



SYNCHRO NOVA SCOTIA
MEMORANDUM OF ASSOCIATION
2011

**SYNCHRO NOVA SCOTIA
MEMORANDUM OF ASSOCIATION**

The objects of Synchro Nova Scotia shall be:

- 1) To promote, teach, foster, encourage and improve synchronized swimming in any manner whatsoever.
- 2) To stimulate public opinion in favour of providing proper accommodation, adequate facilities and trained instructors for teaching and developing synchronized swimming.
- 3) To regulate Amateur Synchronized Swimming under its jurisdiction and to deal with any infringement thereof.

SYNCHRO NOVA SCOTIA BY -LAWS

NAME

The name of the Association shall be Synchro Nova Scotia.

Wherever they appear in this text, words imparting the feminine gender shall include the masculine. Plural words shall include the singular number and the singular number shall include the plural.

RELATION TO SYNCHRO CANADA

Synchro Nova Scotia shall operate as a Provincial section of Synchro Canada. Synchro Nova Scotia, its member clubs, and associate members shall not contravene the By-Law and Rules of Synchro Canada.

CORPORATE SEAL

The seal of Synchro Nova Scotia shall be in the form attached until changed by resolution of the Board. The custody of the seal shall be entrusted to a person whom the Board may designate.

APPLICATION OF THE BY-LAWS

These By-Laws and Rules shall apply to Synchro Nova Scotia and the members and clubs within its jurisdiction.

MEMBER COMPETITORS

Member competitors shall be duly registered amateurs: Registered as set out in these By-Laws: Amateur as defined in the Synchro Canada definition.

MEMBERSHIP

- 1) Synchro Nova Scotia shall consist of amateur synchronized swimming clubs which must be member clubs in good standing.
- 2) A general membership in Synchro Nova Scotia shall be available to any person interested in or desiring to promote synchronized swimming in Nova Scotia.

- 3) An Honorary Membership in Synchro Nova Scotia may be awarded to those persons who have made substantial contributions or have performed outstanding service on behalf of the sport and shall be awarded when the Board of Directors consider recipients worthy.

FEES

An affiliation fee, as determined by Synchro Nova Scotia Executive, shall be paid by each member club and general member to Synchro Nova Scotia.

All members must adhere to the CASSA Discipline Policy and CASSA Anti-Harassment Policy to remain “members in good standing”. The Discipline Policy and Anti-Harassment Policy identify the standard of behaviour which is expected of all Synchro Nova Scotia members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within these policies. Any appeals regarding sanctions shall be filed and considered under the guidelines set out in the CASSA Appeals Policy.

- 1) The affiliation fee for each member club shall be as set forth by the Board of Directors annually. This includes the fee for affiliation with Synchro Canada.
- 2) All affiliation fees for each member club must be paid to Synchro Nova Scotia annually. Failure to pay affiliation fees by the stipulated date shall result in loss of Provincial voting privileges.
- 3) The General Membership fee shall be as set forth by the Board of Directors annually.
- 4) The registration fee for competitive swimmers shall be as set forth by the Board of Directors annually.
- 5) Examination Fees for Recreational Star Awards and Competitive Awards shall be as set forth by the Board of Directors annually.

MANAGEMENT AND ADMINISTRATION

The management and administration of Synchro Nova Scotia shall be conducted by:

- 1) The Board of Directors consisting of the following: President, Vice President Administration, Vice President Technical, Vice President Advanced Training, Past President, Secretary, Coaches Chair, Officials Chair, Competitions Chair and Athlete’s Rep.

FINANCE

- 1) Synchro Nova Scotia has its accounting records processed by an independent accountant on an annual basis.
- 2) Synchro Nova Scotia operates on a balanced budget. Synchro Nova Scotia does not exercise any borrowing powers

METHOD OF ELECTION

The Board of Directors of Synchron Nova Scotia shall be determined by the following method:

- 1) Elected annually for a one-year term with a recommended maximum of four (4) terms. The Past President is not elected.
 - a. President
 - b. Past President
 - i. Nominating Committee Chair
 - c. Vice President Administration
 - i. Finance Committee Chair
 - d. Vice President Technical
 - e. Vice President Advanced Training
 - f. Secretary
 - g. Coaches Chair
 - h. Officials Chair
 - i. Competitions Chair
 - j. Athletes Representative (appointed by the V. P. Technical from names submitted)

It is further recommended that nominees be encouraged to commit to at least a minimum of a two year term. Nominations for the Board of Directors shall be requested from affiliated clubs. Employees of Synchron Nova Scotia are not entitled to a vote.

