



BY-LAWS

TABLE OF CONTENTS

ARTICLE I: INTERPRETATIONS AND DEFINITIONS2
 INTERPRETATIONS.....2
 DEFINITIONS.....2

ARTICLE II: OBJECTVES OF THE ASSOCIATION3
ARTICLE III: MEMBERSHIP IN THE ASSOCIATION.....3
ARTICLE IV: MEETINGS.....6
ARTICLE V: QUORUMS7
ARTICLE VI: VOTING7
ARTICLE VII: STRUCTURE OF THE ASSOCIATION8
ARTICLE VIII: OFFICERS OF THE ASSOCIATION 10
ARTICLE IX: FINANCE OF THE ASSOCIATION 11
ARTICLE X: BORROWING POWER OF THE ASSOCIATION 12
ARTICLE XI: THE SEAL OF THE ASSOCIATION 12
ARTICLE XII: THE COMMITTEES OF THE ASSOCIATION..... 12
ARTICLE XIII: CONDUCT THE AFFAIRS OF THE ASSOCIATION 13
ARTICLE XIV: AMENDMENTS TO THE BY-LAWS 13
ARTICLE XV: DISTRIBUTION ASSETS AND DISSOLVING THE SOCIETY 13

ARTICLE I: INTERPRETATIONS AND DEFINITIONS

INTERPRETATIONS

SECTION 1: NAME OF THE ASSOCIATION

The name of the Association will be Alberta Artistic Swimming, also known hereafter as the "Association" or "Section".

SECTION 2:

The "official mailing list" shall comprise the Voting Members.

SECTION 3:

In the event of any dispute as to the intent or meaning of these by-laws, or any by-laws, which hereafter may be made, the interpretation by the Board shall be final. The Board shall also have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the Association's object and purposed.

DEFINITIONS

- a. "Canada Artistic Swimming", "National", or "National Body" shall mean Canada Artistic Swimming Association Inc., a body incorporated under the laws of Canada.
- b. "Committee Chair" is the person responsible for recognizing committee members and witnesses who seek the floor and ensuring that any rules established by the committee concerning the apportioning of speaking time are respected. Furthermore, the Chair is also responsible for maintaining order in committee proceedings.
- c. "Director" means a member of the Board of Directors.
- d. "Disciplinary Action" is a reprimand or corrective action in response to an individual(s) behavioural misconduct, rule violation, or poor performance.
- e. "Disciplinary Investigation" means where an organization needs to look further into the conduct of an individual(s) to ascertain the facts surrounding an incident or allegation, prior to taking disciplinary action.
- f. "Disciplinary Sanctions" are punishments by a sports organization for breaching by-laws, policy, and regulations.
- g. "Electronically" means, in respect of attending or holding a meeting, means a method of electronic or telephonic communication that enables all persons attending the meeting to hear and communicate with other instantaneously, including, without limitation, teleconferencing and computer network-based or internet-based communication platforms.
- h. "Executive" means Executive of the Association and is comprised of the President, the Vice President, the Finance Chair, and the Past President.
- i. "Members" means both Voting and Non-Voting Members.
- j. "Member in Good Standing" is a Member that meets the criteria outlines in Article III, Section 5 a.
- k. "Non-Voting Member" means any individual, Licensee as described in Article III, 2 b.
- l. "Officer" means an individual elected or appointed to serve as an Officer pursuant to these By-laws.

- m. "Operating Committee / Task Force" is a formal gathering of a subgroup within an organization who come together to fulfill a predefined objective. The meetings are a forum for the exchange of ideas so that a committee can complete its set of tasks.
- n. "Ordinary Resolution" means a resolution passed by a majority of the votes cast on that resolution or is consented to by each member of the Corporation entitled to vote at a meeting of the members or, in the case of Directors, entitled to vote at a meeting of the Directors.
- o. "Policy" means a written directive ratified by the Board that defines objectives, principles, procedures, and methods to govern decisions and actions of the Association with respect to its programs and services.
- p. "President" means the President of the Association.
- q. "Proxy" means the authority to represent someone else, especially in voting.
- r. "Special Resolution" means a resolution passed by a majority of not less than two-thirds of the votes cast on that resolution or that is consented to by each member of the Association entitled to vote at a meeting of the members of the Association.
- s. "Standing Committee" is a permanent committee.
- t. "Volunteer" means a person volunteering for the Association including the Association's Clubs or an Affiliated Organization, including a volunteer fulfilling the duties and responsibilities of an Organization's Employee or contractor.
- u. "Voting Club Member Designate" means the individual identified to vote on behalf of a specific "Voting Club Member".
- v. "Voting Member" means any Director or Club as described in Article III, Section 2 a.
- w. "Voting Member Club" as described in Article III, Section 2, a ii.

