

# Shropshire Amateur Swimming Association

(Affiliated to the Swim England West Midland Region)

## CONSTITUTION

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| 1. | <p><b><u>Name &amp; Colours</u></b><br/>This Association shall be called the <i><b>Shropshire Amateur Swimming Association</b></i> and it's colours shall be Navy Blue and Gold</p>   |
| 2. | <p><b><u>Headquarters</u></b><br/>The Association's Headquarters shall be c/o the Honorary Secretary. Meetings will be held at a venue decided by the Executive.</p>  |
| 3. | <p><b><u>Aims</u></b><br/>To support Competitive Swimming, Synchronised Swimming and Waterpolo in Shropshire. Providing a support network for all clubs. We aim to provide appropriate competition for all. To provide training courses for Technical Officials, Volunteers and Coaches. To deliver a Young Volunteer Program annually.</p>   |
| 4. | <p><b><u>Affiliation</u></b><br/>The Association shall be affiliated to <b>Swim England West Midland Region</b>, and such other bodies as the Executive shall decide.</p>   |
| 5. | <p><b><u>Management by the Executive</u></b></p> <ol style="list-style-type: none"><li>a) The Association shall be managed by an Executive consisting of the Following Officers: President; Vice President; Honorary Secretary; Honorary Treasurer; Honorary Gala Co-ordinator; Honorary County Coach; Honorary Synchronized Swimming Coordinator; Honorary Water Polo Coordinator; Honorary Masters Coordinator and Honorary Official's Coordinator, County Welfare Officer; who shall all be elected at the Annual General Meeting.</li><li>b) The Executive will also comprise of maximum of two delegates from each club or association affiliated to The Shropshire ASA.</li><li>c) Additional members may be co-opted without voting powers.</li><li>d) The quorum shall be seven to include at least four officers.</li><li>e) The Executive shall meet at least 8 times per year and at such other times as the Chairperson in consultation with the Secretary may deem necessary.</li><li>f) The Executive may appoint a Special Sub-Committee for a special purpose. Delegated powers shall be decided by the Executive.</li><li>g) The Executive shall have the power to make regulations or bye-laws provided that they do not conflict with this constitution or laws of Swim England (ASA) and to settle disputed points not otherwise provided for by this constitution.</li></ol> |
| 6. | <p><b><u>General Meetings</u></b></p> <ol style="list-style-type: none"><li>a) The Annual General Meeting shall be held in November each year on a date fixed by the Executive when the Officers (as identified in Clause 5) shall be elected, nominations for each post will be called for 7 days before the AGM in the event of more than one nomination a vote will be held.</li><li>b) the audited accounts of the Association and the Executive's report of the preceding year's activities shall be presented.</li><li>c) Notice of a General Meeting shall be made public and sent to each member entitled to vote electronically. It shall be given not later than 14 days before the date of the meeting and shall state the date, time and venue set for the meeting, and shall include the agenda.</li><li>d) Proposed motions to be considered at the Annual General Meeting must be submitted in writing to the Honorary Secretary, together with a proposer and seconder at least 30 days prior to the date of the meeting.</li><li>e) The quorum for a General Meeting shall be as Rule 5d.</li></ol>  |

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|     | <p>f) No one shall be eligible for the office of President unless he/she has served for a minimum of one year on the Executive, and may hold this position for a minimum of 1 year and a recommended maximum period of three consecutive years, but this is not compulsory.</p> <p>g) No one shall be eligible for the office of Vice President unless he/she has served for at least one year on the Executive, and shall have automatic right of succession, if desired, should the position of President become vacant.</p>  |
| 7.  | <p><b><u>Special General Meetings</u></b></p> <p>A Special General Meeting can be held at the request of a majority of the Executive, or within 30 days after the receipt by the Secretary of a written request signed by at least one authorised official of each of, and not less than, four affiliated clubs or associations stating the business for which the meeting is required. A minimum of 14 days notice must be given to all members entitled to vote.</p>  |
| 8.  | <p><b><u>Voting</u></b></p> <p>Results of voting shall be determined by a simple majority of the members present and entitled to vote and actually vote. The President shall have the right to vote on each motion and in the event of equality of votes, the Chairperson shall have the deciding or casting vote.</p>  |
| 9.  | <p><b><u>Financial Year</u></b></p> <p>The financial year shall end on October 31<sup>st</sup> in each year and accounts shall be prepared and audited. A professional auditor shall be appointed or two honorary auditors elected at the Annual General Meeting. Cheques will be signed by any two of the following officers: Chairperson, Treasurer and Secretary.</p>  |
| 10. | <p><b><u>Liabilities &amp; Non-Distribution of Funds</u></b></p> <p>If, at the end of the financial year, the Profits Appropriation Account shows a deficit, each affiliated club or association may be liable for a levy of an equal proportion of the liabilities. Funds and other property of the Shropshire Amateur Swimming Association shall not be paid to or distributed among the members, but shall be applied towards the furtherance of the Associations object or for any charitable purpose, provided that payment be made,</p> <ul style="list-style-type: none"> <li>a) At normal rates or in reasonable amounts for services rendered to or goods supplied to the Association: or</li> <li>b) As or for the purpose of awards; or</li> <li>c) For the expenses of members in accordance with current Swim England (ASA) Law.</li> </ul> <p>In the event of dissolution of the Association, the funds and other property then remaining, shall be devoted to objects similar to those of the Association.</p> |
| 11. | <p><b><u>Membership</u></b></p> <ul style="list-style-type: none"> <li>a) All Amateur Swimming, Synchronized Swimming, Water Polo, Masters and Diving clubs and associations affiliated to the ASA whose headquarters are situated within the county, shall be eligible for membership, subject to the approval of the Executive. All associated fees must be paid directly to Swim England.</li> <li>b) All affiliated clubs and associations must notify the Honorary Secretary of their nominated delegates annually at AGM.</li> </ul>  |
| 12. | <p><b><u>Life Members</u></b></p> <p>The Executive shall nominate all Past Presidents for life membership for approval at the Annual General Meeting. Whereby they shall be presented with a County Badge.</p>  |
| 13. | <p><b><u>Affiliation Fee</u></b></p> <p>The amount of the affiliation fee (or any other annual fee) shall be fixed by the Executive at their AGM. Fees for any year shall be due on January 1<sup>st</sup> and the latest date for payment shall be January 31<sup>st</sup> or as directed by Swim England and shall be payable by any club or association wishing to be affiliated to the Shropshire Amateur Swimming Association. Any club or association who has not paid their fees by the date directed by Swim England, shall no longer be allowed to participate in the Association's activities.</p>  |

