



## Niagara District Masters Swimming



### NIAGARA DISTRICT BYLAWS

#### ARTICLE I

##### OBJECTIVES, NAME, BOUNDARIES, JURISDICTION

OBJECTIVES – The objectives shall be to promote and develop swimming for the benefit of swimmers of all abilities eighteen (18) years of age and over in accordance with the standards and under the rules prescribed by U.S. Masters Swimming (USMS).

NAME, SCOPE AND BOUNDARIES – The name of this committee shall be the NIAGARA DISTRICT MASTERS SWIMMING COMMITTEE (NIAG) with jurisdiction over the sport of Masters swimming as has been delegated to it by USMS and shall consist of the following counties of Western New York State: Alleghany, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Cortland, Erie, Genesee, Livingston, Monroe, Niagara, Onondaga, Ontario, Orleans, Oswego, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Wyoming, and Yates.

#### ARTICLE II

##### MEMBERSHIP

###### 2.1 MEMBERSHIP

- A. Group members – those clubs registered with NIAG who have athletes registered to represent said organizations in the sport of swimming.
- B. Individual members – each individual who is an athlete, coach, official, administrator or other person who is (a) interested in the purposes or programs of NIAG; and (b) who has completed the required membership application and paid the required membership fee to NIAG which includes the fee to USMS. Each individual may attend all general meetings of NIAG.

2.2 RESPONSIBILITIES – The duties and powers of members are to elect the officers and to promote and participate in the programs as established by NIAG and USMS.

#### ARTICLE III

##### MANAGEMENT

###### 3.1 NIAG BOARD OF DIRECTORS

- A. Voting Members shall consist of:
  - 1) Each officer of NIAG – Chair, Membership Coordinator, Secretary and Treasurer, and the Chair of each standing committee.
  - 2) A representative of each registered club.



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- B. Duties and Powers – The NIAG Board of Directors shall act for NIAG and its members, except that it cannot amend these by-laws. The Board shall have the powers and duties as follows:
  - 1) To establish program and policy, subject to the ratification of the membership and lend direction thereto.
  - 2) To review and adopt the annual budget of NIAG.
  - 3) To call regular or special meetings of the NIAG Board.
  - 4) To take such necessary or proper actions to carry out the operations and objectives of NIAG and USMS, including appointments, assignments, and removal of individuals from office.

ARTICLE IV  
OFFICERS

- 4.1 OFFICERS – The elected officers are Chair, Secretary, Treasurer, and Membership Coordinator.
- 4.2 ELIGIBILITY – Only members of NIAG are eligible to hold office.
- 4.3 TERM OF OFFICE – Each officer shall serve a term of two years, or until a successor is chosen.
- 4.4 NOMINATIONS – Shall be prepared by a nominating committee, with a minimum of three (3) serving. Notice of nominees and election date shall be advertised to members at least thirty (30) days prior to election. Additional nominations may come from the floor.
- 4.5 DUTIES
  - A. Chair – Shall be responsible for the day to day management of the business affairs of NIAG, shall call meetings when and where deemed necessary, shall preside at all meetings, shall appoint committee chairs for such standing and special committees as may be necessary to fulfill the duties and responsibilities of NIAG, all with the advice and consent of the Board.
  - B. Secretary – Shall be responsible for keeping a record of all meetings, preparing official correspondence, issuing minutes of meetings, making such reports as may be required by USMS, and giving notice of all meetings, which will include place, date, time and purpose of meeting.
  - C. Treasurer – Shall be responsible for preparing the annual budget for review and approval by the Chair and Board, shall receive all the monies and pay all the bills approved by the Board or authorized by a budget approved by the Board, shall be responsible for maintaining all financial records including bank and checking records, and for making timely (at least annual) reports to the Board. The Treasurer shall file a tax return on behalf of Niagara District Masters Swimming no later than April 30 and submit the confirmation/receipt to the USMS National Office.



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D. Membership Coordinator – Shall be responsible for processing paper registration of members and clubs and for transfer of registration fees to the Treasurer. Responsible for responding to inquiries from members, potential members, clubs, potential clubs, LMSC officers, and the National Office.

4.6 VACANCIES – Vacancies created for whatever reason in any position may be filled by appointment of the Chair with the advice of the Board, until the next regularly scheduled meeting of the membership.

ARTICLE V  
MEETINGS

5.1 ANNUAL – The annual meeting of membership shall be held no later than November 15 of each year, and when elections are held the new officer’s term shall commence no later than January 1 of the succeeding year.

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

5.3 NOTICES – The Secretary will notify all officers of special meetings in a timely and appropriate fashion. Notice of annual meetings will be distributed to all registered members via the official website (niagramasters.org) or by email.

5.4 QUORUM – A quorum at all meetings shall consist of those present and eligible to vote, provided at least four (4) such eligible voters are in attendance.

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

ARTICLE VI  
COMMITTEES

6.1 COMMITTEES – Will include Long Distance, Sanctions, Officials, and Top 10. Special Committees may be appointed on an ad-hoc basis as need arises.

6.2 COMMITTEE CHAIRS – Are appointed by the NIAG Board Chair with the advice and consent of the Board.

ARTICLE VII  
DUES AND FEES

7.1 REGISTRATION – Each member or club registering by paper, shall pay to the Membership Coordinator an annual fee established by NIAG, which shall include a national USMS fee. Members registering online pay USMS directly.

ARTICLE VIII



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#### REPORTS AND REMITTANCE

- 8.1 ANNUAL REPORTS – The Secretary shall forward to the USMS National Office a copy of the annual meeting minutes within thirty (30) days following the annual meeting.

#### ARTICLE IX GRIEVANCE PROCEDURE

- 9.1 Refer to the Grievance Procedure in the Niagara Policies & Procedures.

#### ARTICLE X MISCELLANEOUS

- 10.1 AMENDMENTS – Any provision of these bylaws not proscribed by USMS may be amended at a meeting of the membership of NIAG by a two-thirds (2/3) vote of the members voting. At least thirty (30) days' notice must be given to every member of the proposed amendment.
- 10.2 FISCAL YEAR – The fiscal year of NIAG shall correspond to the calendar year.
- 10.3 EMAIL VOTE – Any action which may be taken at any regular or special meeting of members of either the membership or the Board of Directors, except amendment of these bylaws, may be taken without a meeting. If an action is taken without a meeting, the Chair or Secretary shall distribute an email to every member entitled to vote on the matter. The email shall set forth proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide reasonable time within which to return a response to the Secretary. Approval of written email motion within the time period specified constitutes a majority of the votes to be cast.
- 10.4 DISSOLUTION – Upon dissolution, the net assets of NIAG will not insure to the benefit of any private individual or corporation, but will be distributed to U.S. Masters Swimming Swimming Saves Lives Foundation to be used exclusively for educational or charitable purposes, or, if the USMS 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) and 2522 (a)(2) thereof, such assets shall be distributed to such a corporation to be used exclusively for educational or charitable purposes.

Revised 11/05/1990 – BJB  
Revised 3/29/2012 – GMD  
Revised 10/29/2018 – GMD  
Revised 11/10/2019 – GMD