

**THE CONSTITUTION OF  
CROYDON AMPHIBIANS SWIMMING CLUB  
As at 1<sup>ST</sup> June 2008**

**1 Name**

1.1 The name of the Club shall be Croydon Amphibians Swimming club.

1.2 The Club is an unincorporated members association.

**2 The Objects**

2.1 The objects of the Club shall be the teaching, development and practice of swimming and water polo for its members; enabling each member to fulfil their potential. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be for example, regardless of age, sex, ethnic origin, religion, disability or political persuasion on any grounds.

2.1.2 The Club shall implement the ASA Equal Opportunities Policy.

2.2 The Club shall be affiliated to ASA London Region and adopt and conform to the rules of this association, and to such other bodies as the Executive Committee of the Club shall determine from time to time.

2.3 The Business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:

2.3.1 All competing members shall be eligible competitors as defined in ASA Laws and:

2.3.2 The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and protected from harm.

2.3.3 Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to the ASA London Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 ASA London Region

2.4.2 The Amateur Swimming Association (to include the ASA/IOS

Code of Ethics) and

2.4.3 The Amateur Swimming Federation of Great Britain (to include in particular the British Swimming Doping control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "The Governing Body Rules")

2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules the relevant Governing Body Rule shall prevail.

2.6 The Club will comply with the Data Protection Act and any membership information given to the Club by members is on the understanding that it may be processed by the Club on computer in accordance with the Data Protection Act.

### **3 Membership**

3.1 The membership of the Club, by category, or in total, may be limited by decision of the Executive Committee, and shall be determined by the availability of resources, principally water time, and teachers/coaches.

All persons who assist in any way with the Club's activities shall become members of the Club and hence of the ASA and the relevant ASA membership fee shall be paid.

Assisting with the Club's activities shall include, but not be restricted to, Administrators, Associate Members, Voluntary Instructors, Teachers and Coaches, Executive Committee Members, Helpers, Honorary Members, Life Members, Officers, Patrons, Presidents, Technical and Non-Technical Officials, Temporary Members, Vice Presidents and Verifiers or Tutors of the ASA's educational certificates.

Paid instructors, Teacher and Coaches who are not members of the Club must be members of a body which accepts that its members are bound by the ASA's Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and Procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

3.2 Any person who wishes to become a member of The Club must submit a signed application to the Club Secretary (and in the case of a Junior Swimmer the application must be signed by the Swimmer's Parent or

Guardian). Election to membership shall be determined by the Executive Committee or other persons authorised by the Executive Committee may make recommendation as to the applicant's suitability. The Executive Committee shall not be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a review panel appointed by the Executive Committee. The review panel shall comprise of not less than three members who may or may not be members of the Executive Committee. The panel shall wherever practicable include one independent member nominated by the ASA London Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.

3.3 A member may resign at any time by written notice to the Club Secretary but shall not be entitled to any rebate or release from monthly subscriptions paid or due in respect of the month in question. Any member whose Annual subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Executive Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made. When a person ceases to be a member, whether by resignation or expulsion, clause 7.8 shall nonetheless continue to apply to him.

3.4 Changes of address must be notified in writing to the Club Secretary.

3.5 The membership of the Club shall consist of:

The members of the Executive Committee

All adult members (All members aged 16 years and over)

Junior members (All members under the age of 16 years)

Any parents wishing to vote at either an AGM or SGM must be current members of the ASA in their own right.

## **4 Subscription and other Fees**

4.1 The annual member's subscription and monthly squad fees (as applicable) shall be determined from time to time by the Executive Committee and the Executive Committee shall in so doing make special provision for different classes of membership as it shall determine.

4.1.1 The Club's subscription year shall commence on 1<sup>st</sup> January.

4.1.2 The Club's financial year shall commence on 1<sup>st</sup> April and run until 31<sup>st</sup> March.

4.2 The annual subscription (and joining fee (if any)) shall be due on joining the Club and thereafter on the 1<sup>st</sup> day of January each year. Parent members shall be responsible for fees applicable to junior members. For members joining and swimmers transferring from teaching classes during the year, the annual subscription is reduced proportionately, depending on the month of transfer.

4.3 Any member whose annual subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Executive Committee from some or all Club activities from a date to be determined by the Executive Committee and until such payment is made. Any member whose monthly squad fees are more than 2 months overdue shall not be entitled to participate in any Club activity.

Interest may be incurred on any fees outstanding.

