



Glenalbyn Swimming club

(www.glenalbyns swimclub.com)

Constitution

(November 2002)

Glenalbyn Swimming club – Constitution

1. Name and Objectives

- 1.1. The name of the club shall be Glenalbyn Swimming Club.
- 1.2. The club shall promote and organise the sport of swimming.
- 1.3. The club shall encourage its members to choose a lifestyle that is active, healthy and meaningful, through the development of skilful performance, and to prepare themselves for a life of autonomous well being – physically, mentally, emotionally and socially.
- 1.4. The club shall promote positive attitudes towards participation and competition, while at all times promoting the principles of fairness, cooperation and tolerance in interaction with others.
- 1.5. The club shall at all times place the highest priority on the needs of children.
- 1.6. The club is affiliated to Swim Ireland. The club shall comply with:
 - a) All Swim Ireland rules
 - b) Code of Ethics and Good Practice in Children’s Sport in Ireland
 - c) Swim Ireland Child Protection Guidelines

2. Membership

- 2.1. Any person whose application for membership has been approved by the committee is a member of the club, unless membership has been terminated.
- 2.2. The committee from time to time shall set out the requirements for membership.
- 2.3. The committee shall consider applications for membership at a committee meeting at least once every three months.
- 2.4. Club members must join the Kilmacud Glenalbyn Community Club within one month of joining the club. Ongoing membership of this club is a requirement of club membership.
- 2.5. Membership of Glenalbyn Swimming Club is personal to the member.
- 2.6. Membership and other fees shall be determined by the committee.
- 2.7. Membership is terminated by any of the following events:
 - a) Resignation of a member in writing
 - b) Failure to pay fees, fines or costs within thirty days or such longer period as determined in an individual case by the committee
 - c) Exclusion following a disciplinary process (see paragraph 12)
 - d) Death of a member
 - e) The winding up of the club
- 2.8. Termination of membership is not dependent on receiving notification in writing from the club.

3. Entitlements of membership

- 3.1. Every member of the club whose membership subscription is current is entitled to:
 - a) be entered as a member in the records of the club
 - b) receive notice of and an agenda for any general meeting of the club
 - c) receive a copy of the club constitution and rules

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- d) participate in any swimming activities organised by the club, appropriate to his/her level of swimming ability
 - e) attend and vote at any general meeting provided he/she is eighteen years or older at the date of the meeting
 - f) stand for election to the club committee, provided he/she is eighteen years or older at the closing date for nominations for election
 - g) be represented by a parent or legal guardian at any general meeting, provided he/she is less than eighteen years at the date of the meeting
 - h) have a parent or legal guardian vote on his/her behalf at any general meeting, provided he/she is less than eighteen years of age at the date of the general meeting, subject to paragraph 3.2 below
 - i) have a parent or legal guardian stand for election to the committee provided he/she is less than eighteen years of age at the closing date for nominations for the election
- 3.2. In the event that there are two or more members who are:
- a) less than eighteen years at the date of the general meeting, and
 - b) members of the same family
- these members shall be represented collectively by a parent or legal guardian, at any general meeting. Such a parent or legal guardian shall be entitled to cast one vote on behalf of that group of members. For the purpose of this paragraph, family shall include siblings, half-brothers, half-sisters and their parents and/or legal guardians.
- 3.3. The entitlement to retain a place on the committee or to have a parent or legal guardian represent a member on the committee terminates with the termination of membership.

4. Obligations of membership

- 4.1. A member undertakes to support the ethos and activities of the club, to abide by the current rules of the club and to be bound by the disciplinary process of the club. He/she also undertakes not to behave in such a way as to bring discredit to him/her or to the club.

5. Committee

- 5.1. The committee shall consist of the President, Treasurer, Secretary, and six other members. The President, Treasurer and Secretary shall be Officers of the committee.
- 5.2. All committee members must be persons who are entitled to attend and vote at a general meeting. The Officers and other members of the committee shall be elected at the Annual General Meeting of the club.
- 5.3. The committee shall ensure that the club is administered and managed in accordance with the Constitution. The committee is authorised to act on behalf of the club.
- 5.4. The President shall chair all meetings of the committee and of the club. In his/her absence, the meeting shall elect its own chairperson.

