

Bylaws of the Cultus Lake – Chilliwack Summer Swim Association

Cultus Lake-Chilliwack Summer Swim Association

Constitution and By-laws

Constitution:

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1. Name:

The name of The Society is the “Cultus Lake – Chilliwack Summer Swim Association”, herein after referred to as “The Society”.

2. Purpose of The Society:

- a) To promote, encourage and develop amateur swimming and associated water sports wherever possible, by providing qualified coaches, and arrange and operate regulated competition therein during the Summer Swim Season in the Province of British Columbia.
- b) To ensure that, within reasonable and due diligence, that competitions are fair and consistent with the rules and regulations of the governing body – the British Columbia Summer Swimming Association.

3. The Location of Operations:

- a) The operations of The Society are to be carried on chiefly within the Province of British Columbia, specifically, the Upper Fraser Valley. As a member of the British Columbia Summer Swimming Association the opportunity is available to compete in other regions of British Columbia.

4. Dissolution of The Society:

In the event of a winding up or dissolution of The Society, the assets which remain after the payment of all costs, charges and expenses which are properly incurred in winding up shall be distributed to such charitable organization or organizations registered under the provisions of the Income Tax Act (Canada) as may be determined by the members of The Society at the time of winding up or dissolution. This provision shall be unalterable (September 1994 – Certificate incorporation No. 15,217).

5. Personal Gain:

No part of the income of the Cultus Lake – Chilliwack Summer Swim Association shall be payable to or shall be otherwise available for the personal benefit or gain of any member, Director or settler thereof.

6. Unalterable Provisions:

Paragraphs 3, 4 and 5 and this paragraph of the Constitution are unalterable in accordance with the Societies Act.

Part 1 – Interpretations:

1. In these Bylaws, unless the context otherwise requires:
 - a. “Directors” means the Directors of The Society;
 - b. “Societies Act” means the Societies Act of the Province of British Columbia from time to time in the force and all amendments thereto;
 - c. “The Society” means the Cultus Lake – Chilliwack Summer Swim Association
 - d. “Board” means the Board of Directors of The Society
 - e. “Swimming” means swimming, and water polo and includes training and competition in any kind of any such activity;
 - f. “Developmental” means any program for the purpose of introducing ‘new swimmers’ to the Cultus Lake – Chilliwack Summer Swim program;
 - g. “Swimmer” means any person who competes in swimming or other water sport;
 - h. “Members” means those swimmers in good standing and Director of The Society
 - i. “Summer season” means the period of any year commencing May 1st and ending September 30th;
 - j. “Summer Society” means any group or organization which is affiliated with the British Columbia Summer Swimming Association and whose organized swimming program takes place primarily during the summer season;
 - k. “Summer Swimmer” means a swimmer whose swimming has been so confined to the summer swimming as to comply with the British Columbia Summer Swimming Association Rules and Regulations established from time to time by the Board of that Society;
 - l. “Resolution” means a decision passed by a majority of votes passed in person by the Directors of The Society.

2. Rules and Regulations:

The Board of Directors will ensure that the Rules and Regulations established by the British Columbia Summer Swimming Association to govern competition, over which it has jurisdiction, are adhered to and followed. Nothing in this constitution shall be deemed to supersede the British Columbia Summer Swimming Association Rules and Regulations, and no bylaws may be enacted to that effect.

Part 2 – Membership:

Specific Definition: As defined above, Members of The Society are defined as Swimmers in good standing, or Directors of The Society.

1. Swimmers

Swimmers of The Society are the individuals in good standing who have paid their annual fees before they commence training with The Society. These Swimmers have also completed a British Columbia Summer Swimming Association, approved registration form, including a copy of each Swimmers’ birth certificate and their medical number, and have had a legal guardian sign such a form prior to commencing any training. For the purposes of resolutions agreed upon by The Society, each Member in good standing is entitled to one (1) vote. Voting privileges are extended to all Swimmers who have reached the age of majority as defined by The Elections Act

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of the Province of British Columbia. If a Swimmer has not reached the age of majority, then voting privileges are deemed extended by proxy to the parent or legal guardian of the Swimmer at the rate of one (1) vote per Swimmer.

2. Directors

Each parent/guardian of a Swimmer of The Society in good standing may hold a position of Director on The Society's Board of Directors. The elections will generally be held at the Annual General Meeting as needed for vacant positions, but positions may be filled, temporarily, from time to time, as the need arises due to the sudden resignation of one or more of the current Directors. A list of Directors will be made available at the beginning of each swim season for the membership and for the British Columbia Summer Swimming Association.

Membership in The Society is not transferable.

