



BYLAWS of the STEINBACH SKIMMERS SWIM CLUB

ARTICLE 1 – Name

Steinbach Skimmers Swim Club (SSSC) (may be referred to hereinafter as the Club).

ARTICLE 2 – OBJECTIVES

1. Promote excellence in swimming.
2. Promote personal development of swimmers
3. Develop sportsmanship and team spirit
4. Provide swimmers with recognition of the personal achievements
5. Offer swimmers exercise, conditioning and opportunity to compete at recognized and sanctioned swim meets
6. Build self-confidence

ARTICLE 3 – Membership

Membership in the Steinbach Skimmers Swim Club is granted yearly and runs from August 1 through July 31st and shall consist of the following:

Class 1 (Swimmers)

- i. **Qualification:** Swimmers who have applied for membership with the Steinbach Skimmers Swim Club adhere to the rules and regulations related to that membership. Swimmers must meet the swim level criteria as described by the coaching staff in the SSSC Handbook. Additionally, membership into the Club is dependent on availability of space. Should space not be available, members will be accepted on a first-come first-serve basis – and then placed on a waiting list in order their application was received.
- ii. **Application:** Application for membership shall be approved upon payment of prescribed dues and other fees.
- iii. **Voting:** Class 1 members over the age of 18 shall be entitled to attend General and Annual General Meetings and shall be entitled to one vote. Class 1 members



below the age of 18 are entitled to a proxy vote through their parent/guardian (Class 2 member).

Class 1 members of the Club are automatically members of the governing bodies of swimming in Canada and Manitoba. As such, they are subject to all rules, bylaws and policies pertaining to such membership. Members of the Club are also governed by the rules of FINA, The Canadian Centre for Ethics in Sports, and the World Anti-Doping Association.

Class 2 (Parents/Guardians of swimmers registered in Class 1)

- i. **Qualification:** Parents/Guardians of swimmers registered in Class 1.
- ii. **Application:** None.
- iii. **Voting:** All Class 2 members shall be entitled to attend General and Semi-Annual General Meetings and shall be entitled to vote thereat. Class 2 members may cast 1 proxy vote for every swimmer they have registered as a Class 1 member (swimmer). Class 2 members may attend open Board Meetings, but shall not be entitled to vote.
- iv. **Board of Directors Positions:** Class 2 members may be elected to the Board of Directors and entitled to vote thereat.

Class 3 (Friends of Swimming)

- i. **Qualification:** Friends of Swimming who have applied for membership with the Steinbach Skimmers and adhere to the rules and regulations related to that membership
- ii. **Application:** Application for membership shall be made in writing or by nomination to the Steinbach Skimmers Swim Club and will be in compliance with the Rules and Regulations governing registration as defined by the Steinbach Skimmers Swim Club. The Club Board may also – at their discretion – nominate an individual(s) whose involvement in the Club would benefit the program and members.
- iii. **Voting:** Class 3 Members shall be entitled to attend General and Annual General Meetings but shall not be entitled to vote thereat.
- iv. **Board of Directors Positions:** Class 3 Members may be elected to the Board of Directors and entitled to vote at the Board of Directors Meetings, General and Annual General Meetings.

Voting by Absentee: Should a Class 1 or Class 2 member be unable to attend a General Meeting to cast their vote, they may vote by absentee. Their vote is required to be submitted in writing to the board prior to the meeting date.



ARTICLE 4 – Dues & Fees

Membership dues and other fees shall be set by the Board of Directors. All registration fees for Steinbach Skimmers, Swim MB and Swim Canada must be paid prior to any Class 1 members participating in practices or swim meets.

ARTICLE 5 – Board of Directors

Management of the Steinbach Skimmers Swim Club is vested in a Board of 7 Directors elected on a bi-annual basis for a term of 2 years. Each board of director member may hold a given position for 2 consecutive terms. However, with membership approval, terms may be extended and re-evaluated by the members annually at the AGM. These 7 voting officers shall include:

Odd Years

- President
- Secretary
- Director-At-Large (fundraising)
- Past President (non-elected)

Even Years

- Vice President
- Treasurer
- Director-At-Large (registrar)

Any individuals employed or contracted by the Steinbach Skimmers are not eligible for election to the Board. Additionally, operation of the board does not depend on the participation of the Past President. In the event the Past President is unable to continue their duties and commitments, the board will continue operations with 7 Directors.

Class 3 members are limited to a maximum of 1 position. At the direction of the Board, the decision to appoint a Class 3 member to the board may be made.

Board members and members of the Executive are eligible for reimbursement for their service as part of the Club. Reimbursement will be in the form of a credit towards registration fees for the Steinbach Skimmers. Members of the executive are eligible for a \$200 credit. These credits are subject to availability of funds with the club and will be applied at the start of the swim season. Credits will only be given in one category – as an Executive Member, or as a Board Member. Should the club membership change in such a way as to financially impact our operations, these credits may be suspended or altered in such a way as to protect the financial situation of the Club.



