

**ASSOCIATION OF LAKESHORE POOLS
BY-LAWS – VERSION 2019-1**

NAME

1. The name of the organization shall be ALPS.

PURPOSE AND OBJECTIVES

2. The objects of ALPS shall be to:
 - a. Promote and organize competition in aquatic sports such as competitive swimming, synchronized swimming, diving, and water polo.
 - b. Assist member clubs in their operations in any manner that which such clubs and the Executive may, from time to time, deem to be appropriate.

MEMBERSHIP

3. Membership shall, subject to Article 4 below, be open to any aquatic club whose primary function is recreational for the summer months only, and which does not consist of a group specially selected on the BASIS OF SKILL in aquatic sports. Membership shall be limited to clubs, which are, in the opinion of the Executive, within reasonable travelling distance of the other member clubs.
4. Applications for membership shall be submitted to the Secretary in writing. The Executive shall have the authority to reject any application for membership but must submit any recommendation that a new member be admitted to a General Meeting of members for ratification by at least two-thirds of the members voting at such a meeting.

FEES

5. Fees for general membership or for participation in specific ALPS activities shall be established, from time to time, by the Executive and submitted to a General Meeting of members for ratification.

SUSPENSION OR CANCELLATION OF MEMBERSHIP

6. The Executive shall have the right to suspend or to cancel the membership of any club for delinquency in payment of fees, for refusal to accept the rulings of the authorities appointed by ALPS to regulate competition, for changing the operation of the club in conflict with the provisions of By-Law 3, or, without limiting the generality of the foregoing, for any action that is felt to be contrary to the interests of ALPS as a whole.

MEETINGS OF MEMBERS

7.
 - a) The ANNUAL GENERAL MEETING of members shall be held at such place and at such time, PRIOR TO THE FIRST DAY IN JUNE in each year, as may be fixed by the Executive.
 - b. Hosting of Sections and Finals in all disciplines for the next year shall be determined by a vote at the Wrap-up Meeting of ALPS Representatives or the Bidding Meeting for Events held each Fall. Each club is entitled to one vote.
 - c) No pool shall be allowed to bid on a major event they hosted the previous year unless no other pool submits a bid.

d) Each pool shall host only 1 major event per summer if there are other interested pools. Voting for the events will be done in the following order:

1. Finals swimming
2. Synchro Teams
3. Section Finals (A, B, C)
4. Summer Synchro Swimmers' Meet
5. Junior and Senior Solos and Duets
6. Diving Finals
7. Novice Divers' Meet
8. Waterpolo Juvenile Finals
9. Waterpolo Cadet Finals
10. Waterpolo Bantam Tournament
11. Waterpolo Atom Tournament.

8. The Executive may call Special General Meetings at any time. The Executive shall call a Special General Meeting whenever requested to do so, in writing, by at least five members in good standing at that time, i.e. current dues received.

9. NOTICE OF ALL MEETINGS of members shall be served AT LEAST 10 DAYS PRIOR TO THE DATE OF THE MEETING. A notice sent to the ALPS Representative shall be deemed adequate.

10. One duly appointed Representative of each member is entitled to attend and to vote at any General Meeting of Members. The use of proxies is at the discretion of the President. Members of the Executive are entitled to attend meetings of members but have no right to a vote in their capacity as Executive members, except for temporary amendments as outlined in by-law 31.

Coaches and other interested parties may be permitted to attend meetings at the invitation of the chair. The chair may seek the opinion of such guests and take an informal poll of their views; but the duly appointed delegates must ratify all resolutions.

11. A QUORUM for all meetings of members shall consist of Representatives of at least 30% of the members in good standing at that time, i.e. current dues received. In the case of the Annual General Meeting, all fees must be paid in full from the previous year.

12. Voting at meetings of members shall be by the show of hands or by ballot, at the discretion of the chairman. The chair shall call for a vote by ballot if requested to do so by 10% of the Representatives present at the meeting.

Each resolution will be decided on the basis of the votes cast by the members in attendance and voting on the issue. Motions, as a general rule, require for their adoption only a majority vote. Only those pools that participated in a particular discipline in the previous year can vote on issues within that discipline in the subsequent year.

