

**BY-LAWS OF THE GREATER INDIANA LOCAL MASTERS  
SWIMMING COMMITTEE - APPROVED 3/25/2006**

**PURPOSE:** The purpose of the Greater Indiana Local Masters Swimming Committee (GRIN-LMSC) shall be to govern, administer, and promote Masters Swimming in Indiana, as defined by United States Masters Swimming, Inc., (USMS), and to assist its members in the conduct and organization of activities that further Masters swimming.  
As an affiliated entity with USMS, all Masters swimmers of GRIN-LMSC shall be registered with USMS and shall be subject to the rules and regulations of USMS as set forth in its Rule Book. For all purposes hereafter, reference to Masters Swimming or a Masters Swimmer means a registered GRIN/USMS member.

**ARTICLE 1.2 Boundaries:**

The geographic boundaries of this LMSC include the entire state of Indiana except the counties of Floyd and Clark or as defined by the USMS Rule Book.

**ARTICLE 1.3 Jurisdiction:**

The GRIN LMSC shall govern, administer and promote Masters Swimming in Indiana.

**ARTICLE 1.4 Address:**

The mailing address for GRIN: 505 Lexington Blvd, Carmel, IN 46032.

**ARTICLE 2 Definitions:**

1. CLUB: Any Masters swimmer or swimmers may form a club as defined by USMS. A fee is to be paid to USMS, to register the club through the GRIN LMSC
2. GRIN CLUB: A group of swimmers who participate in organized workouts following the rules and regulations of USMS. Individual swimmers are registered with the GRIN Club but swim within the LMSC as a local team/workout group declaring their intent with the GRIN LMSC Registrar. The GRIN Club will be governed by the GRIN LMSC Board of Directors.
3. EXECUTIVE COMMITTEE (E.C.): Shall consist of Chair, Vice Chair/Secretary, Treasurer, Registrar, Sanctions, Top Ten, Webmaster, Newsletter Editor, Fitness, Coaches, Safety and Officials.
4. BOARD OF DIRECTORS (BOD): All of the Executive Board plus a representative from each club with at least 4 members in good standing as defined by Article 3.
5. QUORUM : A quorum of the BOD shall be required for conducting all business meetings. A quorum shall consist of one of the following:

6. (a) Over 50% of the combined Executive Board and Board of Directors and any number of members in good standing. 50% of the Executive Committee shall be determined by number of filled positions. Any person(s) holding more than one position will count as one.

**ARTICLE 3 Membership:**

All registered Clubs with at least 4 members on the last day of previous registration year (October 31) are entitled to send one representative to Board Meetings held in the new registration year as a voting member of the Board. The GRIN LMSC chair will appoint a representative from the GRIN Club.

**ARTICLE 4 Dues:**

The GRIN LMSC shall be entitled to receive a fee from each registered Masters to cover USMS and LMSC expenses. The BOD is authorized and empowered to determine and set the amount of dues at any regular meeting. Any increase in dues shall not take effect until the next registration year.

**ARTICLE 5 Year:**

The fiscal year of the GRIN LMSC shall be January 1 through December 31. The registration year of the GRIN LMSC shall be November 1 through December 31 of the following year.

**ARTICLE 6 Officers:**

Elected Officers: Chair, Vice Chair/Secretary, Treasurer  
Appointed: Registrar, Top Ten, Sanctions, Coaches, Safety, Fitness, Newsletter, Webmaster

Eligibility: Only members in good standing of the LMSC are eligible to hold office.

Term of Office: Each elected officer shall serve for a term of two years or until his successor is chosen. The Chair shall serve for a maximum of two (2) two year terms or until his successor is chosen, but he/she is not eligible for re-election to the same office if he/she has served four successive years therein, until the lapse of two years. Elections shall be held in odd numbered years.

Nomination: The slate of officers to stand for election will be prepared by a nominating committee consisting of the outgoing officers plus a minimum of three (3) club reps as defined in Article 3. This nominating committee will select its own chair. This nominating committee will post a slate at least thirty (30) days prior to the annual meeting either via the website and/or by newsletter. Any additional nominations must be

submitted in writing to the Vice Chair/Secretary at least seven (7) days prior to the annual meeting.

