

**Bylaws of the Allegheny Mountain Local Masters Swim Committee
(AM LMSC)**

Approved: February __28__, 2022

Article I: General

Section 1.1. Statement of Purpose; Goals; Objectives. The purpose of the Allegheny Mountain Local Masters Swim Committee (“AM LMSC”) shall be to govern and administer masters swimming in the Great Lakes Zone as defined by United States Masters Swimming, Inc. (“USMS”). As an affiliated entity with USMS known as a Local Masters Swimming Committee (“LMSC”), all masters swimmers of AM LMSC shall be registered with USMS and shall be subject to the rules and regulations of USMS in its Rule Book. AM LMSC’s goals and objectives include: servicing, education and building their membership through enhancing fellowship and camaraderie among Masters swimming; encouraging and promoting improved physical fitness and health in adults; offering adults the opportunity to participate in a lifelong fitness and/or competitive swimming program; encouraging organizations and communities to establish and sponsor Masters swimming programs; and, stimulating research in the sociology, psychology and physiology of Masters swimming.

Section 1.2. Boundaries; Jurisdiction. The territory of AM LMSC shall be defined in Article 502.6 and Appendix D of the USMS Rule Book. AM LMSC has jurisdiction over the sport of masters swimming as has been delegated to it by USMS. AM LMSC shall govern, administer and promote masters swimming as a non-profit committee of USMS. AM LMSC agrees to act and operate exclusively in a manner that qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended.

Article II: Membership

Section 2.1. Classes of Members. AM LMSC shall have two classes of members: Individual Members and Club Members (collectively the “Members”).

Section 2.2. Club Members. A Club Member is a group that registers with USMS through an LMSC and is an organization or group of permanent character that is a member of USMS, registered through LMSC, and actively promotes and/or participates in masters swimming. Club Members shall become cognizant of the objectives and policies of AM LMSC and USMS and shall abide by these rules, objectives and policies. They shall have the powers and duties to: inform their athlete members of the rules, objectives and policies of the AM LMSC and USMS; to appoint a voting delegate(s) to the AM LMSC Board of Directors as provided in the bylaws in Article III; and, to designate a Club Representative to receive meet announcements.

Section 2.2 Individual Members. Individual Members of AM LMSC are those persons who pay the requisite annual membership dues, and designate the AM LMSC and who have current USMS registration cards and numbers. Individual Members shall become cognizant of the objectives and policies of AM LMSC and USMS and shall abide by same. Individual Members shall have the privilege to elect Officers and the Board of Directors; to review/recall policy or programs established by the Officers and Board of Directors; and, to propose amendments to the AM LMSC bylaws through the proper process.

Article III. Board of Directors

Section 3.1. Board Membership. The Board of Directors shall consist of the Officers, Board of Directors Positions, and Club Delegates of AM LMSC. Each board member has one vote at AM LMSC meetings. Attending and reporting at AM LMSC Board of Directors meetings is required. Members of the Board of Directors are elected at a general meeting of the AM LMSC held by February 28 of odd numbered years. Only members in good standing of the AM LMSC are eligible to be on the Board of Directors.

Section 3.2. Nominating Committee. There shall be a nominating committee chair appointed by the Chair of AM LMSC. The nominating committee shall be selected from among the Club Delegates and shall be responsible for nominating a slate of Officers for each biennial election. The nominating committee shall present its slate of candidates to the general membership through the Club Delegates thirty days before elections. The nominating committee chair shall be the Vice Chair and an ex-officio member of the Board of Directors.

Section 3.3. Elections. Nomination of Officers shall be by the nominating committee. The AM LMSC Board of Directors shall accept nominations from the floor at the biennial election meeting. No person shall be a candidate for office unless he or she is a member of AM LMSC in good standing and unless he or she consents to stand for election. With an election to fill a vacancy, nominations and elections shall be held by the Board of Directors and the person selected to fill the vacancy shall hold office until the next scheduled election.

Section 3.4. Board of Directors Officers. The AM LMSC Officers consist of the Chair, Vice Chair, Secretary, Treasurer and collectively comprise the Executive Committee. Each Officer serves a term of two years or until a successor is selected. Officers are elected at a general meeting of AM LMSC held on or by February 28. Elections should take place in two rounds: Chair and Secretary are elected on odd or even years; Vice Chair and Treasurer are elected on an opposing year to that.

