



# *Beaconsfield Synchro Constitution*

Approved: Sept.25, 2011

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### **1. Name**

The club's official name will be "Beaconsfield Synchro".

### **2. Purpose**

Beaconsfield Synchro is a non-profit, developmental club in Montreal's West Island that promotes fun, friendship and fitness through the sport of synchronized swimming.

### **3. Membership**

All active athletes, parents, coaches and volunteers make up the membership of Beaconsfield Synchro and can participate in meetings of the club.

Member athletes who are in good standing with the club can participate in lessons and/or team routines at the discretion of the Head Coach and based on their level of skill, however only member athletes in good standing who are on a team will be eligible for extra routines (solos and duets).

All members are expected to contribute to the club in a way that is respectful of other club members and contributes positively to promoting fun, friendship and fitness through synchronized swimming.

Membership in the club may be suspended or cancelled in exceptional cases. Specifically:

- i. Membership in the club may be suspended or cancelled by a unanimous vote of the Executive Committee in situations such as: failure to pay fees, inappropriate behaviour, or for violating club policy.
- ii. Notice of membership suspension or cancellation must be made in writing to the member in question within 10 days of the decision and sent by registered letter. In the case of suspension, this letter must include a statement of the conditions that the member must meet to have their suspension lifted.
- iii. In all cases, those with a suspended or cancelled membership may not participate in the activities of the club, with the exception of Special Club Meetings and the Annual General Meeting (AGM).
- iv. The Executive Committee can reinstate suspended members if the conditions for lifting the suspension are met. In the case of cancelled membership, reinstatement is not possible for the remainder of the season.
- v. All membership suspensions and cancellations must be reported at the Annual General Meeting for the season in which the suspension/cancellation is made.

#### **4. Fees**

Club fees must be paid by all active athletes or their parents/guardians. These fees cover relevant expenses associated with club activities including:

- i. **Club Fees:** Club fees include all coaching, facility rental, equipment purchase or rental, and Synchro Quebec affiliation fees. These fees and their payment schedule will be announced before fall registration.
- ii. **Competition Fees:** Competition fees cover registration, transportation and accommodation fees for a specific competition as well as associated competition fees, including per-diems for coaches and judges. Competition fees will be determined by the Executive Committee based on expected costs and are due before the competition begins.
- iii. **Uniforms and Bathing Suits:** Athletes are required to have a club uniform and team/duet/solo bathing suit(s) for competitions. The cost of uniforms and bathing suits will be announced before the first competition.
- iv. **Exceptional Fees:** In exceptional cases, fees that are above and beyond those outlined above may be required by the club to cover costs. Exceptional fees must be approved by a majority vote at a full club meeting.

Athletes who do not pay fees may have their membership suspended and/or cancelled (see Article 3: Membership).

Athletes who have not paid the fees for a prior season will not be allowed to register for lessons or teams in subsequent seasons.

In the event of suspended or cancelled membership, or if a swimmer chooses to stop swimming with the club prior to February 1<sup>st</sup>, a cancellation fee may be charged and prorated fee reimbursement will be provided. If an athlete stops swimming after Feb. 1<sup>st</sup> for reasons other than medical necessity (doctors note required), there will be no fee refund.

## **5. Executive Committee**

The Executive Committee is responsible for overseeing the activities of the club and the coaching staff. The Executive Committee is responsible for acting in the best interest of the club and is elected by the voting members of the club at the Annual General Meeting (AGM).

### **i. Positions and Responsibilities**

The Executive Committee is comprised of: President, V.P. Communications, Treasurer, Secretary and Head Coach (Ex officio member). With the exception of the Head Coach, who has additional duties outside of the executive committee (as defined in article 6.i), the specific responsibilities for each Executive Committee member are as follows:

- a. President
  - Works with the Head coach to make sure that the club runs smoothly and remains faithful to its purpose as stated in article 2.
  - Maintains communication with Synchro Quebec.
  - Organizes monthly meetings of the Executive Committee.
- b. V.P. Communications
  - Ensures that club members are kept up to date with the news and activities of the club.
  - Promotes the club to the general public.
  - Oversees the recruitment and scheduling of volunteers.
- c. Treasurer
  - Manages the club's budget, payroll, banking, financial records, taxes, and receipts.
- d. Secretary
  - Records Executive Committee minutes and distributes them to Executive Committee members
  - Records AGM minutes and ensures that they are made available to members via the club's website.
- e. Head Coach (Ex-officio member) (for non-executive Head Coach responsibilities, see article 6.i in this document)
  - Ensures that the Executive Committee is kept up to date regarding club news.
  - Represents the coaches and the swimmers on the executive committee.
  - Communicates with the host pool(s) on behalf of the club.
  - Selects the competitions that teams will compete at.

Note: With the exception of items involving the renewal or termination of the Head Coach's contract, the Head Coach has a vote on the Executive Committee.