4.4 The Executive Committee shall, from time to time, have the power to determine the Annual Membership Subscription and other fees. This shall include, but not be limited to, the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA Membership Fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

4.5 A person must be a fully paid up member of the Club to be eligible for any swimming competition in which the Club is taking part, including the Club's own internal swimming events.

4.6 The Masters and Water Polo sections shall determine and each shall administer its own finances, but members shall in all other respects conform to the Club's constitution.

## **5 Resignation**

5.1 A member wishing to resign membership of the Club must give to the Club Secretary one calendar month's written notice of his resignation. A Member's resignation shall only take effect when this (rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above a member whose monthly squad fees are more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address. Any outstanding monies will continue to be due.

## **6 Expulsion and other Disciplinary Action**

6.1 The Executive Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.2 and 6.3 below.

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("The Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.).

6.3 A member may not be expelled or (Subject to Rule 6.4 below) be made the subject of any other penalty unless the executive committee hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or any other penalty imposed upon) the member.

Where suspension is approved it shall take immediate effect and apply for the period specified. If the expulsion is approved the individual shall cease to be a member of the Club with immediate effect. A member who has been suspended or expelled shall not be entitled to any rebate on the annual subscription.

6.4 The Officers of the Club (or any person to whom the Executive Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider Club activities, when in their

opinion; such action is in the best interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

## **7 The Executive Committee**

7.1 The Executive Committee, in whom the sole management and control of the funds of the Club shall be vested, shall consist of:

The Chairman of the Club

The Officers of the Club (as detailed in the bye-laws).

7.2 The Executive Committee members shall be proposed and seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election (see also 8.1).

7.3 Committee meetings shall be held not less than once a month (save where the Executive Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Executive Committee (to include not less than two of Chair, Club Secretary and Treasurer). The Chairman and the Club Secretary shall have discretion to call further meetings of the Executive Committee if they consider it to be in the best interests of the Club. The Club Secretary shall give all the members of the Executive Committee not less than two days oral or written notice of a meeting. Decisions of the Executive Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or acting Chairman of that meeting) shall have a casting vote. Each Executive Committee member shall be entitled to one vote. The Club Secretary or in his absence an appointed person shall take minutes.

7.4 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Executive Committee

members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.

7.5 In addition to the members so elected to the Executive committee may co-opt up to 3 further members of the Club who shall serve until the next Annual General Meeting. Coopted members shall be entitled to vote at the meetings of the Executive Committee and shall be counted in establishing whether a quorum is present.

7.6 The Executive Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or part) or vary the terms of reference of such sub-committees), and may delegate to them such of the powers and duties of the Executive Committee as the Executive Committee may determine. All sub-committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.

7.7 The Executive Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club, and of dismissing them. The Executive Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Executive Committee shall be responsible for ensuring that the Accounts for the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting. The Executive Committee shall have authority to engage professional advisors, and take or defend proceedings on the Club's behalf. The Executive Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

7.8 The members of the Executive Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club. If the Club assets are exhausted they shall be entitled to an indemnity from

both the current adult members and any past adult members who were adult members when the liability in question was incurred, all such members bearing a proportionate share pro rata to their voting entitlement.

7.9 The Executive Committee shall ensure that the financial records and minutes of meetings shall be retained for a period of at least 6 years.

7.10 The Executive Committee shall maintain an Accident book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the ASA Office. The Club shall make an annual return to the ASA in the prescribed form.

## **8 Officers and Honorary Members**

8.1 The Executive Officers and Executive Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Executive Committee. Retiring officers shall be eligible for re-election (See also 7.2).

8.2 The Executive Committee may elect any person as an honorary member of the Club (Honorary, Life, Vice-President or other), for such period as it thinks fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Executive Committee unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

8.3 The Chief Coach may be invited to attend Committee meetings, without the power to vote.

8.4 The Chairman of the Club shall be nominated for election at the Annual General Meeting on the recommendation of the retiring Executive Committee.

## **9 Annual General Meeting**

9.1 The Annual General Meeting of the Club shall be held each year on a date in May or June. The Executive Committee shall fix the date for the Annual General Meeting. Members will be notified of the time, date and place of the Annual

General Meeting and sent an agenda not less than 14 days prior to the meeting by the Club Secretary.

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 To elect the members of the Committee.

9.2.2 Agree the minutes of the previous Annual General Meeting.

9.2.3 Discuss any matters arising in the minutes.

9.2.4 Discuss Committee's reports of the activities of the Club during the previous year.

9.2.5 Discuss the Treasurer's report as to the financial position of the Club and receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner.

