

COLUMBIA MASTERS SWIMMING

ORGANIZING PRINCIPLES

Preamble

Columbia Masters Swimming (COLM) is an organization of sportswomen and sportsmen (ages 18 and older) founded in 2004 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning and camaraderie. COLM supports and encourages fitness and competitive swimming at any level among its members and affiliates.

Mission Statement

To promote fitness, health, and wellness in adults by offering and supporting Masters swimming programs.

Goals

- To encourage and promote improved physical fitness and health in adults.
- To offer adults the opportunity to participate in a lifelong fitness and/or competitive swimming program.
- To enhance fellowship and camaraderie among Masters swimmers.
- To promote community service and good will through periodic charitable donations.

Core Objectives

- Service the membership.
- Educate the membership.
- Promote Masters swimming.

BYLAWS OF THE COLUMBIA MASTERS SWIMMING PROGRAM

ARTICLE 1 Organization

1.1 Objectives: 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), the South Carolina Masters Swimming Committee (SCLMSC), and Columbia Masters Swimming (COLM).

1.2 Membership: COLM shall be composed of individuals meeting the membership requirements of USMS, SCLMSC, and COLM. These individuals will be considered members in good standing if they have a current USMS registration that reflects COLM club affiliation and are current in all dues or fees or have been extended an Affiliate membership through the Board of Directors. Membership shall not be used for the dissemination of partisan principles, or the promotion of the candidacy of any person seeking public office or preferment, nor for the promotion of any commercial enterprise.

1.2.1 Membership Responsibilities: All members shall become cognizant of the objectives, rules, and policies of USMS, SCLMSC, and COLM and shall abide by said rules, objectives, and policies. Membership with COLM does not include access to the Charles R. Drew Wellness Center or Maxcy Gregg Pool, which are operated by the City of Columbia. All COLM members must separately pay to use these facilities through active membership to the facility or a daily guest pass obtained at the front desk.

1.2.2 Types of Membership

1.2.2.1 Individual: Individual members include persons interested in the purposes and programs of the COLM. Individual membership in COLM is gained by following the procedures outlined in paragraph 1.2.3.1. Benefits for individual members in good standing include, but are not limited to, inclusion on the team email list to receive communication; access to all practices (both during open hours for Drew and team-only hours); and full voting rights to include board members, bylaws, etc.

1.2.2.2 Guest: Guest members include persons interested in the purposes and programs of the COLM for a temporary period. Guest membership in COLM is gained by following the procedures outlined in paragraph 1.2.3.2. Benefits for guest members include access to all practices (both during open hours for Drew and team-only hours).

1.2.3 Membership Procedures

1.2.3.1 Individual: Anyone may become a member of the COLM swim team. To be considered a member, you must be a current USMS member and registered with COLM as your designated team, and pay dues set by the Board as defined by 1.2.5. Individual members may change their USMS designation team temporarily, as needed for competition or training elsewhere, provided the USMS designation is changed back to COLM for USMS membership renewal.

1.2.3.2 Guest: Must be a current USMS member or obtain a trial membership, and pay guest fees set by the Board. Trial membership forms must be filled out from the USMS website and submitted (paper or electronically) to the team registrar or coach on deck. Trial memberships are limited to one (1) 30-day trial per calendar year.

1.2.4 Membership Termination

1.2.4.1 COLM members or affiliates who wish to voluntarily terminate or change their membership may do so by logging into their USMS account. Membership termination will occur automatically if a member fails to affiliate with COLM when renewing their USMS membership.

1.2.4.2 COLM membership or affiliation is a privilege, not a right. COLM membership or affiliation of any individual may be suspended or expelled by the affirmative vote of no less than two-thirds (2/3) of the members of the Board of Directors. The Board will notify the member or affiliate in writing of the date that the Board will be voting on their possible suspension or expulsion. This notification must be given one week prior to the vote and the COLM member or affiliate must have reasonable opportunity to present their case in writing or in person (maximum of thirty (30) minutes to present their case in person) to the Board if they choose to do so. Grounds for suspension or termination of membership include, but are not limited to: unsportsmanlike conduct; physical or verbal abuse or harassment of a meet official or meet manager; physical or verbal abuse or harassment of a coach; or physical or verbal abuse or harassment of another team member or members.

1.2.4.3 Any member who is suspended from COLM activity may not hold office in the COLM, vote in any election, or at any meeting, or attend practice for the specified time period determined by the Board.

