

**WETASKIWIN SWIM CLUB**  
**BY-LAWS**



**1. NAME**

The name of the society shall be: Wetaskiwin Swim Club.

**2. AFFILIATION**

The society will solicit affiliation with the Alberta Summer Swimming Association (A.S.S.A.) and will adhere to the rules and regulations of that body governing the conduct of aquatic competitions and related matters. The society may, from time to time, affiliate with other groups or organizations as are currently active, or may become active, and whose aims are such that, in the opinion of the society, such affiliation is desirable for the furtherance of its aims and programs.

**3. MEMBERSHIP**

(a.) Membership in the club shall be open to any person, 18 years of age or over, in good standing in the community who wishes to support the purpose and objectives of the club. The board shall approve application for membership in the society. The board shall not be required to state reasons for the rejection of any application for membership in the society. Membership fees are to be determined by the Board of Directors and shall be payable by May 30<sup>th</sup> of that calendar year. Members are eligible:

- (i) To personally attend and vote at all general and annual meetings of the society;
- (ii) To become a Director, in accordance with these by-laws.

(b.) Swimmers are eligible for membership provided:

- (i) They are, in the coach's opinion, capable of swimming competitively, and
- (ii) They pay the annual membership fee by the required date of May 30 of that calendar year, and
- (iii) They become registered with the A.S.S.A.

(c.) Any member wishing to withdraw from membership may do so at any time by notifying the President. Paid-up fees, or any portion thereof, may be returned at the discretion of the Directors if done so within the first month of the season. No refunds will be given after June 1 of that calendar year.

Any member may be expelled for any cause the society deems reasonable upon a two-thirds vote of all voting members in good standing. Any director or officer upon a majority vote of all members in good standing may be removed from office for any cause, which the society may deem reasonable.

**4. FEES**

Annual fees for club swimmers shall be fixed by the Directors prior to May 1 of each year.

**5. LIST OF DIRECTORS**

- (a.) Director at Large
- (b.) President
- (c.) Vice-President
- (d.) Club Administrator
- (e.) Bingo/Casino Coordinator
- (f.) Ways and Means Director
- (g.) Secretary
- (h.) Treasurer/Registrar
- (i.) Communications Director
- (j.) Parent/Coach Liaison

**6. DUTIES OF DIRECTORS**

**(a) Director at Large**

The Director at Large will serve in an advisory capacity, without vote, at Directors meetings.

**(b) President**

The President shall preside at all meetings of the society and of the Directors. In his/her absence or inability to act, the Vice-President shall perform his/her duties. In the absence of the above, the members of the meeting shall choose one of themselves to act as chairman for that meeting. The President shall be an ex officio member of all committees. He/she shall be responsible for arrangement of pool requirements and for the appointment of "Meet Managers", as necessary.

**(c) Vice-President**

The Vice-President shall be responsible for any social function (whether organized by committee or otherwise), as well as any other function requested by the President. He/she shall act for the President in his/her absence at meetings or when the President is unable to fulfill his/her duties.

**(d) Club Administrator**

The Club Administrator shall be responsible for organizing the club for meets by, among other things,

- (1) Overseeing the keeping of club records
- (2) Obtaining, and training of, officials as required
- (3) Such other functions as decided by the Administrator in consultation With the Head Coach
- (4) Officials Chair with ASSA

**(e) Bingo/Casino Coordinator**

Oversees all matters pertaining to Bingo/Casino, such as;

- (i) Organizing Bingo/Casino roster
- (ii) Attending Bingo/Casino association meetings/training sessions

**(f) Ways and Means Director**

The Ways and Means Director shall be responsible for organizing and implementing society fund-raising activities and assisting the Treasurer as and when required.

**(g) Secretary**

The Secretary will record the minutes and proceedings of all the meetings of the society and of the Directors. He/she shall attend to all society correspondence and shall give notice of all meetings. In the absence of the Secretary, the duties of the office will be performed by a member selected by the Directors.

**h) Treasurer/Registrar**

The Treasurer/Registrar shall receive all moneys payable to the society and shall be responsible for the deposit of same in the name of the society with a bank in the City of Wetaskiwin to be designated by the society. He/she shall pay the authorized accounts of the society. The Treasurer/Registrar shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full, detailed account of all receipts and disbursements as required and shall prepare for submission to the Annual Meeting, a financial statement, duly audited. When approved, one copy of this statement shall be submitted to the Secretary for the purpose of inclusion in the society records. Also he/she is responsible for registering swimmers with ASSA.