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- 5.5. The Secretary shall maintain all club correspondence, and written minutes of all committee meetings and club meetings.
- 5.6. The Treasurer of the club shall be responsible for the administration of all club funds.
- 5.7. The financial year of the club shall end on 31 August. The Treasurer shall submit financial statements for the club to the Annual General Meeting.
- 5.8. The committee shall appoint an Honorary Auditor, who shall provide an Auditors Report to the members of the club, as to whether the financial statements submitted are in accordance with the books and records of the club.
- 5.9. The committee shall have the power to co-opt a person to the committee, whose term shall expire at the next annual general meeting. This shall include the power to co-opt a person as an Officer.
- 5.10. Should a committee member fail to attend three consecutive meetings without providing a reasonable explanation to the President or Secretary, in the opinion of the President, he/she shall be deemed to have resigned as a committee member.
- 5.11. The committee shall meet at least four times each year. The quorum shall be five members.
- 5.12. Decisions of the committee shall be by majority decision. In the event of a tied result, the Chairperson of that meeting shall have a casting vote.
- 5.13. Minutes shall be recorded for all committee meetings. At every meeting, the minutes of the previous meeting shall be read and, on approval, shall be signed by the Chairperson of the meeting before any other business is transacted.
- 5.14. Club records, including minutes of committee and club meetings, shall be passed to incoming Officers and committee members, so as to ensure that continuous records are maintained.
- 5.15. The committee may appoint sub-committees for any purpose. Members of a subcommittee may attend committee meetings when requested.
- 5.16. The committee shall appoint two delegates to represent the club at Swim Ireland general meetings. They shall be accountable to the committee, and shall serve for one year.
- 5.17. The committee shall appoint two Child Welfare Officers. Such Officers shall be persons who are entitled to attend and vote at an Annual General Meeting of the club. They shall be accountable to the committee, and shall serve for one year.

6. Annual General Meetings

- 6.1. An Annual General Meeting of the club shall be held each year within three months of the end of the club's financial year.
- 6.2. Club coaching staff may be invited to attend the meeting, or part thereof, but shall not be entitled to a vote, other than in their capacity as club member or parent or legal guardian of a club member.
- 6.3. At least twenty-one days notice of an Annual General Meeting shall be given, by the secretary, to all persons entitled to attend.

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- 6.4. Notice of motions for an Annual General Meeting, and nominations for Officers and other committee members, shall be submitted in writing to the Secretary, at least fourteen days before the meeting. All such notices and nominations shall be signed by the proposer and two other persons eligible to attend and vote.
- 6.5. The Secretary shall issue an agenda, and copies of any motions and amendments received, to all persons entitled to attend and vote, at least seven days before the meeting.
- 6.6. The business of the Annual General Meeting shall not be transacted unless a quorum of twelve persons entitled to attend and vote are present.
- 6.7. The President shall chair the Annual General Meeting. In his/her absence, the committee shall designate a committee member to chair the meeting.
- 6.8. Decisions of the meeting shall be by majority decision. In the event of a tied result, the Chairperson of the meeting shall have a casting vote.
- 6.9. Only business on the agenda may be transacted by the meeting, however other matters may be discussed, subject to the approval of the Chairperson.
- 6.10. The following annual reports of the committee shall be received by the meeting:
 - a) President's report
 - b) Secretary's report
 - c) Treasurer's reportA Coach's report should also be submitted.
- 6.11. Officers of the club and other committee members shall be elected at the Annual General Meeting. They shall retire annually, but shall be eligible for re-election, subject to 6.12 below.
- 6.12. A person elected as an officer of the club shall only serve, in that capacity, for a maximum of three consecutive years. This does not restrict such a person from continuing to serve as a committee member, or in another Officer capacity.
- 6.13. A person shall only serve as a committee member for a maximum of six consecutive years.

7. Voting on nominations for committee

- 7.1. In the event of a person being nominated for more than one Officer position, the committee shall accept only one such nomination.
- 7.2. Where there is only one nomination for an Officer position, that person is deemed elected.
- 7.3. Where there are six nominations or less for the other committee member positions, those persons are deemed elected.
- 7.4. Where there is more than one nomination for an Officer position, or more than six nominations for the other committee member positions, there shall be a vote by secret ballot, and tellers shall be appointed.
- 7.5. The candidates receiving the largest number of votes shall be deemed elected.
- 7.6. In the event of a tied vote in respect of two or more candidates, then the meeting shall vote again on these candidates.

