



SWIMMING
NEWFOUNDLAND & LABRADOR

**ARTICLES OF ASSOCIATION
(BY-LAWS)**

June 2017

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ARTICLE 1. THE ASSOCIATION

Section 1.01 Description

- (a) The name of the Association is "Swimming Newfoundland And Labrador, Inc." and may be cited as "Swimming/Natation Canada - Newfoundland and Labrador Section" (SNC - Newfoundland and Labrador Section), the "Provincial Section" or SNL. SNL is affiliated with Swimming/National Canada, or SNC.
- (b) For the purposes of these Articles, the National By-laws shall be part of these standing orders and regulations, unless altered or amended by resolution of the Board of Directors of the Provincial Section.
- (c) Roberts Rules of Order shall govern all points respecting the holding and conduct of meetings of the Association not covered otherwise in the By-Laws.

ARTICLE 2. MEMBERSHIP AND VOTING

Section 2.01 Membership

Membership in the Provincial Section shall include the following classifications:

- (a) Definitions of membership:
 - (i) Club Member: Shall be limited to any amateur Winter Swimming Club established within the Province of Newfoundland and Labrador.
 - (ii) Unattached Member: Shall be limited to persons who require an affiliation with the Provincial Section or the National Body and who do not hold membership in a swimming club as a Club Member.
 - (iii) Associate Member: Shall be limited to amateur swimmers, to aquatic sports clubs and to associations who require an affiliation with the Provincial Section or the National Body.
 - (iv) Honorary Member: May be granted by resolution of the Board of Directors to any person or group who has given outstanding service to the Provincial Section
 - (v) Swimming Association(s) or Umbrella Associations: A group of swimmers and coach brought together for the purpose of training and competing in a high performance environment and/or who may provide other support to further the development of athletes, coaches, officials and volunteers.
- (b) Club Member
 - (i) A Club Member shall be limited to any amateur Winter Swimming Club established within the Province of Newfoundland and Labrador. Where there is a coach and swimmers desiring to become members of the Provincial Section, and who are prepared to abide by the rules established under these Articles and those of the National Body known as Swimming/Natation Canada.
 - (ii) Club members shall pay the club fees directed by these Articles and shall have voting rights, provided they are in good standing, as directed by these Articles.

- (c) Unattached member
- (i) Unattached members shall be persons who require an affiliation with the Provincial Section or the National Body and who do not hold membership in a swimming club as a Club Member.
 - (ii) Reasons for affiliation include:
 - 1) Appointment to a provincial or national team.
 - 2) Eligibility to receive grants or other assistance from any government or charitable source.
 - (iii) Unattached members shall not be entitled to notices of meetings nor to hold office as an elected director.
 - (iv) All unattached swimmers, including University, CSO and SWAD, registering as competitive, shall pay as stated in 3.02(d)
 - (v) Unattached membership would apply to coaches, swimmers who are not club members, Masters swimmers, and to CIS/University swimmers.
 - 1) A CIS/University swimmer shall be defined as swimmers who compete with a CIS or University club outside the province and who also want to compete on a provincial level.
- (d) Associate membership would apply to CIS/University Clubs, Masters, Summer Swimming Clubs and newly-formed competitive clubs operating under Swimming Newfoundland and Labrador.
- (i) A newly-formed club member shall be defined as a swimming club that does not have any competitive swimmers registered and is less than 12 months old.
 - (ii) Newly-formed clubs are required to comply with Section 2.06 of the Articles of Association.
 - (iii) Should the club wish to register as a club member **during** the Short Course season, the full annual club membership fee as stated in Article 3.02 (c), will be required.
 - (iv) Should the club wish to register as a club member **after** the Short Course season, the club shall pay 25% of the annual club membership fee as stated in Article 3.02(c), and will hold club member status for the remainder of the year.
 - (v) Unattached Swimmers registering as competitive shall pay as stated in 3.02(d).

