



BEDFORDSHIRE AMATEUR SWIMMING ASSOCIATION

CONSTITUTION

1 Name

- 1.1 The Association shall be known as the "Bedfordshire Amateur Swimming Association" (The Association).

2 Objectives

The Objectives of the Association shall be those of the Amateur Swimming Association (ASA) and to:

- 2.1 Promote and encourage all forms of swimming as defined by the ASA in the County of Bedfordshire (the County) and to stimulate public opinion in favour of providing proper accommodation and facilities.
- 2.2 Where "Competition(s)" is used in this constitution, this applies to All County promoted events.
- 2.3 Compile, publish and enforce rules for the control and regulation of All County competitions and championships for all disciplines of the sport.
- 2.4 Select and govern teams and individuals to represent the County.
- 2.5 Provide and maintain a register of all officials who are members of clubs within the County.

3 Management

- 3.1 The Association shall be governed by an Executive Committee (the Executive), which shall be made up of the Officers, Past Presidents, Hon. Section Secretaries and TWO elected representatives from each affiliated club.
- 3.2 The Officers of the Association shall be – President, President Elect, Hon. Treasurer, Hon. Secretary.
- 3.3 The Executive shall have the power to appoint an Emergency Committee of three, whose duties shall be to deal with any emergency that may arise. The emergency Committee shall have the power to call upon other officers if they need such assistance. A full report of their decisions shall be made to the Executive at the next meeting for ratification.
- 3.4 **ALL** members of the Executive **MUST** be members of a club affiliated to the Association.
- 3.5 Should any Past President fail to attend at least half the Executive Meetings in any twelve month period without a valid reason for such absences being known, his/her right to be a member of the Executive may cease.
- 3.6 **EIGHT** persons shall form a Quorum at an Executive Meeting, of who two at least shall be officers.
- 3.7 The Executive shall have power to appoint sub-committees as necessary to further the work of the Association. Such sub-committees must report to the Executive.

- 3.8 The date of the first Executive Meeting shall be decided at the AGM and subsequent meeting dates agreed at such first Executive Meeting.

4 Annual and Special General Meetings

- 4.1 The Annual General Meeting shall be held in November each year at which the Report and Audited Accounts for the previous year shall be presented and the Officers and Section Secretaries shall be elected and an auditor appointed.
- 4.2 Alterations to the Constitution may only be made at the Annual General Meeting or at a Special General Meeting called for that purpose and must be carried by a majority of **TWO THIRDS** of the votes cast.
- 4.3 Notice of a proposal to change the Constitution must reach the Hon. Secretary in writing by 30 September to allow same to be placed on the notice convening the meeting.
- 4.4 A Special General Meeting may be called by the Executive or at the written request of any two affiliated clubs, who shall state in their request the purpose for which the meeting is to be called. NO business other than that on the agenda shall be discussed at such a meeting. The Hon. Secretary shall call the meeting within 28 days of the request being received.
- 4.5 **FOURTEEN** days notice of all Annual General and Special General Meetings and of all proposals to be decided at such meetings shall be given in writing to the Executive and Hon. Secretaries of all clubs affiliated to the Association.
- 4.6 Each affiliated club is entitled to send two delegates to the above meetings at which they can vote.
- 4.7 At all Annual or Special General Meetings ONE vote shall be allowed to each of the following:-
- a) Officers, Past Presidents and Secretaries
 - b) Club Delegates

VOTING BY PROXY IS NOT ALLOWED

- 4.8 **TWELVE** persons, of whom two at least should be Officers, shall form a Quorum at such meetings.
- 4.9 In the case of a Special General Meeting those requesting such a meeting must be present.
- 4.10 Should the occasion arise, the President shall have a casting vote.

5 Affiliation

- 5.1 The Association shall be affiliated to the ASA East Region and to any other appropriate bodies at the discretion of the Executive.

6 Member Clubs

- 6.1 All clubs affiliated to the ASA, ASA East Region, registered in the County and willing to conform to the rules of the Association shall be eligible for affiliation.
- 6.2 Any club, wishing to affiliate to the Association shall forward to the Hon. Secretary such information, as the Executive shall require. The current year's subscription for one year shall accompany any application. This fee shall be returned if the club is not elected.
- 6.3 Members of a club newly affiliated during the year are allowed to compete in the Competitions providing they have been members of that club for at least 60 days prior to the first date of the competition.

