

Kinross Otters Amateur Swimming Club CONSTITUTION, BYE-LAWS AND REGULATIONS INDEX

Constitution

SECTION	C1.0	NAME
SECTION	C2.0	OBJECTIVES
SECTION	C3.0	MEMBERSHIP
SECTION	C4.0	GOVERNANCE
SECTION	C5.0	MEETINGS
	C5.1	General
	C5.2	Annual General Meeting (AGM)
	C5.3	Extraordinary General Meeting (EGM)
SECTION	C6.0	AWARDS
SECTION	C7.0	TROPHIES
	C7.1	Ownership
	C7.2	Trustee
	C7.3	Responsibility
	C7.4	Engraving
SECTION	C8.0	DISSOLUTION

Bye-Laws

SECTION	BL1.0	MANAGEMENT
SECTION	BL2.0	MEETINGS
	BL2.1	Standing Orders
	BL2.2	Management Committee Meetings (MCM)
SECTION	BL3.0	FINANCE AND ACCOUNTS
SECTION	BL4.0	DISCIPLINARY PROCEDURE, COMPLAINTS, and APPEALS
	BL4.1	General
	BL4.2	Disciplinary Procedure
	BL4.3	Complaints
	BL4.4	Appeals
	BL4.5	Suspension and Fines

Scottish Swimming Maintained Policies/Regulations (refer to Scottish Swimming)

Links to the relevant parts of the Scottish Swimming web site (www.scottishswimming.com) for the Scottish Swimming Policies are under <Club> – <Manage Your Club> – <Governance Documents> (<https://www.scottishswimming.com/clubs/manage-your-club/governance-documents.aspx>)

Complaints & Appeals Procedure – Refer to Scottish Swimming Company Rules Sections R12 to R15 (within the “Scottish Swimming Governance Documents” for the current year)

Also refer to the Club Complaints Process

Wellbeing and Protection Policy

Equal Opportunities Policy

Data Protection Policy (GDPR)

Code of Conduct (Coach, Athlete, Parent, Volunteer)

Club Maintained Policies and/or Regulations

Wellbeing and Protection Policy: Children and Young People

Parent/Carer Participation at Swim Meets Policy

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CONSTITUTION**C1.0 NAME**

C1.1 The Club shall be called Kinross Otters Amateur Swimming Club (hereinafter referred to as the Club).

C2.0 OBJECTIVES

C2.1 The objectives of the Club shall be to:-

- a) Advance the public participation in Aquatic Sports in accordance with paragraph C2.1 of the SASA Constitution.

C3.0 MEMBERSHIP

C3.1 The membership shall consist of the following categories:-

- a) Adult Member

An Adult is an individual 16 years and over, as recognised in Scots Law.

- b) Junior Member

A Junior is an individual not recognised in Scots Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6.

- c) Life Member

- d) Associate Member

An Associate Member is an adult member (see C 3.1 a/) who volunteers with the club but does not participate in swimming training. They are not required to pay membership or swimming fees.

C3.2 Membership fees shall be as agreed at each AGM (and adjusted at an EGM prior to the start of the membership year if required).

C3.2.1 The Membership fees of existing members (agreed at the AGM) shall become due on 1 January in each year and those of new members on the date of acceptance for membership.

C3.2.2 Members not renewing SASA membership by 31st March will be deemed to be non-members and will be notified in writing accordingly.

C3.2.3 All members will be excluded from taking part in any of the Club's activities, competitions or meetings until their annual subscription payments are up to date.

C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.

C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.

C3.5 A member wishing to resign from the Club shall inform the Secretary or Membership Secretary in writing with one month's notice.

C3.6 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with SS Company Rule R5.2.

C3.7 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with paragraph C3.7.1.

C3.7.1 When an application for membership is turned down by the Management Committee, the applicant must be advised, in writing, of the reason and their right of appeal to Scottish Swimming.

C3.8 All members who participate in training sessions are liable to pay monthly pool squad fees. Squad fees become due on the acceptance of membership and on the 15th of each month thereafter.