Section 3.5. Board of Director Positions. The Board of Director Positions consist of the , Membership Services, Top Ten Recorder, Sanctions Chair, Officials Chair, Webmaster/Communications Chair, Fitness, Open Water, Safety, and Coaches Chair. Each Board of Director Position serves a term of two years or until a successor is selected. Board Positions are elected at a general meeting of AM LMSC held by February 28 of even numbered years.

Section 3.6. Appointed Positions. AM LMSC Appointed Positions have a voice but not vote at AM LMSC Meetings. Appointed Positions are appointed by the Chair. They are expected to attend and report at all AM LMSC Board of Director Meetings. Appointed positions can include but are not limited to: Senior/PA State Games Liaison, Awards Banquet and LMSC Club Development.

Section 3.7. Club Delegates. Each registered Club Member is entitled to one voting delegate to the AM LMSC Board of Directors. If the Club Member has over 50 registered masters swimmers, it may have a second voting delegate, and if over 100 registered masters swimmers, it may have a third voting delegate.

Section 3.8. Adoption of Rules and Regulations. The Board of Directors may adopt rules, handbooks, manuals, regulations and policies such as the Policy Handbook to the extent not inconsistent with the express provisions of these Bylaws. The codifications of such promulgations shall be provided to Members by posting the same on AM LMSC's website, besides a copy of these Bylaws.

Section 3.9. Responsibilities of the Board of Directors. The AM LMSC Board of Directors shall have the duty and powers to act for AM LMSC and its members during the interval between membership meetings. All such actions shall be subject to review/recall at the annual membership meeting. The Board of Directors shall have the duty to: establish programs and policy consistent with the USMS and AM LMSC Mission, Goals, Objectives, and Values; to review and adopt the annual budget of AM LMSC; to call regular and special meetings of the AM LMSC Board of Directors; to call the annual membership meeting to be held by February 28th of each year; to oversee all USMS recognized/sanctioned swimming events within AM LMSC. No contract, debt, or obligation shall be binding unless contracted with the authority of the Board of Directors, except for actions by the Executive Committee in amounts authorized herein or by the Board of Directors. Each member of the Board of Directors shall have the responsibility and duty to attend 75% of all meetings.

Article IV: Committees

Section 4.1. Standing Committees. In addition to the Nominating Committee outlined above, the Board members will function as chairs for the following Standing Committees of AM LMSC: Registrar, Top Ten, Sanctions, Awards, Officials, Communications, Finance, Grievances, and Coaches. The Chair shall charge each committee with its duties in accordance with the Policy Handbook. The Standing Committee Chair shall appoint and/or remove additional members of any Standing Committee.

Section 4.2. Ad Hoc Committees. The Chair shall appoint other committees on an ad hoc basis that are deemed necessary to carry out the duties of AM LMSC. The Chair shall appoint and/or remove each Ad Hoc Chair and charge each committee with its duties. The Ad Hoc Chair shall appoint and/or remove additional members of any Ad Hoc Committee.

Article V: Meetings

Section 5.1. Annual Meeting. The annual meeting of the general membership shall be held by February 28th of each year for the purpose of elections, with new officers' terms beginning March 1st of that year.

Section 5.2. Board Meetings. Quarterly meetings of the AM LMSC Board of Directors will be held every year. Special meetings of the Board may be called upon the discretion of the Chair; the request of any three Board of Directors members; or, 50% of the Club Delegates. A quorum of all meetings shall consist of 50% of the total voting membership.

Section 5.3. Notices. Notices of meetings shall be made electronically, contain the time, date and site and must be provided at least 14 days before the date of the meeting transmitted to the email address last given to the Secretary by each member of the Board of Directors and Members. All annual and special meetings are open to the Members and shall be published on the AM LMSC website, newsletters and other forms of electronic announcement.

Section 5.4. Proxy. Any member of the AM LMSC Board of Directors may request representation by proxy at any legal meeting. Such requests must be made in writing (electronically or otherwise) to the Secretary and must be presented during roll call. Proxies must be registered AM LMSC members.

Section 5.5. Rules of Order. Unless otherwise specified and subject to all standing rules, the current Robert's Rules of Order shall govern all USMS meetings and proceedings.

