



NORTHAMPTONSHIRE ASA

Constitution

Adopted 7th January 2015

Administrative Laws / Rules

Amendments:

05/01/16
29/12/16
05/12/18
29/11/19

ACM 02/12/15
ACM 30/11/16
ACM 28/11/18
ACM 27/11/19

LAWS OF THE NORTHAMPTONSHIRE AMATEUR SWIMMING ASSOCIATION

1 NAME

The Association shall be known as the Northamptonshire Amateur Swimming Association, hereinafter referred to as 'The Association'.

2 COMPOSITION

The Association shall consist of clubs and members as defined by the ASA (SE) Ltd.

3 AIMS

The aims of The Association shall be:-

- (a) To carry out the aims and objectives of the ASA (SE) Ltd.
- (b) To promote and encourage an interest in all aquatic disciplines administered by the ASA (SE) Ltd.
- (c) To promote County swimming and all other aquatic disciplines and to train, select and organise teams to represent the County in competition.

4 AFFILIATION BY THE ASSOCIATION

The Association shall be affiliated to the ASA (SE) Ltd through the SE East Midland Region or by such other means as shall be appropriate to the current laws of the ASA (SE) Ltd.

5 MEMBERSHIP

Affiliation to The Association shall be open to:-

- (a) Swimming, diving, water polo, synchronized swimming, open water and kindred clubs.
- (b) The swimming section of social, recreational or kindred clubs.
- (c) Associations of swimming clubs, school swimming associations, youth organisations etc.

Subject to the following conditions:-

- (i) They shall be affiliated to the ASA (SE) Ltd and SE East Midland Region.
- (ii) They shall have their regular swimming activity taking place within the County of Northamptonshire.
- (iii) They shall have made written application to the Secretary, supported by such information as the Executive may require.
- (iv) Acceptance by the Executive who shall reserve the right to refuse affiliation and the decision shall be ratified by Council.
- (v) A school swimming club may affiliate subject to the rules of club affiliation.

6 REPRESENTATION

All CAT 2 ASA (SE) Ltd registered members of Affiliated Clubs shall be considered as Northamptonshire swimmers for the purpose of representing The Association in competition; unless the rules of the competition state to the contrary.

7 AFFILIATION FEES

The affiliation fees shall be set by Executive and announced at the ACM.
The Executive may waive part or the whole of such fees.

- (a) Affiliation fees shall become due on 1st January each year or on acceptance by the Executive of an application for affiliation.
- (b) (i) Fees shall be paid to the ASA (SE) Ltd by 28th February when renewing affiliation, or within 30 days of acceptance when applying for affiliation.
- (ii) Clubs failing to pay by the by 28th February will be suspended by the ASA (SE) Ltd.

8 RESIGNATION

A club wishing to resign from The Association shall do so by giving notice in writing to the Secretary. There will be no refund of fees.

9 UNPAID AFFILIATION FEES

A club not having paid its affiliation fee by 28th February will, along with its members, forfeit the right to compete in County events.

10 COUNCIL AT ORDINARY, SPECIAL & ANNUAL COUNCIL MEETINGS

Council shall consist of the following:-

Voting members:

- (a) One person shall have only one vote even though they are a member of Council in more than one capacity.
- (b) The chairman of the meeting shall have a casting vote in the case of a tied vote.
- (c) Representatives from all Affiliated Clubs, number as defined in rule 12.
- (d) Two representatives of the Life Members of The Association to be nominated from within their number as defined in rule 11.
- (e) The Executive committee as defined in Rule 16.1(a)(iii)

Non-Voting members:

- (a) Persons holding positions under 'Non-Voting' are, nevertheless, entitled to vote if they are also holders of a position listed under 'Voting'.
- (b) Any other members of a club affiliated to Northamptonshire ASA.
- (c) The Swim England East Midlands Regional Swimming Development Officer.

11 REPRESENTATION OF LIFE MEMBERS AT COUNCIL

- (a) Life members should advise the names of their two nominated delegates prior to the first Council meeting following the ACM of the previous year.
- (b) Should a voting delegate be unable to fulfil their duties a replacement may be nominated by formal application to the Hon Secretary.