ARTICLE II: OBJECTIVES OF THE ASSOCIATION

SECTION 1:

- a. Alberta Artistic Swimming Association is the governing body established to regulate, promote, teach, foster, encourage, and improve artistic swimming in the province of Alberta.
- b. The operations of the Society are to be chiefly carried on in the province of Alberta.
- c. The Association is one of ten provincial/territorial bodies affiliated with Canada Artistic Swimming.

ARTICLE III: MEMBERSHIP IN THE ASSOCIATION

SECTION 1: MEMBERS

- a. The Association will have two categories of membership as follows:
 - i. Voting Members
 - ii. Non-Voting Members

SECTION 2: QUALIFICATION FOR MEMBERSHIP

- a. A Voting Member is:
 - i. Director - Any individual appointed or elected to the Association's Board of Directors as a Director in accordance with these Bylaws and currently holding office.

- ii. Club - Any organized artistic swimming club composed of registered non-voting athletes/swimmers that is registered with the Association, has complied with the Association's Club Operation Policy, has completed the prescribed forms, paid the prescribed fees, and has complied with the Association's governing documents and is otherwise in good standing with the Association as set out in Section 5, below.
- b. A Non-Voting Member is:
 - i. Any individual who is an artistic swimming coach, official, athlete/swimmer, Volunteer, promotor of artistic swimming, or Licensee (Organizations offering Canada Artistic Swimming programs) that is registered with the Association, complies with the Association's Membership Policy, has completed the prescribed forms, paid the prescribed fees and has complied with the Association's governing documents and is otherwise in good standing with the Association; or
 - ii. Any competitive, Recreational, Scholastic, University artistic swimming club or AquaGO! provider registered with the Association.

Section 3: Application for Membership

- a. No individual or organization will be admitted as a Member of the Association unless:
 - i. The candidate has made an application for membership in a manner prescribed by the Association;
 - ii. The candidate has met the qualifications as described herein and as required by the Association's governing documents;
 - iii. The candidate agrees to uphold and comply with the Association's governing documents;
 - iv. The candidate member meets any other condition of membership determined by the Board;
 - v. If, at the time of applying for membership the candidate member is currently a Member, the candidate member is a Member in good standing;
 - vi. If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;
 - vii. The candidate member has paid all dues, including any dues owing to a Club, as prescribed; and
 - viii. The candidate member has been approved as a member by the Board or by any committee or individual delegated this authority by the Board.

SECTION 4: MEMBERSHIP YEARS AND DUES

- a. Year - Unless otherwise determined by the Board, the membership year of the Association will be September 1st - August 31st. Voting Members and Non-voting Members must re-apply annually.
- b. Dues - Membership dues for all categories of Membership will be determined annually by the Board of Directors.
- c. Arrears - A Member will be expelled from the Association for failing to pay membership dues owed to the Association by the specified deadline date prescribed by the Association.

SECTION 5: MEMBERS IN GOOD STANDING

- a. Definition - A Member of the Association will be in good standing provided that the Member:
 - i. Has not ceased to be a Member;
 - ii. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;

- iii. Has completed and remitted all documents as required by the Association;
 - iv. Has complied with the Constitution, Bylaws, policies and regulations of the Association and the National Association;
 - v. Is not subject, directly or indirectly, to a disciplinary investigation or action arising from their participation in sport, or if subject to a disciplinary sanction, whether current or previously, has fulfilled any and all terms and conditions of such disciplinary sanction to the satisfaction of the Board; and
 - vi. Has paid all required fees to the Association.
- b. Cease to be in Good Standing - Members who cease to be in good standing may have privileges suspended and will not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of Directors, or may not be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

SECTION 6: TERMINATION, SUSPENSION OR EXPULSION

- a. In addition to expulsion for failure to pay membership dues, a Member may be suspended or expelled from the Association in accordance with the Association's policies and procedures relating to discipline of Members.
- b. Membership in the Association will terminate immediately upon:
 - i. Expiration of the Member's annual membership, unless renewed in accordance with these Bylaws;
 - ii. Resignation by the Member by giving written notice to the Association;
 - iii. Dissolution of the Association;
 - iv. An organizational Member dissolves; or
 - v. By Ordinary Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days' notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the member receiving the notice will be entitled to submit a written submission opposing the termination.
- c. Any monies owed to the Association by members who resign, are suspended or expelled will remain due.