Article VI: Competition and Championships

The conditions of competition and/or championships in any swimming event, and the rules governing it, shall be those established by USMS. In addition, all fitness events, picnics, clinics and other events must follow the rules and regulations promulgated by the USMS.

Article VII: Dues and Fees

Each member and each registered Club Member when joining the AM LMSC shall submit a completed and signed membership application and the appropriate fee to the Registrar. The annual fee established by the AM LMSC Board of Directors shall include the national USMS fee.

Article VIII: Grievances, Hearings, and Appeals

Section 8.1. Grounds for Grievances. Any Member may bring a complaint on any matter for which grievances may be heard as defined in Part 4 of the USMS Rule Book.

Section 8.2. Complaint Procedure. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing and signed by the person responsible for making the complaint. An email containing an electronic signature will be accepted as a writing for this procedure. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed to the Grievance Chair, who will first make a determination whether the complaint involves an issue for which a grievance may be brought under Part 4 of the USMS Rule Book and involves a person or entity that is part of AM LMSC. If the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chair of AM LMSC. If the complaint is not dismissed, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and if appropriate, AM LMSC.

Section 8.3. Reply. The parties other than the complaining party may make a written reply, which shall consist of a concise statement of any matter of defense to the complaint and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. An email containing an electronic signature will be accepted as a writing for this procedure.

Section 8.4. Mediation or Resolution by the Grievance Chair. After all parties have transmitted written statements to the Grievance Chair or if the time for same has passed without a statement being transmitted, the Grievance Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Grievance Chair. If the mediation is successful, the agreement shall be reduced to writing, signed by the parties and transmitted to the Chair. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section or to a hearing under the following section. If no party who is the subject of the complaint makes a reply, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be

justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and Chair.

Section 8.5. Hearing Procedure. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy and designate three members of the AM LMSC to act as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing but shall have no vote. The hearing panel shall take statements and evidence as necessary to resolve the controversy. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken. Upon completion of evidence, the hearing panel shall by majority vote resolve the controversy in the form of a written decision, which shall include any dissent. The decision shall be transmitted to all parties and the Chair by the Grievance Chair, who will notify all parties in writing of their right to appeal to the National Board of Review. If the hearing panel does not dismiss the complaint, it may deny membership in AM LMSC, censure, place on probation, suspend, fine or expel from AM LMSC any member or any person. The AM LMSC may stay the imposition of any penalty pending appeal to the USMS National Board of Review. If a person is expelled from AM LMSC, such action shall be transmitted by the Grievance Chair to the USMS National Board of Review for further action, if any.

Article IX: Insurance and Indemnification

Section 9.1. Insurance. In connection with USMS sanctioned events and approved activities, USMS provides Participant Accident, General Liability and Excess Liability coverage for the protection and benefit of its LMSC's registered members, member clubs, club chapters, workout groups, event hosts, employees, and volunteers.

Section 9.2. Indemnification. Each person who is or was a director, officer, or employee of AM LMSC (including the heirs, executors, administrators or estate of such person) shall be indemnified by AM LMSC as a division of USMS to the full extent permitted by the Nonprofit Corporation Law of the State of Pennsylvania against any liability, cost or expense incurred in the capacity as director, officer, or employee, or arising out of the status as a director, officer or employee (including serving at the request of AM LMSC as a director, trustee, officer, employee or agent of another non-for-profit organization).

Article X: Confidentiality

While fulfilling its mission to promote fitness and health in adults by offering and supporting masters swimming programs, AM LMSC collects and creates confidential information. The Board of Directors, contactors and volunteers of AM LMSC shall not disclose, divulge or make accessible confidential information belonging to or obtained through AM LMSC for its members to any person, other than to persons who have a legitimate need for such information and to whom AM LMSC has authorized disclosure.

Article XI: Miscellaneous

Section 11.1. Fiscal Year. The fiscal year of AM LMSC shall correspond to the USMS registration year.

Section 11.2. Mailing Address. AM LMSC must submit a permanent mailing and email address for use by national headquarters. The mailing and email address should be that of the Chair.

Section 11.3. Dissolution. Upon dissolution by the affirmative written consent of $\frac{3}{4}$ of the Members, AM LMSC net assets will not inure to the benefit of any private individual or corporation but will be turned over to USMS to be used exclusively for educational or charitable purposes.

