



## **CONSTITUTION OF HEANOR SWIMMING AND LIFESAVING CLUB**

*As restated and adopted on behalf of all members present at the Extraordinary General Meeting of 20<sup>th</sup> February 2015.  
Information remains the same July 2020*

1. The name of the club shall be **HEANOR SWIMMING AND LIFESAVING CLUB** (Hereinafter called the Club).
2. **CLUB OBJECTIVES**  
The objects of the Club are to advance the education of the public through the provision of education and training in swimming teaching (Swim Teaching Association), life saving, life support, water safety, resuscitation and first aid, through participation in the Award schemes and competitions of the Royal Life Saving Society United Kingdom (hereinafter referred to as RLSS UK or the Society) and such other activities as are appropriate and thereby contributing to the preservation of life.
3. **AIM of the CLUB shall be: -**
  - a) To deliver a quality, customer focused culture that permeates every aspect of the Club
  - b) To provide facilities for and promote participation of the whole community in swimming, lifesaving and lifeguarding
  - c) To create greater opportunities for the general public to become involved in all aspects of the Club's work
  - d) To promote the wider benefits of Swimming & Lifesaving as a healthy, fun and worthwhile recreational activity and competitive world class sport
  - e) To promote, publicise and communicate information about the RLSS UK to present a positive image of the Club and the Society
  - f) To promote and maintain the highest standards of technical competence and safety in the sport
  - g) To provide equal opportunities for successful participation by all sections of the community
4. **AFFILIATIONS**
  - a) The Club shall be affiliated to the RLSS or to any such bodies as the Annual General Meeting or elected committee shall decide in order to achieve the objectives of the Club
  - b) The Club shall be conducted in accordance with the rules and codes of the RLSS or any such bodies to which it is affiliated from time to time. All competing members must be eligible to compete and agree to accept and comply with any requirements of the RLSS or other such governing body.

## **5. SAFEGUARDING AND PROTECTING CHILDREN REGULATIONS**

- a) The Club agrees to adopt the RLSS UK Safeguarding and Protecting Children policies and procedures.
- b) All individuals involved in Lifesaving through the Club at every level, including participants, Officials, Trainers/Assessors, Volunteers, Administrators, Club Officials or spectators agree to abide by the RLSS UK Code of Ethics and Conduct (“Code”) and all such individuals participating or being involved in Lifesaving through the Club in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the RLSS UK Safeguarding and Protecting Children policies and procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
- c) Each and every constituent member of the Club including without limitation all Clubs and disciplines, shall be responsible for the implementation of the RLSS UK Safeguarding and Protecting Children policies and procedures in relation to their members.

## **6. MEMBERSHIP OF THE CLUB**

- a) All members are subject to the Constitution of the Club, the rules of the Club and the regulations of the National Governing Body
- b) Membership of the Club is open to all individuals over the age of 4 provided they comply with this Constitution and have paid the subscription laid down from time to time by the Executive Committee
- c) Any minor’s (under the age of 18) application for membership should be signed by the applicants parent or guardian
- d) Any person on or over the age of 18 applying for membership of the Club in a volunteer capacity, accepts that he/she will be DBS checked and the membership application shall be considered on the results of such check
- e) Acceptance of membership shall be at the discretion of the Executive Committee but other person(s) authorised by the Executive Committee may make recommendation as to the applicants’ acceptability. The Executive Committee shall not be required to give reasons for the refusal of any application for membership.
- f) The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability or sexual orientation
- g) All members will receive an electronic copy of the relevant Constitution and Rules of the Club
- h) All applications for membership shall be accompanied by the appropriate documentation and Direct Debit mandate for the membership fee which shall thereafter be payable on demand

- i) The total membership of the Club shall not normally be limited. If however the Executive Committee considers that there is a good reason to impose any limit from time to time then the Executive Committee shall put forward appropriate proposals for consideration at the General Meeting of the Club.
- j) Any persons who are engaged in poolside activities with the Club shall become members of the Club and hence of the RLSS UK. These shall include, but not be restricted to: voluntary instructors, teachers and coaches.
- k) Such membership fee shall be reviewed as required and agreed by the Executive Committee for each category of member.
- l) Membership of the Club will consist of the following categories or any others as decided by the committee:
  - a. Full membership – open to applicants over the age of 4 years.
  - b. Coach and Committee membership – open to applicants involved in the running of the Club
  - c. Honorary membership – By invitation of and with the agreement of the Executive committee for a period and fee (if any) determined by the Executive committee and such a member shall be entitled to vote at a General meeting
- m) Members wishing to resign must give notice in writing to the Membership Secretary.
- n) It is the responsibility of the member to ensure that their membership of the Club does not lapse. If such a lapse of 30 days or more occurs, membership may be suspended by the Executive Committee from all or some of the activities until such payment is made.
- o) The Club reserves the right to withdraw the membership of any member who fails to pay the appropriate fees in respect of membership and admissions. Non-payment of any fees due will be deemed to constitute a notice to resign. Such notice may result in cancellation of membership forthwith. Any members whose membership is so cancelled may re-apply for membership in accordance with the Clubs membership requirements only when any outstanding arrears have been paid in full and may be subject to an administration fee.
- p) Any member who is unable to participate in the Club activities due to medical reasons will be eligible to a reduction in the membership fee to £5 per month in order to retain their membership place. This will be for a maximum period of 6 months and require presentation of supporting evidence.
- q) Each member aged 18 and over shall be entitled to attend and vote at General or Annual General Meetings, A member of the Club may notify the name of a representative, entitled to speak and vote on their behalf, to the Secretary prior to the commencement of a general meeting, if they are unable to personally attend. Such representative must be a member of the Club. A member of the Club may also register their vote on any proposal or election of Executive Committee members with the Secretary prior to the commencement of a general meeting and the Secretary will then vote on the member's behalf, in accordance with their instructions