SECTION 7: WITHDRAWAL FROM MEMBERSHIP

- a. Withdrawal/Resignation - A Member may withdraw or resign from the Association by giving a written notice to the Board. The Member's withdrawal or resignation will become effective the date on which the request is approved by the Board. A Member who withdraws or resigns shall not be entitled to a refund of their fees and remains obligated to pay any amounts outstanding. Unless there are exceptional circumstances and a refund or waiver of fees is approved.
- b. May Not Withdraw/Resign - A Member may not withdraw or resign from the Association when the Member is subject to disciplinary investigation or action of the Association.

SECTION 8: LIABILITY OF MEMBERS

- a. No member of the Association is, in her/his individual capacity, liable for any debts or liabilities of the Association.

ARTICLE IV: MEETINGS

SECTION 1: ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Association shall be held each calendar year electronically or in person at a time and place within the province of Alberta as determined by the Board.
- b. A notice of the time and place of the Annual General Meeting shall be sent to the Voting Members by ordinary mail, or email. The notice shall be sent not less than twenty-one (21) days before the date of the meeting.
- c. The Order of Business at the Annual General Meeting may include:
 - i. Acceptance of Credentials
 - ii. Call to order
 - iii. Ratification of Agenda
 - iv. Reading, correction and approval of minutes of last General Meeting.
 - v. Business Arising from the Minutes
 - vi. Office and Standing Committee Reports
 - vii. Voting on Notices of Motion
 - viii. Approval of Financial Statements
 - ix. New Business
 - x. Election of Directors
 - xi. Adjournment

SECTION 2: GENERAL MEETINGS

- a. A General Meeting of the Association may be held electronically or in person in each calendar year at various times and places within the Province of Alberta as determined by the Board.
- b. A notice of the time and place of the General Meeting shall be sent to the members by ordinary mail, or email. The notice shall be sent not less than twenty-one days (21) before the date of the meeting.
- c. The order of business for a General Meeting shall be determined by the Board and ratified by the voting Members.

SECTION 3: SPECIAL MEETINGS

- a. The President shall convene a Special Meeting, electronically or in person, of the Voting Members at a time and place she/he shall determine when the Board deems it necessary, or within six (6) weeks of receipt of a written request from at least three Voting Members.
- b. A notice of the time and place of a Special Meeting shall be sent to the Voting Members by ordinary mail, or email. The notice shall be sent not less than twenty-one (21) days before the date of the meeting.
- c. The notice of a Special Meeting shall state the nature of the business to be transacted at the meeting and no other business shall come before the meeting without the unanimous consent of the voting delegates.

SECTION 4: MEETINGS OF THE BOARD

- a. The President shall call a meeting of the Board upon receipt of a written request from any Board Member, or at any other time as deemed necessary. A meeting date shall not be later than fourteen (14) days after the date of receipt of the request.

- b. Other than as provided in this Section 4, notice of non-scheduled meetings need to be given by telephone, email, or ordinary prepaid mail not less than twenty (20) days before the date of a meeting.
- c. If the President deems that an urgent meeting is required, a meeting may be held at a time agreed to by a quorum of the members of the Board that are not in a conflict of interest with the agenda for the meeting.
- d. Formal notice of scheduled meetings need not be given.
- e. If all members of the Board that are not in a conflict of interest with the agenda consent, a meeting may be held without notice.
- f. The President or, in the event of the President's absence, a Board Member designated by the President, shall chair all meetings of the Board.

ARTICLE V: QUORUMS

SECTION 1: GENERAL MEETINGS

- a. At all Annual General Meetings, General Meetings and Special General Meetings of the Association no business shall be transacted unless a quorum is present. For this purpose, a quorum will be present when fifty (50) percent plus 1 of the Board and one third of the Voting Club Member delegates are present. (In the event this is a fractional number, the fraction shall be ignored).
- b. In the case of the Annual General Meeting or a General Meeting, if within thirty (30) minutes of the appointed time, a quorum is not present, then the meeting shall be adjourned to such time and place as fixed by the majority of the voting delegates present. At the rescheduled meeting, the members present shall constitute a quorum.
- c. In the case of a Special General Meeting, if within thirty (30) minutes of the appointed time a quorum is not present, then the meeting shall be dissolved.

