

## **BY-LAWS OF THE MICHIGAN MASTERS SWIMMING COMMITTEE ARTICLE I**

### **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 Masters Swimming Association, hereinafter called MM.

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

1.3 JURISDICTION - The MM 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 MM and are registered in USMS through the (Michigan) Local Masters Swimming Committee, hereinafter called the LMSC.

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

#### **2.3 RESPONSIBILITIES**

1. Duties and Powers:

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

### **ARTICLE III**

#### **MANAGEMENT**

##### **3.1 MM GENERAL MEMBERSHIP**

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

2. Each Board representative and each officer is 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 MM State Swimming Championships to consider any business relating to Masters Swimming in Michigan and receive reports of the officers and Board.
- b. Special Meetings of the General Membership may be called by the MM Board or by petition of one-third (1/3) of all the members in MM. All meetings are open to registered swimmers.

- c. The General Membership elects officers.
- d. The General Membership may override any action of MM officers by simple majority vote.
- e. The President of MM presides at all General Membership meetings, but may vote only to break a tie.
- f. The President of MM reviews and adopts the annual budget of MM

## **ARTICLE IV**

### **OFFICERS**

#### ***4.1 NUMBER OF OFFICERS***

1. The elected officers are President, President-Elect, Secretary, Treasurer, Registrar, and Sanctions Chair. Only these officers may vote in Board Meetings.
2. The appointed members of the Board of MM are the Records/Top Ten Recorder, Newsletter Editor, Webmaster, 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 MM 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 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. Nominatioins 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 MM website in advance of the Annual Meeting in which elections will 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 MM. 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 MM.
3. Secretary - The Secretary is responsible for recording minutes of meetings, preparing official correspondence, and making reports to MM and USMS.
4. Treasurer - The Treasurer shall receive all monies, and pay all bills approved by the MM. He/She shall maintain all financial records, prepare an annual budget, and make timely reports to the members of the Board and MM.
5. Sanctions Chair - The Sanctions Chair shall assist meet managers in acquiring meet sanctions and

following MM/USMS rules and procedures for meets.

6. Registrar - The Registrar shall be responsible for the registration of members of MM 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 MM 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 MM materials that appear in the newsletter.

3. The Webmaster - Shall be responsible for maintenance and editing of the MM website and for posting MM 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 MM 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 MM will be held concurrently with the MM 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 MMSC or by a petition of one-third (1/3) of the MM membership. A notice of such a meeting will be communicated 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 MM. 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 MM 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 MM.

## **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 by MM, 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 MM 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 available 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 Sanction chair.

8.3.2. The bidder shall return that form before or 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 membership meeting.

8.3.3 Acceptance of the facility bid will be determined by a majority of MM swimmers and officers attending the annual membership meeting.

## **ARTICLE IX**

### **DUES AND FEES**

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

## **ARTICLE X**

### **HEARINGS, APPEALS AND ATHLETE'S RIGHTS**

**10.1 ATHLETE'S BILL OF RIGHTS** - MM, 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** – When necessary, the members of MM shall elect a Review Committee at the Annual Meeting in which elections occur; it shall be comprised of at least five current members of MM/USMS, with at least three years of participation in MM. 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 MM 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 MM shall be from November until October 31 of the following year.

**11.2 MAILING ADDRESS** - MM will submit a permanent mailing address for use by USMS

**11.3 DISSOLUTION** - Upon Dissolution, the net assets of MM 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.

## **POLICIES AND PROCEDURES**

### **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 As long as there is only one club in Michigan which is registered with USMS (Michigan Masters), the Michigan Registrar may type "Michigan Masters" onto the club line of the registration form. If the registering swimmer wishes to swim unattached, that swimmer must scratch out the name "Michigan Masters" and write in "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 Michigan Registrar shall leave the club line blank. The registering swimmer must write in 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)**

A Masters Swim Team shall be defined as a group of swimmers registered with Michigan Masters who form a team for training and/or competition at meets within the State of Michigan. This group cannot be registered as a club within USMS. This group may be composed of both USMS-registered swimmers and non-registered swimmers.

2.1 Affiliation with a Masters Swim Team. Each registered Masters Swimmer in Michigan may be affiliated with one Masters Swim Team or shall be unaffiliated (not part of any Masters Swim Team). The

Michigan Registrar shall maintain records of the Masters Swim Team affiliation of all registered Michigan Masters Swimmers. Each swimmer may declare an affiliation with a Masters Swim Group in two ways. These ways include when registering for the year or at any time except during the “black-out” period before the State Meet.

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 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 Group. If no affiliation has been made, the line will be blank. The registering swimmer may declare an affiliation when registering. If no affiliation is declared, the swimmer will be registered as unaffiliated.

#### 2.1.2 Masters Swim Team Affiliations for the State Meet

MM LMSC Swimmers will swim for their Michigan Masters USMS Club, or unattached, at any meet other than the Michigan Masters State Championships. At the State Meet, swimmers may only swim for the Masters Swim Team to which they have declared affiliation before the State Meet entry Meet deadline and cannot change affiliation until the Monday after the conclusion of the State Meet. All swimmers without a declared 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 committee 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 Michigan Masters 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 MM 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 Michigan Masters 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.

### 3.1.2 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 Michigan Masters Website.
2. The link 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.

### 3.2 The Website shall not violate any copyright laws.

## **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.