FLORIDA LOCAL MASTERS SWIM COMMITTEE BYLAWS
(INCORPORATING ALL CHANGES as of September 2026)

Purpose: The purpose of the Florida Local Masters Swimming Committee (FL LMSC hereafter) shall be to promote and develop physical fitness and competitive swimming for the benefit of adult swimmers of all abilities in accordance with the standards, objectives, and goals prescribed by United States Masters Swimming, Inc. (USMS).

ARTICLE 1, MEMBERSHIP:

1.01 Classes of Membership

1.01.1 Club Membership: Clubs are organizations or groups of permanent character currently registered with USMS through the FL LMSC that are interested in fostering the purposes of this organization.

1.01.2 Individual Membership: Individual membership is open to any individual who is at least 18 years of age, to include athletes, coaches, officials, administrators or persons otherwise interested in the purposes and programs of the FL LMSC.

1.02 Responsibilities of Members

1.02.1 Conduct: Each individual and club member of the FL LMSC shall **abide** by the bylaws and any rules, regulations and policies of the FL LMSC.

1.02.2 Participation in Events: An event includes any sanctioned competition, clinic, club practice or other LMSC-sponsored event. Proof of USMS registration is required prior to participation in any such event. Clubs must be registered with USMS for the current year in order for any individual member to represent that club in a sanctioned USMS competition.

1.02.3 Representation at FL LMSC Meetings: General members may attend any FL LMSC Board of Directors meeting. However, members shall have no voting rights except as club representative voting delegates as set forth in Article 5, Section 5 of these Bylaws.

ARTICLE 2, OFFICERS:

2.01 FL LMSC Officers: The officers of the FL LMSC shall be a Chair, a Vice Chair, a Secretary and a Treasurer. These positions are elected by the Board of Directors and delegated Club Representatives.

2.01.1 Requirements: Officers shall be registered USMS members of the FL LMSC in good standing.

2.01.2 Executive Committee: Officers shall comprise the Executive Committee; meetings of the Executive Committee shall be called by the Chair; the Executive Committee shall have authority to act for the LMSC and to create policy between meetings. If time allows, the Executive Committee will make every effort to inform or consult with the rest of the Board of Directors before decisions are finalized.

2.01.3 Voting: Officers shall be considered voting representatives of the FL LMSC by virtue of their Office and are not required to represent their clubs as delegates.

2.02 Duties of the Officers:

2.02.1 Chair: Duties of the Chair shall include:
a. Responsibility for the overall management and activities of the LMSC in accordance with these Bylaws and with the USMS Rule Book;
b. Preside at all meetings of the FL LMSC;
c. Preside as Chair of the Board of Directors;
d. With the Secretary, execute all legal papers, documents and instruments ordered to be executed by the Board of Directors;
e. Appoint the appropriate number of delegates to the USMS Annual Meeting and other USMS National meetings (i.e., USMS Relay, USMS National Coaches Clinic);
f. Appoint chairperson positions as deemed necessary by the Board and subject to Board approval;
g. Designate either the Vice Chair, Secretary or Treasurer to preside at meetings in his/her absence; and
h. Perform such other duties as may, from time to time, be prescribed by the Board of Directors

2.02.2 Vice Chair: Duties of the Vice Chair shall include:
a. Carry out the Chair's duties in his/her absence;
b. Provide support and assistance to the Chair;
c. Accept specific responsibilities from the Chair; and
d. Take over the Chair position until the next election if the current Chair leaves office before the conclusion of his/her two-year term.

2.02.3 Secretary: Duties of the Secretary shall include:
a. Together with the Chair, execute such legal documents, papers or instruments as authorized by the Board of Directors;
b. Record and maintain the minutes of all meetings of the LMSC, the Board of Directors and of the Executive Committee and ensure the minutes are available to the membership;
c. Send a copy of the FL LMSC Annual Meeting Minutes to the National USMS office as required;

d. Maintain a record of all current policies and changes in the Bylaws and forward copies to the webmaster and ensure the policies and changes are available to the membership;
e. Assume the role of parliamentarian according to Roberts Rules of Order at all meetings, if needed;
f. Preside at any meetings in the absence of the Chair and Vice Chair; and
g. Perform such other duties as the Chair or Board of Directors may designate.

