

Bylaws of FEDERAL WAY MASTERS

ARTICLE ONE

Name and Purpose

- 1.1 The name of this organization shall be Federal Way Masters or may be referred to as FWM.
- 1.2 Purpose: The purpose of this organization shall be to provide opportunity for: (1) improved fitness; (2) fellowship and friendship; (3) improvement of swimming skills; (4) competitive swimming, through the recruitment of a representative swim team.
- 1.3 Non -Profit Organization. This organization is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.

ARTICLE TWO

Membership

- 2 Membership in FWM is open to all who are members of United States Masters Swimming, have paid all FWM club fees/dues per the current approved schedule, and abide by FWM bylaws and polices.

ARTICLE THREE

Meetings of Members

- 3.1.1 All meetings shall be conducted according to the current edition of Robert's Rules of Order.
- 3.1.2 All meetings (General and Annual membership meeting) shall be held within a 5 mile radius of the city limits of the city of Federal Way.
- 3.1.3 General and annual membership meetings require a two week advance notice to the membership.
- 3.2 General Meetings. Meetings of the members-shall be called as the Executive Board deems necessary.
- 3.3 Annual Membership Meeting: Each year, the Board shall call an Annual Membership Meeting during the month of October or November for the purpose of electing officers for the coming year and other business as deemed appropriate by the FWM Board.

ARTICLE FOUR

Officers

- 4.1 Officers of FWM shall be; President, Vice-President, Treasurer, Secretary, and Membership Chair. Collectively this group will be referred to as the FWM Board.

Election

- 4.2 Term of office for all Officers shall be one year, beginning January 1st each year and ending December 31st each year.
- 4.3.1 The Board shall appoint a nominating committee to prepare a slate of candidates. Multiple candidates for each position are encouraged.
- 4.3.2 Less than half of the nominating committee members may be current officers of FWM.
- 4.3.3 The nominating committee's slate shall be published and available to the membership two weeks prior to the annual membership meeting to elect officers for the coming year.
- 4.3.4 Nominations for officers may also be taken from the membership at large, at the Annual Meeting.

Officers Duties

- 4.4 President: The President shall be the executive officer and shall preside at all meetings of the membership and of The Board. The President shall act as Team Representative (or appointment a representative) at all PNA Board meetings.
- 4.5 Vice-President: The Vice President shall execute the duties of the President in absence of the president.
- 4.6 Treasurer: The Treasurer shall have custody of and accountability for all currency, funds and securities, and shall deposit or disperse in the name of Federal Way Masters. Accounts shall be kept in such institution(s) as selected by The Board. The Treasurer shall give financial statements as required by the Board, and provide an accounting of the year's finances and proposed budget for the next calendar year at the annual membership meeting.
- 4.7 Secretary: The Secretary shall record and keep the minutes of the general and Annual meetings of the membership and of The Board.
- 4.7 Membership chair: The Membership chair shall focus on recruiting members and retaining current members.
- 4.8 To remove a officer of the board requires:
- 4.8.1 Two (2) week notice to the general membership
- 4.8.2 2) 2/3 majority vote at a general membership meeting as called under article 3.2

ARTICLE FIVE

Executive Board

- 5.1 The Board: The FWM Board shall have the authority to transact all the business of the Club as shall come before it between general membership and/or Annual Meetings. For purposes of voting on issues, a quorum shall be three officers. A simple majority of the officers present shall be binding. It shall be solely the function of The Board to act as arbiters on behalf of the membership.
- 5.2 Vacancies: Vacancies in the FWM Board shall be filled by simple majority of members present at a general meeting of the FWM members. The newly elected officer will serve the remainder of the term of the position being filled.

ARTICLE SIX

Books and Records

- 6.1 Books and Records. The Federal Way Masters shall keep correct and complete books and records of account; shall keep minutes of the proceedings of its members and committees; and shall keep a record giving the names, addresses and telephone numbers of the members entitled to vote. All books and records of the organization may be inspected by any member at any reasonable time.
- 6.2 By order of these by-laws of the Federal Way Masters, it shall hereby be required that the past officers shall cooperate fully with the newly elected officers to transfer duties and responsibilities of their respective office.

ARTICLE SEVEN

Fiscal Year

- 7.1 The Fiscal Year of Federal Way Masters shall commence on the first day of each calendar year and end on the last day of the same calendar year.

ARTICLE EIGHT

Fees

- 8.1 Fees: Fees for collection from the general membership shall be set by a simple majority of the members present at a general membership meeting.
- 8.2 Payment of Fees: Fees collectable from the general membership shall be payable in advance.
- 8.3 By vote, the FWM Board has the authority to terminate the membership of any member who is thirty (30) days delinquent in payment of fees.

ARTICLE NINE

Coaching Services

- 9.1 The Executive Board shall procure coaching services for Federal Way Masters and shall provide direction as to what goals and objectives are desired from such coaching services. The aforementioned goals and objectives shall be determined by the members.

ARTICLE TEN

Amendments to bylaws

- 10.1 These by-laws may be amended by the affirmative vote of two-thirds (2/3) of the members present at any general meeting of the organization, after notice of such amendment or amendments and the nature thereof shall have been given, in writing, to the members of the organization at least thirty (30) days prior to the date of the meeting at which said amendment or amendments are to be presented for consideration.

ARTICLE ELEVEN

Dissolution

- 11.1 Upon dissolution of Federal Way Masters, any remaining assets and obligations of Federal Way Masters shall be transferred to a Section 501 (c)(3) Internal Revenue Code exempt successor organization, if any, established to assume the function of Federal Way Masters, and if there be no successor, any remaining assets after payment of the obligations of Federal Way Masters, shall not inure to the benefit of any private individual or corporation, but shall be distributed to a corporation which is exempt under Section 501(c)(3) of the Internal Revenue Code and to which contributions, bequests, and gifts are deductible under Sections 170(c)(2), 2055(a)(2) and 2522(a)(2) thereof, to be used exclusively for educational or charitable purposes.

The original bylaws were approved and adopted by the following charter members on 24th day of April, 1984.

Thomas T. Taylor
Hugh C. Moore
Terry L. Larson
Lisa O'Brien
Diana Kennerud
Kenneth L. Kennerud
Heide J. Vettleson
Dorothy W. Carpenter

Robert A. Toombs
Gary F. Finke
Jane A. Moore
Jane P. Hirshman
Kaylee Dean
Burke C. Anderson
Jim Sloan

These amended bylaws were approved and adopted on January 26, 2002.