All Directors of Synchron Nova Scotia shall adhere to the CASSA Discipline Policy and CASSA Anti-Harassment Policy. The Discipline Policy and Anti-Harassment Policy identify the standard of behaviour which is expected. Directors who fail to meet this standard will be subject to the disciplinary sanctions identified within these policies. Any appeals regarding sanctions shall be filed and considered under the guidelines set out in the CASSA Appeals Policy.

There is no remuneration for any Officer or Director of Synchron Nova Scotia.

Board of Directors

1) The Board of Directors of Synchro Nova Scotia shall consist of the following members:

- a. President
- b. Vice President Administration
 - i. Finance Committee Chair
- c. Vice President Technical
- d. Past President
 1. Nominating Committee Chair
- e. Vice President Advanced Training
- f. Secretary
- g. Coaches Chair
- h. Officials Chair
- i. Competitions Chair
- j. Athlete's Rep. (Appointed by the V.P. Technical from names submitted)

2) The duties shall be:

- a. Be empowered to carry out the business of Synchro Nova Scotia and hold such meetings as it deems necessary.
- b. Have the power to appoint Chairs of "ad hoc" committees and clearly define the duties and functions of such committees.
- c. In case of death, resignation or incapacity of any officer or Chair of a Standing Committee of Synchro Nova Scotia, the Board may declare the office vacant and appoint another person for the balance of the term.
- d. Prepare summary information and recommendations regarding the requested expenditures of various Committee Chairs, as well as the salary and benefits of paid staff.

DUTIES

President

The elected President's duties shall include:

- 1) To call and preside at all Board of Directors meetings.
- 2) To cast the deciding vote in case of a tie.
- 3) Appoint and monitor special committees.
- 4) Monitor the duties of other Board members of Synchro Nova Scotia.
- 5) Conduct any business arising between meetings.

- 6) Represent Synchro Nova Scotia as required and ensure that the decisions and concerns of the Board of Directors are raised accordingly.
- 7) Being an ex-officio member of all committees.
- 8) Being one of the signing officers.
- 9) To exercise such powers and to perform such duties as are customarily vested in a President, which include:
 - a. Maintain close contact with Synchro Canada and all its factions.
 - b. Maintain close contact with the Executive Director.
 - c. Maintain close contact with Government Sport Division.
 - d. Maintain close contact with Sport Nova Scotia.
 - e. Be a member of the Board of Directors of Synchro Canada.
 - f. Liaise with the Board of Directors to establish and monitor the duties of the Executive Director.
 - g. Scrutinize correspondence and delegate to appropriate committees.

Past President

The Past President's duties shall include:

- 1) Chairing the Nominating Committee.
- 2) Offering consultation and guidance when necessary.

Vice President Administration

The duties of the elected Vice President Administration shall be:

- 1) Performing the duties of the President in the latter's absence or inability to act.
- 2) To assist the President in every way in the operation of Synchro Nova Scotia's activities.
- 3) Assisting in the development and monitoring of duties and projects of the committee members.
- 4) Assist in the completion of the relevant sections of the Funding Assessment every four years or whatever is required by the Government
- 5) Assist in developing the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government..
- 6) Composing an agenda and chairing the Finance Committee meetings.
- 7) Updating the By-Laws annually.
- 8) Initiate and monitor long range planning.
- 9) Tracking rule, policy, and procedure changes on an ongoing basis and ensuring that the General Information Handbook is updated annually.
- 10) Being one of the signing officers in absence of the President.

Vice President Technical

The duties of the elected Vice President Technical shall be:

- 1) Composing an agenda and chairing the Technical Committee meetings.

