

The Bylaws of the San Diego-Imperial Local Masters Swimming Committee (SI LMSC) were adopted by the SI LMSC on 10/20/1983, at which time all previous Bylaws were rescinded. This 02/26/12 edition includes amendments proposed for change at the regularly called meeting of SI LMSC members on March 25, 2012, for the purpose of amending the SI LMSC bylaws for housekeeping and clarity purposes and pursuant to changes outlined in the USMS LMSC Standards document.

SAN DIEGO-IMPERIAL LOCAL MASTERS SWIMMING COMMITTEE BYLAWS

ARTICLE 1

- 1.1 NAME AND BOUNDARIES - The name of this Committee shall be the San Diego-Imperial Local Masters Swimming Committee (hereafter known as SI LMSC), a not for profit public benefit association. The national two-letter designation is "SI," the national two number designation is "44," and the local three letter designation is "SDI." This LMSC shall include all of San Diego County and Imperial County in California.
- 1.2 JURISDICTION - The SI LMSC shall have jurisdiction delegated to it by United States Masters Swimming, Inc. (hereafter known as USMS) over the sport of masters swimming.
- 1.3 OBJECTIVES - the objectives shall be to promote and develop swimming for the benefit of masters swimmers of all abilities aged eighteen (18) and over in accordance with the goals, objectives, rules, and standards prescribed by United States Masters Swimming, Inc. and by the San Diego-Imperial Local Masters Swimming Committee.

ARTICLE 2 - MEMBERSHIP

2.1 The SI LMSC membership shall consist of the following:

1. Group members:

- a. Those swimming organizations which are club members registered with USMS through the SI LMSC, which are members in good standing with the SI LMSC, and which have athletes registered to represent the organization in the sport of masters swimming.
- b. Those organizations which are members registered with USMS through the SI LMSC and which conduct a program in masters swimming or are composed of persons joined together in support of masters swimming or some aspect of it.
- c. Each group member shall appoint a USMS-registered director to the SI LMSC Board of Directors. This appointment shall be in writing and shall be certified by the Chief Executive Officer, Secretary, or designated representative of the appointing group member. The appointing group member may withdraw its director by written notice addressed to the SI LMSC Secretary and signed by the group member's Chief Executive, Secretary, or designated representative. The group member may then substitute a new director by sending a notice to the SI LMSC Secretary.

2. Individuals members:

- a. Each individual
 1. who is an athlete, coach, official, administrator, or other person;
 2. who is interested in the purposes or programs of the SI LMSC;
 3. who registers with USMS through the SI LMSC by completing the required membership application and paying the required membership fee (including both the fee to SI LMSC and the fee to USMS).
- b. Each individual member shall receive or be able to download a USMS membership card certifying membership and may attend all general meetings of the SI LMSC.

2.2 RESPONSIBILITIES:

1. Duties and Powers of Members:

- a. To ratify or rescind policy and programs established by the Board of Directors
- b. To amend the Bylaws of the SI LMSC

ARTICLE 3 - MANAGEMENT

3.1 SI LMSC BOARD OF DIRECTORS:

1. Members – the SI LMSC Board of Directors shall consist of:
 - a. Each officer of the SI LMSC
 - b. A USMS-registered director(s) from each group member currently in good standing
 1. Each group member with fifty (50) or fewer USMS-registered members shall be entitled to one (1) director. Group members shall be entitled to one (1) director for each fifty (50) additional USMS-registered members (i.e. those with 51-100 USMS-registered members shall be entitled to two (2) directors, etc.).
 2. Each director shall be entitled to one vote.
 3. Each group member director shall be certified to the Board of Directors in writing by the Chief Executive Officer, Secretary, or designated representative of that group member.
 - c. An "at large" USMS-registered director for every fifty (50) "unattached" swimmers
 1. The "at large" director(s) shall be appointed by the Board. An "unattached" member is defined as a member who is registered with USMS through the SI LMSC and who has no affiliation with any USMS member club or organization which is registered with USMS through the SI LMSC.
 2. Each director shall be entitled to one vote.
 3. Each "at large" director shall be certified in writing by the Board to itself.
 - d. The Board appointed legal advisor, top ten recorder, sanction advisor, officials advisor, webmaster, communications advisor, coach representative, and SI LMSC delegate(s) to the USMS convention, all of whom must be USMS-registered members.
 1. Each director shall be entitled to one vote. A member may hold more than one appointed director position.
 2. Each appointed director shall be certified in writing by the Board to itself.
 3. The duties of the appointed positions shall be defined in an SI LMSC policy document.
2. Duties and Powers - The SI LMSC Board of Directors shall act for the SI LMSC and its members during the interval between membership meetings, subject to the approval and ratification of the membership, except that it cannot amend these Bylaws. The Board shall have the power and the duty to do the following:
 - a. Establish program and policy, subject to the ratification by the membership, and manage or supervise program and policy
 - b. Establish the Review Section
 - c. Review and adopt the annual budget of the SI LMSC and file the appropriate financial statements and IRS documents.
 - d. Call regular and special meetings of the SI LMSC Board of Directors.

ARTICLE 4 - OFFICERS

- 4.1 OFFICERS - The officers appointed or elected by the Board of Directors include the General Chair, Vice Chair, Secretary, and Treasurer. The Registrar (Membership Secretary) shall be appointed to office.
- 4.2 ELIGIBILITY - Only members of USMS who are registered through the SI LMSC are eligible to hold office. One member may hold more than one office, except the Registrar and Treasurer must be separate individuals.
- 4.3 TERM OF OFFICE – Each officer elected or appointed in odd-numbered years at the annual Board of Directors meeting (see 5.1 Annual Meeting) shall serve a term beginning the following January 1 which lasts two years or until the officer's successor is chosen. Each officer shall serve for a period of time to be determined by the Board of Directors.
- 4.4 NOMINATION - The slate of officers to stand for election or appointment shall be prepared from nominations made by the Board of Directors prior to the annual Board of Directors meeting. Nominees shall be Board Members and shall verify to the Board that they are interested in seeking the offices for which they have been nominated.

4.5 DUTIES - The duties of the officers are the following:

1. General Chair - shall be responsible for the day-to-day management of the business affairs of the SI LMSC, shall call meetings when and where deemed necessary, shall preside at all meetings, and, with the advice and consent of the Board, shall appoint those committee chairs not elected by the Board for standing and special committees necessary to fulfill the duties and responsibilities of the SI LMSC.
2. Vice Chair - shall assist the General Chair and carry out the General Chair's duties in the General Chair's absence.
3. Secretary - shall be responsible for keeping records of all meetings, preparing official correspondence, issuing meeting notices and minutes of meetings, and making reports required by USMS.
4. Treasurer - shall be responsible for preparing the annual budget for review and approval by the Chairman and the Board of Directors, shall receive all of the monies and pay all of the bills approved by the Board of Directors or authorized in a budget approved by the Board of Directors, and shall be responsible for maintaining all financial records and for making quarterly reports to the Board of Directors.
5. Registrar or Membership Secretary - shall be responsible for overseeing the registration of members.
6. Additional duties may be assigned to the SI LMSC officers by the Board of Directors.

4.6 VACANCIES - Vacancies in any office of the SI LMSC Board of Directors, caused by death, resignation, or otherwise, may be filled for the unexpired term by the Board of Directors at any meeting of the Board of Directors.

ARTICLE 5 - MEETINGS

5.1 ANNUAL - The annual membership meeting shall be held no later than December 31. In odd-numbered years, the annual Board of Directors meeting shall be held no later than December 31 in order to elect or appoint new officers and to appoint directors per Article 3.1.1.d. In even-numbered years, the annual Board of Directors meeting shall take place at any time during the year.

5.2 GENERAL MEETINGS - Quarterly general membership meetings should be scheduled each year with follow-up monthly meetings whenever necessary. A minimum of two (2) meetings per year is required.

5.3 SPECIAL - Should the Chair fail to call regular membership meetings or should a special membership meeting be required, a special meeting may be called at any time upon the request of any two (2) members of the Board of Directors.

5.4 NOTICES

1. Time - Not less than fifteen (15) days notice shall be given by the SI LMSC Secretary for any annual, general, or special meeting of the membership or of the Board of Directors. This notice shall be posted on the SI LMSC web site, posted or announced at the SI-sanctioned swimming meet which immediately precedes the meeting, announced in any SI LMSC newsletter(s) preceding the meeting, or announced at the preceding meeting.
2. Information - The notice of a meeting shall contain the time, date, and site. For each special meeting, the purpose(s) of the meeting shall also be given.
3. Address - Each member of the Board of Directors shall be notified of the meeting by the SI LMSC Secretary either electronically via email or posting on the SI LMSC web site, verbally, or in writing with a notice sent via regular mail to the address most recently recorded for the member.