- (e) Associate Member
 - (i) Associate Members shall be entitled to notices of and attendance at meetings of the Board of Directors but shall not have a vote.
 - (ii) Associate Members shall pay the member fees directed by these Articles
 - (iii) Associate membership would apply to CIS/University Clubs, Masters, Summer Swimming Clubs and newly-formed competitive clubs operating under Swimming Newfoundland and Labrador.
- (f) Honorary Member
 - (i) Honorary Membership may be granted by resolution of the Board of Directors to any person, body, or corporation who or which has, in the opinion of the Board of Directors, given outstanding service to the Provincial Section.
 - (ii) Honorary members shall be entitled to notice of and attendance at meetings of the Board of Directors but shall not have a vote.
 - (iii) Honorary members may hold elected office.

Section 2.02 Fees

- (a) Will be charged according to Article 3.0, Annual Dues and Assessments, of these Articles.

Section 2.03 Voting

Each club member shall be accorded votes by this formula:

- (a) Less than thirty registered swimmers - one vote.
- (b) Thirty or more registered swimmers - two votes.
- (c) Each delegate will carry one vote
- (d) No proxy votes.
- (e) Each member must be in good standing with all fees and assessments paid in full.

Section 2.04 Members

- (a) All members must be registered with the section in order to attend the Annual General Meeting.

Section 2.05 Swimming Association(s) or Umbrella Associations

- (a) A group of swimmers and coach brought together for the purpose of training and competing in a high performance environment and/or who may provide other support to further the development of athletes, coaches, officials and volunteers.
- (b) A group of clubs may register with the provincial section as one club and as a swimming association. Individual members are deemed registered with the provincial section club, and athlete transfer procedures are not affected by the existence of an Association
- (c) Umbrella Associations are not entitled to notice of meetings or to vote as the individuals are registered with other memberships
- (d) The annual fee for umbrella associations shall be \$100.00
- (e) Swimming associations and their individual club members may enter meets as either Associations, Umbrella Associations, or as individual clubs, but not both. It is up to the associations and their member clubs to make that determination and so advise the Meet Manager. Meet entry information will continue to be sent to the individual clubs. Associations may enter higher level Provincial or National meets as associations so as to derive the benefits of their Association.

Section 2.06 Application for Membership

- (a) Applications for membership in any of the above classifications may be made at any time by submission to the Executive Director of the Provincial Section.
- (b) Applications shall be approved by the Executive of the Provincial Section, by a majority vote at a regular or special meeting called for the purpose thereof.
- (c) Registration with Swim Canada must be completed within 30 days of approval of membership, as per Section 2 of the Policy Manual.
- (d) Payment of fees as established in Article 3.02 shall be due within 60 days of approval of membership.
- (e) All clubs and associations shall have written agreements to comply with the rules and regulations of the sport.
- (f) All clubs and associations shall have a Board of Directors and a decision-making structure must be in place.

Section 2.07 Forfeiture of Membership

- (a) Any member (of any classification) may cease to be affiliated or otherwise associated with the Provincial Section as a result of:
 - (i) Non-payment of the specified annual dues and assessments or either of them
 - (ii) Expulsion for cause, provided that such action is approved by a three-quarter majority vote of the entire Board of Directors voting in person or in writing and received by the Executive Director
- (b) A member may use the dispute resolution procedures contained in the current version of the SNL policy manual to appeal his or her forfeiture of membership.

Section 2.08 Resignation from Membership

- (a) A member may withdraw from affiliation with the Provincial Section and the National Body by delivering written notice of such resignation to the Executive Director and by sending a copy of the same to the Secretary of the National Body.

ARTICLE 3. ANNUAL DUES AND ASSESSMENTS

Section 3.01 Annual Dues and Assessments

- (a) The annual dues and assessments commonly referred to as “House Rules”, will be revised annually and these Articles shall show these revisions annually.