Section 11.4. Amendment of Bylaws. These Bylaws may be amended or repealed and new Bylaws adopted by a $\frac{2}{3}$ vote of the members voting at any annual meeting of the AM LMSC providing that notice of the proposed change has been given to members of the AM LMSC at least 14 days before said meeting. Notice shall be given electronically to the last known email address of each member. Proposals for amendments, repeal or new Bylaws, must be in writing and consistent with the rules, regulations and purposes as established by USMS and AM LMSC.

Section 11.5. Reports. The Treasurer shall forward to USMS the annual financial report(s) for AM LMSC as required by USMS. The Secretary shall submit the minutes of the annual meeting to USMS as required by USMS. AM LMSC shall make other reports and remittances to USMS as specified in the Policy Handbook. The Executive Committee sees that all required reports and remittances are made.

Section 11.6. USMS. AM LMSC shall observe the recommended practices for LMSC's regarding fiscal year, financial statements, reporting, tax returns, payments for services rendered, archives, reviews/audits, and conflict of interest from the USMS Financial Operating Guidelines. The Board of Directors shall include in the Policy Handbook additional requirements about such recommended practices, including conflict of interest statements and Board acknowledgement forms.

Section 11.7. USMS National Convention. Automatic delegate status may be found in the USMS Rule Book. All designated members of the Board of Directors will have the opportunity and are encouraged to attend the convention as the budget allows. The Delegate order will be determined according to a Board member's relationship to their USMS/AM LMSC responsibilities. If a Board member cannot attend, then the next Board member will be designated as a Delegate using this order: 1. Chair; 2. Vice Chair; 3. Secretary; 4. Treasurer; 5. Registrar; 6. Top Ten Recorder/Awards; 7. Sanctions. As participation for all eligible Delegates is strongly encouraged, a number of financial provisions for Delegates are in force to limit the financial constraint on individuals electing to attend the USMS National Convention. These provisions are contained in the Policy Handbook.

AM LMSC Policy Handbook

I. General Information

A. **Background on AM LMSC.** USMS is a national organization that provides organized workouts, competitions, clinics and workshops for adults aged 18 and older. AM LMSC is a Local Masters Swimming Committee (“LMSC”) governed by USMS.

B. Each swimmer or club competing in AM LMSC sanctioned events shall be registered with USMS. All Members must have current USMS membership. Purchase of additional insurance policies is at the discretion of the AM LMSC.

C. Each Club through its Club Representative has at least one vote at AM LMSC meetings. The Club Representative represents his or her club and acts as liaison between the club and the AM LMSC Board of Directors. He or she attends and votes at AM LMSC meetings as a representative for his or her club. The Club Representative also encourages participation in AM LMSC events and makes sure all club members are informed of AM LMSC news.

D. AM LMSC Delegates to USMS National Convention are expected to represent AM LMSC at the Convention; commit to attend the Convention for two years; bring back important information to AM LMSC; write and submit a report to the AM LMSC Chair within two weeks of convention and reporting to the Members at the AM LMSC Annual Meeting.

E. Any updates to this Policy Handbook shall be developed by the AM LMSC annually and presented to the AM LMSC before the next Annual Meeting. The most current version of the Policy Handbook shall be posted on the AM LMSC website. Clarifications of any elements of the Policy Handbook are available from the Chair.

II. Board of Directors Officers, Positions and Appointed Positions.

A. **Chair.** The Chair shall be responsible for the day-to-day management of the business affairs of the AM LMSC, shall call regular meetings when and where deemed necessary, shall preside at all meetings, shall appoint committee chairs for standing and ad hoc committees as necessary, and shall appoint members to the USMS House of Delegates with the advice and consent of the Board of Directors. In addition, the Chair shall be familiar with the LMSC Minimum Standards and ensure that required standards are being met by the appropriate Officers. Further, the Chair shall receive communications from USMS and relay relevant information to the appropriate Officers and/or AM LMSC membership.

B. **Vice Chair.** The Vice Chair shall act and preside as chair in the absence of the Chair and perform other duties as assigned by the Chair and/or agreed upon by the Board of Directors.

C. **Secretary.** The Secretary keeps a record of all meetings, conducting official correspondence, issuing meeting notices and copies of the Board of Directors and reporting to the national office as required by USMS rules.

