

# **Andover Swimming & Water Polo Club**

## Constitution

[FINAL Jan 2017]

# **RULES of Andover Swimming & Water Polo Club (“the Club”) as at January 2017**

## **1. Name**

- 1.1. The name of the Club shall be Andover Swimming & Water Polo Club.
- 1.2. The Club colours shall be dark blue and white.

## **2. Objects**

- 2.1. The objects of the Club shall be the teaching, development and practice of swimming and water polo for its members and shall, where appropriate, be to compete. In the furtherance of these objects:
  - 2.1.1. The Club is committed to equality and diversity, and has adopted the ASA Equality Statement (in such form, as may be updated from time to time).
  - 2.1.2. The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.
- 2.2. The Club shall be affiliated to A.S.A. South East Region, the Royal Life Saving Society (RLSS) and other such bodies as the Annual General Meeting shall decide. The Club 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 A.S.A. (“A.S.A. Laws”) and in particular:
  - 2.3.1. all competing members shall be eligible competitors as defined in A.S.A. Laws; and
  - 2.3.2. the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Safeguarding Policy. Regulations and 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 A.S.A. Laws comply with the A.S.A. Child Safeguarding Policy. Regulations and Procedures.
- 2.4. By virtue of the affiliation of the Club to A.S.A. 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. A.S.A. South East Region and
  - 2.4.2. the A.S.A. (to include the A.S.A./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.

- 2.6. In pursuit of the objectives the Club will seek:
- 2.6.1. To ensure that everyone has an opportunity to learn to swim.
  - 2.6.2. To support the pursuit of excellence, in all its disciplines and at all levels of the sport.
  - 2.6.3. To provide the direction and effective management of the sport.
  - 2.6.4. To provide a proactive communication service to its members supported by an efficient service in response to its member's enquiries.
  - 2.6.5. To provide facilities for members and to promote personal development opportunities.
  - 2.6.6. To promote friendship and club activities.
  - 2.6.7. To arrange and facilitate instructional classes for those involved in learning to swim, swimming improvement and competitive swimming.

### **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, i.e. for health and safety reasons, 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.
- 3.2. All persons who assist in any way with the Club's activities shall become members of the Club and hence of the A.S.A. and the relevant A.S.A. 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 A.S.A.'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 A.S.A.'s Code of Ethics, the Laws relating to Child Protection 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 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 determined by the General Committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.
- 3.5. The General 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 Review Panel shall wherever practicable include one independent member nominated by the A.S.A. 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.

- 3.6. In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, the Club shall not refuse membership on the basis of a Protected Characteristic within the Act, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.
- 3.7. The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the 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. Under the provisions of the Data Protection Act, the Club is required to notify all members that it will be keeping membership records electronically.

#### **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 different classes of membership as the Annual General Meeting shall determine.
- 4.2. The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on dates fixed by the Committee (i.e. monthly or quarterly as deemed appropriate).
- 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 A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. 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. The Executive Officers (or the Committee) shall have the power to determine the day on which the membership fees are collected, except in special circumstances by agreement with the Committee.
- 4.5. The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.
- 4.6. No member may compete for any Club Trophy or award, nor represent the Club in any inter-club, County, District, National or Open Competition unless they have paid the subscription for the current period, together with any monies due to the club by way of arrears of subscriptions, entry fees, match fees etc.

- 4.7. A request to be entered for any Club, County, District, National or Open Competition for which an entry or match fee is required shall be considered as acceptance by the entrant of responsibility for any fees arising from such entry.
- 4.8. Personal friends of members and also visiting members of other affiliated clubs may be admitted to the Club nights at the discretion of the Executive Committee, upon payment of the admission fee only, for a maximum of three such attendances. If a period of longer than three attendance's is anticipated then the fee for an Associate or Full Membership becomes payable. A record of such persons attending is to be maintained by the Membership Secretary.

## **5. Resignation**

- 5.1. A member wishing to resign membership of the Club must give to the Membership Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2. The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3. Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post or email to his/her last known address.
- 5.4. Any member who fails to give notice of official resignation as in Rule 5.1 and who then re-enters the activities of the Club may be liable to arrears of subscription in full, at the discretion of the General Committee.
- 5.5. The A.S.A. Membership Department shall be informed should a member resign when still owing money or goods to the Club.

