

# **CONSTITUTION AND RULES**

## **NAME AND AIMS**

1. The Official name of the Club is the Wycombe and District Swimming Club. The Club's immediate objects are those of the ASA and in particular the teaching and encouragement of swimming and diving in all their branches.

## **AFFILIATIONS**

2. The Club shall be affiliated to the S.C.A.S.A. and the R.L.S.S. and to such other relevant organisations as the Committee shall decide. The Club shall be at all times bound by the Constitutional Laws of the A.S.A.; the Laws governing the sport; the swimming Laws, Rules and Resolutions as passed by the A.S.A. and the rules of the S.C.A.S.A. All competitions must be conducted in accordance with A.S.A. Laws and Technical Rules.

## **MEMBERSHIP**

3. Membership is open to anyone of either sex, irrespective of age, subject only to final approval by the Committee. Each candidate for membership must apply on the official membership form of the Club; and the form given to the Hon. Secretary with the appropriate subscription. Candidates for swimming membership may be required to take a swimming test. Candidates for membership of the Club shall be nominated by an existing member and elected by the Committee. The entrance fee and Annual Subscription shall be fixed by the Committee and advised to the Annual General Meeting. Any member whose membership is unpaid by 31<sup>st</sup> December shall not be entitled to participate in any club activities. To compete in any Club Championship a member must have joined the Club not less than 10 weeks before the closing date for the event in which wishes to compete. He shall not have competed in the championships of any other club affiliated to a District of the A.S.A. nor intend to do so during the calendar year.
4. All competing members shall be eligible competitors as defined in A.S.A. Law except for those competing in Masters competition who may be professionals. The Club shall adopt the A.S.A. Child Protection Procedures. The members of the Club shall comply with the A.S.A. Child Protection Procedure requirements.

## **MEMBERSHIP CATEGORIES WITHOUT VOTING RIGHTS**

5. Junior  
Swimmers under 16 years of age at the end of the year for which the subscription is paid.
6. Temporary  
Swimmers and non swimmers of any age, whilst on short term courses run by the Club. Appropriate subscription paid as part of the course fee.

## **MEMBERSHIP CATEGORIES WITH VOTING RIGHTS**

7. Senior  
Swimmers aged 17 years and over at the end of the year for which the subscription is paid.
8. Adult Social  
Non swimmers aged 18 years and over at the end of the year for which the subscription (fixed at 25% of the ADULT swimming subscription) is paid.
9. Parent  
Non swimming parent or guardian of paid up JUNIOR members.

## **SUBSCRIPTION AND SESSION FEES**

10. Subscriptions for all categories of membership shall be advised to members at the Club A.G.M. and published separately on the Club Notice Board.
11. The subscription year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September. Annual subscriptions must be paid by 31<sup>st</sup> October.
12. Session fee amounts and methods of payment shall be determined by the Committee, and published separately on the Club Notice Board.

## **RESIGNATIONS**

13. A member is deemed to have resigned on non-payment of a subscription by 31<sup>st</sup> October.
14. One whose subscription is unpaid, or who has been expelled by the Committee, is not entitled to any club privileges, or to compete or officiate at any competition under the Club's name.

## **ANNUAL GENERAL MEETING**

15. There shall be an Annual General Meeting of the Club for the election of Officers and Committee and the approval of the examined accounts. This meeting shall be held during October/November in each year on a date fixed by the Committee. Members will be notified of the time, date and place of the meeting and sent an agenda not less than 14 days prior to the meeting. At this meeting an independent examiner(s) who shall not be an elected officer(s) of the Club nor a member of the Committee, shall be appointed. A quorum of 20 voting members will be required for the meeting to take place and voting shall be confined to senior members, junior under 16 only being allowed to vote on matters concerning juniors.

## **COMMITTEE**

16. The Club shall be managed by a Committee comprised of: Chairman, Vice-Chairman, Secretary, Treasurer and eight members. All members of the Committee shall have been properly nominated, with the nomination papers received by the Secretary, duly proposed and

seconded by members of the Club not less than 14 days prior to the Annual General Meeting. The Committee shall meet as such times it considers necessary. The quorum for the Committee shall be seven members. Sub-committees may be appointed to deal with special matters, which shall be reported back, at the next meeting of the Committee.

