

MICHIGAN MASTERS ANNUAL MEETING
MARCH 23-25 – LAKE ORION, MI

Frank Thompson opened the meeting at 12:57 pm.

Frank (Skip) told the assembly that Michigan Masters received the 2011 Regional Club of the Year Award. This honor was presented at the annual convention in September in Jacksonville, FL.

Skip presented USMS Executive Director Rob Butcher a MI Masters Regional Club of the Year tee shirt.

Sally introduced Rob Butcher to the assembly.

Rob Butcher – USMS Executive Director. Rob gave everyone present a USMS swim cap. He thanked MI Masters for inviting him to be with us at our state meet as he has only heard good things about this meet and he thanked us for the opportunity to be here in MI and for his first good night sleep since becoming the proud father of twins! Rob spent a few minutes addressing the assembly. He explained what an LMSC is (Local Master Swim Committee). He stated that MI LMSC are doing all “the correct things.”

He spoke of the Masters Coaches Institute – of which USMS wrote their own course. MI Masters has 9 coaches registered for the Spire Center. More details about this are on the USMS website. (www.usms.org).

REPORTS FROM OFFICIERS:

President – Sally Guthrie –

Sally reiterated what a wonderful honor it was to be awarded the Regional Club of the Year. There were 740 clubs and MI was “THE” club of the Year 2011!

We also won 8th place at the USMS Short Course Nationals in Mesa, AZ and 8th place the USMS Long Course Nationals in Auburn, AL.

LMSC – We have 703 members as of today. Last year we had 806 members, however, often more people join as the year progresses (Summer and open water seasons have not yet begun)

The 45-55 year old age groups are the largest in the men and in the women with their being more men than women registered.

Communications – Sally Guthrie –

Currently the newsletter comes out twice a year. In this short newsletter is a meet schedule and some stories of interest. The end of year newsletter is on the website as well as meet schedule and other details.

The website has a new look. Christine M. said MI LMSC website is wonderful and everyone agreed. Sally is willing to make changes if anyone has any suggestions.

Chair-elect – Gail Dummer –

Gail noticed that MI LMSC policies and by-laws were way out of date and she and Sally (and board members) spend time going through these and updating them so they reflect what it is we actually do. Gail thanked the Board for answering her questions and giving her feedback and suggestions. MI LMSC thanks Gail for all her time and effort in getting this done.

(Attached is a copy of the approved policies and by-laws)

Sanctions- Frank Thompson –

At this State Meet we had 345 swimmers register. MI LMSC is doing well with overall membership participation and sanctions are going well.

Coaches –Frank Thompson-

9 coaches are registered for a certification clinic at the Spire Center. Skip stated that having a coach's clinic with an Olympian and a "known" coach is difficult in an Olympic year.

Skip reported that MI LMSC first Awards Banquet was a success.

Officials –Frank Thompson

This year there are 3 officials at the State Meet. As the number of participants grows, there becomes a need for more officials

The deadline to enter the USMS 2012 Short Course Nationals was March 23 and so entries are now closed. Skip will have a sign up sheet for those (entered) interested in swimming on a relay.

Treasurer – Patrick Weiss

Patrick stated that donations to the scholarship fund have slipped. His report was handed out and is attached to these minutes.

Secretary – Denise Brown

Denise stated that the minutes from the 2010 Annual Meeting have been on the webpage for the past 10 months and not hearing any objections to them asked that they be approved.

Gail Dummer made a motion that all reports be accepted

Frank Cody accepted and all approved.

New Business-

2013 State Meet. Only one bid and that is from Eastern MI University. Skip stated that the proposed date of the meet is April 15-17, 2013. This will be after Easter (March 31 and one month before 2013 USMS Short Course Nationals). He proposed that once again the 1650 would start early- as this is working out well. EMU will use 10 lanes, which will make the meet run faster- especially the distance events. This year 90 people swam the 1650! A question was raised as to if touchpads will be used for ALL 1650 participants – Skip said yes that could be accommodated. Skip also assured that no one would be ‘cut’ from the 1650.

Question was raised if there is any intention of alternating the State Meet location from the East side of the state to the West as this is the second year in a row that the meet has been on the Eastern part.

Point was made that members need to bid to host the meet. If someone from the West will make a bid, the assembly will listen and then the host sites are put up for vote.

Question was raised – as to why is the burden always on the distance swimmers to take the extra day off from work to compete? Why not place the burden on the sprinters? Skip replied that whereas this is a good question and one that has been asked numerous times around USMS, he can not answer it today – but will be glad to enter into a discussion on this topic at a later date.

Motion to accept – Neil Topliff

Second –everyone

Motion passed

Policies and By-laws – Sally Guthrie

Gail did an excellent job on these

Membership went through the proposed changes.

The changes are attached

As we ran out of time for continued discussion it was noted that by-laws needed to be passed by general membership. The Board of Directors can change policies.

Frank Cody stated that the general membership trusts the Board of Directors to make the necessary changes to the policies.

Frank made the motion that the By-laws be accepted

Gail Dummer second

Motion passed

Assembly gave Sally and Gail a round of applause for all their hard work

Gail Dummer stressed the need for people to step up and offer to volunteer to help with the running of our MI LMSC organization.

Gail also stated there has been some members complaining about “sandbagging” times entered in events. Suggested people enter times achieved in the past 2 years -

same as USMS. Some people said that we need to be flexible in that sometimes “life” gets in the way of training and injuries do occur and as we age, these take longer to heal.

This discussion was tabled as the 200 fly was calling some of us to the pool.

Respectfully submitted

Rev. Denise H. Brown
Secretary – MI Masters

POLICIES OF THE MICHIGAN LOCAL MASTERS SWIMMING COMMITTEE

Preface

Per the Michigan Local Masters Swimming Committee (MI-LMSC) Bylaws, these policies may be added, changed, or deleted by a majority vote of eligible voters at any general membership or Board of Directors meeting. The date on which a policy was adopted is given in parentheses following the policy statement. *Note:* The MI-LMSC Board of Directors ratified all of these policies on March 24, 2012, including those policies, which were carried forward from the past.