Section 3.02 Annual Membership Dues

- (a) The annual membership dues of each member shall be approved at the Annual General Meeting of the Board of Directors held immediately prior to the commencement of the fiscal year for which the dues are to apply. Consideration will be given to the approved budget presented for that fiscal year, in addition to the dues to be paid to the National body.
- (b) A competitive swimmer is defined as: any swimmer who has competed in at least one provincially-sanctioned invitational meet, or who has ever been registered as a competitive swimmer.
- (c) Member Registration/Affiliation Fees:
- | | |
|------------------------------------|----------|
| (i) Club Member | \$500.00 |
| (ii) Associate Member | \$200.00 |
| (iii) Individual/Unattached Member | \$75.00 |
| (iv) Umbrella Associations | \$100.00 |
| (v) Summer Club Members (per club) | \$25.00 |
- (d) Swimmer Registration Fees shall include the age specific fee prescribed by SNC plus the fees prescribed by SNL which are as follows :
- | | |
|---|---------|
| (i) Winter Club Competitive
(including University, CSO and PARA) | \$95.00 |
| (ii) After the Short Course season, the competitive fee shall be | \$60.00 |
| (iii) Winter Club Pre-Competitive and ICS | \$35.00 |
| (iv) Pre-competitive and ICS swimmers becoming competitive during the Short Course season shall be charged | \$65.00 |
| (v) Pre-competitive and ICS swimmers becoming competitive after the Short Course season shall be charged | \$35.00 |
| (vi) Swimmers who wish to apply for Sport Newfoundland and Labrador scholarships, Provincial Government athlete assistance or for any Swimming Newfoundland and Labrador funding, <u>must</u> be registered members in good standing with the Provincial section. | |
| (vii) Masters Swimmers | \$25.00 |
| (viii) Summer Club Swimmer | \$26.00 |

- (e) In addition to the annual dues, the Board of Directors may establish a special assessment to be paid by members, over and above the regular annual dues. Such special assessment may be made at any general meeting of the Board of Directors. Provided that a revised budget has been presented and has been approved by two-thirds of the members present and voting, and provided further that such special assessment shall have application only for and during the fiscal year in which it was assessed.
- (f) Dues and fees shall be paid by the member to the SNL office as follows:
 - (i) Summer clubs - by midnight July 1 of the fiscal year
 - (ii) All other members - by midnight September 30th of the fiscal year.
 - (iii) Special assessment shall be paid as determined at the time of approval
- (g) The fiscal year shall be from September 1 to August 31.
- (h) The swim year shall be from September 1 to August 31.

ARTICLE 4. MANAGEMENT

Section 4.01 The Executive

- (a) Shall manage the affairs of the Section with all officers, committees, and directors reporting as directed.

Section 4.02 The Executive Director

- (a) Shall manage the day-to-day operations of the Section including staff or volunteers tasked with program delivery. The detailed duties of the Executive Director are described in the Executive Director's job description.

Section 4.03 The Board of Directors

- (a) The duration of the SNL AGM will be one full work day at the discretion of the SNL Executive Committee. *(amended at 2016 AGM)*
- (b) Shall meet at least once a year for the Annual General Meeting.
- (c) Shall establish the policies, directives, and objectives of the Provincial Section.
- (d) A meeting may be called at any time, by the President, or any three members of the Board of Directors through the Executive Director, with at least seven days notice of the date, time and location. The draft minutes of such meetings shall be posted on the Swimming NL website not later than 15 days after the completion of such meeting *(amended at 2016 AGM)*
- (e) The agenda for the Annual Meeting shall include
 - (i) The consideration of reports of the Directors
 - (ii) Approval of fees for the next fiscal year
 - (iii) The consideration of finances and financial statements
 - (iv) Action on the recommendations of standing committees
 - (v) Elections to the Executive
 - (vi) Consideration of amendments to these by-laws or articles and any business arising from amendments
- (f) The Annual Meeting shall be held not later than the thirtieth day of June in each year and notice of the date, time and place shall be sent out by the Executive Director at least 60 days prior to such date. The Annual Meeting shall provide for adequate time for the business of the association to be completed. *(amended at 2016 AGM)*

