



**CITY OF NEWCASTLE-UPON-TYNE  
ASC**

**Club Constitution**

**2005**

## **2.0 CLUB CONSTITUTION - (revised 02/04)**

### **2.1 TITLE**

2.1.1 The Club shall be called "The City of Newcastle upon Tyne Amateur Swimming Club", (hereafter referred to as the Club).

### **2.2 OBJECTIVE**

2.2.1 To promote and encourage the sport of swimming in all its disciplines for the benefit of the competitive members of the Club.

2.2.2 The club shall be non-profit making.

2.2.3 To promote, establish and support competitions and Social Events, including the provision of trophies and raising of funds.

### **2.3 AFFILIATION**

2.3.1 The Club shall be affiliated to the Amateur Swimming Association through the Northumberland and Durham Counties Amateur Swimming Association.

### **2.4 MEMBERSHIP**

2.4.1 Membership of the Club shall be open to any person interested in its objectives.

2.4.2 Membership of the Club shall be divided into two sections:

2.4.2.1 Competitive

2.4.2.2 Non - competitive (Associate)

2.4.3 Membership shall run from the 1st January to the 31st December of each year.

2.4.3.1 Where the annual fee is payable by instalments, members joining after the 1st January shall pay pro-rata for remainder of the year.

2.4.3.2 Where the annual fee is not paid by instalments, members joining after the 1st January shall pay the full annual fee unless joining after the 1st September when half the annual fee will be payable.

2.4.4 The annual fees and method of payment shall be decided at either the Annual General Meeting or an Extraordinary General Meeting.

2.4.5 No competitor shall be allowed to compete in any competition connected with the Club, or in the name of the Club, unless the appropriate Club membership fee has been paid.

2.4.6 All competing members of the Club must be amateurs as defined by the Amateur Swimming Association, and have paid the appropriate ASA membership fee.

2.4.7 The Club is an Un-incorporated Association of members who shall indemnify the members of the Executive Committee against all liabilities properly incurred by them in the management of the affairs of the club.

## 2.5 THE EXECUTIVE COMMITTEE

2.5.1 The management of the club shall be vested in an Executive Committee comprising of.

2.5.1.1 The Chairman

2.5.1.2 The Vice-Chairman

2.5.1.3 The Honorary Secretary

2.5.1.4 The Honorary Treasurer

2.5.1.5 The Swimming Performance Officer (The Chief Coach)

2.5.1.6 The Swimming Development Officer

2.5.1.7 The Competition Secretary

2.5.1.8 The Meet Manager

2.5.1.9 The Membership Secretary

2.5.1.10 Supporters

2.5.2 Each officer of the committee shall have one vote. In the event of a tie the Chairman shall have one further casting vote.

2.5.3 Any committee member wishing to terminate membership of the committee shall give notice of resignation to the Honorary Secretary in writing.

## 2.6 MEETINGS OF THE EXECUTIVE

2.6.1 The Executive Committee will hold a meeting as required throughout the year, normally once per month, but not less than 9 times a year.

2.6.2 Five members of the Executive Committee shall form a quorum.

2.6.3 The Honorary Secretary shall keep minutes of all proceedings.

## 2.7 POWERS OF THE EXECUTIVE

The executive shall have power:

2.7.1 To deal with the day to day running of the Club, and administer and interpret these rules bearing in mind the best interest of all parties concerned.

2.7.2 To exercise financial control over the affairs of the Club

2.7.2.1 The financial year shall be 1st January to 31st December.

2.7.2.2 The Honorary Treasurer shall hold to the credit of the Club all monies received or raised and the funds shall be vested in the name of the club.

2.7.2.3 The Honorary Treasurer shall keep cash and stock books as necessary.

2.7.2.4 Receipt books shall be used to acknowledge all monies received on behalf of the Club.

2.7.2.5 The Chairman, Honorary Treasurer and Chief Coach will be the signatories for all accounts held in the name of the Club, (any 2 of 3).

2.7.2.6 The Executive Committee may invest any monies standing to the Club in any securities, bonds or investments. The Chairman, Honorary Treasurer and Chief Coach shall act as trustees for the Club.

2.7.2.7 Any member of the Club must obtain approval of the Executive Committee prior to obtaining in the name of the Club, any funds, property, or services.

Any funds, property or services so acquired, shall be the responsibility of the Executive Committee and be applied towards the furtherance of the Club's aims and objectives and not be available for distribution amongst the members.

2.7.2.8 Any documentation requiring authentication on behalf of the Club shall be deemed so authenticated if signed by the Chairman of the Club, and countersigned by the Honorary Secretary or Chief Coach.

2.7.2.9 The Executive Committee shall control all expenditure and allocation of monies available for the funding of Club activities.

2.7.3 To fill any vacancy which may occur on the committee and appoint such officers as thought necessary, up to a maximum of twelve committee members. Any such appointee must be a member of the Club, and shall be afforded full voting rights

2.7.4 To appoint such Sub-Committees as they deem necessary.

2.7.5 To co-opt by invitation any person who may be able to offer specialist advice which may assist the Executive or any of its Sub-Committees.

2.7.6 To decide if a nomination for the position of Life President or Life Vice-President is acceptable to be put forward to the forthcoming Annual General Meeting.

2.7.6.1 In recognition of their services to the Club, former Officers of the Club may be considered for the position of Life President or Vice-President.

2.7.6.2 Nominations must be made in writing to the Honorary Secretary by the 1st January.

2.7.7 To decide if a nomination for Life Membership is acceptable to be put forward to the forthcoming Annual General Meeting.

