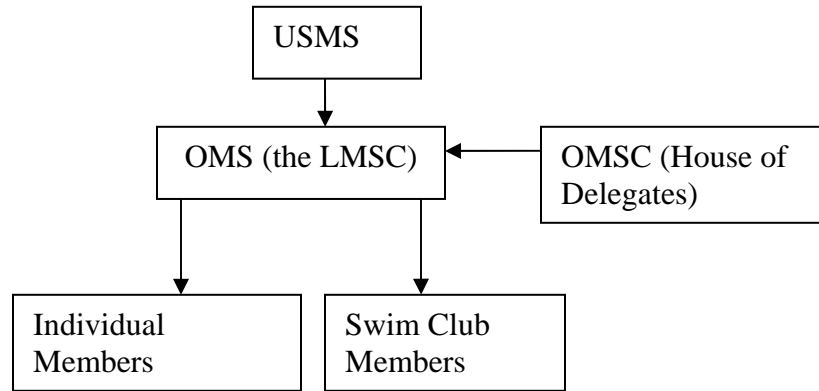


BYLAWS FOR OMSC

ARTICLE 1

- 1.0 STRUCTURE - The structure of Oklahoma Masters Swimming (OMS) and its governing body the Oklahoma Masters Swimming Committee (OMSC) is as noted in the following organizational chart.



- 1.1 OBJECTIVES and Purpose – OMS operates as a non-profit corporation under the laws of the state of Oklahoma. The objectives of OMS shall be to promote and develop Masters Swimming for the benefit of adult swimmers of all abilities in accordance with the standards and under the rules prescribed by the United States Masters Swimming, Inc. (USMS), and the Oklahoma Masters Swimming Committee (OMSC).
- 1.2 NAME and BOUNDARIES – The name of this Committee shall be the Oklahoma Masters Swimming Committee (OMSC). The geographic boundaries of OMSC shall include the state of Oklahoma.
- 1.3 JURISDICTION – THE OMSC shall have jurisdiction over the sport of Masters Swimming as has been delegated to it by USMS.
- 1.4 Fiscal Year – The fiscal year of the OMSC shall correspond to the calendar year.

ARTICLE 2 MEMBERSHIP

2.1 The OMS membership shall consist of the following:

1. Club members:
Those USMS registered members who are also members of a USMS/OMS registered club
2. Individual members:
Those individuals who are registered with USMS / OMS and are not members of a registered club.

2.2 RESPONSIBILITIES:

1. Income: Any income derived from events of Masters Swimming by members of USMS / OMS must be used for the general welfare of the OMS as a whole, including its clubs. With approval of a majority of the board members it may also be used for further promotion of swimming.
2. Infractions: A member may be held responsible for infractions of rules and regulations who is competing as a representative of USMS and / or OMS including its clubs in any USMS / OMS sanctioned event.

ARTICLE 3 MANAGEMENT

3.1 HOUSE of DELEGATES

1. The OMSC House of Delegates shall consist of
 - a. Officers required by USMS and as added by the House of Delegates.
 - b. Representatives appointed by each club.. Each registered club is entitled to one representative to the OMSC House of Delegates. If the club has over 50 registered Masters Swimmers, it is entitled to a second representative, and if over 100 registered Masters Swimmers, it is entitled to a third representative
 - c. Members of the Board of Directors

d. The director of a sanctioned event,. Any event that is sanctioned by USMS / OMS shall have its director automatically become a member of the House of Delegates (OMSC)

e. At large members appointed by the Chairman with the concurrence of the Board. The maximum number of at-large members will be five (5). At-large members shall serve until a new OMSC House of Delegates is appointed and shall have the same privileges as other members of the House of Delegates. All other members shall hold office for two years, or until their successors are appointed.

