

Society Bylaws

Red Deer Synchronized Swimming Club

MEMBERSHIP

1. Membership fee, if any, in the society shall be determined, from time to time, by the Board. Any person residing in Alberta may become a member-as outlined below. The membership year shall run from September 1 to August 31.
2. Definitions of types of membership:
 - a. Active Members: any active synchronized swimmer aged 18 and over that has affiliated with the club by completing the prescribed forms and paying the prescribed fees; parents and/or guardians of active swimmers under the age of 18.
 - b. Swimmer members: any active synchronized swimmer, under the age of 18 that has affiliated with the club by completing the prescribed forms and paying the prescribed fees.
 - c. Associate members: Individuals who are interested in, or who wish to promote synchronized swimming and have paid the appropriate membership fees and whose membership has been approved by a favourable vote passed by a majority of the members at a regular meeting of the society.
3. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for any year, such member shall be automatically suspended at the expiration of six month from the start of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a two-thirds vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

PRESIDENT

4. The President shall be ex-officio a member of all committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence the Vice-President shall preside at any such meetings, and in the absence of both a chairman may be elected by the meeting to preside thereof.

BOARD OF DIRECTORS

5. Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the Society.
6. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President. A special meeting may be called on the instructions of any two members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten day's notice in writing mailed to each member or by three days' notice by email or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.
7. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
8. Any director or officer, upon a majority vote of all members in good standing, may be removed from office. Removal shall be based upon non-performance of duties, which may be evident by, but not limited to, failure to attend meetings and conduct deemed prejudicial to the well being of the association.

SECRETARY

9. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In the event that the society has need to obtain a seal, he/she shall have charge of the Seal of the society which seal whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

10. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual dues or assessments levied by the society, such monies to be promptly turned over to the Treasurer for deposit in a chartered Bank, Trust Company, Credit Union or Treasury Branch, as hereinafter required.

TREASURER

11. The Treasurer shall receive all monies paid to the society and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she 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 receipts and disbursements to the Board whenever requested, and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the society and submit a copy of same to the Secretary for the records of the Society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

AUDITING

12. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society (who are not related to each other) elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be September 1 to August 31.
13. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

GENERAL MEETINGS

14. This society shall hold an annual meeting on or before September in each year, of which notice shall be given in writing to the last known address of each member shall be delivered in the mail 30 days prior to the date of the meeting or by email 21 days prior to the meeting. At this meeting there shall be elected a President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer), and three directors. The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.
15. General Meetings of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail or by email eight days previous to the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt by him of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, or by email, delivered in the mail eight days previous to the meeting.
16. Three members in good standing, in addition to a minimum of four board members, shall constitute quorum at any general or special meeting.

VOTING

17. Any member who has not withdrawn from membership nor has been suspended nor expelled as herein provided shall have the right to vote at any general or special meeting of the society. Active members have only one vote per active swimmer. Such votes must be made in person and not by proxy or otherwise.
18. Each Board member, with the exception of President, is entitled to a single vote at an Executive Meeting. The President may vote to break a tie.
19. The President may, on his/her own initiative, by written request from two members or by motion carried at an appropriately called meeting of the Board or Society, submit to a vote by email, mail or phone, any special matter of general interest. The information shall be sent with a clear statement of the question being put to a vote with a specific date that the vote must be returned by, no less than 5 days from the date of the statement. Non-receipt of a mail or email ballot shall indicate abstention.

REMUNERATION

20. Unless authorized at any meeting and after notice of same shall have been given no Officer, Director or member of the association shall receive any remuneration for his services.

BORROWING POWERS

21. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

BY-LAWS

22. The By-laws may be rescinded, altered or added to by a "Special Resolution" passed by a 75% majority of members in attendance at a General Meeting or Special Meeting called for that purpose. Members must receive a minimum of 21 days notice of the meeting.

DISSOLUTION

23. The society does not pay any dividends or distribute its property among its members.
24. Upon dissolution of Red Deer Synchronized Swimming Club, any general funds or assets remaining after paying debts are to be donated to a registered and incorporated organization. The Board shall select this organization.
25. Upon dissolution of the society, after paying debts and liabilities, any gaming assets remaining shall be donated to another charitable organization. The board shall select this organization.

Approved on Friday, Sep 11, 2009