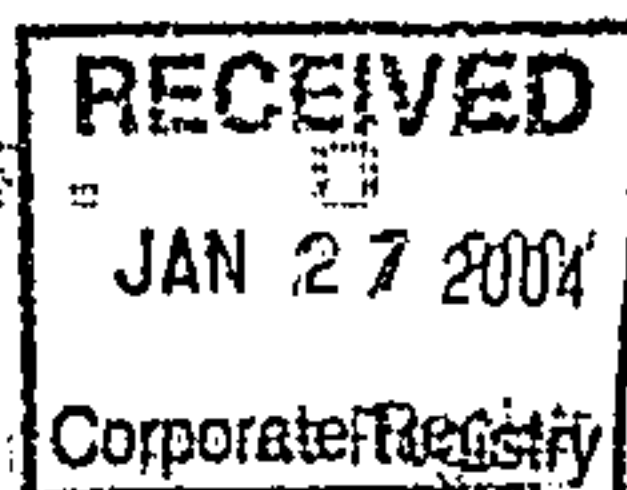
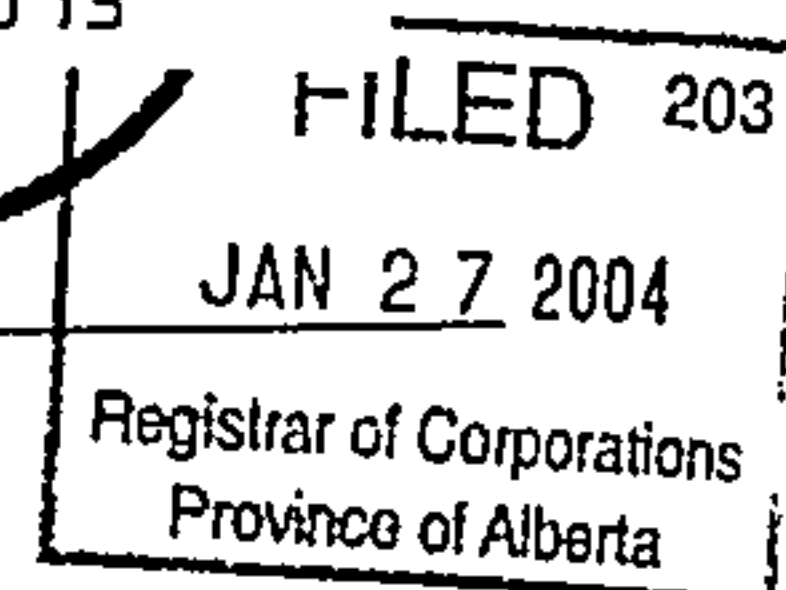


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Society By-Laws



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Membership

1. Membership is determined annually at spring registration. The maximum number of members accepted into the Club will be established by the Executive, in consultation with the Club coaches. A wait list will be established once the cap has been met.
2. Membership fee in the society shall be determined prior to annual spring registration, by the Executive. Any child, aged 5 to 18 years, residing in or near Calgary, capable of swimming 25 metres unaided, to the satisfaction of the club coaches, may become a member upon submitting the following payments:
 - A non-refundable registration fee with the current date
 - A cheque, post-dated just prior to Session 1 (September to December)
 - A cheque, post-dated just prior to Session 2 (January to April)Cheque dates and Session dates are determined by the Executive.
3. A member may resign from the society by informing the parent executive of the decision to resign, in writing.
4. Once a Session begins, payment for that Session is non-refundable for any reason. If a Member's post-dated cheque bounces at the bank, the Executive may suspend that Member until payment is made.
5. All members must pay to swim twice weekly for an entire Session. No pro-rated or discounted memberships for swimming less than twice weekly, or for swimming only part of a Session will be permitted. If a new or waitlisted member is accepted into the club in mid-Session, a pro-rated fee may be determined by the Executive for that member.
6. All Members must sign the Club Code of Conduct document prior to joining the Club. Disciplinary Action will result if a Member does not abide by the Code. The Code of Conduct, and Disciplinary Action documentation is attached (Appendix A).
7. Expulsion of members – A member will be expelled from the club if he or she does not pay club fees which are due, or if the member fails to abide by the club Code of Conduct (Appendix A).

Meetings

8. Our members are minors, and as such their parents will vote on their behalf at our Annual General Meeting. Each member may be represented by up to 2 parents at the AGM with each parent present having one vote. Parents must be present to vote at the AGM. No mail-in or proxy voting is permitted.
9. The Annual General Meeting will be held in April or May each year, as scheduled by the Parent Executive. Members and Parents will be notified of the meeting in the Club Newsletter and by e-mail.

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10. The Annual General Meeting will be held to determine the Parent Executive for the upcoming swim season, and to present the financial statement to the membership.
Quorum: The AGM must be attended by a minimum of 8 parents to carry on.
11. General Meetings, if required will be announced in the Club Newsletter and by e-mail.
Quorum: A General Meeting must be attended by a minimum of 6 parents to carry on.
12. Special Meetings, if required, will be announced in the Club Newsletter and by e-mail.
Quorum: A Special Meeting must be attended by a minimum of 6 parents to carry on.
- 12a. A minimum of 7 days notice must be given for any of the above meetings (items 10, 11, 12).

Board

13. PRESIDENT

The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. 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.

