

22 WING THUNDERBIRD SWIM CLUB
CONSTITUTION



NAME

1. The name of this Recreational Activity shall be known as the 22 Wing CT33 Thunderbird Swim Club hereafter referred to as the “Thunderbirds Swim Club.”

Definitions

IAW – In accordance with

Executive - President, Vice-President, Treasurer, and Secretary

General Executive – Executive and subcommittee

General Meeting – All members in good standing

B Comd. – Base Commander

PSP – Personnel Support Program

QR&O – Queens Regulations and Orders

AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The Thunderbirds Swim Club is established under the authority of QR&O 4.61 and amplified by the [PSP Policy Manual](#) and (A-PS-110-001/AG-002) [Morale and Welfare Programs in the Canadian Forces](#) - Public Support to Morale and Welfare Programs and Non-Public Property Manual (CFP110). It shall operate IAW the regulations and orders governing the operation of recreation clubs in the Canadian Forces, the instructions contained in the 22 Wing Standing Orders and other applicable base directives along with those contained in this constitution. The Club shall also operate in conjunction with sanctioned rules and regulations governed by Swim Ontario.

OBJECTIVES

3. The objectives of the club are:
 - a. To promote physical fitness and Esprit de Corps amongst its members;
 - b. To provide opportunities for leadership and development;
 - c. To provide opportunities for individual and group acceptance to responsibilities and accountability and leadership in the planning and operation of club activities; and
 - d. To organize, sponsor and support amateur competitive swimming.

MEMBERSHIP

4. 4. The club executive may issue membership to the following categories of personnel:

a. Regular Members. The following persons are eligible for Regular membership:

- (1) Canadian Forces members: Currently serving Regular Force personnel and their families;
- (2) Members of Foreign Military currently serving with the Canadian Armed Forces and their families;
- (3) Former Canadian Armed Forces members and their families; and
- (4) A special communication effort is required to effectively include reserve units Canadian Armed Forces and their families;

b. Ordinary Member

- (1) Members of the extended security and Defence team and their families, pensioners(former staff of the Non-Public funds, Canadian forces receiving a pension);
- (2) Serving RCMP and their families;
- (3) Currently-serving Honorary Colonels/Captains (N) and Honorary Lieutenant-Colonels/Commanders and their families;
- (4) Former RCMP in receipt of an annuity and their families; and

c. Associate Members.

- (1) All others who pay or are invited to become members.

5. W Comd. Policy (dated 24 July '97) In order to maintain consistency within recreation clubs at 22 Wing/CFB North Bay, the following membership restrictions will apply to the 22 Wing Thunderbirds Swim Club:

- Regular memberships are unlimited
- Ordinary memberships have been set at a maximum of 20
- Associate memberships have been set at a maximum of 20

Note* In setting these maximums, it will ensure that, regardless of the number of military members, the club will be permitted to carry a consistent number of Ordinary & Associate members.

EXECUTIVE COMMITTEE

6. The Thunderbird Swim Club shall be administered and controlled by an Executive Committee composed of the following:

- a. President: Elected at a general meeting of club members and approved by the B Comd. for a one year term. The president shall be a serving CAF member.(Exceptions may be approved by B Comd.);
- b. Vice-President: Elected at a general meeting of the club members for a one year term. The vice-president shall be a regular member.(Exceptions may be approved by B Comd.);
- c. Secretary: Elected at a general meeting of the club members for a one year term. The secretary can be a regular, ordinary or associate member; and
- d. Treasurer: Elected at a general meeting of club members and approved by the B Comd. for a one year term. The treasurer shall be a serving CAF member.(Exceptions may be approved by B Comd.)

SUB-COMMITTEE

7. The Sub-Committee shall assist the Executive Committee in the administration of the club and shall consist of the following **and can be of any member status**:

- a. Team Bus Coordinator: Who may be a volunteer for a one-year term;
- b. Room Booking Coordinator: Who may be a volunteer for a one-year term;
- c. Fund Raising Coordinator: Who may be a volunteer for a one-year term;
- d. Social Coordinator: Who may be a volunteer for a one-year term;
- e. Website Administrator: Who may be a volunteer for a one year term;
- f. Official's Coordinator: Who may be a volunteer for a one year term;
- g. Equipment Manager: Who may be a volunteer for a one year term;
- h. Media Liaison: Who may be a volunteer for a one year term;
- i. Team Photographer: Who may be a volunteer for a one year term;
- j. Meet Manager: Who may be a volunteer for a one year term;

- k. Registrar: Who may be a volunteer for a one year term;
 - l. Head Coach: Who shall be appointed or elected and must be registered with Ontario Swimming and Coaches Association (OSCA) and have a minimum of Level One of the National Coaching Certification Program (NCCP); for a one- year term; and
 - m. Age Group Coach: Who shall be shall be appointed or elected and must be registered with Ontario Swimming and Coaches Association (OSCA) and have a minimum of Level One of the National Coaching Certification Program (NCCP); for a one- year term.
8. Subcommittee positions will be open to all members at the end of each season. If more than one person volunteers for the same position, an election will take place.

