

DUNBAR AMATEUR SWIMMING CLUB

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DUNBAR AMATEUR SWIMMING CLUB

CONSTITUTION

C1.0 NAME

- C1.1 The club shall officially be called 'Dunbar Amateur Swimming Club' (hereinafter referred to as the Club). It will also be known as 'Dunbar Dolphins' in communications with our members.
- C1.2 The club colours shall be French navy and teal.
- C1.3 The club badge will be as per Appendix A.

C2.0 OBJECTIVES

- C2.1 These shall be to promote the teaching, knowledge and practice of all aspects of swimming in a safe environment.

C3.0 MEMBERSHIP

- C3.1 The membership shall consist of the following:
- Full member aged 6 years or over
 - Adult member who is a member of the management committee and has paid a fee of £1
 - Life member
- C3.2 Membership fees shall be agreed at each Annual General meeting.
- C3.3 All members joining the Club will be able to view a copy of the Constitution and shall be deemed to accept the terms of this constitution and any regulations from time to time adopted by the Club.

C4.0 GOVERNANCE

- C4.1 The Club will adopt best practice and follow SASA guidelines where applicable with respect to the agreed Codes of Conduct, Child Protection and Recruitment Policies and guidelines.
- C4.2 The Club shall be governed by its Constitution, By-Laws and regulations.
- C4.3 Amendments to the Constitution shall only be made at an Extra Ordinary or Annual General Meeting.

C5.0 MANAGEMENT

- C5.1 The affairs of the Club shall be conducted by a committee that shall consist of full members and/or the parents of full members.
- C5.2 The Officers of the Club will consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an Annual General

Meeting. They shall comprise the Executive Committee and shall have the authority to deal with urgent matters where it is impractical to hold a full meeting. Any decisions or actions arising as a result of these meetings must be minuted and presented at the next full meeting

C5.3 The maximum size of the committee should not exceed sixteen.

C5.4 If the post of any Officer or committee member should fall vacant after such an election; the Committee shall have the power to fill the vacancy.

C6.0 MEETINGS

C6.1 A quorum of **2 Officers and 4 members** will be required at general meetings.

C6.2 All parents of members and Life members over 16 are entitled to vote, members under 16 will only be able to vote through their parents/guardian.

- Voting shall be decided by a show of hands unless decided otherwise by a majority of those attending the meeting
- A simple majority shall resolve decisions put to a vote

C6.3 **Annual General Meetings (AGM)**

The Club shall hold an Annual General Meeting between April & June to:

- Approve the minutes of the previous year's AGM
- Receive reports from the President and Head Coach
- Receive a report from the Treasurer and approve the annual accounts
- Elect Officers of the Club and Committee members
- Consider changes to Constitution
- Consider changes to annual membership and weekly fees
- Deal with other relevant business

C6.4 **Extraordinary General Meetings (EGM)**

- These will be called by an application in writing to the Secretary supported by at least 8 parents of members and/or members over seventeen or by a simple majority of the Committee.

C6.5 **Committee Meetings**

- These will be held once a month during the swimming season.
- The quorum shall be at least **one Officer of the Club and 3 general committee members.**

C7.0 FINANCE

C7.1 The financial year shall run from 6th April to 5th April each year.

C7.2 The Treasurer shall be responsible for the accounts of the Club.

C7.3 The accounts shall be audited by an independent person.

- C7.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and countersigned by one other nominated Officer of the Club.
- C7.5 The funds of the club shall be lodged with a bank selected by the committee.
- C7.6 Any money belonging to the club in transit shall only be held by a member of the committee and must be deposited in the club's bank account within seven working days of receipt.
- C7.7 Any surplus of the Club's income shall be reinvested in the Club.

C8.0 DISCIPLINE

- C8.1 The committee may take action against any member who contravenes the club's constitution rules or acting in such a manner as to bring disrepute to the Club.
- C8.2 Grievances and complaints shall be referred to the committee. In the case of Child Abuse (to the Child Protection Officer, initially) these shall be referred to other appropriate authorities.

C9.0 TROPHIES

- C9.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C9.2 The president shall act as trustee of the Club's trophies.

C10.0 DISSOLUTION

- C10.1 In the event of the dissolution of the club, the funds and other assets shall not be distributed amongst the members of the club but shall be applied as agreed by a quorum of the committee.
- C10.2 So long as one in three parents of members and/or members over sixteen agree to support the Club and enough are willing to take on the official and committee members' duties, it cannot be dissolved.