Duties: The duties of the officers are as hereafter set forth and supplemented by job descriptions as provided in the GRIN LMSC Policy Handbook. All job descriptions are to be updated upon the two year election cycle including the appointed offices.

CHAIR-shall be responsible for the day-to-day management of the business affairs of the LMSC. See job description in GRIN LMSC Policy Handbook.

Vice-Chair/Secretary-shall act and preside as the Chair in the absence or disability of the Chair as well as complete the duties of the position. The Vice-Chair is responsible for running the Fall Classic. See job description in GRIN LMSC Policy Handbook.

Treasurer-The Treasurer shall be responsible for maintaining all financial records of the LMSC. See job description in GRIN LMSC Policy Handbook.

Job Duties of Appointed Officers-are described in the GRIN LMSC Policy Handbook.

Vacancies-Vacancies created for whatever reason in any office may be filled by appointment of the Chair, with the advice and consent of the E.C., until the next regularly scheduled election of the membership.

## Article 7 **Meetings:**

7.1 Annual-The annual meeting of the membership shall be held at the short course yard state championship held in the spring. The new officer terms will commence immediately.

7.2 Second Meeting-An additional meeting, if necessary, shall consist of the representatives of the clubs and be called after convention and between October 1 but no later than January 1 of the new registration year.

7.3 Emergency Meeting- May be called at any time at the request of the Executive Committee or Board of Directors.

7.4 Notices-Not less than 30 days notice must be given by the Chair for any annual or second meeting of the membership or E.C. In addition, the notice requirement is not binding for an emergency meeting, however, all attempts must be made to contact the applicable members. For purposes of this section, "notice" means the issuance of an email, a fax, a letter, the GRIN newsletter or other writing intended and designed to reach the maximum number of members in good standing of GRIN/LMSC. Actual notice and/or notice to each member is not required to satisfy the notice requirement set forth herein.

7.5 Information-The notice of a meeting shall contain the time, date and site. For emergency meetings, the purpose of the meeting shall be given.

7.6 Address-A copy of the notice shall be sent to the last known e-mail address given to the Registrar who will provide to the Chair.

- 7.7 Order of Business-The GRIN LMSC Policy Handbook will provide this list.
- 7.8 Quorum-shall consist of those present and eligible to vote.
- 7.9 Rules of Order- It is recommended that Roberts Rule of Order be used.

**Article 8 Standing Committees:**

The Chair of the GRIN LMSC shall appoint committee chairs as necessary per the GRIN LMSC Policy Handbook.

**Article 9 Conditions of Competition:**

The conditions of competition in any swimming event, 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. In addition, all fitness events, picnics, snooper clinics, etc. must follow the rules and regulations as promulgated by both USMS and the GRIN LMSC.

**Article 10 Reports and Remittance:**

10.1 Annual Reports-The Treasurer shall forward to the Secretary of USMS a copy of the audit of the accounts of the LMSC per the job description in the GRIN LMSC Policy Handbook. The Vice-Chair/Secretary will submit the minutes of the annual meeting within thirty days of its completion.

10.2 Membership Reports-The Registrar 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 previous registration period. In addition, the Registrar shall notify the Treasurer of fees to send in with the report.

10.3 The LMSC shall make such other reports and remittances to the USMS as specified in the GRIN LMSC Policy Handbook. The Chair, Vice-Chair and Treasurer are responsible for seeing that all required reports and remittances are made.

10.4 Any and all of the reports noted above and any other reports required by USMS shall be submitted in accordance with the rules, policies and procedures of USMS.

**Article 11 Grievance Procedures and Athletes Rights:**

11.1 Grievance Procedures-shall follow the USMS Rule Book and include the policies in the GRIN LMSC Policy Handbook.

**Article 12 Amendments:**

Any provision of these by-laws not proscribed by USMS may be amended at any meeting of the membership of the LMSC by a 2/3rds vote of the members voting. At least 30 days notice must be given to every member of any proposed amendment.

**Article 13 Dissolution:**

Upon dissolution, the net assets of the LMSC will not inure to the benefit of any private individual or corporation, but will be distributed to United States Masters Swimming, Inc. to be used exclusively for educational or charitable purposes, or if 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), 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.