An amendment of a constitution or by-laws, or rules of order, or order of business, previously adopted, requires a two-thirds vote. A member club shall designate. The appointment may be changed at any time prior to the start of a General Meeting of ALPS members.

THE EXECUTIVE

13. The Executive of the Association shall manage the affairs of ALPS. The Executive will be made up of the Officers of the Association, Directors/Coordinators responsible for each of the four aquatic disciplines and the Webmaster.

The Executive must number at least seven Officers/Directors/Coordinators. At a minimum, the Executive must have a President, Secretary, Treasurer and four Discipline Coordinators in

office. The Executive shall fix the actual number of Directors based on what they consider necessary to carry out the business of the Association.

14. The Officers of the Association shall be the President, the Vice-President, the Past President, the Secretary and the Treasurer.

The President – The President shall preside over all Association meetings. The President shall be an ex-officio member of all Committees. The President will have general supervision of the affairs of the Association and be charged with moving the Association forward, consistent with the Mission of the Association while respecting the Rules and By-Laws of the Association. The President shall report regularly at General meetings. The President shall have signing authority for payment of indebtedness, to be exercised in the absence of the Treasurer or in conjunction with the Treasurer, when required.

The Vice-President – The Vice-President shall preside over meetings in the absence of the President, and shall generally assist the President in carrying out all Association business. The Vice-President shall be responsible for the maintenance and updating of all Association Trophies and Awards and, following consultation with the particular Discipline Coordinators, the ordering of all ALPS trophies, medals and ribbons required for the annual ALPS sanctioned events.

The Past President – This office will be filled by the immediate past President. The Past President shall assist the Officers in the carrying out of Association business, as required. In the absence or incapacity of the President and Vice-President, the Past President shall be the presiding officer. The Past President will chair the Nominating Committee, which shall be responsible for the list of Executive position candidates to be elected at the Annual General meeting.

The Secretary – The Secretary shall keep minutes of the General and Board Meetings. The Secretary shall be responsible for the safekeeping of files and records and other Association documents, other than the financial documents of the Association, which will be the responsibility of the Treasurer. The Secretary will be responsible for the ALPS Directory and general communication with the Members Representatives as it pertains to such things as notices of meetings, distribution of documents to members and general information.

The Treasurer – The Treasurer shall be responsible for the financial management of the Association and shall be the authorized signing officer for the paying of indebtedness approved by the Board. The Treasurer shall submit a financial report and a proposed budget at the Annual General Meeting. The Treasurer shall be responsible for the safekeeping of Association financial records and documents.

15. Discipline Directors/Coordinators responsible for competitive swimming, diving, waterpolo and synchronized swimming will be part of the Association Executive. The Discipline Directors/Coordinators shall be responsible for the operation, logistics and scheduling for the competitions within their particular discipline. The number of Directors/Coordinators shall be flexible to ensure the smooth operation of the particular discipline. There must, however, be at least one Director/Coordinator for each discipline.
16. The Webmaster shall be responsible for the design, security and maintenance of the Association website. It is the responsibility of the Officers and Directors/Coordinators to supply the necessary content to the Webmaster for posting on the Association website. Under the guidance of the Webmaster, the accuracy and appropriateness of the information on the Association website is the responsibility of the Executive as a whole

TERM OF OFFICE AND METHOD OF ELECTION

17. The member representatives present at the Annual General Meeting shall elect members of the Executive. The Officers, Directors and Coordinators will be elected for two-year terms. The terms of the Executive members shall be staggered to ensure continuity. The office of President and Vice-President may only be renewed once.
18. A Nominating Committee, chaired by the Past President, may be formed to draw up a list of candidates. Appointments will take effect as of the Annual General Meeting.
19. Names of the nominees for election to the Executive shall be sent to each Member representative in accordance of Article 9 of these By-Laws at least ten days prior to the Annual General Meeting. The name of any candidates proposed and supported by at least 10% of the members shall be included in addition to those candidates proposed by the Executive. A candidate for an Executive position may also be proposed from the floor at the Annual General Meeting.
20. The Executive may grant to officers and committees any and all of the powers of the Executive.
21. The Executive may, at any time, request the assistance of any individual for the performance of any of the duties of the Executive positions.
22. A member of the Executive may be removed from office by a vote of members at a Special General Meeting, if removal is deemed in the best interests of the Association.
23. An Executive member ceases to hold office when the she/he dies, resigns, is removed from office in accordance with by-law 22 or no longer fulfils the requirements and obligations of his/her portfolio as determined by at least a two-thirds majority vote of the current Executive.
24. Upon ceasing office, the outgoing Executive member shall return to ALPS all material, resources and property of ALPS in his/her possession.
25. Should an Executive position become vacant before the completion of the Executive Member's normal term of office, the Executive may fill the vacancy by an appointment until the next Annual General Meeting of members.
26. An Executive Member must be in full agreement with and abide by the ALPS By-Laws pertaining to the conduct of Executive members.