D. **Treasurer.** The Treasurer maintains the financial records, ensuring internal controls are in place to protect receipts and disbursements of money; to control and manage the budget process; and for making timely reports to the Board of Directors and USMS National Office. The Treasurer receives all the monies and bills approved by the Finance Committee of the Board of Directors. In addition, the Treasurer shall file the appropriate tax forms with the IRS, and make sure that the financial records are periodically inspected by a third party. The Treasurer and Membership services shall not be the same person.

E. Membership services. The Membership services should have computer skills and particular availability from November to January, typically the busiest time. Job duties include:

1. Processing LMSC Club registrations and USMS swimmer registrations for each calendar year including communications with Members, USMS National Office and AM LMSC Board of Directors.
2. Track online registrations and send information to Club Members.
3. Send registration summaries/accounting reports to the Treasurer.
4. Communicate with the Webmaster to keep Club registration forms and contact information up to date.
5. Work with a new Club wanting to register and getting approval for Club abbreviations from the USMS National Office.
6. Provide reports to AM LMSC Officers as needed and to Club Members on new members, renewals and statistics related to membership.
7. Track down address changes and communicate correct addresses to USMS.

F. Top Ten Recorder. The Top Ten Recorder should have good computer skills including experience with files and file extensions, zip files, software including Meet Manager and familiarity with USMS rules. Job duties include:

1. Forward and/or upload meet results to the Meet Results database throughout the year for AM LMSC's sanctioned meets and recognized meets.
2. Compile and report individual Top Ten times for each course (SCY, LCM, SCM) from all sanctioned AM LMSC meets and all received recognized meets, by the deadlines, in the proper format, as described by USMS.
3. Report all valid relay times along with the above Top Ten times, per USMS.
4. Work with AM LMSC Meet Directors to ensure that appropriate Record Applications are submitted in a timely manner to the appropriate person.
5. Track AM LMSC pool measurement forms and submit new forms for inclusion in the national database.

G. Sanctions. This position should have familiarity with USMS rules of competition. Job duties include:

1. Develop and/or maintain a Sanctions/Recognitions packet to supply to meet directors, etc. who request a sanction or recognition for an event. The packet may include:
 - a. The application for sanction or recognition (pool and open water);
 - b. A Pool Length Certification Form.
 - c. Suggestions for warm-up and warm-down and safety requirements.
 - d. Guidelines for preparing the entry form and meet results.
 - e. "Report of Occurrence" form (used to report ALL incidents, no matter how minor).
 - f. A timeline from application to submission of results.
 - g. Application for National and World records.
 - h. Official relay cards.
 - i. Certificates of insurance
2. Issue Sanctions and Recognitions for events held within the AM LMSC boundaries or with open water sanctions if the event originates in the AM LMSC.
3. Ensure that all sanctioned events are listed in the USMS Calendar of

Events.

4. Send sanctions fee checks (and indicate which meet it is for) to the AM LMSC Treasurer.

5. Follow up with the AM LMSC Top Ten Recorder to ensure meet results are submitted in a timely manner.

6. The Sanctions Chair should know the past performance of meet hosts and call particular attention to any prior deficiencies. A performance bond may be required and further sanctions may be denied to an organization failing to live up to its obligation to conduct such events under applicable USMS swimming rules and administrative regulations or as stated on the entry form.

H. Officials. This position is responsible for implementing policies and procedures to ensure that USMS sanctioned and recognized meets are conducted uniformly and under USMS rules and regulations. Job duties include:

1. Maintain a list of certified officials willing to work USMS sanctioned and recognized meets within the LMSC.

2. Provide regular updates on USMS rule changes, current interpretations, lessons learned, and best practices to Meet Directors, Referees and other officials within the AM LMSC.

3. Advise Meet Directors on the appropriate number of officials for specific meets, based on the number of swimmers, venue, and type of meet.

4. Assign Meet Referees or other key officials at AM LMSC sanctioned competitions.

5. Assist Meet Directors in obtaining enough qualified officials for scheduled meets.

6. Coordinate training and certification programs for new officials according to USMS guidelines. (*Approval of the USMS Officials Committee is required for the AM LMSC to conduct its own training and certification program.*)

7. Receive meet evaluation reports from the Meet Referee.

8. Provide USMS rule books for officials before meets and ensuring that officials are aware of pertinent rules differences between USMS and other governing bodies.

