

**BERKSHIRE AND SOUTH BUCKINGHAMSHIRE
AMATEUR SWIMMING ASSOCIATION**

RULES OF THE ASSOCIATION

INTRODUCTION

Unless the contrary intention appears, in these rules words importing the masculine gender shall include the feminine. Words in the singular include the plural and words in the plural include the singular. The word "Club" shall be held to include all affiliated bodies.

1. NAME

The Association shall be known as the Berkshire and South Buckinghamshire Amateur Swimming Association (BSBASA).

2. COMPOSITION

The Association shall consist of swimming clubs affiliated to the Amateur Swimming Association South East region (ASA SER) and allocated to it by the ASA SER, and of individual members as permitted under Rule 6. The Amateur Swimming Association (ASA) and the ASA SER define the geographical area of the Association as such portions of Berkshire and Buckinghamshire as lie south of latitude 51 degrees 37 minutes North.

3. OBJECTIVES

The objects of the Association shall be:

- 3.1. To promote the teaching and practice of swimming, synchronised swimming, diving and water polo.
- 3.2. To encourage formation of swimming clubs
- 3.3. To stimulate public opinion in favour of providing proper accommodation and facilities for the pursuit of the sport
- 3.4. To promote and govern County Championships and Competitions
- 3.5. To select and govern teams and individuals to represent the County

4. GOVERNANCE

- 4.1. The Association and all individual members of the Association acknowledge that they are subject to the laws, rules and constitution of:
 - a) The ASA SER
 - b) The ASA, to include the ASA / Institute of Swimming Code of Ethics
 - c) British Swimming (in particular its Doping Control Rules and Protocols and its Disciplinary Code)
 - d) FINA, the world governing body for the sport of swimming in all its disciplines [a to d together known as "the Governing Body Rules"]
- 4.2. The business and affairs of the Association shall at all times be conducted in accordance with the Governing Body Rules and in particular the Laws and Technical Rules of the ASA ("ASA Law"), as the same may be revised from time to time, specifically to include:
 - a) The Association shall in accordance with ASA Laws adopt the ASA Child Protection Procedure
 - b) Individual members of the Association shall, in accordance with ASA Laws, comply with the ASA Child Protection Procedures

c) The Association shall adopt and comply with the ASA “Guidelines for Handling Internal Club Disputes”.

- 4.3. The Association shall accept the responsibilities inherent in recognition as a sub-region of the ASA SER, as set out in the Constitution of the Region [see web site www.southeastswimming.org].

5. AFFILIATION

The Association shall be affiliated to any competent body at the direction of the Management Board.

6. INDIVIDUAL MEMBERS

- 6.1. Persons who may be elected by the Management Board as individual members shall pay an annual subscription of £5.00, or may become Life Members on payment of £20.00.
- 6.2. The Council may award honorary life membership of the Association, at its discretion. The Management Board shall review nominations for the award of honorary life membership and make recommendations thereon to the Council.

7. FINANCE

- 7.1. The financial Year of the Association shall end on 31 March.
- 7.2. Funds and other property of the Association shall be applied to the furtherance of the objectives of the Association, or for any charitable purpose. No funds or other property of the Association shall be paid to or distributed among members of the Association, except as reimbursement of legitimate expenses incurred on behalf of the Association.
- 7.3 Every member of the Management Board, servant and agent of the Association shall be indemnified by the Association and it shall be the duty of the Association to pay all costs, losses and expenses which any such person may properly incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties.
- 7.4 Members of the Management Board and of any sub-body appointed by the Management Board or any person duly appointed by the Association to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Association at the prevailing ASASER rates.
- 7.5 In the event of the dissolution of the Association the funds remaining shall be devoted to objectives similar to those of the Association.

8. THE COUNCIL

- 8.1. The Council shall consist of the following members;
- 8.1.1. Officers of the Association (see rule 9.1.1).
- 8.1.2. Members of the Management Board
- 8.1.3. The Vice President and Past Presidents of the Association.
- 8.1.4. Up to three delegates from each affiliated club on the basis fixed for representation to the ASA SER Council [This is presently:
1 from each club having up to 50 members

2 from each club having between 51 and 200 members
3 from clubs having more than 200 members.]

