

Woodside and Thornton Heath Swimming Club

Rules (As at 01-03-2002)

- NAME 1. The name of the club shall be THE WOODSIDE AND THORNTON HEATH SWIMMING CLUB.
- COLOURS 2. (a) The Club colours shall be BLUE, GOLD and WHITE.

(b) All swimming members competing either
(i) as Club representatives in Inter-Club Competitions or
(ii) in Championship events in the Clubs name shall wear royal blue swimwear and a yellow club hat, if worn, for all events in which they compete. The Committee may, at its discretion, specify a team costume in the club colours, in addition to the above, but no other pattern or colour is permitted.
- AIMS 3. The aims of the Club shall be those of the A.S.A. and, in particular, the encouragement, promotion of, and instruction in all arts of swimming. The Club has adopted the ASA Child Protection Procedures. The members of the Club shall comply with the ASA Child Protection procedure requirements.
- CHILD PROTECTION 4. The Club has adopted the ASA Child Protection Procedures. The members of the Club shall comply with the ASA Child Protection procedure requirements.
- ELIGIBILITY 5. The affairs of the Club shall be conducted under A.S.A. Laws and all competing members of the Club shall be eligible competitors as defined in A.S.A. Laws except for those competing in Masters competitions, who may be professionals.
- AFFILIATION 6. The Club shall be affiliated to the Southern Counties Amateur Swimming Association and such other bodies as the Committee might from time to time decide.
- HONORARY LIFE MEMBERS 7. The Committee shall have power to approve, by special resolution, suitable members in recognition of exceptional services to the Club, or to the sport, as Honorary Life members of the Club, free of all subscription. They shall enjoy all the privileges and obligations of ordinary membership. Any such appointment during the course of a year shall be confirmed at the next Annual General Meeting.
- VICE-PRESIDENTS 8. The Committee shall have power to appoint by special resolution suitable persons as Vice-Presidents of the Club in recognition of their particular interest in the Club, or of their status in the community, or in the sport. They shall enjoy all the privileges and obligations of ordinary membership. Any such appointments made during the course of a year shall be confirmed at the next Annual General Meeting. The list of Vice-Presidents shall be reviewed annually by Committee, who shall have the power to terminate any appointment at their discretion.
- OFFICERS 9. (a) The officers of the Club shall be the President and the following who shall be responsible for carrying out the policies laid down by the Committee.

1. General Secretary.
2. Membership Secretary.
3. Treasurer.
4. Gala Secretary.
5. Team Secretary (1).
6. Team Secretary (2).
7. Championship Secretary.
8. Teaching & Training Secretary.
9. Social Secretary.

- 10. Trophies Secretary.
- 11. Child Protection Officer

Duties of the above officers shall be set out in the bye-laws formulated by the Committee.

(b) All Officers shall be elected at each Annual General Meeting of the Club. Nominations for the posts of Officers shall be received by the General Secretary, bearing valid signatures of proposer and seconder, who shall both be senior paid-up members of the Club, not later than 15th January in each calendar year immediately preceding such meeting.

(c) The Committee shall have power to declare, by special resolution, any Office to be vacant as a result of non-attendance or neglect of duty by the holder of that office.

COACHES

10. The Committee shall have power to engage one or more professional Coaches, and such number of Assistant Coaches as it might from time to time decide. All payment to such Coaches shall be by way of professional fees for services rendered and the Coach shall in no way be considered to be an employee of the Club.

COMMITTEE

11. (a) The general administration of the affairs of the Club shall be vested in an Executive Committee (referred to in these rules as 'the Committee') comprised of the officers previously listed in Rule 8, and seven ordinary members of the Club all of whom shall be elected at the Annual General Meeting.

(b) Except where otherwise provided, all resolutions of the Committee shall be by simple majority of over 50% of the members present and voting. Where a special resolution is required, the motion, of which due notice shall have been given, must be approved by a majority of over 70% of the full membership of the Committee.

(c) The Committee shall normally meet at monthly intervals, except as mutually agreed, for the purpose of transacting all relevant business, including sub-committee reports. The President, and General Secretary shall have power to convene special meetings of the Committee at their own discretion or at the request of five members of the Committee.

(d) Half the elected members of the Committee present and eligible to vote shall constitute a quorum.

(e) The Committee shall be empowered to invite such other persons they might require to attend and speak, but not to vote, on specific matters.

(f) In the event of any Officer or member of the Committee resigning or otherwise ceasing to act, the remaining members shall be empowered to fill the vacancy until the next Annual General Meeting.

(g) At least fourteen days notice shall normally be given to each member entitled to attend any Committee meeting except in the case of a special meeting.

(h) In the case of an equality of voting the President or other such member who shall have taken the chair shall have a second or casting vote.

SUB-COMMITTEES

12. (a) The Committee shall have power to delegate matters to sub-committees. Members of sub-committees shall be appointed by the full Committee.

(b) The following matters, with power to act, shall not be delegated to sub-committees:-

- (1) Election and suspension of members.

SUB-COMMITTEES 12. (cont.)

- (2) Approval of expenditure not of a regular nature in excess of £50 for each individual item.
- (3) Changes in bankers and signatories on cheques.
- (4) Changes in Bye-laws.

(c) The President, General Secretary and Treasurer shall be ex-officio members of all sub-committees.

(d) Each sub-committee shall elect from their number a Chairman who shall be responsible for calling meetings and preparing reports for presentation to the Committee.

