



Stockport Swimming Club

# Club Rules and. Constitution

# Stockport Swimming Club

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sscrules#4-2

## Revisions.

Issue 2: March 2007.

Second issue. New rules compiled to meet the requirements of Swim 21.

Issue 3: November 2011.

- Rule 2.4 "... and shall adopt and conform....time" added.
- Rule 2.5 sections 2.5.1 to 2.2.3 added.  
Rules 2.5 to 2.9 re-numbered.  
Reference to Cheshire County and Water Polo Association, deleted.
- Rule 3.1 The right of the committee alone to limit membership has been removed.
- Rule 3.3 "Child Protection" changed to "Child Safeguarding"  
"Judicial Rules" changed to "Judicial Regulations"  
"Judicial Laws and Rules" changed to "Judicial Laws and Regulations"
- Rule 3.4 This rule has been changed to remove the part dealing with refusal of a membership application.
- Rule 3.5 New rule dealing with refusal of membership application. Was part of rule 3.4.
- Rule 3.7 Was rule 3.6: additional clause added for applicant unable to achieve entry criteria for the Club.
- Rule 3.9.6 (If an associate member is not given full privileges provide the exceptions) removed.
- Rule 4.6 The Committee is power was removed.
- Rule 6.1 Reference to rules 6.3 & 6.4 was 6.2 & 6.3
- Rule 6.2 New rule. Was part of rule 1.
- Rule 6.3 Was Rule 6.2. Was to comply with ASA Law.
- Rule 6.4 Was Rule 6.3. Reworded to draw attention to newly added Appendix A.
- Rule 6.5 Was Rule 6.4. The last sentence added.
- Rule 6.6 Rule rewritten.
- Rule 7.1 "... must be not less than 17" was "...must be over 18".  
Welfare Officer removed from the committee
- Rule 7.2 New rule added relating to the Welfare Officer.
- Rule 7.3 Was Rule 7.2. "... with the exemption of the president" removed
- Rule 7.5 "...not less than 17" was "...not less than 18"
- Rule 7.7 Was Rule 7.6. "...or the membership of the Club" added
- Rule 7.10 New rule inserted as Rule 7.10. Following rules renumbered.
- Rule 7.12 Original Rule 7.12 deleted. Referred to Welfare Officer.
- Rule 7.13 Was Rule 7.13. Cheshire was Lancashire.
- Rule 8 Was Executive Committee
- Rule 9.3 28 days was 21 days.
- Rule 10 New rule 10.3 added.
- Rule 11.1 This rule revised. Notification period increased from 7 to 28 days. Electronic media notification added.
- Rule 11.2 New rule added.
- Rule 11.4 New rule added.
- Rule 11.5 Last half of the rule made into new rule 11.6." President's" was " his".
- Rule 11.6 New rule.
- Rule 11.7 Was Rule 11.4
- Rule 11.8 Was Rule 11.5.
- Rule 12.2 Rule added.
- Rule 12.3 Amendments made to satisfy Rules 11.1 11.2
- Rule 16.1 "Considered" was "proposed"
- Appendices added



Issue No 4: November 2014.

Rules 11.1 and 11.2 removed voted for removal at the 2014 AGM carried by 7 votes for removal and 1 against.

## Rules removed

11.1 The Secretary shall personally be responsible for making available to each senior member a written notice of the date, time and venue of the Annual General Meeting together with the closing date for the receipt of any resolutions, proposal, nominations or reports to be considered thereat not less than 28 days before the meeting. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of the meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The Secretary shall personally be responsible for making available to each member a written agenda for a General Meeting together with the resolutions to be proposed there at least fourteen days before the meeting and in the case of the Annual General Meeting a copy of the reports to be considered, a list of nominees for the Committee posts and other positions and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication



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## 1. Name

- 1.1. The name of the Club shall be Stockport Swimming Club, hereinafter known as “the Club”.

