



Red Deer Marlins Swim Club

By-laws

Red Deer Marlins Swim Club
Box 143, Red Deer, Alberta
T4N 5E7

June 9, 2016

<http://www.reddeermarlins.org>

The members of the Red Deer Marlins Swim Club (RDMSC) shall be the subscribers of the application and by-laws and such other persons as admitted as the members of the RDMSC.

2. Membership in the RDMSC shall be open to all, irrespective of sex, age, creed, profession or colour.

3. All members shall uphold, observe and conform to the rules of Swim Canada, the by-laws of the RDMSC and such regulations as set forth from time to time by the executive of the RDMSC.

4. All members of the RDMSC shall be associate members of the Alberta Summer Swimming Association and shall pay the Association fee as set forth by the Alberta Summer Swimming Association rules.

5. The membership enrolment capacity, fees, age limits, swimming rules and hours shall be the sole discretion of the executive of the RDMSC. The executive may, by written notice or email, expel a member(s) for acting contrary to the rules, the by-laws and/or the policies of the RDMSC or the regulations of Swim Canada for conduct injurious to the image of the RDMSC or competitive swimming as an amateur sport. A member can be expelled by a majority vote of the executive board.

6. Any member wishing to withdraw from membership may do so upon notice in writing or email to the board of Directors, through the Registrar. If any member is in arrears for any fees or suspended at the expiration of the fifteen (15) days from the date set for the payment of fees and shall thereafter be entitled to no membership privileges or powers in the RDMSC until reinstated.

7. The Board shall, subject to the by-laws or direction given it by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the RDMSC, and meetings of the Board shall be held as often as the business of the RDMSC shall require, and shall be called by the President. A special meeting may be called on the instructions of any two Directors of the Board thereof provided they request the President in writing who calls such a meeting and state the business to be brought to the meeting. Meeting of the Board shall be called by ten days notice by phone or e-mail. Fifty (50) percent of the Boards voting members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present.

8. It shall be the duty of the Secretary to attend all meetings of the RDMSC and the Board, and to keep accurate minutes of the same. The Secretary shall be in charge of the seal of the RDMSC which, whenever used, shall be authenticated by the signature of the Secretary and the President, or in the case of death or inability of either to act, by the Vice President. In case of the absence of the Secretary, such officer as may be appointed by the Board shall discharge his/her



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duties. All correspondence of the RDMSC shall be under the direction of the President and Board.

9. The Secretary and the Registrar shall also keep record of all the members of the RDMSC and their addresses. The Treasurer shall collect and receive the annual dues or assessments levied by the RDMSC, such monies to be deposited in a chartered bank as hereinafter required.

10. The Treasurer shall receive all monies paid to the RDMSC and shall be responsible for the deposit of the same in whatever bank the Board may order. The Treasurer shall properly account for the funds of the RDMSC and keep such books as may be directed. The Treasurer 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 RDMSC. The offices of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

11. The books, accounts, and records of the Secretary/Treasurer shall be audited at least once a year by a duly qualified accountant or by two (2) member's parents of the RDMSC 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 general meeting of the RDMSC.

12. The books, accounts, and records may be inspected by any member's parent of the RDMSC and confirmation on any actions taken to the executive be given at the annual general meeting provided for herein or any time upon giving reasonable notice and arranging a time satisfactory to the officer/officers having charge of the same. Each member of the board shall at all times have access to such books and records.

13. The RDMSC shall hold an annual general meeting within thirty days of the close of the summer swimming season and written notice (email) shall be given to all parents of members of the society ten (10) days in advance. At this meeting there shall be elected President, Vice-President, Secretary, Treasurer, Registrar, Communication Director, Fund Raising Director, Equipment Director, Officials Director, Social Director and Coaching Committee Director. The officers and directors so elected shall form a Board, and shall serve a term of two (2) years or until their successors are elected and provided it is so stated in the notice calling such a meeting. Any parent of a member of good standing shall be eligible to any office in the RDMSC. Acceptance of parent volunteers in a non-voting capacity to facilitate the standing committees (Registrar's Assistant, Web Master, Public Relations, Bingo Coordinator, Casino Manager, Fundraising Assistant(s), Assistant to Equipment Director, Meet Manager, Volunteer Coordinator, Social Committee Members, Parent Liaison, Coaching Committee Members (2) shall also be fulfilled on this date. Committee Members shall serve a term of one (1) year.

14. Meetings of the parents of the RDMSC may be called at any time by the Secretary upon the instruction of the President of the Board, by email, or notice in writing to the last known address of each member, delivered ten (10) days previous to the date of such a meeting. A special meeting shall be called by the President or the Secretary of a petition signed by ten (10) parents of members of good standing, setting forth the reasons for calling such a meeting, which shall be



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by email or letter to the last known address of each member, delivered ten (10) days previous to the meeting.

15. Thirty (30) percent of the parents of the members of good standing shall constitute a quorum at any meeting of the members of the RDMSC.

16. Any parent of a member, who has not withdrawn from membership nor been suspended nor expelled as herein provided, shall have the right to vote at any meeting of the RDMSC, with each family allowed one (1) vote. Such vote must be made in person and not by proxy or otherwise. The Board may decide whether or not the vote shall be by secret ballot or otherwise.

17. An officer or parent of a member of the RDMSC may be employed by the RDMSC for remuneration to carry on a specific task necessary in achieving the RDMSC's objectives, however, no remuneration shall be given to an officer or member where he or she is not so employed. Removal of an officer or director can occur with a minimum 75% majority vote of the executive board

18. For the purpose of carrying out its objectives, the RDMSC may borrow or raise or secure the payment of money in such a manner as it thinks fit, and without restricting the generality of the foregoing, by the issue of debentures and non-participated share, but this power shall be exercised only by a Special Resolution.

19. The By-laws may be rescinded, altered and added to by a Special Resolution passed by a majority vote of minimum 75% of such members' parents entitled to vote as are present in person, at a general meeting of which 21 days notice specifying the intention of the purpose the resolution as a Special Resolution had been duly given.

20. A Resolution in writing signed by all Directors shall be effective as a Resolution passed or a meeting of the Directors duly convened and held.

21. Fifty (50) percent of a typical year's budget will be maintained as a reserve.