

Woodlands Master Swimming Team Bylaws of the Organization

The following document describes the standing governing rules that the Woodlands Masters Swim Team organization has adopted for its operation and management. This document will be managed following the Critical Document Retention Policy.

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Date these Bylaws Takes Effect: Pending Team Membership vote on 7 October 2016

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Name:	Signature:	Date
Stacey Eicks President	_____	_____
Alana Wilson Vice President	_____	_____
Joann Leilich Treasurer	_____	_____
Anne Kozak Secretary	_____	_____
Tracy Shoemaker Team Administrator	_____	_____
Steve White Past President	_____	_____
Carolyn Boak Coaches Rep	_____	_____
Laura Davis Coaches Rep	_____	_____
Francisco Godoy At Large	_____	_____
Theodore Eicks At Large	_____	_____

**BYLAWS OF THE
WOODLANDS MASTERS SWIM TEAM**

ARTICLE I
Name

The name of this Organization shall be the Woodlands Masters Swim Team. (*WMST*)

ARTICLE II
Objective

The objective shall be to promote and develop; within the framework of the Mission Statement and the Goals and Objectives of United States Masters Swimming, Inc. (USMS); the sport of swimming for the benefit of adult swimmers of all abilities.

ARTICLE III
Members

Team Members are those individuals currently registered with USMS and have indicated their "Club/Team" affiliation with the "WMST." Team Members have voting privileges and may hold elective offices.

Associate Members are those individuals currently registered with USMS but have not indicated their "Club/Team" affiliation with the "WMST." Associate members may participate in the Organization's activities but have no voting privileges and may not hold elective offices.

A membership fee with payment schedule and procedures may be established by the Board of Directors, with approval by the Team Members, and payment made a condition of membership. If membership fees are adopted, then members whose payments fall into arrears will lose their voting privileges, any office they may hold, and be dropped from the membership rolls.

ARTICLE IV
Officers

The officers of this Organization shall be a; President, Vice-President, Secretary, Treasurer, Past-President, Team Administrator, two (2) Directors At-Large, and Coaches' Representative. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

All Officers, except for the Past-President, Team Administrator and Coaches' Representative, shall be elected by ballot at the Annual meeting of each year. The Officers shall hold offices for a term of one year, or until their successors are appointed, commencing after the election meeting. A nominating committee chaired by the Vice President shall present a slate of candidates on or before notice is provided for the Annual meeting. Nominations may also be made from the floor of members who have consented to accept an office if elected. The individual receiving the most votes for each office will be elected.

The Past-President shall be the immediate predecessor of the President. The Coaches' Representative shall be elected by the Organization's Coaches.

If a duly-elected officer is unable to serve out their term, the president shall appoint a replacement to serve out the un-expired term, subject to approval of the Board of Directors, unless there is an Officer-elect. Should the office of President become vacant, the succession for filling that office shall be as listed in paragraph one of this Article, unless there is a President-elect.

The President shall call meetings of the Organization as required by these Bylaws and preside at these meetings. In the absence of the President, another member of the Board of Directors will preside and the order of presiding authority shall be as listed in paragraph one of this Article. The President shall (1) provide leadership to the Board of Directors and the Organization; (2) serve as liaison between the Organization and the hosting facility's administration; (3) oversee the finances of the Organization; (4) support USMS policy and participation; and (5) appoint, with the approval of the Board of Directors, the Team Administrator, committees, individuals, and Liaisons necessary for the orderly operation of the Organization.

The Vice-President (1) serves in the absence of the President, (2) assists and advises the President, and (3) serves as the Chairperson for the Nominating Committee.

The Secretary shall (1) provide meeting notices; (2) record and make available records of all meetings of the Organization and the Board of Directors; (3) make available a copy of the minutes of each meeting pending approval, (4) keep a copy of the Bylaws and *Robert's Rules of Order*; and (5) assist the President and the Board of Directors in other appropriate assignments.

The Treasurer is responsible for (1) all of the Organization's financial matters and maintenance of complete, understandable, and accurate records;; (2) providing for the Board of Directors a monthly financial report; (3) establishing Treasurer's Policies with the approval of the Board of Directors; and (4) working in close cooperation with the Board of Directors to protect the financial well-being of the Organization.

The Team Administrator shall (1) annually register the Organization (as the "WMST") with USMS; (2) ensure that Organization's members are registered with USMS; (3) maintain a current mailing list and membership roster; (4) collect and deposit Membership fees and/or dues as set forth in the Organization's Member Plans and Policies; (5) provide the Board of Directors with a monthly report of the members who have paid their coaching fees; and (6) such other duties as assigned by the Board of Directors.

The two (2) Directors At-Large shall have responsibilities as assigned by the President, subject to approval by the Board of Directors.

The Past President shall provide experience by counseling and advising incoming officers.

The Coaches' Representative shall represent the Coaches' input to the Board of Directors and Organization and carry out the objectives of the Organization through communication with the Coaches.

ARTICLE V Meetings

An Annual Meeting of the Organization must be called by the Board of Directors.

The Annual meeting shall be held in the fourth calendar quarter and shall be for the purpose of electing Officers; receiving reports of Officers, Committees, and Liaisons; and for any other business that may arise.

Special Meetings of the Organization, other than an Annual Meeting or Board of Directors Meetings, may be called by the President, by the Board of Directors or by request of ten (10) Team Members of the Organization.

Notice for Annual and Special Meeting shall be considered given if by (a) e-mail, or (b) posted on the internet website maintained by the organization or other internet media and is provided at least two (2) weeks prior to the meeting. The Purpose of the Annual or Special Meeting shall be stated in the notice.

The least of fifteen (15) Team Members or 20% of the registered Team Members of the organization shall constitute a quorum at Annual and Special Meetings.

ARTICLE VI The Board of Directors

The officers of the organizations shall constitute the Board of Directors.

Board of Directors Meetings may be called by the President or Vice President in the absence of the President. The Board of Directors shall have general supervision of the affairs of the organization between its meetings, fix the hour and place of their meetings, make recommendations to the organization, and perform such other duties as are specified in these bylaws. The Board of Directors shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization.

Notice for Board of Directors Meetings shall be considered given if by (a) e-mail, or (b) posted on an internet website maintained by the organization or other internet media as notice to all officers of the organization.

At any meeting of the Board of Directors, the presence of a majority of the officers shall constitute a quorum.

ARTICLE VII Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

ARTICLE VII Amendment of Bylaws

The Bylaws of the Organization may be amended at any meeting of the organization by a two-thirds majority vote of the Team Members in attendance. However, two weeks' notice must be given for a meeting that will include the proposed amendment(s) and a copy of the proposed amendment(s) must be provided before or at the time of the notice.

ARTICLE IX Financial Provisions

The fiscal year shall be the calendar year.

Annually, the Treasurer shall prepare a budget for approval by the Board of Directors. After the budget has been approved, the Treasurer shall have the authority to make expenditures in accordance with the budget. No officer or member of the Organization is authorized to commit to any expenditure that exceeds the budget without the prior approval of the Board of Directors.

ARTICLE X Coaches

The Coaches for the Organization shall be those approved by the Board of Directors and (1) shall be Team Members of the Organization; (2) be willing to attend USMS meets, conventions, and clinics; (3) keep up-to-date on swimming techniques; (4) assist and advise the Organization for providing successful swim meets; (5) represent the Organization for the best possible services from the hosting facility; (6) maintain workout attendance records to assist with the proper payment of coaching fees.

The Coaches shall elect a Coaches' Representative annually, concurring with the term of the other Officers, to the Board of Directors.