

Article 1 Name

The legal name of the organization shall be the Saint John Fundy Aquatic Club Inc. As appropriate, the operating name of the organization is Saint John Fundy TIDE Swim Team both herein referred to as “TIDE”, “Team” and/or “Club”.

Article 2 Mission Statement

The Saint John Fundy Swim Team (TIDE) is a competitive swim team offering professional coaching and skills development for all ages and abilities. By offering a full range of swim levels, from beginners to youth and teens, we can promote swimming for life and foster long term athlete development.

The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability. Saint John Fundy Tide Swim Team encourages team spirit and camaraderie amongst all swimmers at all levels. Our focus will always be geared towards building confidence & positive self esteem.

Article 3 Address

The mailing address for the Team for all not-for profit and financial related items are mailed to the home address of the Treasurer:

3 Aspen Drive
ROTHESAY
E2E5C2

All other TIDE correspondence is mailed to:

PO Box 4551
2 Church Ave
Rothesay
E2E 5X3
NB

Article 4 Affiliations

TIDE shall be affiliated with and subject to the rules and regulations of Swimming New Brunswick (SNB) and Swimming/Natation Canada.

Article 5 Membership

- 5.1 The membership of TIDE shall include swimmers in TIDE programs and their families.
- 5.2 A swimmer/family shall be declared a member of TIDE upon payment of SNB registration fee and payment of TIDE annual fees.
- 5.3 Membership may also be granted by the Board, upon application, to registered Swimming/Natation Canada officials and other persons actively involved in the sport of competitive swimming.

Article 6 Membership fees

- 6.1 Yearly membership fees for each level of swimming shall be established and approved by the Board of Directors.
- 6.2 Fees shall be based upon reasonable membership fees for each swim level required to operate the club.
- 6.3 Fundraising events may take place throughout the year to offset team expenses, as opportunities arise, and shall be approved by the Board.
- 6.4 Membership fees are required to be paid in whole at the time of registration or in six monthly installments. The Board may, however approve alternate payment arrangements in exceptional circumstances.

Article 7 Parent Meetings

- 7.1 There shall be a parent general meeting each year in the Fall to update members on the TIDE activities for the swim season. The date of the parent meeting will be determined by the Board.
- 7.2 All members will receive 14 days electronic or written notice of the time and location of the meeting with the proposed agenda. The final agenda will be sent out 7 days prior to the meeting.
- 7.3 The agenda shall be at the discretion of the President under the direction of the Board.

Article 8 Annual General Meeting

- 8.1 The Annual General Meeting shall be held in June of each swimming year to update members on the TIDE activities, approve amendments to the constitution, future activities within the club and other business deemed necessary by the Board.
- 8.2 Election of the new Board of Directors for the upcoming year will take place at the Annual General Meeting.
- 8.3 The new Board shall take office at a joint meeting with the outgoing members of the Board in a timely manner.
- 8.4 A Public notice or advertisement of the Annual General Meeting may be posted on the TIDE board at the Aquatic Center, but the membership shall be given 14 days electronic or written notice of the Annual General Meeting.
- 8.5 At every Annual General Meeting, in addition to any other affairs of the club, the President is required to give an annual report, present the financial statements and elect the Board of Directors for the ensuing year.

Article 9 Special General Meeting

- 9.1 A Special General Meeting may be held at any time, as deemed necessary by the Board.
- 9.2 A Special General Meeting must also be called, in the event the President receives a written application from at least 25% of voting members, specifying the purpose of the meeting.
- 9.3 No other business shall be discussed at this Special General Meeting other than those specific reasons stated in the application.
- 9.4 Seven days electronic or written notice will be given to the membership.

Article 10 Rules of Order

All TIDE meetings shall be guided by “Roberts Rules of Order” in as far as they apply.

Article 11 Presiding Officer

The President shall preside over monthly meetings, annual meetings, parent meetings and special general meetings. The President shall be Chief Executive Officer exercising general supervision over the work and activities of the club and shall be an ex officio member of all committees. The President shall perform such other duties as usually pertain to the office of President. In the absence of the President, the Vice-President shall assume the duties of the President.

Article 12 Quorum

- 12.1 Each family shall be entitled to one vote.
- 12.2 A minimum of 30% of the voting membership shall form a quorum at all General Meetings.
- 12.3 A majority of voting Board members shall constitute a quorum for all monthly meetings of the Board.

Article 13 Board Members

- 13.1 All adult (19 years and older) voting members shall be eligible for election to the Board of Directors. With Board approval, a non-voting member whose experience and interest in swimming are considered to be a benefit to TIDE may be put forth as a Nominee for election.
- 13.2 The business of the club shall be conducted in accordance with these bylaws and the TIDE Operation Manual.
- 13.3 The TIDE Board of Directors shall be comprised of:
- Past President
 - President
 - Vice President
 - Secretary
 - Treasurer

Registrar

Head Coach

Meet Manager

Officials Chair

Other Board members elected to assume responsibility for other tasks/committees as required.

