

MINUTES
New England LMSC
Annual Membership Meeting
Courtyard Marriot, Natick, Massachusetts
June 14, 2015 - 14:00

1. Roll Call

Bill Meier, Chair
Douglas Sayles, Vice Chair (and acting Open Water Chair)
Tim Lecrone, Registrar
Carol Yunker, Secretary
Al Prescott, Treasurer
Laszlo Eger, Top Ten SCY
Jason Eaddy, Top Ten LCM/SCM
Bill Ewan, Officials Chair,
Mindy Williams, Pool Sanctions Chair
Laura Dennison, Para-Athlete Chair
Crystie McGrail, Coaches Chair
Guy Davis, GBM Club Rep (NE-LMSC Board Position), Vice Chair Candidate
Helen Lin, NEM Club Rep (NE-LMSC Board Position)
Frank Wuest, NEM Club Rep (NE-LMSC Board Position)
Via phone - Christina Dwiggin, Communications Chair
Via phone- Charlotte Brynn, Open Water Chair Candidate
Tara Mack, Awards and Recognitions Chair Candidate
Ryan Kleinert, Secretary Candidate
Alana Aubin
Doug Doucet
Gail Pentheny
David Bright
Alford Green
Mara Cranes
Allan Koppel
Jessica Stokes
Rick Osterberg
Anne Galliher
Jacki Hirsty

As recorded and prepared by Ryan Kleinert, Carol Yunker and Douglas Sayles.

2. Adoption of Minutes – Bill Meier

- The minutes of the 2014 Annual Membership Meeting (as posted on the NE-LMSC website) were unanimously adopted after being moved and seconded.

3. Adoption of Treasures Report - Al Prescott

- Total assets as of 12/31/14 are \$40,455.18 (including liabilities).
- Estimated income for 2015 is \$16,800.
- 2015 budget has an estimated deficit of \$16,950.
- \$2,471.54 has been spent to date from the 2015 budget
- Currently have \$52,704.89 in NE-LMSC bank account.
- There is a total of \$4,027.16 of unspent money from the Swimming Saves Lives (SSL) grant. Bill Meier will contact USMS Executive Director Rob Butcher and the Swimming Saves Lives Foundation to discuss the most appropriate and effective options for this money. Some options that were discussed include giving the money back, rolling the money into next year, receiving grant without having to match, and buying memberships for SSL volunteers.
- **Motion was made to allocate \$2,500 for SSL for next year's budget. After being seconded, the motion passed unanimously.**
- **The attached Treasurer's report was unanimously adopted after being moved and seconded.**

4. Reports, as necessary, from Officers and Committees

- Registrar – Tim Locrone
 - Tim reported that NE-LMSC had 2,213 members as of 6/14/15.
 - Tim discussed strategies and methods to retain swimmers through the upcoming “Olympic Bubble” year. Focus and effort on making meets quality experiences for participants could help retain swimmers. Guy Davis suggested USAT and USMS joint membership options to attract triathletes to USMS open water and pool meets.
- Coaches Chair - Crystie McGrail
 - Crystie has organized two Coaches workshops since the 2014 Annual Meeting. The fall workshop had 15 coaches in attendance and the open water workshop in March had 13 coaches in attendance.
 - Crystie traveled to Tennessee to attend a National USMS Coaches Clinic that had 20 participants.
 - Crystie plans on organizing an additional clinic in 2015 and will continue to explore ideas for developing useful, innovative initiatives.
- Top Ten LCM/SCM Recorder – Jason Eaddy
 - Jason reported the importance of pool measurements and that pools with moveable bulkheads must be measured at the beginning and end of each session. Pools without

moveable bulkheads do not need to be measured if they have already been measured and the documents have been recorded and filed. Pools that install new touchpads must be re-measured. NE-LMSC has lasers available for officials to use.