2. Duties and Powers: The management of the business affairs of the OMSC as prescribed in the Code of USMS or in these By-Laws, The House shall have power, and it shall be its duty:

- a) to elect the Board of Directors
- b) to appoint members of the Review Committee;
- c) to review and adopt the annual budget of the OMSC;
- d) to elect delegates to the USMS House of Delegates Usually the General Chairperson will serve as a delegate to the USMS House of Delegates.
- e) to admit eligible members who have properly applied;
- f) to call regular and special meetings of the OMSC;
- g) to ratify or rescind policy and programs established by the Board of Directors and
- h) to amend the By-Laws of the OMSC
- i) to modify or disband standing committees.

3.2 OMSC BOARD OF DIRECTORS

Members: The OMSC Board of Directors shall consist of the Officers as required by USMS and immediate past general chairperson.

1. Duties and Powers: The Board of Directors shall act for the OMSC and OMSC House of Delegates during the interval between its meetings, subject to approval and ratification of the House except that it cannot amend these By-Laws. The board shall have power and it shall be its duty:

- a. To establish program and policy, subject to ratification by the OMSC House of Delegates, and to lend direction thereto.
- b. To prepare and review the annual budget.
- c. To call regular or special meetings of the OMSC Board of Directors.

ARTICLE 4

OFFICERS

4.1 OFFICERS – The elected officers are General Chairperson, Secretary, and the Treasurer. Additional officers are as required by USMS LMSC standards

4.2 ELEGIBILITY – Only members of the OMSC are eligible to hold office.

4.3 Election of Officers – The slate of officers to stand for election will be prepared by a nominations committee, with a minimum of three (3) serving. Nominations may also come from the OMSC membership. Notice of nominations will appear on the OMSC website at least 15 days before the election. The election by the House of Delegates will occur not later than August 31 in odd numbered years and may be by paper ballot, voice vote at the annual meeting or by electronic ballot. When election by electronic ballot, the secretary will retain a copy of the electronic ballots for 1 year. The term of elected officers will commence not later than Jan 1 of the year after election. Each officer shall serve for a term of two years, or until his/her successor is chosen, and he/she is eligible for re-election to the same office.

4.4 DUTIES – The duties of the officers are as hereafter set forth, and such others as may be designated by the Board of Directors from time to time.

1 GENERAL CHAIRPERSON – The General chairperson shall be responsible for the day-to-day management of the business affairs of the OMSC. He/she shall preside and call all meetings when and where deemed necessary or at least once a year. He/she shall appoint, modify or disband committees as may be necessary to fulfill the duties and responsibilities of the OMSC, all with the advice and consent of the Board of Directors. He/she may with the advise and consent of the OMSC House of Delegates serve as OMSC's delegate to the USMS House of Delegates or designate a substitute and give that person his/her proxy.

2 SECRETARY – The secretary shall be responsible for keeping a record of all meetings, preparing official correspondence, issuing meeting notices and minutes of the meetings and making such reports as may be required by USMS. Minutes of the annual meeting of OMSC must be forwarded to USMS national office within four months following the end of the fiscal year.

3. TREASURER -The Treasurer shall be responsible for the following duties:

1. submitting an annual budget for review and approval by the General Chairperson and the Board of Directors;
2. receiving and paying all monies for the association approved by the board of directors
3. maintaining all financial records and providing the OMSC annual financial statement to the USMS national office by April 30.

4. REGISTRAR- The registrar shall be responsible for the following duties:

1. Notifying clubs of USMS club renewal process no later than Oct 31st.
2. Registering clubs annually, within 14 days of the date of receipt of the form
3. Notifying current members of USMS renewal process
4. Processing individual registrations in a timely manner; within 14 days
5. Printing and delivering cards for all paper registrations, and if requested to online registrants
6. Deposit checks and cash for registrations in a timely manner and reconcile registrations, donations etc. with money received and keeping the treasurer informed as to the deposit amounts and categories
7. Making USMS registration forms available to prospective members
8. Maintaining original registration documents (dry, secure and safe) for legal time period as required by state law.

