

# Calgary Winter Club Sea Sprites Constitution and Bylaws

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## **1.0 Purpose**

The Calgary Winter Club Sea Sprite Synchronized Swimming Club (the “Sea Sprites”) is a competitive Synchro club. The Executive is elected annually from the parents of the swimmers to determine the strategic direction of the Sea Sprites and support the coaches in providing a quality swim program. The Sea Sprites also provides volunteers to organize and run swim meets and to assist other clubs in running meets that our swimmers attend. The Sea Sprites is a member of Synchro AB/Synchro Canada.

## **2.0 Aims**

Our mandate is to provide:

1. An introduction to the Synchro program which provides swimmers with an introduction to the basics of synchronized swimming in a recreational participation-focused setting . (Synchro 1A, B and C).
2. A recreational Synchro (Fun with /Learn to) program which will provide our swimmers an opportunity to develop and improve their skills. Girls in this program work towards attaining stars outlined in the National Synchro Canada Star Program.
3. A Pre Competitive program which will provide our swimmers an opportunity to develop, and improve their skills, with an opportunity to pre-swim figures and/or a team routine in at least one competition.
4. An introduction to competition program which provides swimmers an opportunity to continue to develop and improve their skills in the National Tier1 program in a competitive environment.
5. A competitive program, which will provide the swimmers an opportunity to continue to develop and improve their skills in the National Tier 2-5 program in a highly competitive environment.
6. An elite program, to be pursued as and if required based on the needs of the club. The program will provide swimmers an opportunity to continue to develop and improve their skills in the National Tier 6 Open program. These swimmers would compete in South Trials and Provincials as well as National and eligible International competitions. This program would also provide training which would allow swimmers to make the transition to a Tier 7 level.

Our goal is to have swimmers enter the program at a developmental level, remain with the Sea Sprites until they graduate from high school and beyond. Swimmers who pursue excellence as a member of a competitive swim club learn discipline, commitment, and develop a keen competitive instinct that helps them in all aspects of

their lives. Our expectation is that our swimmers will take the skills they learn and apply them throughout their life in their pursuit of personal excellence. All members must work together as a team as well as individually in order to realize their maximum potential. In summary, we are not only striving for excellence in competitive swimming, but we are also striving to build well-rounded, autonomous individuals who will continue to work for personal excellence after they finish swimming.

### **3.0 Membership**

Membership is open to all CWC members in good standing as recognized by the CWC. Returning swimmers, who pre-register, are given priority. Then, full CWC members will be given priority over wait list members.

With Sea Sprite Board approval an elite level team may be augmented with non-members.

Members of the Sea Sprites will include swimmers, parents and coaches. Voting Members are Parents who are at least 18 years of age.

### **4.0 Fees**

Fees will be determined annually by the Executive to cover expected costs and to allow for a reasonable contingency fund with final approval by the Aquatic Department.

### **5.0 Organizational Structure**

The Board of Directors of the CWC only recognizes one Committee per activity section. The recognized Committee will be the one duly elected at an Annual General Meeting.. The Sea Sprites are a sub-committee of the Aquatics Committee.

All spending must have prior approval from the Executive. The accounts of the Sea Sprites are set up within the CWC accounts. No separate bank accounts can be used.

### **6.0 Executive Members**

The executive members (“Executive”) must be duly elected at an Annual General Meeting of the Sea Sprites unless a vacancy occurs between annual meetings. The Executive may appoint individuals to the Executive to fill vacant positions or to fill additional positions as further needs are identified. Such appointments are only to be in effect until the next Annual General Meeting.

The Sea Sprites Executive consists of several positions as outlined in Section 12.

The Sea Sprites Executive is elected annually at an Annual General Meeting held in May. All Executive Members are unpaid parent volunteers.

The professional staff from the Aquatics department will be a non-voting ex-officio member of the Executive. Unless otherwise stated any items requiring approval of the CWC Management will consider Aquatics Director approval to be such approval.