- 2) Assisting in the development and monitoring of duties and projects of the committee members.
- 3) Assist in the completion of the relevant sections of the Funding Assessment every four years or whatever is required by the Government.
- 4) Assist in developing the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 5) Keeping an updated list of all technical requirements for competitions.
- 6) Arranging for clinics for the figures and such other technical matters as may be requested in writing by a member club.
- 7) Being responsible for the relaying of information on current trends in the performance and judging of figures and routines through clinics, newsletter, website etc.
- 8) Advising the Board of Directors on technical matters.
- 9) Determining the need for coaching clinics and NCCP coaches training programs in conjunction with Coaches Chair and notifying the Executive Director for administration of programs.
- 10) Being responsible for naming the Athlete's Representative as follows: Each club will be sent an athlete's rep job description and notified that they can nominate two (2) candidates. Each candidate will be required to submit a resume. A selection committee comprised of members of the Technical Committee will choose the candidate best able to fulfill the mandate.

Vice President Advanced Training

The duties of the Vice President Advanced Training shall include:

- 10) Develop a budget for the portfolio.
- 11) Assist in the completion of the relevant section of the Funding Assessment every four years or whatever is required by the Government.
- 12) Complete the relevant section for the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 13) To call and preside at all Advanced Training Committee meetings.
- 14) To cast the deciding vote in the case of a tie.
- 15) Appoint and monitor special committees as may be required.
- 16) Monitor the duties of other members of the Advanced Training Committee.
- 17) Conduct any business arising between meetings.
- 18) Represent the Provincial/Canada Games Team as required and ensure that the decisions and concerns of the Committee are raised accordingly. Being an ex-officio member of all sub-committees.

Secretary

The elected Secretary's duties shall include:

- 1) Recording all minutes of all meetings of Board of Directors and ensuring a copy of said minutes is sent to all members of the Board through the Executive Director at the office.
- 2) Ensuring all notices of meetings are issued.

COMMITTEE MEMBERS

The Board of Directors of Synchro Nova Scotia shall consist of the following:

Technical Committee

- 1) Coaches Chair
- 2) Officials Chair
- 3) Competitions Chair
- 4) Participation Chair
- 5) Athletes' Representative Administrative
- 6) VicePresident Advanced Training

Administrative Committee

- 7) Awards Chair
- 8) Historian
- 9) Publicity Chair
- 10) Fundraising Chair
- 11) Fair Play and Harassment Officer
- 12) Treasurer
- 13) Nominating Committee Chair

Advanced Training Committee

- 14) Coach
- 15) Manager

Coaches Chair

The elected Coaches Chair's duties shall include:

- 1) Develop a budget for Coaching including a prioritized list of all planned events.
- 2) Assist in the completion of the Coaches section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Complete the Coaches section of the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 4) Compiling an up-to-date roster of all Provincial Coaches and certifications.
- 2) Provide and maintain liaisons between the Coaches of the affiliated clubs and the Provincial Section and the National Coaches Representative or Chair, on such matters as the National body deems necessary or when called upon.
- 3) Give written reports of matters discussed at Provincial or National Coaches meetings and bring them to Provincial Board and/or Technical Committee meetings.
- 4) Report to the Coaches following Board Meetings on developments concerning Coaches through the newsletter and website, etc.
- 5) Other duties assigned.

Officials Chair

The elected Officials Chair's duties shall include:

- 1) Develop a budget for Officials including a prioritized list of all planned events.
- 2) Assist in the completion of the Officials section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Complete the Officials section for Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 4) Maintain an up-to-date list of qualified Judges residing in the Province.
- 5) Arrange for Officials clinics, courses and examinations, with assistance of Executive Director.
- 6) Complete a yearly Provincial Officials Report by August 1st and submit to the Chair of the Officials Management Team of Synchro Canada.
- 7) Recommend officials for upgrade to Level 3 certification, present to the Board of Synchro Nova Scotia for approval, and send to the Chair of the Officials Management Team of Synchro Canada by August 1st of each year.
- 8) Maintain a record of performances by each Official, i.e. numbers of competitions officiated each year.
- 9) Supervise and/or delegate supervision of practice judging at provincial competitions.
- 10) Maintain records of course content and exams on all levels and all relative information.
- 11) Provide a list of panels of officials for all meets.
- 12) Attend Board, Technical Committee, and Summer Planning meetings. Provide reports to the Executive Director for addition to meeting packages.
- 13) Other duties as assigned.

