

## **Organisation Constitution**

### **The Executive of the Rushmoor Swimming Association shall comprise:**

- a) A Chairman to be elected annually. A nomination may be made by the local Sports Council. Each Affiliated club may submit a nomination.
- b) A Vice chairman, a Treasurer and a secretary to be elected annually from the delegates to the 1st Executive meeting held each year.
- c) Not more than 2 ordinary members (including officers, other than the chairman) representing each of the specialist swimming organisations affiliated to and approved by the association and the Rushmoor Borough Council or its successor.
- d) Two nominees of the Farnborough and Aldershot Youth Council.
- e) The managers of the Farnborough and of the Aldershot swimming pools in an advisory (non-voting) capacity.
- f) Additional members: - Not more than 2 non-voting members may be co-opted. Other organisations with swimming interests may apply to the association for full membership. In the event of the Association refusing membership to any such club, then such club may apply to the Rushmoor Borough Council or its successor who may, after making such enquiries as the said council think necessary, direct the Association to permit such club for membership.

### **2. Objects**

The Objects of the Association shall be in general, accord with those of the recognised National Swimming bodies (ASA, RLSS, BSAC).

Member organisations must be affiliated to one of these bodies.

Specifically, the executive of the association must:

- a) Encourage the orderly development of specialised local swimming organisations within the borough of Rushmoor boundaries serving the residents of the authority and the surrounding district.
- b) Promote the teaching of swimming of both adults and children taking due account of the special needs of handicapped persons and with particular emphasis on survival, lifesaving and other activities.
- c) Safeguard specialised swimming interests not adequately served by existing organisations and if possible, to develop a suitable organisation or club to satisfy these defined needs.

### **3. Additional Objects of the Executive:**

- a) Active participation in the provision of qualified swimming teachers and officials.
- b) Make recommendations to the local Authority concerning the development of swimming in the area.
- c) To promote the safe and efficient use of Farnborough and Aldershot swimming pools.

4. The executive of the association shall be responsible, subject to the approval of the said council, for the detailed allocation of all time allotted to the Association in the Local Authority pools at the special rates stipulated by the Authority. Each organisation shall be financially responsible for its agreed allotted pool time.

5. Each club must deposit with the Executive an up to date copy of its rules. The executive shall be in particular, be entitled to explanations regarding conditions and restrictions of membership.

6. The executive shall have power to expel any member organisation offending against these rules.

Any motion to expel such an organisation shall require a two thirds majority of the voting membership.

7. The Treasurer of the Executive shall open and maintain a bank account at a Farnborough (Hants) bank in to which all funds will be paid without delay save only approved petty cash. All payments in excess of £10 shall require the signatures of two nominated officers of the Executive. The account shall be audited annually.

No decisions on financial matters shall be taken without consulting the Treasurer.

8. All members (including non-voting members) of the Executive shall receive at least 14 days' notice of each meeting

together with the Agenda. Meetings of the executive shall normally occur at a frequency of 3 months. Additional meetings can be convened by the chairman at any time and must be convened within 21 days of receiving a written request stating the matter required to be on the Agenda, from at least 3 voting members of the Executive.

9. For Executive meetings, a quorum shall comprise:- the chairman, or vice chairman if the chairman is not available, together with at least 3 other voting members of the Executive. If neither the chairman or vice chairman is available a vice chairman may be elected from the members present. Voting at meetings:- all ordinary members and officers, (other than the Chairman) shall be entitled to vote. In the event of an equality of votes, the chairman shall have the casting vote. In the absence of the chairman any motion not being resolved shall be referred to the chairman.

10. Each participating organisation represented on the Executive will be required to pay an annual administration levy, the rate to be decided annually in advance by the executive following recommendations by the treasurer.

## **11. Interpretation of Rules**

The Executive shall have powers to make regulations in accordance with these rules and to settle disputed points not otherwise provided for in these rules.

## **12. Disputes**

All disputes between member organisations shall be referred to the Executive. The Executive may empower a member to Investigate such a complaint.

## **13. First Executive meeting**

The 1st Executive meeting shall be convened before the 31st January each year.

## **14. Minutes of Meetings**

Minutes of all meetings will be circulated to all members of the Executive. In addition, minutes must be submitted to the Local Authority.

Incorporating amendments are approved by Farnborough U.D.C in letter MLR/LMO/N8/3 of 2 May 1973, plus amendments approved by Rushmoor Borough Council in letter BHA/BAN/F14/11 of 2nd May 1977.