

# Rules of the Ulverston Amateur Swimming Club as at 1 January 2010

## **1. Name**

- 1.1 The name of the Club shall be Ulverston Amateur Swimming Club.

## **2. Objects**

- 2.1 The objects of the Club shall be to promote the teaching, development and practice of swimming for its members, to provide a training environment which will allow members to be successful in County, Regional and National Championships, and to organise Club Championships. In the furtherance of these objects:
- 2.1.1 the Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of age, sex, ethnic origin, religion, disability or political persuasion, on any grounds.
- 2.1.2 The Club shall implement the ASA Equal Opportunities Policy.
- 2.2 The Club shall be affiliated to ASA North West Region and to Cumbria ASA, and shall adopt and abide by the rules of these associations, and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ('ASA Laws') and in particular:
- 2.3.1 all competing members shall be eligible competitors as defined in ASA Laws;
- 2.3.2 the Club shall in accordance with ASA Laws adopt the ASA Child Protection 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;
- 2.3.3 members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.
- 2.4 By virtue of the affiliation of the Club to ASA North West Region and to Cumbria ASA the Club and all members of the Club acknowledge that they are subject to the laws and rules of:
- 2.4.1 Cumbria ASA;
- 2.4.2 ASA North West Region;
- 2.4.3 the Amateur Swimming Association; (to include the ASA/IOS Code of Ethics);
- 2.4.4 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code);
- 2.4.5 FINA, the world governing body of the sport of swimming in all its disciplines (together 'the Governing Body Rules').
- 2.5 In the event that there should be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule 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. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

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- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the ASA's educational certificates.
- 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 ASA's Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all constraints and privileges of the Judicial Laws and Rules.
- 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 swimmer under 16 years of age the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Committee. The Membership Officer 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 panel shall (wherever practicable) include one independent member nominated by the ASA 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.
- 3.5 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.
- 3.6 The Club may refuse membership for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute.
- 3.7 All membership shall be renewed on an annual basis through the process of reapplication not later than 1st January in accordance with Rule 4.2.
- 3.8 The Committee may grant temporary membership to persons 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 ASA Law on temporary membership.
- 3.9 The membership of the club shall be in the following categories:
- 3.9.1 Senior Members shall be not less than 16 years of age. Senior Members who are not less than 18 years 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 16 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 all 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 membership, shall be members of the Committee without the power to vote, 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.

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3.9.5 Associate Members, 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. (If they are not given full privileges provide the exceptions.)

3.9.6 Temporary Members, who are individuals granted temporary membership by the Committee 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 ASA Law on temporary membership.

## **4 Subscription and Other Fees**

4.1 The annual members subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for certain persons in membership as it shall determine.

4.2 The annual subscription 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 the due date for payment may be suspended by the Committee from some or all of the Club's activities from a date to be determined by the Committee and until such payment is made.

4.4 The Committee shall have the power to determine, from time to time, the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership fees to the ASA on behalf of the members, be consequential upon an increase in individual ASA Membership Fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

4.5 The Committee shall have the power in special circumstances to remit the whole or part of the fees, including the ASA fees, to address issues of social inclusion.

## **5. Resignation**

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 this (Rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above, a member whose subscription is more than two 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.

5.3 The Committee shall notify the ASA should a member resign from the Club with outstanding financial commitments to the Club.

## **6. Expulsion and other Disciplinary Action**

6.1 The Committee shall have the power to expel a member when, in its opinion it would not be in the interest of the Club for him to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.2 and 6.3 below.

6.2 The Club shall comply with the requirements and procedures of ASA Law for handling all internal Club Disputes as the same may be revised from time to time.

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- 6.3 A member may not be expelled or (subject to Rule 6.4 below) be made subject to any other penalty unless the panel hearing the dispute shall by a two thirds majority vote in favour of the expulsion of, or other penalty imposed upon, the member.
- 6.4 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 it shall be dealt with in accordance with ASA Laws and procedures.
- 6.5 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 Club Committee, of which three members must be present at the "Disciplinary Hearing".
- 6.6 The Club Committee reserves the right to expel or disqualify (or impose any other penalty upon) any member by a majority of two thirds at any special meeting, provided notice of such expulsion or disqualification is given in the notice calling the meeting and the accused is invited to attend and speak, to call witnesses and to question witnesses called against him/her. The member may be accompanied by another person to assist in presenting his/her defence. If the alleged offence is also an infringement of ASA Law the Club shall not deal with the matter but shall make a complaint to the ASA under the ASA Judicial Laws and Rules.