14. BOARD OF DIRECTORS

Board of Directors, Executive Committee or Board, shall mean the Board of Directors of the society. All Directors are Parents of Club Members, and as such, represent the interests of the Members.

15. The Board shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months during swim season, and shall be called by the President. A special meeting may be called on the instructions of any two members provided they request the president in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by 10 days notice in writing mailed to each member or by three days notice by e-mail, fax or telephone. Any four members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

16. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected, and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.

17. Any director or officer, upon majority vote of all members in good standing, may be removed from office for any cause which the society may deem reasonable.

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18. 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 case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

19. The secretary shall also keep a record of all the members of the society and their addresses, and send all notices of the various meetings as required.

20. REGISTRAR (Membership Co-ordinator)

The Registrar shall collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as required.

21. The Registrar shall prepare a member list based on members who have paid for each Session. The Registrar shall track the wait list.

22. 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 the 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 of the financial position of the society and submit a copy of same to the Secretary for the records for the society.

23. OTHER POSITIONS

Other positions on the Board may be required in any given season, such as;

Newsletter Coordinator

Apparel Coordinator

Awards and Ribbons Coordinator

Social Coordinator

The above Executive Members have full voting privileges on the Board.

24. Officers and directors are volunteers and as such are not paid for the services they provide to the society.

25. AUDITING AND FINANCES

The books and records of the society may be inspected by any parent of a member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records. The fiscal year of the society in each year shall be July 1 to June 30.

Society By-Laws



26. The books and records of the society shall be audited by an independent accounting professional once per year, just prior to the AGM. The President shall appoint the auditor, who will meet with the Treasurer for such an audit, and provide a report to the President.
27. The society may not borrow money. It must operate using funds in its bank account.
28. SEAL – The society will possess no seal.
29. AMENDING BY-LAWS – The society can only be amended by way of special resolution. Special resolution is defined in section 1 (d) of the Societies Act.

Wait List

30. Wait List

During the Annual Spring Registration, returning members are accepted as members to the club first, for the season beginning the following September.

The order of position on the wait list shall be determined by the date membership is requested.

The following cases may preempt that list:

Session One or Session Two:

a) Siblings of current members are given first priority

Session Two:

b) Persons who submitted the registration fee during our annual spring registration but did not attend/were unable to attend Session 1 are given next priority for Session Two.

Session One

Once the wait list is established, and returning members have registered, places in the Club are made available based on the club maximum as established by the Executive.

Session Two

Once the wait list is established, and returning members are known for Session 2, places in the Club are made available on a group by group basis. For example, if 3 swimmers from the top/oldest group leave the club after Session 1, the club can accept the first 3 swimmers on the wait list who swim at that level.

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Appendix A

Code of Conduct

1. All swimmers are expected to act in a proper manner and to follow and respect the direction of the coaches and any volunteers.
2. Swimmers are expected to behave appropriately towards their fellow swimmers and will refrain from harassing any other swimmer in the Club or other Clubs., be it physical or emotional in nature.
3. Swimmers are expected to observe pool rules, and show respect for the position and authority of the lifeguards and pool staff.
4. Swimmers are expected to behave courteously towards all other patrons in the locker room at all times during regular practices and at swim meets at all pools.
5. Inappropriate language will not be tolerated.

Disciplinary Action

Should any swimmer fail to observe the Code of Conduct, the following disciplinary action will be taken. Please note second, third and fourth offences will be brought to the attention of the Club Executive and documented.

1. On the first offence, the swimmer will receive a verbal warning and/or short disciplinary action by the coach.
2. On the second offence, the swimmer will receive a final verbal warning and be asked to sit on the side of the pool deck for the remainder of the practice. The coach will notify the Executive of the Club who will inform the parents/guardians of the swimmer, either verbally or in writing within 48 hours of the incident. At this time parents/guardians are expected to discuss the problem with the swimmer and help them arrive at a solution.
3. On the third offence the swimmer will be suspended for one week from the Club. A Club Executive member will contact the Parent/Guardian to discuss the problem and determine appropriate actions to be taken prior to the swimmer returning to the Club.
4. On the fourth offence, the swimmer will lose all rights and privileges of membership in the Club and will be expelled. No Membership Fees will be returned to the swimmer or to the swimmer's family.

Society By-Laws



Society By-Laws Signatures:

Name 1	Signature 1	Address 1
Susan Matthews	<i>[Signature]</i>	132 Oakeside Place SW Calgary T2V 4R2
Witness 1: Susan Sayers		
Name 2	Signature 2	Address 2
Kathryn Chen	<i>[Signature]</i>	43 Bayview Dr. SW Calgary AB T2V 3N9
Witness 2: Susan Sayers		
Name 3	Signature 3	Address 3
Susan McKisbon	<i>[Signature]</i>	16 COACH GATE CT. SW CALGARY T3H 1Z6
Witness 3: Susan Sayers		
Name 4	Signature 4	Address 4
JACK HOOGSTRAATEN	<i>[Signature]</i>	111 PALIS WAY S.W. CALGARY AB T2V 3V5
Witness 4: Susan Sayers		
Name 5	Signature 5	Address 5
Lori Moch	<i>[Signature]</i>	147 Bayview Dr. SW Calgary AB T2V 0L4
Witness 5:		
Witness Name 1	Witness Signature 1	Witness Address 1
Susan Sayers	<i>[Signature]</i>	111 PALIS WAY S.W. CALGARY AB. T2V 3V5