

ARTICLE 1 GENERAL

1.1 Objectives – The objectives shall be to promote and develop swimming for the benefit of swimmers of all abilities over the age of eighteen (18) years, in accordance with the standards and under the rules prescribed by the United States Masters Swimming, Inc. (USMS) and this Local Masters Swim Committee (LMSC).

1.2 NAME OF BOUNDARIES – The name of this Committee shall be the Alaska Local Masters Swimming Committee (LMSC). The geographic boundaries of this LMSC shall include: The State of Alaska.

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

ARTICLE 2 MEMBERSHIP

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

2.1 CLASSIFICATION

a) Group members (clubs): Each registering swimmer must specify the club to which he/she belongs on the registration form. As long as there is only one club in Alaska, Alaska Masters Swim Club (AKMS), registered with USMS, the Alaska Registrar shall type “AKMS” in club space of all registering swimmers unless the swimmer specifies “unattached”. If the registering swimmer wishes to swim unattached, that swimmer must specify “unattached” in the club space on the registration form when he/she registers. The Registrar shall contact any such registrants and confirm that they do wish to swim unattached.

In the event that there should be more than one club in the Alaska LMSC registered with USMS, and the club space has been left blank by the registering swimmer, the Registrar shall contact the swimmer to confirm the swimmer’s club affiliation.

b) Individual members: Each individual member who is an athlete, coach, official, administrator or other person who is 1) interested in the purposes or programs of the LMSC; and 2) who has completed the required membership applications and paid the required membership fee to the LMSC which includes the fee to USMS.

2.2 RESPONSIBILITIES

Duties and Powers of Members:

- (a) To elect officers.
- (b) To ratify or rescind policy and programs established by the Board of Directors.
- (c) To amend the By-Laws of the LMSC.

2.3 SWIM GROUP AFFILIATION

a) Definition: A Masters Swim Group shall be defined as a group of swimmers registered with Alaska Masters who form a “team” for training and/or competition at meets within the State of Alaska. This group cannot be registered as a club within USMS. The Alaska Registrar shall maintain records of the Masters Swim Group affiliation of all registered Alaska Masters Swimmers.

b) Affiliation: Each swimmer registered with Alaska Masters may be affiliated with

one Masters Swim Group or shall be unaffiliated (not associated with any Masters Swim Group). 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 Short Course Yards Meet.

.1 Affiliation at Registration: The Alaska Registrar shall add to the registration form a line for the registering swimmer to declare a Masters Swim Group affiliation (space labeled “Club or Unattached”). If 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. Masters Swim Group Affiliations for the State Meet: Swimmers may swim for any Masters Swim Group at any meet other than the Alaska Masters State Short Course Yards Championships. At this State Meet, swimmers may only swim for the Masters Swim Group 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.

ARTICLE 3 MANAGEMENT

3.1 LMSC BOARD OF DIRECTORS

3.1.1. Members – The LMSC Board of Directors shall consist of:

- (a) Each officer of the LMSC.
- (b) The Chairs of standing committees

3.1.2. Powers - The LMSC Board of Directors shall have the duty and powers to act for the LMSC and its members during the interval between membership meetings, except that it may not amend these by-laws. All such actions shall be subject to review/recall at the annual membership meeting. It shall:

- (a) Establish program and policy, subject to ratification by the membership and to lend direction thereto.
- (b) Call regular and special meetings of the Board of Directors.
- (c) Make interim appointments to the Board of Directors as replacements to fill vacancies.
- (d) Appoint, before the end of July, one delegate to the USMS convention and establish a stipend for them.
- (e) Review and adopt the annual budget of the LMSC.
- (f) Call the annual membership meeting before November 15th of each year.

3.1.3. Duties

a) The Chair shall be responsible for the day-to-day management of the business affairs of the LMSC, shall call general meetings and meetings of the Board of Directors as deemed necessary, shall preside at all meetings, shall appoint standing and special committees as necessary, shall appoint USMS convention delegates, all with the advice and consent of the Board of Directors. The Chair shall monitor the activities of the elected directors, offering guidance and support. The Chair shall communicate with the LMSC Group members (clubs) and thereby act as an information conduit between USMS and the LMSC's group and individual members.