1.2.4.4 Any member who is expelled from the COLM suffers permanent termination of COLM membership and may not participate with COLM in any manner.

1.2.5 Membership Fees: Annually, as part of the budget process, membership fees may be assessed. These fees may be required to cover the actual or budgeted operating expenses of COLM. COLM members must pay these fees by the due date established in the

approved budget to remain in good standing. Once fees have been established, any increase greater than 20% cannot be imposed by the Board of Directors without approval of the membership by majority vote of meeting attendees.

1.3 The Board

1.3.1 Structure: The Board of COLM shall consist of the officers and the chairs of standing committees. These members will have voting rights. Duties of the Board will include setting the annual budget, appointing, approving, and designating coaches, and other duties as outlined in the bylaws. The board will receive no compensation. Coaches may be ex officio members of the board with a voice but no vote and may be allowed compensation at the discretion of the Board.

1.3.1.1 Officers: The officers of COLM shall consist of the Chair, Vice Chair, Secretary, Treasurer, and Registrar. Each officer serves a term of two years or until a successor is selected. Officers are elected at a general meeting of the COLM 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 COLM, with the advice and consent of the Board of Directors. Prepares the annual budget with the assistance of the Treasurer.

1.3.1.1.2 Duties of the Vice Chair: The Vice Chair has duties as assigned to him by the Chair and has all the powers and performs the duties of the Chair if he 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 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 COLM 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.

1.3.1.1.5 Duties of the Registrar: The Registrar shall receive and review individual COLM member applications; receive, review and forward to the Board of Directors for consideration and vote affiliate member applications; make applications for membership in COLM USMS available to COLM individual members; communicate with the SCLMSC and USMS registrars; keep accurate records of said individual applications and registrations; and make such reports as are required by USMS rules.

1.3.1.2 Standing Committees: The standing committees of COLM include the Communications Committee and the Social Committee. The COLM Chair as necessary and appropriate shall appoint all committee chairs. The Chair of each committee as necessary and appropriate shall appoint members of each committee. Other standing committees may be established and terminated by a simple majority vote of the Board of Directors.

1.3.1.2.1 Communications Committee: The Communications Committee shall maintain the COLM web site and COLM swimming records. They will additionally collect and preserve documents, stories, photos, exhibits, oral histories, and other memorabilia in an appropriate repository and in durable formats to ensure that the achievements of COLM Masters swimmers will be maintained for posterity.

1.3.1.2.2 Social Committee: The Social Committee shall plan and publicize COLM social events, maintain social media presence, and coordinate COLM merchandise.

1.3.1.2.3 Ad Hoc Committees: The COLM Chair may establish and terminate other committees on an ad hoc basis that are deemed necessary to carry out the duties of the COLM Chair. Ad Hoc Committee chairs do not have board voting rights.

1.3.2 Resignation: Any Officer may resign by delivering his or her written resignation to the Board. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event. The Board of Directors will immediately search for a replacement Officer to complete the departing Officer's term. The replacement Officer will be eligible to serve one additional two-year term after he/she has served out the remainder of the term of the departing Officer.

1.3.3 Removal: The Board of Directors may remove any member of the Board without cause by a vote of no less than two-thirds (2/3) of the entire Board at a meeting of the Board. The board member in question may not vote. A member of the Board can only be removed after having the opportunity to be heard by the Board of Directors. The member must have reasonable opportunity to present their case in writing or in person (maximum of thirty (30) minutes to present their case in person) to the Board if they choose to do so. No vote on removal shall be taken unless at least fifteen (15) days notice in writing has been given to the officer and the members of the reasons for his or her removal and the time and place of the meeting to undertake such action. Any member removed from office shall not be elected to any future office for at least twelve (12) months. Removal from office does not affect the membership privileges of that person.

1.4 Meetings

1.4.1 Annual Meeting: An annual full membership meeting shall be held no later than December 1 of each year for the purpose of elections, if an odd-numbered year, and approving the next year's budget. New officers' terms will begin January 1 of the succeeding year.

1.4.2 Board of Directors Meeting: The Board of Directors shall meet prior to the full membership meeting to determine the agenda and review the budget.

1.4.3 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.

1.4.4 Notices: Notices of meetings shall contain the time, date, and site. Notices shall be mailed (either written or electronic) not less than ten (10) days prior to the date of the meeting, and shall be mailed to the address or e-mail address last given to the registrar.