Competitions Chair

The elected Competitions Chair's duties shall include:

- 1) Develop a budget for the Competitions area including a prioritized list of planned events.
- 2) Assist in the completion of the Competitions section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Complete the Competitions section for the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 4) Sending out a calendar of events to all registered clubs and officials with the aid of the Executive Director.
- 5) Arranging for a Meet Manager for each competition.
- 6) Arranging for clubs to host the meets sanctioned throughout the year.
- 7) Being responsible for how meets should be hosted.
- 8) Maintain all materials necessary for meets.
- 9) Being responsible for all scoring material to be used at meets.

- 10) Ensuring athletes are eligible to compete in the categories they are entered.
- 11) Ensure coach criteria are met before awarding deck privileges.

Participation Chair

The elected Participation Chair's duties shall include:

- 1) Develop a budget for Participation including a prioritized list of all planned events.
- 2) Assist in the completion of the Participation section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Complete the Participation section for the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 4) Co-ordinate the annual Outreach Event for recreational swimmers.
- 5) Give assistance to any pools that are interested in starting recreational clubs.
- 6) Help increase participation in the sport of synchronized swimming
- 7) Other duties as assigned.

Athletes' Representative

The appointed Athletes' Representative's duties shall include:

- 1) Develop a budget for the Athletes' Representative portfolio.
- 2) Assist in the completion of the relevant section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Complete the relevant section for the Annual Outcomes in co-ordination with the Board of Synchro Nova Scotia as required by the Government.
- 4) Liaise between athletes and Board of Directors by bringing the concerns of the athletes to the Board.
- 5) Set criteria and guidelines necessary for nominations of Fair Play Award, issued annually.
- 6) Compiling and overseeing nominations for Fair Play Awards issued to athletes based on criteria set by the officer, as well as issuing these Awards.
- 7) Organize at least one Fair Play Event for Synchro Nova Scotia athletes and members annually.
- 8) Report any pertinent information from the Board to the swimmers through the newsletter, website etc.

Awards Chair

The elected Awards Chair's duties shall include:

- 1) Develop a budget for the Awards portfolio including costs of keeping awards (Star awards, competition medals and ribbons) in stock, mailings, etc.
- 2) Assist in the completion of the relevant section of the Funding Assessment every four years or whatever is required by the Government.
- 3) Co-ordinating the Star Award Program.

- 4) Maintain a file of program test sheets and marking when and to whom awards were sent.
- 5) Ensuring that all required engraving on medals has been properly completed and that ribbons are ordered.
- 6) Producing the labels for competition ribbons for each competition.
- 7) Become familiar with the selection criteria for all appropriate volunteer related Awards, including but not limited to:
 - Synchro Canada Awards
 - Sport Nova Scotia Celebration Day Awards
- 8) Co-ordinate the identification of eligible candidates for all Awards as may be appropriate.
- 9) Present list of eligible candidates to the Board of Directors for selection / approval of Award Nominees.
- 10) Complete and submit Award Nominations as required.
- 11) Co-ordinate award presentations to all successful nominees as required.
- 12) Keep file on awards inventory and advise the Office when it is necessary to order more.
- 13) Other duties as assigned.

Historian

The elected Historian's duties shall include:

- 1) Develop a budget for the Historian's portfolio.
- 2) Keeping all historical data of the Nova Scotia Section in safekeeping.
- 3) Maintaining a record of the historical happenings of the Nova Scotia Section.
- 4) Making the History Book available for display as directed by the Executive with at least fourteen (14) days notice.
- 5) Update, present and insert surplus pages into the History Book at the time of each Annual Meeting.

