



# Rules of Hertford Swimming Club as at 12<sup>th</sup> June 2018

## 1. Name

1.1 *The name of the Club shall be "Hertford Swimming Club".*

## 2. Objects

2.1 The objects of the Club shall be the teaching, development and practice of swimming, and water polo for its members, and shall where appropriate be to compete. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination and shall act in compliance with the protections afforded by the Equality Act 2010.

2.1.2 The Club shall implement the A.S.A. Equality Policy (as may be amended from time to time).

2.2 The Club shall be affiliated to ASA East Region, and shall adopt and conform to the Rules of this Association and to such other bodies as the Club may 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, Regulations 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 Safeguarding Policy, Regulations and 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 be protected from harm.

2.3.3 Members of the Club shall in accordance with ASA Laws comply with the ASA Child Safeguarding Policy, Regulations and Procedures.

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

2.4.1 ASA East Region; and

2.4.2 The Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Anti-Doping Rules and Judicial 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 then the relevant Governing Body Rule shall prevail.

### **3. Membership**

3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

3.2 All persons who assist in any way with the club's activities shall become members of the club and hence of the A.S.A. and the relevant A.S.A. 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, 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 A.S.A.'s educational certificates.

3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the A.S.A.'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 A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

3.4 Any person who wishes to become a member of the Club must submit a signed application to the 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 Membership Secretary but other person(s) authorized by the Committee may make recommendation as to the applicants' acceptability. The Membership Secretary shall 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 Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The panel shall, wherever practicable, include one independent member nominated by the ASA East 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.

3.5 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.

3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership. Membership may be deferred and a waiting list established should the entry-level swimming squad for a successful applicant be full. Membership from the waiting list will be on a first come first served basis except where team balance needs to be maintained.

### **4. Subscription and Other Fees**

4.1 The Club annual membership subscription and the swimming session fees shall be determined from time to time by the Committee and the level and time of payment advised to members. In so doing the committee shall make special provision for different classes of membership as it shall determine.

4.2 The ASA membership fee shall be due on joining the Club and thereafter in January each year.

4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.

4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include 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 The executive officers (or the committee) shall have the power in special circumstances to remit the whole or part of the fees, including the ASA membership fees, to address issues of social inclusion or other circumstances that they deem to require it including but not limited to issues related to a member's health and practical difficulties which prevent the Club providing agreed services.

## **5. Resignation**

5.1 A member wishing to resign membership of the Club must give to the Membership Secretary or Committee written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.

5.3 Notwithstanding the provisions of Rule 5.1 above a member whose 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/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post or email to his/her last known address or email address.

5.4 The ASA Membership Department shall be informed should a member resign when still owing goods or money to the Club.

## **6. Expulsion and other Disciplinary action**

6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him/her 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 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held, forthwith. Clubs in exercising this power shall comply with the provisions of rules 6.3 and 6.4 below.

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

6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.

6.5 The Officers of the Club (or any person to whom the 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 interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the appropriate Judicial Rules.

## **7. Committee**

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together “the Executive Officers of the Club”) and a minimum of five elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.

7.2 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background, and who is required to undertake appropriate training in accordance with ASA Child Safeguarding courses. The Welfare Officer will have the right to attend committee meetings without a power to vote.

7.3 The Executive Officers and Committee members shall be proposed, seconded and elected, if necessary by ballot, at the Annual General Meeting each year, shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the chairman has closed the 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.

7.4 No executive officer may be elected to, or hold, more than one executive office concurrently. However, an executive officer may temporarily perform, in addition to their own duties, the duties of another in an acting capacity until a new executive officer is elected at the earliest opportunity from the committee or, if that is not possible, the wider membership.

7.5 ‘Committee meetings will be held at regular intervals 6-8 times a year save where the Committee itself shall by a simple majority resolve not to meet. Each meeting will be held on a date which can be decided/confirmed by the committee during or following the preceding meeting. The quorum of the meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days oral (or written) notice of a meeting. Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or in his/her absence a member of the Committee, shall take minutes.

7.6 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 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.

7.7 In addition to the members so elected the Committee may co-opt up to four further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.