- Top Ten SCY – Laszlo Eger
 - The number of participants in the 2014 NE-LMSC SCM Championship meet (at Boston University) was down from previous years. Laszlo reported that participation in the NE-LMSC SCM Championship Meet at Boston University was down 7%, in the SCY Championship Meet at Harvard was down 14%, and in mini meets was down 11%. He speculated that some of the decrease might have been snow-related.

- Ad Hoc LCM mini-meets
 - Guy Davis brought up the potential for a NE-LMSC LCM Championship meet and or LCM mini meets. There are many 50M pools in the LMSC but the facilities have not yet been interested in hosting LCM meets. Guy suggested an effective approach might be to start networking with the teams who already have strong relationships with these facilities to start building inroads.

- Pool Sanctions Chair – Mindy Williams
 - Mindy stressed the importance of pools having current liability waivers and current pool measurement documents.
 - Mindy has been working with aquatic directors and meet directors to make sure they have up-to-date forms and information. She will continue to coordinate with these parties to insure that they are aware that NE-LMSC owns lasers that are available for taking measurements.
 - Mindy reported that mini-meets are going well and that many are in their seventh or eighth annual year.
 - Splashes per person dropped at the Harvard meet, which could in part be due to fewer New York clubs attending than last year. Meet Director Rick Osterberg said they do not want to raise the entry fee.
 - According to Guy Davis, 50 fewer entries at the BU meet in future years will put the meet in a compromised position, but 50 additional entries will be a success.

- Officials Chair – Bill Ewan
 - Bill reported that he receives one to three inquiries a year from meet directors seeking help in finding officials.
 - Bill stressed the importance of USAS officials as resources and that there are currently a lot more USAS Officials that can be utilized.
 - Guy Davis discussed how we can and should accommodate, recognize, and award meet officials.
 - Rick Osterberg suggested subsidizing training for registered officials.

- Secretary – Carol Yunker
 - Nothing to report.

- Vice Chair (and acting Open Water Chair) – Douglas Sayles
 - Doug reported that there were 3 open-water event sanctions last year in 2014 and 3 so far for 2015. Helen Lin is working on a fourth sanctioned OW event for 2015.
 - Doug discussed elevating NE-LMSC involvement in open-water swimming and governance at the local and national levels.
 - Doug also reported that he attended the USMS Leadership meeting in Phoenix. It was well-done and well-balanced (fun and informative). The presenters from the USMS board and national office were well-prepared and did a great job. Doug emphasized that all of us in the room are leaders in New England. He stressed that, when acting as NE-LMSC officers and directors, we should prioritize the best interests of the LMSC first and foremost over other (e.g., club) affiliations.
 - Charlotte Brynn is standing for the Open Water Chair seat. Helen Lin is withdrawing her candidacy for this position, and will assist Charlotte as needed.
 - At Doug's request, Charlotte and Helen participated in a USMS a peer-to-peer conference call for LMSC open water chairs -- Charlotte reported that there will be an Independent Safety Monitor requirement in 2016 for OW events. This monitor will be from the sanctioning LMSC. so someone needs to be trained. There will be education regarding propeller guards and observers (spotters). USMS has proposed an LMSC surcharge of \$200-\$300 per event instead of \$1,000.

- Para-Athlete Chair – Laura Dennison
 - Laura discussed her goals to recruit members and enhance their experience.
 - She also discussed her plans to work with and provide training opportunities to coaches by inviting guest coaches and hosting para-athlete clinics.

5. Unfinished Business

- There was a discussion about separating the Webmaster and Communications Chair responsibilities. Christina was asked to make a proposal for the mid-year meeting.

