

PIRANHAS  
SWIM CLUB  
of  
FORT SASKATCHEWAN  
  
BY-LAWS

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## By-laws

### 1. Name of the Society

- a) The name of the Society is Piranhas Swim Club of Fort Saskatchewan, hereinafter called the Club.

### 2. Objectives of the Club

The purposes of the Club shall be:

- a) To promote, foster and teach the sport of competitive swimming and to encourage training and competition, physical fitness, self-development and sportsmanship in amateur swimming in the city of Fort Saskatchewan and the Province of Alberta.
- b) To encourage the instruction, practice, enjoyment and advancement of its Members in all aspects of swimming in accordance with the rules and policies of the Alberta Summer Swimming Association.
- c) To affiliate with the Alberta Summer Swimming Association and Swimming/Natation Canada.

### 3. Affiliation

- a) The Piranhas Swim Club of Fort Saskatchewan is an integral part of the Alberta Summer Swimming Association and shall have the same objectives and follow the same by-laws and swimming regulations as the parent organization except where otherwise stated in the Piranhas Swim Club of Fort Saskatchewan By-laws.

### 4. Definitions

In these By-laws:

- a) The letters "P.S.C.F.S." of the word "Club" shall mean the Piranhas Swim club of Fort Saskatchewan.
- b) The letters "A.S.S.A." shall mean Alberta Summer Swimming Association.
- c) The words "Board of Directors" or "Executive: shall mean the Board of Directors of the P.S.C.F.S.
- d) The "Member" shall refer to a Member in good standing of the P.S.C.F.S. as specified in these By-laws.

- e) A "Registered Swimmer" is a person who has submitted the appropriate A.S.S.A. and/or Club registration form to the Registrar and paid the required registration fees to the Treasurer.

## 5. Membership

- a) Membership in the Club shall be open to all; irrespective of sex, age, creed or colour.
- b) All Members shall uphold, observe and conform to the rules of the A.S.S.A., the By-laws of the Club and such regulations and/or policies as set forth from time to time by the Executive of the Club.
- c) The Executive may, by written notice, terminate membership of a Member for acting contrary to the rules and regulations of the A.S.S.A. or the Club. This action must have a 2/3 majority vote of the entire Executive. The Executive shall give to the individual a written explanation for the termination of membership on request. The individual shall have the right of appeal to the club at a General Meeting.
- d) Any member wishing to withdraw from membership may do so upon notice in writing to the Registrar. Reimbursement of registration fees shall be at the discretion of the Executive.
- e) All memberships terminate at the close of the next Annual General Meeting unless terminated sooner.
- f) Membership is open to any individual who wishes to further the objectives of the Club and upon approval of the board . Each adult member shall have the right to vote and to run for elections. Members shall pay a \$5.00 annual membership fee. Fee is payable at the AGM, and membership is current for 1 year from that time.

## 6. Dues and Assessments

- a) Registration fees and any other fees shall be set by the general membership upon recommendation by the Executive.

## 7. Executive

- a) The Executive shall consist of at least the following positions: President, Vice-President, Secretary, Treasurer, and Registrar. The remainder of the Executive will consist of positions deemed necessary by the current Executive to fulfill the duties of the daily operation of the Club.

- b) No member of the Executive shall receive any remuneration for his/her role as an Executive Member.
- c) The Secretary shall keep a list of the responsibilities of each Executive Member.
- d) The Executive shall, subject to the by-laws and to directions given it by majority vote at any General Meeting of the Club properly called and constituted, have full control and management of the affairs of the Club.
- e) The Executive shall meet as often as required to manage the business of the Club. Meetings shall be called by the President or his/her designate or by any three Executive Members.
- f) Any four Executive Members shall constitute a quorum at Executive meetings.
- g) Notice of Executive meetings shall be given to all Executive Members at least one day before the meeting.
- h) Emergency meetings of the Executive may be held without notice provided a quorum of the Executive is present. However, any business transacted at such a meeting shall be ratified at the next regularly called meeting otherwise such business shall be null and void.
- i) Every Member of the Executive shall have one vote at Executive meetings.
- j) Only Members of the Club are eligible to hold Executive positions.
- k) The term of office for all Executive positions shall be one year. Elections for the Executive shall be held annually at either a Special Meeting called by the Board after the close of the swim season or the Annual General Meeting. Executive Members shall take office immediately following the election and shall hold their office until the close of the next election.
- l) A Member may resign from the Executive by notifying the Secretary in writing of such resignation.
- m) Vacancies on the Executive may be filled either by an election held at a General Meeting of the Club or through appointment by a majority vote of the remaining Executive Members.
- n) Any Member of the Executive may be expelled from the Executive for just cause by a two-thirds majority vote of the Executive.