## **7.0 Term of Office**

The term of office of the Executive shall be one year.

## **8.0 Elections**

The Executive will be elected at the Annual General Meeting of the Sea Sprites. Only Voting Members of the Sea Sprites present at the meeting have the right to vote. Proxies will not be accepted.

Election of the Executive will be done by a show of hands.

## **9.0 Resignations**

Should a member of the Executive resign before his/her term of office is completed, the Executive shall find a replacement for the position for the remainder of the term. The replacement must meet the eligibility criteria for Executive membership.

## **10.0 Removal of an Executive member**

An Executive member may be removed by a 2/3 majority vote of the Executive after a Quorum has been established. Such a vote shall be by a show of hands.

## **11.0 Quorum**

The quorum for an Executive meeting shall be when half the Executive members plus 1 are in attendance after a meeting has been duly called with either seven (7) days notice or waiver of notice by the majority of the Executive. A quorum may be established in person, by email, facsimile or phone.

The quorum for an Annual General Meeting or a Special Meeting shall be when at least five (5) Voting Members of the Sea Sprites are in attendance.

## **12.0 Responsibilities of the Executive**

- a) Be directly responsible to the Sea Sprites membership and the CWC Management. To liaise with the Board of Directors through the Activities Council and Aquatics Committee. All programs, activities and events will require prior knowledge and approval of CWC Management and must follow CWC rules, regulations and policies.
- b) To define governance policies as they relate to the purpose, aims, mandate and future of the Sea Sprites Club.
- c) Be responsible for establishing registration fees for all programs.
- d) To hold Executive meetings as deemed necessary, with a minimum of eight meetings during the year.
- e) General meetings shall be held as necessary with a minimum of 2 per year.
- f) To provide notice of the Annual General Meeting of the Sea Sprites by advertising in the Sea Sprites newsletter at least one month prior to the date of the meeting.
- g) To provide notice of Special Meetings of the Sea Sprites at least one week prior to the date of the meeting.
- h) To submit proposals to the CWC Management for capital projects for the five-year capital plan.
- i) To plan special events, regular activities, registration procedures and other general schedules for submission to CWC Management annually.
- j) To work with CWC Management and the Aquatics Director to establish adequate time in the schedule to insure that a maximum number of members can be accommodated in programs, training and lessons, while allowing open time for the general membership.
- k) Annually review the Rules & Regulations for the CWC and make suggestions in writing to CWC Management for consideration of additions, deletions or changes.

### **Description of Executive Positions**

#### ***PRESIDENT***

- a) Co-ordinate/support the members of the Sea Sprite Club in carrying out the responsibilities of the executive (as stated above).
- b) Strike committees as necessary in consultation with the Sea Sprites Executive.
- c) Chair all meetings, including: registration in September and October, the Annual General Meeting at which you will present the annual year end Club report (which is to be copied to Synchro AB and the Aquatic Director) and oversee elections for the next year's executive.
- d) Set the agenda for all executive and general meetings.
- e) Co-ordinate club activities with the Head Coach.
- f) The Aquatics Director, with input from the President and Vice President will do an annual review of the Head Coach. The review will include expectations, performance appraisal, job descriptions, goal setting, roles and responsibilities. Parent feedback will be solicited prior to the review at meetings and from evaluations.
- g) As part of the budget committee assist in preparing the budget for the upcoming season.

- h) Attend the Synchro Alberta Annual General Meeting (typically held in May or June) and the Club Presidents meeting held by Synchro AB.

### ***PAST PRESIDENT***

Ex Officio Member of the Board

### ***VICE PRESIDENT***

- a) Attend CWC Aquatics committee bi-monthly meetings as the Sea Sprites representative.
- b) Assist the President in their duties as required.
- c) Chair the monthly executive and general meetings in the President's absence.
- d) Co-ordinate the yearly review and update the Sea Sprite Handbook and Club Constitution with the executive.
- e) Attend all Executive and appropriate General Sea Sprite meetings.
- f) Liaise with the Head Coach regarding the Head Coach's monthly report prior to the Executive and General Meetings and report back all decisions from each meeting.

