

BY-LAWS

Club Name

The name of the club is “Calgary Aquamums Masters Synchronized Swim Club” (CAM).

MEMBERSHIP

1. Membership fee, if any, in the society shall be determined, from time to time, by the members at a general meeting. Any person residing in Alberta, and being of the full age of 18 years, may become a member by a favourable vote passed by a majority of the members at a regular meeting of the society, and upon payment of the fee. Such voting shall be by a show of hands, unless the meeting by resolution otherwise decides. Persons under the age of 18 cannot compete within the Synchronized Swimming Masters framework and therefore are unable to become members.
2. 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 months from the end of such year and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.
3. All members whose participation meets the requirements set forth in these bylaws, may speak, make motions and vote. Voting by proxy is allowed. Only members in good standing may be elected to or retain office. Any member in good standing may serve as a delegate to federation convention, region conference, or district meeting.
4. Unless otherwise determined by the Board, the membership year of the Club will be September 1st to August 31st.

5. Article III: BOARD OF DIRECTORS

5.1 Board of Directors, Executive Committee or Board shall mean the Board of Directors of the Society.

- a) The affairs of the Club shall be managed and controlled by a minimum of three (3) to a maximum of ten (10) member executive committee otherwise known as the executive.

- b) The executive shall prescribe such rules and regulations as it deems necessary to ensure the proper operations of the club, provided in all cases such rules and regulations are consistent of these bylaw.
- c) The executive may from time to time, appoint such committees and sub-committees from among the Directors or the membership and delegate to or vest in the same, such powers as may be deemed advisable.

5.2 Composition

- a) The elected officers shall be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Team Captains

5.3 Selection of Directors

- a) At the General Meeting of the Club, members shall select the officers of the executive committee.
- b) The elected officers shall take office immediately following the adjournment of the meeting at which they were elected and shall hold office for two years following the election, or until a successor is selected. An election for the position of President, Secretary and shall be held in even calendar years and an election for the positions of Vice President, Treasure shall be held in odd calendar years.
- c) The Team Captain positions shall be appointed by October 15 each year.
- d) To be eligible for the election an individual must be a member in good standing and must volunteer his or her name or be nominated from the floor.
- e) There will be a separate election for each position and the first candidate to receive the majority of the votes shall be declared elected.
- f) If there is only one candidate for the position, that candidate will be declared elected by acclamation.

5.4 Removal or Resignation of Office

- a) Any director of office, upon majority vote of all members in good standing, may be removed from office or any cause which the society may deem reasonable.
- b) An officer or director may resign from office by giving two weeks' notice in writing to the executive. The resignation takes effect on the date the executive accepts the resignation.
- c) If there is a vacancy on the executive, the remaining officers or directors may appoint a member in good standing to fill that vacancy for the remainder of the term or may leave it vacant until the next Annual General Meeting.

5.5 Duties of Directors

- a) **President:** The President shall be ex-officio a member of all Committees. He/she, when present, preside at all meetings of the society and of the Board and shall have custody of Minutes and Books and Records of the club, as required. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- b) **Secretary:** 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 case of absence of the Secretary, his/her duties shall be discharged by such officer and may be appointed by the Board.
- c) **Treasurer:** The Treasurer shall receive all monies paid to the society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch he 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 of the financial position of the society and submit a copy of the same to the Secretary for the records of the society.
- d) **Team Captains:** The Team Captains shall be responsible for the communication to the members of the club any information, notices as may be required for the proper operation of the club. The Team Captains shall act as liaisons between the executive, coaching team and the membership.

5.6 **Remuneration:** A Director must not be remunerated for being or acting as a Director, but a Director must be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the club.

6. Meetings

6.1 Annual General Meeting

This Society shall hold an annual meeting on the second Wednesday of September in each year, of which notice in writing to let the last known email address of each member shall be delivered in email fourteen days prior to the date of the meeting. At this meeting there shall be elected: a President and a Secretary in even calendar year, a Vice-President and a Treasurer in odd calendar year, others directors as required yearly. The officers 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 state in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.

6.2 General Meetings

Two general meetings of the society shall be held each year. The first will be in early season around December at which time the registrar and treasurer confirm active swimmers swimming with the club. The second meeting will be scheduled for the spring. The purpose of the general meetings will be to follow up action items highlighted at the AMG.

The exact date and location shall be sent out in writing to the last known email address of each member by the secretary seven days prior to the meeting.

Any additional meeting 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 email address of each member, delivered in email seven days prior to the date of such meeting.

6.3 Special Meetings

A special meeting shall be called by the President or Secretary upon receipt 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 email to the last known address of each member, delivered by email seven days prior to the meeting.

6.4 Minutes

The Secretary shall prepare and keep the minutes for all Annual, General, and Special Meetings.

6.5 Quorums

Fifth (20%) of the members in good standing shall constitute a quorum at any meeting.

6.6 Voting

Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Such votes must be made in person by show of hands or by proxy.

7. Fiscal Management

7.1 Fiscal year. The Club fiscal year shall be August 1 to July 31.

7.2 Each member of the club is responsible for payment of an annual fee which covers the cost of coaching, facility rentals, and registration with Synchro Alberta. An initial deposit will be announced at the AGM with payment to follow by an appropriate deadline. The full yearly fee will be calculated by the Treasurer based on enrollment and may be paid in installments (number and timing to be determined by the Treasurer) or in a single lump-sum.

7.3 Additional payments. Members who wish to participate in competitions will be responsible for the associated registration fees and travel expenses.

7.4 Team accounts. Funds raised by each team, with the definition of team being those members who share a specific practice session, will be retained for the use of said team in a team account. Funds raised by the club as a whole, will be divided appropriately among teams by the Treasurer.

7.5 Financial reserve. In preparing and managing its annual budget, the Club will strive to maintain a financial reserve (an accumulated surplus not less than 500\$ per team account) to provide funds in case of sudden, unanticipated expenses.

7.6 Audit. The books, accounts and records of the club will be audited at least once a year by two members in good standing of the Club who are not Directors. A complete and proper statement of the standing of the books for the previous year will be presented at the AGM.

7.7 Borrowing powers. The club may not borrow money. All necessary funds must be raised through membership fees and any fundraising activities agreed upon by the club executive.

7.8 Review. The books and records of the club will be brought to the AGM each September, at which point any club member may inspect them. Each member of the executive shall have access to such books and records at any time, upon request.

8. Dissolution

8.1 The club does not pay any dividends or distribute its property among its members

8.2 Upon dissolution of Club any general funds or assets remaining after paying all debts and liabilities, the remaining property of the Club shall be distributed or disposed of to a charitable organization the objects of which are beneficial to the residents of Calgary.

9. Seal

The society does not have a seal.

10. Changing the by-laws

10.1 In the future, the by-laws may be rescinded, altered or added to only by a “Special Resolution” of the members. “Special Resolution” is defined in Section 1(d) of the Societies Act. The definition cannot be changed.

10.2 This document forms a part of the CAM’s policies. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
1	March 2015	S. Faubert	New Policy
2	August 21, 2022	D. Robertson	Added sections 4, 8.1, 8.2, 10.2
3	September 14, 2023	D. Robertson	Modified section 6.2