## 2. Objects

- 2.1. The objects of the club shall be to teach and practice the art of swimming in all strokes with the opportunity for all members to compete internal and external competitions.
- 2.2. The club is committed to treat everyone equally within the contest of their activity, regardless of sex, ethnic origin, religion, disability, political persuasion or age in furtherance of these objectives.
- 2.3. The club shall implement the A.S.A. Equal Opportunities Policy
- 2.4. The club shall be affiliated to the A.S.A. North West Region and shall adopt and conform to the rules of those Associations and to such other bodies as the Club may determine from time to time.
- 2.5. The business and affairs of the Club shall at all times be conducted in accordance with the Laws, Regulations and Technical Rules of the ASA and in particular:
  - 2.5.1. all competing members shall be eligible competitors as defined ASA Laws; and
  - 2.5.2. The club shall in accordance with ASA Laws and Regulations adopt the ASA Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
  - 2.5.3. Members of the club shall in accordance with ASA Laws and Regulations comply with The ASA Child Safeguarding Procedure.
- 2.6. All members of the club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Safeguarding Procedures.
- 2.7. The virtue of the affiliation of the Club to the Amateur Swimming Association North West Region, the club and all members of the Club acknowledge that they are subject to the laws and rules of:
  - 2.7.1. the A.S.A. North West Region;
  - 2.7.2. the Amateur Swimming Association, to include the A.S.A. /IOS Code of Ethics;
  - 2.7.3. British Swimming to include in particular its Doping Control Rules and Protocols and Disciplinary Code; and
  - 2.7.4. FINA, the world governing body for the sport of swimming in all its disciplines, together the Governing Body Rules.
- 2.8. In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rules shall prevail.

## 3. Membership

- 3.1. The total membership of the Club shall not normally be limited. If, however, the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club.



- 3.2. All persons who assist in any way with the Club activities shall become members of the Club and hence the A.S.A. and the relevant A.S.A. membership fee shall be paid.
- 3.3. Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the laws relating to Child Safeguarding and those parts of the judicial laws, Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.
- 3.4. Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Committee but other person(s) authorised by the Committee may make a recommendation as to the applicant's acceptability.
- 3.5. The Committee shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee comprised of not less than three members who may or may not be members of the committee. The Review Panel shall [wherever practicable] include one independent member nominated by the A.S.A. North West Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.
- 3.6. The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.
- 3.7. The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.
- 3.8. All membership shall be renewed on an annual basis through the process of reapplication not later than 1<sup>st</sup> January in accordance with rule 4.2.
- 3.9. The category of membership shall be decided in accordance with the following
  - 3.9.1. Senior Members, who shall be not less than 17 years of age, shall be eligible to hold office and to attend and vote at Committee and General Meetings.
  - 3.9.2. Junior Members, who shall be less than 17 years of age, shall not be allowed to hold office, attend meetings of the committee, unless by invitation of the committee or vote at Committee or General Meetings.
  - 3.9.3. Honorary Members, who shall be elected by the Committee, with the exception of the President or Vice President(s), for such a period as they think fit and they shall be entitled to the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the Club. Such Honorary members must be included in the Club's annual return as to membership.
  - 3.9.4. Life Members, who shall be elected at the Annual General Meeting on a recommendation made by the Committee in recognition of outstanding services rendered to the Club. Life Members shall be entitled to all the privileges of, shall be eligible to be members of the Committee, shall be eligible to attend General meetings with the power to vote and must be included in the Club's annual return as to membership.
  - 3.9.5. Associate Member, who shall be elected by the Committee in recognition of support or services rendered to the Club. Associate Members shall be entitled to all the privileges of membership including the right to vote at General Meetings, to hold office and be elected to the Committee and must be included in the Club's annual return as to membership.



- 3.9.6. Temporary Members, who are individuals granted temporary membership by the ASA by virtue of their participation in specific event(s) organised by the Club in conjunction with a club, body, association or organisation under the provision of the A.S.A.Regulation on Temporary membership.

## 4. Subscriptions and Other Fees.

- 4.1. The annual members' subscription and Coach's fees (as applicable) shall be determined from time to time by the committee and the committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2. The annual subscription and session fess shall be due on joining the Club and thereafter on the 1<sup>st</sup> day of January each year.
- 4.3. Any member whose subscription is unpaid by the date falling 30 days after 1<sup>st</sup> January may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4. The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription.
- 4.5. Any increase in subscription shall be advised to the members on the Club notice board with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.6. The Officers shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. fees, to address issues of social inclusion.

