

BASC – CLUB CONSTITUTION (v.29Jan08b)

1 Title

The club shall be called the Ballymoney Amateur Swimming Club, hereafter referred to as the Club

2 Colours

The club colours shall be determined by the Management Committee (here-after referred to as the Committee).

3 Objects (Objectives)

The objects of the Club shall be:

- (a) to provide a safe environment for member to participate in swimming activities;
- (b) to teach swimming and promote swimming activities by:
 - (i) encouraging participation in swimming
 - (ii) providing members with suitable competition and opportunities for social activities;
 - (iii) assisting members to improve their own personal sporting standards;
 - (iv) organising swimming competition locally;
 - (v) providing equal opportunities for successful participation by all sections of the community
- (c) to support or subscribe to such charities or other charitable purposes as shall be decided upon by committee from time to time.

4 Affiliation

The club shall be affiliated to Swim Ireland. In doing so the Club accepts the Swim Ireland Code of Ethics and Good Practice in Children’s Sport in Ireland and supports the child protection policies adopted by Swim Ireland.

5 Membership.

Membership shall be open to all persons aged 4 or over. All members are subject to the Constitution and Rules of the Club and the regulations of Swim Ireland. Members will also be registered to become swimmers of Swim Ireland. Club numbers may be restricted by Committee

Application for membership shall be made on the prescribed form to the membership Secretary at a time determined by the Management Committee, who shall decide on acceptance. The Management Committee may reject an application for membership without giving any reason to the applicant.

All membership fees shall be determined at the Annual General Meeting after the installation of the Committee for the incoming term, and shall be due on a date to be determined by the Committee.

Membership shall cease if fees are not paid on or before any due date, as determined by the Management Committee, or if, in the opinion of the Management Committee, the conduct of a member is likely to bring the Club into disrepute or a member fails to comply with the Constitution or Rules of the Club.

The Club will have the following categories of membership:-

- (a) Competitive Members – all members who take part in gala competitions.
- (b) Non-competitive members – those members who do not compete in any type of gala competition other than the Club’s internal competitions.

- (c) Adult non-swimming members.
- (d) Associate Members – Former members who do not compete for other clubs and wish to retain membership of BASC.

Competitive Members aged 18 or over and adult non-swimming members have full voting rights. For every family in the Club, there must be at least one adult member of the Club. Transfers to or from the Club shall be dealt with under the procedures laid down by Swim Ireland.

The Club Code of Conduct will be made available to all members, together with the Club Constitution and the Club's Child Protection Policy. Each member (or a parent if the member is under 18) will be obliged, on request by the Management Committee, to sign and return an acknowledgement that they have read and agree to abide by the Code of Conduct, the Club Constitution and the Child Protection Policy.

6 Officers

The officers of the Club shall be the Chairperson, Vice-chair, Honorary (Administrative) Secretary, Membership Secretary, Treasurer and Assistant Treasurer.

- (a) The Club Chairperson will act as liaison with the statutory authorities in relation to issues regarding child protection.
- (b) The Honorary (Administrative) Secretary shall be responsible for recording the proceedings of all Management Committee meetings, dealing with all correspondence and ensuring that such Club records are maintained and passed on to succeeding secretaries.
- (c) The Membership Secretary shall deal with all membership applications and registration requirements.
- (d) The treasurer, with the help of the Assistant Treasurer, shall collect funds, pay bills and maintain records of all Club finances and shall provide the Management Committee with accounts and financial reports as required.
- (e) In addition to the above officers, the Club shall appoint at least one Children's Officer, who will act as a link between the children and the adults in the Club and will take responsibility for monitoring and reporting to the Management Committee on how Club policy impacts on the children and Club volunteers. Children's Officers shall not be members of the Management Committee.

7 Management

The Club shall be managed by the Management committee, which shall be made up as follows: Chairperson, Vice Chairperson, Honorary (Administrative) Secretary, Membership Secretary, Treasurer, Assistant Treasurer and five others, all of whom will be elected annually at the Annual General Meeting.

