

COLLINGWOOD CLIPPERS SWIM CLUB

CONSTITUTION

Approved by general membership June 2020

1. NAME

The Club will be called Collingwood Clippers Swim Club and will be affiliated with Swim Ontario and Swimming Canada. The Club may also be referred to as CCSC.

2. GUIDING PRINCIPLES

The mission statement of the Club is:

To develop the character traits, technical skills and intense desire necessary for maximum realization of each individual's potential, and to aid in the pursuit of excellence in the sport of competitive swimming.

The Club philosophy is:

We provide an opportunity for boys and girls to be a part of a competitive swimming team for all ages (generally ages 5-18) and ability levels which allows the athlete to progress and excel to their maximum potential. When a youngster joins the Club, he or she becomes engaged in a sport that can be enjoyed for a lifetime. The emphasis is not necessarily on winning or losing but on personal development. They learn sportsmanship, teamwork, physical fitness, and acquire skills that will stay with them for the rest of their lives.

The purpose of the Club is:

To promote an interest in competitive swimming, to develop the fullest potential of the swimmer and to encourage good sportsmanship, self-discipline and team play.

3. MEMBERSHIP

All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept the regulations and codes of practice, known as the Policies and Procedures, which the Club has adopted. Upon registration with the Club, swimmers will be enrolled as Non-Voting Athletic Members. The athlete(s) parents and/or guardians will be enrolled as one Voting Member Family, regardless of number of athletes per family.

Meetings

- Membership meetings will be held at least twice per fiscal year. These meetings may be held as part of a Club event, or may be held virtually at the discretion of the Board of Directors.
- The Fall Membership Meeting is to be held in the first quarter and will be for the following purposes: outlining the coming year's program, appointing committees, presenting the annual budget and fundraising plan, information sharing, and identifying the Club Constitution, Policies and Procedures, and Team Manual.
- The Spring Membership Meeting is to be held in June and will be for the following purposes: electing Directors to the Board, and presentation of an Executive report.
- Nominations for the Board of Directors shall be sent to the Club Secretary at least 1 week prior to the Spring Membership Meeting.
- The quorum for Membership Meetings will be 25% of the Voting Membership.

- The Board of Directors has the right to call Extraordinary Membership Meetings in addition to the regularly scheduled Fall and Spring Membership Meetings. Procedures for the Extraordinary Membership Meetings will be the same as for the Fall and Spring Membership Meetings.

Appointment of Committees

Presentation of various committee needs, including a Terms of Reference for each committee, will be presented at the fall membership meeting. Committee chairs will be chosen and committee appointments may be made at this time. Any other committee needs will be appointed by the Executive as the need arises.

Committee Terms of Reference will include:

- Purpose of committee
- Timeframe for committee's existence
- Recommendation for number and representation of members on committee
- Reporting timeline and expectation of committee's work product
- Committees will be formally dissolved by the executive.

Notice of meetings

Notice of Fall and Spring Membership Meetings shall be given in writing. Notice will be sent to all Voting Members via email and posted on the CCSC website at least two (2) weeks prior to the date of the meeting.

Voting

- Each Voting Member Family present and in good standing, at the membership meeting has one (1) vote.
- The Board of Directors may, at any time outside of Membership Meetings, put forth items requiring a vote by the Membership. Votes will be received via email and a decision carried based on 25% participation of Voting Member Families, in good standing.
- One (1) Voting Member Family, present at a Membership Meeting, may submit one (1) Proxy Vote from another Voting Member Family, in good standing. A Proxy Vote will be considered if it includes the name of the absent Voting Member Family and the name of the Proxy. The Proxy Vote must be dated and signed by both parties within five (5) days of the meeting. Proxy Votes shall be submitted to the Club Secretary prior to the meeting's call to order.

4. REGISTRATION/MEMBERSHIP DUES

Membership Dues will be set annually and agreed upon by the Board of Directors before July 30. Membership Dues can be paid before commencement of the swimmer's season. Alternatively, a payment installment plan shall be available to Members.

Annual affiliation fees for Swimming Canada and Swim Ontario must be paid upon registration each year. Other mandatory fundraising bonds may be charged in addition to Membership Dues and Affiliation Fees.

5. BOARD OF DIRECTORS

The affairs of the Swim Club shall be administered by a Board of Directors (also referred to as the "Board") 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.

- President*
- Treasurer*
- Secretary*
- Registrar*
- Meet Coordinator*
- Officials Chair*
- Fundraising Chair*
- Head Coach*
- Member at Large

Prior to the Spring Membership Meeting, the Board of Directors will call for nominations from Members for those positions that will be vacant the following season. If there is more than one person interested in one position, a vote will be conducted by closed ballot. The standard term for each Board of Directors position is 2 years. All Board Members are eligible for reappointment. Should a position remain open after the Spring Membership Meeting, the Board may appoint a Member to hold the position until the next Membership Meeting. Should a position be vacated during the term, the Board may appoint a replacement Member to hold the position until the next Membership Meeting. Under these circumstances, it is recommended that the Board invite nominations from the Membership.

