

NAC Masters Swimming Club

Constitution and Rules

1. Name

1. The name of the Club shall be NAC Masters Swimming Club, hereafter referred to as “The Club”.
2. The Club colours shall be red, blue and yellow
3. The Constitution and Rules are hereafter referred to as “The Rules”

2. Objectives

1. The Club shall promote Masters swimming in all its aspects, including the enjoyment and self fulfilment of the individual rather than just the competitive aspect.
2. The Club shall engage in all aspects of competitive Masters swimming to the highest level and the Club shall at all times consider the health, safety and development of all its members.

3. Affiliation

1. The Club shall be affiliated to the National governing body of Irish Swimming hereafter to be called “Swim Ireland”.
2. The Club shall abide by the rules of Swim Ireland and the Swim Ireland Officials Code of Ethics in all competitions and in the general running of the Club. The Club shall only engage in competitions abroad run under the rules of the Fédération Internationale de Natation Amateur (F.I.N.A.)
3. Only properly affiliated and paid up members shall participate for the Club.

4. Membership.

1. The governing body of the Club shall be the membership in General Meeting.
2. In these Rules a ‘Member’ is a person who is elected in accordance with these or previous Rules and who, if liable to pay an annual subscription, has paid the same in full within the time appointed by these Rules.
3. The Club membership shall be divided into Ordinary and Honorary Life members, and all members shall be 18 years or older
4. Ordinary members shall be either (a) competing or (b) non-competing members. Competing Ordinary members shall be amateurs as defined by the laws of Swim Ireland
5. Any person applying for Ordinary membership shall complete an application form and shall be nominated on the form by two Ordinary members of the Club. An application for membership shall be accompanied by the appropriate annual membership fee.

6. Applicants shall only be admitted to Ordinary membership of the Club by a majority ballot of the Executive Committee.
7. All members of the club must be affiliated to Swim Ireland. All applications for membership of the club are subject to successful affiliation to Swim Ireland.
8. The Executive Committee shall have power to elect persons to Honorary Life Membership in recognition of a special performance or service rendered to the Club.
9. It is deemed that all persons elected to membership shall have agreed to abide by the Club Rules.
10. A member who leaves the Club must return all perpetual trophies in his/her possession belonging to the Club before he/she may be granted a letter of release or clearance certificate.
11. A resigning member shall obtain upon request from the Honorary Secretary of the Club (Club Secretary) a letter of release stating that there is no outstanding financial liability to the Club and that the resigning member is free to join another Club of his/her choice.
12. Each member shall receive a copy of the Club's Rules on being admitted as members of the Club.
13. Any member of the Club who disregards the Rules of the Club or brings the good name of the Club into disrepute shall be answerable to the Executive Committee and to the membership.

5. Alterations to Constitution and Rules

1. Law and Rule changes affecting an adult-only club and passed at a Swim Ireland General Meeting shall automatically be included in these Club Rules. The Club shall amend these Rules as directed by Swim Ireland and shall notify the Members of the Club of alterations to these Rules required by changes in Swim Ireland Rules.
2. No other alteration, addition or amendment of these Rules shall be made except at a General Meeting (see Rule 6) and then only by a two-thirds majority vote of the Members present and voting. (See Rule 7)
3. Where an alteration to the Rules is approved, the effect shall be immediate and each member shall be notified of the alteration.

6. General Meetings.

1. General Meetings shall be either Annual or Special.
2. The quorum for a General Meeting shall be 25% of the membership or 15 members, whichever is the lower, registered with NAC Masters Swimming Club at the date of the meeting.
3. A General Meeting shall consider, discuss and vote upon only those motions that are appropriate to the Order of Business of the meeting (see Rules 8.6 and 9.4) and for which due notice has been received.
4. All motions for a General Meeting must be proposed and seconded by Members.

All motions, except those for which express provision is made, shall be passed by a simple majority of Members present and entitled to vote.

1. Votes on motions or amendments to such motions shall be taken by a show of hands, but any Member present and entitled to vote may demand a ballot when tellers shall be appointed.
2. All motions passed in accordance with these Rules shall take immediate effect unless otherwise stated.
3. The Club shall not be dissolved unless by a Special General Meeting and unless two thirds of the Members present and eligible to vote so wish.
4. Upon dissolution of the Club, all funds and trophies shall be distributed as agreed by the General Meeting.

2. Voting Rights at General Meeting.

1. Members shall be eligible to vote by right of paid up membership
2. Each member present and entitled to vote shall have one vote on every motion brought before the meeting.

Where there is an equality of votes, the Chair shall have a second or casting vote to retain the status quo.