I. Webmaster/Communications. This position designs, creates, improves and maintains the AM LMSC website and social media platforms including the creation, communication and posting of appropriate material from the AM LMSC Board of Directors. If requests to post items are received from people other than the AM LMSC Board of Directors, the Webmaster will consult the Board of Directors before posting. Other job duties include:

1. Keep all aspects of the posted information up to date to include:

a. Updating registration forms and instructions before the next year's registration period (by end of October of each year).

b. Posting newsletters sent to the membership by the Chair. Maintain an archive of past newsletters.

c. Posting appropriate sections of the newsletter.

d. Posting meeting minutes and Treasurer's reports. Maintain an archive of past reports.

e. Keeping the contact list of Officers, Clubs, and Club representatives up to date.

f. Posting upcoming events such as AM LMSC Board of Directors meetings, awards banquet, clinics, meets, and other such events.

2. Regularly check website links and social media accounts to make sure they are still working and that the information they provide is still current.

J. Coaches. This position should be familiar with the USMS structure and rules of competition. Job duties include:

1. Receive communications from the USMS Coaches Committee and distribute that information to coaches within the AM LMSC.
2. Work with the AM LMSC Membership services to maintain a list of coaches within the AM LMSC.
3. Facilitate communication among the coaches within the AM LMSC.
4. Act as a resource in providing information to the AM LMSC regarding swimming and training techniques.
5. Provide support at meets, clinics and swim events in AM LMSC.
6. Act as the “go-to” contact for getting questions answered regarding starting a team, locating a coach, and other related questions.

K. Open Water/Long Distance. This position works with local open water event hosts to promote USMS’ common event guidelines such as entries, results submissions, safety and overall event management. Other job duties include:

1. Create or coordinate open water clinics.
2. Create structure around open water training venues.
3. Act as the liaison with the USMS Long Distance Committee and the event host when national championships are being held in the AM LMSC
4. Help build and recruit open water events for national championship consideration if appropriate.
5. Write or solicit articles on local open water accomplishments; submit to USMS and AM LMSC websites and social media platforms; and if available, an Open Water events database.
6. Oversee the AM LMSC open water sanction process.
7. Enhance and maintain local policies based on USMS policies and guidelines for open water.

L. Fitness. This position creates or coordinates with pools, teams or groups to promote participation in fitness, postal, and/or virtual events. Other job duties include:

1. Promote USMS events within the AM LMSC.
2. Write or solicit articles on accomplishments, submit to USMS and AM LMSC websites and social media platforms.

M. Senior/PA State Games Liaison. This position contacts the senior games qualifiers, makes sure the event follows USMS rules, confirms results are timely submitted and acts as the contact person for AM LMSC swimmers helping to answer questions and offer other as needed assistance.

N. Safety. This position works to provide the safety of all participants and attendees of AM LMSC events so should be familiar with CPR, First Aid, AED and other life saving procedures. Other job duties include working with local emergency contacts to see that requisite safety procedures are followed for each event.

O. Awards Banquet Chair. This position oversees the entire banquet process including meal planning, venue, announcements, reservations, budget and works with other committee members and positions as appropriate. Other job duties include communicating with the AM LMSC Top Ten Recorder to determine the top swimmers and to select awards.

III. Standing Committees

A. Finance. The Finance Committee reviews and recommends the annual budget to AM LMSC and to regularly monitor the financial performance of AM LMSC operations.

B. Membership services.

C. Top Ten.

D. Sanctions.

E. Officials. The Officials Committee promotes and coordinates officials clinics. It encourages certification of masters swimmers and others as officials for pool and open water events.

F. Communications.

G. Grievances.

H. Coaches. The Coaches Committee acts as liaison and coordinates with coaches of AM LMSC for educational and communicational purposes. The Coaches Committee shall keep a roster of AM LMSC coaches and the Chair of this Committee shall be the Chair of the AM LMSC Coach of the Year selection committee unless there is a conflict of interest.

I. Awards. The Awards Committee shall be responsible for acceptance of nominations and the selection of award recipients in acknowledgement of AM LMSC achievements and contributions except for AM LMSC Coach of the Year award which is selected by the Coaches Committee. The Vice Chair shall be Chair of the Awards Committee and may appoint members to this committee on an ad hoc basis.