The Board of Directors will be responsible for adopting new policy, codes of practice and rules that affect the organization of the Club. The Board of Directors will have powers to appoint sub-committees and advisors to the Board, as necessary, to fulfill its business. The Board of Directors will be responsible for disciplinary hearings of Members who infringe the Club rules, regulations, or Constitution. The Board of Directors will be responsible for taking any action of suspension or discipline following such hearings.

The Board of Directors will be responsible for recruitment, selection, and hiring of the Head Coach. The Head Coach will be responsible for the recruitment, selection, and hiring of all assistant coaching staff.

Meetings

Board meetings shall be held every month during the swim year (September – June) and once during the summer, with a minimum of six (6) meetings annually. Additional meetings may be called at the discretion of the Board of Directors.

Each Board Member is expected to attend all monthly and membership meetings. The Board of Directors may, at their discretion, remove, or remove and replace a Member, for continued absences of monthly or membership meetings.

Board Meeting Minutes shall be posted to the Club Website once approved by the Board.

Voting

Each member of the Board shall have one vote at meetings of the Board of Directors. Decisions are made by majority.

Quorum - Five members of the Board of Directors shall constitute a quorum for the purpose of conducting the business of the Board of Directors.

Conflict of Interest - Board Members must declare a conflict of interest and excuse themselves from the vote participation if the issue or topic benefits the Board Member individually only, or their individual Voting Family Membership only.

6. FINANCE

The Treasurer will be responsible for the finances of the Club.

Fiscal year

The fiscal year of the Club shall be from August 01 through July 31.

Audit

Each year an independent external certified accounting professional shall be appointed to review the books and prepare a financial statement.

Bank Account

All club monies will be banked in an account held in the name of the Club. The Treasurer will establish and/or maintain the Club bank account. Any two of the President, Secretary and Treasurer will be the signing officers.

Annual Budget

The current Board of Directors shall provide a proposed budget, including Membership Dues and projected enrolment targets, to the incoming Board Members, by June 30.

At the Fall Membership Meeting a statement of annual accounts, for the most recent swim season, which has been reviewed by an independent external certified accounting professional, will be presented by the Treasurer, or designate. The Treasurer, or designate, shall also present the annual budget for the current swim season.

At the Spring Membership Meeting, the Treasurer, or designate, shall present a statement reflecting the current season's actual budget, current to within one week of the date of the meeting, and a fiscal year-end forecast.

7. DISCIPLINE

Athletes who fail to follow the Code of Conduct as described in the Policies and Procedures, and the Team Manual will be required to follow a progressive discipline program.

Progressive Discipline Program

First instance of inappropriate behaviour

Athlete shall be interviewed by a member of the coaching staff regarding the nature of the behaviour, counseled as to expectations to move forward and the implications of their behaviour on their team. ***Repeated instances of inappropriate behaviour***

Athlete and all involved parties will be required to attend an interview with the coach, a Board Member, and the parent/guardian of the athlete. This interview will result in an agreed plan to restore a satisfactory level of conduct from the athlete. Recurrent poor conduct will result in suspension and/or expulsion of the athlete from the Club without refund of the Membership Dues or other fees.

8. ACCOUNTABILITY AND TRANSPARENCY

Accountability and transparency are standards that enhance the relationship of trust between all Members of the Club. They are achieved through the Club adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible

to its Membership. In addition, wherever possible, the Club will engage its stakeholders throughout its decision-making process which will be open, visible and transparent to them. The Club has adopted policies which ensure that participation by the Membership can be meaningful and effective, through timely disclosure of information by various means including email, websites, Membership Meetings, etc.

9. AMENDMENTS TO THE CONSTITUTION

Amendments, additions, or deletions to the constitution must be passed by a 75% majority vote of the Voting Membership present at a Membership Meeting, with quorum achieved. Written notice of motion(s) to change, delete, or amend the existing Constitution must be given to the President a minimum of two (2) weeks prior to giving notice of a Membership Meeting. The President shall include same with the notice of the Membership Meeting date.

10. RULING ON CONSTITUTION

The Board of Directors shall have the authority to interpret any provision of this Constitution that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the Mission and Purpose of the Club.

11. DISSOLUTION OF THE CLUB

A resolution to dissolve the Club can only be passed at a Membership Meeting or Extraordinary Membership Meeting, with quorum, through a 75% vote of the Voting Membership. In the event of dissolution, any remaining assets of the Club will be distributed per recommendation by the Board of Directors, and approved by a majority vote, with quorum, from the Voting Member Families.

12. DECLARATION

The Collingwood Clippers Swim Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members. These by-laws were enacted by the Directors and Voting Members of the Club at a Membership Meeting duly called and held, with quorum, and a 75% majority vote of the Membership present.

Approved on the 23 day of June, 2020

SIGNED: 

DATE: June 23/2020

NAME: Chris Riddess

POSITION: Club President

SIGNED: 

DATE: June 23, 2020

NAME: Ian Paterson

POSITION: Club Treasurer