BY-LAWS

BL1.0 MEMBERSHIP

- BL1.1 The membership fee (agreed at the AGM) shall be payable in 12 monthly payments in each calendar year by Standing Order. New members' payments will be due from the calendar month following the date of acceptance of membership or at the Chairperson's discretion.
- BL1.2 Members not paying membership after three months of the due date, or who fail to attend nine consecutive Club sessions without due notice, will be deemed to be non-members and notified accordingly.
- BL1.3 It is the member's responsibility to cancel their standing order when they leave the club. No payments will be refunded by the club.
- BL1.4 All members will be excluded from taking part in any of the club's activities and competitions until their membership fees are paid.
- BL1.5 As a general rule no person has a right to become a member of a Club. The Committee or whoever is responsible for admission can refuse to admit any person to membership and they are not required to give any reasons for their decision.
- BL1.6 On joining the Club, the member (or their parent/guardian) must agree to participate in all duties as allocated from time to time.
- BL1.7 All applicants for membership will have to undergo an assessment. The Coaches reserve the right to refuse membership to anyone who fails to meet the required standard of proficiency.
- BL1.8 The Club reserves the right to close to new members at any time.
- BL1.9 The minimum age for entrance to the club shall be six years old.
- BL1.10 The club will allow temporary membership of the Club, this will be decided at the discretion of the committee. Temporary membership will allow members to be covered from an insurance and child protection point of view. No temporary member will be allowed to take part in any Club competitions.

BL2.0 MANAGEMENT

- BL2.1 The committee shall comprise the Officers of the Club (as defined in para C5.2), Coaches, Rota Secretary, Membership Secretary, Child Protection Officer and at least four parents/guardians of members and/or members aged at least sixteen or over.
- BL2.2 The term of office for President, Vice-President, Secretary and Treasurer and other committee members shall be one year from the date of the AGM.
- BL2.3 Retiring members of the Committee may offer themselves for re-election.
- BL2.4 Committee member(s) elected or co-opted to fill a vacancy partway through a term of office shall retire at the end of the year.

- BL2.5 The Committee shall be responsible for:
- The organisation and control of all members during Club hours
 - The appointment of coaches
 - Considering and approving nominations for Life memberships of the Club
 - General running of the Club
- BL2.6 The Committee shall appoint such sub-committees as considered necessary.
- BL2.7 The Committee shall appoint a Child Protection Officer(s) who has attended an approved training course.
- BL2.8 All committee members are required to assist in the general running of the club.

BL3.0 MEETINGS

- BL3.1 The chairperson at all the meetings of the club shall be the President. In their absence, the Vice-President. In the absence of the President and the Vice President, those in attendance shall appoint a substitute.
- BL3.2 The Chairperson of a meeting shall have the casting or second vote.
- BL3.3 The Secretary shall give written notice of not less than **30 (thirty)** days prior to the date of an extra ordinary general or annual general meeting. The notice shall be published on the club notice board and circulated to all members.

BL4.0 FINANCE & ACCOUNTS

- BL4.1 The Treasurer shall arrange for the auditor to examine and certify the Club accounts and balance sheet before presentation of a summary to the AGM.
- BL4.2 The Treasurer shall submit regular financial reports at each monthly committee meeting.

BL5.0 DISCIPLINE

- BL5.1 Any member whose conduct or behaviour may breach any of the club's constitution and by-laws, which undermines the interests of the Club, may be liable to suspension or expulsion from the club by the Committee.
- BL5.2 All members including the Committee are expected to uphold the prestige of the Club at all times and not behave in manner considered to be physically or verbally threatening.
- BL5.3 Members are expected to comply with instructions issued by Coaches or persons authorised during Club activities.

BL6.0 COMPLAINTS

- BL6.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the club.
- BL6.2 A complaint is made to the Club Secretary not later than **30 (thirty)** days after the incident.

BL7.0 TROPHIES

- BL7.1 The winner of the trophy shall guarantee the safe custody and return of the trophy when requested by the committee.
- BL7.2 The Club shall be responsible for the arranging and funding the engraving of the winners' names on all the trophies.
- BL7.3 All membership fees must be paid prior to participating and the member must have been in the Club for at least 8 weeks.
- BL7.4 All trophies will be contested according to the rules laid down for each event.

BL8.0 COMPETITIONS

- BL8.1 The Club shall organise and hold the annual club championships.
- BL8.2 The Committee shall consider at their discretion any inter-club competitions
- BL8.3 The format and content of the annual Club Championships shall be decided by the Gala Sub Committee.
- BL8.4 All persons competing must be amateurs.
- BL8.5 The Club shall organise and hold a Distance Badge Swim at least once a year.

BL9.0 COACHING

- BL9.1 The club shall meet at a suitable pool at times and dates selected by the Committee.
- BL9.2 The Coaching staff shall be responsible for producing relevant and appropriate training materials.
- BL9.3 All matters of safety during Club sessions will be the responsibility of the coaching staff and their assistants.

APPENDIX A

Club Badge