## 5. Resignations.

- 5.1. A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when agreed by the Committee and there is no outstanding financial commitment or disciplinary action outstanding against the individual and the Rule 5.1 has been complied with.
- 5.2. A member who resigns in accordance with rule 5.1. above shall not be entitled to have any part of the annual membership fee or any other fees refunded.
- 5.3. Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than 2 months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address.
- 5.4. The A.S.A. shall be informed should a member resign when owing money or goods to the Club

## 6. Expulsion

- 6.1. The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him / her to remain a member. The Club in exercising this power shall comply with Rules 6.3. and 6.4 below.





- 6.2. Upon expulsion the former member shall not be entitled to have any part of the annual membership fee or other fees refunded and must return any club or external body's trophy or trophies forthwith.
- 6.3. The Club shall comply with the requirements and procedures of the Judicial Rules and Regulations for handling Internal Club Disputes as the same may be revised from time to time. A copy of the relevant Regulations and Procedures are given in Appendix A.
- 6.4. A member may not be expelled or, subject to Rule 6.5 below, be made the subject of any other penalty unless the panel hearing the dispute shall by a two-thirds majority, vote in favour of the expulsion of, or any other penalty imposed upon, the member.
- 6.5. The Officers of the club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/ or wider club activities, when in their opinion such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules and Regulations.
- 6.6. The Officials in charge of a particular event shall be responsible for the discipline. If further action is required this is to be referred to the Internal Disputes procedures as laid down in ASA Judicial Laws and Regulations.



## 7. Committee.

- 7.1. The committee shall consist of President, who will chair the meetings, Secretary, Treasurer, Gala Secretary, Fixtures Secretary, plus five other members, all of whom must be members of the club. All committee members must not be less than 17 years of age though the Committee may allow younger member(s) to attend their meetings by invitation without the power to vote.
- 7.2. The Committee shall appoint as and when required a member of the Club as Welfare Officer who must be not less than 17 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with ASA Child Safeguarding courses. The Welfare Officer shall not be a member of the teaching or coaching staff or the Team Manager or a member of the family of an officer, The Welfare Officer shall not be a member of the Committee but will have the right to attend Committee meetings without the power to vote and shall report to the Committee on all aspects of welfare concerning members of the club.
- 7.3. The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting.. Any vacancy occurring by resignation or otherwise may be filled by the Committee at the next Annual General Meeting. Retiring members of the Committee shall be eligible for re-election.
- 7.4. Committee meetings shall be held not less than once a month, save where the Committee itself shall by a simple majority resolve not to meet and the quorum of that meeting shall be such be such number as shall represent not less than a simple majority of the Committee members ( to include not less than one Officer). The President and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interest of the Club. The Secretary shall give all members of the Club not less than seven days written notice of a meeting. Decisions of the Committee shall be made by a simple majority and in the event of equality of votes, the President or acting President of that meeting shall have a casting or additional vote. The Secretary or in his/her absence, a member of the Committee, shall take minutes.
- 7.5. In the event that a quorum is not present in thirty minutes of the published start time of the meeting, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the president. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply and the requirements of 11.2 are observed.
- 7.6. In addition to members so elected the Committee may co-opt a maximum of five further members of the Club who shall serve to the next Annual General Meeting. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present. Co-opted members must be not less than 17 years of age.
- 7.7. The Committee may from time to time appoint from their membership of the Club such sub-committees as they consider necessary and to remove (in whole or in part) or vary the terms of reference of such sub-committees and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.8. The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The



Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.