***The Aquatics Director, with input from the President and Vice President will do an annual review of the Head Coach. The review will include expectations, performance appraisal, job descriptions, goal setting, roles and responsibilities. Parent feedback will be solicited prior to the review at meetings and from evaluations.***

- g) Attend the Synchro Alberta Annual General Meeting.

### ***SECRETARY***

- a) Take minutes at all meetings and distribute to executive members, Head Coach, aquatics director, coaches and Synchro binder.
- b) Book all rooms for Registration nights, the Annual General Meeting, Executive and General Meetings.
- c) Collect all registration information from the Registrar and place in the Sea Sprite binder. Ensure all phone lists are distributed to all members.
- d) Correspondence - handle as required.
- e) Maintain the Sea Sprite Handbook.

### ***TREASURER***

- a) Co-ordinate with the Sea Sprites Budget committee (Treasurer, President, Secretary, and Aquatics Director) to prepare a budget for the swim season in consultation with the Head Coach.
- b) Work in co-operation with the Sea Sprites executive to address issues that have a financial impact on the Club.
- c) Prepare the grant application to Synchro Canada and to submit the member's donations to Synchro Canada.
- d) Be responsible for cash deposits.
- e) Maintain the accounting records.
- f) Reconcile the Sea Sprite records with the CWC accounting department.
- g) Reconcile the employee time sheets that have been approved by the Head

Coach/Aquatics Department Director with the Sea Sprites CWC payroll account.

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- h) Submit a monthly financial summary of the income and expenses to the executive and Aquatics Director.
- i) Attend all Executive and appropriate General Sea Sprite meetings.

### **DIRECTORS**

A minimum of two directors will be contact persons for committee positions. Each director will be responsible for ensuring committee coordinators fulfill their obligations and will report to the Executive any information, concerns, etc. on their behalf.

Responsibilities may include:

#### **Director 1.**

Act as Competitive Chair

- a) Responsible to coordinate and report on those responsible for Meet Manager, Music and Sound, Water show, Hospitality, Travel and Chaperone positions.
- b) Attend all Executive Meetings and appropriate General Meetings.
- c) Communicate between Sea Sprites Executive and Synchro Alberta.

#### **Director 2.**

Act as Club Chair.

- b) Responsible to coordinate and report on those responsible for Registration, Newsletter and publicity, Fundraising, Clothing, Social Chair, Photos and the Web Master.
- c) Attend all Executive and appropriate General meetings, as well as the Annual Synchro Alberta General Meeting.
- d) Keep Sea Sprite Executive appraised of Synchro Alberta activities and initiatives.

#### **Other Directors**

The Sea Sprite Executive may appoint a third director to the Board to oversee special activities or programs.

### **13.0 Responsibilities of Members (Code of Conduct)**

Members of the Calgary Winter Club Sea Sprites Synchronized Swim Club include swimmers, parents, and/or guardians of swimmers, Club Executives and/or Committee members, chaperones, officials, Head Coach and coaches. All members are ambassadors for the sport of synchronized swimming in general and the Calgary Winter Club specifically. In all dealings with other Calgary Winter Club Sea Sprites Synchronized Swim Club members, other members of the Calgary Winter Club, and the synchronized swimming community at large (i.e. meets, camps, meeting, practices, special events) every member is expected to:

1. Be courteous, punctual and helpful.
2. Treat everyone with dignity and respect.
3. Participate according to the rules and in the spirit of fair play

4. Adhere to all approved regulations and policies of the Calgary Winter Club as per the Sea Sprites Synchronised Swim Club Handbook.
5. Make restitution for any personal or property damage caused during the Sea Sprites' events.
6. Wear the team uniform, if applicable, when requested to do so.

