

RULES OF THE CITY OF SOUTHAMPTON SWIMMING CLUB

Whenever, in these rules the letters 'A.S.A.' appear they shall mean the Amateur Swimming Association, the letters 'S.C.A.S.A.' shall mean the Southern Counties Amateur Swimming Association, the letters 'H.C.A.S.A.' shall mean the Hampshire County Amateur Swimming Association, the word 'Club' shall mean the City of Southampton Swimming Club. Words importing the masculine gender shall include the feminine. Words of the plural number shall include the singular and the words of singular number shall include plural. The term 'swimmer' shall include, 'synchronized swimmer' and 'water polo player', unless the context indicates to the contrary. The term member shall include all swimmers, officials, helpers, coaches and teachers, irrespective of sex or age.

1. NAME

The Club shall be called the CITY OF SOUTHAMPTON SWIMMING CLUB and the laws, technical rules and orders of the A.S.A. and resolutions adopted by the A.S.A., the S.C.A.S.A. and the H.C.A.S.A. together with the rules adopted by the Club, shall be binding on the Club and its membership.

2. OBJECT

The object for which the Club is formed is; to teach and promote Swimming, Water Polo and other aspects of aquatic sports associated with the above, at the discretion of the Committee.

The Club is also committed to: -

- a) Treating everyone equally, within the context of club activities, regardless of sex, ethnic origin, religion, disability or political persuasion.
- b) The welfare of children and believes it is the responsibility of everyone within the club to ensure children and young people have the right to have fun, be safe and protected from harm.
- c) Application of the A.S.A./I.S.T.C. Code of Ethics.

3. AFFILIATIONS AND REGISTRATION

The Club shall be affiliated to S.C.A.S.A. and be a member club of H.C.A.S.A.

All swimmers, officials and helpers will be registered with the A.S.A. and pay the appropriate fees via the club.

4. CHILD PROTECTION

The Club shall adopt all the ASA Child Protection policies and procedures and these shall apply to all members of the Club.

5. OFFICERS

5.1 The officers of the club shall be the President, Chairman, Vice-Chairman, General Secretary and Treasurer.

5.2 The officers shall be elected at the Annual General Meeting and subject to termination of office by resignation or otherwise shall remain in office until their successors are appointed. The retiring officers shall be eligible for re-election.

5.3 The President shall be nominated by the Committee, and shall not hold office for more than two consecutive years. A President Elect shall be announced at the Annual General Meeting one year prior to his/her taking office.

6. MANAGEMENT

The Management of the Club shall be vested in the Committee, which shall consist of:

6.1 The Officers as stated in Rule 5.

6.2 Immediate Past President, Honorary Solicitor, Membership & Registrations Secretary, Training Fees Secretary, Assistant Treasurer, Fixtures Secretary, Gala Organizer & Equipment Officer, Publicity Officer, Swimming Coach (Championships & Transport Officer), Disabilities Secretary, Welfare Officer, Water Polo Secretary, Pentathlon Secretary, Open Water Secretary, Public Relations Officer, Learn To Swim Officer, Information Officer, Men's Captain, Women's Captain and two representatives from the Supporters' Association.

6.3 The Annual General Meeting may elect, from senior members, up to two extra persons to participate as Committee members.

6.4 The Committee members (stated in 6.2/6.3) shall be elected at the Annual General Meeting and subject to termination of office by resignation or otherwise shall remain in office until their successors are appointed. Retiring members shall be eligible for re-election to the same or other offices.

6.5 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.

6.6 All Committee members, with a vote, must be over the age of 18 years. Younger members may attend, but only as observers.

6.7 Meetings shall be held not less than once a quarter and more frequently as decided by Committee members.

7. ELECTION OF MEMBERS

7.1 Membership of the Club shall not normally be limited, however if the Committee considers there to be a good reason for limiting membership, this must be put forward and agreed at the Annual General Meeting.

7.2 Any person may apply to become a member of the Club by completing and signing the appropriate application forms, and submitting these, together with the correct subscription fees, to the Membership & Registration Secretary or an authorised agent of the Club.
A parent or Guardian must sign a junior member's application. No member shall be entitled to enjoy the privileges of the Club until all subscription fees for the current year have been paid.

7.3 The Committee, or such authorised person(s), shall have the right to reject or refuse an application, without being required to give a reason

8. FINANCE

- 8.1 Subscriptions payable (which include A.S.A. Category registration fees), for different classes of member, shall be determined at each Annual General Meeting. Subscriptions shall be paid annually and shall be due by the first day of March each year. Members joining after this date shall have their fees reduced, excluding A.S.A. Category registration fees (which must be paid in full), on a pro-rata month by month basis.
Any member, whose subscription has not been paid within one calendar month of the due date, without adequate reason being given to the Committee, shall cease to be a member.
- 8.2 A member desiring to withdraw from the Club must give notice in writing to the General Secretary before the date that the annual subscription is due.
- 8.3 Annual Squad Training Fees shall be determined by the Finance Sub-Committee, lead by the Treasurer and details notified to the full Committee and membership, prior to implementation. Fees shall be paid annually or in twelve equal amounts, by Standing Order.
All swimmers whose training fees have not been paid, up to date, within one calendar month, without an adequate reason being given to and agreed by the Treasurer, shall be suspended from training and reported to the Committee.
- 8.4 The Financial Year shall end on September 30th each year.
- 8.5 The Treasurer shall:
- 8.5.1 Be responsible for such sums of money as shall from time to time be paid into his/her hands.
- 8.5.2 Disburse all monies for or on account of the Club.
All cheques or withdrawal forms shall be signed by the Treasurer and countersigned by the Chairman, General Secretary or such persons as authorized by the Committee.
- 8.5.3 Whenever so required, deliver to the Chairman statements of all monies received and disbursed by him/her.
- 8.5.4 With the cooperation of the appointed Examiners of Accounts, prepare a financial report for presentation at the Annual General Meeting.