**6. Athlete Awards - SCY Championship Meet High Point Scorers by Age Group
(NE-LMSC members only)**

Women			Men		
18-24	F	Alana Aubin	18-24	M	Spencer Coffin
25-29	F	Sara DiNardo	25-29	M	Domingo Rose
30-34	F	Melinda Williams	30-34	M	Daniel Moran
35-39	F	Christina Ansell	35-39	M	Douglas Doucet
40-44	F	Kristin Murray	40-44	M	Gil Sharon
45-49	F	Mara Crans	45-49	M	Robert Gerber
50-54	F	Laura Delorey	50-54	M	Bob Tyler
55-59	F	Anne Galliher	55-59	M	Bill Sherman
60-64	F	Joan Craffey	60-64	M	Tim Allen
65-69	F	Christie Hayes	65-69	M	Frank McQuiggan
70-74	F	Aagje Caron	70-74	M	Thomas Manfredi
75-79	F	Jeannine Olson	75-79	M	William Jones
			80-84	M	Richard Arnold
			85-89	M	Arnold Meardon
			90-95	M	Robert Sigersmith

7. New Business

- **Bylaws**
 - Doug presented proposed bylaw changes, which included revising the NE-LMSC mission statement to match the USMS mission statement. General wordsmithing changes to the bylaws were also presented.
 - The definition of NE-LMSC group members was changed. Clubs with less than 5 members are entitled to 1 non-voting representative, which converts to voting status if/when that Club has at least 5 affiliated USMS members.
 - The addition of the Coaches Chair was added to the bylaws.
 - The bylaws were edited to state that the annual membership meeting shall be held each year no earlier than June 1st.
 - The Registrar's reporting schedule to the NE-LMSC board and USMS changed from each month to "periodically."
 - The Awards and Recognition Chair was created and the vacant Hall of Fames Chair was dissolved and those responsibilities were absorbed into the Awards Chair role.
 - Developing an open water committee was discussed (no formal action).
 - **Motion was made to develop a committee made up of coaches, NEM club, NE-LMSC, and the meet directors of NE-LMSC Championship meets to address NE-LMSC Championship meet concerns and to discuss the scoring system for**

clubs/workout groups at Championship meets. After being seconded the motion pasted unanimously.

- **Motion was made to accept the bylaw changes. After being seconded the motion pasted unanimously.**

- **Discussion – Using NE-LMSC savings to add value to membership**

- Many ideas were discussed and suggested for using excess money which include:
 - Supporting recognized USMC coaches by subsidizing their certification
 - Subsidizing and supporting new Adult Learn to Swim programs.
 - Developing new swimmer/member packages with NE-LMSC gear (caps, goggles, bags, hats, shirts, etc.) .
 - NE-LMSC Bling (i.e., branded gear and accessories)
 - Regional clinics for NE-LMSC members. Pay for coaches to travel to different clubs and facilities to put on clinics.
 - Subsidizing USAT/USMS combo membership fees for new USAT to draw more triathletes into USMS and USMS meets (NE-LMSC would subsidize 50% of their USMS fee).
 - Open water clinics.
- **A motion was made to put \$10,000 into a development fund for enhancing and increasing membership. Proposed initiatives must be developed and approved by a board vote. After being seconded the motion pasted unanimously.**

- **Nominations and elections for all officer positions**

- The Slate of Officers was uncontested except for one position. It was moved, seconded and approved to accept all the uncontested positions.
- Tara spoke about her candidacy for the Awards & Recognition Chair and Doug read Sue Jensen's speech in her absence. A vote ensued and Tara was duly elected.
- With Sue's prior consent, Doug put her name forward for the empty position of Officials Chair. Sue was duly elected to that uncontested position.

- The NE-LMSC officers for the next two years are as follows:

Chairperson – Douglas Sayles
Vice Chair – Guy Davis
Secretary – Ryan Kleinert
Top Ten Recorder (SCY) – Laszlo Eger
Top Ten Recorder (SCM/LCM) – Jason Eaddy
Communications Chair – Christina Dwiggin
Coaches Chair – Crystie McGrail
Officials Chair – Sue Jensen
Registrar – Tim Lecrone
Treasurer – Al Prescott
Pool Sanctions Chair – Mindy Williams
Open Water Sanctions Chair – Charlotte Brynn
Para-Athlete Chair – Laura Dennison
Awards & Recognitions Chair – Tara Mack
Immediate Past Chair – Bill Meier

- **Selection of Delegates to the 2015 USMS Convention**

- The Convention this year is in Kansas City, Missouri on 9/30-10/4.
- Doug asked who in attendance was interested in attending the USMS Convention as a NE-LMSC delegate. The delegates were identified as Douglas Sayles, Tim Lecrone, Ryan Kleinert, Helen Lin, Charlotte Brynn and Bill Meier. Mindy Williams and Guy Davis were recognized as potential alternates.

