



Windsor & Maidenhead StarFish Swimming Club – Constitution

1. Name

The name of the Club shall be Windsor & Maidenhead StarFish Swimming Club

2. Objects

The objects of the Club shall be to advance the physical education of people with Learning Disabilities & Difficulties in particular by the teaching, learning and practice of swimming.

3. The Aims

3.1. The aims of the Club shall be the objects of the Amateur Swimming Association. In particular the aim is to teach members with Learning Disabilities & Difficulties to swim, to develop and improve their skills and to swim competitively if they so wish. In the furtherance of these objects:

3.1.1. The Club is committed to treat everyone equally within the context of his or her activity, regardless of sex, ethnic origin, religion, disability or political persuasion.

3.1.2. The Club believes that the welfare of children and vulnerable adults is everyone's responsibility and that all members have a right to have fun, be safe and be protected from harm.

3.2. The Club shall be affiliated to Southern Counties Amateur Swimming Association, 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.

3.3. 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:

3.3.1. All competing members shall be eligible competitors as defined in ASA Laws; and

3.3.2. The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and

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

3.4. By virtue of the affiliation of the Club to Southern Counties A.S.A., the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

3.4.1. Southern Counties A.S.A.; and

3.4.2. The Amateur Swimming Association; (to include the ASA/ISTC Code of Ethics); and

3.4.3. The Amateur Swimming Federation of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and ASFGB Disciplinary Code); and

3.4.4. FINA, the world governing body for the sport of swimming in all its disciplines.

3.5. 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

4. Membership

4.1. The total membership of the club will be managed in line with the available resources to ensure the club objectives can be maintained to the highest quality. Membership will therefore be restricted on the basis of vacancies available within each of the defined Ability Categories consistent with the physical pool space allocated to each of those categories. Outline definitions of the categories, the numbers in each category and the total club membership will be managed by the committee to reflect the changing ability profile within the club to ensure total membership is maximised.

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.

Southern Counties A.S.A.

Approved - AGM - November 2011



Assisting with the club's activities shall include, but not be restricted to, administrators, associate members, instructors, teachers and coaches, whether employed, self employed or voluntary, Committee members, helpers, Honorary members, members emeritus, officers, patrons, Presidents, technical and non-technical officials, temporary members vice Presidents and verifiers or tutors of the A.S.A's educational certificates ("member emeritus" means a member who was once a full, regularly attending member who due to a change in circumstances such as (but not limited to) going away to college, no longer attends on a regular basis, but wishes to retain membership of the club and attend sessions when it is possible. This member emeritus shall be required to pay the full club subscription fee, but will only be charged for the individual sessions attended rather than for the full calendar year of sessions).

- 4.2. 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 at the discretion of the Committee or other person(s) authorised by the Committee. The Committee or such authorised person(s) shall not be required to give reasons for the refusal of any application for membership.

5. Subscription and Other Fees

- 5.1. The annual members' subscription, coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 5.2. The annual subscription shall be due on joining the Club and thereafter on the first day of December each year.
- 5.3. 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.
- 5.4. 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.

6. Resignation

- 6.1. A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 6.1) has been complied with.
- 6.2. Notwithstanding the provisions of Rule 6.1 above a member whose subscription is more than two months in arrear may at the discretion of the committee be deemed to have resigned. Where membership shall be terminated in this way the member shall be informed in writing that their membership has been terminated by notice presented by hand or sent by post to their last known address.



7. Expulsion and other Disciplinary action

- 7.1. 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.
- 7.2. 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.)
- 7.3. A member may not be expelled or (subject to Rule 7.4 below) be made the subject of any other penalty unless the committee hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 7.4. 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 and the welfare of the members present. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

8. Committee

- 8.1. The Committee shall consist of the Chair, Secretary, Treasurer (the Club Officers) together with such additional secretaries as required to manage specific activities of the Club all of whom must be members of the Club. A list of the Roles and Responsibilities of the Committee will be maintained by the committee and reviewed prior to the AGM.
- 8.2. The Chair on taking up the role will nominate the Secretary or Treasurer to take the role of Chair in the event of the Chair not being in attendance at any meeting.
- 8.3. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings as observers without power to vote.
- 8.4. Committee meetings shall be held quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be 5 (to include not less than one Officer). The Chair 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 7 days notice of a meeting. Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chair (or the acting Chair of that meeting) shall have a casting or additional vote. The Secretary, or in his absence a member of the Committee, shall take minutes.
- 8.5. 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 Chair. 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.
- 8.6. 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. The Committee shall also have power to make regulations and to settle



disputed points not otherwise provided for in this Constitution.

