**Revised: July 23, 2021**

**Adopted: \_\_\_Aug 18, 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Article 1** Club Information, Name, Colours, Team Philosophy

Club email: klacstingrays@gmail.ca

Website: klacstingrays.com

Facebook: www.facebook.com/KLACStingrays

The organization shall have the name of “The Kirkland Lake Aquatic Club” with the team name “KLAC Stingrays,” to be used by all “The Kirkland Lake Aquatic Club” (hereafter noted as “KLAC”) swim groups; special Olympian, regional development, regional house league, age group development, high performance, and alumni.

All teams associated with KLAC will follow the Kirkland Lake Aquatic Club Code of Conduct and Parent Manual provided to the member at registration.

**Article 2** Affiliation

KLAC is a member of Swim Ontario (S.O) which is a member of Swimming/Natation Canada (hereafter known as SNC) which in turn is the Canadian representative swimming body of the Federation Internationale de Natation (hereafter known as FINA). In all matters not otherwise governed by this Constitution, shall fall within the framework of Swim Ontario, SNC, and FINA and shall be governed by those official rules.

**Article 3** Mission Statement and Objectives

Mission Statement: ***“Swimmers Come First”***

Competitive swimming is an ideal sport for the development of self-confidence, self-discipline, physical fitness and social interaction. We stress the human and social aspect of the sport while maintaining a competitive spirit. In our Club, the less talented swimmer is as valued as the elite.

Objectives

● to promote the sport of competitive swimming and to encourage training for competitions, self-development, leadership, and sportsmanship

● to provide a competent and demanding training program based on valid physiological principles

● to provide equal opportunity for swimmers of all skill levels to train and compete at the highest level of amateur competition for which they have qualified

**Article 4** Membership

Membership to KLAC includes all current members of the Executive Committee, swimmers, volunteers, coaches, officials, and parents of swimmers.

All Board Members are voting members, to have your volunteer commitment fulfilled by your Board membership position; you must be in attendance of 80% of the Board meetings.

Registration fees, late fees, and all other fees and payments shall be determined by the Executive Committee.

**Article 4.1**​Termination of Membership

Membership in KLAC shall be terminated if;

1. A member provides a signed letter of resignation to KLAC;

2. A member is no longer registered with KLAC

3. A member fails to pay fees associated with membership and participation with KLAC whereupon, a resolution of the Executive confirming termination shall be passed by not less than 75% of the votes cast on the question of termination of the Member.

4. A member who willfully violates any provisions of the Constitution of KLAC, policies and/or By-Laws of the Executive Committee, Swimmer Code of Conduct, or the rules of swimming regulatory bodies.

**Article 4.2** Discipline of Club Member

Suspension imposed or endorsed by FINA, SNC, SO, or KLAC shall be honored and upheld by KLAC.

Any member may be suspended by the Executive Committee for non-payment of fees associated with club membership or participation with KLAC or “cause”. Cause shall include but is not limited to; disqualification for unethical or unsportsmanlike behaviour in any swimming competition, or failure to comply with the rules of KLAC, including internal policies.

Suspensions shall be determined by the Executive Committee by a vote of not less than 75% of the votes cast on the question of suspension of the member.

The Executive Committee of KLAC may reinstate an individual who has been suspended or expelled, by a simple majority vote.

**Article 4.3 Executive Membership**

1. The Executive Committee members of KLAC are the governing body of the Club and are responsible for the management of all aspects of business (allocation of funds, personnel, programming)

2. An Executive Committee member shall be 18 years of age or older

3. An Executive Committee Member may resign at any time by either submitting a signed letter of resignation or announcing his/her resignation at an Executive Committee meeting. The resignation shall take effect upon the receipt of notice and acceptance of resignation is not necessary to make it effective.

4. A vacant position on the Executive Committee may be filled by a majority vote of the Executive Committee Members. A person so elected shall hold the position for the remainder of the term.

5. An attempt will be made to fill all Board positions at the AGM, if this is not possible, the president shall attempt to recruit parents/members to fill any vacant positions.

6. Nominations for the Executive Committee may be made by any Executive Committee member or by any member of KLAC. Members can self-nominate. Nominations must be made either at an Executive Meeting or from the general membership at the AGM.