**ii. Head Coach Selection and Coaching Salary Scales**

In addition to the responsibilities listed above, the members of the Executive Committee are responsible for selecting the Head Coach and establishing the coaching salary scales for the season.

**iii. Approval of Financial Transactions**

All cheques and withdrawals made from the club bank account must be signed by two members of the Executive Committee – one of whom is usually the treasurer. Two signatures are required at all times.

**iv. Elections and Terms of Office for Executive Members**

Executive Member elections are to be held at the AGM and the usual term in office is 2 years. Only club members in good standing can run for Executive positions.

Election Voting Procedure:

- a. In all cases, the winning candidate must have the support of a majority of eligible voters present for the vote. In the case of a tie between two or more candidates, the executive member chairing the vote may choose to act as a tiebreaker or have the matter put to a re-vote.
- b. The voting procedure for the election of a specific member of the Executive Committee cannot be chaired by that member. In such a case, the chair responsibilities must be transferred to another Executive Committee member until the voting for that position is complete.

Terms of Office:

- c. Each elected member of the Executive Committee is elected to serve a two-year term.
- d. No member can serve more than 3 consecutive terms on the Executive Committee.

Vacant Executive Positions:

- e. In the event that an executive position is vacant during the course of the season, the executive committee can fill that position for the remainder of the season with a temporary member of their choosing. No more than two temporary executive members are allowed on the committee at the same time. If a third position is vacant or if the executive cannot agree on a temporary replacement then a Special Club Meeting must be called to resolve the issue. The club membership must be immediately informed any time a temporary executive position is filled.

**v. Executive Committee Meetings:**

Executive meetings should be held at least every six weeks between registration and the end of the winter competitive season. Notice for meetings must be made at least one week prior to the meeting and the general membership should be informed. The President of the Executive Committee or her/his designate will chair the meeting. All members of the Executive Committee are expected to attend and these meetings are open to all club members in good standing so long as a request is made to the club President three (3) days before the meeting. In general, all decisions of the Executive Committee should be made in unanimous fashion, however when unanimity is not possible, a minimum of 3 votes is required to approve an item before the Executive Committee. With the exception of items involving the renewal or termination of the Head Coach's contract, the Head Coach has a vote on the Executive Committee. Club members who are not members of the Executive Committee cannot vote at Executive Committee meetings. Quorum for all Executive Committee meetings is 3 elected members of the committee.

**vi. Removal of an Executive Committee Member**

An Executive Member may be removed from the committee by a unanimous vote of the other Executive Members in the following cases: violation of the club constitution or policies, inappropriate behaviour, or loss of membership. An Executive Committee member may also be removed by a majority vote at a special meeting of the club membership. In the event of removal, the membership of the club must be informed within 10 days of the decision.

**vii. Termination of the Head Coach's Employment Contract**

When circumstances justify it, the Head Coach's employment contract can be terminated in one of two ways:

1. The Head Coach's employment contract can be terminated by a unanimous vote of the Executive Committee (Excluding the Head Coach herself – as per article 5.i.e) and a majority vote at a Special Club Meeting.
2. The Head Coach's employment contract can be terminated by a majority vote of the Executive Committee (Excluding the Head Coach herself – as in item 5.i.e in this document) and a two-thirds majority vote at a Special Club Meeting.

## **6. Coaches**

All coaches are expected to represent the best interests of their athletes, teams and the club when involved in club activities or when representing the Beaconsfield Synchro.

All coaches are expected to sign a contract of employment with the club and will be treated with respect and fairness by the club and its members.

All coaches must have completed their National Lifeguard Certificate and must have appropriate coaching certification as per Synchro Quebec.

### **i. Head Coach**

#### Responsibilities

The Head Coach is responsible for overseeing all aspects of athlete training and development. The Head Coach is selected by the Executive Committee as outlined in article 5.ii and termination of the Head Coach's contract is as outlined in article 5.vii of this document. The specific responsibilities of the Head Coach include:

- a. Hiring all coaches with the approval of the Executive Committee
- b. Assigning athletes to appropriate levels, teams and extra routines
- c. Assigning coaches to lessons, teams and extra routines
- d. Supervising club coaches, including:
  - a. Monitoring and approving all routines and timelines for their completion
  - b. Completing mid-year and end-of-year reviews of all coaches
  - c. Overseeing coach qualifications
- e. Overseeing and keeping up to date on Synchro Quebec rules, rule changes and memos, and passing along all relevant information to her coaching staff.
- f. Answering parent questions and concerns regarding the athletes, routines and competitions.
- g. Promoting the club throughout the year – including during the summer months.

#### Athlete Suspensions

In the case of temporary suspensions of an athlete by a coach (see article 6.ii.d below) the Head Coach may decide, upon hearing from both the coach and the athlete in question, to impose an additional temporary suspension of the athlete for up to one week. All such additional suspensions must be reported to the Executive Committee and should be communicated to the athlete by the Head Coach in person.