SECTION 2: BOARD MEETINGS

- a. Fifty (50) percent plus 1 of Directors holding office will constitute a quorum of the Board. If within thirty minutes of the appointed time for the meeting a quorum is not present, the meeting may be adjourned to such a time and place as fixed by the majority of those present. At the adjourned meeting the members present shall form a quorum. (In the event this is a fractional number, the fraction shall be ignored).

ARTICLE VI: VOTING

SECTION 1: ANNUAL GENERAL, GENERAL AND SPECIAL GENERAL MEETINGS

- a. The Board shall appoint one or more scrutineers who will be responsible for collecting and verifying proxies and ensuring that votes are properly cast and counted at the meeting.
- b. Each Voting Member Club shall have the right to name one voting delegate to any General Meeting.
- c. Each Director shall have the right to one vote.
- d. Each Voting Member Club must advise the Association in writing of their voting delegate. Such advice may be submitted at any time up to the commencement of the meeting.
- e. Votes on behalf of Voting Member registered Clubs shall be cast only by the accredited club delegates, each being entitled to a single vote.

- f. Voting shall normally be a show of hands unless a Voting Member or delegate requests it to be a ballot.
- g. In all affairs of the Association, other than the amendments to the Bylaws and special resolutions (which includes expulsions), a simple majority is sufficient to conform any motion or resolution. In the case of amendments to the Bylaws and special resolutions, a three-fourths majority is required to confirm the passage of such a motion or resolution.
- h. Any Member of the Association with voting privileges who is unable to attend a meeting of the Association may vote by proxy, provided that written notice of such proxy is given to the scrutineer of the meeting prior to the commencement of the meeting. Any individual who carries a proxy must be a Member of the Association. No individual may carry more than two (2) proxies. A proxy is only valid for the meeting it is given; the notice of proxy must be signed by the carrier of the proxy and the person whose proxy is being carried by the carrier.
- i. Alberta Artistic Swimming office staff shall not vote and shall not carry any proxies.

SECTION 2: BOARD MEETINGS

- a. Each Director is entitled to a single vote.
- b. Voting shall be by a show of hands, orally or in writing unless one Director requests a vote by ballot.
- c. Any matter which cannot be resolved because of an unbroken tie shall be tabled until the next meeting.

SECTION 3: VOTING BY MAIL, PHONE OR EMAIL

- a. The President may on her/his initiative, by written request from two (2) Member Clubs, by any Director of the Board, or by carried motion at a Board, Annual or Special General Meeting, submit to a vote by mail or e-mail any special matter of general interest.
- b. Changes in rules governing the Provincial Championships may not be put to a mail, email or phone vote unless the voting can be completed at least four months before the Championships.
- c. For a mail or email vote, the information shall be sent to the voting membership with a clear statement of the question to be voted upon with the request that each vote be returned within a specified time, no less than ten (10) days or exceeding thirty (30) days from the date of the statement. Within five (5) days of the closing of the mail or e-mail vote, the results shall be mailed to the Board and membership.
- d. The non-receipt of a mail or email ballot shall indicate abstention.
- e. The non-receipt of a mailed or emailed vote has otherwise met the requirements of this section of the Bylaws.

ARTICLE VII: STRUCTURE OF THE ASSOCIATION

SECTION 1: BOARD OF DIRECTORS

- a. The Board shall manage and control the affairs of the Association and consist of a maximum of eight (8) individuals.
- b. The purpose of the Board is to comply with the requirements of the Societies Act of Alberta.
- c. The Board of Directors shall prescribe such rules and regulations as it deems necessary to ensure the proper operation of the Association, provided in all cases such rules and regulations are consistent with the letter and intent of these By-laws.

SECTION 2: COMPOSITION

- a. The Board shall consist of the following:
 - i. Five (5) – Seven (7) Directors – The number of Directors to be determined by the Board by way of Ordinary Resolution; and
 - ii. The immediate Past President may be a member of the Board as per Article VII, Section 5.

SECTION 3: ELIGIBILITY OF DIRECTORS

- a. To be eligible for election as a Director, an individual must:
 - i. Be eighteen (18) years of age or older;
 - ii. Not be employed by the Association;
 - iii. Resident of the province of Alberta;
 - iv. Have the power under law to contract;
 - v. Have not been declared incapable by a court in Canada or in another country; and
 - vi. Not have the status of bankrupt.

