

AGASSIZ-HARRISON AQUANAUTS SWIM CLUB
CONSTITUTION AND BY-LAWS
AGASSIZ, B.C.

CONSTITUTION

The name of the Club is: AGASSIZ-HARRISON AQUANAUTS SWIM CLUB

The purpose of the Club is: To promote, encourage and develop amateur swimming and to arrange, operate and regulate competition therein.

BY-LAWS

The Club shall abide by and follow the by-laws, constitution and rulings of the British Columbia Summer Swimming Association.

CLUB MEMBERSHIP

1. Competitive membership: Open to all those eligible under the BCSSA Rules and Regulations, who wish to participate competitively.
2. Voting membership: parents or Guardians to have one vote per paid family at the Annual General Meeting.
3. Membership Term: A voting membership commences with the payment of fees May 1st, and shall expire one calendar year after that date (April 30th).
4. Membership in the Club shall not be transferable and shall cease:
 - a) Upon written resignation of the swimmer;
 - b) If the annual membership fee remains unpaid for more than two (2) months beyond the due date in any one (1) year.
5. All members are in good standing except a member who has failed to pay his/her current annual membership fee or any other subscription or debt due and owing by him/her to the Club and he/she is not in good standing so long as the debts remain unpaid or if his/her membership has ceased pursuant to any other provision of these by-laws.

CLUB YEAR

The fiscal year shall be from January 1st to December 31st.

CLUB FEES

1. The fees shall be as set by the Executive prior to March 31st each year.
2. A Refund Policy will be in effect up to two weeks after the first practice date. Special individual cases are to be handled by the Executive after that date.

EXECUTIVE

1. The Executive shall consist of: A President, Vice-President, Secretary, Treasurer, Registrar, Past President, and a Minimum of 6 Directors at Large.
2. Government of Executive: All members of the Executive will adhere to the duties as outlined below:
 - a) President, Vice-President, Secretary, Treasurer, and the Registrar, have voting privileges.
 - b) A quorum shall be 60% of the Voting Executive.
 - c) The term of office shall run from October 1st to September 30th and will be a two-year term. The President, Vice-President, Registrar, and 3 Directors at Large shall be elected in the even numbered years. The Secretary, Treasurer, and remaining 3 Directors at Large shall be elected in the odd numbered years.
 - d) Executive to be responsible for the hiring of Coaches, using signed contracts.
 - e) No less than two of three as signing authority of cheques.
 - f) No Executive member shall be remunerated for being or acting as a member of the Executive, but a member shall be reimbursed for expenses reasonably incurred while engaged in the business of the club with approval of the Executive.
3. Duties of the Executive:
 - a) President: shall preside at the meetings of the Club and shall be an ex- officio member of all committees except the nominating committee and shall act as a signing authority.
 - b) Vice-President: shall preside at meetings in the absence of the President, and may be a signing authority. Will also be prepared to run for office of President the following year.
 - c) Secretary: shall keep an accurate account of all meetings and correspondence. Shall keep a copy of the Constitution and By-Laws in the minute book. Shall maintain a file for all Club correspondence and documents. Shall distribute copies of the Constitution and By-Laws to the membership upon request.
 - d) Treasurer: shall receive all monies paid to the Club and shall issue cheques for payment of expenditures as authorized in the budget. Shall keep accurate account of all funds received and dispersed. Deposit the funds of the Club in any banking institution considered by the Executive to be most beneficial to the Club. Shall be signing officer.
 - e) Registrar: responsible for proper registration of all swimmers and collection of fees payable at time of registration. Be familiar with rules and regulations at both Provincial and Club level. Have understanding of our insurance policy, and handle all accident claims. Give a Club list to the Secretary of every registered swimmer.
 - f) Past President: shall act in an advisory capacity.
 - g) Directors at Large (6): co-ordinate all money raising functions, socials, swim supplies, and public relations.

4. Election of Executive:

- a) Method of nomination will be by Nominating committee, to include 3 members in good standing appointed by the President, and approved by the Executive. Committee shall be formed three weeks prior to the Provincial Championship meet. One of the three members of the nomination committee will be appointed as the chairperson of elections.
- b) The nominating committee shall prepare a list of candidates who are willing to stand for office and where possible present more than one nominee for each position. The total membership should be canvassed
- c) Additional nominations will be accepted from the floor at the Annual General Meeting.
- d) If there is only one nomination for office such a nominee shall be declared elected by acclamation.
- e) The nominating committee shall publish a list of nominees at least 7 days prior to the elections. This list is to be approved by not less than 2 nominating committee members and signed by them.
- f) Voting will be by a majority of members present at the Annual General Meeting held in the Fall each year. Voting will be by ballot with one vote per family being counted.
- g) An election shall be decided by a majority (50% + 1) of voting members.
- h) In the event an officer shall resign before the completion of his/her term of office, elections according to the Society's Act will follow.

5. Annual General Meeting:

- a) There shall be an Annual General Meeting held in the fall each year at which time the election of the executive is to take place, financial statements from the current year and a budget for the upcoming year is to be presented and approved.
- b) The meeting is to be conducted according to Robert's Rules of Order.
- c) A quorum for the Annual General Meeting shall be 40% of the total membership but never less than 20 members.

6. Regular Meetings:

- a) Regular Meetings are to be called at the discretion of the President.
- b) The agendas are to be set by the President and Vice-President.
- c) The meetings are to be conducted according to Robert's rules of Order.
- d) Regular meetings are open to all club members, however only the designated Executive members have voting privileges.
- e) A quorum for voting at regular meetings shall be 60% of the Voting Executive.

7. Committees:

- a) Standing Committee with Committee heads appointed by the Executive shall include but not be limited to: Coaching, Fundraising, Aquanauts Home Swim Meet, Equipment, Communication, Promotions, and Registration.

8. Coaches:

- a) The hiring of coaches and assistant coaches will be done annually with total costs being presented to the membership in the budget.
- b) Hiring to take place as early in the New Year as possible.
- c) Hiring to be done on basis of merit and qualifications of applicants and not by tenure.
- d) Signed contracts will be necessary for all coaches and assistants.

9. Borrowing:

- a) In order to carry out the purposes of the Club the Executive may, on behalf of and in the name of the Club, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debentures.
- b) No debenture shall be issued without the sanction of a Special Resolution.
- c) The members may by Special Resolution restrict the borrowing powers of the Executive but a restriction so imposed expires at the next Annual General Meeting.

10. Amendments:

- a) These by-laws shall not be altered or added to except by Special Resolution. A majority of at least 75% of those members present at the Annual General Meeting is required to pass a special resolution to amend the constitution or by-laws.

11. Dissolution of Agassiz-Harrison Aquanauts Swim Club:

- a) On the winding up and dissolution of the Agassiz-Harrison Aquanauts Swim Club, the assets must not be distributed among the members. Transfer and delivery of the assets remaining after all debts have been paid or provision for payment has been made, must be to a charitable institution or trustees on trust for a charitable purpose. This provision may not be altered.