
WORCESTER AREA MASTERS

Swim Club

ORGANIZING PRINCIPLES

Preamble

WORCESTER AREA MASTERS (WAM) is an organization of sports women and men (ages 18 and older) founded in September 2012 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning. WAM supports and encourages fitness and competitive swimming, at any level, among its members.

Mission Statement

To promote fitness and health in adults by offering and supporting Masters swimming programs. Membership is available to all adults for a cost effective program.

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.

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BYLAWS OF THE WORCESTER AREA MASTERS 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 New England LMSC (NELMSC), and WORCESTER AREA MASTERS (WAM).

1.2 Membership: WAM shall be composed of individuals meeting the membership requirements of USMS, NELMSC, and WAM. These individuals will be considered members in good standing if they have a current USMS registration and are current in all dues or fees. 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, NELMSC, and WAM and shall abide by said rules, objectives, and policies.

1.2.2 Types of Membership

1.2.2.1 Individual: Individual members include persons interested in the purposes and programs of the WAM. Individual membership in WAM is gained by being up to date on WAM dues and registration with USMS; individuals will receive a USMS membership card that certifies their membership. Individual members who fulfill all of the requirements of membership shall be considered members in good standing. Individual members in good standing may attend all meetings of the WAM with voice and vote.

1.2.3 Members Code of Conduct: All members of WAM shall adhere to the general principles of good sportsmanship and shall conduct themselves in a manner that does not bring ill repute to WAM, its agents, or its membership.

1.2.4 Membership Termination

1.2.4.1 Voluntary: WAM members who wish to voluntarily terminate their membership may do so. Membership termination will occur automatically if a member fails to renew their USMS membership or stops paying the WAM dues.

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1.2.4.2 Involuntary: The Board of Directors may remove any member of WAM without cause by a vote of no less than 2/3 of the entire Board at a meeting of the Board. A member of WAM can only be removed after having the opportunity to be heard by the Board and at a meeting in which a quorum of the Board of Directors is personally present. The member must have reasonable opportunity to present their case in writing or in person (maximum of 30 minutes to present their case in person) to the Board if they choose to do so. Any member removed from WAM membership shall not be eligible to re-enroll for at least 12 months, and can only do so after a vote of no less than 2/3 of the entire Board at a meeting in which a quorum of the Board is present.

1.2.4.3 Any member who is suspended from WAM activity may not hold office in WAM, vote in any election, or at any meeting.

1.2.5 Membership Dues: The Dues will be set to meet the team expenses, pool rental, coaching fees, banking, stamps, envelopes and other expenses.

1.3 Board of Directors

1.3.1 Structure: The Board of Directors of WAM shall consist of the officers.

1.3.1.1 Officers: The officers of WAM shall consist of the President, Vice President, Secretary, Treasurer, Social Chair, and Communication Chair. Each officer serves a term of one year. Officers are elected at a general meeting of the WAM held around May 16. 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 President: The President calls meetings when and where deemed necessary, presides at all meetings, works with the Board to help chart the direction of the club, ensures that the club maintains good standing and access to the WPI pool, and prepares the annual budget. The President works with the Treasurer to make all necessary Federal and State filings.

1.3.1.1.2 Duties of the Vice President: The Vice President has duties as assigned by the President and has all the powers and performs the duties of the President if he/she is unable or incapable of performing such duties. The Vice President works with the Treasurer to understand current membership by reviewing due payments. He/She also works with Board to develop ideas to increase membership and integrate new members.

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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 available as required by USMS rules.

1.3.1.1.4 Duties of the Treasurer: The Treasurer is responsible for maintaining all financial records, including bank and checking records, filing taxes, ensuring the club stays tax-exempt and reporting to the board upon any of these issues. The treasurer shall keep a separate independent ledger or system of tracking to ensure that dues are paid by the members in a timely fashion. The treasurer will also ensure that any dues, fees or services incurred by the team such as but not limited to pool rentals, USMS organizational fees, club activities, vendor purchases are paid for in a timely and appropriate manner.

1.3.1.1.5 Duties of the Communication Chair: The Communications Chair is responsible for advertising WAM activities. This could include: updating the website, posting on social media, sharing information with other masters teams, advertising in local newspapers, and promoting activities with NELMSC or USMS.

1.3.1.1.6 Duties of the Social Chair: The duties of the Social Chair are to plan all parties and social events. This position may be held by more than one person.