- r) All Club members agree to participate and assist the Club in activities that the Club undertakes

## **7. DISCIPLINE AND APPEALS**

- a) All complaints regarding the behaviour of members should be submitted in accordance with the Club's "Complaints, Compliments and Comments Procedure". This does not include Safeguarding concerns which must in every case be submitted to the Child Protection Officer.
- b) The Executive Committee may by majority vote, and for good reason, implement sanctions depending upon the nature of the complaint and the outcome of the investigation. These include:
  - i) Verbal warning.
  - ii) Written warning.
  - iii) Temporary suspension.
  - iv) Termination of membership. (This would be only for good and sufficient cause, such as conduct or character likely to bring the Club or RLSS UK into disrepute)
- c) An appeal against such a decision should be submitted to the Secretary within 14 days. If such an appeal is submitted the Executive Committee will request the complaint be independently reviewed. The decision from the independent review will be final.

## **8. EXECUTIVE COMMITTEE**

- a) The Executive Committee should consist of at least a Chair, Secretary, Treasurer, Head Coach and Child Protection Officer
- b) Any additional posts that are deemed necessary by the Executive Committee should be proposed and appointed at the Annual General Meeting eg membership secretary, Lifesaving officer, Competition officer
- c) The Executive Committee will have the ability to implement temporary posts deemed necessary to support the operation of the Club from time to time
- d) Members having attained the age of 18 may be elected and serve on the Executive Committee.
- e) Each member of the Executive Committee will retire bi-annually but are eligible for re-appointment at the Annual General Meeting.
- f) Should any Executive Committee member wish to resign their post during their term of office they may do so by writing to the Secretary
- g) Should the resignation mean that the Executive Committee number is less than five, then the Executive Committee shall offer the post to the general membership
- h) An Extraordinary General Meeting should be held within thirty days of the post becoming vacant to elect the replacement Executive Committee member
- i) The Executive Committee shall meet as often as deemed necessary and shall have the power to appoint special sub-committees for any purpose with or without the power to act. The committee shall have the power to make club regulations within the constitution providing always that any such regulations do not contravene any UK Laws and any affiliated governing body.

## **9. ANNUAL GENERAL MEETINGS**

- a) The Club's financial year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.
- b) The Annual General Meeting shall be held in October or within 26 weeks of the financial year-end.

- c) The Annual General meeting shall be called by the Club Secretary ensuring that the Club members have not less than twenty one calendar days notice of the intended meeting date.
- d) All members of 18 years or over shall have the right to one vote.
- e) Nominations for Officers of the Executive Committee shall be sent in writing to the Secretary no later than fourteen days prior to the Annual General Meeting.
- f) Should nominations exceed vacancies, election shall be by ballot.
- g) Ballot papers to be drawn up by the Secretary.
- h) The quorum for Annual General meetings shall be not less than 9 voting members.
- i) The Executive Committee shall present the report and annual accounts of the Club for the preceding year.
- j) Proposals in writing need to be submitted to the Secretary of the Executive Committee no later than fourteen days prior to the Annual General Meeting.
- k) Proposals requiring a change to the Constitution of the Club needs to be passed by a two-thirds majority of the members present and voting.
- l) Proposals of a non-constitutional nature shall be passed by a simple majority of the members present and voting.
- m) Meeting Agenda should include details of all proposals and nominee's for Executive Committee posts and sent out at least seven days prior to the Annual General Meeting.
- n) The Secretary or other person specially appointed by the Executive Committee, shall keep a full and accurate record of proceedings at such meeting.
- o) All members shall conform to Club rules and committee decisions.
- p) An auditor will be appointed at the Annual General Meeting to verify the accounts.

#### **10. EXTRAORDINARY GENERAL MEETINGS**

The Executive Committee has the power to call an Extraordinary General Meeting of the Club at any time, providing that at least six members request such a meeting, in writing, stating the business to be considered. The Secretary shall call such a meeting and at least twenty one days clear notice shall be given. The procedures for an Extraordinary General Meeting shall be the same as for an Annual General Meeting

#### **11. ALTERATIONS TO THE CONSTITUTION**

The Constitution may be altered by a Resolution passed by not less than two thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting.

#### **12. PROPERTY & FUNDS**

All funds and other property of the Club shall be applied to the furtherance of the objects of the Club. No funds or property of the Club shall be paid or distributed to its members except as in the payment of expenses approved by the committee.

#### **13. COMMUNICATIONS**

Communication to the members will be via either, displayed notices on club nights, electronic mail in the form of email / text message or social media in the form of the Club's face book group and web site.

**14. DISSOLUTION**

- a) A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by not less than two thirds of the members present and voting
- b) In the event of dissolution, any assets of the Club that remain after the payment of debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more approved non profit making Charitable bodies or organisations having similar aims and objectives of this Club. Such organisations will be agreed by the Executive Committee.
- c) A copy of the statement of Accounts, or account and statement, for the final accounting period of the Club, must be published and made available to Club members

**15. DECLARATION**

The Club hereby adopts and accepts this Constitution as the current operating guide regulating the actions of its members.

Position: Chair Name: Jonathan Bridgewood

Signed: ..... Date:

Position: Secretary Name: Suzanne Selway

Signed: ..... Date:

Position: Treasurer Name: Leigh Selway

Signed: ..... Date:

Position: Head Coach Name: Paul Anderson

Signed: ..... Date:

Position: Child Protection Officer Name: Charlie Proctor

Signed: ..... Date: