

BYLAWS OF THE POTOMAC VALLEY LOCAL MASTERS SWIMMING COMMITTEE

ARTICLE 1: Organization of the Potomac Valley Masters Swimming Program

1.1 Objectives, Territory, and Jurisdiction

1.1.1 Objectives:

The objective shall be to promote and develop competitive and fitness swimming for the benefit of adult swimmers of all abilities, in accordance with the standards and under the rules prescribed by United States Masters Swimming, Inc. (USMS), and the Potomac Valley Local Masters Swimming Committee (PVLMSC).

1.1.2 Territory:

The territory of the PVLMSC includes all territory within the District of Columbia, Counties of Montgomery and Prince George's in the State of Maryland, and Counties of Arlington and Fairfax and cities of Alexandria, Fairfax and Falls Church in the Commonwealth of Virginia.

1.1.3 Jurisdiction:

The PVLMSC has jurisdiction over the sport of masters competitive swimming as has been delegated to it by USMS.

1.2 Membership

1.2.1 Classes of Membership

1.2.1.1 Individual:

Individual members include athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of the PVLMSC. On joining PVLMSC, these individuals will receive a membership card that certifies their membership, and may attend all meetings of the PVLMSC with voice but not vote.

1.2.1.2 Club:

Club members include those swim organizations that have registered as club members of the PVLMSC and who have athletes registered to represent said organizations in the sport of Masters swimming. A minimum of four members is required to create a club. Each club may appoint voting delegates to the PVLMSC as provided in Bylaw 1.3.1.3.

1.2.2 Responsibilities of Membership

1.2.2.1 Individual:

Individual members shall become cognizant of the objectives, rules, and policies of PVLMSC and USMS and shall abide by these rules, objectives, and policies.

1.2.2.2 Club:

A. Club members shall endeavor to inform their athlete members of the rules, objectives, and policies of PVLMSC and USMS.

B. Club members shall appoint a voting delegate/s to the PVLMSC as provided in Bylaw 1.3.1.3. If a club does not send a delegate to at least one PVLMSC board meeting in a calendar year, that club shall have its club membership dues doubled for the following year.

C. Club members shall designate a representative to receive meet announcements and other specialized publications such as rule books, etc.

D. Any income derived by a club member from the promotion of masters swimming by PVLMSC members should be used for the further promotion of swimming.

1.3 Board of Directors

1.3.1 Membership:

The membership of the Board of Directors of PVLMSC shall consist of the officers, the chairs of standing committees, and of club delegates.

1.3.1.1 Officers:

The officers of PVLMSC shall consist of the Chair, Secretary, Treasurer, and may include a Vice Chair at the discretion of the Board. Each officer serves a term of two years or until a successor is selected. Officers are elected at a general meeting of the PVLMSC held no later than December 1 of odd-numbered years. No officer may serve more than two consecutive terms in the same office. No person may concurrently hold more than one such office. Appointments to fill vacancies created by unexpired terms may be made at the discretion of the officers.

1.3.1.1.1 Duties of the Chair:

The Chair calls meetings when and where deemed necessary, presides at all meetings, and appoints committee chairs for standing and ad hoc committees as necessary to fulfill the duties and responsibilities of the PVLMSC, with the advice and consent of the Board of Directors.

1.3.1.1.2 Duties of the Vice Chair:

The Vice Chair has duties as assigned to him/her by the Chair and has all the powers and performs the duties of the Chair if he/she is unable or incapable of performing such duties.

1.3.1.1.3 Duties of the Secretary:

The secretary is responsible for keeping a record of all meetings, conducting official correspondence, issuing meeting notices and copies of the minutes to the Board of Directors, and making such reports to the national office as required by USMS rules.

1.3.1.1.4 Duties of the Treasurer:

The treasurer receives all the monies and bills approved by the Board of Directors. The Treasurer is responsible for maintaining all financial records (including bank and checking records), making timely reports to the Board of Directors; assisting the PVLMSC Chair in the preparation of the annual budget, providing for an annual review of the financial records, and approving all expenditures in excess of \$100 that do not appear on the annual budget. The Treasurer shall also maintain an inventory of significant supplies held by members, but owned by PVLMSC.

1.3.1.2 Standing Committees:

The standing committees of PVLMSC may include the Registration, Sanctions, Top Ten/Records, Publicity/Newsletter, Awards, and Officials Committees. All committee chairs shall be appointed by the PVLMSC Chair as necessary and appropriate. Members of each committee shall be appointed by the chair of that committee as necessary and appropriate. Ad hoc committees may be appointed at the discretion of the PVLMSC Chair.

1.3.1.2.1 Registration Committee:

The Registration Committee shall process individual and club applications for membership in PVLMSC/USMS; keep accurate records of said individual and club registrations; and make such reports to the USMS Registration chair and/or Registrar as are required by USMS rules. The Registrar shall receive compensation (rate set by the PVLMSC Board) on a per swimmer basis upon the conclusion of the registration year.

1.3.1.2.2 Sanctions Committee:

The Sanctions Committee shall oversee the competitive swimming program to insure that PVLMSC program offerings are consistent with USMS and PVLMSC objectives, rules, and policies; process applications for meet and event sanctions; process referee's and financial reports from sanctioned competitions and events; keep accurate records of said sanctions and reports; develop and schedule the meet program; promote competent officiating; make suggestions for projects and priorities to the Board of Directors; and develop long-range plans for the PVLMSC programs. It is the responsibility of the Sanctions Committee to set up the meet schedule so that PV meets do not conflict with each other.

1.3.1.2.3 Top Ten/Records Committee:

The Top Ten/Records Committee shall maintain PV masters swimming records; and review PVLMSC meet results and prepare lists of swimmers for National Top Ten consideration.

1.3.1.2.4 Publicity/Newsletter:

The Publicity/Newsletter Committee shall publicize PVLMSC sanctioned meets and other PVLMSC activities through the Internet, local newspapers, radio and television stations. The committee shall publish a PVLMSC newsletter four times per year.

1.3.1.2.5 Awards Committee:

The Awards Committee shall develop criteria for the selection of outstanding swimmers each year; nominate outstanding swimmers for recognition of PVLMSC each year; nominate names of contributors to the PVLMSC program for recognition each year; and select and order medals, ribbons, trophies, patches, etc. for PVLMSC sponsored meets.

1.3.1.2.6 Officials Committee:

The Officials Committee shall compile, maintain, and make available a listing of all certified officials.

1.3.1.3 Club Representatives:

Each registered club member is entitled to one voting delegate to the PVLMSC Board of Directors. A club will be entitled to an additional voting delegate for every 50 registered swimmers at the conclusion of the previous registration year.

1.3.2 Meetings of the Board of Directors

1.3.2.1 Annual Meeting:

The annual meeting of the Board of Directors shall be held no later than December 1 of each year for the purpose of elections, with new officers' terms beginning January 1 of the succeeding year.

1.3.2.2 Special Meetings:

Special meetings may be called upon the request of any two officers, should the Chair fail to call regular meetings or should special meetings be required.

1.3.2.3 Notices:

Notices of meetings shall contain the time, date, and site. Notices shall be mailed not less than fifteen days prior to the date of the meeting, and shall be mailed to the address last given to the Registrar by each member of the Board of Directors.

1.3.2.4 Order of Business:

At all meetings of the Board of Directors the order of business shall be:

- (1) Roll call
- (2) Reading, correction, and adoption of minutes
- (3) Reports of officers
- (4) Reports of committee chairs
- (5) Unfinished business
- (6) Elections when appropriate
- (7) New business
- (8) Resolutions and orders
- (9) Adjournment

1.3.2.5 Quorum:

Quorum at all meetings shall consist of one-half of the officers and standing committee chairs.

1.3.2.6 Rules of Order:

It is recommended that the current Roberts Rules of Order shall be the procedural rules.

ARTICLE 2: Rules and Policies of Potomac Valley Masters Swimming

2.1 Registration:

2.1.1 Individual Member Registrations

- A. Registration is required prior to participation in any PVLMSC or USMS sanctioned competition. Proof of registration will be required at PVLMSC-sanctioned competitions.
- B. A swimmer's USMS registration card must list him as either being affiliated with a currently registered Potomac Valley USMS club or as being unattached in PVLMSC.
- C. Registration of individual athlete members shall conform with the age groups currently recognized by USMS.
- D. Registration in the Potomac Valley LMSC is required of all members of the Board of Directors.

2.1.2 Club Registrations:

- A. Clubs entering as teams in PVLMSC competitions must be current members of USMS in good standing. If the club does not hold a USMS club membership, then its swimmers, even though they may be individual members of USMS, must swim unattached, and any points scored by them may not be counted toward a team total.
- B. Club registration is required for a club to have a voting delegate/s on the PVLMSC Board of Directors.

2.2 Rules and Procedures for the Conduct of Swimming Events

2.2.1 Sanctions

- 2.2.1.1 All official masters swimming events held within the territorial limits of the PVLMSC must be sanctioned or approved, including meets, clinics, swim-a-thons, or exhibitions.
- 2.2.1.2 Conduct of sanctioned/approved events must be in strict compliance with applicable administrative and technical rules of USMS, Inc. as specified in the current versions of United States Masters Swimming Rules and Local Masters Swimming Committee Information Packet.
- 2.2.1.3 It is the responsibility of the Sanctions Committee to supply guidance and all pertinent information regarding the conduct of events to the PVLMSC member clubs. Organizing and conducting swimming events are the responsibility of the sponsoring club.
- 2.2.1.4 Sanction fees will be set and periodically updated by the PVLMSC Board of Directors.

- 2.2.1.5 Applications for sanctions may be obtained from and should be submitted to the chair of the Sanctions Committee.
- 2.2.1.6 Meets sanctioned by the PVLMSC will be open to all swimmers who are eligible to swim in USMS sanctioned competitions.
- 2.2.1.7 The PVLMSC Board reserves the right to double the sanction fee for a club requesting a sanction following a compliance issue.

2.3 PVLMSC Records

- 2.3.1 PVLMSC shall compile local top ten lists for Short Course Yards, Short Course Meters, Long Course Meters, and Long Distance for times achieved in PVLMSC sanctioned meets and submit the lists to National Top 10 in accordance with USMS guidelines.
- 2.3.2 Meet Directors are urged to maintain meet records for their meets.

2.4 PVLMSC Awards

Individuals or groups who contribute substantially to the success of the PVLMSC program will be recognized with a PVLMSC award when appropriate.

ARTICLE 3: Miscellaneous

3.1 Amendments to the PVLMSC Bylaws

- 3.1.1 The Bylaws of the PVLMSC may be amended at any legal meeting by an affirmative vote of a simple majority of the Board of Directors.
- 3.1.2 Any provisions of the Bylaws of the PVLMSC that conflict with USMS rules and regulations shall be considered null and void.

3.2 Proxy Voting:

Any member of the PVLMSC Board of Directors may request representation by proxy at any legal meeting.

- 3.2.1 Such requests must be made in writing to an officer of the PVLMSC, and must be presented at the time of Roll Call.
- 3.2.2 Proxies must be registered PVLMSC members.

Adopted: 1981? (we need to get the date these bylaws were adopted)

Amended: August 1989

Amended: February 14, 1993

Amended: October 29, 2006