1.3.1.2 Standing Committees: TBD

1.3.2 Resignation: Any Officer may resign.

1.3.3 Resolution of issues: The Board of Directors will resolve all team member concerns or issues.

1.3.3.1 Removal: The Board of Directors may remove any member of the Board without cause by a vote of no less than 2/3 of the entire Board at a meeting of the Board. A member of the Board can only be removed after having the opportunity to be heard by the Board of Directors and which a quorum is personally present. The member must have reasonable opportunity to present their case in writing or in person (maximum of 30 minutes to present their case in person) to the Board if they choose to do so. Any member removed from office shall not be elected to any future office for at least 12 months. Removal from office does not affect the membership privileges of that person.

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1.4 Coach

1.4.1 Hiring coach: The Board of Directors shall hire a coach on an at-will contractual basis. Vacancies must be advertised on electronic and/or physical notice boards until a suitable candidate is found. Coach applicants must be eligible to receive access to WPI buildings during off-hours, pursuant to WPI's policies. The hiring of coaches is a function of the Board and the successful candidate must be approved by at least 2/3 of the Board. The coach shall report directly to the Board.

1.4.2 Removal of coach: On the recommendation of the WAM Board, a coach may be removed, without cause, by a vote of not less than 2/3 of WAM members in good standing. The coach may have a reasonable opportunity to present his/her case in writing or in person to the board, if they choose to do so.

1.4.3 Coach responsibilities: The coach shall offer instruction and training in fulfillment of WAM's Mission Statement and Goals, in order to help members improve in their swimming and to help prepare the club as a whole for competitions. Conduct and responsibilities of the coach are to be governed by the prevailing WAM Manual, which should be provided upon hiring.

1.4.4 Resignation: The coach may resign at any point.

1.5 Meetings

1.5.1 Annual Meeting: N/A

1.5.2 Board of Directors Meeting: The Board of Directors shall meet as required by the President.

1.5.3 Special Meetings: Special meetings may be called upon the request of the President.

1.5.4 Notices: Notices of meetings shall contain the time, date, and site. Notices shall be mailed (either written or electronic) not less than 15 days prior to the date of the meeting.

1.5.5 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

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- (7) New business
- (8) Resolutions and orders
- (9) Adjournment

1.5.5.1 Quorum: Quorum at all meetings shall consist of one-half of the officers and standing committee chairs.

1.5.5.2 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: WAM 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 shall submit projected fiscal income and expenditures for the upcoming year around September 15th of each year to facilitate the preparation of the WAM annual budget and associated reports. All disbursements complying with an approved budget are presumed to be proper and consistent with the Goals and Objectives of WAM. 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: The Treasurer has the authority to pay the WPI pool lane rental bills and coaches' fees, all other receipts and bills require the President direction for any banking or checking action.

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

2.4.1 Receive the financial records of WAM from the Treasurer.

2.4.2 Examine at least annually all WAM 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 WAM. 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 President recommendations for the improvement of the financial management of WAM.

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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 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 NELMSC or USMS sanctioned competition. Proof of registration will be required at all USMS sanctioned meets.

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, WAM must hold a current USMS membership as stipulated by USMS bylaws

ARTICLE 4 Miscellaneous

4.1 Amendments to the WAM Bylaws

4.1.1 Any individual member at any meeting to the Board of Directors may submit Amendments to the Bylaws of the WAM.

4.1.2 The Bylaws of the WAM may be amended at any meeting by an affirmative vote of a simple majority of the Board of Directors.

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

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

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

4.2.2 Proxies must be registered WAM individual members.

4.3 Indemnification: Each person who is or was a President or member of the Board of Directors, Standing Committees, or Ad Hoc Committee of WAM (including the heirs, executors, administrators, or estate of such person) shall be indemnified by WAM to the full extent permitted by the Nonprofit Corporation Law of the Commonwealth of Massachusetts against any liability, cost, or expense incurred in the capacity as President or member of the Board of Directors, Standing Committees, or Ad Hoc Committee arising out of acts pursuant to the duties as President or a member of the Board of Directors, Standing Committees, or Ad Hoc Committee, including serving at the request of WAM 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, WAM may be dissolved. Upon the dissolution WAM, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of WAM, dispose of all the assets of WAM exclusively for the purposes of WAM or to such organization or organizations organized and operated exclusively for charitable, educational, religious, literary, or scientific purposes as shall qualify as exempt organizations under section 501(c)(7) of the Internal Revenue code, or the corresponding provision of any future United States Internal Revenue law.

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