

LINDSAY LIGHTINGBOLTS SWIM CLUB BYLAWS

June 2016

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Article 1: NAME

The official corporation name of this organization is “The Lindsay Swim Club”; however, the club uses the name “The Lindsay Lightningbolts Swim Club”, hereafter called “LLSC”.

Article II: LLSC MEMBERSHIP

1. Voting
 - a. Parents of swimmers in the Swim Club
 - b. Active swimmers, 18 years of age or older
 - c. Coaches
2. Non-voting
 - a. Active swimmers who have not attained the age of 18
 - b. A limited number of members with a record of useful service in assistance to the Swim Club may be elected to Honorary Membership by the Board of Directors.

Article III: BOARD OF DIRECTORS

The affairs of the Swim Club shall be administered by a Board of Directors which shall consist of a minimum of 6 voting members to a maximum of 9. The following chair positions are available. Positions marked with an asterisk are mandatory. A single board member may fill more than 1 position, but only receives 1 vote.

1. President *
2. Registrar*
3. Meet Manager *
4. Treasurer *
5. Secretary *
6. Officials Chair *
7. Fundraising Chair *
8. Head Coach *
9. Member at Large

The Directors shall be elected for a one-year term. An Annual General meeting shall be held in June of each year and Directors will be established for the upcoming season. If there is more than one person interested in one position, a vote will be conducted by ballot.

Article IV: VACANCIES: BOARD OF DIRECTORS

All vacancies, except the presidency, shall be filled until the expiration of the original term by a majority vote of the remaining Board Members.

Article V: DUTIES: BOARD OF DIRECTORS

1. The Board shall have authority over all interests of the LLSC and shall specify Directors' duties.
2. The Board shall authorize non-budgeted expenditures of LLSC funds over \$500.00.
3. The Board shall contract the services of a Head Coach and direct his/her duties.
4. The Board shall annually determine LLSC fees.
5. The Board shall be responsible for strategic planning.
6. Specific powers and duties shall be as follows:
 - a. President: The President shall preside at all meetings of the LLSC and the Board of Director's and shall call all meetings and prepare agendas.
 - b. Treasurer: The Treasurer shall receive and hold in safe keeping all monies paid to the LLSC, and keep account of all receipts and expenditures. The Treasurer will provide balance sheets and income statements at Board meetings.
 - c. Secretary: The secretary shall keep record of proceedings (including email decisions and discussion) of the LLSC and conduct correspondence involved in the work of the Swim Club.
 - d. See Appendix A for additional duties performed by the Board of Directors.

Article VI: QUORUM

Five members shall constitute a quorum of the Board. Ten voting members of the LLSC shall constitute a quorum of an LLSC general meeting.

Article VII: MEETINGS OF THE BOARD

1. A meeting of the Board shall be held at the discretion of the President.
2. LLSC members are welcome to attend meetings. They have no vote as they are not members of the Board.
3. Others may be invited by a Board member, to attend in an advisory capacity.

Article VIII: GENERAL MEETINGS

1. The Annual General Meeting (AGM) shall be held in June as the LLSC approaches the end of the swim season. Notice of the time, place and date shall be served by email upon each member entitled to vote, not less than ten days before the meeting.
2. General meetings of the LLSC may be called at the discretion of the Board. Notice of time, place, date and purpose of such meetings shall be served upon each member entitled to vote, not less than ten days before the meeting.
3. Ten voting members of the Swim Club shall constitute a quorum.

Article IX: AMENDMENTS

There being a quorum, the by-laws may be amended by a majority vote of the members present and voting at any general meeting of the Swim Club, providing that the proposed amendment has been served to each voting member at least ten days prior to the date of the meeting.

Article X: SERVICE ON THE BOARD

1. Prior to the Annual General Meeting, the Board will call for nominations from voting LLSC members for those positions which shall be vacant for the following swim season. In addition, a member may put his/her name forward for a position that is not vacant. If two or more names are put forward for one position, a vote will take place to select a person for that position. Voting will take place as per ARTICLE III.
2. The Board can waive ARTICLE XI (1) at its discretion, to accommodate unforeseen circumstances.