The Club Captains (one boy & one girl) shall be elected annually by a means deemed appropriate by the Management Committee and will be invited to attend those parts of any meeting of the Management Committee as considered appropriate by committee.

The Head coach of the club (where appointed) may be co-opted in an advisory capacity to the Management Committee, but shall have no vote on that committee.

All Management Committee members must be adult members of the club, and if they are not already adult members this status shall be conferred on them upon their election, notwithstanding payment by them of the appropriate membership fee.

The Management Committee shall have the power to;

- (a) Conduct its business as it shall, from time to time by resolution determine and regulate its own proceedings.
- (b) Co-opt additional members as necessary.

- (c) Appoint any sub-committees and assistants to the office bearers as deemed necessary and delegate power to any such sub-committee to act on its behalf.
- (d) Fill vacancies arising during its term of office.
- (e) Accept or reject membership applications.
- (f) Appoint additional positions within Committee.
- (g) Deal with, suspend or terminate the membership of any member who has infringed the Club Constitution or Code of Conduct in accordance with the complaints, disciplinary and appeals procedures.
- (h) Deal with any dispute/objections arising from Club competitions.
- (i) Appoint delegates to Ulster Branch, Swim Ireland and to any other bodies, which may from time to time require representation.
- (j) Levy any such extraordinary charges or fees as may from time to time become necessary.
- (k) Adopt and consistently apply a safe and clearly defined method of recruiting and selecting coaching staff.
- (l) Publish, enforce and amend such rules supplementary to the Constitution as it feels will be beneficial to the affairs of the Club provided that they are not contrary to the Rules and Constitution of Swim Ireland

The election of Committee members, other than officers, may be to specified positions at the discretion of the Committee. The Committee shall have the power to appoint additional positions; but if these positions come from outside the Committee they shall not have the power to vote.

Management Committee meetings shall be convened at least bi-monthly. Special meetings may be called as required. A quorum will be deemed to be six members entitled to attend. Decision-making will be by simple majority. The Chairman will have a casting vote, if necessary. The Honorary (Administrative) Secretary will keep minutes of all meetings, along with the names of those present. The minutes will be made accessible to all members.

The Treasurer shall maintain a record of all income and expenditure and produce it for inspection at all Committee meetings and on request at all other times. The Treasurer shall prepare an annual statement of accounts for examination by the Club auditors.

8 Finance.

All monies will be lodged in a bank account in the name of the Club. The Management Committee shall have power to authorise expenditure on behalf of the Club and to set aside funds for a specific purpose. No expenditure shall be incurred without the prior sanction of the Management Committee. All cheques drawn on the Club's bank account shall be signed by any two of the following:-the Chairperson, the Treasurer or any nominated Committee member.

The Club's financial year shall be determined by the Management Committee. Accounts shall be drawn up covering the financial year and shall be audited by an independent auditor before being presented at the Annual General Meeting. The auditor shall be appointed at the Annual General Meeting.

Unless waived by Management Committee, a statement of relevant accounts shall be presented by the Treasurer, or another appointed officer, for Committee approval within one month for all individual events, functions or projects incurring expenditure.

9 Annual General Meeting

The Club shall hold its Annual General Meeting not later than the last day of June each year. A minimum of 21 days notice of the AGM will be given to all members by posting of a notice on the Club notice-board.

The AGM shall receive the Treasurer's report and the Chairman's report and such other reports as reflect the workings of the Club during the last year.

Officials and members of the Management committee for the ensuing year shall be elected. Candidates for offices or membership of the Management Committee shall be proposed and seconded by voting members at the AGM and election will be by majority vote.

Voting at the AGM shall be restricted to competitive swimming members aged over 18 and adult members whose membership fees have been fully paid.