The funds or other property of the Club shall not be paid or distributed among the members of the Club, but shall be applied towards the furtherance of the Club's objects or for any charitable purpose. In the event of dissolution of the Club the funds remaining shall be devoted to objects similar to those of the Club, and to any other purposes approved by the Commissioners of Customs and Excise.

9. EXPULSIONS AND DISCIPLINARY ACTION

- 9.1 The Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct shall in the opinion of the Committee render him/her unfit for membership of the Club.
Such an expulsion will require a two-thirds majority of those present at the hearing.
- 9.2 The Club shall adopt and comply with ASA Guidelines for handling Internal Club disputes. Before any member be expelled, except where member fails to pay his fees (see rule 8.1), the General Secretary shall give the member seven days notice to attend a meeting of the Committee or Officers, which notice shall contain the particulars of the complaint made against him/her.

No member shall be expelled without first having an opportunity of appearing before the Officers/Committee and answering the complaints made against him/her.

- 9.3 All members are subject to the published Disciplinary Procedure as laid down, and amended from time to time, by the Committee. The Officers of the Club have the delegate power from the Committee, to impose temporary suspension or exclusion from any specific club activity. Decision of the Officers of the Club can be subject to a written appeal to the Committee, sent to the General Secretary within 7 days of such suspension or exclusion.

10. ANNUAL GENERAL MEETING

A General Meeting of the Club shall be held every year between the thirteenth day of November and the thirteenth day of December to transact the following business:

- 10.1 To receive and, if approved, to adopt the General Secretary's Annual Report.
- 10.2 To receive and, if approved, to adopt a Statement of the Club's accounts at the end of the preceding financial year.
- 10.3 To consider and, if approved, sanction any duly made alteration to the rules.
- 10.4 To appoint three Trustees.
- 10.5 To appoint professional Auditors or Examiners of Accounts, who shall not be on the Committee.
- 10.6 To deal with any other relevant business, as determined by the Chairman.

Written notice convening the General Meeting shall be published to all members eligible to vote, not later than ten days before the meeting and shall specify the matters to be dealt with. Nominations for election under Rule 5 and 6[b] duly signed by the proposer, seconder and nominee must be in the hands of the General Secretary prior to the Annual General Meeting.

11. SPECIAL GENERAL MEETING

The Committee may convene a Special General Meeting at any time and it shall take place within twenty-one days from the receipt of a requisition in writing signed by not less than twenty-five members specifying the object of the meeting.

Written notice convening a Special General Meeting shall be published to all members eligible to vote not less than seven days before the meeting and shall specify the matters to be dealt with.

12. VOTING AT GENERAL MEETINGS

All senior members of sixteen years and over shall be eligible to vote at General Meetings. Junior members may attend General Meetings, but shall not be eligible to vote or entitled to receive written notice of such General Meetings.

13. CHAIRMAN

At Committee Meetings the Chairman shall have a casting or additional vote in the event of equality of votes. The Chairman shall normally preside at Committee Meetings. In his/her absence a Chairman will be elected from the Committee.

14. QUORUM

At Committee Meetings eight members shall form a quorum. At General Meetings fifteen senior members shall form a quorum.

15. AMENDMENT OF RULES & BY-LAWS

- 15.1 These rules may be repealed or amended, or new rules made by a two-thirds majority of members present and eligible to vote at a General Meeting, provided that notice of such repeal, amendment or a new rule has been duly given in accordance with the foregoing rules.
- 15.2 The Committee, advised by the Officers, shall have the power to make, repeal or amend, such by-laws as they may consider necessary for the well being of the club. Repeals or amendment have effect until set aside by the Committee or General Meeting.

16. COLOURS

The Club colours shall be mainly red and white.

17. TROPHIES

- 17.1 The winners shall retain all Club trophies for twelve months.
- 17.2 The Committee shall be entitled to call upon any holder to return a trophy on demand at any time, whether or not it shall have been held for twelve months, without having to assign any reason for such a demand. The trophy shall be returned within seven days of such demand being made.
- 17.3 All trophies shall remain the property of the Club and be held in the joint names of the Chairman, General Secretary and the Treasurer.

18. PROPERTY

- 18.1 The property of the Club shall be vested in three Trustees, who shall be appointed at the Annual General Meeting of the Club.
A General Meeting shall have the power to remove any of the Trustees, and all vacancies occurring by removal, resignation or death shall be filled at the next General Meeting.
- 18.2 The Trustees shall have the power to invest money and adopt such measures as may appear necessary in the interests of the Club, subject to the approval of the Committee [of which an entry in the minute book shall be conclusive evidence].
- 18.3 The Trustees shall be indemnified against risk and expense out of Club property.

19. HONORARY LIFE PRESIDENTS

The General Meeting may elect, on nominations received from the Committee, one or more Honorary Life Presidents in order to recognize meritorious service in the Club, provided that the total number of Honorary Life Presidents does not exceed two.