1. The Club Secretary shall keep an attendance list for voting purposes of all members at a General Meeting.

2. Annual General Meeting. (A.G.M.)

1. The Club's Annual General Meeting shall be held within 90 days of the end of the financial year.
2. The Club Secretary shall give twenty-eight days notice in writing or electronic notification of the Annual General Meetings to all Members and shall display this notice on the Club's notice-board.
3. At the Club's A.G.M., the Annual Report, consisting of a General Report and an Executive Committee Report, shall be presented
4. Notices of Motion for an A.G.M. must be received by the Club Secretary fourteen days before the date of the A. G. M. with the names of the proposer and seconder.
5. Nominations for the offices of Chairman, Hon. Secretary, Female Gala Secretary, Male Gala Secretary, Equipment Secretary, PRO/Social Secretary, Hon Treasurer, for election at the A.G.M. shall be furnished in writing to the Hon. Secretary 14 days before the A.G.M. Nominations must be accompanied by the nominee's written permission.
6. The order of business to be transacted at the AGM shall be:
 1. Reading of Notice convening the Meeting
 2. Apologies
 3. Adoption of Standing Orders
 4. Minutes of the last Annual General Meeting and Matters Arising
 5. Minutes of any Special General Meeting and Matters Arising
 6. Annual Reports
 7. Election of Executive Committee.
 8. Motions
 9. Any Other Business

7. Any amendment to the Club's Rules shall be recorded by the Club Secretary. Each member and Swim Ireland shall be notified of any amendment.

3. Special General Meeting.

1. A Special General Meeting may be called at the discretion of the Executive Committee
2. A Special General Meeting shall be called by the Executive Committee upon the written request of ten Ordinary Members of the Club.
3. The membership shall be given fourteen days clear notice of a Special General Meeting.
4. A Special General Meeting shall discuss only the business for which it is convened and no other business shall be transacted.
5. The membership shall be notified of the Standing Orders Agenda of the Special General Meeting with the named proposers and seconders of the specific motions.
6. All motions shall be passed by a two-thirds majority of Members present and entitled to vote.

10. Executive Committee

1. Between General Meetings the Club shall be managed by an Executive Committee ("the Committee") consisting of a Chairman, Honorary Secretary, Honorary Treasurer, Female Gala Secretary, Male Gala Secretary, Equipment Secretary, PRO/Social Secretary. The executive Committee shall have the power to co-opt two additional committee members. The positions of Male and Female Club Captains will be held by the Male and Female Gala Secretaries
2. Any member may serve on the Committee in any capacity.
3. The Committee shall take office immediately after an Annual or Special General Meeting.
4. The new Committee shall receive all books and records of whatever type from the outgoing Committee so as to facilitate the smooth transfer of office.
5. The Committee shall have power to co-opt a maximum of two members to fill vacancies arising on the Committee during the year
6. The Committee shall have the power to appoint sub-committees to perform specific functions provided that at least one Committee member shall serve on the sub-committee.
7. All positions on the Committee are honorary in that no salary, fee, stipend or emoluments are paid for the performance of the duties of office
8. A Committee member shall be reimbursed for any expense wholly, exclusively and necessarily incurred on behalf of the Club and incurred with the knowledge of and approved by the Committee.
9. Any Committee member absenting himself/herself from three consecutive meetings without reasonable explanation shall be deemed to have resigned and the Committee shall co-opt a successor immediately.

10. The Committee shall meet on not less than six times a year and shall conduct its affairs where possible by consensus fixing the date of the following meeting as the last item of business.
11. The quorum of a Committee meeting shall be four.
12. The Committee in managing the Club's affairs shall be answerable only to the membership in General Meeting, however the Committee shall keep the membership informed by timely communications or newsletters of matters referring to swimming and affecting the Club.
13. The Committee shall have the duty to uphold the Rules of the Club, and to take what action is necessary to achieve this aim.
14. A Committee member shall be elected for the term of one year and shall be eligible for re-election to the Committee.
15. All decisions and recommendations taken by sub-committees shall be subject to approval of the Committee.
16. Each Committee member shall have one vote on any matter being decided by the Committee.
17. Where there is equality of votes, the Chairman shall have a second or casting vote to retain the status quo.
18. It is the clubs policy to retain all financial records, minutes of meetings and relevant correspondence for a period of five years only.

11. Functions of the Committee Members.

1. Chairman

1. The Chairman shall preside at all meetings of the Club.
2. The Chairman shall be responsible for the completion of the Annual Report
3. The Chairman shall use his/her office to promote the interests of the Club at all times, to provide leadership in fostering unity and harmony within the Club, and be the official spokesman for the Club to outside bodies.
4. The Chairman shall allocate specific duties on the Committee or to subcommittees as needs require.
5. The Chairman shall act as an alternate signatory of the Club's bank accounts.

2. Honorary Secretary ("the Secretary")

1. The Secretary shall take minutes of all Committee and General Meetings. Minutes of all meetings are to be taken in an official minutes book by the Secretary of the committee. At the subsequent meeting of the committee, the minutes must be read, corrected, passed and signed by the Chairman. The minutes book must be handed over to the in-coming Secretary at the A.G.M. or on the resignation of the Secretary.
2. All correspondence to the Club shall be addressed to the Secretary who shall redirect it to the appropriate member or attend to same and report to the Committee.
3. The Secretary shall maintain an accurate register of all Club members.
4. The Secretary shall prepare a yearly report for the Annual General Meeting
5. The Secretary shall prepare and circulate prior to each meeting the agenda for each Committee meeting.

