



## SPECIAL INTEREST GROUP MEMBERSHIP POLICY

### DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a) *“Association”* – Swim Alberta Association (S/NC)
  - b) *“Special Interest Group Member”* – Special Interest Groups members will include organizations who do not meet the requirement of other membership categories as described in the Swim Alberta Bylaws and enhance the Association’s objectives as determined by the Board of Directors of Swim Alberta (Board).
  - c) *Terms of Reference*: a formal document that describes the scopes and responsibilities of a committee of Swim Alberta.
  - d) *Affiliation Agreement*: an agreement that outlines the terms of how the two organizations will operate with each other to the mutual benefit of the swimming community.

### PURPOSE

2. The purpose of this policy is to:
  - a) Assist and guide the Board of Directors of Swim Alberta (Board) in making decisions as it relates to potential new members in the Special Interest Group Membership Category; and
  - b) Describe the rights, conditions and obligations for membership as a Special Interest Group within Swim Alberta.

### SCOPE AND APPLICATION

3. This Policy applies to all Special Interest Group Members as defined in Swim Alberta’s Bylaws, the Special Interest Group Members may include:
  - a) Alberta Summer Swimming Association
  - b) Alberta Technical Program Committee (Previously known as Alberta Coaches Council)
  - c) Alberta Masters Committee

### ADMISSION OF SPECIAL INTEREST GROUP MEMBERS

4. No Special Interest Group will be admitted as a member of Swim Alberta, either through new membership or renewal of membership, unless:
  - a) The Special Interest Group has made an application for membership in a manner prescribed by Swim Alberta;
  - b) The Special Interest Group has agreed to comply with these bylaws, policies, procedures, rules and regulations of Swim Alberta;
  - c) If, at the time of applying for membership the Special Interest Group is currently a Member, the Special Interest Group is a Member in Good Standing as defined in the Swim Alberta Bylaws, unless approved otherwise by the Board;
  - d) If the Special Interest Group was at any time previously a member, the Special Interest Group was a member in good standing at the time of ceasing to be a member, unless approved otherwise by the Board;

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- e) The Special Interest Group has been approved by majority vote as a member by the Board or by any committee or individual delegated this authority by the Board; and
  - f) The candidate member has paid dues as prescribed by the Board.
5. Special Interest Group membership is non-transferable to any other party or entity without the prior written approval of the Board.
6. Any Swim Alberta member may make oral submissions to the Board relating to a Special Interest Group application for membership by way of notice to the Board of at least fifteen (15) days in advance of a meeting of the Board. If a Swim Alberta Member wishes to make submissions to the Board, the Special Interest Group will be invited to a meeting of the Board to hear any oral submissions and provided an opportunity to respond.
7. The decision to admit or deny a Special Interest Group membership request will be determined by way of considering the best interests of competitive swimming in Alberta and the following:
- a) A commitment to support Swim Alberta's values, vision, mission and strategic directions.
  - b) A commitment to work within the policies, rules and regulations as approved by Swim Alberta.
  - c) A commitment to work closely with the Executive Director of Swim Alberta or their designate, ensuring that they are included and kept apprised of decisions that will have a direct effect on the programs, services and operations of Swim Alberta.
  - d) A commitment to establish annual operating budget
  - e) Proof of societal or incorporated status on an annual basis
  - f) Providing Swim Alberta with a copy of the association's bylaws or any suggested changes to the bylaws.
  - g) Providing Swim Alberta with a list of board members and any changes to their board members, along with contact information.

#### **MINIMUM REQUIREMENTS**

8. Potential Special Interest Group Members and accepted Special Interest Group Members must comply with the following minimum requirements, if applicable as determined by Swim Alberta, to be considered for membership or to maintain membership in good standing:
- a) Register with Swim Alberta all clubs, teams, swimmers, coaches and administrators and submit the following information of such registrants:
    - i. Designation (Swimmer, Coach, Director, Administrator, etc.)
    - ii. Name
    - iii. Address
    - iv. Telephone number
    - v. Date of Birth
    - vi. Gender
  - b) Appoint an individual to act as the point of contact.
  - c) Submit to Swim Alberta the Special Interest Group's contact information including address, telephone number, fax number, email and web address.
  - d) Submit to Swim Alberta a copy of the Special Interest Group's most recent constitution, bylaws and policies.
  - e) Submit to Swim Alberta copy of the Special Interest Group's audited financial statement for the last completed fiscal year.
  - f) Submit to Swim Alberta any other information requested by Swim Alberta.

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- g) Comply with any terms of reference established by Swim Alberta, where applicable
- h) Submit to Swim Alberta an annual budget.
- i) Work closely with the Swim Alberta Executive Director or their designate, ensuring that Swim Alberta is included and kept apprised of decisions that will have a direct effect on the programs, services and operations of Swim Alberta.
- j) Submit proof of societal or incorporated status on an annual basis
- k) Provide Swim Alberta with a copy of the Special Interest Group's bylaws or any suggested changes to the bylaws, where applicable.
- l) Provide Swim Alberta with a list of board members and any changes to their board members, along with contact information, where applicable
- m) Ensure that any policies adopted by Special Interest Group Members are pre-approved by Swim Alberta.

#### **ADDITIONAL REQUIREMENTS**

##### ***Alberta Summer Swimming Association***

- n) The Alberta Summer Swimming Association will enter into an Affiliation Agreement with Swim Alberta which outlines the roles and responsibilities of the parties. The Affiliation Agreement will be approved by Swim and have a minimum term of two (2) years, unless terminated earlier pursuant to this Policy, the Swim Alberta Bylaws or any term within the Affiliation Agreement.
- o) Any changes to the Alberta Summer Swimming Association bylaws must be pre-approved by Swim Alberta to ensure consistency with the Alberta Summer Swimming Association's Affiliation Agreement or any other agreement between the two organizations; and any proposed bylaw changes align with the programs, services, policies and governance of Swim Alberta.
- p) Any changes to the Alberta Summer Swimming Association policies must be pre-approved by Swim Alberta to ensure consistency with the programs, services, policies and governance of Swim Alberta.

#### **INTERPRETATION**

- 9. In the event that this Policy conflicts or contradicts the Bylaws of Swim Alberta, the Bylaws shall take precedence.

#### **AMENDMENTS**

- 10. Swim Alberta reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or procedures, if it deems that waiving or making modifications to this Policy is in the best interests of swimming in the province of Alberta.