Publicity Chair

The elected Publicity Chair's duties include:

- 1) To be responsible for the co-ordinator of all P.R. activities of the Section including demonstrations, T.V. or radio interviews, with the assistance of the Executive Director.
- 2) Maintain a current media contact file and arrange for pictures and interviews when deemed necessary.
- 3) Prepare articles for the newspaper, radio, and T.V. release.
- 4) To develop and prepare media kits for specific events.
- 5) Sending advance information to news media on Provincial Competitions, meetings, clinics, and other events.
- 6) Prepare write-ups on Provincial competitors attending outside the province events.
- 7) Keep an up-to-date list of all members and contributors to the newsletter.
- 8) To be responsible for the writing layout and scheduling of the newsletter. Contact members one week in advance to remind them of the upcoming deadlines.

Fundraising Chair

The duties of the elected Fundraising Chair shall include:

- 1) Presenting to the Executive Committee ways of raising money for clinics, travel expenses, etc.

Nominating Committee

The Nominating Committee is a Standing Committee in our Organizational Structure under the Past President. The committee membership will be the Past President and the Area Representatives.

The role of the Nominating Committee is to meet in February to determine which Board positions will be vacant by the AGM, to request nominations from member clubs and to present a slate of officers to the AGM.

SUSPENSION

Synchro Nova Scotia has the power of suspending any amateur provided guilty of an infringement of the by-laws of Synchro Nova Scotia as follows:

- 1) Suspension action shall be in accordance with the CASSA Discipline Policy.

MEETINGS

- 1) The Annual Meeting of Synchro Nova Scotia shall be held at a time and place as decided by the President, usually during the month of June.
- 2) Board of Directors Meetings shall be held a minimum of two times per year. Members will be informed by mail or email.
- 4) Standing Committee meetings shall be held as deemed necessary by the appropriate Vice Presidents and/or Chairs.

ANNUAL MEETING

- 1) The Annual Meeting of Synchro Nova Scotia shall be held at a time and place designated by the President and shall normally be held in the month of June. Notice of this meeting shall be forwarded to all concerned thirty (30) days in advance.
- 2) Notices of motion proposed for the Annual Meeting shall be forwarded in writing to the Secretary of Synchro Nova Scotia at least thirty (30) days prior to the date of the meeting.
- 3) The regular order of business at the Annual Meeting, which shall take precedence over all other business, shall be:
 - a. Credentials
 - b. Minutes
 - c. Correspondence
 - d. Executive and Standing Committee Reports
 - e. Area Representatives Reports
 - f. Business Arising from the Minutes
 - g. New Business
 - h. Election of the Board of Directors
 - i. Adjournment
- 4) The Secretary shall ensure that minutes are forwarded to all persons mentioned above within (40) days.
- 5) Call to Order by Herb Perry shall apply at all meetings at which jurisdictional disputes and parliamentary procedure queries arise.

DOMICILE

Headquarters of Synchro Nova Scotia shall be:

Sport Nova Scotia
5516 Spring Garden Road
Halifax, NS
B3J 3G6

VOTING

The following shall be the right to vote:

- 1) Members of the Board of Directors at Board of Directors Meetings.
- 2) The President votes according to Call To Order by Herb Perry.
- 3) Each member club in good standing shall have the right to appoint one representative or one alternate for the Annual Meeting. Only the accredited club representative or the alternate, either being entitled to one vote, shall cast votes at these meetings on all matters.
- 4) All members of Synchro Nova Scotia shall be entitled to attend the Annual Meeting and to participate in discussions but shall not be allowed to vote.
- 5) One-third (1/3) of the members eligible to attend the Annual Meeting or Board of Directors Meeting shall constitute a quorum.

CERTIFICATE OF APPOINTMENT

For each Annual Meeting, each member club shall submit to the President of Synchro Nova Scotia, a certificate of appointment for its representative.

VOTING BY MAIL

- 1) The President may, on her own initiative, by written request of any member club, or by carried motion of the Annual Meeting, submit to a vote by mail, any special matters of interest to the welfare of Synchro Nova Scotia.
- 2) Any mail votes of the Board of Directors must be supported by a majority of two-thirds (2/3) of the members of the Board of Directors participating in the vote.
- 3) One quarter (1/4) of the members of the Board of Directors shall constitute a quorum for a mail vote.