- 8.2. The annual meeting of the Council shall be held in July.
- 8.3. Fourteen clear days written notice of the Annual Council Meeting shall be given to each club secretary and to members of the Council.
- 8.4. With the notice of the Meeting there shall be an agenda, an annual report, financial report and examined accounts, and a list of nominations for the Officers and members of the Management Board.
- 8.5. All nominations shall be required to reach the Hon. Secretary by 23rd June on the prescribed form (available from the Hon. Secretary) that shall be signed by the proposer, the seconder and nominee, each of whom should be a member of the Association or of a club assigned to the Association.
- 8.6. Any election necessary shall be by ballot and only members personally present shall be entitled to vote. In the event of an equality of votes, the chairman shall have an additional casting vote.
- 8.7. In the event that the number of nominations does not exceed the vacancies, properly nominated persons shall take office without ballot, at the relevant point in the agenda, with the exception of the President, who shall take office as set out in Rule 10.5.
- 8.8. A Special Meeting of the Council may be called by resolution of the Management Board. The Management Board shall call a Special Meeting of the Council to be held within six weeks of the receipt of a written requisition signed by no fewer than six delegates representing six different clubs. Such requisition shall state the business for which the meeting is to be called and no other business may be transacted. Fourteen clear days written notice of such a meeting shall be given to each club secretary and to all members of the Council, accompanied by an agenda.
- 8.9. A quorum for Council meetings shall be ten members of the Council.
- 8.10. A subject that has been voted on at a Council Meeting shall not be discussed again by the Council within six months, except by resolution of the Management Board.

9. MANAGEMENT BOARD

- 9.1. The management of the Association shall be vested in a management board, eight to form a quorum, which shall comprise:
 - 9.1.1. The President, Hon. Secretary, and Hon. Treasurer, (the Officers of the Association)
 - 9.1.2. The Vice-President
 - 9.1.3. Up to 12 members elected from and by the Council.
- 9.2. Any vacancy that occurs shall be filled by a majority decision of the remaining members of the Management Board for the remainder of the term.
- 9.2. The Management Board shall have the following powers and duties:

- 9.2.1. To enforce the observance of the laws, rules and conditions of the ASA, the ASA SER and the County Association.
 - 9.2.2. To suspend from activities wholly within its own jurisdiction, any Club or individual found guilty of an infringement of the rules and conditions of the Association and to remit or amend any previous judgement passed in due cause being shown, unless such judgment is under appeal.
 - 9.2.3. To exercise financial control over the funds of the Association and to prepare a report and balance sheet of each year's activities for submission to the Council.
 - 9.2.4. To render to the ASA SER all such information as the ASA SER Management Board may require.
 - 9.2.5. To appoint annually representatives to the ASA SER Council.
 - 9.2.5. To co-opt persons to assist in its work, without power to vote.
 - 9.2.6. To appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.
 - 9.2.7. To interpret the Rules of the Association and to decide upon any point which is not covered hereby and provide for all matters not otherwise set forth.
- 9.3. A Management Board minute that has been approved may not be rescinded at a later date until after a period of six months except by Annual Council Meeting or Special Council Meeting.
- 9.4. The Management Board may declare that any member, who has been absent from three consecutive meetings, shall have vacated his seat.

10 PRESIDENT AND VICE-PRESIDENT

- 10.1 The role of the President shall be to represent the Association.
- 10.2 The President shall have the right to chair meetings of the Council and the Management Board.
- 10.3 If the President declines that duty, or is absent from a meeting, the Council or Management Board shall elect a chairman from among its members. The chairman shall have the right to vote on each motion and, in the event of an equality of votes, shall have an additional casting vote.
- 10.4 The Management Board shall review nominations for the office of President and make recommendations thereon to the Council at the time of election.
- 10.5 Election of President shall normally take place one year ahead of their presidential year and the President Elect shall act as Vice President for that year.

11 EXAMINER OF ACCOUNTS

- 11.1 The Council shall appoint annually, at the Annual Council Meeting, an independent examiner for the following year, to review the accounts. The Examiner must not be a member of the Management Board or related to a member of the Management Board.

12 BADGES

- 12.1 When the President of the Association takes office he shall be awarded a County President's Badge.
- 12.2 Persons on the County lists of officials are entitled to wear the County Official's Badge.

10. ALTERATION OF RULES

No alteration to these Rules and General Championships Conditions 1 to 11 can be made except at the Annual Council Meeting or at a Special Council Meeting called for that purpose, and then only by a two-thirds majority of members present and voting; alterations so made shall be subject to the approval of the ASA SER. All proposals for alteration or addition to Rules and General Championship conditions to be brought before the Annual Council Meeting must reach the Hon. Secretary by 23rd June.