ARTICLE 6 – Board of Directors

- i. **Immediate Past President:** The Immediate Past President will advise the Board on procedures, administration and operations of the Club and shall chair the Nominating Committee. Immediate past President will not vote on any board matters except in the event of a tie. Additional duties include: Participation in committees as directed by the board.
- ii. **President:** The President, who presides as Chairperson at the Board of Directors and Annual General Meetings of the Club, will call a minimum of 3 Board meetings during the swimming year, will appoint, in consultation with Board members, such committees which may be required. The President is an ex-officio member of all the Club's committees. Oversees the following: Administration, other Directors
- iii. **Vice-President:** The Vice-President assumes the duties of the President in his/her absence and assists on standing committees as required. The Vice-President will act as a liaison between coaches and the Board of Directors. The Vice-President will monitor the booking and billing of swim facilities owning responsibility for the contract with the Steinbach Aquatic Centre. Oversees the following: Coaching staff and coaching plans, Team and team development plans, Equipment, Swim meeting participation and registration, reservation of rooms for coaching staff at swim meets, responsibility for facility contract and scheduling with Steinbach Aquatic Centre. The Vice-President will also have responsibilities over the harassment/discipline/dispute resolution sub-committee.
- iv. **Treasurer:** The Treasurer will have custody of the Club's monies; deposits such funds in depositories as designated by the Board; keeps accurate accounts of receipts and disbursements; creates and monitors a club budget against monthly spending; submits monthly financial statements to the Board and reviews budget variances on a monthly basis. At the request of the Board, the Treasurer will produce a statement of the Club's financial situation to be presented to the Semi-Annual General Meeting for approval by the voting membership. The Treasurer will act as a signing officer for the Club and shall chair the Finance Committee and oversee the Fundraising Committee. Additional responsibilities include: preparing and delivering regular statements of accounts for club members; provide club members and employees/contractors with required documentation for payment receipt and taxation purposes.
- v. **Secretary:** The Secretary records the minutes of all board and Annual General Meetings; preserves all important documents, paper and copies of correspondence sent and received by the Club. It shall be the duty of the Secretary to keep the Club's constitution and current season's minutes with him/her at every meeting. The Secretary will act as a signing officer for the Club. Oversees and is responsible for: recording the details of board meetings and providing a



- summarized document of minutes to be shared with the club membership. The Secretary will also own the responsibilities and activities of the Registrar. These responsibilities can be assigned to another Director-At-Large, but should they become unavailable, responsibility would revert to the Secretary.
- vi. **Director-At-Large - Registrar:** The Registrar shall be responsible to oversee and manage the registration of all Class 1 members with the Steinbach Skimmers. They shall also be responsible for ensuring all Class 1 members are registered with the appropriate governing club bodies – including, but not limited to – Swim MB and Swim Canada. Additionally, The Registrar is responsible for coaching registration, membership and certification of compliance. The Registrar will work directly with the coaching staff and Treasurer to ensure that all Class 1 members are current with their registration and payments prior to participating in any swimming practices or swim meets. Where applicable, the registrar shall also act as the club Meet Manager – or have responsibility for the individual acting as Meet Manager.
 - vii. **Director-At-Large - Fundraising:** The Fundraising coordinator will have responsibility for the overall fundraising efforts and planning for the club membership, including club fundraising campaigns (i.e. bingo). They will direct and oversee the annual campaigns for individual fundraising efforts, as well as have responsibility for the overall Club fundraising efforts. If club members volunteer to assist with fundraising activities, the Fundraising coordinator will oversee these individuals and have responsibility for all activities.

Signing Authority: For general Club business, 2 signatures shall be required. The Treasurer and 1 of either the Secretary, Vice-President or President will be required to sign any contracts for employment/positions, facility rentals, contractual obligations, etc.. (preference is given to the order listed above). The treasurer has the authority to sign any club cheques with the knowledge and support of the Board.

ARTICLE 7 – Standing Committees/Functions

- i. **Executive:** The executive Committee shall include the 6 active board members. (excluding past president). The Executive shall:
 - a. Be responsible for the review and recommendations of the Club Program, fee structure, fundraising activities and registration process.
 - b. Ensure Club policies and procedures are reviewed annually and recommend amendments as required.
 - c. Examine all notices of Motions to be submitted to the Board as they apply to Club policies and procedures.
 - d. Set the agenda for the Board of Directors meetings.