5. SANCTIONS CHAIR – the sanctions chair shall be responsible for the following duties:

1. keeping records of all swimming meets sanctioned by the association; and
2. issuing sanctions of all OMSC events requiring sanctioning
3. providing event directors with a list of required activities for conducting an event

6. TOP TEN CHAIR: - Top Ten Chair shall be responsible for the following:

1. compiling the long course and short course Top Ten List for National and Zone purposes and submitting to USMS by the deadline for each course
2. coordinating efforts to maintain record keeping and certification of Citizen, State, and National and World records.

7. LONG DISTANCE/OPEN WATER CHAIR – The long distance/open water chair will be responsible for assisting the director of long distance/open water events.

8. COACHES CHAIR – the coaches chair will be responsible for coordinating coaching issues that may arise and communicating with USMS on these issues.

5. VACANCIES – Vacancies created for whatever reason in any office may be filled by appointment of the Chairperson, with the advice and consent of the Board of Directors, until the next regularly scheduled meeting of the membership. Should the office of Chairperson become vacant, the office shall be appointed by the House of Delegates.

ARTICLE 5

MEETINGS

5.1 ANNUAL – The annual meeting of the OMSC House of Delegates shall be held no later than August 31st of each year, and when elections are held the new officer's terms shall commence no later than 1 January 1 of the same following year.

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

5.3 NOTICES

1. Time – Not less than 15 days notice must be given by the Secretary for any annual or special meeting of the membership or Board of Directors.

2) Information – The notice of a meeting shall contain the time, date and site. For special meetings, the purpose of such meetings shall be given.

3) Address – The notice shall be sent to the last address given to the Secretary of each member or Board of Directors. This may be done either by mail or electronically.

5.4 ORDER OF BUSINESS – At all membership meetings and meetings of the Board of Directors, the following is 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 when appropriate;
7. New business;
8. Resolutions and Orders;
9. Adjournment.

5.5 Physical Meeting Procedures: QUORUM – A quorum at all meetings shall consist of those present and eligible to vote. At physical meetings, a simple majority will be sufficient to pass motions, except for By-law amendments by the Board of Directors which will require a 2/3 majority to pass.

Electronic Meeting Procedures: QUORUM: For Electronic meetings a quorum will consist of 50 % of the board of directors. Only the board of directors and meet directors may vote in an electronic meeting. The same rules for passage as in physical meetings will apply. Anyone challenging the results of an electronic meeting may do so by contacting the secretary within 30 days of the vote closing.

5.6 RULES OF ORDER At all meetings, the current Roberts Rules of Order are the procedural rules. When and only if a conflict exists between procedural rules and the BYLAWS OF THE OMSC, the later shall prevail.

ARTICLE 6

COMMITTEES

6.1 SECTIONS AND COMMITTEES TYPES

Sections:

a) Administrative Sections:

- (i) Competition Committee: The Competition Committee shall oversee the competitive swimming program to insure that OMSC program offerings are consistent with USMS and OMSC objectives, rules and policies; process applications for meet sanctions; process referee's and financial reports from sanctioned competition: 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 programs. The competition committee members will consist of a representative from each club in OMSC and an additional representative from each club that sponsored a meet in the previous fiscal year.
- (ii) Top Ten/Records Committee: The Top Ten/Records Committee shall maintain Oklahoma Citizen's and State Records: and review OMSC meet results and prepare lists of swimmers for National Top Ten Times consideration.
- (iii) Awards Committee: The Awards Committee shall be appointed by the General Chairperson and their duty shall be to select a recipient of the LMSC outstanding swimmer award each year.

(iv) Review Committee: The Review Committee is appointed by the Board of Directors as needed and may conduct hearings on any matter affecting the Corporation and the OMSC, and arising solely within the territorial jurisdiction of the OMSC and involving only its members. The Review Committee may censure, suspend for a definite period of time, or expel any member of OMSC, including any athlete, coach, manager, official, committee member or any person participating in any capacity whatsoever in the affairs of the OMSC, or who has contravened any of the rules of the Corporation or the OMSC, or who has acted in a manner which brings disrepute upon the Corporation, the OMSC, or upon the sport of Masters Swimming.