2.02.4 Treasurer: Duties of the Treasurer shall include:
a. Have charge of the funds and securities of the LMSC and cause them to be deposited into depositories approved by the Board of Directors;
b. See that an accurate record is kept of the funds and provide periodic reports to the Board of Directors;
c. Sign all checks upon bank accounts of the LMSC as directed by the Board of Directors;
d. Disburse funds and pay the bills of the LMSC for all expenses authorized by the Board of Directors or the Executive Committee;
e. Submit an annual proposed budget to the Board of Directors;
f. Send an Annual Financial Report to the USMS National Office as required by USMS rules, the USMS Financial Operating Guidelines, and the USMS Guide to Operations; and
g. Preside at any meetings in the absence of the Chair, Vice Chair and Secretary.

~~2.02.5 Membership Coordinator : The Membership Coordinator shall: a. Process individual and club applications for membership in the Florida LMSC and USMS; b. Keep accurate records of said individual and club registrations.~~

~~2.02.6 Sanctions: The Sanctions Chair shall: a. Oversee the competitive program to insure that the Florida LMSC program offerings are consistent with USMS and the Florida LMSC objectives, rules, and policies; b. Process applications for meet and event sanctions; c. Keep accurate records of said sanctions; d. Verify pool measurements as necessary; e. Promote competent officiating; f. Make suggestions for projects and priorities to the Board of Directors.~~

~~2.02.7 Top 10 Recorder: The Top 10 Recorder shall: a. Obtain and upload meet results from all FL-LMSC sanctioned and recognized meets to the USMS event results database; b. Prepare and submit Top 10 tabulations to USMS for national Top 10 consideration.~~

~~2.02.8 Newsletter Editor: The Newsletter Editor shall: a. Publish the quarterly LMSC Newsletter in February, May, August, and November. 3 Florida LMSC Bylaws 2024 b. Deadlines for submissions will be announced at least two - three weeks prior to publication~~

- ➔ Moving to the BOD section and listing in alphabetical order

2.03 Term: Each officer shall be elected at the annual meeting and serve a term of two (2) years, such term to begin upon their election. An officer may be re-elected to successive terms;

ARTICLE 3, BOARD OF DIRECTORS:

3.01 Board of Directors: The ~~eight~~ Board of Directors shall consist of the four elected officers of the FL LMSC: (Chair, Vice Chair, Secretary and Treasurer) and the ~~four elected~~ appointed Directors listed below. Members of the FL LMSC Board of Directors (also referred to as the Board hereafter) may include the following:

3.01.1 Officers: As defined in Article 2, these include the Chair, Vice Chair, Secretary and Treasurer.

3.01.2 Standing Board of Directors: These members of the Board are appointed by the Chair, with the advice and consent of the Board of Directors. Once appointed, none of these Directors can be removed without the consent of the entire Board. As such, if circumstances dictate functional changes are needed, the Board must vote on any proposed elimination of these Director positions or the addition of others. The following positions are standing positions with the following responsibilities (in alphabetical order):

3.01.2.1 Awards and Recognition Chair: The Awards & Recognition Chair shall manage the process of recognizing levels of participation and accomplishment by LMSC stakeholders. Responsibilities shall include vetting and presenting LMSC awards, including selection criteria and awards ceremonies, and submitting FL LMSC nominees for USMS awards.

3.01.2.2 Coaches Chair: The Coaches Chair shall develop programs and tools to enhance the quality of Masters swimming programs and coaching within the LMSC. This includes maintaining a list of coach members within the LMSC and assisting coaches with any clinics or coaching certifications. The Coaches Chair will work in coordination with the USMS Coaches Committee.

3.01.2.3 Membership Coordinator: The Membership Coordinator shall coordinate with the USMS National Office on FL LMSC club and individual membership matters; keep accurate records of said club and individual registrations. →This position has been taken over by USMS and primarily serves as a contact role. Not sure we need to continue to have this position and this position is no longer an elected position.

