

Constitution and Bylaws of
REGINA MASTERS SWIM CLUB INC.
Revised November 15, 2009

1. Name

1.1 The Corporation shall be called the *Regina Masters Swim Club Inc.* (herein RMSC).

2. Objectives

2.1 RMSC shall promote, foster and perpetuate the sport of speed swimming within the bounds of Swim Saskatchewan Inc.

3. Membership

3.1 Membership in RMSC shall consist of:

- a) swim team members who have attained the age of 18.

3.2 Participation on the swim team:

- a) may, subject to any policies established by the Directors, be suspended by the President; and
- b) may be terminated by a majority vote of the Directors.

3.3 The membership of:

- a) a swim team member who is 18 years of age shall terminate upon termination of his/her participation on the swim team.

3.4 Notwithstanding termination of membership pursuant to Section 3.3, the fundraising obligations of a former Member shall continue to the end of the fiscal year in which the membership is terminated.

3.5 The Directors may establish policies respecting participation on the swim team, including:

- a) fees for membership on the swim team;
- b) criteria for membership on the swim team; and
- c) fundraising obligations of Members of RMSC.

4. Annual Meeting of the Members

4.1 The Directors shall set a date and place general meetings of the Members of RMSC:

- a) within 90 days of the fiscal year end; and
- b) within 60 days of requests from 5% of the Members.

4.2 Members shall be given 10 days notice of general meetings, which notice shall be deemed to be given if notice is mailed to each Member at least 10 days prior to the meeting date, together with a copy of all proposed amendments to this Constitution or other proposed resolutions.

4.3 The lesser of 5 Members or 20% of the Members shall constitute quorum at a meeting of the Members.

4.4 Voting for election of the Directors or Officers shall be by show of hands unless voting by secret ballot is requested by at least 4 Members.

5. Directors

5.1 At the general meeting each year, the Members shall elect Members to any vacant Officer or Director positions. Officers shall be a President, Vice-President, Secretary and Treasurer. No more than 5 other members shall serve as Directors of RMSC.

5.2 The Past President shall, if a Member of RMSC, be a Director for the period of one year after termination of their duties of President.

5.3 Officers and Directors shall hold office for a term of 2 years and shall be eligible for re-election.

- a) One half of the Officers and Directors shall be elected each year. The remaining positions will carry over to complete the 2 year term and will be elected the following year.
- b) Should an Officer or Director resign their position prior to the 2 year term, the position will be filled by by-election.

5.4 A quorum for a meeting of the Officers is 3 and for a meeting of the Directors is 4, at least 2 of whom shall be Officers.

5.5 The Directors may establish a regular time and place for meeting, or at any meeting, may set a time and place for the next meeting and may meet at the time and place so established or set without further notice to the Director.

5.6 The President shall fix a time and place of the Directors:

- a) if no time and place has been set pursuant to 5.5; or
- b) within 30 days of being requested to do so by 20% of the Directors.

5.7 Voting shall be by a show of hands, unless voting by secret ballot is requested by any Director. The majority of votes shall carry any resolution.

5.8 The President shall not vote except to break a deadlock, in which case the President shall have a deciding or casting vote.

5.9 The position of an Officer or a Director shall be deemed vacant:

- a) upon termination of the membership of the Officer or Director; or
- b) upon resignation of the Officer or Director; or
- c) upon resolution of the Directors, if the Officer or Director has, without reasonable excuse, failed to attend 2 consecutive meetings of the Directors and has, in the opinion of the Directors, failed to perform the duties assigned to the Director.

5.10 The Directors may appoint a member to fill any vacancy on the Board of Directors, and may appoint a Director to fill any vacancy in the Officers of RMSC.

6. Delegation

- 6.1 The Directors elected to the positions named in 5.1 shall constitute the Executive Committee of RMSC.
- 6.2 The Executive Committee shall exercise such powers as may be delegated to them by the Directors.
- 6.3 The Directors:
- a) subject to Section 5.1, shall establish the positions required for the proper and efficient functioning of RMSC;
 - b) shall appoint Directors or Members to those positions;
 - c) subject to Section 7, may define the duties and responsibilities of the Officer; and
 - d) may define the duties and responsibilities of the positions established in (a).
- 6.4 The Directors may establish and disestablish committees and may delegate powers and duties to the committees as are necessary for the proper and efficient functioning of RMSC.
- 6.5 A Committee shall consist of at least 1 Director who shall be chairperson, and such other persons as are necessary. The Directors may appoint Members to the Committee or may delegate to the President or the Chairperson of the Committee the power to appoint Members to the Committee.