8. Volunteer and Coaches Awards

- The Coach of the Year Award was given to David Graham.
- The Volunteer of the Year Award was given to Bill Ewan.

9. Resolutions and Orders

- The LCM mini-meet budget of \$3,000 was moved into the newly created development fund that was just passed, increasing that fund's total amount to \$13,000.
- The 2016 budget was proposed. **The Budget was moved, seconded, and approved** (see attached).
- Discussion of lowering the NE-LMSC fee from \$7 to \$5 was discussed. **A motion to maintain the fee at \$7 for one more year and to be reviewed at next year's meeting was made. The motion was seconded and passed.**

10. Adjournment

- **A motion to adjourn was made, seconded, and unanimously approved at 18:15.**

Attachments: 2015 NE-LMSC Annual Meeting Agenda; NE-LMSC Officers Pre-Election Slate; Treasurer's Report and FY2016 budget; NE-LMSC Bylaws updated 06-14-2015

AGENDA

New England LMSC
Annual Membership Meeting
June 14, 2014 – 2:00 p.m.

1. Roll Call
2. Adoption of Minutes
3. Adoption of Treasurer's Report
4. Reports, as necessary, from Officers and Committees
5. Unfinished business
6. Athlete Awards – SCY Championship Meet High Point Scorers by age group
7. New business:
 - A. Edits to the bylaws
 - B. Discussion - using NE-LMSC savings to add value to membership
 - C. Nominations and elections for all officer positions
 - D. Selection of Delegates to the [2015 USMS Convention](#)
8. Volunteer and Coaches Awards
9. Resolutions and Orders
10. Adjournment

New England LMSC Pre-Election Slate 6/1/2015

POSITION	CURRENT OFFICER	STANDING FOR RE-ELECTION?	DECLARED CANDIDATES Name, Club-WOG Affiliation
Chairperson	Bill Meier	No – assuming Immediate Past Chair	Douglas Sayles, NEM-SWMR
Vice Chair	Douglas Sayles	No – seeking Chair	Guy Davis, GBM
Secretary	Carol Yunker	“If needed”	Ryan Kleinart, NEM-SWMR
Top Ten Recorder (SCY)	Laszlo Eger	Yes, but willing to step aside for newcomer	Laszlo Eger, NEM-UNAT
Top Ten Recorder (SCM, LCM)	Jason Eaddy	Yes, but willing to move to busier SCY Top 10 Recorder so potential newcomer can cut teeth on SCM/LCM role	Jason Eaddy, NEM-CMSC
Communications Chair	Christina Dwiggin	Yes	Christina Dwiggin, NEM-CMSC
Coaches Chair	Crystie McGrail	Yes	Crystie McGrail, GBM
Officials Chair	Bill Ewan	No	None to date (USA-Swimming certified official preferred but not required)
Registrar	Tim Lecrone	Yes (appointed by board in Oct 2014)	Tim Lecrone, MESC
Treasurer	Al Prescott	Yes	Al Prescott, NEM-MAMA
Pool Sanctions Chair	Mindy Williams	Yes	Mindy Williams, NEM-GSP
Open Water Sanctions Chair	Vacant (Douglas Sayles, Acting)	No	Helen Lin, NEM-CMSC Charlotte Brynn, NEM-STOW
Para-Athlete Chair	Laura Dennison	Yes	Laura Dennison, NEM-CMSC
Awards & Recognition Chair	Vacant	New position established in June 2014, unfilled to date	Tara Mack, GBM Sue Jensen, NEM-CMSC
Immediate Past Chair	----	----	Bill Meier, NEM-SRPM

Additional nominations from the floor will always be accepted, but such nominees must have indicated a willingness to serve. Joshua Mueller of NEM-MIT has been nominated and has unofficially indicated a willingness to serve, but his official notification and desired position are pending.

