

BY-LAWS OF THE MICHIGAN MASTERS SWIMMING COMMITTEE

ARTICLE I

1.1 OBJECTIVES - The objectives shall be to promote and develop swimming for the benefit of all abilities, in accordance with the standards and under the rules prescribed by the United States Masters Swimming, Inc. hereinafter called USMS, and the Michigan LMSC, hereinafter called MI-LMSC.

1.2 BOUNDARIES - The geographic boundaries of MI-LMSC shall be that State of Michigan.

1.3 JURISDICTION - The MI-LMSC shall have jurisdiction over the sport of masters swimming as has been delegated to it by USMS.

ARTICLE II

MEMBERSHIP

2.1 The membership shall consist of all individuals who are interested in the purposes or programs of the USMS and are registered in USMS through the (Michigan) Local Masters Swimming Committee, hereinafter called MI-LMSC.

2.2 Every member will receive a USMS card certifying his or her membership and may attend all meetings and program of MI-LMSC.

2.3 RESPONSIBILITIES

1. Duties and Powers

- a. To elect officers;
- b. To ratify or rescind policy and programs established by MI-LMSC;
- c. To amend By-Laws of MI-LMSC.

ARTICLE III

MANAGEMENT

3.1 MI-LMSC GENERAL MEMBERSHIP

1. The MI-LMSC General Membership shall be represented by any members of MI-LMSC who wish to attend the Annual Meeting and Special Meetings. Each member of the MI-LMSC General Membership has one vote.

2. Each Board representative and each officer are entitled to one vote. Proxy voting is not permitted.

3. Duties and Powers

- a. The General Membership shall hold an Annual Meeting concurrent with the MI-LMSC State Swimming Championships to consider any business relating to MI-LMSC and receive reports of the officers and Board.
- b. Special Meetings of the General Membership may be called by the MI-LMSC Board or by petition of one-third (1/3) of all the members in MI-LMSC. All meetings are open to registered swimmers;
- c. The General Membership elects the "elected" officers;
- d. The General Membership may override any action of MI-LMSC officers by simple majority vote;
- e. The President of MI-LMSC presides at all General Membership meetings, but may vote only to break a tie;

f. The President of MI-LMSC reviews and adopts the annual budget of MI-LMSC.

ARTICLE IV

OFFICERS

4.1 NUMBER OF OFFICERS

1. The elected officers are President, President-Elect, Secretary, Treasurer, and Sanctions Chair. Only these officers may vote in Board Meetings.

2. The appointed members of the Board of MI-LMSC are the Registrar, Records/Top Ten Recorder, Communications Editor, Safety Director, Long Distance Coordinator(s), Fitness Chair, and Officials Coordinator. Appointees are named by the President, subject to approval by the other elected officers.

4.2 ELIGIBILITY - Any MI-LMSC swimmer holding a current USMS registration card is eligible to hold office.

4.3 TERM OF OFFICE - No elected officer can serve more than 4 terms in the same office. Each elected officer shall serve for a term of two years beginning on June 1. Each appointed member of the Board shall serve at the pleasure of the President with the approval of the other elected officers of the Board.

4.4 NOMINATION - The President may select a nominations subcommittee two months prior to elections which are held every other year. Nominations may be made from the floor at the General Membership meeting. Nominees may submit a brief resume and a statement of intent to run for an office to be posted on the MI-LMSC website at least a month in advance of the Annual Meeting in which elections occur.

4.5 VACANCIES - Vacancies in any office or Board representative may be filled by appointment of the President, subject to approval of the other officers and in consultation with other Board members. Such appointees will serve until the next regularly scheduled Annual Meeting.

4.6 DUTIES - OFFICERS

1. President - President shall be responsible for the day to day management of MI-LMSC. He/She shall call meetings when necessary and preside at them. He shall, with approval of the other officers, appoint Board members and/or committees as appropriate.

2. President-Elect - President-Elect serves as a replacement for the President when necessary. He assists the President whenever and however required. He/She is the Awards Chair, and solicits nominations for the various annual awards given by MI-LMSC.

3. Secretary - The Secretary is responsible for recording minutes of meetings, preparing official correspondence, and making reports to MI-LMSC and USMS.

4. Treasurer - The Treasurer shall receive all monies, and pay all bills approved by the MI-LMSC. He/She shall maintain all financial records, prepare an annual budget, and make timely reports to the members of the Board and MI-LMSC.

