the event an office other than chair becomes vacant, that vacant office shall be filled by appointment by the Board for the remainder of the term. Replacements for vacant at-large positions of the Board shall be appointed by the chair.

ARTICLE 5: MEETINGS

Meetings shall be scheduled in the following manner:

1. Meetings of the Board may be called by the chair, or by any four members of the Board, by notifying the secretary. The secretary shall schedule the meeting and send notice to members of the Board at

least seven days prior to the meeting. The chair or members calling the meeting shall establish the agenda for the meeting.

2. Special meetings of the general membership may be called by the Chair, the Board, or by a petition of 10 percent of the individual membership to be submitted to the Secretary. Notice of a special general membership meeting must be made 15 days prior to the meeting. Proper notice may be sent electronically.
3. The notice of the meeting shall contain the purpose, time, date, and the site of the meeting. Meetings may be conducted electronically.

Annual General Membership Meeting of STLMSC

There shall be an annual general membership meeting held within the first six months of the year, open to all registered STLMSC members. The Board may vote to move the annual general membership meeting to a specific date outside the first six months of the year. Such a vote must occur within the first six months of the year.

Order of Business - The agenda of the annual general membership meeting will be as follows:

- Roll call
- Reading, correction, adoption of minutes
- Reports of officers
- Reports of committees
- Unfinished business
- Elections, when appropriate
- New business
- Resolutions and orders
- Adjournment

Quorum

A quorum at the annual general membership meeting shall be all individual members present and eligible to vote. A quorum at a meeting of the Board shall be at least 4 members present. A member may be considered present if participating in the meeting electronically. All meetings shall follow the current *Roberts' Rules of Order*.

ARTICLE 6: SANCTIONS FOR, AND CONDITIONS OF, COMPETITION

Only registered clubs in good standing or individuals in good standing registered with USMS may receive a sanction from STLMSC. The conditions of competition in any swimming event/championship and the rules governing it are those established by USMS and STLMSC where its rules and regulations are not contrary to the rules of USMS.

ARTICLE 7: DUES AND FEES

All fees and member dues paid are nonrefundable.

Sanction fees shall be established by the Board and posted on the STLMSC website. Each applicant for sanction shall submit any fees and documents as required by STLMSC policy.

ARTICLE 8: COMMITTEES, DELEGATES AND ELECTIONS

Standing Committees

STLMSC may establish standing committees, including the Election Committee and the Rules Committee. The chair shall not serve on standing committees.

The Election Committee shall be comprised of no less than one member. The chair shall appoint the committee members. The Election Committee shall elect the chair, be responsible for receiving nominations, prepare the official ballot, certify the roster of eligible voters, and conduct elections.

The Rules Committee shall comprise no less than one member. The chair shall appoint the committee members. The Rules Committee will elect a chair and consider all changes to STLMSC policy and approve all proposed amendments to the bylaws before they are presented to the general membership for ratification.

Other committees may be formed and appointed as deemed necessary by the chair with advice and consent of the Board.

Delegates to USMS Annual Meeting

The Board shall select members to represent STLMSC at the USMS annual meeting each year. The Board shall decide the number of delegates to send and to what extent expenses shall be reimbursed.

Elections

Elections for officers shall be conducted during odd number years at the annual general membership meeting of STLMSC.

The following offices of the Board shall be elected at the general membership meetings: chair, vice chair, treasurer, secretary, and membership coordinator.

The club representatives shall elect the five at-large members of the Board. The Election Committee shall accept nominations for at-large members from the club representatives and prepare a ballot and distribute it to the club representatives. The Election Committee will set the submission deadline and conduct an election of at-large members by distributing a ballot to the club representatives. The Election Committee will ensure no more than two at-large members on the ballot are from the same club.

STLMSC shall operate on the concept of "one person, one vote".

Nominations

The Election Committee shall call for nominations at least 45 days in advance of the election. Any member of STLMSC may submit nomination in writing to the Election Committee.

Nominations must be received by the committee at least 30 days in advance of an announced election. The slate of candidates to stand for election will be announced by the Election Committee at least 15 days before the election.

Ballots

The Election Committee will prepare an official ballot and distribute it.

The Election Committee is responsible for ensuring the election is conducted by secret ballot, determining the means of collecting ballots from STLMSC members, and verifying that all votes cast are valid and individual members have submitted only one ballot. The person receiving the most votes cast for an individual office shall be elected to that office.

In the event a candidate is unopposed for office, then the candidate may be elected by acclamation by the members in attendance at the annual general membership meeting and no ballots are required to be distributed.

ARTICLE 9: ATHLETE'S RIGHTS, GRIEVANCES, AND RESOLUTION

STLMSC shall protect the right of every individual who is eligible under reasonable local, national, and applicable international Masters Swimming rules and regulations to participate as an athlete, coach, trainer, manager, administrator, or other official in any Masters Swimming program, so long as such program is conducted in compliance with reasonable local, national, and applicable international requirements.

Any individual member of STLMSC and/or any club member of STLMSC may bring a complaint on any matter for which grievances may be heard under Part 4 of the current USMS rule book. All grievances shall be resolved as outlined in the STLMSC Grievance Policy.

ARTICLE 10: MISCELLANEOUS

Membership Data

Membership information is only to be used to conduct STLMSC and USMS business. The STLMSC shall not distribute membership data to third parties. The official roster shall be the list of individuals and clubs maintained by the membership coordinator.

Amendments

Amendments to these bylaws may be submitted to the STLMSC Rules Committee by any STLMSC member. The rules committee will review all proposed amendments submitted to the committee for consideration. If a majority of the committee votes in favor of the proposed amendments, the committee will forward the amendment to the general membership for ratification.

Any amendments to the STLMSC bylaws approved by the rules committee will be considered ratified if approved by a two-thirds vote of members eligible to vote at the annual general membership meeting. At least 30 days' notice of any proposed amendment must be given to each club representative of the STLMSC.

Fiscal Year

The fiscal year of the STLMSC shall be the calendar year.

Changes to the current USMS rule book

Any changes to the existing code of USMS will automatically be incorporated in these bylaws without ratification.

Any proposals submitted on behalf of STLMSC to modify the current USMS rule book must be approved by the Board.

Dissolution

Upon dissolution, the net assets of STLMSC will not inure to the benefit of any private individual or corporation, but will be distributed to USMS to be used exclusively for education or charitable purposes. If USMS is not then in existence, or is not a corporation exempt under Section 501(c)(3) of the Internal Revenue 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 such a corporation that has as its primary purpose the promotion of aquatic safety to be used exclusively for educational or charitable purposes.

If adopted, these bylaws will take effect on 1/1/2021.