NE-LMSC 12/31/2015, Budget and Actual		Subtotals	Totals	Actual	Difference			
Estimated Membership			2,400.00	---				
LMSC Fee			7.00					
Estimated Income			16,800.00	13,146.00	(3,654.00)	Less Revenue than anticipated		
Expenses								
	Registration Supplies	700.00		0.00	(700.00)	Spent below budget		
	Registrar Compensation	2,400.00		0.00	(2,400.00)			
	Other Office Supplies	200.00		0.00	(200.00)			
	Communications (email, conference call)	1,250.00		625.92	(624.08)			
	Coaches Budget	2,400.00		896.03	(1,503.97)			
	Long Course mini-meet subsidies	3,000.00		0.00	(3,000.00)			
	USMS Convention (6 reg, 1 At Large)	7,000.00		10,248.16	3,248.16	spent above budget		
	Awards, Recognition and HOF	500.00		559.10	59.10			
	Website Development	600.00		32.57	(567.43)			
	ASCA Support	6,000.00		1,200.00	(4,800.00)			
	Bank Fees	100.00		0.00	(100.00)			
	Rule Book to Officials	100.00		60.00	(40.00)			
	Annual Meeting	2,000.00		2,085.15	85.15			
	Swimming Saves Lives	2,500.00		2,875.00	375.00			
	Open Water	5,000.00		3,310.00	(1,690.00)			
	Mid Year Travel	0.00		2,008.36	2,008.36			
Total Expense			33,750.00	21,891.93	21,891.93			
Estimated surplus (deficit)			(16,950.00)	(8,745.93)				
Bank Balance	YE 2014	38,287.43						
	Current Balance	49,284.14						
Difference		10,996.71		(8,745.93)				

Sheet4

Bank Balances

12/31/14	38,287.43
12/31/15	39,943.14
02/29/16	49,284.14

NE-LMSC Budget 2016		Subtotals	Totals		Cost Per Member
Estimated Membership			2,300.00		
LMSC Fee			7.00		
Estimated Income			16,100.00		7.00
Expenses					
	Registration Supplies	100.00			0.04
	Registrar Compensation	2,400.00			1.04
	Other Office Supplies	200.00			0.09
	Communications (email, conference call)	500.00			0.22
	Coaches Budget	2,400.00			1.04
	USMS Convention (6 reg, 1 At Large)	7,000.00			3.04
	Awards, Recognition and HOF	600.00			0.26
	Website Development	200.00			0.09
	ASCA Support	3,000.00			1.30
	Bank Fees	100.00			0.04
	Rule Book to Officials	100.00			0.04
	Annual Meeting	2,000.00			0.87
	Swimming Saves Lives	0.00			0.00
	Open Water Sanction underwriting	4,000.00			1.74
	LMSC Development Fund	13,000.00			5.65
	USMS related mid year travel	2,000.00			
Total Expense			37,600.00		9.83
Estimated surplus (deficit)			(21,500.00)		
Current Bank Balance minus SSL Liabilities			48,677.73		
Estimated Bank Balance at end of 2016			27,177.73		

NEW ENGLAND LOCAL MASTERS SWIMMING COMMITTEE BYLAWS

ARTICLE I

- A. Objectives - To promote health, wellness, fitness, and competition for adults through swimming, in accordance with the standards and under the rules of United States Masters Swimming, Inc. and of this Local Masters Swimming Committee (LMSC).