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| 14. | <p><b><u>Competitions</u></b><br/> All competitions shall be conducted under the Laws of Swim England (ASA) . The Executive shall make every effort to provide Age Group and Masters Championships annually, in accordance with Swim England (ASA) Law and in accordance with the Rules &amp; Conditions set by the Executive.</p>   |
| 15. | <p><b><u>Selection of Representatives</u></b><br/> All clubs affiliated shall be bound to place their members at the disposal of the Association. Competing members must be eligible to compete except in Masters competitions and/or lifesaving competitions approved by the Swim England (ASA). Selected members unable to take part must give three days notice to the Coach in charge (or their nominated delegate), and those not giving such notice are liable to be suspended by the Association.</p>   |
| 16. | <p><b><u>Official Kit</u></b><br/> Approved County kit shall only be available to those who have been selected to represent the County, and shall include any kit for Officials who must have passed and be licenced to a minimum of Judge Level 1 and notified the Honorary Secretary of such.</p>  |
| 17. | <p><b><u>Expenses</u></b><br/> The Executive may grant reasonable expenses to anyone who incurs personal expense to themselves whilst acting for or representing the County.</p>   |
| 18. | <p><b><u>Withdrawal</u></b></p> <ul style="list-style-type: none"> <li>a) Any club or association wishing to withdraw from the Association shall give notice to that effect in writing to the Honorary Secretary before the AGM of that year or they will be held liable for the ensuing year’s affiliation fee.</li> <li>b) Any Officer wishing to withdraw from their position must give notice to that effect in writing to the Honorary Secretary. The Executive may deem a vacancy has occurred if an Officer fails to attend three consecutive meetings without having received leave of absence or without giving valid explanation, and has the right to fill this vacancy without further notice.</li> </ul>  |
| 19. | <p><b><u>Dealing with Offences</u></b></p> <ul style="list-style-type: none"> <li>a) The County will deal with any offences in accordance with Swim England (ASA) Judicial Regulations. Any offence should be directed to the Chair in the first instance who will decide how to action the matter (in accordance with Judicial Regulations)</li> <li>b) In the event of any member being proved guilty of a breach of the rules, misconduct or acting in a manner likely to bring the Association into disrepute. The Executive, taking into account Swim England (ASA) Law, shall have the power to deal with the matter as it deems fit, subject to appeal as provided for in Swim England (ASA) Law. The Executive shall have the power to suspend or expel any club or association guilty of a violation of the rules of Swim England (ASA).</li> <li>c) Any suspension or expulsion must be voted for and carried by two-thirds majority of the Executive present and eligible to vote.</li> </ul> |
| 20. | <p><b><u>Alterations to the Constitution</u></b><br/> In the event of any alterations or additions deemed necessary, these can only be made at the Annual General Meeting of the Association, or at a Special General Meeting called for that purpose in accordance with rule 7. Notice of alterations or additions must be sent in writing to the Honorary Secretary, together with the proposers and seconders, who shall be members of the Executive, either no later than September 30<sup>th</sup> for consideration at the Annual General Meeting, or with the requisition for meeting for consideration at a Special General Meeting. No alterations or additions shall be made unless carried by two-thirds majority or those present and eligible to vote.</p>  |
| 21. | <p><b><u>Publicity</u></b><br/> The Honorary Secretary shall be responsible for reporting items of general policy to the Press.</p>  |
| 22. | <p><b><u>Disclaimer</u></b><br/> Whilst the Executive will do everything in its power to ensure the Safety, Comfort and Convenience of</p>   |

members, it accepts no responsibility for any accident, loss or injury to members or visitors.

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| Revised | 1.        | 12.11.1979        |
|         | 2.        | 20.11.1985        |
|         | 3.        | 23.11.1988        |
|         | 4.        | 21.11.1990        |
|         | 5.        | 12.11.1997        |
|         | 6.        | 08.11.2000        |
|         | 7.        | 08.11.2017        |
|         | <b>8.</b> | <b>14.11.2018</b> |