

Kilkenny Swim Club

CONSTITUTION OF KILKENNY SWIMMING CLUB

1. Name and Club Colours.

- a) The name of the club shall be Kilkenny Swimming Club
- b) The club colours shall be black and amber

2. Membership.

- a) Membership shall be open to all registered swimmers who are involved in competition and who participate in the training programmes designated for the squad to which they belong. Members who are below the age of 17 are termed Junior Members and others are termed Ordinary Members. b) In the case of Junior Members, the right to attend the AGM, hold office and vote, will automatically pass to the swimmer's parent/guardian. Swimming members will elect, annually, from their own numbers, a male and female captain.
- b) Any member whose squad fees fall into arrears by more than 1 month, unless with the prior approval of the committee, will automatically lose the privileges of membership. Any member who is in arrears may not be entered in any competition until the arrears have been cleared.
- c) Any member who disregards the rules of Swim Ireland or of the club, or who, in the opinion of the complaints/discipline committee, has brought the good name of the club into disrepute will, at the discretion of the discipline committee, be warned, reprimanded, suspended or expelled. The member will be given the opportunity to appear before this committee. The decision of the discipline committee may be appealed to the Swim Ireland Complaints and Disciplinary Committee. e) Any person wishing to become a member of the club shall have their application approved by the management committee.
- d) Any person who is not a member of the club under 2(a) to 2(e) inclusive may become a member of the club, subject to the approval of the management committee and the payment of the appropriate fee.
- e) All new members of the club will be issued with the club constitution and handbook by email and it is available on the website.

3. Aims and Objectives.

- a) To promote and encourage all disciplines of swimming and in particular competitive swimming, to a National and International level.
- b) Kilkenny Swimming Club is totally committed to making swimming a safe sport and fully observes the Child Protection Guidelines issued by Swim Ireland. The club will review its performance under these guidelines annually and introduce such revisions to its procedures as are necessary.
- c) While the club promotes and encourages competitive swimming, it is primarily concerned with the well being, health and future of its members and only secondarily with the optimisation of performance.

4. General Meetings.

- a) The Annual General Meeting shall take place before the 31st August each year.
- b) All ordinary members in good standing on May 1st shall be entitled to attend and vote. In the case of Junior members, see clause 2(b)
- c) Not less than 3 weeks notice of the AGM must be given to all members d) All items for inclusion on the agenda shall be with the Secretary at least 14 days before the AGM. The Secretary shall send a copy of the Agenda to all members

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not less than 4 days before the date of the AGM.

- d) Voting shall be by simple majority, except for amendments to the Constitution where a two thirds majority shall be required.
- e) A quorum shall consist of 15 ordinary members, to receive the reports of the honorary Secretary and the honorary Treasurer, elect a committee for the following year and deal with other business. f) In the event of a tie vote, the Chairperson shall have a casting vote.
- f) A Special General Meeting may be called by the Management Committee or by the written request of 20 members of the Club, as defined in clauses 2(a) and 2(b). Notice of the meeting must be advised to all members, not less than 7 days before the date of the meeting.
- g) Notice of an AGM or Special general Meeting may be given by email in addition to being placed on the club notice board and website.