3.01.2.4 Newsletter Editor: The Newsletter Editor shall publish the quarterly LMSC Newsletter in February, May, August, and November. Deadlines for submissions will be announced at least two - three weeks prior to publication. →This position should be removed as an elected position as only the Executive Committee are elected.

3.01.2.5 Officials Chair: The Officials Chair shall develop policies and procedures to assure that all FL LMSC sanctioned and recognized meets and events are conducted uniformly and in conformance with the USMS swimming rules. The Officials Chair must also provide updates on rule changes and differences in USA Swimming rules and USMS rules to meet directors.

3.01.2.6 Open Water Chair: The Open Water (combined with Long Distance) Chair shall promote long distance and open water events within the LMSC. The Chair will work with meet and event directors to ensure open water and long distance events meet the guidelines set out in the long distance swimming rules in the USMS rule book.

3.01.2.7 Past Chair: To maintain continuity on the FL LMSC board, the Immediate Past Chair shall be filled for one two year term only by the last person to hold the FL LMSC chair position. If that person is elected to another LMSC office, then the immediate past chair position shall remain vacant unless the other office is relinquished or a new Chair is elected.

3.01.2.8 Records Chair: The Records Chair shall maintain the FL LMSC Swimming records, review meet results for potential records, report any new Zone records set by FL LMSC members to Southeastern Zone records representative, and collaborate with the Top 10 Recorder to ensure our members are recognized appropriately.

3.01.2.9 Sanctions Chair: The Sanctions Chair shall oversee the competitive program to ensure that the FL LMSC program offerings are consistent with USMS and the FL LMSC objectives, rules, and policies. This includes processing applications for meet and event sanctions, keeping accurate records of said sanctions, verifying pool measurements, promoting competent officiating, and suggesting projects and priorities to the Board of Directors.

3.01.2.10 Senior Games Liaison: The Senior Games Liaison shall update the Board on Senior Games events and news in the FL LMSC as well as the qualifying meets and details for the National Senior Games.

3.01.2.11 Top 10 Recorder: The Top 10 Recorder shall obtain and upload meet results from all FL LMSC sanctioned and recognized meets to the USMS event results database and prepare and submit Top 10 tabulations to USMS for national Top 10 consideration.

3.01.2.12 Webmaster: The webmaster shall maintain the LMSC website, ensuring it is up-to-date and has the information most useful to our members.

3.01.2.13 Communications and Social Media Chair: The Communications and Social Media Chair shall be responsible for the dissemination of information from USMS and the FL LMSC to all members of the FL LMSC. This position shall have primary responsibility for maintaining the FL LMSC's social media assets with input from the Chair and/or Vice Chair and will be the primary person to forward communications to members via email with input from the Chair and/or Vice Chair.
→ while not in alphabetical order, I'd like to add this position since the Membership Coordinator's position does not really exist any more.

3.02 Term of Office: The term of office for directors of the FL LMSC shall be a period of two (2) years.

3.03 Board Powers: The Board of Directors shall have and exercise all necessary powers to control the work and policy of the LMSC.

3.03.1 General Powers: The Board of Directors shall have and exercise all necessary powers to control the work and policy of the LMSC. No contract, debt or obligation shall be binding unless contracted under the authority of the Board of Directors, except for actions by the Executive Committee in amounts authorized herein or by the Board of Directors;

3.03.2 Relationships: The Board of Directors shall have the power to enter into cooperative relationships with other agencies or organizations when, in their judgment, such relationship is desirable toward achieving the association's objectives in the area concerned. If the Board enters into Articles of Agreement setting forth the rules of such cooperative association, said agreement shall contain provisions for severing relationships at any time, when in the judgment of the Board of Directors, it is in the best interest of the LMSC to do so. The Board may delegate this power to the Executive Committee.