- b) The Vice Chair shall have the duties and powers of the Chair in the absence of the Chair, and shall otherwise give support and advice to the Chair.
- c) The Secretary shall take minutes at all LMSC meetings and maintain all LMSC records. The minutes from general meetings shall be communicated to the LMSC chair, the membership and USMS as required.
- d) The Treasurer shall be responsible for preparing the annual budget for review and approval by the Chair and Board of Directors, shall receive all monies and pay all bills approved by the Chair, shall maintain all financial records, and shall make timely reports to the Directors and to the membership.
- e) The Registrar shall register all members, recording name, USMS #, date of birth, address and telephone number (and/or e-mail address) and report this information to the member clubs and to USMS.
- f) The Top Ten Recorder shall record all swims by LMSC members in sanctioned and recognized meets, submit proper pool length verification forms to USMS, prepare a tabulation of such swims for LMSC members, and report to the USMS as required.
- g) The Sanctions Chair shall ensure that USMS Swimming meets with the LMSC are conducted in accordance with USMS regulations, issuing “recognized” or “sanctioned” status, as appropriate; he/she shall process applications for meet and event sanctions, avoiding conflicts with other meets within the LMSC.
- h) The Officials Chair shall govern the training and registration of USMS officials and ensure that appropriate officials function at swim meets in the LMSC.
- i) The Fitness Chair shall plan and encourage fitness events and involvement by all LMSC members, no matter what their swimming ability.
- j) The Coaches Chair shall work with other coaches to develop programs that will enhance the quality of Masters swimming programs and their coaches.
- k) The Webmaster Chair shall maintain the web site; communicate with other Board of Directors and update web information as needed.

All officers and Chairs of committees shall make every effort to promote and support activities and events that will attract and recruit new members and encourage ongoing participation by present members.

ARTICLE 4 OFFICERS

4.1 OFFICERS: The elected officers are Chairperson, Vice Chairperson, Secretary, and Treasurer. Note: The Vice Chair/Secretary may be the same person depending upon availability of interested nominees for each position.

4.2 ELIGIBILITY: Only members of the LMSC are eligible to hold office.

4.3 TERM OF OFFICE – Each officer shall serve for a term of two years, or until a successor is chosen, but he or she is not eligible for re–election to the same office if he or

she has served four successive years therein, unless the general membership agrees.

4.4 NOMINATION – The slate of officers to stand for election will be prepared by a nominations committee, with a minimum of three (3) serving. Their nominations shall be distributed to the membership in writing with the notice of the annual meeting. Additional nominations from the floor will be accepted, but such nominees must have indicated a willingness to serve.

4.5 VOTING: Officers are elected by a majority of votes at the Annual Membership Meeting.

4.6 VACANCIES – Vacancies created for whatever reason in any office may be filled by the Chairperson, with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership. In the event that the office of the Chair is vacated, the Vice Chairperson shall fill the chair position with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership. The position vacated shall be filled by election from the slate of candidates submitted by the nominating committee or nominations from the floor.

ARTICLE 5 MEETINGS

5.1 ANNUAL – The annual meeting of the membership shall be held no later than November 15 of each year. The term of any newly-elected officer shall commence on a date agreed to by the outgoing and incoming officers, but not later than 2 weeks after election.

5.2 SPECIAL – Should the Chairperson fail to call regular membership meetings, or should a special meeting be required, such a meeting may be called at any time upon the request of any three (3) members of the Board of Directors.

5.3 NOTICES

5.3.1. 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.

5.3.2. Information – The notice of a meeting shall contain the time, date, and site. For special meetings, the purpose of such meetings shall be given.

5.3.3. Address – The notice shall be sent to the last address given to the Secretary for each person on the 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 and adoption of minutes.
3. Reports of Officers.
4. Reports of Committees.
5. Unfinished business.
6. Elections where appropriate.
7. New business.
8. Resolutions and Orders.
9. Adjournment.

5.5 QUORUM – A quorum at all membership meetings shall consist of those currently registered AKMS members present and eligible to vote providing there are at least three (3) board members and not less than 10% of the total membership in addition to the board members.

5.6 RULES OF ORDER – At all meetings, the current Robert’s Rules of Order are the procedural rules.

ARTICLE 6 COMMITTEES

6.1 CHAIRPERSON – The Chairpersons of Committees are appointed by the General Chairperson with the advice and consent of the Board of Directors.

6.2 MEMBERSHIP – Members of all committees shall be appointed by the General Chairperson with the advice and consent of the Chair thereof.

ARTICLE 7 CONDITIONS OF COMPETITION

7.1 GENERAL – The conditions of competition in any swimming event within the LMSC, and the rules governing it, shall be those established by USMS or the LMSC, where its rules and regulations are not contrary to the rules of USMS.

CONDUCT OF EVENTS - It is the responsibility of the Sanctions Chair/Committee to supply guidance and all pertinent information regarding conduct of events. Organizing and conducting swimming events are the responsibility of the sponsoring club. Any events sponsored by a non-USMS entity shall have an AKMS board member, or a person appointed by the board, as an observer to ensure that all AKMS and USMS regulations are met.