## **7 Committee**

- 7.1 The Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Chief Coach, Deputy Chief Coach, Technical Director of Swimming, Membership Secretary, Welfare Officer, Club Buyer, Schools Liaison, Senior Team Manager, Junior Team Manager and up to 10 general committee members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 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. Retiring members of the Committee shall be eligible for re-election.
- 7.3 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be five (to at least one Officer). The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee 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 Chairperson (or the acting Chairperson of that meeting) shall have an additional casting vote. The Secretary, or in his absence a member of the Committee, shall take minutes.
- 7.4 In the event that a quorum is not present within thirty minutes of the published start time, 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 Chairperson. 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.
- 7.5 In addition to the members so elected the Committee may co-opt up to two further members of the Club who shall serve until 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 shall not be less than 18 years of age.
- 7.6 The Committee may from time to time appoint from among their number, and other club members as required, such sub-committees as they may consider necessary (and remove in whole or 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

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periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

- 7.7 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 voluntary helpers of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of the members of the Club.
- 7.8 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.
- 7.9 The Committee shall have the power to make regulations and to settle disputed points not otherwise provided for in this Constitution.
- 7.10 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least six years.
- 7.12 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 ASA Office. The Club shall make an annual return to the ASA in the prescribed form.
- 7.13 At the first Committee meeting following the Annual General Meeting the Committee shall appoint the delegates to attend the Council Meetings of the ASA North West Region, Cumbria ASA and such other bodies and Associations to which the Club is affiliated, as required.

## **8 Officers**

- 8.1 The Executive Officers of the Club shall consist of the Chairperson, Secretary and Treasurer.
- 8.2 The Executive Officers shall be proposed, seconded and elected by ballot at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.
- 8.3 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit and they shall be entitled to all 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 his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

## **9 Annual General Meeting**

- 9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 November and 30 November. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
  - 9.2.1 to receive reports from the Chairperson, Chief Coach, Secretary, Technical Director of Coaching and Senior and Junior Team Managers 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 Treasurer's report as to the financial position of the Club;

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- 9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the direct family of a member of the Committee) or confirm that he remain in office;
  - 9.2.4 to elect the Executive Officers, other Committee members, Chief Coach, Technical Director of Coaching, Senior Team Manager and Junior Team Manager.
  - 9.2.5 to elect, where appropriate, a President, Vice-President, Honorary Members and Life Members;
  - 9.2.6 to decide on any resolution which may be 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 and signed by the proposer and seconder to the Secretary not later than 21 days before the date of the meeting. The nominee shall be required to sign to indicate on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the date of the meeting.

## **10 Special General Meeting**

- 10.1 A Special General Meeting may be called at any time by the Committee.
- 10.2 A Special General Meeting shall be called by the Secretary within 28 days of a 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 purposes for which the meeting is required and the resolutions proposed.

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

- 11.1 The Secretary shall be responsible for the notification to members of an Annual General Meeting or a Special General Meeting and will provide to each member, entitled to attend and vote at a General meeting, a written notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may also distribute these materials by e-mail or similar form of communication. The notice of the meeting shall also be displayed on the Club's Notice Board.
- 11.2 The quorum for the Annual and Special General Meetings shall be 10 members entitled to attend and vote at the Meeting. This must include at least one officer.
- 11.3 The Chairperson, or in his absence a member selected 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 for 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 Chairperson shall have an additional casting vote. Only paid up members who have reached their 16<sup>th</sup> birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 16<sup>th</sup> birthday shall be entitled to be heard and vote only on those matters determined by the Chairperson as matters concerning juniors.
- 11.4 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairperson shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purposes of such meeting, the sole interpreter of the Rules of the Club.

## **12 Alteration of the Rules and other Resolutions**

- 12.1 The rules may be altered by resolution at an Annual General Meeting 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. No amendment of the rules shall become effective until

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such amendment shall have been submitted to and validated by ASA North West Region or at a subsequent date decided by the meeting.

- 12.2 Any member 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 no later than 21 days before the date of the meeting. Thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1

## **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 well being of the Club. Such by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

## **14 Finance**

- 14.1 All moneys 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 Chairperson, Secretary and Treasurer. Any moneys 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 of bonus, dividend or profit to any members of the Club save as set out in Rule 17.3.
- 14.3 The Committee shall have the power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons 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 1<sup>st</sup> October and ending 30<sup>th</sup> September. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain for a minimum period of six years all financial records relating to the Club and copies of minutes of all meetings.

## **15 Borrowing**

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion, up to such limits on borrowing as may be laid down from time to time by a General Meeting, for the general upkeep of the Club or with the prior approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money in such manner or on such terms and conditions as it thinks fit.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

## **16 Property**

- 16.1 The property of the Club, other than cash in 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 in the minute book shall be conclusive evidence of such resolution.

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- 16.2 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.
- 16.3 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.

## **17 Dissolution**

- 17.1 A resolution to dissolve the Club shall only be proposed 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.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 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.

## **18 Acknowledgement**

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