

RULES & CONSTITUTION OF SWINDON AREA MASTERS (SAMs)

(Version 3 - From June 2007)

2nd DRAFT – FOR WILTS ASA RATIFICATION *(incorporates Julia Airlie feedback 1st June on 1st Draft)*

1. NAME

1.1. The Club will be called “Swindon Area Masters” (“SAMs” for short).

2. OBJECTIVES & AFFILIATION

2.1. The objective of the club is to promote Masters swimming. Masters swimming is defined as teaching, development and coaching of competitive and keep-fit swimmers over the age of 18 years.

2.2. The Club will be affiliated to the ASA South West, through the Wiltshire County ASA.

2.3. The Club will abide by the Laws and Technical rules of the ASA, ASA South West region and the Wilts ASA.

2.4. The Club will abide by the rules of British Swimming and in particular their doping controls and protocol.

3. MEMBERSHIP

3.1. Membership will run from the 1st January to 31st December in each year. Members may be first, or multiple, claim.

3.2. To join a member must complete and sign the membership form each year.

3.3. The Committee has the power to accept or reject membership, without giving reasons for doing so subject to:

3.4. The Club is committed to treat everyone equally, regardless of sex, ethnic origin, religion, disability or political persuasion.

3.5. Membership fees will be determined at AGM. Fees can only be changed during the year at a Special General Meeting.

3.6. Category One and Three ASA registration fees for competitive swimmers will be included as part of the Club's standard membership fees.

3.7. The incremental cost of Category Two ASA membership will be the responsibility of the member.

3.8. All club members, whether swimming or non-swimming, must be members of the ASA.

3.9. Membership is open to “pre-masters” aged eighteen to twenty-four years, but no one can become a member of SAMs until their eighteenth birthday.

3.10. Potential members are allowed one trial swim free of charge. After that trial, no one is eligible to swim until their membership fees have been paid in full.

- 3.11. Refunds of fees will only be made in exceptional circumstances, as determined by the Club Committee.
- 3.12. Resignations must be made in writing to the Secretary.

4. CLUB COMMITTEE, OFFICERS & FINANCE

- 4.1. The Club's affairs shall be managed by a committee consisting of a Chair, a Secretary and a Treasurer, plus three or more elected members, all of whom must be members of the Club.
- 4.2. The Secretary organises meetings and records the minutes.
- 4.3. In addition to ensuring that the proceedings are conducted in a proper manner, the Chairman has responsibility to ensure that the club, its individual members and officers are adequately insured at all times.
- 4.4. The Treasurer is responsible for managing the finances and bank accounts of the club.
- 4.5. The bank mandate will require two signatories to sign cheques and make withdrawals from the accounts.
- 4.6. The financial year for the Club runs from 1st January to the 31st December.
- 4.7. The annual accounts must be reviewed by the Committee in advance of the AGM.
- 4.8. A copy of the latest Accounts will be made available to any current member at any reasonable time.
- 4.9. Three committee members, including at least one Executive Officer, will form a quorum.
- 4.10. The Chairman has a casting vote.
- 4.11. The committee meet as and when required, with a minimum 7 day notice for meetings.
- 4.12. All officers and committee members stand for a one year term only, but retiring members are eligible for re-election.
- 4.13. All Committee roles are honorary. Reasonable out of pocket expenses will be refunded at cost, if they have been approved in advance by the Committee in accordance with ASA Law.
- 4.14. The Committee has the power to co-opt up to two additional committee members to serve with full voting rights up to the next AGM.
- 4.15. Document retention will be for a period of six years.

5. GENERAL MEETINGS

- 5.1. The Annual General Meeting (AGM) is to be held in January each year.
- 5.2. A minimum 21 days notice to be given to members beforehand (by e-mail and notice on clubs notice board)
- 5.3. Any Club rule changes must be included on the Agenda. Rule changes are also subject to agreement of ASA South West, through the Wilts County Secretary.
- 5.4. Items for the Agenda of the AGM can be received up to six days prior to the meeting.
- 5.5. The business to be conducted at the AGM will always include the following as a minimum:
 - 5.5.1. Report on previous year's business

- 5.5.2. Approval of prior AGM minutes
- 5.5.3. Election of officers of club and other committee members
- 5.5.4. Receive the examined annual accounts for the prior year
- 5.5.5. Setting the membership fees for the following year
- 5.5.6. Determine proposals submitted to the meeting
- 5.5.7. AOB (Any Other Business)
- 5.6. The Committee, or a minimum of five individual members, can call a Special General Meeting (SGM) at fourteen days written notice to the Secretary, giving notice of the reason(s), which will be the only item(s) to be discussed at the SGM.
- 5.7. At General Meetings (AGM and SGM), all current members, including Committee members, have one vote.
- 5.8. All votes at General Meetings will be determined by a simple majority, with the exceptions of Rule changes and Dissolution, which require a two-thirds majority.
- 5.9. The quorum for all General Meetings is seven members.

6. COMPLAINTS & DISCIPLINE

- 6.1. Complaints, or suggestions, concerning the running of the club may be made verbally or in writing to the committee via the Secretary, who will be responsible for putting the matter forward to the next Committee meeting. All complaints will be dealt with, by following the current ASA guidelines for internal club disputes.
- 6.2. The Committee has the power to expel or suspend any member when it is of the opinion that it is in the Club's interest to do so.

7. DISSOLUTION

- 7.1. Dissolution of the Club can only be agreed at a General Meeting.
- 7.2. The Committee shall be responsible for the winding-up of the clubs assets and liabilities
- 7.3. Any surplus funds post dissolution will be paid to a charity or organisation, which has similar aims to the club, at the discretion of the last Committee.