



ARBROATH ST THOMAS

CLUB CONSTITUTION

C1 Title

The Club shall be called “St Thomas Amateur Swimming Club”.

C2 Objectives

Its objectives shall be the promotion of the sport of swimming in all its disciplines.

C3 Membership

C3.1 Membership of the Club shall be open to all members of the public subject to the approval of the Club Committee.

C3.2 Membership cards will be issued annually at the beginning of each year.

C3.3 New members joining during the year will be issued with the current membership card for that year. The Club Committee and/or Executive will have the discretion to charge a membership fee or part thereof for the last 3 months of the current year.

C3.4 New members joining from another SASA registered Club shall be subject to the Scottish rule in place regarding “Clearance” at the relevant time.

C3.5 A Member to be eligible to compete in any competitions must also be a member of the SASA and have all monies paid.

C3.6 Members selected for competitions under the auspices of the Club must wear Club colours and caps (if worn), when requested.

C4 Governance

The Club shall be governed by the Constitution.

C5 Finance

C5.1 The Annual Subscription shall be determined at the Annual General Meeting. This subscription shall be payable by the end of February for members renewing their Annual Membership.

C5.2 New members to the Club shall be liable to pay the subscription following approval of their application to join.

C5.3 Life Members shall be sent their (yearly) membership card annually by the Membership Secretary and are not liable for a subscription.

C5.4 The Financial Year of the Club shall be from 1st October until 30th September the following year.

C5.5 In the event of the Club disbanding all funds in hand, after any debts have been paid, shall be donated to the Scottish Amateur Swimming Association.

C6 Affiliation

C6.1 The Club shall be affiliated to the Scottish Amateur Swimming Association (SASA) or such other governing body as may exist from time to time and the Club agrees to be bound by the rules of the Association.

C6.2 The Club shall also be affiliated to the Midland District of the SASA and the club agrees to be bound by the rules of the District Association.

C7 Annual General Meeting

C7.1 The Annual General Meeting shall be held in November or December normally prior to the Midland District AGM, with 28 days notice to be given via the Club notice board. Notice shall also be given in the local press at least 14 days prior to the meeting.

C7.2 The Agenda; Annual Reports; Nomination Papers and any proposed alterations to the Constitution shall be made available at least 14 days prior to the Annual General Meeting. Nomination papers to be returned to the Secretary at least 7 days prior to the Annual General Meeting.

C7.3 At the Annual General Meeting, Honorary Life Membership may be conferred on any person whom the existing Committee considers has rendered exceptional service to the Club over a considerable period of time. Such Life Members shall be presented with a memento suitable to the times and awarded at the AGM or other suitable occasion.

C7.4 The Boy and Girl Captains of the Club shall be elected by swimming members on an annual basis and will be eligible to attend meetings of the Club Committee.

C7.5 Notice of any proposed alterations to the Constitution shall be made in writing to the Secretary not less than 28 days before the date fixed for the Annual General Meeting.

C7.6 No alteration shall be made to the Constitution unless supported by at least two thirds of those present at the meeting and entitled to vote.

C7.7 Voting rights shall be restricted to members who are 16 years and over.

C8 Extraordinary General Meeting

The Club Committee shall have the power to call an Extraordinary General Meeting on receipt of a written request by 12 members. Notice of such meeting to be given via the Club Notice Board and the local press at least 14 days prior to the said meeting.

C9 Office Bearers

C9.1 The Office Bearers shall be elected annually at the Annual General Meeting and shall consist of President, Vice-President, Secretary, Treasurer, Membership Secretary, Minutes Secretary, Head Coach and five Committee Members including a Parents' Committee Convener. They shall be known as the "Club Committee".

C9.2 Any Member nominated for office who is not at the Annual General Meeting must give previous intimation in writing to the Secretary of willingness to serve.

C9.3 In the event of a vacancy occurring on the Club Committee, the said Committee shall elect a member to fill the vacancy.