- (g) The agenda for the Annual Meeting shall be distributed no later than 30 days prior to such date and should include financial statements, previous minutes and notices of motions. *(amended at 2016 AGM)*
- (h) The draft minutes of the Annual Meeting shall be distributed to the AGM delegates no later than 30 days after the completion of the meeting.
(amended at 2016 AGM)

- (i) The order of business of the Annual Meeting, when possible, shall be
 - (i) Confirmation of credentials
 - (ii) Minutes of the previous Annual Meeting
 - (iii) Unfinished business
 - (iv) Business arising from the minutes
 - (v) Presentation of reports from, but not limited to, the President, the Director of Officials, the Chairpersons of Standing Committees, the Treasurer, the National Officials Representative and the Coaches Representative, in no particular order
 - (vi) Correspondence
 - (vii) Notices of motion
 - (viii) Election of Directors
 - (ix) Consideration of resolutions
 - (x) New business
 - (xi) Adjournment.

Section 4.04 Notices of motions

- (a) Notices of motions affecting these Articles of Association or Policy, for consideration at the Annual Meeting, shall be in writing and must be received by the Secretary of the Association not later than forty-five (45) days prior to the date of the Annual Meeting.
- (b) The Secretary shall forward copies of such notices of motion to each member at least fifteen days prior to the date of the Annual Meeting.
- (c) Notices of motion received subsequent to such deadline shall not be considered at the Annual Meeting unless acceptance of such motion is approved by a 75% majority vote of the Board of Directors who are present and voting.
- (d) All decisions and resolutions on matters of Policy are binding on all members of the Provincial Section, if passed by a simple majority of the Board of Directors who are present and voting at a lawful meeting.
- (e) There must be a quorum in order for motions to be voted upon.

ARTICLE 5. EXECUTIVE

Section 5.01 Executive

- (a) The Executive of the Provincial Section shall be:
 - (i) President
 - (ii) Vice-President
 - (iii) Treasurer
 - (iv) Secretary
 - (v) Director of Swimming Development
 - (vi) Coaches Representative
 - (vii) Executive Director (non-voting)
 - (viii) Director of Officials
- (b) Voting for members of the Executive shall take place at the Annual General Meeting of the Provincial Section. A Director shall hold office from the date of his/her election, for a term of two years.
- (c) A Director may not hold the office of President more than one term, but is eligible to serve in such capacity after an absence from that position for two or more years.
- (d) The Coaches Representative shall be chosen by the Provincial Coaches Association and announced at the AGM, for a minimum term of one year.
- (e) While not a member of the Executive, the Immediate Past President shall be encouraged to remain in contact with the President to allow a smooth transition period. He/she may be asked to attend meetings, perform certain duties at the request of the Executive, and shall report to the President.
- (f) If, after the election of an Executive or Board member, that person is not willing or unable to fulfill his/her duties and responsibilities, and/or is asked to resign by the Executive, then the Executive shall appoint an alternate member who shall fulfill the prescribed duties for the rest of the term.
- (g) A quorum for any meeting of the Executive shall be 50% plus 1, of the total number of eligible voting members.
- (h) The Executive shall meet at least once every two months, at the call of any member.
- (i) The Executive shall oversee the day-to-day operations of the Provincial Section.

- (j) The SNL Executive shall be responsible for the ratification of the Summer Club Policy Manual.