Part 1: USMS Rules and Policies

- 1.1 **Compliance with USMS rules and policies.** The MI-LMSC shall comply with the current USMS rules (<http://www.usms.org/rules/>) and USMS policies for

LMSC Management (<http://www.usms.org/admin/lmschb/>), including requirements from the current LMSC Standards. (3/24/12)

1.2 USMS rule book

- 1.2.1 **Board of Directors.** The MI-LMSC shall purchase and distribute copies of the complete version of the USMS rule book for each member of the MI-LMSC Board of Directors. (3/24/12)
- 1.2.2 **Workout groups.** The MI-LMSC shall purchase and distribute copies of the abbreviated version of the USMS rule book for each member workout group that has at least 5 registered members. (3/24/12)
- 1.2.3 **Meet hosts.** The MI-LMSC shall purchase and distribute copies of the abbreviated version of the USMS rule book for each host of a sanctioned or recognized meet. The rule book shall be provided at the earliest when a prospective meet host shows interest in conducting a masters swimming meet, and at the latest when the sanction or recognition number is issued. (3/24/12)

Part 2: Registration

- 2.1 **Fees.** The MI-LMSC portion of the annual individual USMS registration fee is \$10.00. A \$5.00 surcharge shall be assessed for paper registrations. (3/24/12)
- 2.2 **Proof-of-membership when entering MI-LMSC meets**
 - 2.2.1 **Advance registration.** Swimmers must be duly registered with USMS and provide proof-of-membership before entering a MI-LMSC sanctioned or recognized competition. (3/24/12)
 - 2.2.2 **On-site registration.** The MI-LMSC does not allow swimmers to obtain USMS membership on-site at competitions. (3/24/12)
 - 2.2.3 **Proving membership.** USMS membership shall be proved in one of three ways: (a) a photocopy or scan of the individual's registration card submitted if entries are mailed to the meet host; (b) the actual membership card or a digital copy, e.g., saved to a cellular phone or other web-connect device, presented if the swimmer deck-enters a meet; or (c) the swimmer's name appears on a current list of Michigan-registered swimmers provided from the MI-LMSC Registrar to the meet host. Option (c) is not available to out-of-state swimmers who enter masters swimming meets in Michigan. (3/24/12)
- 2.3 **60-day blackout period.** Individuals may not change their affiliation from one MI-LMSC club to another, or from one workout group to another, within the 60 days prior to the MI-LMSC state championship meet. (3/24/12)

- 2.4 **One-day registration.** The MI-LMSC permits one-day registration only for open water competitions. (3/24/12)
- 2.5 **Workout group notification.** Newly formed workout groups must notify the MI-LMSC Registrar of their desire to register swimmers for their workout group at least 65 days prior to the State Championship meet by providing the Registrar with contact information for a leader from the workout group. The Registrar is empowered to delete workout groups from the registration menu of workout group choices if a group no longer contains members. (3/24/12)

Part 3: Support to Clubs and Workout Groups

- 3.1 **Club registration fee.** The MI-LMSC shall pay the USMS club registration fee for any Michigan-based masters swimming club. (3/24/12)
- 3.2 **Relay entry fees.** The MI-LMSC shall pay the USMS National Championship relay entry fees for any Michigan-based masters swimming club. (3/24/12)
- 3.3 **Coach support.** The MI-LMSC shall pay up to \$100 of the registration fee for at least one USMS-registered coach of an MI-LMSC club or workout group to participate in a swimming coaches clinic/workshop approved by the Board of Directors. The MI-LMSC shall not pay related costs such as the membership fee to an organization that hosts a clinic/workshop. Coaches who receive this support are encouraged to contribute an article to the MI-LMSC web site about the most important information learned. (3/24/12)
- 3.3 **Small grants.** Clubs or workout groups may apply for small grants to support special projects that help to achieve the mission and objectives of MI-LMSC. Applications must be in writing and shall include purpose, description of the project, methods, timeline, persons responsible, projected outcomes, and budget. Entities that receive this support are encouraged to contribute an article to the MI-LMSC web site about the completed project. (3/24/12)

Part 4: Minutes

- 4.1 **Distribution of minutes.** The most recent minutes from general membership meetings shall be posted on the MI-LMSC web site and shall be distributed via electronic mail to each member of the Board of Directors. Changes to policies that result from actions at Board of Directors meetings shall also be posted on the MI-LMSC web site and shall be distributed via electronic mail to each member of the Board of Directors. (3/24/12)

- 4.2 **Archives.** The Secretary shall maintain both electronic and paper copies of the minutes from general membership and Board of Directors meetings, as well as any related reports, for at least five years following the meeting date. (3/24/12)

Part 5: Financial Policies

- 5.1 **FOG.** The MI-LMSC shall observe the recommended practices for LMSCs regarding fiscal year, financial statements, reporting, tax returns, payments for services rendered, archives, reviews/audits, and conflict of interest from the USMS Financial Operating Guidelines. (FOG, <http://www.usms.org/admin/conv02/fog.pdf>). (3/24/12)
- 5.2. **Non-budgeted expenses.** Any expense above \$500 that is not included in the approved fiscal year budget must have prior approval from the elected members of the Board of Directors. (3/24/12)
- 5.3 **Signature authority.** The Treasurer, Chair, and Vice-Chair shall have authority to sign checks and other financial documents on behalf of MI-LMSC. (3/24/12)

Part 6. Swimming Meets, Open Water Events, and Other Activities

- 6.1 **USMS rules**
- 6.1.1 **Rules.** All masters swimming competitions sanctioned or recognized by MI-LMSC must be conducted in accordance with the current USMS rules, available online at <http://www.usms.org>. (3/24/12)
- 6.1.2 **USMS rule book.** The meet host shall have a print copy of the USMS rule book available for reference during the competition. (3/24/12)
- 6.2 **Meet scheduling**
- 6.2.1 **Regular season meets and open water events**
- 6.2.1.1 **Principles.** General principles of scheduling include: (a) providing meets in multiple geographical areas; (b) offering a variety of meet formats; (c) providing opportunities for members to swim all events across the season; (d) honoring traditional meet dates/hosts; (e) encouraging new meet hosts; and (f) avoiding multiple meets on the same or adjacent weekends. (3/24/12)
- 6.2.1.2 **Applying to host a meet/event.** Contact the Sanctions Officer to make application to host a meet/event on a preferred date. Priority for approving meet dates will be extended to prospective meet hosts who make application by

July 1 to host a meet in the fall (September through December), by October 1 to host a meet in the spring (January through April), and by April 1 to host a meet in the summer (May through August). Applications received later than these deadlines will be considered if there is room in the schedule for an additional meet/event. (3/24/12)

6.2.1.3 **Conflicts.** If more than one prospective meet host requests the same date for a regular season meet/event, the Sanctions Officer shall first try to resolve concerns by speaking with the prospective meet host(s), and if unsuccessful shall refer the matter to the Review Committee. (3/24/12)

6.2.2 **MI-LMSC State Championships**

6.2.2.1 **Principles.** A rotation award system shall be used so that the state championships are held at various locations in different areas of the state in a rotation that accommodates the majority of members fairly, using facilities that are best able to hold such a meet. (3/24/12)

