



## CONSTITUTION

(based on ASA Model July 2006)

### 1. Name

- 1.1 The name of the Club shall be Chesham Swimming Club and the Club colour shall be royal blue.

### 2. Objects

- 2.1 The objects of the Club shall be the development and practice of competitive swimming for its members. 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 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 South East Region and shall adopt and conform to the rules of this Association, 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; and

- 2.3.2 The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and shall recognize 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 Due to the affiliation of the Club to ASA South East Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

- 2.4.1 ASA South East Region; and
  - 2.4.2 the Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and
  - 2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and
  - 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules")
- 2.5 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 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 Committee shall, on the advice of the Chief Coach, have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club, in particular for reasons of health and safety.

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.

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 the constraints and privileges of the Judicial Laws and Rules.

- 3.2 Any person who wishes to become a member of the Club must submit a signed application to the Membership 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 in the discretion of the Committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability. 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 ["Review Panel"] 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 South East 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.

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.

Applications for swimming membership will be subject to a test swim and payment of a test fee set by the Committee. Swimming membership will be offered on the basis that the candidate will be willing to represent the Club in competitions and to maintain an acceptable level of attendance at training sessions.

- 3.3 The Club aims to be inclusive and endeavours to provide for swimmers with disabilities within its existing squad structure (including the Masters section). If it is not possible to provide for a disabled swimmer within an existing squad, the Club is able to recommend an excellent local disability swimming squad (supported by the ASA) which can offer a structured training environment for disability swimming and competition.

#### **4 Subscription and Other Fees**

- 4.1 The annual membership subscription and coaching/squad fees 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 membership subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of April each year. For a person joining the Club part way through a year (April to March), the membership subscription and coaching/squad fees due will be calculated on a pro-rata basis.
- 4.2.1 Coaching/squad fees will be charged on a quarterly basis and will be payable on 1st April, 1st July, 1st October and 1st January. Members will be reminded, by e-mail (preferred)/in writing, when coaching/squad fees are due.
- 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 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 as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions or coaching/squad fees shall be advised to the members in writing with the reasons for any increase to be reported to the members before and at the next Annual General Meeting. There may be different subscription rates for juniors, officers and helpers.
- 4.5 A Family Membership will be available for families in excess of 3 (three) members: all family members will pay the individual annual membership subscription and coaching/squad fees will be charged at the discretion of the Committee.
- 4.6 All Club members shall comply with current Chesham Leisure Centre entry/membership requirements.

## **5 Resignation**

- 5.1 A member wishing to resign membership of the Club must give written notice of his resignation to a member of the Committee. A member's resignation shall only take effect when 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.

## **6 Expulsion and Other Disciplinary Action**

- 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 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 adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.)
- 6.3 A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the complaint 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 the complaint will thereafter be dealt with in accordance with the Guidelines.
- 6.5 The Club shall co-operate with the management of the Chesham Leisure Centre in recognition that the Leisure Centre and the Club will offer a service to the local community. For all Club sessions held at the Leisure Centre members are subject to the rules and regulations of the Leisure Centre.

## **7 Committee**

- 7.1 The Committee shall consist of the Chairman, Treasurer, Secretary and Membership Secretary (together "the Officers of the Club") and 7 (seven) elected members all of whom must be members of the Club. The Club shall have a Welfare Officer. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings as observers 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 (see also 8.1).

- 7.3 Committee meetings shall be held at least once in each eight weeks (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be 6 (six), to include not less than one Officer. The Chairman 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 one day's oral notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or another 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 Chairman. 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 2 further members of the Club who shall serve until the next Annual General Meeting. Unless a co-opted member is filling a casual Committee vacancy, he/she shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.5.1 The Chief Coach, who shall be appointed by the Committee, shall be a voting member of the Committee on all matters except his/her own appointment, duties and remuneration.
- 7.6 The Committee may from time to time appoint from among their number such sub-committees as they may 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.
- 7.7 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 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. 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 on terms agreed at the Annual General Meeting. The Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.
- 7.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.9 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.

## 8 **Officers and Honorary Members**

- 8.1 The Officers and Committee of the Club 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.
- 8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents for such period as they think fit. A President or Vice-President need not be a member of the association and on election shall, ex officio, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.
- 8.3 The Committee may elect any person as an honorary member of the Club for such 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 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 in May or June. The date 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 the Chairman'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, the Report on the Accounts of the independent examiner and the Treasurer's 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 a member of the family of a member of the Committee) or confirm that he remain 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 10 May. The nominee shall be required to indicate in writing 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 later than 10 May.

## 10 **Special General Meeting**

- 10.1 A *Special General Meeting* may be called at any time by the *Committee*. 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* or (if greater) such numbers as represents one-tenth in number of such members, 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 personally be responsible for sending to each member a written agenda giving 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 draft *Accounts* (examined *Accounts* will be available at the *Annual General 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 Meeting* shall in addition wherever possible be displayed on the *Club Notice Board* and *Club Website*.
- 11.2 The quorum for the *Annual and Special General Meetings* shall be 7 members entitled to attend and vote at the *Meeting* or (if greater) such number as represents one-tenth in number of such members.
- 11.3 The *Chairman*, 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 *Chairman* shall have a casting or additional vote. Paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the *Chairman* as matters concerning juniors.
- 11.4 The *Secretary*, or another member of the *Committee*, shall take minutes at the *Annual and Special General Meetings*.
- 11.5 The *Chairman* 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*. Alterations to *Club rules* are subject to approval by the *County Association / ASA South East Region*.
- 12.2 Such number of members as represent one-tenth in number of the members entitled to attend and vote at a *General Meeting* 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 not later than 10 May in the case of the *Annual General Meeting*

or in the case of a *Special General Meeting* 14 days before the date of the 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.

## 13 **By-Laws**

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

### 13.2 **Club Championships By-Law**

13.2.1 Competitors for Club Championships and trophies must have been members of the Club by 1 September in the year of competition.

13.2.2 No member shall take part in the Club Championships if their annual membership subscription and/or coaching and squad fees is/are in arrears, or if their membership of any other competitive swimming club pre-dates their membership of Chesham Swimming Club.

13.2.3 Club trophies and cups shall at all times remain the property of the Club and shall be returned in time for the Club Championships.

13.3 Club Colours in the form of a badge or plaque may be awarded to members of the Club who have been deemed by the *Committee* to have shown outstanding achievement and/or dedication and allegiance to the Club.

13.4 Club hats should be worn by all swimmers when representing the Club at competitive galas

## 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 *Treasurer* and two other named *Committee* members agreed by the *Committee*. 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 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 on 1 April and ending on 31 March. 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 its own discretion (up to such limits on borrowing as may be laid down from time to time by the 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 and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

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 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 in the minute book shall be conclusive evidence of such a resolution.

16.2 The Custodians shall be appointed by the Committee and their appointment shall be ratified at the Annual General Meeting of the Club. They shall hold office until death or resignation, unless removed by the Committee and their removal ratified at the Annual 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 of 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 organization 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.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by parent or guardian of members under 18 years of age:

I acknowledge receipt of the rules of Chesham Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.