7. Officers' Duties

- 7.1 The President shall preside at all meeting of the Membership or Directors. He or she shall ex-officio be a Member of all Committees of RMSC and shall assist other Officers in the affairs of RMSC.
- 7.2 The Vice-President shall assume the duties of the President during the President's absence.
- 7.3 The Secretary shall:
- a) attend to all correspondence of RMSC;
 - b) prepare and receive all notices and documents, draft the minutes of all meetings and distribute the minutes within 4 weeks of the meeting;
 - c) give notices as is required by these Bylaws; and
 - d) prepare and file the Annual Return with the Corporations Branch and ensure that the corporate status of the organization is maintained.
- 7.4 The Treasurer shall;
- a) have general charge of the finances of RMSC and keep such books as may be prescribed as necessary.
 - b) Have charge and custody and be responsible for all funds of RMSC which he or she shall deposit in its name in the bank designate by the Directors pursuant to Section 8.2;

- c) Prepare a financial statement at the end of each fiscal year and whenever requested to do so by the President; and
- d) Be responsible for the collection of money due to RMSC.

8. Finances

8.1 The fiscal year of RMSC shall end on August 31 of each year.

8.2 The banking of RMSC shall be transacted with such bank or other financial institution as the Directors may designate.

8.3 Any 3 of the President, Vice President, Secretary or Treasurer shall have signing authority for RMSC.

8.4 At each general meeting, the Members shall appoint an auditor as required by Section 145 of *The Non-Profit Corporations Act* or unanimously resolve to dispense with the appointment of an auditor pursuant to Section 146 of the Act.

9. Winding-Up

9.1 Upon winding-up of RMSC, the assets of RMSC shall be distributed as directed by resolution of the Members, and in default of such resolution, shall be donated to Swim Saskatchewan, Inc.

President

The responsibilities of the President are as follows:

Main responsibility

- Coordinate the Executive, Directors and ensure RMSC is running smoothly.

Detailed responsibilities

1. Facility bookings

- Annually - make the booking to cover the swim time from September to August.
- Annual meet - request tentative date for the meet (Fall or Provincials)

2. Meetings/Plans

- Chair all meetings of the club
- Schedule meetings of the executive
- Prepare meeting agendas
- Organize AGM (facility coordinator at U of R for room booking Phil Poirer)

3. Coach Liaison

- Negotiate coach's contract
- Address coaching problems and concerns
- Conduct periodic coaching surveys

4. Representative at Saskatchewan Association of Masters Swimming

- Attend the SAMS meetings

5. Signing Authority at the Bank
 - Renew liability insurance policy
6. Club newsletter/webpage
 - Ensure accurate information distributed to members
 - Appoint committees for newsletters as appropriate
 - Liaise with webmaster

Vice-President

The responsibilities of the Vice-President are as follows:

Main responsibility

- Act as the Meet Manager, or designate an individual to accept this responsibility

Detailed responsibilities

1. The Vice-President must assume the duties of the President if the President is unable to carry out his/her duties.
2. Swim Meets
 - Responsible for the position of Meet Manager - either acting as such himself or obtaining a candidate for the job

Treasurer

Main responsibilities

- Accounting duties including monthly and annual statements, and balance sheets.

Detailed responsibilities

- Preparing and making bank deposits
- Preparing cheques for monthly expenses
- Coding and entering all transactions in the records
- Resolving issues regarding NSF cheques
- Attending meetings and reporting on finances
- Signing authority at the bank
- Collect membership fees from Registrar and ensure registration payments are made to Swim Saskatchewan

Secretary

Main responsibilities

- Record, and later type meeting minutes for all club and executive meetings

Membership Director

- Responsible for the ongoing response to new members
- Work with the President and Treasurer to determine a budget for advertising
- Ensure adequate materials are available for prospective members (brochures & posters)
- Periodically conduct a member survey

Equipment Director

- Maintenance of club equipment, including storage
- Purchasing/Ordering swim supplies for club members

Social Director

- Plan the parties! (As often as possible)
- Assist the Meet Manager in coordinating the post-Meet social.

Registrar/Registration Director

Main responsibilities

- Oversee club registration

Detailed responsibilities

- Revise registration forms annually
- Collect registration forms and payment
- Ensure all swimmers are registered with the online national database and Swim Saskatchewan
- Ensure coach meets current Swim Saskatchewan regulations and that any required coaching association registration fees are paid by the Club
- Collect and maintain database of member information as to main reason for joining masters swimming, such as fitness, tri-athlete, desire to compete, etc. All data to be used only by Club and coach
- Maintain list of swimmers who are qualified for officiating in any capacity including those who would be interested in receiving training by attending clinics
- Assist Membership Director in preparing and distributing orientation information for new members