

PERTH CITY SWIM CLUB CONSTITUTION, BYE-LAWS AND REGULATIONS

INDEX

Constitution

Section	C1.0	NAME
Section	C2.0	OBJECTIVES
Section	C3.0	MEMBERSHIP
Section	C4.0	GOVERNANCE
Section	C5.0	MEETINGS
Section	C5.1	General Meeting
Section	C5.2	Annual General Meeting (AGM)
Section	C5.3	Extraordinary General Meeting (EGM)
Section	C6.0	AWARDS
Section	C6.1	Life Membership
Section	C7.0	TROPHIES
Section	C8.0	DISSOLUTION

Bye-Laws

Section	BL1.0	MANAGEMENT
Section	BL2.0	COMMITTEE MEETINGS
Section	BL2.1	Committee Meetings Standing Orders
Section	BL2.2	Management Committee Meetings (MCM)
Section	BL3.0	FINANCE AND ACCOUNTS
Section	BL4.0	DISCIPLINARY PROCEDURE, COMPLAINTS AND APPEALS
Section	BL4.1	General
Section	BL4.2	Disciplinary Procedure
Section	BL4.3	Complaints
Section	BL4.4	Appeals
Section	BL4.5	Suspensions and Fines

CONSTITUTION

C1.0 NAME

The Club shall be called "Perth City Swim Club" (hereinafter referred to as the Club).

C2.0 OBJECTIVES

The objectives of the Club shall be to:

- a) Advance the public participation in aquatic sports by promoting and managing the teaching, knowledge and practice of one or more aquatic sports, in accordance with paragraphs C2.1 of the Scottish Amateur Swimming Association (SASA) Constitution.

C3.0 MEMBERSHIP

C3.1 The membership shall consist of the following categories:

- a) Adult member
An Adult is an individual 16 years and over
- b) Junior member
A Junior is an individual 15 years or under (not as defined in Scottish Swimming Company Rule R4.5.6 which refers to Championship and Meets, Eligibility).
- c) Life member

C3.2 Membership fees shall be as agreed at each Annual General Meeting (AGM).

C3.2.1 The Membership Fees of existing members (agreed at the AGM) shall become due on 1 March each year and those of new members on the date of acceptance for membership.

C3.2.2 Members not renewing by the last day in March will be deemed to be non-members and will be notified in writing accordingly by the Membership Secretary.

C3.2.3 Members will be excluded from taking part in any of the Club's activities, competitions or meetings until their annual subscription is paid.

C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.

C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.

C3.5 A member wishing to resign from the Club shall inform the Membership Secretary in writing.

C3.6 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with Scottish Swimming Company Rule R5.2.

C3.7 The Management Committee shall have the power to turn down an application for membership, provided this is done in accordance with paragraph C3.7.1.

C3.7.1 When an application for membership is turned down by the Management Committee, the applicant must be advised of the reason and of their right of appeal to Scottish Swimming in writing.

C4.0 **GOVERNANCE**

C4.1 The Club, and its members, shall be subject to and bound by the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.

C4.2 The Club shall comply with the Scottish Swimming Code of Conduct, Ethics and Wellbeing and Protection Policies.

C4.3 The Club shall be governed by its Constitution, Bye-Laws and Regulations.

C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two-thirds majority of those present and voting is secured.

C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.

C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

C5.0 **MEETINGS**

C5.1 **General Meeting**

C5.1.1 Notices

At least 30 days notice and the Agenda shall be given to all Adult and Life Members of any General Meeting.

C5.1.2 Attendance

- a) All Adult Members and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.
- b) A Parent/Guardian, who is not a Club Member, is entitled to attend and take part on behalf of a Junior Member.

C5.1.3 Voting

- a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
- b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.

- C5.1.4 **Quorum**
The quorum at General Meetings shall be two Officers of the Club plus five members eligible to vote.
- C5.1.5 **Changes to the Constitution and Bye-Laws**
A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.
- C5.1.6 **Conduct of Business**
The conduct of business shall be in accordance with Bye-Laws Section BL2.1 (Scottish Swimming Company Rules Section R16).
- C5.2 **Annual General Meeting (AGM)**
- C5.2.1 The Club shall hold an AGM in the month of June.
- C5.2.2 The Secretary shall give written notice of not less than thirty (30) days prior to the date of the AGM to all Adult and Life members. The format of the notice shall be agreed by the Management Committee.
- C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution and Bye-Laws, and nomination(s) for the Management Committee.
- C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult or Life Members and the nominee, to the Secretary no later than fourteen (14) days prior to the date of the AGM.
- C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary no later than fourteen (14) days prior to the date of the AGM.
- C5.2.6 Having received all nominations and proposed alterations, the Secretary shall arrange for all nominations and proposed alternations to governance, to be circulated at least seven (7) days before the meeting. The format of the circulation shall be agreed by the Management Committee.
- C5.2.7 The order of business for an AGM shall be:
- a) Welcome and apologies
 - b) Approval of the minutes of the previous year's AGM
 - c) Matters Arising
 - d) Report from the President
 - e) Report from the Secretary
 - f) Report from the Head Coach
 - g) Financial Report from the Honorary Treasurer and approval of the Annual Accounts
 - h) Consideration of changes to the Constitution