IV. Policies

A. Electronic Media Communication Policy. The use of AM LMSC and USMS online communication tools, such as forums and social media sites, is a privilege and a benefit that can enhance the member experience. But members of the Board of Directors need to know they have special responsibilities when using these communication opportunities. Because of their position, they may be seen as representing the views of the USMS as an organization. Improper communication behavior by AM LMSC Board members can damage the reputation of USMS and AM LMSC or create liability. Therefore, AM LMSC Board members and all Members should adhere to the following when communicating on social media, online forums and other electronic forums (collectively “Electronic Media”).

1. Transparency. Those using Electronic Media should clearly state whether they are speaking on behalf of themselves, their Club, USMS and/or AM LMSC. Generally, unless granted specific authorization, only the elected officers of AM LMSC should speak on behalf of USMS and AM LMSC.

2. Accuracy. Reasonable efforts should be used to ensure that electronic communications are true and accurate. Clearly distinguish opinions from facts. Even if one is stating an opinion, factual statements should be accurate. Ambiguity, exaggeration and hyperbole should be avoided, as they can lead to misinterpretation.

3. Confidentiality. AM LMSC Board Members should not disclose confidential information on Electronic Media. Information posted electronically can spread rapidly and broadly, with little ability to retrieve the information once revealed.

4. Respect. When communicating on Electronic Media, be considerate and respectful of others. Choose words carefully and remember that readers may have different sensitivities and post only pictures or any media that would not be offensive. A good guideline is to imagine whether you would be comfortable communicating what you are saying electronically face to face with the recipients

or the person who is the subject of your communication. Since the AM LMSC Board of Directors speaks with one voice after decisions have been reached, Board members should not use Electronic Media to criticize Board decisions or Board members. Members should act responsibly and diligently on social media to avoid questionable conversations or media that may be construed to be a club site or site associated with USMS or AM LMSC.

5. Opportunity. Those who wish to participate in Electronic Media should endeavor to use it as an opportunity to further the mission and values of USMS and AM LMSC. If Electronic Media is to be used by an AM LMSC Board member, it should portray a positive face of USMS and AM LMSC.

6. Legal. AM LMSC Board members should communicate within the bounds of the law. Unless one is acting as legal counsel, Board members should not state legal conclusions or opinions. AM LMSC Board members should also abide by copyright laws when using Electronic Media and should not broadly communicate the copyrighted work of others without authority or permission.

V. Financial Operating Guidelines. AM LMSC is dedicated to ensuring that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation.

A. Operating Budget. An annual budget of income and expenses will be established by the Treasurer and reviewed by the Executive Committee and then Board of Directors within 4 months of the fiscal year's end.

B. Reimbursable Expenses. Reimbursable expenses are monies spent by an AM LSC representative for the benefit and betterment of AM LMSC that are reimbursable under the below rules. Expenses in conjunction with the USMS National Convention are as follows. Each delegate will receive a \$100 stipend. In addition, the following are reimbursable expenses: travel expenses for designated delegates; room expenses for designated delegates at double or more occupancy (for single occupancy, the delegate is responsible for the difference); and evening meals for the AM LMSC delegation will be paid for by AM LMSC. Any delegate who has half their expenses paid for by USMS due to holding a national office will be reimbursed for any remaining costs by AM LMSC.

C. Procedures for Reimbursement. Requests for reimbursement must be submitted in writing to the AM LMSC Treasurer. Requests must include proper documentation to be considered. Approval for such reimbursements will be made under these guidelines:

1. Expenses under \$100 may be reimbursed at the discretion of the Chair but must include documentation.

2. Expenses between \$100 and \$499 must be approved by at least two Board members before reimbursement can take place. Documentation must be included.

3. Any expenses over \$500 must be approved by a majority of the Board before reimbursement can take place. Documentation must be included.

D. Requirements for Financial Reporting. The Fiscal Year runs from January 1 to December 31 of each year. Annual financial reports will be published within four months of the end of each fiscal year and sent to the USMS National Office.

E. Scholarships. Upon approval as per the procedures for reimbursement above, AM LMSC may award scholarships to those pursuing endeavors that will positively impact AM LMSC. This primarily includes USMS Coaching and Adult Learn to Swim certification classes and coaching clinics, and potential meet expense reimbursements. Scholarships provided by AM LMSC will not exceed a total

of \$1,500 in any given fiscal year. However, scholarships may also be provided for additional enrichment that will better AM LMSC as approved by the Board of Directors.