- B. Name and Boundaries: The name of this Committee shall be the New England Local Masters Swimming Committee (NELMSC). Its boundaries shall include the states of Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island. It shall have jurisdiction as delegated to it by USMS over Masters Swimming in Maine, New Hampshire, Vermont, Massachusetts and Rhode Island.

ARTICLE 2

Membership shall consist of the following:

A. GROUP MEMBERS:

- 1. Swimming Clubs that are registered with USMS within the New England LMSC.
- 2. Each qualifying Club is entitled to appoint at least one and not more than two voting Representatives to the LMSC Board of Directors. Such appointment shall be in writing by the Principal Officer of that Club and may be changed at any time by that Officer. A Club with 5 or more USMS members is entitled to 1 voting Representative. A Club with 1,000 or more members is entitled to 1 additional voting Representative. A Club with fewer than 5 members may appoint a Representative who will be non-voting until the club reaches 5 members. All Representatives must be affiliated in their USMS member record with the Club they represent. This policy shall take effect on July 15, 2015.

B. INDIVIDUAL MEMBERS:

- 1. Any individual member that is registered with USMS in the NELMSC. Individual members shall have all powers and duties. They may:
 - a. Elect Officers
 - b. Ratify or rescind policies or programs established by the Board of Directors.
 - c. Amend the LMSC Bylaws.

ARTICLE 3

A. The LMSC Board of Directors shall consist of:

1. Each elected officer of the LMSC, and
2. One or two appointed representatives of each swimming club, as described in Article 2.A.2.

B. The Board of Directors shall have the duties and powers to act for the LMSC and its members during the interval between membership meetings, except that it may not amend these Bylaws. All such actions shall be subject to ratification or amendment during the annual membership meeting. The Board shall:

1. Establish programs and policies.
2. Call regular and special meetings of the Directors.
3. Call the annual membership meeting before November 15 each year.
4. Make interim appointments to the Board of Directors as replacements or to fill vacancies.
5. Approve, before the end of July, as many delegates to the USMS Convention as allowed by USMS Rules, and establish a stipend for them.
6. Deliver such reports as USMS may require, including financial and annual meeting reports.

C. Directors shall endeavor to exercise reasonable care when making decisions for the LMSC, shall act in the LMSC's best interests, and shall support USMS's mission.

ARTICLE 4: Officers

A. The elected Officers of the LMSC are: Chair, Vice-Chair, Registrar, Top Ten Recorder (SCY), Top Ten Recorder (SCM/LCM), Treasurer, Secretary, Pool Sanctions Chair, Open Water Sanctions Chair, Coaches Chair, Officials Chair, Awards & Recognition Chair, Communications Chair, Para-Athlete Chair, Immediate Past Chair, At Large, At Large. An officer may serve in more than one capacity.

B. Only members of the LMSC are eligible to hold office.

C. Each Officer shall serve for a term of two years, or until a successor is chosen, or unless reelected to another term.

D. The Nominating Committee shall be called by the LMSC Chair no later than

January 5 of the odd numbered year. The Chair of the Nominating Committee shall be the LMSC Vice-Chair. The Vice-Chair will propose at least two other members to serve on the Nominating Committee, provided each of the members represents at least 3 different clubs. The Nominating Committee shall be presented to the Board of Directors for approval no later than January 31. The Chair of the LMSC may not serve on the Nominating Committee. The Nominating Committee shall distribute and publicly post the pre-election slate of confirmed nominees no later than 15 days prior to the annual membership meeting. The pre-election slate shall be distributed to the membership with Notice of the next Annual Meeting. Additional nominations from the floor will always be accepted, but such nominees must have indicated their willingness to serve.