6.2.2.2 **Bidding to host the MI-LMSC State Championships.** Bids shall be submitted to the Sanctions Officer at least two weeks (14 days) before the prior year state championships (e.g., bids for 2014 state championships submitted at least two weeks before 2013 state championships). Bids must include the proposed and any alternate dates, description of the proposed facility, the planned schedule of events, the likely meet personnel, and contact information for the meet director. Bids must be in writing as attachments to electronic mail. (3/24/12)

6.2.2.3 **Presentation of bids.** Determination of state championships hosts is made by the general membership at the annual meeting. Bidders are encouraged to prepare formal presentations to enable members to make informed choices about proposed dates, facilities, host community, and meet personnel. (3/24/12)

6.2.3 **Other activities.** Requests to host activities such as coach or swimmer clinics should be submitted with enough advance notice so as to be included in the MI-LMSC schedule. (3/24/12)

6.3 **Sanctions and recognitions**

6.3.1 **MI-LMSC policies**

6.3.1.1 **Online sanction/recognition requests.** After the MI-LMSC Sanctions Officer approves the date of a meet/event, meet hosts shall use the USMS online sanction/recognition request process available at <http://www.usms.org>. Choose "sanction an event" under the "competition" tab. (3/24/12)

6.3.1.2 **Sanction/recognition fee.** The sanction/recognition fee is \$2.00 for each swimmer entered in the meet. For this fee, the MI-LMSC shall publish entry information on the LMSC web site, provide entry cards and ribbon awards, and publish results on the LMSC web site. (3/24/12)

6.3.1.3 **Sanction and recognition information.** Meet hosts are encouraged to study USMS rules 202.1/Sanctions and 202.2/Recognized Events, as well as current USMS insurance information (http://www.usms.org/admin/lmschb/gto_ins_general.pdf) before deciding whether to request a sanctioned or recognized meet/event. (3/24/12)

6.3.2 **Meet/event information.** The USMS online meet sanction request process requires meet/event hosts to provide an electronic copy of the meet/event announcement, an electronic copy of the safety plan for the meet/event, and a description and photo of the facility where the meet/event will occur. Meet/event hosts, especially first-time hosts, are encouraged to consult with the Sanctions Officer for assistance in preparing these documents before seeking a sanction or recognition. (3/24/12)

6.3.3 **Approval by MI-LMSC Sanctions Officer.** The USMS online sanction/recognition request process is not complete until the meet host receives written approval and a sanction/recognition number from the MI-LMSC Sanctions Officer. After approval, the meet information and entry forms must be amended to include the sanction/recognition number. (3/24/12)

6.4 **Conduct of all MI-LMSC pool meets**

6.4.1 **Hy-Tek meet management software.** Meet hosts must use Hy-Tek meet management software for data management. (3/24/12)

6.4.2 **Meet director guidelines.** Meet directors should refer to the Hy-Tek online manual (<http://www.usms.org/admin/lmschb/>) for information about

meet management software and to the current USMS rule book for information about relevant USMS rules, required reports, officials, etc. Additional information about meet management is posted in the USMS Guide to Operations at <http://www.usms.org/admin/lmschb/>. (3/24/12)

- 6.5 **Conduct of the MI-LMSC State Championships.** The state meet shall be conducted by the meet host with oversight by the MI-LMSC Board of Directors. (3/24/12)
- 6.5.1 **Meet Information.** The meet host is responsible for posting meet information on the MI-LMSC website, including the entry form (online and paper entry), meet schedule, and any other information necessary for entering the meet, at least one month prior to the State Championships. (3/24/12)
- 6.5.2 **Entry fees.** There shall be a surcharge of \$15 per swimmer for paper entries (3/24/12)
- 6.5.3 **Entry deadline.** The entry deadline for paper entries shall be 7 days earlier than the online entry deadline. (3/24/12)
- 6.5.4 **Entry process**
- 6.5.4.1 **Paper entries.** Paper entries will be processed by the meet host and correctly entered into the Hy-Tek database. Entry fees from paper entries will be collected and processed entirely by the meet host. (3/24/12)
- 6.5.4.2 **Online entries.** An online entry contractor shall be used to process state meet entries whenever practical. The online entry contractor shall receive and process both entry information and entry fees. Following credit card verification and assessment of the online service fee, the online entry contractor shall forward the entries and meet host portion of the entry fees to the meet host. The meet host shall act as liaison with the online entry contractor to service state meet entries, and to monitor the operation of the online website. (3/24/12)
- 6.5.4.3 **Distance events.** All distance events of 400 yards and greater must be entered with a time achieved in the past two years, using a time from USMS in either yards or meters. The meet host has the option to require athletes to choose only one of the 1650 or 1000 yard freestyle events. (3/24/12)

- 6.5.5 **Verification of USMS club and workout group membership.** The online entry contractor shall verify USMS membership and workout group membership using the current online USMS membership database. (3/24/12)
- 6.6 **Conduct of open water events.** MI-LMSC does not currently have policies related to the conduct of open water events. Event directors should use the Long Distance/Open Water Guide to Operations and USMS Open Water Manual that are posted on the USMS web site (<http://www.usms.org/admin/lmschb/>) as guidelines. (3/24/12)
- 6.7 **Awards**
- 6.7.1 **Event awards.** MI-LMSC shall provide awards and adhesive labels to meet hosts, with the exception that state meet hosts must pay for the provided medals. The awards for regular-season sanctioned meets and open-water events are ribbons for first, second, and third places. The awards for the state championships are medals for first, second, and third places for individual events, as well as ribbons for fourth through eighth places. State meet relays are awarded ribbons, not medals, for first through eighth places. Meet hosts are welcome to use custom awards at their own expense instead of using the awards provided by the MI-LMSC. (3/24/12)
- 6.7.2 **Additional state championships awards.** State championship awards to be presented to MI-LMSC workout group teams or visiting clubs include the (a) Large Team-Overall, Large Team-Men's, and Large Team-Women's; as well as (b) Small Team-Overall, Small Team-Men's, and Small Team-Women's. The large/small team divisions are based upon the number of events (first) and number of swimmers (second) as documented in the Hy-Tek meet database, with the meet director making the decision of the division between large and small teams. Individual high point awards will be given to those who achieve the highest point totals in individual events in each age group for both men and women. High point awardees do not have to be members of the MI-LMSC. (3/24/12)

Part 7: Awards

- 7.1 **Awards presented at the MI-LMSC State Championships**
- 7.1.1 **Chetrick Award.** The Chetrick Award was established in 1977, and is named after Dr. Myron Chetrick. The award is presented annually to a person who has given outstanding service and exemplifies commitment

to MI-LMSC. Criteria include outstanding contributions to both MI-LMSC and USMS. All members and volunteers, including officers, are eligible for this award. (3/24/12)