## 8. Duties of the Executive Members

- a) The President shall be an ex-officio Member of all committees. He/she shall, when present, preside at all meetings of the club and of the Executive. He/she shall represent the Club at any negotiations with other bodies. He/she shall sign all instruments requiring a signature and perform other duties as may, from time to time, be assigned to him/her by the executive or the Club.
- b) The Vice-President shall act in the absence of the President. In the absence of both of these officers, the remaining Executive shall appoint a Member to serve as chairman at any meeting
- c) The Secretary shall attend all meetings of the Club and of the Executive and keep accurate minutes of the same. In the case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Executive. The Secretary shall have charge of all correspondence of the Club and be under the direction of the President and the Executive.
- d) The Treasurer shall receive all monies paid to the Club and shall be responsible for the deposit of same in whatever bank the Executive may order. He/she shall promptly account for the funds of the Club and keep such books as may be directed by the Executive. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for submission and approval to the Annual General Meeting a statement, duly audited, of the financial position of the Club and submit a copy of same to the Secretary for the records of the Club. He/she shall present to the Annual General Meeting a budget of revenues and expenses for the upcoming fiscal year.
- e) The Registrar shall take registrations at the Annual General Meeting. A registration form will be completed by all new Members and will be sent to the A.S.S.A. office along with verification of returning old Members. The Registrar will collect all registration fees at the time of registration and turn them over to the Treasurer.

## 9. Meetings

### Annual General Meeting

- a) The Annual General Meeting shall be held before the end of March in each year.
- b) All Members of the Club shall be informed by letter, of the time and place of the meeting at least fourteen (14) days prior to the meeting.

- c) The Annual General Meeting shall be held for the purpose of receiving such reports as required and of carrying on such business as may come up.
- d) Each adult Member is entitled to vote at the Annual General Meeting.
- e) Voting shall be in person and not by proxy.
- f) Ten (10) members shall constitute a quorum at an Annual General Meeting.

#### Special Meetings

- a) Special Meeting of the Club may be called at any time by the President.
- b) All Members of the Club shall be informed, by letter, of the time and place of the Special Meeting and of the business to be brought before the meeting at least twenty-one (21) days prior to the meeting
- c) A Special Meeting shall be called by the President upon receipt by him/her of a petition signed by one-third of the Members, setting forth in writing the reason for calling such meeting.
- d) Each adult Member is entitled to vote at Special Meetings.
- e) Voting shall be in person and not by proxy.
- f) Ten (10) Members shall constitute a quorum at a Special Meeting.

#### 10. Club Records

- a) An audit of the financial transactions of the Club shall be made each year by an auditor(s) designated by the Executive. The audited statement shall be made available to the membership of the Club.
- b) The auditor(s) shall be a duly qualified accountant or two Members of the Club appointed for that purpose by the Executive.
- c) A complete and proper statement of the audited financial records for the previous year shall be submitted by the Treasurer at the Annual General Meeting of the Club.
- d) The correspondence, books and records (financial or otherwise) of the Club may be inspected by any Member of the Club at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the Executive Member(s) having charge of same.

- e) The fiscal year of the Club shall be from January 1 to December 31.
- f) Any correspondence received by an Executive Member must be brought before the Executive.

#### 11. Borrowing Powers

- a) For the purpose of carrying out its objectives, the Club may borrow money in such manner as it sees fit. However, any money borrowed must be repaid within the same fiscal year.

#### 12. Amendments to the By-laws

- a) The By-laws can only be amended by means of a Special Resolution as defined in Section 1 (d) of the Societies Act.
- b) Any Member may propose an amendment to the By-laws of the Club. This proposal must be submitted in writing to the Executive of the Club.
- c) The proposed amendment may be voted on at the Annual General Meeting or at any Special Meeting. All Members shall be advised in writing at least twenty-one (21) days prior to the meeting of the time, date and place of the meeting and the proposed amendment to be voted on.
- d) Notwithstanding By-law 10(a) and 10(b), amendments may be made from the floor at any general Meeting or Special Meeting to an amendment proposed in compliance with By-law 10(a) and 10(b).
- e) Any amendment must be passed by a vote of three-quarters (75%) of those present and eligible to vote at an Annual general meeting or Special Meeting of the Club.

#### 13. Signing Authority

- a) The President, Vice-President, Secretary and Treasurer have signing authority for the Club. Two signatures shall be required on all cheques.

#### 14. Seal

- a) The Executive may adopt a seal to be used for all proper purposes of the Club. Such seal shall be affixed to any documents requiring a seal by such Executive Members as may be authorized from time to time by the Executive. The signature of the President will authenticate the use of the seal. Custody of the seal is to be the responsibility of the Secretary.



15. Proceedings Not to be Invalidated

- a) The proceedings at any meeting shall not necessarily be invalidated by reason of accidental omission to give notice to any Member or Executive Member or non-receipt of notice by any Member or Executive Member.
- b) Nor shall the proceeding of any meeting be invalidated if it is found after the meeting that there had been an irregularity in the validity of voting Members.

16. Parliamentary Procedure

- a) Except as otherwise provided in these By-laws, all proceedings at Executive and General Meetings shall be governed by Robert's Rules of Order.

17. Distribution of Assets Upon Dissolution of This Club

- a) In the event that this Club is voluntarily dissolved or wound up by a unanimous vote of the membership attending an Annual General Meeting, all assets of this Club shall be given over to:
  - I. Another swim club, or
  - II. A charitable organization within the city of Fort Saskatchewan.