6. The Secretary shall place on the agenda for the Committee meeting any item so requested by a member and report back to the member the decision of the Committee.
 7. The Secretary shall nominate a member/s to attend at Swim Ireland Region meetings/AGM, who shall report back to the Committee.
 8. The Secretary shall have responsibility for liaison with Swim Ireland in the registration and capitation of Club members and their proper insurance.
 9. The Secretary shall act as an alternate signatory of the Club's bank accounts.
 10. The Secretary shall maintain a general complaints book and shall be responsible for maintaining and updating this book.
 11. The Secretary shall record all complaints received, date received and action, if any taken in the complaints book.
- 3. Honorary Treasurer ("the Treasurer")**
1. The Treasurer shall keep proper books of account for the Club.
 2. The Treasurer shall ensure the prompt payment to the Club of membership fees and levies.
 3. The Treasurer shall receive, account for and deposit all cheques and monies in suitable current or deposit accounts managing to best effect the finances of the club.
 4. Upon the general authorisation of the Committee, the Treasurer shall draw and countersign cheques in payment of the Club's items of expenditure.
 5. The Treasurer shall report the current financial position of the Club at each Committee meeting and periodically forecast income and expenditure.
 6. The Treasurer shall present to the Annual General Meeting of the Club a complete statement of the accounts of the Club.
 7. The Treasurer is responsible, with the approval of the Committee, for the financial negotiation of fees for Coaching, overheads and pool hire.
 8. The Committee shall be at liberty to alter the calendar dates of the financial year, and in the event of it doing so, the Treasurer shall at the end of the first year, prepare the financial statement showing both the original and adjusted financial year.
 9. A treasurer may not serve more than three consecutive terms.

12. Fees

1. Annual Fees shall be initially set by the incoming Committee.
2. Fees and levies shall be payable to the Club in such manner and at such time as the Committee may determine.
3. The Committee shall set the annual fees for competing and non-competing Ordinary members,
4. The Committee shall have the power to suspend on the advice of the Treasurer any member from swimming whose fees or portion thereof are not paid within ten weeks from the beginning of the financial year.
5. The Committee shall have the power to instruct the Treasurer to reduce a member's fee due to continuous ill health or financial hardship.

13. Sponsorship, Fundraising and Subsidies.

1. The Committee shall have the power to negotiate sponsorship contracts on behalf of the Club.
2. The competing Ordinary members shall wear or display such insignia or attire as may be directed by the Committee relative to such sponsorship.
3. The Committee may from time to time need to engage in fundraising activities and shall have the full support of all members in their endeavours.
4. Monies raised by fundraising or sponsorship shall be used by the Committee for specifically stated activities, sponsorship, events, member subsidy or Club development.

13.5 Such subsidies are paid solely at the discretion of the Committee

14. Interpretation.

1. If, at any time, circumstances arise for which there is no provision in this Constitution, the Committee shall take such action as seems reasonable and necessary.
2. Such action shall be deemed valid until reviewed at a Special General Meeting or Annual General Meeting.

15. Indemnity.

1. Every Committee member, officer or servant of the Club shall be indemnified by the Club against claim, and it shall be the duty of the Club to pay all costs, losses and expenses which any such person shall properly incur, or become liable to, by reason of any contract properly entered into or thing done in discharge of duties in good faith duly authorised by the Committee.
2. The amount of which such indemnity is provided, shall, as far as funds of the Club allow, immediately attach as a lien on the property and assets of the Club, and have priority over all other claims.

16. Club Coaching Staff

1. The Club shall ensure that all coaching staff comply with the guidelines under “Club Coaching Staff” and current Swim Ireland guidelines.

17. Complaints.

17.1 All complaints shall be made in writing to the Club Secretary. The complaint should set out the name of the Complainant, the member against whom the complaint is made, should state details of the complaint if feasible and state which rules were broken. Names and addresses of witnesses should also be given.

17.2 On receipt of the complaint, the Secretary shall call an executive committee meeting within 7 days to

1. consider the complaint,
2. enter the complaint in the complaints book
3. appoint a complaints sub-committee to consider the complaint within 7 days or if required send the complaint to Swim Ireland.
 3. Procedures for hearing of complaints shall be in accordance with
Swim Ireland complaint procedures.
 3. If the complainant is not satisfied with the finding, he/she is entitled to
Take the matter to an independent arbitrator.
 3. Where the complaint is of sexual abuse and is against a club official,
the official must step down until the complaint is heard and findings
made.

17. Removal of membership.

Membership may be removed for breaches of NAC Masters or Swim Ireland rules, for unfair practices in connection with the sport or for bringing the sport into disrepute.