## **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 the individual to remain a member. The Club in exercising this power shall comply with the provisions of 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 to be refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3. The Club shall comply with the relevant Judicial Rules for handling Internal Club Disputes ("the Rules") as the same may be revised from time to time. The Rules are set out in the A.S.A. Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Rules may be obtained from the A.S.A. Department of Legal Affairs.)
- 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 complaint shall by a two-thirds majority vote in favour of the expulsion of (or 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.

## **7. Committee**

- 7.1. The Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer (together "the Executive Officers of the Club"). The General Committee shall consist of the Executive Committee plus the Team Manager, Membership Secretary, Water Polo Secretary, Internal Competitions Secretary, External Competitions Secretary, Trophies Secretary, Media Secretary and Swim 21 Coordinator. All elected Committee members 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 shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses. The Welfare Officer will have a right to attend Committee meetings without a power to vote.
- 7.3. The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.4. Any Committee member being absent from three meetings, without good reason, may at the discretion of the Committee, be considered to have vacated their seat on the Committee. A replacement may be appointed by the General Committee to serve until the next Annual General Meeting.
- 7.5. 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 number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive 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 two days oral or 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 Chairman (or the acting Chairman 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.
- 7.6. All decisions taken at Committee meetings will be recorded by the Secretary in the form of minutes agreed by the Chairman and distributed to the Committee members. Where a division takes place this is only to be shown as the number of votes cast for and against a motion.

7.7. 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 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.

7.8. The Chairman shall conduct the business of the Committee meetings and in his absence the Vice Chairman will chair the meetings. The Committee, subject to simple majority concurring on any one decision, shall:

7.8.1. Conduct day to day business and act on all matters relating to the policy of the Club.

7.8.2. Appoint delegates to Hampshire and Regional meetings and relevant activities.

7.9. 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). All sub-committees shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. Sub Committee report their findings and recommendations.

7.10. 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 - with an examination frequency determined by the Committee - to be appointed by the members in General Meeting.

7.11. 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.

7.12. 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 A.S.A. Membership Department. The Club shall make an annual return to the A.S.A. Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.

7.13. The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

## **8. Ceremonial Positions and Honorary Members/Life Members**

8.1. The Annual General Meeting of the Club, if it thinks fit may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club 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 A.S.A.

8.2. The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, 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 and Life 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 March. 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 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 and 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/she remain in office;
  - 9.2.4. to elect the Executive 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 21 days before the Annual General Meeting. The nominee shall be required to indicate in writing on the nomination form his/her 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 21 days before the Annual General Meeting.
- 9.4. Only in the event of exceptional circumstances shall an AGM be postponed by the Committee once the date, time and venue has been fixed and advised to members. A postponed AGM shall be reconvened on a date within one month of the original date and a minimum of 7 days advance notice given to the members of the rescheduled date, time and venue. At this meeting, the same agenda as originally issued shall be used.
- 9.5. In any event no more than 15 months shall elapse between AGMs

## **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 Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting (excluding serving Committee members) or, if greater, such number 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 the handing out or 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 fourteen 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, 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 where one exists.

- 11.2. The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the Meeting (excluding serving Committee members) or, if greater, such number as represents one-tenth in number of such members.
- 11.3. In the event that the quorum for the Annual or Special General Meetings is not achieved, then the meeting(s) shall be immediately postponed and arrangements made to re-convene the meeting(s) in line with Rule 9.4
- 11.4. The Chairman, or in the Chairman'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 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.

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 Chairman as matters concerning juniors, such as the election of club captains.)

- 11.5. The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.6. 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. Alteration 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. 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 South East Region.
- 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/her not later than 21 days before the date of the meeting in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 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 they 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.

## **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 electronically or by cheque signed by two of the three signatories who shall be the Chairman, Secretary, Treasurer plus one other nominated committee member. Any monies not required for immediate use may be invested as the Committee in its discretion think fit. In certain circumstances a third signature maybe required.
- 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 thinks fit.
- 14.5. The financial year of the Club shall be the period commencing on 1<sup>st</sup> January and ending on 31<sup>st</sup> December. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6. The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.

## **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 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 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.
- 16.4. The safe custody of all Trophies, Medals, Certificates and other Club awards shall be the responsibility of the Honorary Trophy Secretary. The Honorary Trophy Secretary shall obtain a receipt from winners of such perpetual Trophies on each occasion that they pass out of their possession.
- 16.5. Holders of perpetual Trophies shall surrender them to the Honorary Championship Secretary at any time on request and in any case not less than 7 days before that particular Trophy is again put up for competition.

## **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.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

***“I acknowledge receipt of the rules of Andover Swimming & Water Polo 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.”***