

Gravelbourg & District Swim Club Inc. Bylaws

Article 1 – Definitions

1.1 Swimmer: means any swimming member of the Gravelbourg & District Swim Club Inc.

1.2 Coach: means any coaching member of the Gravelbourg & District Swim Club Inc.

1.3 Member: means any person granted membership in the Gravelbourg & District Swim Club Inc. by the authority of these Bylaws.

1.4 Executive: means the Executive Members of the Gravelbourg & District Swim Club Inc.

1.5 Officer: means any member holding an executive position on the Gravelbourg & District Swim Club Inc. executive

1.6 SNC: means Swimming/Natation Canada

1.7 FINA: means Federation Internationale de Natation Amateur

1.8 Swim Sask: means Swim Saskatchewan, Inc., which is the designated provincial section of SNC and is the provincial amateur sport governing body for swimming in Saskatchewan

Article 2 – Name, Purpose, and Philosophy

2.1 Name: The name of the non-profit organization shall be the Gravelbourg & District Swim Club Inc. The club is a member of Swim Saskatchewan, Inc. and is subject to the Bylaws and Policies of Swim Sask. Through Swim Sask, the club is subject to bylaws, rules, and regulations of SNC and FINA.

2.2 Purpose: The purpose of the Club shall be to promote competitive summer swimming for young people and to encourage excellence and good sportsmanship.

2.3 Philosophy: The focus of the club is to develop swimmers with excellent swimming technique, traits of good sportsmanship and team spirit, and to create a positive environment for friendships to develop between swimmers. We want to expose all the swimmers to the complete range of experiences that summer swimming has to offer. The club provides a positive atmosphere that focuses on personal growth. We emphasize effort and improvement, not winning.

Article 3 – Membership

3.1 Swimming Membership: Any person who is accepted for training as a swimmer by the Gravelbourg & District Swim Club Inc., shall be a swimmer member upon payment of the required fees. Required fees shall be those prescribed by Swim Sask and by SNC for registration, together with any fees determined by the Executive for registration/training with the Gravelbourg & District Swim Club Inc.

3.2 General Membership: Any parent or guardian of a swimming member shall be a general member of the Gravelbourg & District Swim Club Inc.

3.3 Special Membership: Any community member who expresses interest in becoming a member in the Gravelbourg & District Swim Club Inc. and is approved by the Executive Committee.

3.3 Coaching Membership: Any coach appointed or engaged by the Executive to assist in the training of any of the swimming members shall be a coaching member.

Article 4 – Meetings

4.1 Annual Meeting: The Annual Meeting of the Gravelbourg & District Swim Club Inc. shall be held after Provincial Finals, but not any later than September 10.

4.1.1 Membership shall be given 21 days' notice of the meeting and provided with any documents necessary for the meeting.

4.1.2 Vacant positions on the Executive shall be elected, the annual report presented, and financial statement shall be reviewed and adopted.

4.1.3 A quorum shall consist of 20% of the membership in order to conduct business.

4.1.4 Minutes are to be recorded at the Annual General Meeting.

4.2 Meetings of the Executive: The Executive shall hold meetings as deemed necessary by the President or another member of the Executive.

4.2.1 Two thirds of the voting representatives shall constitute a quorum for the conduct of business.

4.2.2 Minutes are to be recorded at every Executive meeting and distributed to the Executive within 10 days of the Executive meeting.

Article 5 – Voting Rights and Privileges of Members

5.1 Voting Rights: Any general, special, or coaching member shall be entitled to notice of, attendance at, and one (1) vote at the Gravelbourg & District Swim Club Inc. Annual Meeting. The member must be present to vote.

5.2 Member Privileges: Any general or special member of the Gravelbourg & District Swim Club Inc. may be elected or appointed to the Executive of the Gravelbourg & District Swim Club Inc..

5.3 Coaches Rights and Privileges: Coaches shall be entitled to all the rights and privileges of general members except they may not hold an elected position. The head coach is a member of the Executive and is entitled to vote at Executive meetings.

Article 6 – Suspension of Membership

6.1 Any member who is in breach of these bylaws, of the rules and regulations of the Gravelbourg & District Swim Club Inc., or of any applicable rules or regulations of Swim Sask or SNC may be suspended by the Executive for a stipulated period of time, indefinitely, or permanently.

Article 7 – Executive of the Membership

7.1 Executive: The Executive of the Gravelbourg & District Swim Club Inc. will consist of:

- 7.1.2 President/Team Manager
- 7.1.3 Head Coach
- 7.1.4 Vice President/Secretary
- 7.1.5 Treasurer
- 7.1.6 Marketing Director
- 7.1.7 Fundraising Director

7.2 Terms of Office: Executive member shall hold the position to which they are elected for a term of two years.

7.3 Executive Vacancy: In the event that a member of the Executive vacates a position during a term, the Executive may appoint an interim replacement to serve until the next AGM of the Gravelbourg & District Swim Club Inc.