ARTICLE 6. BOARD OF DIRECTORS

Section 6.01 Board of Directors

The delegates to the Board of Directors of the Provincial Section shall be:

- (a) The Executive as listed in Section 5.01.
- (b) Designated Executive members from each club and/or coaches designate.
(amended June 2016)

Section 6.02 Expenses

- (a) Expenses of the Club Representative and the Club Coach for any meeting of the Board of Directors shall be the responsibility of the club they represent.
- (b) A registration fee will be determined by projecting all associated costs of the meeting, including the costs of the Executive.
- (c) These costs include meals, accommodations, administration and the air transportation of one delegate from each Labrador club.
 - (i) Costs for the Executive to attend Board of Directors meetings will be based on ground transportation rates.
 - (ii) The Executive are expected to share travel and accommodations where possible and where that is the cheaper option, and will be funded thus.
 - (iii) Rates paid for travel, accommodation and meals shall be as written in the Policy Manual of Swimming Newfoundland and Labrador.
- (d) This cost -- of all delegates listed in Section 6.01 -- will then be divided among all registered clubs, regardless of their attendance at the meetings.
- (e) Invoices will be issued by the Treasurer.
- (f) Clubs bringing additional representatives (other than the 1 club representative and 1 club coach) will be charged for meals and accommodations as required.
- (g) Any deficit or surplus will be carried over to the next meeting.

Section 6.03 Provincial Swimmer Representative

- (a) Shall be chosen by the Executive.
- (b) Applications for the position of Provincial Swimmer Representative shall be received by the Secretary no later than July 1 and shall be selected at the first Executive meeting thereafter, based on the following criteria:
- (c) Swimmer must be competitive for at least 5 years.
- (d) A simple letter of application from the swimmer's coach, noting the above points, will be accepted.
- (e) The position be advertised to the swimming community not later than June 1st.
- (f) The term of the position will be for (1) year beginning Sept. 1st and running until Aug 31st.

Section 6.04 Chair of Technical Properties

Shall have the following responsibilities and functions:

- (a) Shall report to the Chair of the Competitions Committee
- (b) Shall maintain a current checklist for the electronic timing system to include: set up, running capabilities, proper breakdown and storage and procedures for repair.
- (c) Shall conduct workshops as required to ensure that anyone responsible for meets and data entry, is knowledgeable of the system.
- (d) Shall ensure that any necessary repairs to the electronic timing system are done in a prompt manner and that replacement parts are ordered in a timely fashion.
- (e) Shall stay current with software such as Hy-Tek, both the Meet Manager and Team Manager Components.
- (f) Shall ensure the provincial watches are functional.
- (g) Shall ensure the complete timing system is operational.
- (h) Shall, provide a budget to the treasurer for operation, maintenance and capital expenditures.
- (i) Shall, be appointed by the Executive for a term of two years.
- (j) Shall, establish a committee of at least 4 people who will be responsible for the operation of the timing system at meets. These people will alternately travel to all meets where the timing system is in use and ensure the efficient

operation of the system.

Section 6.05 Quorum

- (a) Quorum for any meeting of the Board of Directors shall be 50% plus 1, of the total number of eligible voting members.

ARTICLE 7. THE OFFICERS

Section 7.01 President

Shall have the following responsibilities and functions:

- (a) Shall be the Chairperson of the Board of Directors and the Executive.
- (b) Shall have a deciding vote in the event of a tie at any meeting at which he/she is presiding.
- (c) Shall represent the Provincial Section in an official capacity to the public.
- (d) Shall be the official delegate and vote at any meeting to which the Provincial Section may send a delegate or representative.
- (e) Shall call the date and place of the Annual General Meeting, unless the date and place of the AGM is predetermined at the preceding AGM.
- (f) Shall call all meetings of the Executive, the Board of Directors and any special general meeting as may be necessary or as is required or permitted under these Articles of Association.
- (g) Shall appoint special committees as necessary, to consider and report on any questions referred to them by the President or the Executive.
- (h) Shall attend to all business arising between the Annual General Meeting and general meetings in conjunction with the other Directors.
- (i) Shall act as one of the signing officers for the Provincial Section.
- (j) Shall be an ex-officio member of all standing committees and special committees.
- (k) Shall prepare a written report for both the Provincial and National Annual General Meetings.
- (l) Shall act as liaison to the Executive Director.
- (m) Shall conduct the annual performance review of the Executive Director.
- (n) Shall be elected by the voting membership at the AGM for a term of two years.