**i) Communications Director**

The Communications Director shall be responsible for all publicity relating to the society and its activities. He/she will be responsible for turning in all results from swim meets to the local media to be published.

**j) Parent/Coach Liaison**

The Parent/Coach Liaison shall be responsible to act as an intermediary between parents and coaches on issue as they arise.

**7. TERMS OF DIRECTORS**

All Directors shall be elected, except for the Director at Large who can be appointed at the request of the executive. Five Directors are to be elected on years ending in an odd number for 2 year terms. Four Directors are to be elected on the years ending in an even number for 2 year terms.

The Board shall appoint from among the Directors a Chair and may appoint any other person to be president, treasurer and secretary at its first meeting following the annual meeting of the Corporation. Within 30 days of the Annual Meeting a reorganization meeting shall be held for the Board to elect from among the Directors the various positions. A Director must have at least one-year experience on the WOSC Board to be eligible for the President position. A Director at Large may be appointed by the Board at their discretion at the reorganization meeting. Any vacancy occurring during the year shall be filled at the next general meeting.

**8. POWERS OF DIRECTORS**

The Directors, subject to the by-laws or directions given to them by majority vote at any meeting properly called and constituted, shall have full control and management of the affairs of the society.

**9. COMMITTEES**

Committees may be organized from time to time by the Directors, where it is considered by them to be in the best interests of the society, to perform any function.

**10. MEETINGS**

**(a) General, Annual and Special**

- (i)** The society shall hold at least one General Meeting a year. One such meeting shall be held by May 31 of each year. The General Meeting shall be for the purpose of introduction of Directors and Coaching staff to the general membership. Any existing open positions shall also be filled at this meeting.

- (ii) The society shall hold at least one Annual Meeting a year. One such meeting shall be held by September 30 of each year. The Annual Meeting shall be for the purpose of electing any new Directors as needed.
- (iii) A Special Meeting shall be called by the President or Secretary upon receiving a petition to do so signed by at least one third of the voting members in good standing outlining the reasons for calling it.

(b) Directors' Meeting shall be called by the President or any two Directors as and when required.

(c) Notice of any Meeting shall be done in person, by telephone, letter, e-mail, newspaper or on-line within a reasonable time of the meeting, under the auspices of the Secretary.

#### **11. VOTING AND QUORUM**

At General, Annual and Special Meetings a quorum shall be constituted with the attendance of six eligible voting persons, as defined in paragraph 3 (a) above. At Directors' Meetings a quorum shall consist of at least four directors. Directors shall have voting power at General Meetings except for the President, who shall chair the meeting, and may only vote in the event of a tie. All voting must be done in person and not by proxy, by show of hand or secret ballot.

#### **12. REMUNERATION**

No Director shall receive financial remuneration for his/her services.

#### **13. AUDITING**

The books, accounts and records of the Secretary and Treasurer shall be audited at least once a year by a duly qualified accountant or by two persons of the society elected for that purpose at the Annual Meeting, held by September 30 of each year. A complete and proper statement of the standing of the books for the previous year shall be submitted by the treasurer at the General Meeting of the society, held by May 31 of the next year. Any person of the society may inspect the books and records of the society at any time upon giving reasonable notice and arranging a time satisfactory to the Directors involved. Each Director shall have access to such books and records at all times.

#### **14. FISCAL YEAR**

The end of the fiscal year of the society shall be July 31 of each year.

#### **15. BORROWING POWERS**

To carry out its objectives the society may borrow, raise or secure the payment of money in such manner as it thinks fit.

**16. SEAL**

The Secretary shall have charge of the Seal of the Society, which, when used, shall be authenticated by the signatures of the President or Secretary or, in their absence, by the Vice President and another Director as appointed by the Directors.

**17. DISSOLUTION CLAUSE**

In the event of dissolution or winding up of the society, all its remaining assets, after payment of liabilities, shall be donated to one or more recognized charitable organizations as may be determined by the Board of Directors at that time.

**18. AMENDMENT OF THESE BY-LAWS**

The by-laws may be rescinded, altered, or added to by a "Special Resolution".

DATED THIS *16th* day of *September*, *2016*.

Name

Address

Position