- 13.4 The Board shall be responsible for the day to day administration of the Club and shall act within the framework of the policies established by the Board.
- 13.5 Each eligible member of the Board shall have one (1) vote.
- 13.6 The President is eligible to vote only in the case of a tie.
- 13.7 The Head Coach shall be a voting member except in matters involving salary employment and discipline of the Head Coach.
- 13.8 The Secretary shall be the recorder of the Board meetings and maintain accurate minutes of the proceedings of their meetings, furnishing copies of these to each Board member and once approved post to the TIDE website for members to access once they sign in to the website. The Secretary shall assist in conducting the business of the club performing such other duties, which may be allocated by the President and shall have charge of all official correspondence of the club.
- 13.9 The Treasurer through the facilities of the Secretary or designated person(s) shall:
- (a) Collect all monies payable to the club and shall disburse the same as ordered by the Board;
 - (b) Will notify members in arrears in respect of dues;
 - (c) Keep the books of the club and a correct account of receipts and disbursements;
 - (d) Prepare a financial report for the Annual General Meeting of the club. Records and books shall at all times be open to the inspection of the President, Board members or any auditors named by the club;
 - (e) With the assistance of the Board, prepare a budget for the upcoming year. The final proposed budget will be presented to the Board of Directors for approval.
 - (f) Prepare a mid-term comparison (approximately February) between actual disbursements and budget projections for the Board's consideration. The responsibilities of the Treasurer are further detailed in the TIDE Operations Manual.
- 13.10 Each Director shall be responsible for the function of committees as designated by the Board and any other responsibilities as deemed necessary by the Board. These responsibilities are reviewed annually and updated in the TIDE Operations Manual.

Article 14 Tenure and Election

- 14.1 All Board members shall be elected at the June Annual General Meeting.
- 14.2 The term for this appointment shall be 1 year.

14.3 When a member of the Board ceases to be a member, for whatever reason, the appointment or election of the replacement, shall take place at the next annual meeting.

14.4 There is no limit to the number of times any person holding positions on the Board can run.

Article 15 Voting

15.1 At all meetings, voting shall be a show of hand or, if deemed necessary by the President, by secret ballot. Decisions shall be reached by a simple majority.

15.2 All abstentions shall be considered as nay votes.

Article 16 Meetings of the Board

16.1 The Board shall meet monthly.

16.2 The President or designate shall preside over all meetings of the Board.

16.3 The monthly meeting may be cancelled, rescheduled or additional meetings held at the discretion of the majority of the Board.

16.4 Board meetings are open to all club members and other interested parties.

Article 17 Vacancies

17.1 The office of a member of the Board shall be vacated on any one of the following conditions:

1. Upon resignation in writing or by two thirds vote, the Board may remove from office any member of the Board who by being remiss or neglectful of their duty or by conduct tending to impair his/her usefulness as a member of the Board, shall be deemed to have forfeited their position.
2. if the member becomes of unsound mind or otherwise incapable of performing the business of the Association
3. If the member absents themselves from three consecutive meeting of the Board without satisfactory reason
4. if the member be removed by resolution of the Board for good and sufficient reason.

17.2 Should a vacancy occur on the Board, the Board will appoint a person to fill the vacancy until the next general meeting.

17.3 The interim member, if accepted by a majority vote by the existing Board members, will be granted full rights associated with this position.

Article 18 Examination of Financial Statements

18.1 The accounts of the association ("TIDE") shall be examined annually, and the correctness of the financial statements ascertained by the designated independent reviewer, who shall be an accredited accountant or have other appropriate experience (as approved by the Board of Directors) to complete such assessment.

- 18.2 The designated independent reviewer shall be appointed by the Board members.
- 18.3 Unless a special examination is required, the examination will coincide with the term of office of the Treasurer.
- 18.4 The books and records of the club may be inspected by any member of the club (“TIDE”) at the Annual General Meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each member of the Board shall at all times have access to such books and records.

Article 19 Monies Owing

With regards to monies owing to the Team, refer to the TIDE Operations Manual.

Article 20 Fiscal Year

The fiscal year of the Team shall be from September 1st to August 31st of the following year.

Article 21 Amendments to the Constitution

- 21.1 All proposed amendments to the Constitution shall be forwarded to the Board of Directors no later than 14 days prior to the Annual General Meeting (or a Special General Meeting called for that purpose).
- 21.2 A majority of votes cast is necessary for passage. Voting will be a show of hands.
- 21.3 All approved changes or amendments shall be in affect from the date of adoption.

Article 22 Authorization of Expenditures

- 22.1 Expenditures of club funds for materials, equipment or service shall have prior approval of the Board for any expenditure exceeding \$500. Expenditures of less than \$500 can be authorized by the President in consultation with one other Board member on budgeted materials or services.
- 22.2 The President may obtain Board approval between regularly scheduled Board meetings by calling a special meeting, or by contacting Board members electronically or by telephone, in case of urgent requirements.

Article 23 Coaching

- 23.1 The Board shall be responsible for hiring the team Head Coach.
- 23.2 Should a vacancy occur, the President shall appoint a committee to seek, screen and interview applicant.
- 23.3 It will be the responsibility of the special committee to interview the applicants.

23.4 A special meeting may be held to inform the Board of the committee's recommendations.

23.5 When a coach has been selected, a contract shall be drafted by the committee, in consultation with the Board, to include but not limited to: salary, duties and responsibilities, duration, grievance procedure, and termination procedure.

Article 24 Liability Insurance for Board Members

Liability insurance for all Board members will be covered under SNB liability insurance policy.

Article 25 Disclaimer

The Board or members will not be held liable for actions against the TIDE organization.

Article 26 Dissolution

In the event of the dissolution of the TIDE organization, its assets, after payment of its liabilities and expenses, including any refund of unearned membership fees, shall be transferred to Swimming New Brunswick.

Approved June 2017