SECTION 4: ELECTION OF DIRECTORS

- a. Directors will be elected at each Annual General Meeting as follows:
 - i. Half the Directors will be elected at alternate Annual General Meetings to those listed in sub-section ii.
 - ii. Half the Directors will be elected at alternate Annual General Meetings to those listed in sub-section i.
- b. The elected Directors shall take office immediately following the adjournment of the meeting during which they are elected and shall hold office for a two (2) year term until the conclusion of the Annual General Meeting following their election, or until the successors are duly elected. Except as provided herein, no elected Director may serve more than four (4) consecutive terms in any one office.
- c. To be eligible for election an individual must meet the conditions described herein, be a Member in good standing and must have her/his nomination accompanied by a resume. If the candidate member was at any time previously a Member, the candidate member must have been a Member in good standing;
- d. No nominations will be accepted from the floor.
- e. There will be a separate election for each vacant position and the first candidate to receive the highest number of votes shall be declared elected. If there is only one candidate for the position, that candidate will be declared elected by acclamation.

SECTION 5: PAST PRESIDENT

- a. The immediate Past President of the Association will be appointed into the position of Past President for a one (1) or two (2) year term determined by the Board, provided that this individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board.

SECTION 6: DUTIES OF DIRECTORS

- a. To represent the Association's Members through attending Board meetings;
- b. To assist with minutes of the meetings, as required;
- c. To actively engage in the discussions and decisions of the Board; and
- d. To be an active member of Board, including but not limited to, participating on at least one committee or task forces when formed, as applicable.

SECTION 7: REMOVAL OF OFFICE AND FILLING A VACANCY

- a. Any Director elected or appointed may be removed from office by a two-third majority vote of the other Directors or the Members.
- b. Removal shall be based upon non-performance of duties, which may be evident by failure to attend meetings and conduct deemed prejudicial to the wellbeing of the Association.
- c. Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Annual Meeting.

ARTICLE VIII: OFFICERS OF THE ASSOCIATION**SECTION 1: ELIGIBILITY OF OFFICERS**

- a. To be eligible for election as an Officer, an individual must be a Director.
- b. To be eligible for election as a President, an individual must have served as a Director of the Association for at least a one (1) year term.

SECTION 2: ELECTION OF OFFICERS

- a. At the first Board meeting after the election of Directors, the Directors will amongst themselves elect a President, Vice President, and Finance Chair by way of Ordinary Resolution for a term of two (2) years.
- b. If applicable, the Board will appoint the immediate Past President of the Association into the position of Past President for a term determined by the Board, not to exceed two (2) years.

SECTION 3: DUTIES OF OFFICERS**PRESIDENT**

- Chair all meetings unless otherwise specified;
- To represent Alberta Artistic Swimming where appropriate and act as the liaison to all appropriate organizations;
- To carry out one's duties in a manner that ensures respect of associates by effectively practicing the leadership qualities of diplomat, negotiator and disciplinarian.
- Further details can be found in the AAS Governance Charter.

PAST PRESIDENT

- To attend all meetings of the Executive and Board of Alberta Artistic Swimming, and others where appropriate and necessary;
- To prepare, either alone or as Chairperson of a Nomination Committee, a slate of nominations for positions in the Executive and Board, to be done for and presented during the Annual General Meeting;
- Further details can be found in the AAS Governance Charter.

FINANCE CHAIR

- To be responsible for the financial records of Board and Alberta Artistic Swimming and provide up-to-date records in other association areas;
- To advise the Board of any financial problems and recommend solutions to those problems;
- To prepare annual Alberta Artistic Swimming budget in conjunction with the Finance committee.
- Further details can be found in the AAS Governance Charter.

VICE PRESIDENT

- In the event the President becomes indefinitely incapacitated and is unable to chair meetings of the Association, the Vice President will act in the capacity as President until the next Annual General Meeting;
- To attend all meetings of the Executive and Board of Alberta Artistic Swimming, and others where appropriate and necessary.
- Further details can be found in the AAS Governance Charter.

SECTION 4: REMOVAL OF AN OFFICER

- a. An Officer may be removed by Ordinary Resolution at a meeting of the Board, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote.

SECTION 5:

- a. An officer may serve as a Committee Chairperson.

ARTICLE IX: FINANCE OF THE ASSOCIATION**SECTION 1:**

- a. The President and Finance Chair shall be responsible for the financial operation of the Association. The financial operation of the Association shall be consistent with the procedures and regulations outlined in the Association's Finance Policy.

SECTION 2: THE AUDIT

- a. The financial records for the Association shall be audited at least annually by a properly qualified independent auditor.
- b. The auditor may either be elected at the Annual General Meeting or appointed by the Board. The appointment is for a period of one (1) year and may be renewed annually. After the audit has been presented to the Board, the Finance Chair shall submit the audit to the Government of Alberta Corporate Registry within twenty-one (21) days.

SECTION 3: THE FISCAL YEAR

- a. The fiscal year of the Association shall be from September 1 to the succeeding August 31.

SECTION 4: BUDGET

- a. The activities of the Association shall be based on the annual budget, which shall be prepared by the Board.
- b. No person responsible for controlling a segment of the approved budget may exceed the authorized amount by a figure greater than ten (10) percent without first securing approval of the Board.

SECTION 5: DISPOSAL OF FUNDS

- a. All monies received by or on behalf of the Association shall be deposited in the account of the Association which shall be kept and transacted in the name of the Association at a Chartered Bank, Trust Company, Credit Union, or Alberta Treasury Branch as determined by the Board.

SECTION 6: INSPECTION OF FINANCIAL RECORDS

- a. The books and records of the Association may be inspected by a Member of the Association at the Annual General Meeting or at a time agreed upon by the Director having custody.
- b. Each member of the Board shall have access to the books and records at all reasonable times.

SECTION 7: REMUNERATION

- a. No, Director, Officer or Committee Chairperson shall receive any remuneration for performing the administrative duties normally associated with such a post.
- b. The Association shall pay reasonable allowances as stipulated in the Finance Policy. The Association may pay reasonable honoraria, as stipulated in the Finance Policy, to Members and others for performing specialized services as conducting courses, preparing manuals, and the like.
- c. The conducting of a clinic, the preparation of manuals, films, etc. is not deemed to be an administrative duty associated with a Director, Officer, or Committee Chair role.

ARTICLE X: BORROWING POWER OF THE ASSOCIATION**SECTION 1:**

- a. Upon resolution of the Board, the Executive may borrow on the credit of the Association in order to meet current operating costs, but only in strict accordance with the terms of the Board resolution allowing for such borrowing.

ARTICLE XI: THE SEAL OF THE ASSOCIATION**SECTION 1:**

- a. The seal of the Association shall remain in the custody of the President and shall not be affixed to any document, except by resolution of the Board.

ARTICLE XII: THE COMMITTEES OF THE ASSOCIATION**SECTION 1: STANDING COMMITTEES**

- a. Alberta Artistic Swimming, where appropriate will have Standing Committees.
- b. The chairperson of a Standing Committee, will be a Board Member. Each committee will report to the Board as designated by the President.
- c. All Committee members are expected to assume all the objectives as outlined in their corresponding area outlined in the AAS Governance Charter.
- d. Members of Standing Committees may either be selected by the chairperson of the specific Committee or may volunteer their services and must be approved by the Board.

SECTION 2: OPERATING COMMITTEE AND TASK FORCES MEMBERS

- a. The Board may appoint an Operating Committee/Task Force to investigate and report to the Board about any matter or issue determined by the Board. The members of the Operating Committee/Task Force shall be selected by the Board and may be comprised entirely of Board Members.

- b. The Operating Committee/Task Forces shall cease to exist once their task is complete and their final report is submitted to the Board and/or Association.

ARTICLE XIII: CONDUCT THE AFFAIRS OF THE ASSOCIATION

SECTION 1: RULES OF ORDER

- a. The procedure of the meeting of the Association and Board shall be governed by Robert's Rules of Order as simplified by O. Garfield Jones.

ARTICLE XIV: AMENDMENTS TO THE BY-LAWS

SECTION 1:

- a. Any by-law may be repealed or amended, and new by-laws may be enacted by a special resolution passed by a three-fourths majority vote at the Annual General Meeting or at a Special General Meeting called for that purpose. Twenty-one (21) days written notice of by-law changes must be given to the membership.
- b. Following the adoption of such a resolution, the Association must notify the Government of Alberta Corporate Registry of the amendment within twenty-one (21) days.

ARTICLE XV: DISTRIBUTION ASSETS AND DISSOLVING THE SOCIETY

SECTION 1:

- a. The society does not pay any dividends or distribute its property among its Members.
- b. Upon dissolution of Alberta Artistic Swimming any general funds or assets remaining after paying all debts shall be donated to a registered and incorporated organization. The Alberta Artistic Swimming Board shall select this organization.
- c. Upon dissolution of Alberta Artistic Swimming, after paying debts and liabilities any gaming assets remaining will be donated to another charitable organization. The Alberta Artistic Swimming Board shall select this organization.