(e) In the case of an equality of voting the Chairman of the Committee shall have a second or casting vote.

MEMBERSHIP

13. (a) All candidates for membership shall complete the official form of application and shall only be accepted or otherwise by resolution of the Committee.

(b) Any entrance fee and subscription shall be paid upon application but shall be refunded in the event of the application being rejected by the Committee.

(c) Between the date of submission of an application for membership and its consideration by the Committee, a candidate member shall be entitled to all the privileges of membership except the right to attend and vote at General meetings and to act as an Officer or Committee member.

(d) A joining fee shall be payable by members joining the club.

(e) Subscriptions as set out in Rule 14 shall be due on joining the Club.-

(f) Qualified Swimming Teachers who receive no remuneration may be appointed at the discretion of the Committee annually and for that period may be awarded free membership.

SUBSCRIPTIONS

14. (a) The rates of subscription shall be decided by the Committee as appropriate for:-

- Senior members
- Swimmers
- Masters Swimmers
- Social
- Intermediate (aged 17-21)
- Junior (under 17)
- Ages as at 31st December in year of membership.

(b) Subscriptions will be collected proportionally as part of the lesson or squad fees. Any member whose fees remains unpaid for 2 months shall not be entitled to participate in any club activities.

(c) Resignation for the purpose of joining another club can only be effective if all monies due to date have been paid and written notification has been received by the Club Secretary.

GENERAL MEETINGS

15 (a) The Club shall hold an Annual General Meeting, in the first quarter of each year, to deal with the election of Officers and Committee, to receive the reports of the Committee and Officers, to approve the Annual Accounts and to deal with any actions which may have been properly placed on the Agenda.

GENERAL MEETINGS 15. (cont.)

(b) All resolutions at a General Meeting shall, unless otherwise provided, be by simple majority of over 50% of the members present and voting. Where a special resolution is required, this shall be passed by 70% of the members present and voting.

(c) Fourteen days notice of General Meetings shall be given to all members.

(d) Resolutions to be placed on the agenda at the Annual General Meeting shall be received by the General Secretary by the 15th January immediately preceding such meeting.

(e) An Extraordinary General Meeting shall be called at twenty one days notice by the Committee or by means of a requisition signed by at least 24 members delivered to the General Secretary and setting out full details of all motions to be placed before the meeting. An Extraordinary General Meeting shall not be empowered to discuss matters other than those specified in the notice convening the meeting.

(f) A quorum at any General Meeting shall be ten members entitled to attend and vote.

(g) Voting at General Meetings shall be confined to Senior, Intermediate, Honorary Life Members and Vice-Presidents. Junior members (over the age of 12) being entitled to vote only on matters specifically affecting Junior members.

(h) In the case of an equality of voting, the President, or such other member who shall have taken the chair, shall be entitled to a second or casting vote.

EXPULSION and
SUSPENSION

16. The Committee may require a member to resign, or suspend a member for a specified period, if, in its opinion, the interests of the Club have been compromised by that member. Such action shall only be taken if the member has been notified, by registered post to his/her last known address, stating the reasons for the action being taken. In the event of such member failing to reply or declining to resign, or accept suspension, within the stated period, a special meeting of the Committee shall be called, of which at least 14 days notice shall be given to the member, and the individual concerned shall, at that meeting, have the opportunity of defending his/her actions. At the meeting, should two thirds of the committee present vote in favour of the members expulsion, or suspension, he/she shall cease to be a member of the Club, or the suspension shall take effect. Such action shall always be subject to the overriding A.S.A. Appeal Law.

FINANCE

17. (a) The Club shall maintain such books of account as shall be necessary to record all financial transactions of the Club.

(b) The Club's accounting year end shall be 31st December and the Annual Accounts shall be made up to that date in each year.

(c) An Honorary Auditor, who shall hold no Office in the Club and shall not be a member of the Committee or any sub-committee, shall be appointed at each Annual General Meeting. In the event of an Honorary Auditor ceasing to act during the course of a year, the Committee shall appoint a successor by special resolution.

(d) The mandate for signing cheques on the Club's bank account shall be decided by the Committee.

(e) Funds and property of the Club shall not be distributed among members, save as legitimate out of pocket expenses incurred in running the Club, but shall be applied towards the furtherance of the objects of the Club or for charitable purposes.

- CHANGES IN RULES 18. Changes in these rules shall only be made by Special Resolution at a General Meeting where due notice of the proposed change of rule has been given in the notice convening the meeting, in accordance with Rule 15(d) and 15(e).
- BYE-LAWS 19. The Committee shall be empowered to formulate Bye-laws concerning the internal arrangements of the Club domestic championships etc. Such Bye-laws shall not conflict with the rules of the Club or the laws of the Amateur Swimming Association. All Bye-laws shall only be approved or rescinded by special resolution of the Committee, or by ordinary resolution at a General Meeting.
- DISSOLUTION 20. No resolution for dissolution of the Club, or combination with any other Club, shall be passed without a Special Resolution at an Extraordinary General Meeting specially convened for that purpose. In the event of dissolution the funds and other property remaining on hand shall not be distributed among the members but shall be applied to some course in furtherance of the objects of the Club, or the aims of the sport, or for some charitable purpose.
- DISPUTES 21. In the event of any dispute involving matters not covered by these rules, the decision of the Committee shall be final.