A Member in good standing ceases to be a member in good standing when:

- a) Upon written or oral resignation from The Society
- b) If the annual fees remain unpaid after the Swim Season has begun, or October 1st of that year
- c) Upon expulsion of a member by a majority of the Board of Directors. Guidelines for expulsion from The Society are found in Part 8 of this Constitution

It is expected that every Member will uphold the Constitution of The Society and the Constitution of the British Columbia Summer Swimming Association and comply with the Bylaws of each.

Part 3 – Meetings of the Members:

1. General meetings will be held at a time and place that the Directors decide. As much as possible, the Directors will meet on a regular basis to deal with the business associated with The Society throughout the year. The Annual General Meeting will be held once per year. Extraordinary meetings may, from time to time, be called as needed to deal with specific and/or pressing issues. Minutes of general meetings shall be made available for any Member to read. All members in good standing are welcome to attend any general meeting. Extraordinary meetings of The Society may be called by any Director of The Society after providing 48 hours' notice by way of written agenda.
2. Extraordinary meetings of the Board of Directors that deal with sensitive issues may also be held. Any decisions or findings made at such extraordinary meetings will be shared only as needed with Members, parents/guardians, and/or Swimmer(s) directly affected by the decision(s).
3. The Annual General Meeting will usually be held after the Summer Swim Season has ended. Notice of the Annual General Meeting shall be sent to all members.

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Part 4 – Proceedings at Meetings:

1. The Society President, Vice-President or a designate shall preside as Chairperson of a general, annual or extraordinary meeting.
2. All Members in good standing, present at a meeting, are entitled to one (1) vote each.
3. All Directors of The Society present at a meeting are entitled to one (1) vote each.
4. Voting will be by a show of hands.
5. Except as otherwise noted in these Bylaws, proceedings at general meetings shall be governed by Roberts's Rules of Order.
6. Extraordinary meetings of The Society may be called by any Director of The Society after providing 48 hours' notice by way of written agenda. Only Directors of The Society may vote at an extraordinary meeting.
7. At an annual general meeting, the Directors for the previous year should be prepared to provide a report to the Members present.

Part 5 – Board of Directors and Officers:

1. The Board of Directors may exercise all the powers related to the operation of The Society and do that which does not detract:
 - a. From the Bylaws of the Societies Act
 - b. From these Bylaws
 - c. From rules and regulations of the British Columbia Summer Swimming Association
 - d. From any other relevant municipal or provincial bylaws.
2. The number of Directors may vary according to the needs of The Society but will be at least twelve (12), and their term of office shall be two (2) years, except where otherwise provided. At minimum, the Directors of The Society shall include:
 - a. President
 - b. Vice President
 - c. Past President
 - d. Secretary
 - e. Treasurer
 - f. Registrar
 - g. Meet Manager
 - h. Coaches and Parents Rep
 - i. Officials Rep
 - j. Fundraising
 - k. Bingo & Grants
 - l. Meet Results
3. As much as possible, it is expected that each Director shall attend each general, annual and extraordinary meeting and be prepared to give a report to the Members present.
4. As much as possible all officers shall continue to hold office until the forthcoming officer has taken over.

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5. A separate election shall be held for each office to be filled.
 - a. An election may be by acclamation otherwise it shall be by a show of hands
 - b. If no successor is elected, then the person previously elected or appointed, if possible, will continue to hold that office until a suitable replacement can be found.
 - c. If a Director resigns the office or otherwise ceases to hold office, the remaining Directors shall appoint a person by simple majority vote to take that office until the conclusion of the term. The appointed Director shall have all of the rights and privileges of a full Director.
 - d. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.
 - e. No Director shall be remunerated for being or acting as a Director but a Director shall be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of The Society.
 - f. Directors of The Society may appoint officers to carry out specific duties of The Society as they see fit, and as may be required for the good and efficient administration of The Society. No financial or voting authority may be conferred to any officer. Officers may be released from their duties by The Society as the result of a decision reached by a quorum of the Directors at either an extraordinary or general meeting.

Part 6 – Proceedings of the Directors:

1. a) The Directors may meet together at the places they decide to dispatch business, adjourn and otherwise regulate their meetings and proceedings as they see fit.
 - b) The quorum necessary to transact normal business of The Society shall be fifty percent (50%) of the total number of Directors for The Society.
 - c) The President shall be Chairperson of all meetings of the Directors but another Director may also chair a meeting in the absence of the President.
 - d) Financial authority for The Society (signing authority) shall only be designated to the President, Secretary, Treasurer and Registrar of The Society. Two Directors shall be required to sign all financial documents.

Part 7 – Duties of the Directors:

Duties of the Directors of The Society include, but are not limited to the following. Other duties from time to time present themselves as may be required for the good and efficient administration of The Society.

