



Wicklow Swimming Club CONSTITUTION 2016-2017

1 General

- 1.1 The club shall be called Wicklow Swimming Club, hereinafter called "The Club"
- 1.2 The object of the Club shall be the promotion and teaching of swimming in competition or otherwise in accordance with all rules of Swim Ireland and best practice as set out below and the encouragement of life-saving.
 - a. All Swim Ireland Rules (these including Fina, esp. regarding Doping) and including rules which Swim Ireland may introduce prior to a Club's General Meeting.
 - b. Code of ethics and Good Practice in Children's Sport in Ireland.
 - c. Swim Ireland Child Protection Guidelines. Any member who wishes to obtain a copy of the Code of Ethics and Good Practice in Children's Sport in Ireland and/or Swim Ireland Child Protection Guidelines can apply to the Club Secretary who will issue them with a copy
- 1.3 The club shall be affiliated to Swim Ireland or any Association, which may succeed Swim Ireland. Swim Ireland will be notified of all updates/changes to the Constitution and the Rule Book.

2 Committee

- 2.1 The management of the club shall be vested in the Officers and Committee. The Officers will consist of the following:
 - a. Chairperson, who shall preside at the Club or Committee meetings.
 - b. Vice-Chairperson who shall preside in the absence of the Chairperson.
 - c. Treasurer, who shall be responsible for the management of the Club's finances.
 - d. Secretary, who shall be responsible for all administrative functions of the Club. The Club Secretary shall hold all records.
 - e. Senior Handicapper.

A position will be held on the committee for a Safety Officer, who is a representative of the boat people.

A position will be held on the Race Committee for a member of Wicklow Swimming Club over the age of 21 with a current Rescue 3 Water Safety qualification (or its equivalent) and be a member of the Club for 2 years.

This position is advisory in nature to promote best practice in water safety.

One position will be held on the committee for the Ladies' and Gents' Club Captains .

In the event that no nominations are received by the Secretary (before the AGM) only then may nominations from the floor at an AGM take place.

There will be four other Committee members who will represent the members of the Club at committee meetings.

- 2.2 Each year the committee shall set up such sub committees as it sees fit to deal with the Club's requirements for the season.
- 2.3 The Committee, Club Officers and Ladies' and Gents' Captains shall be elected annually at the A.G.M., by any paid up member of the Club aged sixteen or over.
- 2.4 A Committee member must either hold Category A or B membership and be aged sixteen or over.
- 2.5 The Officers of the club i.e. Chairperson, Vice-Chairperson, Secretary, Treasurer, and Senior Handicapper on giving up office automatically remain ex-officio members for one year.
- 2.6 Sitting committee members shall be deemed to be automatically proposed for re-election, but may withdraw their names at the A.G.M. if they do not wish to continue as committee members.
- 2.7 Any member of the Committee failing to attend any three consecutive meetings of the Committee shall be taken to have resigned from the Committee, unless a satisfactory explanation is provided.
The Committee will fill the vacancy arising from any such situation.
- 2.8 In the event of death or resignation of a committee member, the Committee may choose a member of the Club to fill the vacancy.
- 2.9 Two Children's Officers shall be elected annually at the AGM by any paid up member of the Club. The Children's Officers are to act as a resource with regard to children's issues within the Club in line with the Code of Ethics and Good Practice for Children's Sport, as issued by The Irish Sports Council.

3 Annual General Meetings and other General Meetings

- 3.1 The A.G.M. will be held not later than the 20th November each year.
- 3.2 A minimum of thirty eligible members will constitute a quorum.

- 3.3 Members attending the A.G.M. will be issued with voting slips to enable them to indicate his/her preferred choice of candidate.
- 3.4 Intending candidates for election must be proposed and seconded by members in writing, and received by the Club Secretary at least two weeks before the A.G.M.
- 3.5 The Rules of the Constitution shall be amended by a simple majority at an A.G.M. or an E.G.M. All motions for changes to the Constitution must be received by the Secretary, of the Club, two weeks in advance of any AGM or EGM, and emailed to the members one week in advance. In the event of a tied ballot the Chairman has the casting vote.
- 3.6 Regular committee meetings will called as follows
 - a. At the request of the Chairperson.
 - b. By the Secretary,
 - c. Or by the request of at least three committee members.
- 3.7 Minutes must be recorded of all committee meetings and held in the Minutes Book.
- 3.8 An Extraordinary General Meeting shall be convened by the Hon. Secretary upon receipt of a requisition signed by twenty members of the club aged sixteen or over, specifying the business to be transacted at such meeting and no other business than that so specified shall be dealt with by such meeting.
- 3.9 Two weeks' notice of all general meetings shall be publicised on the Club's website and each existing member shall be notified in advance by email (or post if requested) of the Annual General Meeting.
- 3.10 Any change to the Constitution or Rule Book at an AGM or EGM will be made available to the members, via the Website, within a period of 1 month following the change.