1.4.5 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

1.4.5.1 Quorum: Quorum at all meetings shall consist of one-half (1/2) of the officers and standing committee chairs.

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

ARTICLE 2 FINANCES

2.1 Fiscal Year: COLM shall have a one-year fiscal period for tax and accounting purposes commencing on the first day of January.

2.2 Budgets: The Board of Directors and committee chairs shall submit projected fiscal income and expenditures for the upcoming year to the treasurer no later than September 1 of each year to facilitate the preparation of the COLM annual budget and associated reports. The Treasurer shall present the projected budget for the upcoming year at the annual meeting. All disbursements complying with an approved budget are presumed to be proper and consistent with the Goals and Objectives of COLM. Budgets shall not be presented or approved with deficit spending. If a deficit is projected, it may be eliminated through membership fees or other income generation. Surplus monies shall be held and accounted for by the Treasurer.

2.3 Check Authorization: Multiple checks to the same payee within thirty (30) days totaling \$1000.00 or more or any single check drawn on the COLM account for \$1000.00 or more will require the approval of the Chair and the Treasurer.

2.4 Internal Auditor: The internal auditor may be appointed by and serve at the pleasure of the Chair. The internal auditor shall:

2.4.1 Receive the financial records of COLM from the Treasurer.

2.4.2 Examine at least annually all COLM financial records to determine the accuracy and validity of the records maintained by the Treasurer.

2.4.3 Prepare and audit the annual income statement and balance sheet of COLM. As soon as practical after the close of the fiscal year with a statement as to the internal auditor's position regarding the accuracy and validity of those documents.

2.4.4 Submit to the Chair recommendations for the improvement of the financial management of COLM.

2.5 Income: Any income derived from the promotion of amateur swimming shall be used to further promote amateur swimming.

ARTICLE 3 POLICIES AND PROCEDURES

3.1 The Board shall develop, and put forth to the membership for approval, new or amended policies and procedures for items not specifically addressed in these by-laws. Such changes or amendments in policy or procedures shall be distributed to membership 10 days in advance and approved by a majority vote of the members present at a regular or special meeting.

3.2 Individual Member Registrations

3.2.1 Registration: Registration is required prior to participation in any SCLMSC or USMS sanctioned competition. Proof of registration will be required at SCLMSC-sanctioned competitions. Registration is required of all members of the COLM Board of Directors and committees.

3.2.2 Age Groups: Registration of individual athlete members shall conform to the age groups currently recognized by USMS, namely the registration of athletes aged 18 years and older.

3.3 Team Registration

3.3.1 As a condition of its association with USMS, COLM must hold a current USMS membership as stipulated by USMS bylaws.

3.3.2 The Chair shall attend all required meetings of the SCLMSC. If the Chair is unable to attend, he/she may designate a replacement COLM representative to attend the meeting and report the results of that meeting.

ARTICLE 4 Miscellaneous

4.1 Amendments to the COLM Bylaws

4.1.1 Any individual member at any legal meeting to the Board of Directors may submit Amendments to the Bylaws of the COLM. The process for bylaw revision is outlined in paragraph 3.1.

4.1.2 Any provisions of the Bylaws of the COLM that conflict with USMS rules and regulations shall be considered null and void.

4.2 Proxy Voting: Any member of the COLM may request representation by proxy at any legal meeting.

4.2.1 Such requests must be made in writing to an officer of the COLM, and must be presented at the time of Roll Call.

4.2.2 Proxies must be registered COLM individual members.

4.3 Indemnification: Each person who is or was a Chair or member of the Board of Directors, Standing Committees, or Ad Hoc Committee of COLM (including the heirs, executors, administrators, or estate of such person) shall be indemnified by COLM to the full extent permitted by the South Carolina Nonprofit Corporation Act of 1994 against any liability, cost, or expense incurred in the capacity as Chair or member of the Board of Directors, Standing Committees, or Ad Hoc Committee arising out of acts pursuant to the duties as Chair or a member of the Board of Directors, Standing Committees, or Ad Hoc Committee, including serving at the request of COLM as a chair, member of the Board of Directors or agent of another corporation.

4.4 Dissolution: If deemed advisable by a majority of the members, COLM may be dissolved. Upon the dissolution COLM, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of COLM, dispose of all the assets of COLM exclusively for the purposes of COLM or to such organization or organizations organized and operated exclusively for non-profit.