F. Tax Returns. The Treasurer will file the appropriate 990-N or 990-EZ or 990 tax forms with the Internal Revenue Service annually within five months after the end of the fiscal year. The Treasurer is also responsible for issuing form 1099-MISC to any individual who receives more than \$600 for services rendered.

G. Purchasing Practices. The goal is to obtain quality goods, services and materials for AM LMSC at a competitive price.

1. At least three quotes/bids in writing or as printouts from vendor websites should be obtained for any single expenditure over \$500.

2. If fewer than three vendors are available or suitable to bid, recommendations for approval should be submitted in writing to and for approval by the Treasurer.

3. The Chair and Treasurer shall approve any exceptions to these practices.

H. Miscellaneous.

1. The giving of gifts and awards is appropriate and consistent with the purposes of AM LMSC and shall be encouraged. The making of grants to individuals and/or other non for profit 501(c)(3) organizations shall be made only after review to ensure compliance with IRS tax exempt guidelines.

2. The Chair and/or Treasurer shall negotiate contracts or agreements between AM LMSC and sponsors, vendors, independent contractors and employees. Proposed contracts or agreements greater than \$1,000 shall be reviewed and approved by the Executive Committee.

3. If an unanticipated occurrence occurs that substantially inhibits or prevents the performance or maintenance of a necessary function of AM LMSC, then any two members of the Executive Committee may authorize the expenditure of such funds as may be reasonably necessary to address the unanticipated occurrence. As soon as practical thereafter, such Officers shall communicate in writing the substance of the unanticipated occurrence and their reasons for proceeding. Such report shall be provided to the full Executive Committee, Finance Committee and the AM LMSC Board of Directors.

VI. Swim Meets

Detailed information for meet hosts will be on the AM LMSC website including pre-meet and post-meet responsibilities, warm up procedures and safety marshal guidelines.

VII. Records

AM LMSC records can be set in any meet that is sanctioned by USMS, USA Swimming or FINA. Times set at recognized meets will count as records if the meet was operated under USMS rules and the time is eligible for Top Ten submission. For the time to be recorded as an AM LMSC record, the swimmer must be an AM LMSC member in good standing.

VIII. Awards

Each year, AM LMSC recognizes those who have been outstanding members of our AM LMSC. Annual awards include AM LMSC Coach of the Year, AM LMSC Swimmers of the Year and AM LMSC Volunteer of the Year.

The AM LMSC Coach of the Year award is to recognize the AM LMSC swimming coach who has demonstrated outstanding coaching qualities. The criteria includes competitive factors such as club and individual performance that reflect the coach's skill and inspiration and non-competitive factors including club vigor, size and growth, club participation and volunteering, club having hosted well-run events, outstanding service to AM LMSC and to other public or private community organizations, and/or outstanding professional contributions such as participation in clinics and published works, good standing in the community.

The AM LMSC Swimmers of the Year awards are presented to recognize AM LMSC swimmers each year, male and female, who have displayed exemplary commitment to masters swimming, achieved personal success at AM LMSC swim meets and/or open water events, and/or have been an inspiration to others.

The AM LMSC Volunteer of the Year award is presented at the Annual Meeting. To be eligible, nominees should have a demonstrated history of working above and beyond the call in bettering the AM LMSC and must be registered with AM LMSC. AM LMSC Officers and Board members may be considered for the Volunteer of the Year award.

IX. Calendar. A typical calendar year includes:

February-	AM LMSC Annual Meeting
March 1-	If awards will be given, nominations may be due for AM LMSC Coach of the Year Award
March 15-	Nominations may be sent to USMS for the Ransom Arthur Award
April-	Accept nominations for delegates for convention
April 30-	Financial statements to be sent to USMS
May 15-	Taxes to be filed
May-	Select delegates for convention
May-	Present AM LMSC Coach of the Year Award
July 1-	Nominations may be sent to USMS for certain USMS awards
October-	Set AM LMSC dues for upcoming year
October 31-	Nominations may be due for AM LMSC Swimmer of the Year Awards
December-	May present AM LMSC Swimmer of the Year Awards

December 31- Nominations may be due for AM LMSC Volunteer of the Year Award