

KAWARTHA TRENT SYNCHRO CLUB CONSTITUTION

Revised: October 2007; October 2011; October 2014

Name

The official name of this organization shall be: Kawartha Trent Synchro Club (KTSC).

Goals

1. To develop skilled synchronized swimmers and to motivate swimmers to achieve their fullest potential;
2. To use trained personnel to develop a high degree of discipline in athletic training for each swimmer; and
3. To develop sportsmanship, poise, grace and leadership qualities in each swimmer.

Administration

KTSC will be governed by an elected Board (the Board) of no less than eight and no more than 10 Directors. The number of Directors on the Board will reflect the number of swimmers enrolled in all programs offered by the club with 8 Directors if there are fewer than 70 swimmers, 9 Directors if there are between 70 and 100 swimmers, and 10 Directors if there are more than 100 swimmers.

The Board shall be elected from parents, guardians, swimmers or interested members of the synchronized swimming community over the age of 16. An interested member is defined as a volunteer who has been active for KTSC in the past 12 months.

A nomination for the Board may be put forward by any member of KTSC and need not be seconded. A member may nominate themselves for the Board. Nominations may be received in writing in advance of the annual meeting or come from the floor of the annual meeting.

Election of the Directors shall occur at the Annual General Meeting of KTSC. The Board may appoint additional Directors during the year to fill vacancies.

TERM OF OFFICE

The term of office for Directors shall be 2 years. Elected members will be eligible for re-election.

There will be no financial honoraria for members serving on the Board.

Directors who are absent from 3 consecutive meetings of the Board shall forfeit their position on the Board. In exceptional circumstances, as determined by the Board, a leave of absence may be granted beyond three meetings.

VACANCIES

If there are vacancies on the Board, the vacancies may be filled by appointment for the remainder of the vacant term upon a majority vote of the remaining Directors.

If by lack of interest there is no one to appoint, the Board may continue to function with up to three vacant positions pending a recruitment process within one year.

A position may be vacated upon the President receiving a written letter of resignation.

EXECUTIVE OFFICERS

At the first meeting of the Board after the Annual General Meeting, the Board shall, by majority, elect from themselves a President, Vice President, Secretary, and Treasurer. These Executive Officers shall hold their office for one year. They will be eligible for re-election.

The President shall hold the office no more than six consecutive terms.

MEETINGS - General

A quorum for a general meeting shall consist of 15 voting members.

Meetings of members will be closed to the public except by invitation of the Board.

The only time a proxy will be permitted is to elect members to the Board at the Annual General Meeting. The proxy must be sent in writing to the President at least 48 hours prior to the meeting.

A voting member shall be defined as any person who is over the age of 16 and one (or more) of the following:

- Parent or guardian of a swimmer;
- Coach;
- Swimmer; and
- Volunteer who has been active for KTSC in the past 12 months.

Each family will have a maximum of two votes at a general meeting. A family is defined as persons living in the same residence.

No public notice or advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member.

MEETINGS - Board

A quorum for a regular meetings of the Board shall constitute one half of the voting members.

Meetings of the Board will be closed to the public except by invitation of the Board.

During the year of operation, the Board shall hold a minimum of eight meetings to conduct regular, ongoing business of the club.

An emergency meeting of the Board may be called by two Directors with a minimum of 24 hours notice. Every attempt must be made to contact all Board members. A quorum at an emergency meeting shall by one half of the voting members of the Board.

In the absence of a clarification in this document, Robert's Rules of Order shall be used.

BUSINESS YEAR

The financial year for KTSC shall be July 1 to June 30 (ref. Nov 12, 2001).

The operational year for the Board shall run from one Annual General Meeting to the next. The Annual General Meeting must be held in October.

VOTING - BOARD

Questions arising at any meeting of the Board shall be decided by a majority of votes excluding the vote of the President. In case of equality of votes, the President shall cast the deciding vote. All votes at any such meeting shall be taken by ballot if so demanded by any Director present, but if the demand is not made, the vote shall be taken by a show of hands or by oral assent or dissent.