7.8 The 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 in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

7.9 The 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. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.

7.10 The members of the 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.

7.11 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of major accidents shall be reported annually to the A.S.A Membership Department in the prescribed form which is on the ASA's membership renewal form.

7.12 Any member of the Committee failing to attend three consecutive meetings without reasonable excuse may be required by majority vote of the other committee members to forfeit his/her position and may be replaced.

7.13 The Committee shall have the power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this constitution.

## **8. Ceremonial Positions, Honorary Members & Honorary Life members**

8.1 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the association, however on election shall, *ex officio*, become an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as an honorary life member, 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 Committee unless any such person shall have retained in addition his/her ordinary membership of the Club. Such honorary members & honorary life members must be included in the Club's annual return as to membership.

## **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 date, time and venue for the Annual General Meeting shall be fixed by the Committee.

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

9.2.1 To receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.2.4 To elect the Executive Officers and other members of the Committee;

9.2.5 To decide on any resolution which may be duly submitted in accordance with Rule 9.3.

9.3. Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 21 days prior to the Annual General Meeting. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 21 days prior to the Annual General Meeting.

## **10. Special General Meeting**

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club Secretary within 28 days of receipt by him/her of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or (if greater) such numbers as represents one-tenth in number of such members stating the purposes for which the meeting is required and the resolutions proposed.

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

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his/her 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 meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by email or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in number of such members.

11.3 The Chairman, or in his/her 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. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors eg election of club captains if on meeting agenda).

11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

## **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 members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the County Association/ASA East Region.

12.2 Any member shall be entitled to put any proposal for consideration, or question for the agenda, at any Special or Extraordinary General Meeting or for the Annual General Meeting, provided the proposal or question in writing shall have been handed, posted or emailed to the Secretary of the Club so as to be received by him/her not later than 21 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal, resolution or question to the members in the manner provided in Rule 11.1.

### **13. By-Laws**

13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well-being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting. The committee may similarly make and amend at any time Club Guidelines and Policies which they consider necessary for the more efficient running of the Club, to clarify the provisions of the Club Rules for specific situations.

### **14. Finance**

14.1 All monies payable to the Club shall be paid into a bank account in the name of the Club by or as directed by the Club treasurer. Such payments, and withdrawals to settle club bills, can be made by cheque or by current established accepted electronic methods including but not limited to faster payments made online via the Internet, at the bank, or by phone. The Club treasurer shall keep records of all transactions & these records must be available for inspection at any time at the request of the committee. In addition to the treasurer, the committee shall by arrangement with the bank appoint up to two other committee members as signatories. The signatories must not be related to each other. A minimum of two of the aforesaid signatories shall approve payments made by the Club by cheque and by electronic methods including internet payments. The signatories will have access to the Club account to facilitate inspection & continue the operation of the account in the absence or incapacity of the treasurer. Any monies not required for immediate use may be invested as the 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 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 manner as the Committee thinks fit.

14.5 The financial year of the Club shall be the period commencing on 1<sup>st</sup> April and ending on 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 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 Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the Club or with the approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums 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 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 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 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 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 Committee.

## **18. ACKNOWLEDGEMENT of Members' Obligations under Club Rules**

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.

18.2 The following statement must appear on membership forms which must be completed and returned by a person over 18y named on the form, either applying for membership of the Club themselves or on behalf of the named applicant under 18y for whom they are the parent or adult with parental responsibility.

'Completing & returning application forms to join Hertford Swimming Club constitutes your agreement that membership of Hertford Swimming Club obliges you to be familiar with and abide by the Club Rules (Constitution), Bye-Laws, Disciplinary Code and relevant Codes of Conduct as currently worded and as they may be amended periodically in line with the Club Rules at that time. By returning membership forms on behalf of an applicant under 18 years of age, an adult over 18 years of age accepts the applicant's obligations under the Rules and Codes and their own role in informing the applicant about them'.

18.3 The Club Rules, Codes & Policies shall be available to view & download from Hertford SC website and members informed about this when they join.

**Please keep the Rules for reference. They are available to view or download from Hertford SC website.**