A quorum shall consist of nine members who are entitled to vote. Amendments to the Constitution or proposals for inclusion in the agenda of the AGM must be received by the Administrative Secretary at least 7 days before the meeting in writing and signed by at least two voting members. Amendments to the Constitution require a two-thirds majority of those present and entitled to vote to be passed. All other decisions taken at the AGM shall be taken by a simple majority of those present and entitled to vote. The Chairperson shall have a casting vote if necessary.

10 Extra-ordinary General Meetings

An Extra-ordinary General meeting can be called at any time by any of the following:

- (a) at the request of a majority of the management Committee
- (b) by request in writing to the Administrative Secretary by a number of the members greater than the number of the Management Committee and stating the business to be discussed.

At least 21 days notice shall be given to members of an EGM by posting of a notice on the Club notice-board. Only the business specified in the notice shall be discussed. The provisions governing voting and decision-making at an AGM shall apply to an EGM

11 Complaints procedure

Any member who believes that the conduct of another member is contrary to the Club Constitution, Code of Conduct or Swim Ireland regulations, or whose conduct is likely to bring the Club into disrepute, may inform the Management Committee in writing.

The Management Committee will appoint a Disciplinary Committee, which will consist of one representative of the Management Committee and two ordinary members of the Club.

A meeting of the Disciplinary Committee shall be held within 21 days of a complaint being received. All parties involved may be invited to attend individually to speak to the Disciplinary Committee or to submit a written response.

The Disciplinary Committee shall inform in writing both the member who made the complaint and the member who is the subject of the complaint of their decision within 7 days of that decision being made.

A record of all complaints made and the outcome of the investigation shall be maintained by the Management Committee.

12 Disciplinary procedure

Where it deems it appropriate, the Disciplinary Committee has the right to invoke the following disciplinary procedure.

- (a) Formal written warning – such a warning to be in force for up to two years from the date of issue.
- (b) Imposition of a fine, where applicable. Fines will be notified in writing to the member concerned and will be payable to the Treasurer. Failure to pay will result in further disciplinary options being invoked.
- (c) Imposition of a defined period of suspension.

(d) Termination of membership.

During a period of suspension a member is suspended from all activities of the Club and is ineligible to participate in the affairs of the Club. The member shall be informed in writing of the reasons for and the period of the suspension. The member may invoke the appeals procedure.

Notification of disciplinary action taken and the outcome of any appeal shall be made to Swim Ireland.

13 Appeals procedure

A member may appeal any decision of the Disciplinary Committee in respect of a disciplinary matter or complaint. The appeal must be made in writing to the Administrative Secretary within 14 days of the member being notified of the DC decision. The appeal will be heard by the Appeals Committee, who will have power to confirm, set aside or alter any decision or sanction imposed by the Disciplinary Committee.

The Appeals Committee will consist of one representative of the Management Committee and two ordinary members of the Club. No person can sit on both the Disciplinary Committee and the Appeals Committee

Following the outcome of the appeals procedure. if any party is not satisfied, the matter will be referred to Swim Ireland.

14 Dissolution

A resolution to dissolve the Club shall be passed only at an EGM, specifically called for the purpose of considering such a resolution.

In the event of the dissolution of the Club, provision will be made for the disposal of any monies or other assets in accordance with IASA laws. Assets remaining after settlement of all outstanding debts and liabilities shall not be distributed amongst its members.

DECLARATION

It is hereby declared that this document represents a true and contemporaneous version of the Constitution of Ballymoney Amateur Swimming Club

CHAIRMAN: Signed _____ Name _____ Date _____

HON SECRETARY: Signed _____ Name _____ Date _____

Not part of the Club Constitution

Prepared by Dean McElfatrick (Chairman) from the following original sources on file in Dec 2006.

- An extended version of the Club Constitution containing 14 Articles (undated and unsigned) believed to have been submitted in draft form to Swim Ireland for ratification.*
- Additional Constitutional provisions not present in the above extended version were present in an older version revised and amended January 1999 (with 11 articles), a copy of which was signed by P (Pamela) Smyth as Chairman & Patricia Nutt as Secretary.*