12 REPRESENTATION OF CLUBS AT COUNCIL

Representatives from all the Affiliated Clubs as follows:

- (a) 1 representative from each Affiliated Club.
- (b) Plus additional representation as follows:
 - For each Club having between 100 & 199 affiliated Cat. 1 & Cat. 2 members, 1 additional representative;
 - For each Club having between 200 & 299 affiliated Cat. 1 & Cat. 2 members, 2 additional representatives;
 - For each Club having 300 or more affiliated Cat.1 & Cat. 2 members, 3 additional representatives.
 - Number of members to be taken at 31st December for the preceding year.

- (c) Each Club may also nominate 1 non-voting Coaching Representative and 1 non-voting ASA registered Athlete, (16 – 24 years of age at the date of nomination), on the same basis as (a) and (b).
- (d) Each Club shall nominate its named delegate(s) for the year. Delegates should be named prior to the first Council meeting following the ACM of the previous year.
- (e) Should a voting delegate be unable to fulfil their duties a replacement may be nominated by formal application to the Hon. Secretary.

13 ENFRANCHISEMENT OF COUNCIL MEMBERS

This shall be by validated voting card.

The Secretary of The Association shall request from the secretary of each affiliated club:- the names, ASA (SE) Ltd numbers and confirmation of membership of each club's delegates annually, within 14 days of the final membership data being received from the ASA (SE) Ltd.

The Secretary of The Association will then issue each delegate a voting card.

Voting cards will be retained by the Secretary of The Association and will be made available at each meeting.

14 MEETING OF COUNCIL

(a) ANNUAL COUNCIL MEETING

- (i) This shall be held each year during the month of November; the date, time and venue shall be endorsed by the Executive.
- (ii) Notice of the ACM shall be sent to the Secretaries of the affiliated clubs and the members of Council not later than eight weeks before the date of the ACM.
- (iii) Notices of motion for the meeting, together with name and club of the proposer and of the seconder, must reach the Secretary of the Association, not later than six full weeks before the next ACM.
- (iv) The Agenda, proposed rule changes for adoption and notice of any motions received, together with the name and club of each proposer and seconder shall be sent to the Secretaries of the affiliated clubs and the members of Council to reach them not less than two weeks before the meeting.

(b) ORDINARY COUNCIL MEETINGS

Of which there shall be not less than **two** per year, notice of which together with the Agenda shall be given three weeks before the meeting.

(c) SPECIAL COUNCIL MEETINGS

- (i) A Special meeting of Council must be called by the Secretary within five weeks of the receipt by him/her of a written request stating the reasons for such meeting and signed by six current members of the Northamptonshire ASA. The six shall not be members of the same Club.
- (ii) Such request shall include notice of any motion it is intended shall be put before the meeting. The proposer and seconder shall be from amongst the signatories to the request, unless otherwise named with the motion.
- (iii) Not less than two weeks notice of such a meeting shall be given to Club Secretaries and Members of Council together with the reasons for the meeting, notice of any motion, the names and clubs of the signatories to the request and of each proposer and seconder.
- (iv) If more than one request for a Special Meeting is received, all the matters concerned may be dealt with at the same meeting, provided that the requirements above in respect of times and notices are observed in respect of each request.

- (v) No business, other than that given in the request for the meeting, may be conducted at a Special Meeting.
- (vi) Special Meetings may also be called by the Executive on its own initiative.

d) COUNCIL

- (i) A quorum at a meeting of Council shall be 25% of registered voting members.
- (ii) All meetings to be chaired by the Chairman of the Association, or in their absence the meeting shall elect a Chairperson from those present.
- (iii) No one may vote at meeting of Council unless present and in possession of a duly validated voting card (as defined in Law 13).
- (iv) Except where a ballot is taken, a member of Council shall vote by holding up their voting card. No members shall have more than one vote even though they are a member of Council in more than one capacity.
The Chairman shall have a casting vote.
- (v) Elections under Law 16 (a) shall be by ballot. A ballot paper will be issued to all registered voting members of Council in attendance for this purpose. It shall not be necessary for any voting member of Council to vote for the full number of vacancies for Executive Members, but any paper containing more votes than the number of vacancies shall be void.
- (vi) Minutes shall be retained recording the business of all Council meetings.