2.7.7.1 In recognition of their services to the Club and to Swimming, members may be considered for the position of Life Member.

2.7.7.2 Nominations must be made in writing to the Honorary Secretary

by the 1st January.

2.7.8 To discipline any member who, after an appropriate hearing at which the member is entitled to be present and represented, is found guilty of any of the following offences:

2.7.8.1 Improper conduct

2.7.8.2 Bringing the name of the Club into disrepute.

2.7.8.3 Guilty of any infringement of the Club's Rules or Code of Conduct

2.7.9 To settle all disputes which may arise concerning club rules in accordance with the Grievance/Complaint procedure laid down in the club rules. The decision of the Executive Committee shall be binding.

2.7.10 To delegate to the Chairman, Honorary Secretary and Chief Coach the authority to deal with matters of an urgent nature, who may take any decisions necessary on all matters that do not require major changes in policy. In every case where this delegation has been exercised, a report shall be made to the next Executive Committee Meeting for confirmation.

## 2.8 THE CLUB COUNCIL COMMITTEE

2.8.1 The Club Council shall consist of:

2.8.1.1 The Chairman of the Club.

2.8.1.2 Members of the Executive Committee.

2.8.1.3 Representatives from each of the Squads.

2.8.1.4 Representative from the Diving discipline.

2.8.1.5 The Club Shop Officer.

2.8.1.6 Two competitive swimmers from the 'AA' Squad.

2.8.1.7 A Swimming Coach/Development Officer.

## 2.9 MEETINGS OF THE CLUB COUNCIL

2.9.1 The Club Council shall meet as required throughout the year.

2.9.2 At least 7 days before the meeting, the Honorary Secretary shall forward, in writing, a copy of the agenda for the meeting to all Council members.

2.9.3 The Honorary Secretary shall keep minutes of all proceedings.

## 2.10 PURPOSE OF THE CLUB COUNCIL

2.10.1 The purpose of the Club Council shall be to provide a forum for discussion between the Executive Committee and the Club members.

2.10.2 Any matters outstanding from a Council meeting will be reported back to the Executive Committee for resolution.

## 2.11 THE ANNUAL GENERAL MEETING

- 2.11.1 The Annual General Meeting of the Club shall be held no later than the 31st January of each year.
- 2.11.2 The Honorary Secretary shall post a notice on the club notice boards informing all members of the date, time and venue of the meeting, for a minimum of twenty-eight days prior to the meeting.
- 2.11.3 The Honorary Secretary shall also request that any items for the Agenda and nominations for Officers and members of the Executive Committee be forwarded and received at least fourteen days before the meeting. Nominators and seconders must be members or associate members of the club.
- 2.11.4 At the Annual General Meeting the following business shall be transacted:
  - 2.11.4.1 Apologies.
  - 2.11.4.2 Minutes of preceding AGM.
  - 2.11.4.3 Matters arising.
  - 2.11.4.4 Amendments to the Constitution (if any) of which due notice has been given.
  - 2.11.4.5 The Honorary Secretary's Report.
  - 2.11.4.6 The Honorary Treasurer's Report and the Balance Sheet.
  - 2.11.4.7 The Membership Secretary's Report.
    - 2.11.4.7.1 Life Membership proposals.
    - 2.11.4.7.2 Changes to Membership Fees.
  - 2.11.4.8 The Chief Coach's Report.
  - 2.11.4.9 Election of the Executive Committee, (excluding the Chief Coach and Swimming Development Officer), from the fully paid up members of the Club.
  - 2.11.4.10 Election of two Honorary Auditors, who shall not be members of any Club Committee.
  - 2.11.4.11 Any other business, of which due notice has been given.
  - 2.11.4.12 The date of the next Annual General Meeting.
- 2.11.5 A copy of the duly audited balance sheet, statement of accounts, Membership Secretary's Report and agenda for the AGM shall be circulated 7 days before the meeting.
- 2.11.6 Only Club members are permitted to vote at the Annual General Meeting. Any parent of a member who wishes to vote must also be a fully paid up member of the club. In the event of a tie, the Chairman shall have one further casting vote.

## 2.12 EXTRAORDINARY GENERAL MEETINGS

- 2.12.1 An Extraordinary General Meeting shall be convened by the Honorary

Secretary within twenty-one days of the receipt of a letter signed by not less than twelve members of the Club.

- 2.12.2 The Honorary Secretary shall post a notice on the club notice boards informing all members of the date, time and venue of the meeting, for a minimum of fourteen days prior to the meeting.
  - 2.12.3 The only business to be transacted shall be that contained within the letter.
  - 2.12.4 Only Club members are permitted to vote at the Annual General Meeting. Any parent of a member who wishes to vote must also be a fully paid up member of the club. In the event of a tie, the Chairman shall have one further casting vote.
- 2.13 RULES
- 2.13.1 All members shall be furnished with a copy of the rules on joining the club and subsequent amendments will be displayed on the club's notice boards. An up-to-date copy of the rules will be issued annually.
  - 2.13.2 Any member who has a suggestion or complaint should refer to the Grievance/Complaint procedure as laid down in the club rules.
- 2.14 CHANGES TO THE CONSTITUTION
- 2.14.1 The constitution cannot be altered in any way except at the AGM or an EGM called for that purpose. Any proposed changes must be submitted in writing to the Honorary Secretary at least fourteen days prior to such a meeting.