3.04 Number of Board Members: The number of Board members may be modified upon vote of the Board of Directors and approval by 50% of the club representatives present at a FL LMSC meeting;

3.05 Number of Meetings: The Board of Directors shall meet either in person or virtually at least three (3) times per year. One meeting being before the October/November Annual membership meeting. The other two (2) meetings shall be held during the remainder of the year as established by the Board of Directors and these articles. In addition, the Board shall hold meetings upon the call of the Chair or at the request of at least three (3) members of the Board of Directors made to the Chair. Notice of such meetings by the Chair and/or three members of the Board shall require three (3) days notice.

3.06 Quorums: At all meetings of the Board, a majority of the entire Board shall constitute a quorum for the transaction of business. The consent of those members shall be sufficient to take or authorize action unless the concurrence of a greater proportion is required by applicable law, these Bylaws or the Articles of Incorporation.

ARTICLE 4, HOUSE OF REPRESENTATIVES:

4.01 The House of Representatives includes the Board of Directors and the Club Representatives.

ARTICLE 5, MEETINGS:

5.01 FL LMSC Annual Meeting: The Annual Meeting of the LMSC shall be held during the month of October or November of each year provided that the USMS Annual Meeting has already occurred and new USMS rules have been adopted. The exact date shall be established by the Chair in consultation with the Board of Directors. The annual meeting will be face-to-face or virtual, and open to all LMSC members.

5.02 Special Meetings: Special meetings of the LMSC may be called at the discretion of the Chair, or upon written request of any three (3) Board Directors; 15% of the LMSC membership or 50% of the club representatives; Attendees of the special meeting shall be determined by the Chair, based on subject matter.

5.03 Voting Procedures and Eligibility: At all meetings of the FL LMSC, except as may be provided elsewhere in these Bylaws or in the Articles of Incorporation, each member of the Board of Directors and designated Club representatives shall be eligible to vote on proposals. A quorum shall consist of those present and eligible to vote.

5.03.01 Eligibility:

5.03.01.1 FL LMSC Board of Directors: Each member of the FL LMSC Board of Directors, as described in Article 3 of these Bylaws is authorized one vote per proposal.

5.03.01.2 Allotted Club Representatives: Each registered club in the FL LMSC will be allotted a number of representatives authorized to vote on LMSC proposals, as follows:
1-49 registered members = 1 representative
50-99 registered members = 2 representatives plus 1 additional representative for each additional 100 registered members.

5.03.01.2.1 Definition: The term "club" for the purposes these Bylaws signifies those groups within the FL LMSC who are registered with USMS.

5.03.01.2.2 Each Florida LMSC club shall submit on a yearly basis the name(s) and contact information of each representative to the FL LMSC Secretary. At the beginning of each meeting the Secretary will call roll of clubs present and request identity of which member(s) are representing said clubs and ensure they are listed on the roster as present along with updated contact information.

5.03.01.2.3 Duplicate names of Clubs will not be permitted.

5.03.01.2.4 Any registered club member present at any meeting is eligible to represent their club.
5.03.01.2.5 Members in the FL LMSC who are not a club representative and are not on the Board of Directors will have a voice, but no vote.

5.03.02 Method of Voting: At all meetings of the FL LMSC the method of voting shall be by voice vote or show of hands except on the elections of officers or on the demand of a voting member, in which case the vote shall be by written ballot submitted to the designated Nominations Chair.

5.03.03 Result of Voting: A majority of the votes cast at any meeting of the LMSC at which a quorum is present shall be sufficient to take or authorize action upon any matter, question or proposal which is properly presented before the meeting.

5.04 Notice of Meetings:

5.04.1 Regular FL LMSC Meetings: Notification of the annual meeting shall be given no less than thirty (30) days prior to said meeting. Notification shall be sent to the entire membership through the LMSC newsletter, by email, or on the LMSC website.
5.04.2 Special Meetings: Notice of special meetings shall be given to members of the Board of Directors by electronic mail at least fifteen (15) days before the date of such meeting. The notice

of the special meeting shall include a statement of the specific purpose or purposes for which the meeting is called.