- i) Consideration of changes to the Bye-Laws
- j) Notices of Motion
- k) Appointment of President and Vice President (as appropriate)
- l) Election of the Management Committee Members (including the Officers of the Club)
- m) Appointment of Auditors/Independent Examiners for the Club's Accounts
- n) Life Membership(s) Awards
- o) Other relevant business

C5.2.8 In accordance with SASA Constitution (C10.2.3) the Club is required to forward a copy of the agreed Constitution to the appropriate District Secretary by 31 January each year, or within 28 days of a change.

C5.3 **Extraordinary General Meeting (EGM)**

C5.3.1 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least ten Adult or Life Members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members at a Management Committee Meeting.

C5.3.2 The Secretary will give notice, in writing, of all EGMs stating the Agenda, to all Adult and Life Members at least 30 days prior to such meetings being held.

C5.3.3 The order of Business for an EGM shall be:

- a) President's Remarks
- b) Apologies for Absence
- c) Business to be transacted of which due notice has been given

C5.3.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C6.0 **AWARDS**

C6.1 **Life Membership**

C6.1.1 Life Membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the AGM or at any other time decreed suitable by the Management Committee.

C6.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee. Full details of the Nominee's service should be included with the recommendation.

C6.1.3 In the event that a Life Membership should require to be removed from any recipient, the Management Committee will make the decision to rescind and notify the member concerned.

C7.0 TROPHIES

C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.

C7.2 The Gala Convenor shall act as Trustee of Club Trophies and shall keep a register of who holds each Club Trophy.

C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee. If any trophy is not returned in an undamaged condition, then that swimmer will be responsible for the repair or replacement of the trophy and his or her membership of the Club will be suspended until the repair is made or the replacement produced.

C7.4 The Club shall be responsible for arranging and funding the engraving of the winner's name on all Club trophies.

C8.0 DISSOLUTION

C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objective of Scottish Swimming.

C8.2 So long as three members agree to support the Club, it cannot be dissolved.

BYE-LAWS

BL1.0 MANAGEMENT

BL1.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of:

- a) The Officers of the Club, plus
- b) No more than ten (10) Adult Committee Members, and
- c) Ex-officio members.

Adult Committee Members can be Adult or Life Members of the Club.

The Squad Coach(es), Club Boy Captain and Club Girl Captain will be ex-officio members.

BL1.2 The Officers of the Club, who shall be Honorary, shall consist of:

- a) President,
- b) Vice-President,
- c) Treasurer and
- d) Secretary

who shall be elected at an AGM, as shall be the said Adult Committee Members.

BL1.3 If the post of any Officer or Adult Committee Member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.

BL1.4 All Management Committee members shall be Adult or Life Members of the Club.

BL1.5 Management Committee

BL1.5.1 The ex-officio members of the Management Committee may consist of the Squad Coaches, Club Boy Captain and Club Girl Captain.

BL1.5.2 The term of office for President, Vice President, Secretary and Treasurer shall be for a minimum of 2 years with the option of a third.

BL1.5.3 The term of office for the adult committee members shall be two years.

BL1.5.4 Retiring members of the Management Committee may offer themselves for re-election.

BL1.5.5 Management Committee members co-opted by the Committee shall be subject to endorsement at the first AGM or EGM thereafter.

BL1.5.6 Management Committee members elected or co-opted to fill a vacancy part way through a term of office shall retire 2 years following the first AGM after

their appointment.

BL1.5.7 The Club Boy Captain and Club Girl Captain shall be appointed for one year.

BL1.5.8 The Management Committee shall be responsible for:

- a) Running the day to day management and affairs of the Club.
- b) The organisation and control of all members during Club hours.
- c) The annual appointment of coaches and instructors.
- d) The selection of members to represent the Club.
- e) The organisation of swimming activities as may be requested by other bodies.
- f) Appointing the Boy and Girl Captains in each year.
- g) Considering and approving, or otherwise, nominations for Life Membership of the Club.
- h) The organisation of home galas and club championships.
- i) The organisation of training for members of the club who wish to become registered technical officials.
- j) Control of Club merchandise.

BL1.5.9 The Management Committee shall appoint such sub-committees as may be considered necessary.

BL1.5.10 The Management Committee shall appoint at least one Wellbeing and Protection Officer in accordance with Section C10.6 of the SASA Constitution, and who has attended a Scottish Swimming approved training course.

BL2.0 **COMMITTEE MEETINGS**

BL2.1 **Committee Meetings Standing Orders**

BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.

BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying to the "Rule of Order" shall be expelled from the meeting.