4 Swim Ireland

- 4.1 Two delegates shall be appointed each year by the committee to represent the Club at the A.G.M. of Swim Ireland.
- 4.2 Two Child Welfare Officers shall be appointed by the Club each year. The Officers appointed shall not be members of the Committee. Details of the Child Welfare Officers shall be inserted in the Club's first newsletter and the Club's web site. The Club is committed to annually reviewing all Child Protection measures.
- 4.3 The Designated Person must be an Officer of the Committee, as per child welfare guidelines.

5 Membership

- 5.1 Each candidate applying for membership to the Club must complete an application form, be proposed by a Committee member and seconded by any member and forward to the Honorary Secretary.

Categories of membership shall be as follows:-

- a. Senior Competitive Swimmer (with voting rights).
- b. Club Officers and Club Officials (with voting rights).
- c. Youth Competitive Swimmer (with voting rights if aged over 16)
- d. Intermediate Competitive Swimmer (with voting rights if aged over 16)
- e. Junior Competitive Swimmer
- f. Social Members (No voting rights).

Category B membership is reserved for the following Club Officers, Committee Members, Race Officials, Recorders and Boatpeople (save where a person already holds Category A membership). These are declared on membership forms and membership renewal forms.

- 5.2 Club members with at least fifteen years membership may be elected by the Committee as Honorary Life Members. Life Members are entitled to same rights as Senior Members of Club.

5.3 Membership Applications

- a. New Membership applications and applications for renewal of lapsed Membership must be submitted on the Club's Official Membership Application Form to the Club Secretary within a period of 2 months after the AGM. Late applications will only be considered during the month of May after which all further applications must be submitted following the subsequent AGM. The committee will dedicate special meetings to consider new and/ or lapsed membership applications.
- b. Submission of a membership application does not guarantee acceptance and membership of the Club.
- c. Only one name may appear on an Application Form. Each individual must fill out a separate application form and return to the Secretary of the club.
- d. Existing members who wish to defer their membership for a maximum of one year must do so in writing to the Secretary of the Club. Any requests for membership deferrals must be submitted within the membership applications timeframe as noted in 5.3.a
- e. Applications for Junior, Intermediate or Youth membership may be considered by the committee at their discretion at any stage during the year.
- f. Any person, who was a past member of Wicklow Swimming Club, and who wishes to rejoin as a member, should have their application accepted if spaces are available.

- 5.4 The final decision to accept new members rests solely with the Committee.

- 5.5 The Club membership subscription/fee for the various categories shall be decided by the Committee.

- 5.6 Subscriptions must be paid before 30th September each year. Members failing to pay their subscriptions on time, or in a manner agreed by the Committee will forfeit their membership and must reapply for membership.
- 5.7 The Club Constitution and Rule Book shall be posted on the Club's web site or may be posted out on request to each member on payment of his/her subscription.
- 5.8 Any member suffering from any illness or injury, which may be a source of danger to himself/herself or any other Club member, must produce a medical certificate and satisfy the Committee that he/she is of sufficient fitness and well-being to safely participate in the activities of the Club. Any member not disclosing a prior illness or injury in accordance with this provision, shall be suspended and the matter will proceed under Rule 7.2 hereof.
- 5.9 The committee shall elect at its first committee meeting after the AGM a member or former member to act as Club President for a period of two years.

6 **Banking**

The club shall maintain a Bank Account or Bank Accounts in the name of Wicklow Swimming Club, cheques to be drawn on the signature of the Treasurer and the signature of one of the following – Chairperson, Secretary.

7 **Complaints**

- 7.1 Any member who wishes to lodge a complaint must do so in writing to any officer of the Club who shall pass the complaint onto to the Chairperson. All complaints must be logged by the Chairperson in a separate Complaints Book which will be held by a separate Officer of the club to be appointed by the Committee at the first official meeting following the A.G.M. The chairperson shall also refer the complaint to a sub committee, specifically appointed to deal with complaints, who should deal with the matter as expeditiously as possible and in accordance with the rules of Swim Ireland.
- 7.2 If the conduct of any member of the club shall be such as to make his/her continuance in the Club untenable or injurious to its best interests, a committee meeting shall be convened and the member shall be invited to attend and answer as to why his/her name should not be removed from the list of members. In the event that any member is dissatisfied with the decision of the Committee, they may apply to have the matter heard before an independent Arbitrator who shall be appointed by agreement of both parties. The member shall be notified after the meeting of the committee's decision. In the event that the member is removed from the list of members, he/she shall be deemed to have forfeited his/her subscription and all his/her rights as a member.
- 7.3 **Complaints Procedure (Child sexual abuse)** The club and its members shall comply with the Child Protection complaints procedure of "Swim Ireland".

- 7.4 Any complaint of a child abuse nature (including but not limited to sexual abuse) should if possible be made in the first instance to the Club's Child Welfare Officer.

- 8 All Club Officials must complete and sign an Official Registration Form, and Code of Ethics.

- 9 For the purposes of this Constitution, the term 'paid up member' shall mean any member who has paid the annual subscription ,in full or in a manner agreed by the Committee, for the forthcoming year on or before the date of the AGM.

- 10 The Interpretation of this Constitution rests with the Committee.