For a mail vote of the Board of Directors, the Secretary of Synchro Nova Scotia shall mail to the Board of Directors a clear statement of the question to be voted upon, with the request that each return its vote to the said Secretary within a specified time, not less than ten (10) days and not exceeding thirty (30) days. Within five (5) days of the closing of the mail vote, the Secretary shall

mail to the Board of Directors a copy of the question and the result of the vote for and/or against and whether the vote was carried or defeated.

AMENDMENTS TO BY-LAWS

The making, amending or rescinding of By-Laws is subject to a three-fourths 3/4 majority vote of the members at a General Meeting.

AMENDMENTS TO RULES

The standing rules of Synchro Nova Scotia (promulgated separately) can be adopted or amended by a majority vote at any business meeting without previous notice.

SANCTIONS

All Provincial Synchronized Swimming Competitions and Clinics come under the jurisdiction of Synchro Nova Scotia and sanction for their conduct must be obtained from Synchro Nova Scotia. National or International competitions must be sanctioned by Synchro Canada or F.I.N.A. as appropriate.

ADMINISTRATION RECORDS

Each member of the Board of Directors must keep appropriate records covering the administration of activities under their jurisdiction. These records must be in a form that enables them being turned over to succeeding members of such position. Board Members, with true conscience, diligence and good judgement, may dispose of material that is over five years old.

MISCELLANEOUS

The execution of contracts, deeds, bills of exchange and other instruments on behalf of the society may be executed by the President, Vice President of Administration, Secretary or otherwise as prescribed by resolution of the society.

ASSUMPTION OF OFFICE

The Board of Directors of Synchro Nova Scotia and Chairs of the Committees shall take office immediately after the Annual Meeting at which they are elected.

SWIMMER REPRESENTATION

- 1) In sanctioned competitions, no synchro swimmer can represent more than one synchronized swimming club during any one season, September 1st to August 31st, except under the following circumstances:
 - a. Swimmers taking up residence (permanent) in another province may be granted a certificate of clearance by the Secretary of Synchro Nova Scotia.
 - b. Synchro Nova Scotia may make rules and regulations governing transfer of swimmers within its jurisdiction.
 - c. Members of schools, collegiate, universities, YMCA/YWCA, armed forces and similar organizations may represent their organization in competitions promoted by such organizations, and may at the same time represent an affiliated club in Synchro Nova Scotia competitions, if properly registered. However, if the organization or club is affiliated with Synchro Nova Scotia, their club members may represent only that affiliated organization in Synchro Nova Scotia sanctioned competition. At the close of the scholastic or other equivalent season, such swimmer may represent another affiliated club of their choice after an official written release of such swimmer has been submitted to Synchro Nova Scotia through an official of the club or organization concerned.
 - d. Registered swimmers may represent their school in Synchro Nova Scotia sanctioned competitions as unattached (school) if such competition occurs during the school competitive season.
 - e. Swimmers pending transfer between clubs who have not completed the mandatory sixty (60) day waiting period shall be recognized as "unattached" and shall be ineligible to compete until the expiration of the mandatory period.
 - f. Swimmer Transfer Rule - A swimmer may transfer to another affiliated club of her choice subject to a written request for such transfer being submitted to the Provincial Registrar, with a copy of the request being forwarded simultaneously to the club which she is leaving. The date of the release shall be the date of the request. The sixty (60) day waiting period is mandatory.

- 2) Swimmers must represent a member club, except under the following circumstances:
 - a. Swimmers resident in an area where no member club is organized may register directly with Synchro Nova Scotia making application through the Registrar of Synchro Nova Scotia.
 - b. Swimmers resident in Nova Scotia but in an area where no club is organized may register directly with the Registrar or Secretary of Synchro Nova Scotia or with the nearest geographically situated member club.
 - c. Sections (1) and (2) will not apply to members of established but unaffiliated clubs, or where more than three individuals from one area wish to register. In such cases, club affiliation is mandatory.
 - d. Swimmers registered as in (a) and (b) shall be recognized as "unattached".