9.2.6 Any proposed changes to Rules in accordance with Rule 9.3.

9.2.7 To remove and elect the independent examiner (who must not be a member of the Executive Committee or a member of the family of a member of the Executive Committee) or confirm that he remain in office.

9.3 Nominations for election of members to any office or for membership of the Executive Committee shall be made in writing by the proposer and seconder to the Club Secretary not later than 10<sup>th</sup> April, or 21 days prior to the date of the meeting, whichever is sooner. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. A member may be proposed for more than one office, but may not be elected or appointed to more than one. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Club Secretary not later than 10<sup>th</sup> April, or 21 days prior to the date of the meeting, whichever is sooner.

## **10 Special General Meeting**

10.1 A special General Meeting shall be called within 28 days of receipt of a written request to the Club Secretary from 10 members. 14 days notice of a Special General Meeting shall be given in writing to all members, and such meeting shall only deal with matters of which notice has been given in the request, which shall form the agenda for the meeting. In addition, advance notice of a Special General Meeting shall be posted on the Club notice board wherever possible not

less than 14 days prior to the date of the meeting. The Executive Committee may call a Special General Meeting at any time.

## **11 Procedure at the Annual and Special General Meetings**

11.1 The Club secretary shall personally be responsible for the handing out or sending to each member at his last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the date of the meeting and in the case of the Annual General Meeting a list of the nominees for the Executive Committee posts and a copy of the examined accounts. The Club Secretary may, alternatively, with the agreement of the member(s) distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at such a meeting. No proxy voting shall be allowed.

11.3 The chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority (other than for Rule changes (see 12), or a motion for dissolution (see 17). For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3.

11.4 Subject to the ruling of the Chairman of the meeting, Junior members may only vote on matters which directly concern them at a General Meeting.

11.5 The Club Secretary, or in his absence, a member of the Executive Committee shall take minutes at the Annual and Special General Meetings.

## **12 Alteration of the Rules and other Resolutions**

12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of the members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such

amendments shall have been submitted to and validated by such person as is authorised to do so by the County Association/ ASA London Region.

12.2 Elections and all other proposals shall be determined by a simple majority vote.

12.3 Any member, other than Junior members shall be entitled to vote at any General Meeting.

12.4 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal is seconded and is in writing and shall have been handed to or posted to the Club Secretary so as to be received by him not less than 14 days in advance of the meeting in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Club Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in 11.1.

12.5 Any amendment to a motion must be properly proposed and seconded, and voted upon before the main proposal.

### **13 Bye-Laws**

13.1 The Executive Committee shall have power to make, repeal and amend such bye-laws as they may from time to time consider necessary for the well being of the Club which byelaws, repeals and amendments shall have effect until set aside by the Executive Committee or at a General Meeting.

### **14 Finance**

14.1 All monies payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories (that shall be the Chairman, Club Secretary and Treasurer). Any monies not required for immediate use may be invested as the Executive Committee in its discretion thinks fit.

14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club (save as set out in Rule 17.3).

14.3 The Executive Committee shall have power to authorise the payment of remuneration and expenses to any officer,

member or employee of the Club and to any other person or persons for services rendered to the Club.

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such a manner as the Executive Committee thinks fit.

14.5 The financial year of the Club shall be the period commencing 1<sup>st</sup> April and ending 31<sup>st</sup> March. Any change to the financial year shall require the approval of the members in a General Meeting.

14.6 The Executive Committee shall retain for a minimum period of six years all financial records relating to the Club and copies of Minutes of all Meetings.

## **15 Borrowing**

15.1 The Executive Committee may borrow money on behalf of the Club for the purpose of the Club from time to time at their own discretion for the upkeep of the club or with the prior approval of a General Meeting for any other expenditure, additions and improvements.

15.2 When so borrowing the Executive Committee shall have power to raise in any way sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Executive Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

## **16 Property**

16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four custodians. They shall deal with the property as directed by resolution of the Executive Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

16.3 The custodians shall be entitled to an indemnity out of the property of the Club for all reasonable expenses and other

liabilities properly incurred by them in the discharge of their duties.

## **17 Dissolution**

17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Executive Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Executive Committee.

## **18 Acknowledgement**

18.1 The members acknowledge that these rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

*I acknowledge receipt of the rules of Croydon Amphibians Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.*

*Signed* \_\_\_\_\_

*Signed* \_\_\_\_\_ *(parent/Guardian  
if Member is under 18 years of age)*