Section 7.02 Vice-President

Shall have the following responsibilities and functions:

- (a) Shall assist the President.
- (b) Shall assume the role, responsibilities and powers of the President during his/her absence or inability to execute such duties.
- (c) Shall act as one of the signing officers.
- (d) Shall be responsible for keeping the Provincial Section policies and by-laws current and shall be the board liaison for clubs when policy and by-law issues arise.
- (e) Shall chair the Nominations Committee.
- (f) Shall be elected by the voting membership at the AGM for term of two years.

Section 7.03 Secretary

Shall have the following responsibilities and functions:

- (a) Shall keep an accurate record of the affairs of the Provincial Section including all minutes of meetings, copies of correspondence and replies thereto.
- (b) Shall be one of the signing officers of the Provincial Section.
- (c) Shall be elected by the voting membership at the AGM for a term of two years.

Section 7.04 Treasurer

Shall have the following responsibilities and functions:

- (a) Shall supervise the keeping of full and accurate accounts of all receipts and disbursements of the Provincial Section.
- (b) Shall be responsible to the President, the Executive, the Board of Directors and the members.
- (c) Shall supervise the payment of bills and fees when approved by the Executive, as per 9.01(b) and (c) in the Policy Manual.
- (d) Shall submit an annual audited report together with a current financial statement to the Annual Meeting of the Board of Directors.
- (e) Shall be the principal signing officer of the Provincial Section.
- (f) Shall supervise the sending of all notices of Provincial Section dues, fees, and assessments in the form of an invoice, to the membership.
- (g) Shall prepare, with the assistance of the Executive, the annual budget.
- (h) Shall prepare all documents necessary for the preparation and submission of the financial reports and shall ensure that the finances of the Provincial Section are audited and that statements are available.
- (i) Shall be elected by the voting membership at the AGM for a term of two years.

Section 7.05 Director of Officials

Shall have the following responsibilities and functions:

- (a) Shall be elected by the voting membership at the AGM for a term of two years.
- (b) Shall be a voting member of the Board (1 vote)
- (c) Shall be an active Master Official.
- (d) Shall set up a list of clinics as soon as possible in the swim year, based on club recommendations.
- (e) Shall maintain a current list of all active officials and their level of certification. Their registration must be submitted as outlined by Swim Canada's national registration policy.
- (f) Shall actively promote and encourage the development of officials in the province.

- (g) Shall keep on hand a supply of officials' badges and ensure that they are awarded, in a timely fashion, to those completing specified clinic requirements.
- (h) Shall keep accurate, up-to-date copies of the most current officials' clinic teaching material available. Shall ensure that all officials and coaches are using copies of the most current SNC Rule Book.
- (i) Shall annually present budget requirements to the Treasurer.
- (j) Shall be responsible for the placement of all senior officials at provincial championships and other provincially hosted competitions. Shall also work with club official's representatives to ensure that all invitational meets have in place the officials required under swimming rules.
- (k) May be the provincial section representative to the National Officials Committee and shall inform the section and the provincial officials committee of any rule changes and their interpretation.
- (l) Shall submit an Annual Report to the Board of Directors.
- (m) Shall designate a representative to each of the Competitions Committee

Section 7.06 Coaches Representative

Shall have the following responsibilities and functions:

- (a) Shall be chosen by the Provincial Coaching Association and announced at the AGM, for the term of at least one year.
- (b) Shall be the liaison between the Newfoundland and Labrador Coaching Association and the Board of Directors.
- (c) Shall designate a representative to both the Competitions Committee
- (d) Shall actively promote coaching education within the province.
- (e) Shall provide the Treasurer with the budget requirements for coaching.
- (f) Shall submit an Annual Report to the Board of Directors.