5. Sanctions Chair - The Sanctions Chair shall assist meet managers in acquiring meet sanctions and following MI-LMSC/USMS rules and procedures for meets.

6. Registrar - The Registrar shall be responsible for the registration of members of MI-LMSC and the maintenance of a current list of all registrants.

4.7 DUTIES - APPOINTED BOARD MEMBERS

1. Records/Top Ten Recorder - The Records/Top Ten Recorder shall maintain timely swimming records and review all meets that MI-LMSC members participate in and submit possible Top Ten Times lists to USMS.
2. The Newsletter Editor - The Newsletter Editor shall be responsible for editing and publishing MI-LMSC materials that are posted on the website, and in the newsletter, as needed.
3. The Webmaster - Shall be responsible for editing and posting current information relevant to MI-LMSC on the website in a timely fashion.
4. The Safety Director - The Safety Director will monitor safety conditions for meets.
5. The Long Distance Coordinator - The Long Distance Coordinator will communicate and encourage participation in various USMS postal and Open Water Events to MI-LMSC members.
6. The Officials Coordinator - The Officials Coordinator shall educate officials and members on changes in USMS Swimming Rules and make recommendations for officials.

ARTICLE V

MEETINGS

- 5.1 ANNUAL MEETING - The Annual Meeting of members of MI-LMSC will be held concurrently with the MI-LMSC State Championships, held in March or April.
- 5.2 SPECIAL MEETINGS - A Special Meeting may be called at the discretion of the President of the MI-LMSC or by a petition of one-third (1/3) of the MI-LMSC membership. A notice of such a meeting will be made no fewer than 10 days prior to the meeting.
- 5.3 QUORUM - A quorum of 15 members, including officers and appointees, and regular members, is required to hold a meeting of MI-LMSC. Officers and Board members may meet periodically to discuss programs and policy.
- 5.4 RULES OF ORDER - Current Robert's Rules of Order will be followed in meetings.

ARTICLE VI

BY-LAW AMENDMENTS

- 6.1. All By-Laws and amendments will be approved by a majority vote at the Annual or Special Meetings by the members attending.
- 6.2. Proposed changes to the By-Laws will be published/distributed at least 30 days prior to the vote. Notice at MI-LMSC meetings, at swim meets, and in and on the various communications technology available shall constitute adequate publicity. Proposed amendments may be submitted at any time by any member of MI-LMSC.

ARTICLE VII

CONDITIONS OF COMPETITION

7.1 GENERAL - The conditions of competition in any swimming event and the rules governing it shall be those established by the USMS, or MI-LMSC, where its rules and regulations do not contradict the rules of USMS.

ARTICLE VIII

CHAMPIONSHIPS

8.1 SWIMMING CHAMPIONSHIPS - When conducted, will be held in accordance with the rules of the USMS for conduct of championships.

8.2 ROTATION AWARD SYSTEM - The MI-LMSC State Swimming Championships shall be held at various facility locations in different areas of the state in a rotation that accommodates the majority of members fairly, using the facilities that are best able to hold such a meet.

8.3. METHOD OF GRANTING LOCATION SITE –

8.3.1 A bidder for the state championships shall be provided a bid form by the Sanctions chair.

8.3.2 The bidder shall return that form up to 2 weeks prior to the Annual State Championship Swim Meet, to the President and a copy to the Sanctions Chair and other officers, so that a site may be voted on at the Annual State Championship Swim meet annual meeting.

8.3.3 Acceptance of that bid will be determined by a majority of MI-LMSC swimmers and officers attending the annual membership meeting.

ARTICLE IX

DUES AND FEES

9.1 ATHLETE REGISTRATION - Each member, or swimmer, or MI-LMSC organization on his or her behalf, shall pay the Registrar an annual fee established by MI-LMSC, which includes the insurance and the national USMS fee.

ARTICLE X

HEARINGS, APPEALS AND ATHLETE'S RIGHTS

10.1 ATHLETE'S BILL OF RIGHTS - MI-LMSC, in accordance with the Rules of the USMS, part 4, shall respect and protect the right of every eligible individual to participate in any recognized capacity in any Masters Swimming competition, so long as the competition is conducted in compliance with reasonable, national and applicable requirements.

10.2 REVIEW COMMITTEE - The members of MI-LMSC shall elect a Review Committee at the Annual Meeting in which elections occur; it shall be comprised of at least five current members of MI-LMSC/USMS, with at least three years of participation in MI-LMSC. It shall elect its own Chair; it may conduct hearings with or without an attorney at law, whatever it should deem necessary.