- 8.7. 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.

9. Officers [Honorary Members]

- 9.1. The Officers and Committee of the Club shall be proposed, seconded and elected at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring officers shall be eligible for re-election.
- 9.2. 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 and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.
- 9.3. The Committee may elect any person as an honorary member of the Club for such period as they think 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 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.

10. Trustees

- 10.1. All elected members of the committee are deemed to be Trustees.
- 10.2. In addition to this the President (if elected) or an independent person who has no specific links with the management or running of the club will be nominated as a trustee. This individual will be nominated by the club officers and agreed by the committee by simple majority.
- 10.3. The club Chair will assume the role of "Chair of Trustees".
- 10.4. The club officers and committee members acting as Trustees will remain in office until such time as they no longer hold a position on the committee.
- 10.5. The President / Independent Trustee nominated and agreed by the committee will remain in office for a period of 2 years from their appointment. They may resign at any time during that 2 year period by submitting their resignation in writing to the Chair of the Trustees. On completion of their 2 year term they may be appointed for further terms of office.
- 10.6. The roles and responsibilities of the trustees will be as specified by The Charity Commission for England and Wales

11. Annual General Meeting

- 11.1. The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 October and 30 November. The date for the Annual General Meeting shall be fixed by the Committee and advised to the membership no later than 8 weeks in advance of the agreed date.
- 11.2. The purpose of the Annual General Meeting is to transact the following business:
- to receive the Chair's report of the activities of the Club during the previous year;
 - 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;



- 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 remain in office;
- to elect the Officers and other members of the Committee;
- To decide on any resolution which may be duly submitted in accordance with Rule 11.4

11.3. 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 before the published date of the Annual General Meeting. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election.

11.4. 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 published date of the Annual General Meeting.

12. Special General Meeting

12.1. A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 5 members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedure at the Annual and Special General Meetings

13.1. The Secretary shall personally be responsible for the handing out or sending to each member at his last known address or via e-mail 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 Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

13.2. The quorum for the Annual and Special General Meetings shall be 9 members entitled to attend and vote at the Meeting.

13.3. The Chair, or in his absence the Club Officer nominated by the chair (see Rule 8.2), 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. 11.4. In the event of an equality of votes the Chair shall have a casting or additional vote. Paid up members who have reached their 18th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 18th birthday shall be entitled to be heard and vote only on those matters determined by the Chair as matters concerning juniors.

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

13.5. The Chair 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.

14. Alteration of the Rules and other Resolutions



- 14.1. No amendments may be made to clauses 2 "Objects", 18 "Dissolution" and this clause without the prior written consent of the Charity Commission.
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 the Deputy General Secretary of Southern Counties A.S.A. or such other person as authorised to do so by S.C.A.S.A.
- 14.2. Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 21 days prior to the published date in the case of the Annual General Meeting or (in the case of a Special General Meeting) 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 13.1

15 By-Laws

- 15.1. 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.

16 Finance

- 16.1. All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum above £250 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chair, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.
- 16.2. 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.
- 16.3. The Committee shall have the power to authorise the payment of reasonable expenses properly incurred by any officer, member or employee when acting on behalf of the club.
- 16.4. The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee think fit.
- 16.5. The financial year of the Club shall be the period commencing on 1st Oct and ending on 30th September. Any change to the financial year shall require the approval of the members in a General Meeting.

17 Borrowing

- 17.1. 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 prior approval of a General Meeting for any other expenditure, additions or improvements.
- 17.2. 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.

- 17.3. 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.

18 Property

- 18.1. 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.
- 18.2. 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.
- 18.3. 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.

19 Dissolution

- 19.1. 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.
- 19.2. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 19.3. 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.

20 ACKNOWLEDGEMENT

- 20.1. The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement is to appear on Club membership forms and is to be signed by the member and must also be countersigned by a parent or guardian of members less than 18 years of age:

I, the parent/carer/member (Delete as appropriate – note members must be 18 years of age or over to sign for themselves) of(Print Swim Members name), acknowledge receipt of the W&M Starfish Swimming Club Rules of Membership and agree to abide by the conditions therein.