7.1.2 **Lawrence Award.** The Lawrence Award was established in 1978, and is named after Bob Lawrence. The award is presented annually to a swimmer who has achieved outstanding performances during the previous year and/or over a long career while representing MI-LMSC. The recipient must have a national or international reputation for excellence. Examples of performance criteria include USMS All American selections, USMS or FINA masters swimming records, USMS or FINA masters swimming top-ten rankings, and USMS or FINA masters swimming championship meet titles. Other considerations include performances in YMCA masters swimming meets and MI-LMSC records and championship meet titles. (3/24/12)

7.1.3 **MI-LMSC Lifetime Achievement Award.** The Lifetime Achievement Award is presented to a person who demonstrates outstanding voluntary contributions, continuous swimming accomplishments, and a lifetime dedication and devotion to the objectives of masters swimming in Michigan. The recipient must have represented MI-LMSC in competition and service for at least 10 years. Current members of the Board of Directors are eligible to receive this award. (3/24/12)

7.1.4 **Repeat recognition.** The same individual may receive the Chetrick, Lawrence, and Lifetime Achievement Awards, but may only receive any of these awards once during her/his masters swimming career. (3/24/12)

7.1.5 **Administration of the Chetrick, Lawrence, and Lifetime Achievement Awards.** The Vice-Chair shall solicit nominations from the general membership for the Chetrick, Lawrence, and Lifetime Achievement Awards approximately 45 days prior to each MI-LMSC State Championships. The elected members of Board of Directors shall vote to determine winners of the Chetrick and Lawrence Awards, and past winners shall vote to determine the winner of the Lifetime Achievement Award. Nominees must recuse themselves from voting on awards for which they are nominated. The Vice-Chair shall purchase the awards and have them engraved. The awards shall be presented by the Chair at the State Championships. (3/24/12)

7.2 **MI-LMSC Awards Banquet.** MI-LMSC shall conduct an annual awards banquet. (3/24/12)

7.2.1 **Ad Hoc Awards Banquet Committee**

7.2.1.1 **Membership.** The Ad Hoc Awards Banquet Committee chairperson shall be appointed by the MI-LMSC Chair. The Ad Hoc Awards Banquet Committee chair shall select volunteer committee members as needed to fulfill committee responsibilities. (3/24/12)

7.2.1.2 **Responsibilities.** The Ad Hoc Awards Banquet Committee shall have responsibility for: (a) planning and conducting the MI-LMSC awards banquet/ceremony; (b) determining the discretionary awards to be presented and identifying the recipients; (c) determining the nature of each award, e.g., trophy, plaque, certificate, commemorative item; and (d) selecting vendors and purchasing awards for the banquet. (3/24/12)

7.2.2 **Awards**

7.2.2.1 **Permanent awards.** The following awards shall be presented: (a) continuous membership awards to person who have been continuous members of MI-LMSC for 5-9, 10-14, 15-19, etc. years, and (b) certificates for USMS and FINA masters swimming records and top-ten times. (3/24/12)

7.2.2.2 **Discretionary awards.** Additional awards may include swimmer of the year, open water swimmer of the year, most inspirational swimmer, coach of the year, meet director of the year, and special awards to recognize other member accomplishments. (3/24/12)

7.3 **Educational Endowment Fund and Scholarship.** Pending availability of Educational Endowment Fund and Scholarship funds, MI-LMSC shall annually offer at least one \$1,000 scholarship to eligible family members of MI-LMSC members who are attending college as undergraduate students. (3/24/12)

7.3.1 **Eligibility.** Consideration for this scholarship shall be given to family members of MI-LMSC members who shall be or are currently attending full- or part-time undergraduate program in day or night school, with at least a 3.0 GPA, who demonstrate potential for outstanding success in their respective field of study. Financial hardship and need may be a criterion for this scholarship. Students are eligible to receive awards for study during their freshman, sophomore, junior, or senior year. Scholarship is intended to be based on merit, although financial need may be considered. (3/24/12)

- 7.3.2 **Selection procedure.** The MI-LMSC Swimming Endowment Committee (which may be composed of one or more members) shall select recipients of this scholarship. Nominations may also be forwarded by a member of the MI-LMSC. All recipients must acknowledge the benefits of the scholarship to the MI-LMSC Swimming Endowment Committee before their scholarship may be renewed. (3/24/12)
- 7.3.3 **Term of award.** The scholarship shall be awarded for one academic year and may be again rewarded in subsequent years to the same awardee, providing the awardee continues to meet the conditions of eligibility and funds are available. (3/24/12)
- 7.3.4 **Amendments.** The MI-LMSC Board of Directors shall have the final authority to make changes in these guidelines. (3/24/12)
- 7.3.5 **Applicant requirements.** Sign and date application along with submitting the following information: (a) transcript of records; (b) short biography; (c) name of institution attending; and (d) three letters of recommendation. (3/24/12)
- 7.3.6 **Administration.** A scholarship application form and description shall be posted on the MI-LMSC web site. The Swimming Endowment Committee shall determine the application deadline, administer the selection procedure, and communicate the selection of a scholarship recipient(s) to appropriate audiences. (3/24/12)

Part 8: MI-LMSC Web Site Policies and Procedures

- 8.1 **Purpose.** The purpose of the web site is to (a) promote MI-LMSC consistent with the present organizational bylaws and (b) communicate information to members (news and stories about LMSC members, meet schedules, meet applications, meet results, etc.). (3/24/12)
- 8.2 **Webmaster.** The chair, with approval of the Board of Directors, shall appoint a webmaster, who may also be the Communications Director, to manage the MI-LMSC website. The webmaster will be responsible for maintaining current information of interest to MI-LMSC members. (3/24/12)
- 8.3 **Policies.** All content posted on the MI-LMSC web site shall conform to USMS guidelines and be consistent with LMSC policies and procedures. (3/24/12)

Part 9: USMS Convention

Note: The USMS convention is part of a larger gathering called the United States Aquatic Sports (USAS) convention. The terms USMS convention and USAS convention are considered synonymous in these policies. (3/24/12)

9.1 MI-LMSC Delegation

9.1.1 **Delegates selected by MI-LMSC.** Article 10.4 of the MI-LMSC bylaws and Article 504 of the USMS rules specify LMSC representation to the annual USMS convention. (3/24/12)

9.1.2 **Other members of the MI-LMSC delegation.** Per Article 504 of the USMS rules, persons who fill certain leadership roles or committee positions within USMS and persons who have been granted at-large status by the USMS President have membership in the USMS House of Delegates and are entitled to voice and vote at the annual USMS convention. Usually some of these positions are filled by members of the MI-LMSC, and these people become part of the MI-LMSC delegation to the USMS convention. (3/24/12)