ARTICLE 8 CHAMPIONSHIPS and RECORDS

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

8.2 AKMS Records – SCY, SCM, and LCM records may be set by swimmers currently registered with Alaska LMSC.

ARTICLE 9 DUES AND FEES

9.1 ATHLETE REGISTRATION – Each member, whether directly to the LMSC or through a member swimming organization, shall pay an annual fee to the Registrar in an amount established annually by the LMSC and USMS. The Registrar shall send an annual membership card directly to that member.

9.2 ENTRY FEES & SURCHARGE - Entry fees and surcharges for AKMS sanctioned and recognized events shall be set and periodically updated, by the Board of Directors.

9.3 SANCTION FEES - Each applicant for a sanctioned or recognized event shall submit, at the time of application, such fees and documents and required by AKMS. In addition to, or in place of, a sanction fee, AKMS Board of Directors may establish a service charge consistent with the nature of the event and which may be a flat fee, a percentage of receipts, or a combination of both.

ARTICLE 10

HEARINGS, APPEALS, AND ATHLETE'S RIGHTS

10.1 ATHLETES BILL OF RIGHTS – The LMSC, in accordance with the rules of the USMS, shall respect and protect the rights 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.

10.2 REVIEW SECTION – The Board of Directors shall appoint a Review Section comprised of no less than five members. Its hearings may be conducted by an attorney at law retained by the Review Section for that purpose. If the attorney is not a member of the USMS, he/she shall have no vote. The Chairperson of the Review Section shall be elected by its membership. A quorum for any hearing conducted by the Review section shall be 50 percent of its membership, but in any event no less than three (3).

10.3 GENERAL JURISDICTION – The Review Section may conduct hearings on any matter affecting USMS and the LMSC and arising solely within the geographical boundaries of the LMSC and involving only members of the LMSC.

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

10.5 NOTICE TO ATHLETES – In each case, where notice is mailed to a registered athlete, it is sufficient to mail the notice addressed to the athlete at the residence given in his or her application for registration; or, if he or she has filed with the registration committee a written notice of change of residence, then at such changed address.

ARTICLE 11

REPORTS AND REMITTANCE

11.1 AUDIT – An audit of the LMSC bank account may be performed each year prior to the Annual Meeting by a committee appointed by the LMSC Chair.

11.2 ANNUAL REPORTS – The Secretary shall forward a copy of the LMSC annual report to the USMS Secretary within thirty (30) days following the annual meeting. The audit of the accounts is to be signed either by a Certified Public Accountant or by three(3) members of the Board of Directors. The Secretary of the USMS shall then forward the audit of the accounts to the Treasurer of USMS for filing.

11.3 MEMBERSHIP REPORTS – The Registration Chairperson or his or her designee shall forward each month to the USMS Registrar a report listing all athletes and clubs, with addresses, who have joined the LMSC and USMS within the prior month. This report shall be accompanied by the appropriate fees.

11.4 GENERAL – The LMSC shall make such other reports and remittances to the USMS as specified in its Code or by the National Board of Directors or Board of Governors. The Chairperson, Secretary, and Treasurer are responsible for ensuring that all required reports and remittances are made.

ARTICLE 12

MISCELLANEOUS

12.1 AMENDMENTS – Any provision of these by-laws not prescribed by USMS

maybe amended at any meeting of the membership of the LMSC by a two-thirds vote of the members voting. At least thirty (30) days notice must be given to every member of any proposed amendment.

12.2 FISCAL YEAR – The fiscal year of the LMSC shall correspond to the calendar year.

12.3 MAILING ADDRESS – The permanent mailing address of the LMSC Chair shall be that of the Chair, who will notify the USMS Executive Secretary in writing. Any change must be sent to the Executive Secretary immediately.

12.4 MAIL VOTE – Any action which may be taken at any regular or special meeting of the Board of Directors, except amendment of these bylaws, may be taken by mail or e-mail, unless a majority of the Directors indicate that a meeting would be preferable. Every director shall be sent a written ballot by mail or e-mail, with a reasonable deadline for its return. Approval requires a majority of the votes cast.

12.5 USA ASSOCIATIONS – Some or all of the administrative functions which are the responsibility of the LMSC may be assigned to the local USA Association under agreement between the LMSC and the Association outlining the nature of the services and the fees to be paid therefore. Such an agreement shall be in accord with general policies and guidelines established by USMS and USA Swimming.

12.6 DISSOLUTION – Upon dissolution, the net assets of the LMSC will not inure to the benefit of any private individual or corporations, but will be distributed to United States Masters Swimming, Inc. to be used exclusively for educational or charitable purposes, or, if United States Masters Swimming, Inc. is not then in existence, or is not then a corporation which is exempt under Section 501 (c) (3) 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 a corporation, to be used exclusively for educational or charitable purposes.