- 7.9. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the Members in General Meeting.
- 7.10. The members of the Committee shall be entitled to an indemnity out of the assets for all expenses and liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11. The Committee shall have the power to make regulations and to settle disputed points not otherwise provided for in this Constitution.
- 7.12. The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 (six) years
- 7.13. The Committee shall maintain an accident book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. office. The Club shall make an annual return to the A.S.A. in the prescribed form.
- 7.14. At the first Committee meeting following the Annual General Meeting the Committee shall appoint the delegates to attend the Council meetings of the A.S.A. North West Region, the Cheshire County Water Polo and Swimming Association and such other bodies and associations to which the club is affiliated, as required.

## 8. Officers of the Club.

- 8.1. The Officers of the club shall be the President, Secretary and Treasurer.

## 9. Annual General Meeting.

- 9.1. The Annual General Meeting shall be held each year on the first Thursday in November of that year at the time of 8.00pm. The Committee shall decide the venue for the Annual General Meeting.
- 9.2. The purpose of the Annual General Meeting is to transact the following business:
  - 9.2.1. to receive the President's report of the activities of the Club during the previous year
  - 9.2.2. To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurers report as to the financial position of the club.
  - 9.2.3. to remove and elect the independent examiner (who must not be a member of the committee) or confirm that he / she remains in office;
  - 9.2.4. to elect the Officers and other members of the Committee;
  - 9.2.5. to decide on any resolution which may be duly submitted in accordance with Rule 9.3
- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the Proposer and Seconder to the Secretary not later than 28 days prior to the

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date of the meeting. The nominee shall be required to indicate in writing on the nomination form his willingness to attend for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 21 days prior to the date of the meeting.



## 10. Special General Meeting

- 10.1. The Committee may call a special meeting at any time
- 10.2. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting stating the purpose for which the meeting is required and the resolutions proposed.
- 10.3. A Special General Meeting shall be called in response to a resolution to that effect passed at the Annual General Meeting or at any other Special General Meeting.

## 11. Procedure at the Annual and Special General Meetings.

- 11.1.
- 11.2. .
- 11.3. The quorum for the Annual and Special Meeting shall be 7 members entitled to attend and vote at the meeting including at least one officer.
- 11.4. In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling one month after the date of the meeting, or such other date and time as may be determined by the President. If a quorum is not present at the adjourned meeting then those committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to the minimum notice contained in Rule 11.1 and Rule 11.2 shall not apply.
- 11.5. The President or in the President's absence a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures of submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the President shall have a casting or additional vote.
- 11.6. Only members who have reached their 17<sup>th</sup> birthday who are not excluded under Rule 3.9.3 and Rule 3.9.6 shall be entitled to be heard and to vote on all matters. Members who have not reached their 17<sup>th</sup> birthday shall be entitled to be heard by invitation of the President and vote only on those matters determined by the President as matters concerning juniors, such as electing club captains.
- 11.7. The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.8. The President shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.



## 12. Alterations of the Rules and other Resolutions.

- 12.1. The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting.
- 12.2. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the ASA North West Region or at a later date decided by the meeting.
- 12.3. Any senior member who is not excluded under the conditions of Rule 3.9.3, Rule 3.9.4 and Rule 3.9.6 shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 21 days before the date of the meeting in the case of the Annual General Meeting or a Special General Meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1 and Rule 11.2.

## 13. By Laws.

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club, which by laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

## 14. Finance.

- 14.1. All monies payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the President, Secretary and Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2. The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way bonus, dividend or profit to any members of the Club.
- 14.3. The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person for services rendered to the Club.
- 14.4. The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee think fit.
- 14.5. The financial year of the Club shall be the period commencing on October 1<sup>st</sup> and ending September 30<sup>th</sup>. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6. The Club shall retain for a minimum of six years all financial records relating to the Club and copies of minutes of all meetings.



## 15. Property

- 15.1. The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry into the minute book shall be conclusive evidence of such a resolution.
- 15.2. The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 15.3. The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## 16. Dissolution

- 16.1. A Resolution to dissolve the Club shall only be considered at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 16.2. The dissolution shall take effect from the date specified in the resolution and members of the Committee shall be responsible for winding up the assets and liabilities of the Club.
- 16.3. Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.
- 16.4. The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club

## 17. Acknowledgement

- 17.1. The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.

# Stockport Swimming Club

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