MEETINGS OF THE EXECUTIVE

27. Meetings of the Executive may be called at any time upon order of the President or any two Executive members. Three days' notice shall be given prior to any meeting of the Executive but such notice may be waived by unanimous consent of the members of the Executive.
28. The quorum for any meeting of the Executive shall be at least one-half of the Executive.

SIGNING OF DOCUMENTS

29. The Executive may, from time to time, designate by resolution any person or persons to sign contracts, documents, or instruments for the payment of money, on behalf and in the name of ALPS.

INDEMNIFICATION

30. No Officer or Director/Coordinator of ALPS, acting within the scope of her/his duties, shall incur any responsibility towards any members of ALPS; and ALPS shall save harmless from the claims of third parties any such Director/Coordinator and Officer acting within the scope of

her/his duties.

AMENDMENTS

31. The Executive may amend these By-Laws from time to time but each such amendment shall have effect only until the next Annual General Meeting of members at which time it must be submitted for ratification. Amendments to the By-Laws must be ratified by a vote of at least two-thirds of the members in attendance and voting at a Special General Meeting called for that purpose.

An amendment to the By-Laws proposed by at least 10% of the members shall be submitted to the next General Meeting of members for consideration and, if desired, ratification.

AMENDMENTS SINCE 1984

1. The Executive
2. shall choose the Jury of Appeal for each discipline. THE DECISION OF THE JURY OF APPEAL IS FINAL AND IRREVOCABLE.
34. ~~The executive of the ALPS is made up of the President, Vice-President, Treasurer, Secretary, Past President and the Coordinators of each discipline.~~ (Removed in 2019)
35. (Removed in 2007)
36. (Removed in 2007)
37. The method of communication from ALPS to the pool representatives shall be by email. It is of the utmost importance that each pool informs the secretary and president of email changes. In addition to the ALPS representative's email address, each pool may supply a second email address for ALPS-related communications.
38. Upon being elected or acclaimed to a position on the ALPS Executive ~~Board of Directors~~ at the Annual General Meeting, each executive member ~~director~~ shall receive an ALPS nametag identifying their position so they may be clearly identified while attending ALPS community events. The tag will be handed over to the next person elected to that position.
39. The ALPS Directory shall be posted on the website each year. All personal contact information shall first be removed, unless specifically requested in writing.
40. Subject to at least a two-thirds majority vote, the current Executive ~~Committee~~ may refuse a nomination for a position on the Executive ~~Committee~~.
41. The ALPS organization is responsible for supplying the trophies, medals and ribbons associated with the ALPS sanctioned major events listed in By-Law 7. d). The ALPS Executive is responsible for performing due diligence in finding and retaining an appropriate supplier. The organization will go out to tender at least every five years to ensure cost and quality issues are addressed. Last went to tender in 2017.

Compiled: May 27, 1992
Amended May 21, 2003
Amended May 26, 2004

Amended April 19, 2006 (completed rulebook with cross-discipline)
Amended April 25, 2007 (addition of #36-38)
Amended April 30, 2008 (addition of #39)
Amended May 3, 2010 (modification to #7)
Amended May 4, 2011 (modification to #7)
Amended May 5, 2015 (modification to #37, addition of #40)
Amended May 3, 2017 (modifications to #10, #23-26)
Amended May 16, 2018 (modifications to #7.b), #9, #12, #36, #37, #40)
Amended May 3, 2019 (addition of #14-16, #18, #19, #22; modifications to #2.a), #3-6, #7.a), #8,
#10, #12-13, #17, #20-21, #23-32, #37, #39; removal of #33)