5.05 Organization: At all membership meetings and meetings of the Board of Directors shall adhere to Roberts Rules of Order, and the following shall be the general order of business:

1. Roll call;
2. Reading, correction and adoption of minutes;
3. Reports of Officers;
4. Reports of Committees;
5. Unfinished/Old business;
6. Elections when appropriate;
7. New business;
8. Adjournment.

ARTICLE 6, ELECTIONS:

6.01 Nominations: Nomination of officers shall be by an ad hoc nominating committee appointed by the Chair. The nominating committee shall consist of the Chair or Vice Chair, and two (2) to three (3) members at large. The final slate will be presented to the club representatives no later than thirty (30) days before the election. The FL LMSC shall accept nominations from the floor at the Annual meeting. The final slate will be presented to the House of Representatives;

6.02 Eligibility: No members may be considered as candidates for office unless they are members in good standing and unless their consent is obtained.

6.03 Elections: The elections for Officers shall be elected at the Annual Meeting in staggered terms as follows: Odd years the Chair and Treasurer. Even years the Vice Chair and
Secretary.

6.04 Vacancies: Except for the Chair position, in which the Vice Chair would assume that role upon a vacancy, other vacancies of LMSC officers require a special election. Nominations and elections to fill a vacancy shall be held by the Board of Directors. The person filling the vacancy shall hold office until the next regularly scheduled LMSC election.

ARTICLE 7, GENERAL PROVISIONS:

7.01 Fiscal Year: The fiscal year of the LMSC shall begin on the first day of January and end on the last day of December.;

7.02 Payment of Moneys: All checks, notes, drafts, orders for payment of money or other evidence of indebtedness issued in the name of the LMSC for $250 or more must be by approved in writing by email by the Chair, and/or the Vice Chair or Secretary.

7.03 Review: The Treasurer's accounts shall be examined annually by someone other than the treasurer, appointed by the Executive Committee, who shall verify the bank balances and samplings of the revenue and expense documentation. A signed report of the findings shall be presented at the next regular meeting after their appointment. →Terri, are our financials audited by an outside accountant?

7.04 Removal From Office: Any director or officer may be removed for cause by a majority vote of those members present at a properly called meeting where a quorum is present. Removal or resignation of an officer shall automatically lead to removal from the membership on the Board and the Executive Committee. Suspension or revocation of membership in the LMSC, or the absence from two (2) meetings of the LMSC or the Board without sufficient cause may be cause for removal from office or membership on the Board. Requests to be excused from a meeting of the LMSC or the Board must be received by the Chair or the Secretary prior to the call-to-order of any such meeting.;

7.05 Records: All LMSC records shall be open and available to inspection by members.;

7.06 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 United States Masters Swimming, Inc. 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 l70(c)(2), 2055(a)(2) LMSC, to be used exclusively for educational or charitable purposes.

ARTICLE 8, ATHLETE'S RIGHTS, HEARINGS, AND RIGHTS OF APPEAL

8.01 General Jurisdiction: The Board of Directors may conduct hearings on any matter affecting the LMSC, arising solely within the jurisdiction of the LMSC, and involving only members of the FL LMSC.

8.02 Appeal: Any registered member of the FL LMSC may appeal any decision by the Board of Directors at said hearings according to current USMS rules on Hearings and Appeals.

8:03 Grievance Procedure: Please refer to the Fl LMSC Grievance Procedure posted on our website and to Part 4 in the current USMS Rule Book.

ARTICLE 9, AMENDMENTS:

9.01 Adequate Notice: These Bylaws may be amended by a majority vote of those members present at any meeting of the LMSC properly called where a quorum is present. Provided that no less than fifteen (15) nor more than thirty (30) days notice of such meeting is given and that said notice shall contain an advisory that an amendment or amendments shall be included in the order of business and provided further, that a copy of the text of such proposed amendment or amendments shall be included in the notice.

9.02 USMS: Should any bylaw or rule changes occur at the USMS level or Florida State Statue 617 that are in conflict with current LMSC bylaws or rules, those LMSC bylaws or rules shall be considered immediately amended to conform to USMS standards. Notice of such changes will be made at the next scheduled FL LMSC meeting.