C4.0 GOVERNANCE

- C4.1 The Club, and its members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.
- C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Wellbeing and Protection Policies.
- C4.3 The Club shall be governed by its Constitution, Bye-Laws and Regulations.
- C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two thirds majority of those present and voting is secured.
- C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

C5.0 MEETINGS

- C5.1 General
 - C5.1.1 Notices
 - At least 21 days notice and the Agenda shall be given to all Adult and Life Members of any General Meeting.
 - C5.1.2 Attendance
 - All Adult and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.
 - C5.1.3 Voting
 - a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
 - b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.
 - C5.1.4 Quorum
 - The quorum at General Meetings shall be two Officers of the Club plus eight members eligible to vote.
 - C5.1.5 Changes to the Constitution and Bye-Laws
 - a) A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.
 - C5.1.6 Conduct of Business
 - The conduct of business shall be in accordance with Bye-laws Section BL2.1.
- C5.2 Annual General Meeting (AGM)
 - C5.2.1 The Club shall hold an AGM in the second quarter of the year (April to June).
 - C5.2.2 The Secretary shall give notice not less than 21 (twenty one) days prior to the date of the AGM to all Adult and Life Members. The format of the notice shall be agreed by the Management Committee.
 - C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.
 - C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 10 (ten) days prior to the date of the AGM.
 - C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 10 (ten) days prior to the date of the AGM.
 - C5.2.6 The Secretary shall arrange for all nominations and proposed alternations to governance to be circulated at least 7(seven) days before the meeting. The format of the circulation shall be agreed by the Management Committee.
 - C5.2.7 The business for an AGM shall include:

- a) Chairperson's Remarks
- b) Apologies for Absence
- c) Approval of minutes from previous AGM & matters arising.
- d) Secretary Report
- e) Financial Report
- f) Coach's (Swimming Convenor's) Report
- g) Proposed changes to Constitution
- h) Proposed changes to Bye-Laws
- i) Notices of Motion
- j) Appointment of Chairperson & Vice Chairperson
- j) Election of Management Committee Members
- k) Appointment of Auditors / Independent Examiners
- l) Other relevant business.

C5.3 Extraordinary General Meeting (EGM)

- C5.3.1 An EGM shall be called by an application in writing to the Secretary supported by at least fifteen Adult Members. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.
- C5.3.2 The Secretary will give notice in writing of all EGMs, stating the Agenda, to all Adult and Life Members at least 21 days prior to such meetings being held.
- C5.3.3 The order of Business for an EGM shall be:
 - a) Chairperson's Remarks
 - b) Apologies for Absence.
 - c) Business to be transacted of which due notice has been given.
- C5.3.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C6.0 AWARDS

Not used.

C7.0 TROPHIES

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C7.2 The Club Treasurer shall act as Trustee of Club Trophies.
- C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.
- C7.4 The Club shall be responsible for arranging and funding the engraving of the winners' names on all Club trophies.

C8.0 DISSOLUTION

- C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the furthering Swimming in the Kinross Community Area.

BYE-LAWS

BL1.0 MANAGEMENT

- BL1.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus at least 6 other Adult Members as required and ex-officio members as set out in Bye-Law BL1.5.1
- BL1.2 The Officers of the Club, who shall be Honorary, shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary who shall be elected at an AGM, as shall be the said Adult Committee Members.
- BL1.3 If the post of any Officer or Adult Committee Member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- BL1.4 All Management Committee members shall be Adult or Life Members of the Club.
- BL1.5 Management Committee
 - BL1.5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), Membership Secretary, Meet Secretary and four other Adult members. The ex-officio members of the Management Committee are the Squad Coaches.
 - BL1.5.2 The term of office for Chairperson, Vice-Chairperson, Secretary and Treasurer shall be no more than three years.
 - BL1.5.3 The term of office for other roles and the Adult Committee Members shall be two years.
 - BL1.5.4 Not used.
 - BL1.5.5 Retiring members of the Management Committee may offer themselves for re-election to the same role on a 12-month basis.
 - BL1.5.6 Not used.
 - BL1.5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.
 - BL1.5.8 The Management Committee shall be responsible for:
 - a) Running the day to day management and affairs of the Club.
 - b) The organisation and control of all members during Club hours.
 - c) The appointment of coaches and instructors.
 - d) The selection of members to represent the Club.
 - e) The organisation of swimming activities as may be requested by other bodies.
 - g) Considering and approving or otherwise nominations for Life Membership of the Club.
 - BL1.5.9 The Management Committee shall appoint such sub-committees as may be considered necessary.
 - BL1.5.10 The Management Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SAS Constitution.
 - BL1.5.11