1. The President shall:
 - a. Preside at all general and board meetings of The Society and of the Directors.
 - b. Supervise the other officers in the execution of their duties as the chief executive officer of The Society.
 - c. Attend or have another Director attend all Regional meetings.
2. The Secretary shall:
 - a. Conduct the correspondence of The Society as required.
 - b. Issue notices of meetings.

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- c. Keep minutes of the meetings.
 - d. Have custody of all records and documents of The Society except those required to be kept by the Treasurer or Meet Manager.
3. The Treasurer shall:
 - a. Keep financial records, including books of accounts, necessary to comply with the Societies Act.
 - b. Render financial statements to the Directors, members and others when required.
4. The Registrar shall:
 - a. Ensure proper registration and documentation of all Swimmers.
 - b. Collect fees in accordance with the British Columbia Summer Swimmers Association Rules and Regulations and collect society fees set by the Directors.
5. The Vice-President shall:
 - a. Co-operate in all matters with the President and in their absence act in their stead.
 - b. Direct the administration of The Society including:
 - i. Paper forms, supplies and equipment as required
 - ii. Proper conduct of the office of The Society
 - iii. Effective communication within The Society
 - c. Ensure the proper conduct of the business of The Society including:
 - i. Adequate and proper insurance for The Society
 - ii. Adequate and proper care of all records relating to their office
 - iii. Upkeep of the Constitution and Bylaws of The Society
6. Meet Manager shall:
 - a. Cooperate in all matters with the President and Members of the Board.
 - b. Coordinate the competitive schedule for the Swim Season.
 - c. Be responsible for the Society's Swim Meet(s) for the Swim Season.
7. Coaches' Representative shall:
 - a. Cooperate in all matters with the President and Members of the Board.
 - b. Be responsible for communicating regularly with the coach(es) in matters of The Society.
 - c. Be responsible for an evaluation format of the coach(es).
 - d. Report regularly to the Directors on matters of concern interest and/or requests on behalf of the Coaches.
 - e. Communicate The Society's meeting decisions which directly affect the coach(es).
 - f. Develop suitable job descriptions, application forms and interview questions as needed from time to time.
 - g. Ensure that the head coach is invited and encouraged to be a part of the interviews and hiring process of any other coach for The Society.
 - h. Ensure that the hiring of the head coach is conducted by the Board of Directors or by a committee of members designated by the majority of The Society's Directors.
 - i. Ensure that concerns or questions regarding assistant and junior coach(es) be directed first to the head coach and then to the Representative.
 - j. Ensure that each coach receives one free t-shirt at the beginning of the Swim Season.

Part 8 – Information to Members:

1. Discipline

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- a. Any Swimmer consistently causing problems for the coach(es), other Swimmers or to parents or spectators could be asked to leave the membership of The Society.
 - b. Any disciplinary action will be preceded by a verbal then a written warning from the head coach, Coaches' Rep and/or Directors. If further action is warranted, the decision to expel a Member or release an officer from their duties will be made by majority vote of the Directors at an extraordinary meeting, or by written agenda at the general meeting.
 - c. If a dismissal from The Society is warranted, it will be done in written format stating the concern(s) and actions taken and the final reason for the dismissal.
 - d. Every child must have a parent or designated adult responsible for the welfare and discipline of that child before and after practices and during swim meets.
 - e. It is general policy at all meets that any Swimmer who fails to abide by meet decorum can be barred from competition by deck officials.
2. Newsletters
- a. A newsletter will be published by a designated officer regularly during the Swim Season to help keep members up to date and informed about schedules, activities and other important information affecting Swimmers.
 - b. All information contained in a newsletter will be approved by the President before being printed and released.
3. Attendance at Meets
- a. Attendance at swim meets is not compulsory but parents and swimmers should advise the head coach in advance if they are not attending.
 - b. For any meets where The Society pays for the registration fees, only those Swimmers who have paid the specific meet fees (when applicable) to the Society Registrar by the deadline, will be eligible to swim. If The Society pays for all meets then those who cancel after the deadline may be required to pay the meet entry fee into The Society's account at the discretion of the Registrar.
 - c. The Society's tents will be a place for Swimmers and their families to relax and an area where personal items may be kept during the meet.
4. Awards
- a. Aggregates will be awards in a number of categories at the end of the Swim Season.
 - b. One method of determining winners will be total points earned throughout the Swim Season based on their placement in heats and finals.
 - c. 'A', 'B' and 'O' cat swim awards will also be awarded.
 - d. Any changes, or adjustments of awards, trophies or plaques shall be done before the start of the Swim Season, and will be approved by the Board of Directors of The Society.
5. Fundraising
- The Society will comply with all rules and regulations required for annual fund raising and will appoint a Director to organize and conduct such fund raising for the benefit of the Swimmers to no benefit of any Director or sponsor except to recognize those involved. Accurate accounting of funds raised will be kept and turned over to the Treasurer.