5.5 ORDER OF BUSINESS - At all membership and Board of Directors meetings, the following shall be 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 where appropriate
7. New business

- 8. Resolutions and Orders
- 9. Adjournment
- 5.6 QUORUM - A quorum at all meetings shall consist of those present and eligible to vote, provided that proper notice of the meeting has been given.
- 5.7 RULES OF ORDER - At all meetings, the current "Robert's Rules of Order" shall be the procedural rules.

ARTICLE 6 - COMMITTEES

- 6.1 COMMITTEE CHAIR - The Chair of each Committees shall be appointed by the General Chair with the advice and consent of the SI LMSC Board of Directors.
- 6.2 MEMBERSHIP - Members of each committee shall be appointed by the Committee Chair with the advice and consent of the General Chair of the SI LMSC.

ARTICLE 7 - CONDITIONS OF COMPETITION

- 7.1 GENERAL - The current USMS rules and regulations as outlined in the "United States Masters Swimming Code of Regulations and Rules of Competition" shall be the rules and regulations used to govern masters swimming competitions. The rules and regulations guarantee uniform and fair standards and ensure fair and equal conditions during swim events. Article 108 must be followed when officiating swimmers with a disability. These rules and conditions can be augmented by the SI LMSC provided that the SI LMSC rules and regulations are not contrary to those of USMS.

ARTICLE 8 - CHAMPIONSHIPS

- 8.1 GENERAL - When swimming championships are conducted, they shall be in accordance with the USMS rules for conduct of championships as described in the United States Masters Swimming Code of Regulations and Rules of Competition.

ARTICLE 9 - DUES AND FEES

- 9.1 MEMBER REGISTRATION - Each member, or each swimming organization on the member's behalf, shall pay an annual registration (or membership) fee established by the SI LMSC. This fee shall include the national USMS fee and the SI LMSC fee for operating costs.

ARTICLE 10 - REPORTS AND REMITTANCE

- 10.1 ANNUAL REPORTS - The SI LMSC Secretary or Chair or Treasurer shall forward the following documents to the USMS National Office no later than four (4) months following the end of the SI LMSC financial year: 1) the minutes of the SI LMSC annual meeting and 2) the annual SI LMSC financial statements including at least an income and a balance sheet. An annual internal review of the SI LMSC records and finances shall be performed and shall be reviewed by the SI LMSC Treasurer and at least one other Executive Officer. The proper financial form or electronic version shall be filed with the IRS in a timely manner.
- 10.2 REMITTANCE - Each month the Treasurer shall verify the accuracy of the Monthly Transmittal Report, Statement, and Credit/Debit Memo (three documents) received from USMS against the national registration database. If the figures are in order and if funds are due to USMS, then the Treasurer shall transmit the appropriate fees to the USMS National Office in a timely manner. If funds are due to the SI LMSC from USMS, then the Treasurer shall deposit the check received from USMS in a timely manner. Fund transmission shall comply with current registration process and policy.
- 10.3 GENERAL - The SI LMSC shall make other reports and remittances to USMS as specified in the USMS Code or by the USMS Board of Directors. The SI General Chair, Vice Chair, Secretary, Registrar (Membership Secretary) and Treasurer shall comprise the SI LMSC Executive Board and shall be responsible for ensuring that all required reports and remittances are made.

ARTICLE 11 – MEMBERS' RIGHTS, GRIEVANCE PROCEDURES, AND REVIEW SECTION

- 11.1 MEMBERS' BILL OF RIGHTS – The SI LMSC, in accordance with the rules of USMS, shall respect and protect the right of every eligible individual to participate in any Masters swimming competition, providing such competition is conducted in compliance with reasonable local, national, and applicable international requirements.
- 11.2 GRIEVANCE PROCEDURES – When it has been determined that a grievance procedure for intra-LMSC disputes is needed to implement the policies of USMS as expressed in the United States Masters Swimming Code of Regulations and Rules of Competition concerning member rights and standards of conduct under Article 402 thereof, the SI LMSC shall use the written

grievance procedure as stated in the USMS Guide to Operations.