BL2.1.3 The Chair at all meetings of the Club shall be the Club President.
In the absence of the President, the Vice President shall substitute.
In the absence of the President and Vice President, those in attendance shall appoint a substitute.

BL2.1.4 In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.

BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.

BL2.1.6 The Chair shall not speak to, oppose, or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The

meeting shall be presided over by a substitute Chair elected from among those present.

BL2.1.7 A written record must be kept of each meeting, in which every decision is recorded. The general rule is that any decision made by the meeting must be either a unanimous decision or a majority decision. The minutes of all meetings will be circulated to Adult and Life Members.

BL2.1.8 A person is able to exercise the right to speak and vote at a meeting when:
a) that person is able to communicate and vote, during the meeting, on the business of the meeting; and
b) that person's vote can be taken into account in determining whether or not such motions are passed at the same time as the votes of all other persons attending the meeting.

BL2.1.9 The Management Committee may choose to hold Committee meetings through a hybrid approach, utilising information technology and/or limited attendance observing socially distancing guidance put in place during pandemic restrictions.

BL2.2 **Management Committee Meetings (MCM)**

BL2.2.1 The Club shall hold MCMs no less frequently than every three months.

BL2.2.2 An MCM shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult or Life Members of the Club.

BL2.2.3 A quorum for MCMs shall be at least two Officers of the Club and five Committee members.

BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.

BL2.2.5 The Secretary will give notice of the date, time and venue of each MCM at least seven (7) days prior to the meeting. The format of the notice shall be agreed by the Management Committee.

BL2.2.6 Adult or Life Members who are not members of the MCM may attend, but may only participate with the agreement of the Chair.

BL2.2.7 All members of the MCM, except ex-officio members, shall have a deliberative vote.

BL2.2.8 No decision of the MCM may be altered or revoked without fourteen (14) days prior notice of intent, in writing, being given to the Secretary.

BL3.0 **FINANCE AND ACCOUNTS**

BL3.1 The financial year shall run from 1 April to 31 March each year.

BL3.2 The Treasurer shall be responsible for the preparation of annual accounts of

the Club.

- BL3.3 The Accounts shall be audited/examined by an independent person(s) elected annually at the AGM.
- BL3.4 All invoices/expenses received by the Club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct bank transfer the Treasurer shall process invoices/expenses online for approval by the President or another authorised Officer of the Club who shall complete the electronic bank transfer payment process.
- BL3.5 The Management Committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate MCM prior to the commitment being made.
- BL3.6 As an unincorporated organisation the responsibility for the financial liabilities of the Club shall normally be dependent on who was responsible for the liability.
(Interpretation
As an unincorporated association the members are liable for the debts of the club on a "joint and several" basis. Determining which members are liable is usually considered on a case by case basis, and will depend on how the relevant decision that resulted in the liability has been made.
For example, if a decision was made by the members at a general meeting then it might be all members of the club who are liable, or it might be all of the committee, or one or more persons (whether office-bearers or not) who assumed the responsibility for taking a particular decision. Further, if a member of the club's committee acts ultra vires or out with the club's constitution then they may have personal liability.)
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit.
- BL3.8 The Treasurer shall arrange for the Auditor/Independent Examiner to examine and certify the Club accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.9 The Treasurer shall submit a budget to the last meeting of the Management Committee prior to the AGM, for the following financial year.
- BL3.10 The Treasurer shall submit a financial statement to the Management Committee no less frequently than every three (3) months.
- BL3.11 All outgoing payments shall be made by cheque or direct bank transfer duly authorised in accordance with paragraph BL3.4.

BL4.0 **DISCIPLINARY PROCEDURE, COMPLAINTS AND APPEALS**

BL4.1 **General**

BL4.1.1 All Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.

BL4.1.2 Complaints involving doping, should be referred to the British Swimming as per Scottish Swimming Company Rule R13.1.3.

BL4.1.3 Complaints involving wellbeing and protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1.

BL4.2 **Disciplinary Procedure**

BL4.2.1 In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action will be taken.

BL4.2.2 The President, or a deputising Club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to co-operate may amount to misconduct.

BL4.2.3 The investigating Club official shall thereafter be entitled at any time to decide to:

- a) Apply a sanction to the person(s) being investigated.
- b) Refer the matter to a Club Complaint panel.
- c) Take no further action.
- d) Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation.

BL4.2.4 The Club will keep a record of each stage of the disciplinary process.

BL4.3 **Complaints**

BL4.3.1 A complaint, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:

- a) Any member of the Club.
- b) A parent or guardian on behalf of a Junior member as defined in Paragraph C3.1(b).
- c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint by themselves.
- d) Any individual.

BL4.3.2 A complaint must be made in accordance with Scottish Swimming Company Rules, Sections R12 to R15.

BL4.4 **Appeals**

BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted complaint, or against decisions taken by a National Complaints Committee.

BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules, Sections R12 to R15.

BL4.5 **Suspensions and Fines**

BL4.5.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Company Rules Sections R12 to R15) have been applied.