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- 7.7. Any person who has been nominated for an Officer position, but who has not been elected, shall be deemed to have been nominated for one of the other committee member positions.
- 7.8. Where there is no nomination for an Officer position, or less than six nominations for the other committee member positions, nominations for these positions may be accepted during the meeting, at the discretion of the committee, provided they are proposed by a person entitled to attend and vote and seconded by two persons entitled to attend and vote.

8. General Meetings

- 8.1. The committee may convene General Meetings of the club at any time, for any purpose that does not involve the taking of a vote.
- 8.2. Club coaching staff may be invited to attend the meeting.
- 8.3. At least fourteen days notice of a General Meeting, and an agenda, shall be given to all persons entitled to attend, by the Secretary.
- 8.4. The President shall chair the General Meeting. In his absence, the committee shall designate a committee member to chair the meeting.
- 8.5. Matters other than those included on the agenda may be discussed at the meeting, subject to the approval of the Chairperson.

9. Extraordinary General Meetings

- 9.1. An Extraordinary General Meeting of the club may be convened at any time by the committee, or may be called by a notice to the Secretary signed by at least twenty persons who would be entitled to attend and vote at an Annual General Meeting.
- 9.2. Club coaching staff may be invited to attend the meeting, but shall not be entitled to a vote, other than in their capacity as club member or parent or legal guardian of a club member.
- 9.3. At least twenty-one days notice of an Extraordinary General Meeting, an agenda and a copy of the notice referred to at 9.1 above, shall be given to all persons entitled to attend and vote.
- 9.4. The business of the Extraordinary General Meeting shall not be transacted unless a quorum of twelve persons entitled to attend and vote are present.
- 9.5. The President shall chair the Extraordinary General Meeting. In his/her absence, if the meeting has been convened by the committee, the committee shall designate a committee member to chair the meeting. In his/her absence, if the meeting has been called by a notice to the Secretary signed by at least twenty persons, the meeting shall elect a chairperson.
- 9.6. Decisions of the meeting shall be by majority decision. In the event of a tied result, the Chairperson of the meeting shall have a casting vote.
- 9.7. Only business on the agenda may be transacted by the meeting, however other matters may be discussed, subject to the approval of the Chairperson.

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10. Amendments to the Constitution and rules

- 10.1. The Constitution may be amended at any time at an Annual General Meeting or an Extraordinary General Meeting of the club by a majority of two-thirds of the persons eligible to vote present at the meeting, provided that:
 - a) All persons eligible to vote have been issued with proper notification of the meeting and an agenda indicating the proposed changes
 - b) At least twelve eligible persons are present.
- 10.2. The Constitution may be amended by the written agreement of two-thirds of the persons eligible to attend an Annual General Meeting, provided all eligible persons have been advised of the proposed amendment, notwithstanding that such a meeting does not take place.
- 10.3. The committee may amend the club Rules at any committee meeting. The Rules shall have force from the time seven days after the amended Rules are advised to members. Rules introduced cannot have any retrospective effect.

11. Coaching and Teaching Staff

- 11.1. All coaching and teaching staff shall be appointed by and accountable to the committee.

12. Club Discipline, rules and regulations

- 12.1. The committee shall develop and maintain written Rules for the orderly and safe conduct of the club's activities. A copy of the Rules shall be made available to every member, or parent or legal guardian of a member, upon joining the club and on request thereafter.
- 12.2. The committee shall establish and maintain a Disciplinary Process, which provides for the impartial investigation and determination of complaints. The Process shall include a right of appeal for any person against whom a finding is made. This appeals process should be chaired by a person who is independent of the club.
- 12.3. The Secretary shall be responsible to ensure that records of the Disciplinary Process are maintained.
- 12.4. Any subcommittee formed to operate the Disciplinary Process may not have a majority of members who are committee members.
- 12.5. The Disciplinary Process shall have written rules setting out, inter alia, the matters that are subject to disciplinary action, the process for investigation and determination of complaints, and the sanctions that may be imposed.
- 12.6. A member, against whom a complaint is made, shall be entitled to have the full complaint against him/her recorded in writing. He/she shall be entitled to respond in writing to the complaint.
- 12.7. No member shall be entitled to have legal representation at the club's expense in relation to the Disciplinary Process.

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13. Winding Up of the club

- 13.1. The club shall not be wound up, except by acceptance, by a two-thirds majority, of a resolution to an Annual General Meeting or an Extraordinary General Meeting of the club. In that circumstance, the assets of the club shall be dissolved to a successor organisation, or to an organisation with similar objectives to those of the club.