(v) Rules Committee: The Rules Committee shall make itself aware of the current rules as set forth by USMS. It shall interpret rules as necessary, report any violations by clubs or individual to the Review Committee for action, and shall make recommendations for change to the officers of OMSC for transmittal to USMS.

(vi) Such other committees the House of Delegates or the Board of Directors shall deem to be necessary

b) Registration Section

Registration Committee: The Registration Committee shall process individual and club applications for membership in USMS/OMSC; keep accurate records of said individual and club registrations; make such reports to the Secretary and /Treasurer as are required by OMSC policy.

Finance Section:

a) (i) Finance Committee: The Finance Committee shall review regular cash flow statements prepared by the Treasurer, including receipts and disbursements; assist the General Chairman Chairperson in the preparation of the annual budget; provide for an annual review of the Committee's financial records; and approve all major expenditures.

The fiscal year of the OMSC shall correspond to the calendar year.

Chairman Chairpersons:

(1) Appointment: Chairman Chairpersons of sections or committees are elected or appointed as provided by the By-Laws.

- (2) Duties: The duties of the chairman chairperson of each section or committee are as follows:
- a. Presides at all meetings of the section or committee;
 - b. Sees that all duties and responsibilities of the committee or subcommittee in his charge are properly and promptly carried out;
 - c. Appoints such subcommittees as may be necessary to fulfill the duties and responsibilities of the section or committee;
 - d. Communicates with the committee members to keep them fully informed;
 - e. Keeps the General Chairman Chairperson and Secretary informed of committee actions and recommendations;
 - f. Forwards reports or minutes of all meetings to the General Chairman Chairperson and Secretary;
 - g. Performs such specific duties as outlined in OMSC policy

MEMBERSHIP:

Members of all committees, other than elected officers and section and committee chairman, shall be appointed by the Chairman with advice and consent of the chairmen thereof and in accordance with the guidelines provided above for each committee.

ARTICLE 7

AMENDMENTS TO BY-LAWS

Amending the By-Laws: Any provision of these By-Laws not proscribed by USMS may be amended at any meeting of the House of Delegates by a two-thirds vote of the members voting. At least fifteen (15) days notice must be given to every member of the House of Delegates of any proposed amendment.

ARTICLE 8

CHAMPIONSHIPS

8.1 GENERAL – Swimming championships when conducted will be held in accordance with the rules of USMS for the conduct of championships as described in the USMS rules.

ARTICLE 9

APPEALS AND ATHLETE'S RIGHTS

9.1 ATHLETE'S BILL OF RIGHTS – The OMSC, in accordance with the rules of the USMS, shall respect and protect the right of every eligible individual to participate as an athlete, coach, trainer, manager, administrator or other official in any Masters

Swimming competition, so long as such competition is conducted in compliance with reasonable local, national and applicable international requirements.

- 9.2 APPEAL – The decision of the Review Section Committee will be final in all cases, subject only to the appeal of the Board of Directors of the OMSC at the option of the applicant and thereafter to the USMS National Board of Review.

ARTICLE 10

MISCELLANEOUS

10.1 MAIL/Electronic VOTE – Any action which may be taken at any regular or special meeting of the members of either the membership or the Board of Directors, except amendment of these by-laws, may be taken without a meeting; the Secretary shall distribute a written or electronic ballot to every member eligible to vote on the matter. The ballot shall set forth the proposed action, and provide a reasonable amount of time within which to return the ballot to the Secretary. In the case of electronic ballot, a printed copy of the ballot must be maintained by the secretary for one (1) year after the election. Approval by written/electronic ballot shall be valid only when the number of votes cast by ballot within the specified time period constitute a majority of the votes entitled to be cast.

10.2 DISSOLUTION – Upon dissolution, the net assets of the OMSC 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 solely for educational or charitable purposes, or if the United States Masters Swimming Inc is not then in existence, or is not then a corporation, which is then exempt under Section 501(c) (3) of the Internal Revenue Code of 1986 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 corporation to be used for the sole purpose of educational or charitable purposes.

