



## **Belleville Youth Swim Team CONSTITUTION**

### 1.0 INTRODUCTION

The BYST is a competitive swimming team with the Ontario Section of Swimming/ Natation Canada (SNC). Furthermore, the team as part of Swim Ontario has been designated as belonging to the Eastern Region, and is therefore a member of the Eastern Ontario Swimming Association (EOSA). No action will be undertaken by the BYST which is contrary to the By-Laws or decisions of Swim Canada's Section.

### 2.0 OBJECTIVES OF THE BYST

Mission Statement: The Belleville Youth Swim Team is dedicated to the growth and development of all aspects of the individual swimmer within a positive team atmosphere.

The objectives of the club are:

- a. To foster the development of competitive swimming in the Belleville area.
- b. To promote swimming as a means of healthful exercise and as a means for improving the physical fitness of our youth.
- c. To promote the development of good citizenship and good sportsmanship through participation in amateur swimming.

### 3.0 MEMBERSHIP

#### 3.1. Eligibility

All individuals who display the aptitude for competitive swimming in the Belleville area are eligible to apply. However, due to limited facilities and coaching staff, the executive has the right to limit membership.

#### 3.2. Swimming/ Natation Canada

All swimmers will, other than during a brief trial period of two weeks, become members of Swimming/ Natation Canada (SNC).

#### 3.3. Fees

Only swimmers who have paid the BYST membership fee are allowed to attend practices.

#### 3.4. Suspension or termination

The executive has the authority to suspend or terminate (normally at the recommendation of the coach) membership provided disciplinary procedures outlined in the BYST handbook have been followed and documented.

## 4.0 THE EXECUTIVE

### 4.1. The executive shall consist of the following voting members:

- 4.1.1. President – elected
- 4.1.2. Past President – term to last six months after step-down
- 4.1.3. Vice-President – elected
- 4.1.4. Treasurer – elected
- 4.1.5. Secretary – elected
- 4.1.6. Committee Chairpersons – Maximum of three appointed by President

### 4.2. Election of executive officers shall be conducted at a General Meeting of parents of swim team members. The terms of all elected executive officers shall be for two years, with the Past President remaining for a further 6 months without a vote. All effort will be made to limit the change of executive to not exceed 50% in any given year.

### 4.3. President's Responsibilities

- 4.3.1. The President shall preside at all general and executive meetings.
- 4.3.2. The President shall call meetings as may be required.
- 4.3.3. The President shall appoint members of the executive other than the Secretary, Treasurer and Vice-President.
- 4.3.4. The President shall be a signing officer.
- 4.3.5. The President shall perform such duties as normally are the functions of a President of such an organization.

### 4.4. Vice-President's Responsibilities

- 4.4.1. The Vice-President shall act as President when the President is absent.
- 4.4.2. Be one of the signing officers.
- 4.4.3. Carry out duties as assigned by the President.
- 4.4.4. To carry a vote at meetings.

### 4.5. Secretary's Responsibilities

- 4.5.1. Attend and act as a recording secretary at all executive and general meetings.
- 4.5.2. Maintain BYST files and general correspondence.
- 4.5.3. Give all notices of executive and general meetings.
- 4.5.4. To carry a vote at meetings.

### 4.6. Treasurer's Responsibilities

- 4.6.1. Collect all monies belonging to the team.
- 4.6.2. Make payment of all accounts.
- 4.6.3. To be one of the signing officers.
- 4.6.4. Provide a financial statement at each meeting.
- 4.6.5. Accomplish other duties as assigned by the President.
- 4.6.6. Carry a vote at meetings.

### 4.7. Replacement of Executive members (abdication, removal) will require a vote from currently participating families. Families representing one-third of the swim current membership are required with a quorum of 50% plus 1.

#### 4.8 Executive Resignation and/or Removal

- 4.8.1. An Executive member other than the President may resign with one month's written notice to the President. Should the President resign, two-month's written notice is required.
- 4.8.2. An Executive member may be removed from office by a resolution of the Board, provided the member has been given notice of and the opportunity to be present and to be heard at the meeting of the Board where a resolution is put to a vote. An Executive member may also be removed by Special Resolution of the members passed at a General Meeting, provided the member has been given notice of and the opportunity to be present and to be heard at the General Meeting where such a Special Resolution is put to a vote. Such a Special Resolution to remove an Executive member must be proposed by a minimum of club members.
- 4.8.3. An Executive member who fails to attend four consecutive Executive meetings without good cause shall cease to be a member of the Executive without the need for following the direction in 4.8.2.

#### 4.9 Executive Meetings

- 4.9.1 The Executive shall meet as often as necessary or as called by the President but no less than every 90 days.
- 4.9.2 The President or designate shall chair the Executive meetings and shall have a deciding vote in case of a tie.
- 4.9.3 Executive quorum shall be 50% plus 1. Votes on issues shall be 50% plus one of the executive committee regardless of the quorum.
- 4.9.4 The Executive may use electronic means to register a vote but the results must be recorded in the minutes of the Executive Meeting immediately following the vote.
- 4.9.5 To ensure timeliness on certain issues, the President may call for an ad hoc meeting of Executive committee members. In the case of an ad hoc meeting, the results of the meeting shall be recorded in the next Executive Meeting minutes.

#### 5.0 COMMITTEE MEMBERS

- 5.1. Appointments to committees will be the responsibility of the BYST President.
- 5.2. The President will assign the responsibilities of the committees.

#### 6.0 GENERAL MEETINGS

- 6.1. General meetings must be called annually to elect the BYST executive. The President may call additional general meetings.
- 6.2. General meetings are open to any interested person. However, only families of registered swimmers or designated executives have the right to vote. Votes at General meetings are allotted on the basis of one vote per registered family.
- 6.3. Families representing one-third of the swim current membership are required to constitute a quorum at any General Meeting.
- 6.4. Any immediate voting required may be done electronically, through e-mail. The vote will be passed with 50% plus 1 of the registered families on the day of the vote.

#### 7.0 FINANCE

- 7.1. A BYST membership fee may be assessed by the membership at a General Meeting.
- 7.2. The financial year of BYST will be from September 1<sup>st</sup> to August 31<sup>st</sup> of the following year.
- 7.3. Two signing officers shall sign cheques.

8.0 AMENDMENT OF CONSTITUTION

The constitution may be amended at any BYST general meeting by a majority of the registered families on the day of the vote and provided that notice of the amendment has been circulated to all parents of swimmers of BYST in advance of the meeting and that the meeting and vote are conducted under the terms governing the General Meetings.

This constitution was ratified at a General Meeting of the Belleville Youth Swim Team by a special vote on \_\_\_\_\_ at \_\_\_\_\_. In ratifying this Constitution, the Members repeal the prior Constitution of the BYST, provided that such repeal does not impair the validity of any action done pursuant to the repealed Constitution. This Constitution shall come into force on \_\_\_\_\_.

As recorded by: \_\_\_\_\_ (Secretary) and approved by  
\_\_\_\_\_ (President) on \_\_\_\_\_ (Date).

President's Signature: \_\_\_\_\_

Vice-President's Signature: \_\_\_\_\_

Passed By Vote On: \_\_\_\_\_