Article XI: REMOVAL OF A BOARD MEMBER

No Member of the Board of Directors shall be removed for arbitrary reasons, but may be removed if:

1. The Director is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons:
 - a. If she/he becomes incapable of performing the business of the Club
 - b. If she/he is absent from 3 or more consecutive meetings of the Board without satisfactory reason
2. The Director has compromised the integrity of the Club due to, but not limited to, any of the following reasons:
 - a. If she/he has been proven to be in violation of the Swim Ontario Comprehensive Code of Conduct and Ethics
 - b. If she/he has failed to properly account for monies or other property belonging to the Club
 - c. If she/he has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Club.

A Member of the Board of Directors holding his or her respective position(s), as Director or other position(s), may be removed from office by the Board of Directors for good and sufficient cause by a 2/3's vote of the Board of Directors present, provided notice to remove the Director has been given to all Directors of the Club. If a Director is removed by the Board of Directors, the Board of Directors may appoint a successor to the position(s) for the remainder of the term(s) being filled.

A Member of the Board of Directors may also be removed from office for good and sufficient cause at a meeting of the Members of the Club provided notice to remove the Director has been given to persons entitled to attend the Members' meeting. If a Director is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill all position(s) held by the removed Director for the remainder of the term(s) being filled.

Article XII: INDEMNITY

Members of the Board of Directors or other servants to the Club, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club and Swim Ontario against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective willful neglect of default.

EFFECTIVE DATE:

These by-laws enacted by the directors of the Club as a meeting duly called and held with two thirds of the board members present.

Approved by the Board on the 26th day of May, 2016

President: Mary Cossarin

Secretary: Karen Brasier

Confirmed by the voting members of the Club at the annual general meeting of members held on the 7th day of June, 2016.

President: Mary Cossarin

Secretary: Karen Brasier

All prior by-laws of the club are repealed. This repeal will not affect any previous operations or contracts underway at the time of repeal.

Appendix A:

A. FINANCE AND PLANNING DUTIES OF THE BOARD OF DIRECTORS

Responsibilities

1. Ensure the long term financial viability of club
2. Search means of improving finances of club
3. Liaison/Contract with the City of Kawartha Lakes and the Head Coach

Activities

1. An annual financial statement must be prepared for the membership acceptance at the June AGM.
2. The Financial year, for income tax purposes, runs January 1 – December 31.
3. Set registration fees, fee schedule, and fundraising commitments.

Pool Contracts

1. Contracts with the City of Kawartha Lakes must be signed and obtained prior to the swim year.

Coaching Contracts

1. The Head Coach contract is negotiated. The Head coach is responsible for contract negotiation with the remainder of the coaching staff, with the input and acceptance of the Board.

B. FUNDRAISING DUTIES OF THE BOARD OF DIRECTORS

Responsibilities

1. Plan appropriate and reasonable fundraising activities.
2. Organize, plan and manage all fundraising activities
 - a) promote fundraising to club members
 - b) keep accurate records on all transactions
 - c) Organize and prepare all bank deposits records for the treasurer in accordance to treasurer's guidelines.
3. Maintain accurate and adequate records to track fundraising balances for membership.
4. Ensure the liability to the club is reasonable and no activities are illegal or otherwise jeopardize the financial stability or reputation of the club
5. New activities or substantial changes to an activity will require Board acceptance.

Events

1. Run each fundraising activity
2. Swim-a-Thon
 - a. set the date with the head coach
 - b. register online with Swim Ontario
 - c. promote event to membership

C. MEETS AND OFFICIALS DEVELOPMENT

The Board is responsible for all LLSC meets and officials' development.

Responsibilities

1. Organize and manage LLSC swim meets
 - a. Pool rental
 - b. Meet sanction and advertising
 - c. Meet management (entries, sessions, on-deck positions, etc.)
 - d. On-deck food
 - e. Provide financial summary to the Treasurer at the conclusion of the meet.

2. Officials
 - a. Development of officials
 - b. Organization of officials for meets that LLSC attends
 - c. Storage and safe keeping of timing equipment and other meet supplies

Events

Swim Meets hosted by LLSC.

D. SPECIAL COMMITTEES

Special Committees will be established as the Board of Directors deems necessary.