17. Club members with voting rights, aged 18 and over, are eligible for election as Club Officers or Committee Members.
18. The Committee's Officers shall be elected annually by the Meeting. The Retiring Chairman officiates at the A.G.M until the new Chairman has been elected.
19. For continuity, ordinary Committee members shall be elected for a 2-year period. Such members must resign at the end of the 2 years on Committee, but they are then eligible for re-election by vote at the A.G.M. A minimum of 4 vacancies for ordinary Committee members shall be available at each A.G.M. If a bi-annual Committee member is elected to Office, a vacancy then becomes available on the Committee.
20. The election of ordinary Committee members shall be made at the A.G.M. following election of the Officers.
21. The Committee has the power, with a majority vote, to co-opt members to the Committee; appoint and dismiss Sub-Committees; and make special appointments on an annual basis (eg. P.R.O, fixtures secretary, etc).
22. If at least 7 Committee Members/Officers vote in favour of a relevant Motion, the Committee has the right to dismiss Members from the Committee.
23. A Club Officer may only be dismissed from Office between A.G.M's. by vote at a Special General Meeting. Replacements may be elected at the S.G.M.
24. Full and co-opted Committee Officers and Members have the right to vote on Committee. The Chairman has an additional casting vote in the event of a tie.
25. At least 8 full Committee meetings shall be held within the Club year.
26. Any Committee member absent for 3 consecutive meetings without satisfactory explanation has vacated Office/Committee membership (subject to a majority vote by the Committee).
27. The Committee has the power to settle disputed points not provided for within this Constitution.
28. The Committee shall at their absolute discretion offer an Honorarium to any Office who in their opinion is deemed worthy, such amount to be decided by the Committee.
29. The Committee may nominate a President and Vice President as a token of esteem to past Members/Officers of committees and such duly nominated President and Vice President would act in a consultancy capacity to the elected Committee subject to the nomination being approved at the Annual General Meeting. The resident and Vice President will receive Honorary Life Membership.

## **FINANCE**

30. The Club financial year shall commence on 1<sup>st</sup> October and the subscriptions year shall start on 1<sup>st</sup> October. Proper accounts must be kept by the Honorary Treasurer, and duly independently audited accounts for the October – September period immediately prior to the A.G.M. must be presented by the Hon. Treasurer at that meeting. The Club's books shall be available for inspection at that meeting.
31. Any Committee member has the right to inspect the Club's books with a fortnight's notice throughout the year in the presence of the Hon. Treasurer and Club Chairman and/or Vice Chairman.
32. The Hon. Treasurer should provide an up-to-date balance of the Club's finances at every Committee meeting.
33. Money received by the Club shall be paid in the Club's bank, as determined by the Committee. The Hon. Treasurer has charge of the Club cheque book. Cheques shall be signed by 2 of 3 Officers of the Club (the specific Officers to be designated by the Committee).
34. Additional investment arrangements for Club funds (eg. Building Society deposits, etc) may be made at the discretion of the Committee.

## **SECRETARIAL**

35. True Minutes of every Committee and General Meeting must be produced by the Hon. Secretary, and circulated with an agenda for the following meeting to all Committee members. A.G.M. Minutes to be made available for all Club members attending the following A.G.M.
36. Hon. Secretary shall be responsible for the Club records (including Minutes' Book); handling routine correspondence and communications; and providing the Committee with details of all transactions made.

## **CLUB PROPERTY**

37. The property of the Club, including all swimming equipment, trophies, records, finance books, etc., is vested in the Committee and its Officer.
38. Funds and property of the Club shall not be distributed among members, save as legitimate out of pocket expenses incurred in the running of the Club, but shall be applied toward the furtherance of the objects of the Club or for charitable purposes. In the event of the Club being dissolved or ceasing to exist, the funds remaining shall be devoted to objects similar to those of the Club or to charity.

## **DISCIPLINARY PROCEDURE**

39. The Committee may suspend a member for a period, or require a member to resign if, in its opinion, the interests of the Club have been compromised by that member. Such action shall

only be taken if the member has been notified, by registered post or recorded delivery, stating the reasons for the action being taken. In the event of such member failing to reply accepting suspension, or declining to resign within the stated period, a special meeting of the Committee shall be called, of which at least two weeks notice shall be given to the member. The individual concerned shall, at that meeting, have the opportunity to defend his actions. At this meeting, should two thirds of the Committee present vote in favour of the action proposed and this is suspension, the members suspension shall take immediate effect and apply for the period specified. If expulsion is proposed, the individual shall cease to be a member of the Club. Such action may be subject to any overriding A.S.A. complaints procedure. Breaches of A.S.A. Law by members shall not be dealt with by the Club but shall be referred to the District Judicial Tribunal.

40. Any member expelled by the Committee shall forthwith cease to be a member, and shall forfeit any subscription or session fees that he or she may have paid.

### **SPECIAL GENERAL MEETINGS**

41. A Special General Meeting (with a quorum of 30 members) may be called at the discretion of the Committee, or upon the written request of not less than 12 Club members, stating the object of the Meeting and must be published on the Club Notice Board, and circulated to members at least 14 days before the date of the Meeting.

### **COACH**

42. The Committee may appoint a professional or semi-professional Coach. Remuneration, duties, details of length of appointment and termination of service by Club or Coach will be an ex-officio, non-voting member of the Committee.

### **AMMENDMENTS TO CONSTITUTION AND RULES**

43. Alterations to this Constitution (which are subject to approval by S.C.A.S.A.) may only be made at a General Meeting and any proposals for such alterations to be made at an Annual General Meeting shall be submitted in writing, duly proposed and seconded by members, and in the Secretary's hands not later than 14 days prior to the General Meeting. They must be clearly set out in the agenda for the Meeting.