15 NOMINATIONS FOR OFFICE AT COUNCIL MEETINGS

No one may be nominated for office unless they are a member of an affiliated club. Each person nominated must be present or have submitted their apologies to the meeting, and have indicated willingness to serve.

16 COUNCIL BUSINESS

16.1 At the Annual Council Meeting the following business will be conducted:-

(a) Elections

Elections shall be held where necessary for the following positions:-

- (i) The President Elect shall be nominated bi-annually, for a term of two years.
- (ii) A Chairman, who shall be elected for a term of three years. They shall, at the end of that term, be eligible for re-election for one further term.
- (iii) The Executive of the Association shall comprise of the Chairman, Treasurer, Secretary, Competitions' Secretary, Swimming & Development Secretary, Officials' Secretary and two further members if required. In addition, one representative of an affiliated Club, elected by registered voting members, from nominations received from all affiliated Clubs. With the exception of the Chairman, these shall be elected for a term of one year.
- (iv) In the event of an Executive member holding two positions Council may appoint an additional delegate/s to bring the Executive up to a maximum of eight members in total.
- (v) A Welfare Officer, County Volunteer Co-ordinator, Disability Officer, Press & Public Relations Officer, County Team Manager, Records Secretary and other appointments as determined by Council may be appointed within The Association as Non-Executive Officers of The Association.
- (vi) The Chairman, Treasurer and Secretary shall form the Officers of the Association.

(b) Other Business

- (i)** The Annual Reports of The President, Competitions' Secretary, Swimming and Development Secretary and Officials' Secretary for the past year shall be presented. The Annual Reports of all other swimming disciplines, Officers and Clubs will be made available.
- (ii)** The Treasurer's Report and independently examined accounts for the year ended shall be presented.
- (iii)** The affiliation fees for the coming year shall be proposed.
- (iv)** New motions for a change of Laws shall be heard and voted upon, subject to being properly notified beforehand. Law changes previously voted upon by Council, will be presented for adoption.

16.2 At Ordinary Council Meetings the following business will be conducted:-

- (a)** Consider reports and recommendations from the Executive.
- (b)** Review the Association's policies relating to:-
 - (i)** Changes in ASA Laws and Technical Rules
 - (ii)** Recommendations by the Executive Committee
 - (iii)** Co-operation with other organisations.
- (c)** Resolve any matters relating to County Records referred to them by the Records Secretary.
- (d)** Motions for change of Laws shall be considered and voted upon for adoption at the next ACM.
- (e)** Consider any other business raised by registered voting members of Council.

17 COUNTY YEAR

The County year shall end 31st August for the purposes of all annual reports and the preparation of the annual accounts.

18 PRESIDENTIAL DUTIES

- (a)** The President shall act as host at all swimming events of The Association, and shall attend, as representative of The Association, such events to which he/she is invited.
- (b)** Where unable to carry out these duties, the President Elect should deputise or, if unavailable, any other person of the President's choice.
- (c)** The President and the 2 Life Members with voting rights are entitled to attend meetings of the Executive, without the power to vote.

19 EXECUTIVE COMMITTEE

- 19.1(a)** Management of the Association shall be by the Executive elected by Council.
- (b)** It shall transact the business of The Association and shall observe and enforce the laws of The Association and the orders and policies of Council. Meetings of the Executive Committee, of which there shall be not less than four per year, shall be called by the Secretary who shall give members seven days notice.
- (c)** At meetings of the Executive Committee, the Chairman shall have a casting vote.
- (d)** A quorum at a meeting of the Executive Committee shall be 50% of the members. Should attendance at an Executive Meeting be less than the number required for a Quorum, a notice of a meeting in one week at the same time will be issued and that meeting is to be deemed quorate with a minimum of three people in attendance, of which one must be an Officer of the Association.

- 19.2 The Executive Committee shall have the power:-**
- (a) To administer all aquatic disciplines within the county.
 - (b) To accept, subject to ratification, the election of club(s) to The Association.
 - (c) To exercise control over the financial affairs of The Association.
 - (d) To endorse the recommendations of the County Team Manager in respect of County Colours.
 - (e) To co-opt persons (without a vote) to the Committee for special purposes, as required.
 - (f) To appoint a Working Party to consider and report on any matter that they may refer to it. At least one member of the Working Party must be a member of the Executive Committee.
 - (g) To nominate the President Elect on a bi-annual basis.
 - (h) To mark exceptional service by recommending to Council the election of Life Members.
 - (i) To appoint an emergency committee when necessary.
 - (j) To revoke any appointment previously made by Executive or Council or any committee appointed by the Executive or Council.