10.3 APPEAL - The decision of the Review Committee will be final, subject only to an appeal to a meeting of the general membership by the applicant, and finally, if deemed necessary to the National Board of Review, by MI-LMSC or the applicant, per Part Four of the current USMS Rule Book..

10.4 NOTICE TO ATHLETE - When a notice and/or decision is mailed to the registered athlete, it should be sufficient to mail the notice to the residence given on the member's application or to a written change of address if submitted..

ARTICLE XI

MISCELLANEOUS

11.1 FISCAL YEAR - The fiscal year of MI-LMSC shall be from November 1, until October 31st of the following year.

11.2 MAILING ADDRESS - MI-LMSC will submit a permanent mailing address for use by USMS

11.3 DISSOLUTION - Upon Dissolution, the net assets of MI-LMSC will not benefit any private individual or corporation, but will be distributed to USMS for educational or charitable purposes, or if USMS is not in existence, or is no longer a 501(C) (3) corporation, such assets will be distributed to a similar non-profit organization, and those funds will be used exclusively for educational or charitable purposes.

Revised April, 29, 2010

POLICIES AND PROCEDURES

Date Presented
Review Date
Approved Date

MICHIGAN MASTERS STATE CHAMPIONSHIP

POLICIES & PROCEDURES

1.0 USMS CLUB MEMBERSHIP

Each registered Masters Swimmer in Michigan can be a member of a club registered with USMS or shall be unattached.

1.1 If the registering swimmer wishes to swim unattached, the Registrar will call any such registrants and confirm that they do wish to swim “unattached”.

1.2 If there is more than one club in Michigan which is registered with USMS, the MI-LMSC swimmer must indicate the name of the club to which the swimmer is a member. If no club name is supplied by the registering swimmer, the Michigan Registrar shall register the swimmer as unattached.

2.0 MASTERS SWIM TEAM AFFILIATION (within the State of Michigan)

2.1 Affiliation with a Masters workout group (local team). Each registered Masters Swimmer in Michigan may be affiliated with one Masters workout group or shall be unaffiliated (not part of any Masters Swim Team). The Michigan Registrar shall maintain records of the Masters workout group affiliation of all registered Michigan Masters Swimmers. Each swimmer may declare an affiliation with a Masters workout Group affiliated with their USMS Club. Swimmers may declare membership in their workout group in two ways. These ways include when registering for the year or at any time except during the “black-out” period, extending 60 days prior to the Annual State Meet Championship.

2.1 .1 Affiliation at Registration - The Michigan Registrar shall add to the registration form a line for the registering swimmer to declare a Masters Swim Workout Group affiliation. During invoicing, this line shall

show the affiliation declared by the swimmer in the past season. If such a past affiliation exists and is not changed by the swimmer, the registering swimmer will remain affiliated with that Masters Swim Workout Group. If no affiliation has been made, the line will be blank. The registering swimmer may declare an affiliation with a workout group when registering. If no affiliation is declared, the swimmer will be registered as unaffiliated with a workout group.

2.1.2 Masters Swim Team Affiliations for the State Meet

Swimmers may swim for the USMS affiliated club for which they are registered at any meet other than the Michigan Masters State Championships. At the State Meet, swimmers may only swim for the Masters workout group Team to which they have declared affiliation before the State Meet entry Meet deadline and cannot change affiliation within the 60 days prior to the State Meet. All swimmers without a declared workout group affiliation shall swim unaffiliated.

3.0 MICHIGAN MASTERS STATE MEET CHAMPIONSHIP COMMITTEE

The Michigan Masters State Swimming Championship (the State Meet) may be managed by a standing coMI-LMSC of the Michigan LMSC. This committee shall be named the Michigan Masters State Meet Championship Committee (the Championship Committee).

3.1 Responsibilities of the Championship Committee

The Championship Committee shall be responsible for:

1. Preparing the State Meet entry booklet in cooperation with the Host Club.
2. Receiving meet entries and preparing the Hy-Tek meet entry database. This work shall include screening entries for correctness and completeness, contacting swimmers for additional information, verifying eligibility of a swimmer to compete for a Masters Swim Team, inputting the entry data into the Hy-Tek meet management software, seeding the meet and selecting the break points for small and large teams. The Championship Committee shall not be responsible for depositing checks nor any other financial matters of the meet. The host club will receive all funds from the entries.
3. Hearing written protests concerning eligibility to swim and membership in a Masters Swim Team during the State Meet. The Championship Committee shall hear all protests except for "wet" rules. All protests involving swimming rules and disqualifications shall remain within the jurisdiction of the meet officials.