Members who do not comply with these responsibilities may be subject to disciplinary action by the Executive, up to and including:

1. Suspension from activities,
2. Return home from activities, events, meets, etc at own expense,
3. Removal from Sea Sprites Synchronized Swim Club.

By becoming a Member of the Sea Sprites the individuals agree to abide by the Code of Conduct.

#### **14.0 Annual General Meeting**

The Sea Sprites will conduct an Annual General Meeting once each calendar year in the month of June.

Notice of the Annual General Meeting must be published in the Sea Sprite Newsletter at least one month in advance of the date.

A quorum shall be present for the Annual General Meeting when at least five (5) Voting Members of the Sea Sprites are present.

Any voting Member of the Sea Sprites may attend the Annual General Meeting and shall have the right to make motions and second motions. Only Voting Members present at the meeting have the right to vote. Proxies will not be accepted.

Motions amending the Constitution and Bylaws of the Sea Sprites require a 2/3 majority of voting members present to pass. All other motions require a simple majority of voting members present to pass. A simple majority will be fifty percent of the votes cast plus one vote. In the event of a tie vote, the Chairman of the meeting shall cast the deciding vote.

#### **15.0 Special Meetings**

The Sea Sprites will conduct Special Meetings as required to deal with issues requiring the input and approval of the Sea Sprites members other than the Annual General Meeting.

Notice of Special Meetings must be posted in the Sea Sprites and the CWC Newsletters one week prior to the date of the meeting clearly stating the purpose of the meeting and including an Agenda.

A quorum shall be present for a Special Meeting when at least five (5) Voting Members of the Sea Sprites are present after a Special Meeting has been duly called.

Any Member of the Sea Sprites may attend a Special Meeting. Only Voting Members present at the meeting have the right to vote, make motions and second motions. Proxies will not be accepted.

Motions amending the Constitution and Bylaws of the Section require a 2/3 majority of present voting members to pass. All other motions require a simple majority of voting members present to pass. A simple majority will be fifty percent of the votes cast plus one vote. In the event of a tie vote, the Chairman of the meeting shall cast the deciding vote.

## **16.0 Finances**

The Executive has the authority to establish a Booster Fund and a Prize and Operating fund for the Sea Sprites. The CWC Management will approve and maintain all funds.

Registration fees for programs, entry fees for special events, additional levies on entrance fees for programs or by such projects that conform to the CWC rules and are approved by the CWC Management, may generate funds. Any funds at year-end will be carried forward to the following year.

All Funds must be self-supporting and will not be supplemented from the general funds of the CWC.

CWC Management will approve the budget for special events to ensure that they are self-supporting. A special event may be designated as a fund-raiser by requesting approval in writing from the CWC Management prior to the event. The Executive must keep CWC Management advised of current and future financial activities. The CWC will maintain all accounts in the name of the Sea Sprites.

A contingency fund will be kept in order to begin operations each fall. The contingency fund is estimated to be the cost of five (5) senior swimmers' annual fees.

## **17.0 Amendments to the Constitution and Bylaws**

Any Sea Sprite Voting Member in good standing as recognized by the Sea Sprites may propose an amendment to the Constitution and Bylaws. Proposed amendments must be submitted in writing to the Sea Sprites, the Aquatics

Committee and to CWC Management. Proposed amendments must be presented at least forty-five (45) days before the next Sea Sprites Annual General Meeting.

Amendments to the Constitution or Bylaws of the Sea Sprites will not be accepted from the floor at any meeting. All amendment procedures must follow CWC policies and procedures.

Bylaws may be enacted or amended by a majority vote of the Executive as required. Such regulations or amendments must be presented at the next Annual General Meeting for ratification by the membership at large. If they fail to be ratified they will cease to be effective and may not be re-enacted by the Executive for one calendar year.

Any amendment to be accepted or ratified must pass by a vote of 2/3 of the Quorum present and eligible to vote at the Annual General Meeting or Special Meeting of the Sea Sprites.

All Amendments become effective immediately after they are passed, unless the motion of Amendment specifies otherwise.