- e. Be responsible for an annual review of standing committee duties (Appendix A)
 - f. May appoint ad hoc committees as deemed necessary. Duties will be cited at the time of appointment. All such special committees shall lapse upon completion of their duties or at the discretion of the Board of Directors.
- ii. **Positions Appointed by Board of Directors:** Other positions may be appointed or dissolved from time to time by a majority vote of the Board of Directors

ARTICLE 8 – Vacancy by Default

Any position held by a director who, without just reason, misses three (3) consecutive Board meetings, shall be deemed vacant. If a vacancy occurs for any reason, nominations will be accepted to fill the position for the remainder of the term. If more than one nomination is received, the Club will conduct a vote to determine the successful replacement.

Should any Board member act in a way such as to put in jeopardy the Club or Club activities (i.e. breaking the law, violation of bylaws, theft from the club, etc...), the offending Board member may be removed from their position by a unanimous vote of the remaining board members. Nominations for an individual to fill the position for the remaining term would be accepted and voted on should multiple nominations be received.

ARTICLE 9 – Meetings

- i. The Club will hold 2 **Semi-Annual General Meetings**. One will be held within 90 days of the end of each fiscal year (prior to November 30th). The other will be held each year prior to May 30th at which time new Board members will be elected.
 - a. All members will be given at least ten (10) days of notice prior to the Semi-Annual General Meeting.
 - b. A quorum will consist of 30% of the qualified voters plus the President or Vice-President and Treasurer before an Semi-Annual General Meeting will be held.
 - c. Voting members of the Club will consist of all Class 2 members.
- ii. Board of Directors Meetings will be held as often as required for the effective running of the Club with a minimum of four (4) meetings during the swimming year. A quorum of four (4) directors, including the President or Vice-President, must be present before the Board of Directors is able to hold a meeting to conduct the business of the Club.



- iii. General Meetings are called with two (2) weeks notice at the request of the Board of Directors or 30% of members in good standing, who will submit a written request to the Secretary. A minimum of two (2) General Meetings will be held during the swim year.

ARTICLE 10 – Bylaws

The Bylaws may be amended as needed by a two-thirds vote at a General Meeting of the Club. Proposals for amendments to the Bylaws by the Board must be given in writing to all members of the Club two (2) weeks prior to the General Meeting. All proposals for amendments to the Constitution by members will be delivered to the Board in writing three (3) weeks prior to the General Meeting and circulated to all members of the Club two (2) weeks prior to the General Meeting.

ARTICLE 11 – Affiliation

The Steinbach Skimmers Swim Club will be a member of both Swim Nation Manitoba Inc. and Swimming Canada Inc.

ARTICLE 12 – Employment of Personnel

The Board of Directors will be responsible for the employment of any personnel required to operate the club.

ARTICLE 13 – Fiscal Year

The Fiscal year for the Steinbach Skimmers Swim Club will be September 1st through August 30th.

ARTICLE 14 – Dissolution of the Club

It is the unalterable provision of this by-law that members of this Organization will have no interest in the property and assets of the Organization; and that upon dissolution of the Organization, any funds and assets of the Organization remaining after satisfaction of its debts and liabilities will be distributed to a recognized Charitable Organization in the area whose objects most closely accord with those of this Organization as determined by its



members at the time of dissolution. Nominations for recognized charitable organizations can be made from all Class 2 members, and a club vote will determine the outcome.



APPENDIX A – Standing Committees/Functions

Directors-At-Large shall be appointed to chair or co-chair one or more of the standing committees at the first Board meeting held following the Annual General Meeting:

- i. **Finance Committee:** Finance Committee will be responsible for the review of fee structure and expenditures, budget development and make recommendation to Board regarding.
- ii. **Fundraising Committee:** The Fundraising Manager will set up a committee to organize fundraising events to meet Club financial obligations as forecasted in the budget. The Treasurer will act as a de facto member of this committee.
- iii. **Communication Management:** The Communication Manager will set up a committee to promote the Club.
 - a. Internal Communication
 - i. Revise Steinbach Skimmer Team Handbook annually
 - ii. Provides regular news and information through the Club website and email
 - iii. Survey Club membership a minimum of annually to determine membership satisfaction
 - b. External Communication
 - i. Publicizes registrations, upcoming events and club news
 - ii. Submits results of all swim meets to local media
 - iii. Maintenance of Club website
 - iv. Responds to and forward any telephone and email communication directed to the Club
- iv. **Harassment/Code of Conduct Committee:** This committee will be lead by the Vice-President and is responsible to ensure adherence of club members, staff and organizers to the policies for Harassment and Code of Conduct. Should the unfortunate situation arise where an investigation into any breach of these policies be needed, this committee would handle the investigation and recommendation of corrective action/penalty to the Board. Upon review and support of the board, this committee will communicate directly with the offending member and ensure penalties/corrective actions are adhered to.