

The Constitution and Bylaws relating to the affairs of
The Kirkland Lake Aquatic Club

Revised: June 2019

Adopted: _____

ARTICLE 1 Club Information, Name, Logo, 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.

The logo shall be



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 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.

Voting members shall consist of the Executive Committee.

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 honoured 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 un-sportsman like 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. The member of the Executive Committee shall consist of a maximum of 8 Directors.

4. An Executive Committee member may resign at any time by either submitting a signed letter or 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.

5. 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.

6. Each year,

- a. 3 Director Positions (if there are 8 directors)
- b. 2 Director Positions (if there are 7 directors)
- c. 1 Director Position (in there are 6 or less directors)

Come up for renewal at the Annual General Meeting. Remaining directors will select from the AGM list of nominees to fill vacant Director Positions based upon a vote at the Post AGM meeting.

The first order of renewal will be conducted by random draw and will be followed, in subsequent years, by the seniority of the Executive Members.

7. After Director have been chosen at the Post AGM, the new executive will nominate a chair for the year who shall be responsible for the flow of all meeting of the year and will only vote on issues to break a tie.

8. 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 if from the general membership at the AGM.

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

10. Any Director can be voted out of his/her seat by the Executive Committee, according to single or multiple reasons in 4.3.12

11. 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.

12. The Executive Committee reserve 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.

13. 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:

- o if he/she becomes incapable of performing the business of KLAC.
- o if he/she is absent from 3 successive meetings without reasonable cause.
- o if he/she no longer resides in reasonable proximity of KLAC.
- o 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 the whether or not the offence directly affected KLAC.
 - If he/she has failed to properly account for monies or other property belonging to KLAC.
 - A majority of the Executive Committee has voted for dismissal.

Article 5 Meeting

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 meeting 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 Annual General 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 member 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 request to amend or repeal this constitution shall be voted upon 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 nay not-for-profit athletic community organizations, as determined by the current Executive.

APPENDIX “A”

1. President

Maintains regular communication with the Executive Committee members and the Head Coach in order to ensure that issues and problems are dealt with as they arise within a timely and efficient manner.

Assists the Head Coach to ensure accurate coverage of Coaches in the case of absences, resignations, etc..

Ensure compliance of the Coaches in regards to policies of the KLAC.

Attends the annual AGM

Annually re-negotiates the coaches' contracts in consultation with the Executive Committee

Conducts an annual evaluation of the Head Coach and reviews his/her evaluation of the assistant coaches.

Works with Head Coach to ensure that the Club record boards are kept accurate and up to date.

Is responsible for striking a search committee when replacing a Head Coach and for working with the Head Coach for hiring assistants.

In conjunction with the Head Coach, negotiate the pool rental agreement and acts as a liaison with the Recreation Department in regards to club activities

Is responsible in conjunction with the Head Coach for maintaining the pool schedule for practices.

Responsible for assisting the Head Coach with scheduling parent meetings and educating the parents on the structure of the KLAC and its affiliated organizations.

Organizes and over-sees the team photo

Ensures in conjunction with the Executive Committee the annual year end banquet is planned.

a. Year End Banquet Planner-Subcommittee

Responsible for the purchasing of awards, year in review presentations, and organizing location and details of the event.

2. Director of Media Promotions

Upon the direction of the Executive, represents the Club before town council and other like bodies on issues of concern to the Club.

Maintains effective communication with the Club and publicizes the accomplishments of the Club swimmers via local media, facebook and website.

Collects the names of swimmers from the coach for meets.

In conjunction with the Head Coach, ensures swimmer of the month is selected

Books a block of room for out-of-town meets. Reserves rooms for the coaches and swimmers for team meets.

Notifies the families regarding the room block stating the hotel, location, price, and deadline to book.

Executive representative and appoints a subcommittee for Team Champ meets. Subcommittee responsibilities include arranging meals, transportation, accommodations, chaperons, registration, and emergency contact information. As well as suggesting a travel budget.

b. Web Promotions- Subcommittee

Develops a yearly club calendar, which details club meets, time trials, social events, general meetings.

Maintains the website and Facebook page

Promotion in local media, and facebook any flyer, event or publicity.

3. Director of Fundraising

Appoints sub-committees to assist in the implementation of fundraising initiatives; bingo, school dances, steak BBQ, calendar draw, corporate sponsorship opportunities, etc.. Oversees implementation.

Prepare the annual gaming applications and reports.

Determines the annual program of fundraising activities prior to new season registration.

Prepares for registration night, sign-ups for fundraising sub-committees, and volunteer opportunities.

Accounts for and submits fundraising documentation and accounting information to the Club Treasurer.

Coordinates with the Meet Manager on selling heat sheets and providing general information in regards to club swim meets.

Develop in conjunction with the Executive Committee volunteer points system and ensure bi-annual compliance with the points program.