- 11.3 REVIEW SECTION - When necessary, the SI LMSC Board of Directors shall appoint a Review Section comprised of no less than five (5) members. The Review Section may conduct hearings on any matter affecting USMS and the SI LMSC which arises solely within the SI LMSC geographical boundaries and which involves only SI LMSC members. The Review Section hearings may be conducted by an attorney-at-law who is retained by the Review Section. If the attorney is not a member of USMS, then the attorney shall have no vote. The Chair of the Review Section shall be elected by the Review Section members. A quorum for any hearing conducted by the Review Section shall be fifty (50) percent of the Review Section members, but in any event, no less than three (3) members. The decision of the Review Section may be subject to appeal by the applicant to the SI LMSC Board of Directors and, thereafter, to appeal by the applicant to the USMS National Board of Review for final determination.
- 11.4 NOTICE TO MEMBERS - In each case in which a notice is mailed to a registered member, it is sufficient to address the notice to the member and mail it to the address listed in the USMS membership database. If a change-of-address has been filed with the LMSC registrar or national registration database, then the notice shall be sent to that address.

ARTICLE 12 - MISCELLANEOUS

- 12.1 AMENDMENTS - Any provision of these Bylaws not prescribed by USMS may be amended at any SI LMSC membership meeting by a two-thirds vote of the members present at the meeting. At least fifteen (15) days notice shall be given of any proposed amendment. This notice shall be posted on the SI LMSC web site. Every effort shall be made to post or announce the notice at the SI-sanctioned swimming meet which immediately precedes the meeting and/or in any newsletter(s) preceding the meeting.
- 12.2 FISCAL YEAR - The fiscal year of the SI LMSC shall correspond to the fiscal year of USMS.
- 12.3 MAILING ADDRESS - The SI LMSC shall submit a permanent mailing address for use by the USMS National Office.
- 12.4 MAIL or ELECTRONIC VOTE - Except for the amendment of the SI LMSC Bylaws, any action which can be taken at a regular or special membership or Board of Directors meeting may be taken without a meeting. If an action is to be taken without a meeting, the SI LMSC Secretary shall distribute a written or electronic ballot to every member entitled to vote on the matter. The ballot shall set forth proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the SI LMSC Secretary. Approval by written ballot shall be valid only when the number of votes cast by ballot within the designated time period constitutes a majority of the votes entitled to be cast.
- 12.5 ADMINISTRATION - Some or all of the administrative functions which are the responsibility of the SI LMSC may be assigned to an office or organization under an agreement between the SI LMSC and the office or organization. This agreement shall outline the nature of the services and the fees associated with those services and shall be in accord with general policies and guidelines established by USMS.
- 12.6 DISSOLUTION - Upon dissolution of the SI LMSC, the net assets of the LMSC will not inure to the benefit of any private individual, corporation, organization, or association. These net assets will be distributed to United States Masters Swimming, Inc. to be used exclusively for educational or charitable purposes. At that time, if USMS is not in existence or if it is not a corporation which is exempt under Section 501(c)(3) of the US Internal Revenue Code and to which contributions, bequests, and gifts are deductible under Section 170(c)(2), 2055(a)(2), and 2522(a)(2), then the net assets of the LMSC shall be distributed to a corporation which is exempt under Section 501(c)(3) of the US Internal Revenue Code and to which contributions, bequests, and gifts are deductible under Section 170(c)(2), 2055(a)(2), and 2522(a)(2). These assets are to be used exclusively for educational or charitable purposes.
- 12.7 APPOINTMENT OF DELEGATES TO THE USMS HOUSE OF DELEGATES – SI LMSC Delegate(s) to the USMS House of Delegates shall be appointed by the SI LMSC Board of Directors from a list of nominees suggested by the SI LMSC general members and by the SI LMSC Board of Directors and from a list of SI LMSC members currently serving on USMS Committees, as USMS Officers, and/or as USMS Special Appointees and Liaisons. The appointment of SI LMSC delegate(s) should occur no later than the end of April. Delegates may be selected by a general membership vote if the Board decides to do so.

Adopted 11/20/1983, Approval Voted 11/20/1983 at the Annual Meeting of the Pacific Southwest Association (now known as the San Diego-Imperial Local Masters Swimming Committee)

Amended	Late 1986	Amended Version #1	Amended	05/21/1989	Amended Version #5 Approved 05/21/89
Amended	1987	Amended Version #2 ("1986/1987 revision")	Amended	03/19/1998	Housekeeping Amendment Ver.#6 Approved
Amended	10/20/1988	Amended Version #3A SI LMSC BYLAWS	Amended	06/13/1999	Amended Version #7 Approved 07/17/99
Amended	02/1989	Amended Version #3B SI LMSC BYLAW89	Amended	08/25/2002	Amended Version #8 Approval 09/22/02
Amended	04/23/1989	Amended Version #4 BYLAWS89.SI4	Amended	01/05/2003	Amended Version #9 Approved 03/09/03

Amended 06/04/2007 Amended Version #10A Approved 06/11/07
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