7. All Directors shall be elected by the Executive Committee by a majority vote of the Executive members in attendance at an Executive Committee meeting.

8. Any Director can be voted out of his/her seat by the Executive Committee, according to single or multiple reasons in article 4.3.11

9. Executive Committee Director Positions shall only be filled within the Executive Committee, as voted upon by the Executive Committee, by a majority vote, unless a Director’s seat is vacated. In this case, article 4.3.5 may be enacted.

10. The Executive Committee reserves the right to change, rearrange, add, or delete portfolios for the purpose of a quality fit with the current executive. See Appendix “A” for a proposed list of division of responsibilities.

11. No member of the Executive Committee shall be removed for arbitrary reasons but may be removed if:

The Executive Committee member is unable to perform the duties expected of the position due to, but not limited to any of the following reasons:

* If he/she becomes incapable of performing the business of KLAC.
* If he/she is absent from 3 successive meetings without reasonable cause.
* If he/she no longer resides in reasonable proximity to KLAC.
* If the Executive Committee member has compromised the integrity of KLAC due to, but not limited to, any of the following reasons;
* If he/she has been found guilty of a criminal offence regardless of whether or not the offence directly affected KLAC.
* If he/she has failed to properly account for monies or other property belonging to KLAC.
* Majority of the Executive Committee has voted for dismissal.

12. All Board positions will be for a 1 year term

**Article 5** Meetings

1. Regular Executive meetings shall be held a minimum of 4 times per year, designated by the Directors. An official notice of these shall be provided by the chair not fewer than 14 days prior to the meeting. The Directors may hold additional meetings at any given time with adequate notice (7 days or more) to each Executive Committee member. The notice may be waived or abridged at any time with the consent of all Board Members.

2. A minimum of 1 more than half the Directors must be present at Executive meetings to constitute quorum.

3. Each member of the Executive Committee shall be entitled to one vote, except the chair, who votes only in case of a tie.

4. Board meetings are to be held at a place determined by the Executive Committee chair.

5. Special meetings of KLAC shall be called by the Executive Committee upon receipt of a written request submitted to the Executive Committee, by at least 4 general members. No other business but that specified in the request may be transacted at such a special meeting without the unanimous consent of all present. An official notice of these shall be provided by the chair not fewer than 14 days prior to the meeting. The notice may be waived or abridged at any time with the consent of all board members.

6. At all Executive Meetings or Special Meetings of KLAC, each motion shall be decided by a majority of votes cast unless otherwise specified herein. In the event of a tie, the chairperson shall cast a vote.

7. Annual General Meeting shall be held annually, preferable in June. The AGM is open to all members of KLAC. The agenda of the Annual General Meeting shall include:

➢ Roll Call

➢ Minutes of Previous AGM

➢ Directors’ Reports

➢ Treasurer Report

➢ Unfinished Business

➢ Amendments to the Constitution

➢ Nominations for the Executive Committee

➢ New Business

➢ Adjournment

8. Post AGM Executive Meeting

Immediately following the Annual General Meeting, the Executive Committee shall meet. The Agenda for the new Executive Committee Meeting shall include:

➢ Voting on proposed amendments to the Constitution submitted at the AGM.

➢ Voting on proposed candidates to the Executive Committee.

➢ Determine date for the first meeting of the new Executive Committee.

➢ Other Business

Amendments to the Constitution will be published on the KLAC website. Newly elected Executive Committee members will be notified and posted on the KLAC website.

**Article 6 Adoption and Amendment of the Constitution**

The Constitution may be amended, supplemented, or repealed in response to a written request, by any Member in good standing or by review of the Executive Committee.

All requests to amend or repeal this constitution shall be voted upon by the Executive Committee of KLAC. This constitution may be amended by a majority vote, represented by at least 2/3 of the Executive Committee.

The Directors must sign and date the official copy of the Constitution.

**Article 7 Dissolution**

In the event of dissolution of KLAC, all of KLAC’s assets shall be liquidated and all proceeds donated to one or more not-for-profit related organizations, or any not-for-profit athletic community organizations, as determined by the current Executive.