9.2 Delegates receiving financial support

9.2.1 **MI-LMSC officers.** MI-LMSC officers who represent the MI-LMSC as voting delegates will be reimbursed for registration and convention expenses. Per the bylaws, the officers include the Chair, Vice-Chair, Secretary, Treasurer, Registrar, and Sanctions Officer. (3/24/12)

9.2.2 **Appointed members of the MI-LMSC Board of Directors.** If the full complement of MI-LMSC officers who act as the voting delegates from the MI-LMSC are unable or do not wish to attend the convention, then appointed members of the MI-LMSC Board of Directors may be appointed by the Chair to attend the Convention as a voting delegate in the place of MI-LMSC elected officers. In this case The MI-LMSC will pay expenses to the convention. (3/24/12)

9.2.3 **Non-funded delegates.** MI-LMSC members are welcome to participate in the USMS convention at their own expense. (3/24/12)

Part 10: Business and Travel Guidelines (current practice for entire section)

10.1 **Reimbursement.** Any member of MI-LMSC may claim reimbursement for MI-LMSC connected expenses from the Treasurer by presenting receipts and a listing of these requests. (3/24/12)

10.2 **Transportation**

- 10.2.1 Transportation used by delegates shall be the most economical and standard mode, via the most direct and usual route. (3/24/12)
- 10.2.2 When traveling by plane, "super saver" or the least expensive coach accommodations shall be used. (3/24/12)
- 10.2.3 When air travel is not practical, the MI-LMSC will authorize a mileage reimbursement at the current IRS business mileage rate based upon the least number of road miles between the attendee's residence and the destination. The total amount of allowable mileage expense shall not exceed the cost of the "super saver" or least expensive coach class travel to the same destination. (3/24/12)
- 10.3 **Lodging.** The MI-LMSC will pay for one room, double-occupancy, for the actual dates of the meeting as convened. If the attendee wishes to stay in a single room, the MI-LMSC will pay one-half of the double room rate. (3/24/12)
- 10.4 **Gratuities.** MI-LMSC will pay gratuities if they are separately listed on the attendee's expense voucher. (3/24/12)
- 10.5 **Local travel.** When attending the USMS convention, travel to and from the airport by regular shuttle or taxi, whichever is less expensive, will be paid by MI-LMSC. MI-LMSC will not pay for travel by rental car. (3/24/12)
- 10.6 **Garage/parking.** If the attendee travels by auto to the meeting, the garage-parking fee receipts must be presented to the MI-LMSC for approval of payment. (3/24/12)
- 10.7 **Miscellaneous expenses.** All miscellaneous expenses such as baggage fees, etc., must be identified and justified in writing to the MI-LMSC. (3/24/12)
- 10.8 **Travel report deadline.** All reimbursement claims for expenses by the attendees to any approved meeting should be in the hands of the Treasurer of MI-LMSC within 10 days of return to Michigan or his/her home city. (3/24/12)
- 10.9 **Advance payments.** At the request of the attendee, payment for common carrier may be paid at the time of ticket purchase. (3/24/12)

Part 11: Logo



- 11.1 **Logo.** Two versions of the official logo of the MI-LMSC is displayed above. (3/24/12)
- 11.2 **Uses.** Either version of the logo may be used by the MI-LMSC and its member clubs and workout groups for purposes consistent with the mission and bylaws presented in Article 2 of the MI-LMSC bylaws. Questions about acceptable use shall be considered by the Board of Directors. (3/24/12)
- 11.3 **Modifications.** The logo may be used in different sizes and color combinations; however, all elements (title, water/wave image, MI map image) must appear in the proportions shown above. No other modifications will be permitted. (3/24/12)

BYLAWS OF THE MICHIGAN LOCAL MASTERS SWIMMING COMMITTEE

These revised bylaws were adopted on March 24, 2012.

Article 1: General

- 1.1 **Authority.** The Michigan Local Masters Swimming Committee (hereinafter called MI-LMSC) has jurisdiction over the sport of masters swimming within the State of Michigan as delegated by United States Masters Swimming, Inc. (hereinafter called USMS).

- 1.2 **Scope of Activity.** The MI-LMSC shall govern, administrate, and promote masters swimming in the State of Michigan, as defined by USMS, and assist its members in the conduct and organization of activities that further masters swimming.
- 1.3 **Non-Profit Status.** MI-LMSC is a non-profit organization.

Article 2: Mission and Objectives

- 2.1 **Mission.** The mission of the Michigan LMSC is to help its members to achieve desired levels of health, fitness, performance, and quality of life through participation in masters swimming.
- 2.2 **Objectives**
- 2.2.1 **Clubs.** MI-LMSC shall support the development of masters swimming clubs and workout groups, and shall operate a state-wide club called *Michigan Masters* for the benefit of members who desire participation.
- 2.2.2 **Competition.** MI-LMSC shall assist its member clubs and workout groups to conduct short course yards, short course meters, long course meters, and open water swimming competitions, including a short course yards state championship meet.
- 2.2.3 **Recognition.** MI-LMSC shall recognize the achievements of its members in a variety of ways, including awards and information posted on the LMSC web site.
- 2.2.4 **Communication.** MI-LMSC shall regularly communicate information about USMS and LMSC activities to its members in a variety of ways, such as meetings, the LMSC web site, the LMSC newsletter, electronic mail, and when necessary U.S. mail.

Article 3: Clubs and Workout Groups

- 3.1 **Club.** A masters swimming club is an organization or group of permanent character that is a club member of USMS, registered through MI-LMSC and that actively promotes and/or participates in masters swimming.
- 3.2 **Workout Group.** A workout group is a subset of members from a masters swimming club. Workout groups may be formed for various reasons such as to organize and acquire pool space, secure a coach, etc. Workout groups are recognized only within the MI-LMSC.
- 3.2.1 **Notification.** New workout groups shall notify the MI-LMSC registrar with contact information.

- 3.2.2 **Membership.** Swimmers shall declare membership in a workout group when completing their annual registrations with USMS through the MI-LMSC. Club members not wishing to affiliate with a workout group shall designate their workout group as *unattached*. USMS and LMSC rules governing procedures for a member changing club registration shall apply to members changing workout group registrations.
- 3.2.3 **Privileges.** Members of workout groups may compete under the auspices of the workout group when participating in the MI-LMSC State Championships, but must compete under the auspices of the masters swimming club when competing outside of the MI-LMSC.
- 3.3 **Unattached.** The term *unattached* refers to an individual member of the MI-LMSC who does not represent a USMS club.

