

By-Laws Camrose Swim Club

Revised May 4, 2009

Membership

1. Membership is open to registered swimmers and their parent(s) from within Camrose and District, unless approved by the Board of Directors. However, only members 18 years of age and older will be eligible to vote and hold executive positions in the Club.
2. Any member wishing to withdraw from membership may do so upon giving written notice to the Board through its secretary.
3. Membership shall remain in force from year to year provided swimmer registration has been completed and fees paid by the date set for such by the Board for any given year.
4. Any member may be expelled from membership for any cause this Club may deem reasonable provided that such action must be ratified by a majority of members at a general membership meeting.
5. Every member shall abide by the By-laws in force as well as any rules and regulations lawfully made by the Board or the Club.
6. "Swimming" means swimming, diving, synchronized swimming or practice of any kind for such activity and water polo. "Swimmer" means any person who competes in swimming, diving, synchronized swimming, or water polo. "Summer swimmer" means a swimmer whose swimming has been so confined to summer swimming as to comply with the Alberta Summer Swimming Association Rules and Regulations established by the Executive of that organization from time to time. "Summer Season" means the period of any year commencing May 1st and ending September 30th. Words and expression as defined in the "Societies Act" or any statutory modifications thereof in force at the date upon which these By-laws become binding on the Club shall have meanings so defined. Words importing the singular shall include the plural and vice versa, and words importing the masculine gender shall include the feminine gender and words importing persons shall include bodies corporate.

PRESIDENT

7. The President shall be an ex-officio member of all committees. He shall, when present, preside at all meetings of the society and of the Board. In his absence the Vice-President or shall preside at any such meetings, and in the absence of both a chairman may be elected by the meeting to preside therat. The President shall appoint Chairman to Committees as outlined under Section 22, who shall look after duties assigned to them. The President:
 - a. assists the Coach(es) in organizing special events which will help develop Club spirit
 - b. receives, investigates, and attempts to resolve any grievances brought directly to it; where appropriate, recommend action to be taken by the Board.

- c. advertises, interviews prospective candidates and recommends to the Board the person(s) to be appointed as Coach(es)
- d. liaises weekly with the Coach(es)
- e. is responsible for the development of such rules and regulations as may be desirable to facilitate the day to day operations of the club and for presenting these to the Board for its consideration and /or approval.
- f. is responsible for negotiating with Community Services for the use of City pools for practices, meets, etc., and for the day-to-day liaison related to the use of these pools.

BOARD OF DIRECTORS

- 8. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society. Voting Members may remove any Director including the President before the end of his term. There must be a majority vote at a special meeting called for this purpose.
- 9. The Board shall, subject to the by-laws of directions given it my majority vote at any meeting properly called and constituted, have full control and management of this business and affairs of the society, and meetings of the Board shall be held as often as the business of the society shall require, and at least three meeting during the operating year, and shall be called by the President. A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days notice in writing mailed to each member or by three days notice by email or telephone. If it becomes necessary for the Board to make a decision prior to the next regular Board meeting, and it is not possible or practical to hold an emergent Board meeting, a motion may be put forward by two board members via email to the Chair for distribution to each member on the Board. The Chair will attempt to notify each member by phone of the email motion. Within 48 hours of the notice, each Board member with email or phone the Chair indicating support or non-support of the motion. A simple majority will be necessary to carry the motion. A simple majority of total executive shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meetings shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void. The signing officers of the Club shall be any two of the President, Vice President, Secretary and Treasurer.

SECRETARY

- 10. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. He shall have charge of the seal of the society which seal whenever used shall be authenticated by the signature of the Secretary and the President, or in the case of the death or inability of either to act, by the Vice President. In the case of the absence of the secretary, his duties shall be discharged by such officer as may be appointed by the Board. The secretary shall have charge of all the correspondence of the society and be under the direction of the President of the Board.

11. The secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the society, such monies to be promptly turned over to the Treasurer for deposit in a chartered Bank as hereinafter required.

TREASURER

12. The Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank the Board may order. He shall properly account for the funds of the society and keep such books as may be directed. He shall present a full detailed account of receipts and disbursements to the board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of the same to the Secretary for the records of the society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide. All disbursement of the funds of the Club shall be by cheque.

PAST PRESIDENT

13. The Past President shall serve on the Board of Directors for a period of one year in an advisory capacity

AUDITING

14. The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Society. August 31 shall be the end of the fiscal year.
15. The books and records of the society may be inspected by any member of the society at the Annual meeting provided herein or at any time giving reasonable notice and arranging a time satisfactory to the officer or officers having the charge of same. Each member of the Board shall at all times have access to such books and records.

MEETINGS

16. This society shall hold an annual meeting during September in each year, of which 2 weeks notice shall be given to all members by phone or email. At this meeting there shall be elected a President, Vice-Presidents, Secretary, Treasurer, (or Secretary-Treasurer), and a minimum of six Directors. The officers and directors so elected shall form a Board, and shall serve for two years, at which time successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing of the age 18 and over, shall be eligible to any office in the society.
17. Meetings of the society may be called at any time by the Secretary upon instructions of the President or Board by notice of phone or email eight days previous to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt by

him of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter, email or phone to the last known address of each member, delivered in the mail eight days previous to the meeting. Eight members shall constitute a quorum at a special meeting.

18. Eight members in good standing shall constitute a quorum at any general meeting. Six members in good standing shall constitute a quorum at a board meeting.

VOTING

19. Any member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any meeting of the society. Such votes must be made in person and not by proxy or otherwise. Voting shall be by open ballot and a simple majority of members present will serve to elect a candidate.

REMUNERATION

20. Unless authorized at any meeting and after notice of same shall have been given no officer or member of the association shall receive any remuneration for his services.

BORROWING POWERS

21. For the purpose of carrying out its objectives, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

COMMITTEES

22. The President, in conjunction with the Executive, shall have the power to appoint committees to handle various aspects of the program.

There shall be one committee as follows:

1. The Vice President, or appointed board member shall organize all Club-sponsored meets.

BY-LAWS

23. The By-laws may be rescinded, altered or added to by a "Special Resolution" passed by a majority of at least three-fourths of such members entitled to vote as are present in person, at a general meeting of which one month's written notice specifying the intention to propose the resolution as a special resolution has been duly given.

RULES AND REGULATIONS

24. The Club may from time to time approve operating rules and regulations to provide for the day-to-day maintenance and operation of the Club. These rules will be binding on all members and swimmers.

DISSOLUTION

25. Upon dissolution of the Society and after payment of all debts and liabilities, the remaining property, of the Society shall be distributed or disposed of to “qualified donees” (as defined under the Income Tax Act of Canada) within the City or Camrose County.

Dated: May 4, 2009

Signature	Address 21 Mount Pleasant Drive		
Print Name: MARGARET FALK	City/Town Camrose	Province AB	Postal Code T4V 2M2

WITNESS

Signature	Address		
Print Name ARMAND GAGNON	City/Town	Province	Postal Code