E. DUTIES.

1. The Chair shall be responsible for day-to-day management of the business affairs of the LMSC; shall call meetings as deemed necessary; shall preside at all meetings; shall appoint such standing and special committees as necessary; shall appoint USMS Convention Delegates, all with the advice and consent of the Directors. The Chair shall monitor the activities of the elected Directors, offering guidance and support. The Chair shall communicate with the LMSC Group members, and thereby act as an information conduit between USMS and the LMSC's Group and Individual Members.
2. The Vice-Chair shall have the powers and duties of the Chair in the absence of the Chair, and shall otherwise give support and advice to the Chair.
3. The Registrar shall respond to inquiries from LMSC stakeholders, process member, club and workout-group registrations, maintain registration records in the USMS database, and generate reports in accordance with LMSC and USMS policies and procedures.
4. The Top Ten Recorders shall record all swims by LMSC members in Sanctioned or Recognized meets, prepare a tabulation of such swims for LMSC members, and report to USMS as required.
5. The Pool Sanctions Chair shall ensure that USMS-insured swim meets within the LMSC are conducted in accordance with USMS regulations, issuing "Recognized" or "Sanctioned" status as appropriate.
6. The Open Water Sanctions Chair shall promote participation and safety in open-water swimming, and shall work with the USMS Open Water Coordinator to process "Sanction" applications and ensure that USMS-insured open-water events adhere to USMS rules and regulations.
7. The Officials Chair shall govern the training and registration of USMS officials and ensure appropriate staffing of qualified officials at USMS-

sanctioned and recognized swim meets within the LMSC.

8. The Treasurer shall be responsible for preparing and presenting an annual budget, with the help of the Chair, in accordance with all resolutions and orders, for review and approval by the Board of Directors 30 days prior to the annual membership meeting. The Board approves the budget at least 1 week prior to the annual membership meeting. The Budget shall be ratified at the annual membership meeting. The Treasurer shall receive all moneys and pay all bills approved by the Chair and shall maintain all financial records and shall make timely reports to the Directors.
9. The Secretary shall maintain the Bylaws, minutes of all meetings, and manage any votes necessary to carry out LMSC elections or other business as required by USMS.
10. The Awards & Recognition Chair shall manage the process of recognizing various levels of participation and accomplishment by LMSC stakeholders. Responsibilities shall include vetting and presenting awards and overseeing the New England LMSC Hall of Fame, including selection criteria and induction ceremonies.
11. The Communications Chair shall be responsible for the dissemination of information from USMS and the LMSC to all individual members of the NE-LMSC. This position shall have primary responsibility for maintaining the LMSC's website.
12. The Coaches Chair shall liaise with the local coaching community to facilitate the flow of information from the LMSC, USMS Coaches Committee and National Office, and shall assist coaches in developing their skills and growing their programs.
13. The Para-Athlete Chair shall advocate for para-athletes in the LMSC, promote Masters Swimming as fitness and competitive opportunities for para-athletes, and help sensitize coaches, officials and swimmers to the needs of para-athletes.
14. To maintain continuity on the LMSC Board, the Immediate Past Chair shall be filled for one 2-year term only by the last person to hold the LMSC chair position. If that person is elected to another LMSC office, the immediate past chair position shall remain vacant unless the other office is relinquished or a new Chair is elected.
15. At the Board of Director's discretion, one or two "At Large" Directors shall be elected in the same manner as the other Directors and shall be assigned duties by the Chair with the advice and consent of the Board of Directors.

ARTICLE 5: Meetings

- A. The Annual Membership Meeting shall be held each year no earlier than June 1st and no later than November 15th. The term of any newly elected officer shall commence on a date agreed by the outgoing and incoming officers, but not later than one month after the election.
- B. Special Meetings may be called at any time upon the request of any three members of the Board of Directors, provided the Chair or the Vice-Chair has not called a regular or membership meeting.
- C. Notice of any Annual, Regular, or Special meeting must be given in writing to each Director at least 15 days before the meeting. Agenda, date, time and place must be shown.
- D. At all meetings, the Order of Business shall be:
 - 1. Roll call.
 - 2. Adoption of Minutes.
 - 3. Adoption of Treasurers Report.
 - 4. Reports, as necessary, from Officers and Committees.
 - 5. Unfinished business.
 - 6. New business.
 - 7. Elections, when needed.
 - 8. Resolutions & Orders.
 - 9. Adjournment
- E. Quorum for any meeting shall be 25% of the Board present in person or by other real time electronic format (including telephone, web meeting, etc).
- F. Roberts Rules of Order shall govern procedures.