**Appendix “A”**

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| **Position** | **Responsibilities** |
| **President** | -will preside at all annual and special meetings of the Board, shall coordinate all KLAC programs and shall be responsible for the day-to-day operation of the Kirkland Lake Aquatic Club.-will be responsible in ensuring the Kirkland Lake Aquatic Club is operating in accordance with the by-laws.-President along with the Treasurer shall draft coaches contract and present to the board for approval.-will sign all contracts or agreements on behalf of the Kirkland Lake Aquatic Club with the consent of the board.-will advise and assist the Head coach in dealing with members and other parents/guardians.-will act as a contact person for swimmers, parents and others who have problems involving the Kirkland Lake Aquatic Club.-will not vote while presiding at any meeting unless required to resolve a tie.- will be responsible for the representation of the Kirkland Lake Aquatic Club with NEOR, S.O, and any political bodies and other meetings of function as necessary.- recruit parents/members to fill vacant positions on the Board.- will perform other duties as may be required by the Board. |
| **Vice-President** | -will, in the absence of the president, perform the duties of the president-will be responsible in ensuring the Kirkland Lake Aquatic Club is operating in accordance with the by-laws.-will act as a contact person for swimmers, parents and others who have problems involving the Kirkland Lake Aquatic Club.- will perform other duties as may be required by the Board. |
| **Secretary** | -will be responsible for all official correspondence of the Kirkland Lake Aquatic Club.-is familiar with Club constitution and by-laws.-Prepares meeting agendas, records minutes from all meetings and distributes.-will gather correspondence (check the mail), distribute to appropriate Board member and ensure follow up.-shall maintain records/copies of all key documents (e.g. Club handbook, coaches contracts, pool contract, historical records, etc..) and meeting minutes of the Board.-will, if unable to attend a Board meeting, turn the records over to the President for the meeting.-will keep a set of minutes available for the perusal of all Directors and Members throughout the year.-will organize and keep file of minutes, correspondence and that current mailing list of all KLAC members and will advise NEOR of the names and mailing addresses of all members of the Board-upon the direction of the Executive, represents the Club before town council and other like bodies on issues of concern to the Club. -develops a yearly club calendar, which details club meets, time trials, social events, general meetings. -monitors club email and ensure follow-up on correspondence as appropriate-in conjunction with the Director of Corporate Sponsorship, maintains a record of KLAC donors (past and present)-assist the Fundraising Director by ensuring recognition and thanks to Club sponsors through media and thank you cards |
| **Registrar** | -prepares registration package for swimmers. -ensures club handbook is up-to-date.-schedules and organizes registration evenings for new and returning swimmers before the fall season begins, this includes boot camps.   -maintains membership, phone, and medical lists on google drive.-updates registration information when swimmers join or leave the Club. Adjust fees in accordance with Club Policies. -provides Swim Canada with updates regarding swimmer transfer between clubs.-organizes and promotes media related to new season registrations, boot camps (fall and spring). This includes the creation and distribution of school flyers and promotion in local media and Facebook. |
| **Fundraising Initiatives**1. Halendas Pepperettes
2. Little Caesars Pizza Kits
3. Steak BBQ
4. **Bingo**
5. School Dances
6. Elimination Draw
7. Swim-a-thon
8. **Corporate Sponsorship**
9. Other

  \*\*highlighted positions earn you your volunteer points for the season\*\*All other positions earn you 3 points towards your volunteer points | 1. * will be the liaison with Halendas
* order and distribute product
* maintain accurate record of sales
* Other duties as assigned by the Board

2. * will be the liaison with Little Caesars
* order and distribute product
* maintain accurate record of sales
* Other duties as assigned by the Board

3.* book the hall
* arrange a DJ
* take care of liquor licensing (if needed)
* arrange a sub-committee to aid in the success of the BBQ
* order and distribute tickets
* arrange for food, liquor and any other items as required for the BBQ
* maintain accurate records of ticket sales
* work alongside the Elimination Draw fundraiser to ensure a successful event

4. * take care of lotto licensing
* organize volunteers for Bingo days
* fill out all appropriate paperwork needed by the Bingo hall
* must attend all Bingo days held under the clubs license