7.4 Breach of Confidence: Any member of the Executive found in breach of confidence will be removed by the Executive from these decision making processes, and any further involvement with the Gravelbourg & District Swim Club Inc. Executive

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7.5 Removal of Executive Member: Any member of the Executive may be disqualified and removed from the Executive by a majority vote of the Executive for conduct or behaviour that has been or may be harmful to the Gravelbourg & District Swim Club Inc.

7.6 Age Qualification: All members of the Executive must be at least 18 years of age.

Article 8 – Duties of the Executive

8.1 General Duties: The Executive is responsible for overseeing and running of the club; they handle the day-to-day management of the Gravelbourg & District Swim Club Inc. The Executive will coordinate and execute all functions to ensure a quality Swim Program which is fiscally responsible.

8.2 Police Record Check: All Executive members and coaches are required to obtain a current Police Records Check upon initiation of their position.

8.3 Rules, Regulations and Policies: The Executive shall write and review such rules and regulations or policies for the Gravelbourg & District Swim Club Inc., its members and swimmers as deemed proper and advisable.

8.4 Management of Coaching Staff: To employ, annually evaluate, terminate and fix the remuneration of coaching staff.

8.5 Registration Fees: To set the swimmer registration fees.

8.6 Appliance with Rules/Policies: To ensure compliance of the Gravelbourg & District Swim Club Inc. with all applicable rules or policies of SNC or Swim Sask, or any other applicable agency or authority.

8.7 Establishment of Committees: The Executive shall appoint committees as deemed necessary to oversee special projects or management of Gravelbourg & District Swim Club Inc. Committee chairs will be invited to meetings of the executive for reporting purposes, but do not have voting privileges.

Article 9 – Duties of the Executive Members

9.1 Specific Duties: The specific duties of the Executive Members are identified in the Manual of Operating Procedures.

Article 10 – Coaches

10.1 Coaches: The Gravelbourg & District Swim Club Inc. shall employ coaches to develop and lead training programs for swimmers. Hiring of the head coach shall be approved by the Executive. The Executive shall make employment decisions regarding assistant coach and junior coaches, but shall allow the head coach to develop the coaching staff. The Executive will determine the amount of remuneration for each coach annually.

Article 11 – Fees, Travelling Expenses, and Refunds

11.1 Registration Fees: Registration fees shall be determined by the Executive.

11.2 Special Fees: The Executive may from time to time set such special fees and travelling expenses as considered necessary.

11.3 Refund Policy: The Executive shall have the authority to set policy governing the issuance of any refunds of registration fees in whole or in part for a swimmer who ceases to be a member of the Gravelbourg & District Swim Club Inc.

11.4 Receipts: Members shall be issued receipts for registration fees paid.

11.5 Financial Records: Financial records will be maintained by the treasurer who will provide a financial report at the Annual General Meeting. Financial records will be audited by an outside party following fiscal year end.

11.6 Cheque Signing: Cheque signing authority will be determined following the Annual General Meeting. Three Executive members will be authorized to sign cheques with two of three signatures required.

Article 12 – Manual of Operating Policies(MOP)

12.1 Manual of Operating Policies: The Executive shall establish a Manual of Operating Policies (MOP). The Manual shall set out the policies for the orderly administration of the Gravelbourg & District Swim Club Inc. organization.

12.2 Amendments to MOP: Amendments to the MOP shall be made by regular motion of the Executive.

Article 13 – Rules and Regulations

13.1 Formulation: The rules and regulations of the Gravelbourg & District Swim Club Inc. shall be formulated by the Executive and shall be contained in the Manual of Operating Procedures.

13.2 Governance: The rules and regulations shall govern the conduct of members while under the jurisdiction of the Gravelbourg & District Swim Club Inc.

13.3 Amendments: The rules and regulations can be amended by the Executive as they consider necessary.

Article 14 – Amendment of the Bylaws

14.1 Amendment to Bylaws: The Executive shall present the amendment or repeal of a bylaw to the next Annual General Meeting to be voted upon by the membership. Notice of amendments must be provided to the membership 21 days in advance of the Annual General Meeting.

Article 15 – Fiscal Year

15.1 The Fiscal year of the Gravelbourg & District Swim Club Inc. shall be from January 1 to December 31.

Article 16 – Dissolution of Club

16.1 Club Dissolution: Any resolution to dissolve the Club shall be placed before an Annual General Meeting of the club members, and shall be carried only by a majority of two-thirds of the members present. In the event of dissolution, the funds of the Club remaining will be deemed to be the responsibility of the members of the Executive Committee, who shall be responsible for discharging the debts and liabilities from the remaining Club funds as far as funds so permit. Any surplus funds shall be devoted to objects similar to those of the Club.

Accepted at the Gravelbourg Swim Club AGM September 2, 2013