ARTICLE 6

The Rules and Conditions of any Recognized or Sanctioned swimming meet or Sanctioned open-water event within the LMSC shall be those established by USMS, with such LMSC additions as are not contrary to USMS. Such cooperative arrangements with USA Swimming and YMCA as have been agreed between those bodies and USMS may be employed.

ARTICLE 7

Dues and Fees: Each Member, whether directly to USMS or the LMSC Registrar or through a member Club, shall pay an annual fee in an amount established annually by the LMSC and USMS. The Registrar shall send an annual Membership card directly to that Member.

ARTICLE 8: Reports and Remittance

- A. The LMSC shall forward to the Membership Director of USMS a copy of the Annual Audit of the LMSC and a complete report of the Annual Meeting of the LMSC within 60 days following the Annual Meeting.
- B. The Registrar shall periodically forward to the LMSC Board and the USMS National Office, a report listing all individuals, clubs and workout groups that have joined the LMSC, including any fees paid.

ARTICLE 9: Hearings, Appeals, and Athletes Rights

- A. The LMSC, in accordance with the Rules of USMS, shall respect and protect the right of every eligible individual to participate as athlete, coach, trainer, manager, administrator, or other official in any Masters swimming activity as long as such activity is conducted in compliance with LMSC and USMS requirements.
- B. The Board of Directors shall, if necessary, appoint a Review Section with no less than 5 members, whose Chair shall be elected by its members. A quorum shall be 50% of its membership, but no less than three. It may conduct hearings only involving LMSC members and within the LMSC boundaries. A decision by the Board of Review shall be subject to an appeal to the LMSC Board of Directors, and thence to the USMS National Board of Review.

ARTICLE 10: Elections

Elections shall occur during membership meetings of odd numbered years, no sooner than June 1st, and no later than November 15st.

ARTICLE 11: LMSC Championship Meets

- A. Any meet called a New England LMSC Championship Meet must meet the requirements of this article.

- B. All USMS Clubs with the exception of the NEM SC shall be scored directly against other USMS Clubs.
- C. In the event that NEM SC workout groups or non-USMS Club groups are competing in the meet, they may be scored in their own separate division(s) or directly against USMS Clubs.
- D. Any change to the existing format of a NE-LMSC championship meet is subject to the approval of the NE-LMSC Board of Directors.
- E. In the event that an LMSC Championship meet is eligible to be either a Zone meet, or another USMS championship level meet, then the changes to the LMSC Championship Meet may be made via an emergency meeting of the Board of Directors. The changes approved are for that single specific meet, for that year only, and will only be made such that the meet will be compliant with specific requirements for that meet (Zone, USMS or otherwise).

ARTICLE 12: Miscellaneous

- A. The permanent mailing address of the LMSC shall be that of the Chair, who will so notify the USMS Membership Director in writing. Any change must be immediately sent to the USMS Membership Director.
- B. Electronic mail: Any action which may be taken at any regular or special meeting of the Directors may be taken via electronic mail, unless any 3 or more Directors indicate that a meeting would be preferable. Approval via email requires a majority of the votes entitled to be cast.
- C. Dissolution: Upon dissolution, the net assets of the NELMSC will be distributed to United States Masters Swimming, Inc. If USMS is not then in existence or is not then an exempt corporation under Section 501©(3) of the Internal Revenue Code, such assets will be distributed to the International Swimming Hall of Fame or a corporation that is exempt under IRS Sections 170©(2), 2055(a)(2) and 2522(a)(2) to be used exclusively for educational and charitable purposes.