Article 4: General Membership

- 4.1 **General Membership.** The general membership shall consist of all individuals who are interested in the purposes or programs of the USMS and are registered as individuals with USMS through the MI-LMSC.
 - 4.1.1 **Proof of membership.** Each member who registers online will receive an electronic copy of her/his USMS card, and each member who registers using a paper application will receive a paper copy of her/his USMS card. The USMS card certifies his or her membership and club/workout group affiliation.
 - 4.1.2 **Privileges.** Each member may attend all MI-LMSC general membership meetings and may participate in all programs offered by USMS and MI-LMSC.
 - 4.1.3 **Responsibilities.** The duties and powers of the general membership are to: (a) receive reports from the Board of Directors; (b) elect officers and members of the Review Committee; (c) amend the MI-LMSC bylaws; (d) ratify or rescind policy and programs established by the Board of Directors; (e) determine the location of MI-LMSC state championships; and (f) consider any other business relating to MI-LMSC.
 - 4.1.4 **Fees.** MI-LMSC is entitled to receive an annual fee from each member.

Article 5: Board of Directors

- 5.1 **Board of Directors.** The Board of Directors is comprised of the elected officers and appointed members.
- 5.2 **Elected Officers**

- 5.2.1 **Chair.** The chairperson shall be responsible for the day to day management of MI-LMSC. The chair shall call meetings when necessary and preside at them. The chair shall, with approval of the elected members of the Board of Directors, appoint members of the Board of Directors and committees as appropriate.
- 5.2.2 **Vice-Chair.** The Vice-Chair shall serve as a replacement for the Chair when necessary, assist the Chair as required, monitor the need for bylaw and policy revisions, and chair an ad hoc Nominating Committee. The Vice-Chair is considered to be the chair-elect and automatically succeeds the Chair at the end of the Chair's term.
- 5.2.3 **Treasurer.** The Treasurer shall receive all monies, and pay all bills approved by the MI-LMSC, maintain all financial records, prepare an annual budget, and make timely reports to USMS, the Board of Directors, and the MI-LMSC general membership.
- 5.2.4 **Secretary.** The Secretary shall record minutes of meetings and make timely reports to USMS, the Board of Directors, and the MI-LMSC general membership.
- 5.2.5 **Registrar.** The Registrar shall be responsible for the registration of individual members, clubs, and workout groups, and shall maintain a current list of all members.
- 5.2.6 **Sanctions Officer.** The Sanctions Officer shall: (a) solicit applications from clubs or workout groups to host MI-LMSC competitions; (b) assist meet managers to acquire sanctions/recognitions and to observe MI-LMSC and USMS rules when planning and conducting meets; (c) provide MI-LMSC supplies such as awards and time cards to meet managers; (d) schedule competitions; and (e) evaluate competitions.

5.3 **Appointed Members**

- 5.3.1 **Communications Director.** The Communications Director shall be responsible for editing, publishing, and disseminating MI-LMSC information via the LMSC web site.
- 5.3.2 **Records/Top-10 Recorder.** The Records/Top Ten Recorder shall review results from competitions sanctioned or recognized by the MI-LMSC to identify potential MI-LMSC, USMS, and World records and Top Ten Times.
- 5.3.3 **Coach Representative.** The Coach Representative shall: (a) relay suggestions and concerns from coaches to the Board of Directors; (b) receive communications from the USMS Coaches Committee and

distribute that information to coaches within the LMSC; (c) facilitate communication among coaches within the LMSC; and (d) schedule and facilitate coaching clinics.

- 5.3.4 **Officials Coordinator.** The Officials Coordinator shall: (a) help clubs and workout groups to identify officials; (b) educate officials and members about USMS Swimming Rules; (c) relay suggestions and concerns from officials to the Board of Directors; and (d) assist the Sanctions Officer with the scheduling and evaluation of competitions sanctioned or recognized by the MI-LMSC.
- 5.3.5 **Fitness Coordinator.** The Fitness Coordinator shall (a) facilitate the education of members about ways in which their health, physical fitness, and well-being may be improved through masters swimming; (b) facilitate participation in postal swimming events that contribute to physical fitness; and (c) offer suggestions about MI-LMSC programs and activities that contribute to these aims.
- 5.3.6 **Safety Director.** The Safety Director shall: (a) educate meet managers, officials, and members about safety rules and policies; (b) monitor safety conditions at competitions; (c) maintain copies of the Reports of Occurrence filed with the USMS insurance carrier; and (d) relay suggestions and concerns about safety to the Board of Directors.
- 5.3.7 **Open Water Coordinator.** The Open Water Coordinator will communicate and encourage participation in various USMS open water events to MI-LMSC members, and shall assist open water event directors with the planning and conduct of those events.
- 5.4 **Powers.** The Board of Directors shall have the power to conduct business on behalf of the MI-LMSC between general membership meetings, including the power to (a) establish, maintain, and eliminate MI-LMSC policies and (b) approve MI-LMSC financial reports, budgets, and audits.
- 5.5 **Requirements**
- 5.5.1 **USMS Membership.** Each member of the Board of Directors must be an individual member of USMS registered through the MI-LMSC throughout her/his term of office.
- 5.5.2 **Disclosures.** Each member of the Board of Directors must disclose known conflicts of interest that may affect her/his decision-making and actions on behalf of the MI-LMSC. (For example, a board member who has a significant financial interest in a company that manufactures

awards must disclose that fact if MI-LMSC considers purchasing awards from that company.)

- 5.6 **Indemnification.** Members of the Board of Directors shall be indemnified by the MI-LMSC with respect to fulfilling their duties on behalf of the MI-LMSC.

Article 6: Meetings

6.1 Schedule

6.1.1 **General Membership.** The annual meeting of members of MI-LMSC will be held concurrently with the MI-LMSC State Championships, usually held in March or April. Special meetings may be called at the discretion of the MI-LMSC Chair or by a petition of at least 20% of the members of the MI-LMSC.

6.1.2 **Board of Directors.** A Board of Directors meeting shall be scheduled at least twice each year at dates selected by the Chair. The Chair shall also determine the mode (e.g., meeting in person, via conference call, or via an electronic communication system).

- 6.2 **Notice and Agenda.** A notice and tentative agenda for general membership meetings, including the full text of any proposed bylaw changes and description of any elections to be held, shall be distributed to members via the MI-LMSC web site at least 14 days prior to the meeting. A notice and tentative agenda for Board of Directors meetings shall be distributed via telephone or electronic communication system at least 7 days prior for Board of Directors meetings.

6.3 Quorum.

6.3.1 **General membership meetings.** The quorum for a general membership meeting shall be at least 5% of the MI-LMSC members, including members of the Board of Directors.

6.3.2 **Board of Directors meetings.** The quorum for a Board of Directors meeting shall be a majority of the members, including at least 3 of the elected officers.