3.2 Membership of the Championship Committee

The Michigan Masters State Meet Championship Committee shall normally be comprised of five members. These members shall be the President of Michigan Masters (the President shall be Chairperson of the committee), the Registrar of Michigan Masters, the Sanctions Chairperson of Michigan Masters, one swimmer-at-large appointed by the President of MI-LMSC and a representative of the team hosting the State Meet. The swimmer-at-large and the representative of the host club shall be subject to approval by the elected members of the Championship Committee.

If three members of the Championship Committee are from the same Masters Swim Team, the swimmer-at-large shall be selected from another Masters Swim Team and enough additional swimmers-at-large shall be added so that no Masters Swim Team has a majority of members on the Championship Committee.

3.3 Delegation of Responsibilities to the State Meet Host

The Championship Committee shall complete the work assigned to it at no cost to the team hosting the meet. The Championship Committee may, by majority vote, allow the team hosting the State Meet to complete Tasks 1. and 2. of Section 3.1 if that team can demonstrate expertise in organizing and running a championship meet in an accurate and fair manner.

Date Presented
Review Date
Approved Date

II. MICHIGAN MASTERS SWIMMING LMSC WEBSITE POLICIES & PROCEDURES

1.0 PURPOSE

The Michigan Masters Internet Website shall:

1. Promote Michigan Masters Swimming in line with the present organizational bylaws.
2. Provide a means for Michigan Masters local swim teams to promote themselves, as long as it doesn't conflict with USMS or Michigan Masters Swimming.
3. Provide communication to its members (meet schedules, race applications, meet results, etc.)

2.0 ROLE AND RESPONSIBILITIES

2.1 Appointment by the Michigan Masters LMSC Board:

The Michigan Masters LMSC board will appoint a person to manage the MI-LMSC website and the person shall be called the Webmaster. The Webmaster is not a voting Michigan Masters LMSC board member.

2.2 Webmaster Responsibilities:

1. The Webmaster is responsible to secure a cost effective Internet provider that can be read by Michigan Masters members and potential members.
2. The Webmaster may procure necessary services and software to manage the Website as long as costs remain within the approved budget.
3. The Webmaster shall periodically review any local swim team's website, which is not directly located under the Michigan Masters Website, to ensure that items posted are consistent with USMS and MI-LMSC guidelines.
4. The Webmaster shall investigate all complaints concerning local Michigan Masters swim team Websites and report his/her findings to the Michigan Masters LMSC board for their review.
5. The Webmaster will notify the appropriate Webmaster for national or other LMSC Websites of any discrepancies within their Websites.

3.0 POLICIES

3.1 All content which is posted shall conform to USMS guidelines and be consistent with Michigan Masters policies and procedures.

3.2 Local swim teams links/WebPages:

1. If a local swim team has their own Internet address, if they are in good standing with the Michigan Masters LMSC board, and meet the general intent of USMS and Michigan Masters Swimming, a link will be provided from the MI-LMSC Website.
2. The link to a local team website may be removed after a two (2) business day notice, if the Michigan Masters LMSC board believes that the content is not consistent with the USMS or Michigan Masters

LMSC principles or is considered inappropriate.

3. The Website shall not violate any copyright laws.

Date Presented

Review Date

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III. MICHIGAN MASTERS DELEGATES TO USMS CONVENTION POLICIES AND PROCEDURES

1.0 DELEGATE ENTITLEMENT TO THE USMS CONVENTION

1.1 The Delegates from Michigan Masters LMSC shall be the:

1.1.1 President of Michigan Masters LMSC and the President - Elect of the LMSC.

1.1.2 If either Elected Officer does not wish to attend the convention, the President of Michigan Masters LMSC will appoint a member of the LMSC board to go in their place, with the approval of the LMSC Elected Officers.

1.1.3 If the Delegate Entitlement for Michigan Masters achieves a greater entitlement, the President of Michigan Masters LMSC shall appoint a member of the LMSC board to represent the LMSC with the approval of the board.

1.1.4 If the Delegate Entitlement for Michigan Masters achieve a lesser entitlement only the President of Michigan Masters will represent Michigan Masters or the President can appoint a member of the board to go with the approval of the board.