#### Competitions

During competitions, the Head Coach also has the following special responsibilities:

- h. She must attend all coaches meetings

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- i. She has the final say in all decisions regarding the athletes, routines and her coaching staff, including temporary suspensions and cancellations from the competition at hand
- j. She is responsible for all communications with Synchro Quebec and the competition organizers

### **ii. Coaches**

Coaches are directly responsible for the development of their team(s), duet(s) and solo(s). More specifically:

- a. The Head Coach, with the approval of the Executive Committee, hires coaches.
- b. The Head Coach, with the approval of the Executive Committee and in cases where the situation merits such action, can terminate a Coach's contract. In the event of a termination, the coach may appeal that decision directly to the executive committee.
- c. Coaches are expected to attend all scheduled practices for their team(s), duet(s) and solo(s). In the event that a practice will be missed, the coach is responsible for informing the Head Coach with as much advance notice as possible and will follow the Head Coaches instructions regarding a replacement coach or re-scheduling of practice.
- d. A coach may temporarily suspend an athlete until the next practice (or club activity, whichever comes first) when the situation merits such action. Such situations include but are not limited to: disrespectful language or actions by an athlete; situations where an athlete is injured or at risk of injury; and conflicts between athletes. In such an event, the coach must immediately inform the Head Coach. Any further disciplinary action is the responsibility of the Head Coach (see 6.i).

### **iii. Conflicts**

- a. In the case of a conflict between athletes on the same team, the coach of that team will have primary responsibility in resolving the issue as per article 6.ii.d. If the coach cannot resolve the issue then it should be passed on to the head coach for consideration.
- b. In the case of a conflict between athletes from different teams, between an athlete and a coach, between coaches or any conflict involving a parent, the Head Coach has the primary responsibility in resolving the issue.
- c. In the event of a conflict that cannot be resolved by the steps above or a conflict involving the Head Coach herself, the problem should be referred to the President of the Executive Committee.

## **7. Athletes**

Each athlete must sign a code of conduct at the beginning of the season and respect it throughout the year.

All Athletes can expect that their coaches and the club will act in the best interest of their development as athletes and healthy individuals. In return, each athlete is expected to work with their coach(es) and teammates, treat others with respect, contribute positively to the club and represent it well.

In the event of problems or conflict (see item 6.iii above), athletes can seek out the help of their coach or the Head Coach and can expect to be heard, treated respectfully and have their concerns dealt with in a reasonable time.

## **8. Annual General Meeting (AGM)**

At the beginning of each competitive year, and no later than Sept 30<sup>th</sup>, the club will hold an Annual General Meeting (AGM).

### **i. Notice of AGM**

Official notice of the AGM (Date, place and time) must be made on the club website at least 30 days prior to the meeting and announced in writing to athletes and parents.

### **ii. AGM Chairperson**

The President of the Executive Committee or his/her designate will chair the AGM. In the event of an election involving the chairperson, the chair position for that vote will be transferred to another member of the Executive Committee for the duration of that vote (as per article 5.iv.b)

### **iii. Rules of Procedure**

The proceedings of the AGM will, in general, be informal. However, when requested by a club member and supported by a majority of voting members present, or when requested by the President of the Executive Committee, Roberts Rules of Order (Newly Revised) will be followed. Quorum at the AGM (and Special Club Meetings) is 15 voting members or one quarter of the club's eligible voting members – whichever is smaller.

### **iv. Voting**

Voting rights at meetings of the club membership, including the Annual General Meeting (AGM), are restricted as follows:

- i. Parents and athletes: Each athlete who is part of a team and/or taking lessons, and who is a member of the club in good standing represents a single vote at the AGM. In general, this vote will be represented by a parent or guardian of the athlete, however in the case of an athlete 18

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years and older, that athlete can choose to exercise their vote instead of their parent/guardian.

- ii. Coaches: All coaches who are employed by Beaconsfield Synchro have full voting rights at club meetings, including the Annual General Meeting (AGM).
- iii. Volunteers: With the exception of volunteers who are active members of the club Executive Committee, volunteers do not have voting rights at the AGM.

### **v. AGM Agenda**

At the AGM, the following items must be included on the agenda:

- a. A summary of the year's activities.
- b. A budget statement which includes an overview of revenues and expenses since the last AGM along with a statement of the club's overall financial status.
- c. Election for vacant Executive Committee positions.

## **9. Special Club Meetings**

Special meetings of the club membership may be called by the Executive Committee or by any ten (10) voting members who submit a written and signed request to the Executive Committee. The delay between receipt of a valid request and the meeting cannot exceed two weeks. Written notice of Special Club Meetings and the agenda items to be covered must be mailed or emailed to all members at least one week before the meeting date. The meeting will be presided by the President of the Executive Committee and will follow the rules of procedure outlined for the AGM.

## **10. Amendments to the Constitution**

This constitution may only be amended by a 2/3 vote at an AGM, or at a Special Club Meeting in which members are informed at least one week ahead of time that constitutional change is on the agenda.

- End -