Assemble a list of Club Sponsors and benefactors to ensure that those people receive appropriate thanks in conjunction with the Club Communications Director

Director responsible for Swim-a-thon and the appointing of a Swim-a-thon subcommittee.

c. Corporate Sponsorship-Subcommittee

Assist the Fundraising Director by ensuring recognition and thanks to club sponsor through media and thank you cards.

Creates, produces, and distributes promotional materials related to events being held by the Club.

d. Steak BBQ-Subcommittee

Planning and promotion of the annual steak BBQ.

e. Equipment Manager-Subcommittee

Responsible for Equipment Coordination.

Keeping track of inventory

Ordering clothing and supplies etc...

5. Registrar

Prepares registration package for swimmers

Schedules and organizes registration evenings for new and returning swimmers before the fall season begins.

Maintains membership, phone, and medical lists for Club use.

Prepares monthly report of fee payments and forwards to the Treasurer for deposit.

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.

Processes swimmer fees and fundraising levy payments for the swim season.

f. Swim-a-thon-Subcommittee

Promotion in media in regards to fundraising progress of the club for Swim-a-thon.

6. Director of Officials

Provides or officiates regular officials' clinics for Club members at various levels depending on need.

Send results of official' clinics to the Provincial officials' registrar.

Maintains club record of Club members and their respective qualifications and experience, ensures that registration is current.

Encourages club members to become qualified officials and regular participants at swim meets.

Recruits officials for home meets and time trials.

Become familiar with Swim Ontario rules regarding officials and qualifications.

g. Meet Manager-Subcommittee

Stores club equipment used by officials and ensure it is in good working order.

Schedule and organize local top fish, NEOR, and Mile Gold Invitational in conjunction with an appointed sub-committee and the Executive Committee.

Coordinates with the Director of Fundraising on selling heat sheets and providing general information in regards to club swim meets.

7. Director of Finances

Prepare a meet invoice for each swimmer, indicating costs of the swim meet, after the Head Coach provides the information.

Collect swim meet payments and follows-up with late or delayed payments as required.

Receives and reconciles to the appropriate category of assessment all funds paid to the Club including membership dues, sponsorship, and fundraising.

Is responsible for the payments of all charges incurred by the Club.

Is responsible for administering the Club's payroll.

Keeps an accurate record of all financial transactions carried out by the Club according to recognized accounting procedures.

h.Bookkeeper

Prepares accounting statement for the Executive Committee meetings and the Annual General Meeting.

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.

8. Director of Records and Proceedings

Assists in monitoring club email and ensure follow-up on correspondence as appropriate

Maintains copies of key Club documents (e.g. Club Handbook, coaches contracts, pool contract, historical records, etc..)

Is familiar with Club constitution and by-laws.

Ensures that Executive members are elected as per constitution and those members whose position becomes vacant are replaced in a timely fashion.

Prepares meeting agendas in conjunction with the Chair.

Records minutes from all meetings and distribute.

Assists in monitoring club email and ensure follow-up on correspondence as appropriate.

Organizes and promotes media related to new season registrations, boot camps (fall and spring). This includes distribution of creation of school flyers. Gathers correspondence and ensures follow-up.

Creates monthly Newsletter

Ensures club handbook is up to date.

In conjunction with the Director of Fundraising maintains a database and record of KLAC donors present and past.

Assists Fundraising director as lead in Corporate Fundraising initiatives. May appoint subcommittee as appropriate.

Act as a representative on Swim-a-Thon sub-committee in conjunction with the Club Communications Director

9. Head Coach

Generally the following is a list of head coach responsibilities unless otherwise stated in the contract:

- develop a practice schedule for season for all groups and present to board for approval
- develop a meet schedule for board approval based around NEOR meets
- present a proposed Xmas schedule for board approval
- collect names of swimmers wishing to attend meets
- entries are typically due 7-14 days prior to meet so collection of names ideally should start 3-4 weeks before meet
- submit entries for all meets for all swimmers
- may consult other coaches for event choices if coach chooses to do so
- provide meet info to either the parent or board member responsible for distribution : events, location, cost, times etc.
- actively recruit new members
- oversee all other coaches : provide guidance when required
- serious issues will be brought to board
- responsible for all discipline of swimmers unless board involvement is required (ie. persistent issue, suspension recommended by coach etc.)
- report should be presented to board after each meet at the next board meeting following the meet (attendance, highlights, any issues). Can be done in person or report submitted to president before meeting.
- choose the award for the end of the year banquet with other coaches.
- update club records
- update KLAC swimmer database after meets with official times
- decide if practices will be held on snow days (any cancellations must be approved by the board)
- coaching at practice and meets
- Attends the NEOR AGM
- Ensures to submit time sheets
- Creates a schedule for coaches
- Arranges in consultation with the Executive, professional training opportunities for the coaching staff.