6.4 Voting Privilege

6.4.1 **General Membership Meetings.** All individual members of the MI-LMSC who are present have both voice and vote, except that the Chair may only vote in the case of a tied vote. Proxy votes are not allowed. Motions shall be passed by simple majority vote. The Chair shall determine the method of voting (e.g., voice, roll call, written ballot).

6.4.2 **Board of Directors Meetings.** Unless otherwise restricted by the MI-LMSC bylaws or policies, all members of the Board of Directors who are present have both voice and vote, except that the Chair may only vote in the case of a tie. Proxy votes are not allowed. Motions shall be passed by simple majority vote. The Chair shall determine the method of voting (e.g., voice, roll call, written ballot).

6.5 **Conduct of Meetings**

6.5.1 **Presiding Officer.** The MI-LMSC Chair or designee shall preside at all meetings.

6.5.2 **Rules of Order.** Current Roberts Rules of Order will serve as guidelines for the conduct of meetings.

6.5.3 **Mode.** General membership meetings must be held in person. Board of Directors meetings may be held in person, via conference call, or via an electronic communication system.

Article 7: Review Committee

7.1 **Function.** The MI-LMSC Review Committee shall consider complaints related to protection of athlete rights and alleged unsporting conduct, and shall render judgments and penalties as appropriate. Article 401 of the USMS rule book provides further information about these topics.

7.2 **MI-LMSC Review Committee and Hearing Panels**

7.2.1 **Review Committee.** The Review Committee shall be comprised of five members who are elected by the general membership following the election procedures set forth in Article 9 of these bylaws. The Review Committee shall elect its own chairperson.

7.2.2 **Hearing Panel.** The hearing panel convened for a case shall have a minimum of three members and a maximum of five members from the Review Committee, as selected by the Review Committee Chairperson. The hearing panel shall select its own panel chairperson and secretary. Committee members should recuse themselves if they have a significant conflict of interest related to the case.

7.3 **Hearings and Appeals**

7.3.1 **Authority.** MI-LMSC has authority to deny membership, censure, place on probation, suspend, fine, or expel any member or any person participating in the affairs of MI-LMSC who has acted in ways prohibited by Article 401 of the USMS rule book.

7.3.2 **Hearings**

- 7.3.2.1 **Filing a complaint.** Any member of the MI-LMSC may file a complaint by notifying the Review Committee Chair in writing.
 - 7.3.2.2 **Determination of merit.** The Review Committee Chair shall consult with at least two additional Review Committee members to determine if the complaint has merit under USMS rules. If a majority of those polled agree the complaint has merit, a hearing panel shall be appointed and the hearing shall be scheduled promptly. If no, the matter shall be dismissed and the complainant shall be notified in writing.
 - 7.3.2.3 **Hearings.** The Hearing Panel shall use the hearing panel procedures from Article 403.8 in the USMS rule book as guidelines, following those procedures as much as practical and in good faith. Hearings shall be conducted in person on dates and at times/locations mutually acceptable to participants.
- 7.3.3 **Appeals.** Decisions rendered by the MI-LMSC Review Committee may be appealed to the USMS Board of Review. Appeal procedures are described in Article 403 of the USMS rules.
- 7.3.4 **Notices.** All notices and decisions regarding hearings and appeals shall be in writing, mailed to the residence given on the member's USMS membership application or to a written change of address if submitted.

Article 8: Elections and Appointments

8.1 **Elections of Officers and Members of the Review Committee**

- 8.1.1 **Nominating Committee.** The Vice-Chair shall head an Ad Hoc Nominating Committee of members who are appointed by the Chair with approval from the Board of Directors.
- 8.1.2 **Nominations**
 - 8.1.2.1 **Methods.** Nominations for officer and Review Committee positions shall be solicited by the Vice-Chair using various methods including electronic mail, and the MI-LMSC web site. Nominations may also be made from the floor at the annual general membership meeting.

8.1.2.2 **Candidate qualifications.** Any individual registered with USMS through the MI-LMSC may be considered for an officer position, and any individual registered with USMS through the MI-LMSC for at least five years may be considered for Review Committee membership. To facilitate elections, candidates are encouraged to submit a brief resume and statement of intent to run at least 14 days prior to the annual general membership meeting.

8.1.3 **Elections.** Elections for elected members of the Board of Directors and for Review Committee members shall be conducted at the annual general membership meeting in odd-numbered years, with the exception that the Vice-Chair shall automatically succeed the Chair. The Vice-Chair shall preside over elections and shall determine the method of voting (e.g., voice, roll call, written ballot).

8.1.4 **Term.** The term of office is two years beginning on June 1 of the year of election. A person may serve four consecutive or non-consecutive terms in the same office.

8.1.5 **Vacancies.** The Chair shall fill vacancies in any officer or Review Committee position, with approval of the elected members of the Board of Directors. Such appointees shall serve until the next regularly scheduled annual general membership meeting. Any person selected to fill a vacancy shall serve the remainder of the existing term.

8.2 **Appointments**

8.2.1 **Appointed Members of the Board of Directors.** Appointed members of the Board of Directors shall serve at the pleasure of the Chair.

8.2.2 **Term.** An appointed member of the Board of Directors serves at the pleasure of the MI-LMSC Chair.

8.2.3 **Ad Hoc Positions or Committees.** The Chair may establish ad hoc positions or committees as necessary to carry out the duties of the MI-LMSC. The Chair shall charge each person or committee with its duties, and shall determine a time frame for their service.

8.2.4 **Volunteers.** Any member of the Board of Directors may seek volunteers from the membership of the MI-LMSC to assist in fulfilling her/his responsibilities.

8.3 **Multiple Positions.** The same person may not simultaneously hold more than one elected officer position; however, the same person may fill both an officer and an appointed position or multiple appointed positions.

Article 9: Management

9.1 Financial Management

- 9.1.1 **Fiscal Year.** The fiscal year shall be the calendar year.
- 9.1.2 **Budget.** The Treasurer shall prepare a budget showing anticipated income and expenses, and the Board of Directors shall approve such budget, prior to the start of the fiscal year.
- 9.1.3 **Audits.** An audit of financial records shall be conducted in odd-numbered years, prior to the date of the annual membership meeting, using personnel and methods approved by the Board of Directors.

9.2 Conditions of Competition

- 9.2.1 **Rules.** The conditions of competition in any swimming event and the rules governing it shall be those established by the USMS, or MI-LMSC, where its rules and regulations do not contradict the rules of USMS.