A declaration by the President that a motion has been carried and an entry to that effect in the minutes shall be proof of such a motion. The votes in favour of or against such resolution need not be recorded.

RESPONSIBILITIES OF THE BOARD

The Board shall carry on the affairs of KTSC and will administer these affairs in accordance with the Canadian Amateur Synchronized Swimming Association (Synchro Canada).

The Directors are empowered to acquire or dispose of properties or possessions owned by KTSC upon such terms and conditions as they may deem advisable.

DUTIES OF THE EXECUTIVE - PRESIDENT

The President of the Board shall:

- Call meetings of the Board and general membership;
- Prepare and circulate the agendas for meetings;
- Chair meetings of the membership and of the Board;
- Ensure the minutes of meetings are recorded;
- Participate in the Synchro Swim Ontario Presidents' conferences and the Synchro Swim Ontario Annual General Meeting;
- Ensure regular communication within the club members;
- Ensure all Board members have a copy of the current constitution;
- Consult with Synchro Swim Ontario, the Head Coach, and the Novice Coordinator as required; and
- Be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to KTSC.

DUTIES OF THE EXECUTIVE - VICE PRESIDENT

The Vice President of the Board shall:

- Support and assist the President in all duties;
- Assume the authority and perform the duties of the President in the absence or disability of the President;
- Monitor and ensure adherence by the Board to all existing policies of the Board including, but not limited to, the policies outlined in this constitution; and
- Assume other powers and duties as may, from time to time, be delegated by the President or by the Board.

DUTIES OF THE EXECUTIVE - TREASURER

The Treasurer of the Board shall:

- Receive and bank monies owed to KTSC;
- Keep full and accurate account of any monies received or committed on behalf of KTSC;
- Pay by cheques, counter-signed by the President or other Signing Officers, monies committed on behalf of KTSC;
- Present monthly financial records to the KTSC Board and/or auditors; and
- Present and have for distribution a completed and reviewed financial statement annually.

DUTIES OF THE EXECUTIVE - SECRETARY

The Secretary of the Board shall:

- Record without prejudice the proceedings of meetings of the Board and the general membership, and maintain the minutes; and
- Distribute minutes to Board members and others as appropriate.

AMENDMENTS

The Board shall appoint two people to review this document annually and report back on any required amendments. Motions to amend this document require the assent of at least 2/3 of Directors to carry and the document is deemed amended upon the adoption of such a motion.

BYLAWS

1- REGISTRATION

1a) Registration fees are due upon registration. Fees may be paid in full or follow a payment plan defined by the Program Committee and outlined in the Registration Package.

2- FINANCES

2a) The securities of KTSC shall be deposited for safekeeping with one or more banks, trust companies or other insured financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of KTSC as agreed to by the Board and signed for by the appointed Signing Officers.

2b) All cheques issued in the name of KTSC shall be signed by two of four Signing Officers. Unless to avoid conflicts of interest, the Signing Officers must be the President, Treasurer and two other Directors as appointed by the Board.

2c) Purchase orders for items under \$100 and not already approved in the budget must be signed by two of four Signing Officers.

2d) Purchase orders for items over \$100 and not already approved in the budget must be brought to the Board for approval.

2e) Financial Institutions shall not be held liable for withdrawal of securities not approved by the KTSC Board.

2f) KTSC shall have an annual financial review conducted by a Chartered Accountant or Certified General Accountant. The Board has the power to select the reviewer. This review can not be conducted by a Director or an employee of KTSC.

3- FUNDRAISING

3a) Fundraising may be conducted by the club as a whole or by groups therein. The type of fundraising and the use of the KTSC name and/or logo must be approved by the Board prior to the commencement of the fundraising endeavor. Approval must be documented in the minutes.

3b) The following shall be considered the annual fundraising events of KTSC:

- Swim Show
- Bingo (competitive teams only)

4 - DISTRIBUTION OF PROPERTY

4a) Upon the dissolution of KTSC and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to non-profit or charitable organizations that carry on their work solely in Ontario as approved by the Board.