5. The Management Committee.

- a) The Management committee (hereinafter call the committee) shall be formed from such parents (see clause 2(b)) and ordinary members in good standing, as indicate their willingness to serve on the committee. The management committee shall have responsibility for the day to day running of the club.
- b) Any committee members who become paid employees of the club must immediately resign from their position on the committee.
- c) The committee shall comprise an Honorary Chairperson, Secretary, Treasurer (being officers of the club) and eleven ordinary members.
- d) To be elected to the position of chairperson, secretary or treasurer, the member must have served at least one year as a committee member
- e) Nominations for the positions of Chairperson, secretary and treasurer and for ordinary members of the committee, must be submitted to the Secretary at least 7 days before the date of the AGM
- f) If more than one nomination is received for the positions of chairperson, secretary or treasurer and the number willing to serve as ordinary members of the committee exceeds 11, then an election shall be held, with each candidate being duly proposed and seconded and by successive ballot of the qualified electorate.
- g) No person may hold the same office for more than 4 consecutive years.
- h) The committee shall meet monthly during the swimming year. Items for inclusion on the agenda must be notified to the Chairperson before the day of the meeting.
- i) The committee may co-opt up to a maximum of 3 replacement members.
- j) Members, representatives of Junior members (in accordance with clauses 2(a) and 2(b)), coaches, teachers or club delegates to Swim Ireland, may be invited from time to time to attend as observers. They do not have voting rights.
- k) A quorum of the committee shall be 6 members.
- l) The annual membership and squad fees shall be set by the management committee.
- m) The management committee may, from time to time, make or alter rules for the management of the club. No rules referred to in the constitution may be altered except at a General Meeting.
- n) The management committee will appoint **sub-committees** to deal with specific responsibilities. These sub-committees will include but not be limited to, Complaints/Discipline (1 committee member and 2 other non-committee members) Coaches/ Management Committee.

Complaints/Discipline Committee

i) Where a complaint is made about either a swimmer or an adult (other than a complaint of child abuse) shall be investigated in a thorough and expeditious

manner. All reported incidents (however trivial) must be recorded in the complaints book.

ii) Where a complaint is made which concerns either a member of the complaints committee (or a direct relative) a substitute will be nominated by the management committee.

iii) The results of the deliberations of the complaints committee will be communicated to the complainant and the management committee as soon as possible and the latter shall decide what further action is necessary.

iv) Both parties have the right to appeal the findings of the Complaints and Disciplinary Committee to the Swim Ireland Complaints and Disciplinary Committee.

Coaches/ Management Committee

i) Setting the standard for progression between squads.

ii) Liaison between coaches and management committee.

- o) Child Liaison Officers - The management committee shall appoint at least two Child Liaison Officers (one a member of the management committee and one not). The duties of the Child Liaison Officers shall be as outlined in the Child protection Guidelines issued by Swim Ireland. The Child Liaison Officers shall be introduced to the swimmers and their appointment notified to all families together with their contact details (telephone number etc)
- p) The Head Coach, if appointed, or a representative of coaches/teachers may be appointed as an ex-officio, non-voting member of the committee. That representative must withdraw from the meeting when the committee is discussing terms and conditions of the appointment for teachers and coaches.
- q) Minutes shall be kept of the AGM, a special general meeting and together with the complaints book, should be passed on to the incoming chairperson after each AGM.

6. Finance.

- a) The club shall be self-financing.
- b) All members must pay an annual membership, registration fee and squad fees which are set by the management committee. The annual membership fee is due at registration (July) and squad fees are due not later than the day prior to the start of each term.
- c) Monies raised in respect of any particular purpose must be used for that purpose and may not be used for day to day expenses.
- d) The treasurer shall furnish a full statement of accounts to the AGM and a statement of account to the monthly management committee.
- e) Fees not paid as per section 6b of the Constitution will result in your swimmer not being permitted to train until all term fees are settled. A late fee charge of 5% will be charged to your account on the first day of being overdue.

7. Swim Ireland.

- a) The rules of Swim Ireland shall be observed in all contests and in the general rules of the club.
- b) The club shall be affiliated to Swim Ireland, Leinster Region.

8. Club Handbook.

- a) A Club handbook will be issued to all swimmers, which outlines matters necessary for the orderly running of the club. The handbook will be issued to all new members upon their registration with Swim Ireland, and the swimmer, together with their parent /guardian will signify receipt by signing the appropriate form. Modification to the handbook will be notified to all swimmers in writing. Where matters are not covered by the club constitution or club handbook, the rules of Swim Ireland shall apply.

9. Dissolution.

- a) The club shall not be dissolved as long as there are a minimum of 40 members on the roll and the club is capable of fulfilling the requirements of Clause 6(a). If it is considered that the club should be dissolved, a special general meeting of the club shall be convened to approve it. Notice of this meeting and its purpose must be forwarded to all members not less than 7 days before the meeting. If this meeting decides to dissolve, rather than to amalgamate with another club affiliated to Swim Ireland, the funds and trophies shall be donated to Swim Ireland.