BL2.0 MEETINGS

BL2.1 Standing Orders

- BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.
- BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying to the “rule of order” shall be expelled from the meeting.
- BL2.1.3 The Chair at all meetings of the Club shall be the Chairperson
In the absence of the Chairperson, the Vice Chairperson shall substitute.
In the absence of the Chairperson and Vice Chairperson, those in attendance shall appoint a substitute.
- BL2.1.4 In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.
- BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.
- BL2.1.6 The Chair shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chair elected from among those present.
- BL2.1.7 The minutes of all meetings will be circulated to Adult and Life Members.

BL2.2 Management Committee Meetings (MCM)

- BL2.2.1 The club shall hold MCMs no less frequently than every three months.
- BL2.2.2 A MCM shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult or Life Members.
- BL2.2.3 A quorum for MCMs shall be at least one Officer of the Club and four Committee members.
- BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.
- BL2.2.5 The Secretary will give Notice of the date, time, and venue of each committee meeting at least 7 (seven) days prior to the meeting. The format of the notice shall be agreed by the Management Committee.
- BL2.2.6 Adult or Life Members who are not members of the Committee, may attend, but may only participate with the agreement of the Chair.
- BL2.2.7 All, except ex-officio members shall have a deliberative vote.
- BL2.2.8 No decision of the Committee may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Secretary.

BL3.0 FINANCE & ACCOUNTS

- BL3.1 The financial year shall run from 1st April to 31st March each year.
- BL3.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- BL3.3 The Accounts shall be audited / examined by an independent person(s) selected by the Management Committee at least 4 (four) weeks in advance of the Annual General Meeting.
- BL3.4 All invoices/expenses received by the Club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer, the Treasurer shall obtain email/written agreement from the Chairperson or another Officer of the Club prior to making an electronic payment.
- BL3.5 The Management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made.
- BL3.6 As an unincorporated organisation, the responsibility for the financial liabilities of the club shall normally be dependent on who was responsible for the liability.
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit.
- BL3.8 The Treasurer shall arrange for the Auditor/ Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.9 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year.
- BL3.10 The Treasurer shall submit a financial statement to the Management Committee no less frequently than every 3 (three) calendar months.
- BL3.11 All outgoing payments shall be made by cheque or direct bank transfer duly authorized in accordance with paragraph BL3.4.

BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS and APPEALS

BL4.1 General

- BL4.1.1 All complaints and appeals, except for doping, wellbeing or protection, or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.
- BL4.1.2 Complaints involving doping should be referred to British Swimming per Scottish Swimming Company Rule R13.1.3.
- BL4.1.3 Complaints involving wellbeing or protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1.

BL4.2 Disciplinary Procedure

- BL4.2.1 In the event that the behavior of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club’s codes of conduct, the following action will be taken.
- BL4.2.2 The Chairperson, or a deputizing Club official, will conduct an investigation into the alleged breach of the Club’s codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to co-operate may amount to misconduct.
- BL4.2.3 The Investigating Club Official shall thereafter be entitled at any time to decide to:
 - a) Apply a sanction to the person(s) being investigated.
 - b) Refer the matter to a Club Complaint panel.
 - c) Take no further action.
 - d) Pursue an alternative resolution, which may include Mediation, Arbitration, or Conciliation.
- BL4.2.4 The Club will keep a record of each stage of the disciplinary process.

BL4.3 Complaints

- BL4.3.1 A complaint, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:
 - a) Any member of the Club
 - b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
 - c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint by themselves.
 - d) Any individual.
- BL4.3.2 A complaint must be made in accordance with Scottish Swimming Company Rules, Sections R12 to R15.

BL4.4 Appeals

- BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted complaint or against decisions taken by a National Complaints Committee.
- BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules, Sections R12 to R15.

BL4.5 Suspensions and Fines

- BL4.5.1 The Management Committee may take action (for example, fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Company Rules Sections R12 to R15) have been applied.

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