MEETINGS

9. Executive meetings shall be called as necessary by the Club President throughout the year and not less than **four times** per year. The Executive Committee shall normally call an **Annual** General Meetings (AGM) during the month of September, or as deemed necessary.

NOTICE OF ANNUAL/GENERAL MEETINGS

10. Notice of the time and place of each **Annual/General** Meeting shall be provided to all Members. Such notice shall state the general nature of the matters to be considered at the Annual Meeting. Notice shall be provided to the Members by electronic mail dated or phone call not fewer than seven (7) days prior to the Annual Meeting.

NOTICE OF SPECIAL MEETINGS

11. Notice of the time and place of each Special Meeting shall be provided to all Executive Members and/or Members. Such notice shall state the nature of matters to be considered at the Special Meeting, in sufficient detail to allow the Voting Members to form a reasoned judgement in respect of such matters, and the notice shall include a draft copy of any resolution or By-Law to be considered at such meeting.

EXECUTIVE MEETINGS WITHOUT NOTICE

12. Executive meetings may be held at any time and place without notice if 75% of all Executive Members are present at such meeting. Any decision arrived at such a meeting will be considered valid and binding.

INVALIDATION OF PROCEEDINGS

13. The omission to give notice or the non-receipt of notice shall not necessarily invalidate any resolution, act or any proceedings taken at any Executive Meeting.

NOTICES OF MOTION

14. Any member may, in compliance with the notice provisions of this Section, propose by way of a motion, to be considered at a Members' Meeting, an amendment to any By-Law of the Northeastern Ontario Region Swimming Association, or adoption, or discussion of any matter relevant to the Northeastern Ontario Region Swimming Association. Notice of such motion shall be mailed and addressed to the Regional Secretary, by ordinary post, at least forty (40) days prior to the Annual Meeting, or twenty-one (21) days prior to the Special Members' Meeting. Notices of Motion received after forty or twenty-one days respectively, will not be placed on the agenda.

CHAIR OF THE MEMBERS' MEETINGS

15. The President, or in his/her absence, the Vice President shall be the chair of any Executive Meeting. Where neither is present, the members present shall be entitled to vote or choose one of their own who shall act as chair of such Executive Meeting.

VOTING

16. At every meeting, every question shall be determined by a majority of votes cast on the question.

SHOW OF HANDS

17. Voting shall be by a show of hands, except in situations where a ballot is specifically requested by a member.

DECIDING VOTE

18. In case of a tie, the Chair presiding over the meeting shall have the deciding vote on any such matter.

SECRET BALLOT

19. All elections shall be held by secret ballot if requested.

QUORUM

20. The quorum for an Executive Committee meeting shall be 60 percent of the Executive members. The quorum for a General Executive meeting shall be 50 percent

of the Executive and Sub-Committee members. The quorum for the GM shall be 50 percent + one (1) of the voting membership that being those persons responsible for the Thunderbird Swim Club registered swimmers.

RIGHT TO VOTE

21. All members in good standing, that being those persons responsible for the Thunderbird Swim Club, Parent/guardian has one vote per family at specified meetings.

SUBMISSION OF MINUTES

22. All meeting minutes shall be forwarded for approval to the Base Fund Committee Chairperson, thru the Rec Council Chair and PSP Manager.

CONSTITUTION AMENDMENTS

23. Any proposal to alter this constitution shall be posted in full view on the club notice board and/or on the clubs website at least twenty (20) days before announcement of an **Annual/General Meeting**. All persons with voting rights may attend an **Annual/General Meeting** to express views related to amendments, at which time a vote will be deemed necessary to approve/not approve in principle. Recommended amendments shall then be forwarded to the Base Fund Committee Chairperson through the Base Recreation Chairperson and PSP Manager for final approval.

DISCIPLINE AND GENERAL CONDUCT

24. All members of the Club, including Executive and Coaches, must abide by the club's constitution and by-laws at all times. Infractions are considered counter-productive to the club's efficient operation and may also pose a health or safety hazard. Should a member be found to not be abiding by the club's constitution and by-laws, the following actions are to occur:

- a. **First offence.** The member shall be issued a verbal warning with a witness present. The Snr. Mgr. PSP shall be informed through the Rec Council Chair that the warning has been issued, recorded and filed;
- b. **Second offence.** The member shall be issued a written warning which is to be signed by the offending member. In the case where the member refuses to sign, the words "member has refused to sign" is to be inserted in the signature block of the warning notice, recorded, filed and a copy forwarded to the Snr. Mgr. PSP through the Rec Council Chair; and

- c. Third offence. The individual's membership shall be revoked. The decision shall be recorded, filed and forwarded to the Snr. Mgr. PSP through the Rec Council Chair.

REVOKING MEMBERSHIP

25. The individual whose membership has been revoked has the right to submit a written appeal to the Recreation Council Chairperson who shall staff the appeal to the Senior Manager Personnel Support Programs (Snr. Mgr. PSP) for final decision from the Base Fund Committee Chairperson. If a member has his/her membership revoked, the membership fees will not be refunded.

Recreation Club and Activity Harassment Prevention and Resolution Policy

26. The aforementioned policy is available through the following link:
<https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/PSP/Pages/default.aspx>.