7 Subscriptions

- 7.1 The annual subscription, which becomes due on 1 January each year should be paid to the ASA with membership fees by 31 March.
- 7.2 The subscriptions for the following year shall be recommended by the Executive in July and agreed at the September Executive meeting, the recommendation having been clearly set out in the papers for that meeting. The Hon. Secretary shall inform clubs of the agreed annual subscription for the following year in the minutes of the Executive meeting.
- 7.3 The Executive shall have the discretion as to the imposition of fines for late payment of subscriptions.

8 Association's Year

- 8.1 The Association's year shall end on 30 September to which date all reports and accounts shall be made up.

9 Notice of Resignation

- 9.1 Clubs wishing to resign from the Association shall give notice in writing to the Hon. Secretary to that effect before the date of the Annual General Meeting, or they may be held liable for the amount of their subscriptions for the following year.

10 County Representation

- 10.1 Only Swimmers competing in the Bedfordshire County championships for the relevant year, or those unable to swim for a genuine reason accepted at the discretion of the Executive shall be eligible for selection to represent Bedfordshire ASA.
- 10.2 The above restrictions should not apply to Masters' competitions.

11 County Competitions

- 11.1 All competitions promoted by the Association shall be open to members of clubs currently affiliated to the Association and have been members of the club they represent for at least 60 days prior to the first date of the competition. However, no swimmer competing in the competitions of any other county in the same year is eligible to compete. The foregoing does not apply to swimmers who have left school or school association providing that they joined their new club within 28 days of ceasing to be a member of the school or school association. In team events, no competitor may represent more than one club in the same competition.
- 11.2 The Competitions shall be conducted under ASA laws, together with any special conditions the Executive may take. These special conditions may be altered or added to at the discretion of the Executive.
- 11.3 All trophies shall be perpetual. The winner or the club of a winning team may hold a trophy upon giving a satisfactory undertaking to the Association for its safe custody and due return on demand.
- 11.4 .

12 County Records

- 12.1 ASA Law as applied to English Records shall apply with the exception of the following. Swimmers must be representing a club affiliated to the Association at the time the record is made or be swimming in ESSA events. Two Timekeepers shall be sufficient when using hand held timers. ASA Law shall be applied to

decide the official time. There are no Team records. If the foregoing conditions are met the times can only be recognised which are made at:-

- 12.2 The County Championships, Age Group Competitions or County Trials.
- 12.3 Championships (ASA, ASA East Region, ESSA Finals and Divisional Finals)
- 12.4 A representative match at county or higher level.
- 12.5 Private attempts made under the supervision of the Association, when notice of the attempt shall be given to the Hon. Secretary 10 days beforehand, who will then make the required arrangements.
- 12.6 A Match, Trial, Competition or Championship not specified in 12.2, 12.3 and 12.4 but which the Executive may decide as acceptable having taken due regard of all the circumstances under which a particular event was swum and a record claimed.
- 12.7 All applications for records under 12.3, 12.4 and 12.6, must be made by the swimmer to the Hon. Secretary of the Association within 21 days of the event. This must be accompanied by the signed time card for verification or by the official result sheets.
- 12.8 Short course records may be made in a 33.3 m or 36.6 yd pool without conversion.

13 Association Badges

- 13.1 The Association Badge may be worn by Officers of the Association.
- 13.2 Badges shall be purchased through the Association.

14 County Colours

- 14.1 Colours shall be awarded as the Executive sees fit, to swimmers from all disciplines, who have represented the County.
- 14.2 Colours may be awarded for meritorious performances at the discretion of the Executive.
- 14.3 Holders of County Colours shall be entitled to purchase the Association Badge through the Association.

15 Complaints, Suspensions and Disqualifications

- 15.1 The Executive shall have the power to suspend for any period, or to exclude from any county competition, or to remove from membership or official position in the Association, any club or person deemed by the Executive to be guilty of unfair practice or conduct prejudicial to the interest of the Association. Such suspended or excluded person or club shall have the right of appeal to the Judicial Administrator. No decision under this rule shall be operative unless the Club or person concerned has had SEVEN days notice of the meeting at which the matter is to be considered and is given the opportunity to appear before the Executive at such a meeting. Any decision reach must be supported by a majority of at least two thirds of the Executive present and voting.

16 Interpretation of the Constitution

- 16.1 The Executive shall have power to decide all matters concerning the interpretation of and to deal with all matters arising for which provision is not made herein.
- 16.2 In the event of the Association being dissolved, any monies standing to the credit of the Association shall be transferred to ASA East Region.

END OF CONSTITUTION