Section 7.07 Director of Swimming Development

Shall have the following responsibilities and functions:

- (a) In consultation with the Executive Director and Technical Director, shall assist in securing funding and support to implement programming to enhance the development of swimming from the novice to the elite level
- (b) Assist the Technical Director with the coordination and planning of Provincial Team activities as required.

- (c) Assist the Technical Director with coordination and planning of swimming development activities.
- (d) Shall be elected by the voting membership at the AGM for a term of two years.

ARTICLE 8. COMMITTEES

Section 8.01 Competitions Committee

This committee shall be chaired by the Technical Director and may include the Chair of Technical Properties (or delegate), the Director of Officials (or delegate), the Coaches Representative, and the Swimmer Representative. Additional resources may be appointed to the committee if deemed necessary.

Shall have the following responsibilities and functions:

- (a) Shall be Chaired by the Technical Director of SNL
- (b) Shall authorize and sanction Provincial Competitions according to Swimming/Natation Canada rules.
- (c) Shall provide to the meet managers of all clubs the meet schedule for the following year along with bidding procedures and guidelines.
- (d) Shall, in conjunction with the Provincial Director of Officials, ensure that all-Provincial Section sanctioned meets have the required number of officials to operate under swimming rules.
- (e) Shall work with the appropriate meet manager(s) to ensure the set up of Championship meet packages for the year and bring to the Executive for approval.
- (f) Shall monitor and review as necessary, all meet formats, time standards, age groupings and present recommendations to the Executive.
- (g) Shall, monitor and review provincial time standards
- (h) Shall report any recommended changes from the two previous items to the Executive.
- (i) Shall submit an Annual Report to the Board of Directors.
- (j) Liaise with Summer Clubs

Section 8.02 Nominating Committee

- (a) Chaired by the Vice-President
- (b) The responsibility of this committee is to provide a slate of candidates for nomination to the Executive, for election at the Annual General Meeting of the Provincial Section:

Section 8.03 Selection/Awards Committee

- (a) Chaired by the Executive Director
- (b) The responsibilities of this committee are
 - (i) To provide a list of potential recipients of Honourary Membership
 - (ii) To determine awards such as Speedo and Athlete of the Year
 - (iii) To determine the recipients of Bursaries and Scholarships

Section 8.04

The Provincial Section is authorized to borrow and to lend money to any Umbrella Club. Upon such terms and conditions as may be set out and agreed to by the Board of Directors and failing any such direction then as may be set out by the Executive Committee or the Board of Directors.

Section 8.05

The Provincial Section is authorized to pay the costs of hotel, travel and miscellaneous expenses of any person who represents the Provincial Section or the Executive. At any meeting or swim meet whether within the province or outside the province in accordance with any standing orders or regulations promulgated by the Board of Directors.

Section 8.06 Advisory Committee *(Amended at 2017 AGM)*

- (a) The Executive may appoint such committees as it deems necessary for managing the affairs of the Association. The Executive may appoint members of committees or provide for the election of members of committees. The Executive may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by the act, or the Articles of association.
- (b) A quorum for any committee will be the majority of its voting members.
- (c) The executive may establish the Terms of Reference and Operating Procedures for all committees.
- (d) The Executive may remove any member of a committee, or disband and Committee, by majority vote of the Executive.

ARTICLE 9. THE SEAL

Section 9.01

The Provincial Section may adopt a Seal to be used for all proper purposes of the Association.

Section 9.02

Such Seal shall be affixed to any documents requiring affixation of the Seal over the signature of the President or the Secretary, or by any two Directors, upon resolution of the Executive Committee.

Section 9.03

Safe custody and the use of the Seal shall be the responsibility of the Secretary.