9.2.2 MI-LMSC State Championships

- 9.2.2.1 **Conduct of Competition.** MI-LMSC State Championships will be held in accordance with the rules of the USMS for conduct of championships to the maximum extent possible and practical.
- 9.2.2.2 **Rotation Award System.** The MI-LMSC State Swimming Championships shall be held at various locations in different geographical areas of the state in a rotation that accommodates the majority of members fairly, using the facilities that are best able to hold such a meet.
- 9.2.2.3 **Bid Procedures.** A club or workout group wishing to host the state championships shall use a bid form provided by the Sanctions Officer. The completed bid form must be returned to both the Chair and the Sanctions Officer at least 14 days prior to the date of the annual general membership meeting. A vote of the MI-LMSC members in attendance at the annual general membership meeting shall determine the bid winner/site of the next state championship meet.

- 9.3 **MI-LMSC Representation to USMS Meetings.** Article 504 of the USMS rule book specifies that each LMSC is entitled to one delegate to the annual USMS convention, a second delegate if the LMSC has over 300 members, and one additional delegate for every additional 500 members in the LMSC.

- 9.3.1 **Priority.** In priority order, the official delegates from the MI-LMSC shall be: (a) the Chair; (b) the Vice-Chair; (c) an elected member of the Board of Directors; and (d) an appointed member of the Board of Directors. The selection of any MI-LMSC representative to USMS meetings other than the Chair or Vice-Chair must be approved by the elected members of the Board of Directors. This procedure shall be followed until the allotted number of MI-LMSC delegates has been selected.
- 9.3.2 **Substitutes.** If a delegate is unable to attend the convention, the Chair shall appoint a member of the Board of Directors as a substitute.

Article 10: Changes to MI-LMSC Bylaws and Policies1

- 10.1 **Bylaw Amendments.** The general membership has the power to enact additions, changes, or deletions to the MI-LMSC bylaws. Bylaw amendments shall be considered only at the annual general membership meeting or at special general membership meetings called for that purpose. Such meetings must conform to Article 7 of these bylaws. Bylaw amendments shall be effective immediately upon adoption unless otherwise specified.
- 10.2 **Policy Amendments.** The general membership and the Board of Directors both have the power to enact additions, changes, or deletions to MI-LMSC policies; however, the Board of Directors may not override a decision by the general membership. Policy amendments shall be considered only at duly called meetings of the appropriate governance group. Such meetings must conform to Article 7 of these bylaws. Policy amendments shall be effective immediately upon adoption unless otherwise specified.
- Note:* The MI-LMSC Policies are located in a separate document.
- 10.3 **Submitting Amendments.** Any member of MI-LMSC may submit a proposed change to the bylaws or policies. Proposals should clearly show text that is proposed to be added, changed, or deleted. Proposed amendments shall be submitted to the Chair at least 21 days prior to the scheduled general membership meeting, and shall be made available to members at least 14 days prior to the scheduled general membership meeting.

Article 11: Dissolution

- 11.1 **Dissolution.** Upon dissolution, the net assets of MI-LMSC will not benefit any private individual or corporation, but will be distributed to USMS for educational or charitable purposes, or if USMS is not in existence, or is no longer a 501(C) (3)

corporation, such assets will be distributed to a similar non-profit organization, and those funds will be used exclusively for educational or charitable purposes.

Treasurer Report – Patrick Weiss

MICHIGAN LMSC

INCOME & EXPENSE	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Actual	2012 Budget
INCOME:						
REGISTRATIONS	\$13,877.00			\$10,815.00	\$7,810.06	
		\$10,979.50	\$10,501.50			\$8,000.00
SANCTION FEES	2,208.00	2,352.00		2,500.00	2,137.00	
			2,566.00			2,500.00
INTEREST - Michigan LMSC	731.51	769.36	339.08	350.00	230.99	150.00
INTEREST - Scholarship Program	202.00	192.34	100.00	75.00		
STATE MEET MEDALS	1,432.00	- 0		1,500.00	1,889.38	
			1,862.78			1,500.00
Awards Banquet					1,500.00	3,000.00
Donations			- 0	- 0	14.00	
Donations for Scholarship Program	691.00	456.00	354.50	350.00	100.00	
Reimbursement for Convention			613.10	- 0		
TOTAL	\$19,141.51			\$15,590.00		
		\$14,749.20	\$16,336.96		\$13,681.43	\$15,150.00

EXPENDITURES:						
REG FEES TO USMS	\$7,097.67				\$2,465.00	\$- 0
		\$3,743.00	\$2,160.50			
CLUB FEE TO USMS					60.00	60.00
USMS CONVENTION	3,550.05	4,644.35		5,500.00	4,254.88	5,500.00
			3,430.90			
NEWSLETTER	- 0	- 0		1,500.00	1,639.88	1,700.00
AWARDS & MEDALS	2,482.47	735.26		2,000.00	2,792.19	2,500.00
			2,766.80			
REGISTRAR POSTAGE	317.37	383.94	114.00	200.00	51.07	200.00
REGISTRAR HONORARIUM	300.00	- 0	350.00	400.00		400.00
NATIONAL RELAYS GRAND	190.52	1,079.00	861.80	1,000.00	432.00	1,000.00
WEBMASTER HONORARIUM	- 0	- 0		400.00		400.00
SOFTWARE	431.11	- 0	254.74	500.00	419.63	500.00
CLUB ASSIST RENEWAL	- 0	100.00		100.00		100.00
Swimming Clinics	- 0	- 0	570.00	750.00		750.00
MISCELLANEOUS	60.00	523.91	218.50	700.00	64.96	700.00
Reserve for Scholarship Program Awards Banquet	893.00	648.34	454.50	425.00	100.00	
				750.00	3,550.68	3,000.00
TOTAL	\$15,322.19			\$16,690.00		
		\$11,857.80	\$11,181.74		\$13,365.29	\$16,810.00
BUDGET (DEFICIT) OR SURPLUS	\$3,819.32	\$2,891.40	\$5,155.22	\$(1,100.00)	\$316.14	\$(1,660.00)
CASH BALANCE AT 12/31	\$29,766.16			\$36,682.47		
		\$32,657.56	\$37,782.47		\$38,098.61	

Cash Balance for 12/31/10			
Funds for Operations	\$37,782.47	Funds Reserves for Scholarship Prog. 12/31/10	\$3,413.84
Funds Reserve for Scholarship Program	\$3,413.84	Donations for Scholarship interest	\$100.00
Total Michigan Masters Funds in Bank	41,196.31	Scholarship Payout	\$- 0
			\$(1,000.00)
Cash Balance for 12/31/11		Funds Reserves for Scholarship Prog. 12/31/11	2,513.84
Funds for Operations	\$38,098.61		
Funds Reserve for Scholarship Program	\$2,513.84		
Total Michigan Masters Funds in Bank	40,612.45		

Mailed to USMS