5.* arrange the hall and DJ
* creates, produces, and distributes promotional materials related to these events being held by the Club.
* pick up canteen items (chips, candy and pop) to be sold at the events
* arrange volunteers to chaperone the dances and to work the canteen

6. * arrange lottery license
* create/order tickets
* maintain accurate list of ticket sales
* work alongside the Steak BBQ fundraiser to ensure a successful event

7.* organize swim-a-thon within the Swim Ontario guidelines,
* register swimmers for the event
* reserve fundraising spots at the grocery stores and Giant Tiger for Swimmers
* create a sign-up sheet for the fundraising spots
* reserve the pool
* organize prizes for swimmers
* create a sign-up sheet for volunteers to count laps

8. * contact corporations to ask for donations
* send thank you letters and recognition on social media
* follow up with sponsors

9.* other as agreed upon by the Board

\*\*work with the treasurer to ensure payments have all be received and that accurate records are maintained\*\*\*\*\*other duties as assigned, in conjunction with each fundraiser\*\*\* |
| **Home Meet Manager** | -prepare and post a sheet for sign-up for home meets in conjunction with the coaches. -will be responsible for the organizational details of the meets hosted by KLAC and control the mechanics associated with the running of these meets.-arrange pool time for the home meets with the Town of Kirkland Lake Recreation Department.-coordinate with the Head Coach on setting up time trials and meets.-responsible for having the necessary equipment.-responsible for uploading complete meet results to swimming.ca-complete the Records Application form for all Home Meets-will carry out all duties of Meet Manager as outlined by Swim Ontario |
| **Director of Officials** | -provides or officiates regular officials’ clinics for Club members at various levels depending on need. -send results of the official's clinics to the Provincial official’s registrar. -encourages club members to become qualified officials and regular participants at swim meets. -recruits officials for home meets and time trials -stores club equipment used by officials and ensures it is in good working order. -become familiar with Swim Ontario rules regarding officials and qualifications.  |
| **Away Meet Manager** | -prepares and posts a sign-up sheet for meets in conjunction with the coaches.-collects the names of swimmers for meets.-reserves a block of rooms for families to call and book from for all out of town meets, Books rooms for the coaches and swimmers for team meets.-notifies families regarding the room block stating the hotel, location, price and deadline to book.-arrange team dinners, reserve tables at a family friendly restaurant and notify families attending away meet.-other duties as assigned by the Board |
| **Web Director/Media Promotions** | -will maintain Kirkland Lake Aquatic Club webpage.-maintains effective communication with the Club and publicizes the accomplishments of the Club swimmers via local media, Facebook and website. -other duties as assigned by the Board. |
| **Treasurer** | -will be responsible to the Board for the management of the financial affairs of the Kirkland Lake Aquatic Club.-along with the President shall draft coaches contracts and present to the Board for approval.-will keep full and accurate accounting of all receipts, disbursements, assets and liabilities of the Kirkland Lake Aquatic Club, in proper book of account and the documents supporting those accounts.-will draft, coordinate and monitor the Kirkland Lake Aquatic Club budget.-will pay all bills.-will provide a written statement of the financial conditions of the Club at each Board meeting and the Annual General Meeting, this statement is to be forwarded to the secretary 1 week prior to scheduled Board meetings, to ensure all Board Members have an opportunity to review.-will with the President and Vice-President and/or duly appointed Board member, sign all cheques in the name of the Kirkland Lake Aquatic Club. -no two (2) family members may have signing authority at the same time.-ensure the collection of all registration, swim meet, fundraising, and equipment sales fees.-will report to the Board on the collection of fees.-prepares in consultation with the Executive Committee the annual budget for the beginning of the swim season. -monitors Club finances over the year. -ensures that surplus funds held by the Club are invested appropriately. -follow up with late or delayed payments as required.-prepares and distributes invoices for swim meets alongside the head coach. |
| **Equipment Manager** | -will work in conjunction with the Treasurer to ensure collection of all equipment sale, fill out appropriate form/sales receipts.-will purchase and distribute all equipment needed.-will report to the Board with regards to equipment needs.-will submit an inventory of all equipment at the AGM. |