C9.4 In the absence of any Club Committee members from two consecutive meetings of which due and proper notice has been given, without their intimated excuse, the Committee shall consider the said member's place vacant and proceed as in C9.3.

C9.5 Principal Office Bearers shall give full reports, in writing if possible, at each Committee meeting. Copies of these reports to be made available to the Minutes Secretary at each meeting.

C10 Meetings

Committee Meetings shall be held bi-monthly, normally in the last week of February; April; June; August; October or at the discretion of the Committee (five to form a quorum). The President, or in his/her absence, the Vice- President, shall preside at all meetings of the Club Committee and in the event of neither of these Office Bearers being present, the meeting shall elect a Chairperson. The Chairperson shall have a deliberate as well as a casting vote.

C11 Executive

The Executive shall consist of the President, Vice-President, Secretary, and Treasurer. Any member of the Executive is entitled to attend any Club Standing Committee as ex-officio.

C12 Standing Committees

C12.1 Swimming Committee

C12.1.1 A "Swimming Committee" shall be elected at the Annual General Meeting and consist of a any coach/teacher, plus the Entries Secretary and Head Coach and Assistant Coach. This Committee is responsible for all matters relating to Teaching, Coaching, and Competitive Swimming. New "Teachers" or "Coaches" must be approved by the Committee.

C12.1.2 All new Teachers or Coaches should be willing to undertake training to gain the current National qualifications associated with the tasks of Teaching or Coaching.

C12.1.3 Entries for all competitions **must** be made through the Entries Secretary.

C12.1.4 The Committee shall have the power to elect one member ex-officio if thought necessary to carry out their duties or call upon the expertise of any individual on an *ad hoc* basis.

C12.1.5 The said Convener shall be responsible for calling meetings of the Committee as necessary to conduct on going swimming matters and current Club policy.

C12.2 Parents' Committee

C12.2.1 The Parent/elect Committee Convener shall call a meeting of parents either prior to or following the Club AGM to form a Parents' Committee. A Parents' Committee should be formed with its main function being to lend support and assistance to the Club. A representative of the Committee shall have an automatic place on the Club Committee.

C12.2.2 The Committee may meet as they wish to arrange Club Members' social events, parties and fund raising activities. The Committee must liaise with the Club Executive and their representative will report on activities to the Club Committee.

C12.2.3 The Committee may draw up its own rules and regulations and keep its own Financial Accounting system which will be subject to annual audit.

C12.2.4 Should the Parents' Committee dissolve all monies held shall revert to the Club.

C13 Club Trophies

Winners of Club Trophies must sign for them on receipt and are responsible for their well being whilst in their custody. Trophies must be returned in good condition on request. The Club is responsible for the annual engraving of winners' names.

C14 Code of Conduct

C14.1 All Club Members are subject to local Bye-Laws that apply to the general public regarding behaviour.

C14.2 Club members are expected to attend training regularly and observe the rules of the premises they are attending.

C14.3 Club Coaches or Teachers are responsible for discipline while members are in their care.

C14.4 The Club shall oppose the use of any banned substances listed by FINA. To this end members may be subjected to random testing and should any member be found to have contravened this ruling they may be suspended and debarred from membership.

C14.5 The Club shall operate a Child Protection Policy in line with the current policy operated by the Governing Body ie the Scottish Amateur Swimming Association. This policy is to be issued to all parents of members who are under 16 years of age along with the member's membership card for the current year or part year thereof.

CLUB DISCIPLINE

All Squads – Regular attendance is a condition of remaining in the squads. Registers are to be kept.

Late arrivals at pond-side will not be allowed to take part in that session.

Swimmers must not enter the water until instructed to by their coach.

Anyone in breach of club discipline will be put out in the first instance.

All swimmers & coaches are required annually to complete a renewal club membership form and to sign a new code of conduct declaration.

IMPORTANT NOTICE

Parents and Club members are hereby advised that the club shall not be responsible for money or valuables lost or stolen on club nights.