The disciplinary powers of The Association are delegated to the Executive Committee.

20 EXECUTIVE COMMITTEE APPOINTMENTS

The Executive Committee may appoint the Association's delegate to the SE East Midland Regional Management Board from within their number.

21 RECORDS SECRETARY

Whose duties shall be to:-

- (a) Maintain a full list of all current and past County Records and update the website periodically.
- (b) Check and ratify all swimming record claims received.
- (c) Complete certificates for the President to sign and present.
- (d) Annually advise the name of the swimmer who shall be presented with The Evans Plate.
- (e) Advise the Executive and Council on all matters relating to records.
- (f) Refer to the Executive Committee any matter which they or Council are unable to resolve.

22 SWIMMING AND DEVELOPMENT SECRETARY

Whose duties shall be to:

- (a) Be responsible for The Association's overall Development Plan ensuring that inputs from all Technical Committees and disciplines are included and that they review their sections regularly.
- (b) Be responsible for liaison with Northamptonshire Sport and the SE EMR.

23 COMPETITIONS SECRETARY

Is responsible for the overseeing of all matters relating to Competitive Swimming within the Association and coordinating the activities of the Competitions Committee.

24 SWIMMING OFFICIALS' SECRETARY

Whose duties shall be to:

- (a) Promote the training of Swimming Officials for qualification within the structure provided by British Swimming.

- (b) Be a member of the SE East Midlands Swimming Officials Group and attend meetings of that group.
- (c) Deal with the appointment of Swimming Officials for County Competitions.
- (d) Maintain a record of each official's qualification and licensed status.
- (e) Organise CPD courses for the purpose of maintaining the status of licensed officials.
- (f) Ensure that officials within the county are made aware of FINA rule changes and changes to interpretations of those rules.
- (g) Maintain a record of each Official's Representation at County Events and to recommend to the Executive Committee nominations for County Awards.

25 **PRESS AND PUBLIC RELATIONS OFFICER**

Whose duties shall be to:-

- (a) Assist relevant Committees with advertising and press liaison.
- (b) Provide information and guidance to members of the swimming public.
- (c) Provide at intervals, publications and to co-ordinate information and news for all disciplines.
- (d) Invite, and provide hospitality, to any guests at County events.

26 **COUNTY TEAM MANAGER**

Whose duties shall be to:-

- (a) Make all necessary arrangements for County Swimming Competitions.
- (b) Select swimming teams in accordance with the NASA County Team Selection Policy.
- (c) Advise the Swimming Officials' Secretary of the Officials required at galas.
- (d) Maintain a record of each swimmer's County Representation and advise the Executive Committee of those eligible for their County Colours.

27 **RULES FOR TECHNICAL SUB-COMMITTEES**

- (a) Each Technical Sub-Committee may consist of up to seven members including the Co-ordinator.
- (b) The remaining members of each Technical Sub-Committee, who may be Council members will be selected by that Sub-Committee's Co-ordinator.
- (c) No person may belong to more than two Technical Sub-Committees.
- (d) A quorum at a meeting of a Technical Sub-Committee shall be three members.
- (e) The Co-ordinator of the Technical Sub-Committee shall be responsible for the organisation of meetings, the recording of the minutes of those meetings and for making a copy available to the County Secretary for presentation to the Executive Committee, Clubs and Council for consideration and endorsement, where appropriate. The Co-ordinator of the Technical Sub-Committee shall be, in accordance with ASA Law, responsible for ensuring Health & Safety issues are addressed. The Technical Sub-Committee Co-ordinator will produce an Annual Report to be submitted to the County Secretary 14 days prior to the final Executive Meeting of the year.
- (f) Each Technical Sub-Committee shall, at the first meeting, elect an Assistant Co-ordinator for the Association Year and at all meetings appoint a Chairman.
- (g) The Chairman shall have the right to vote and in the event of a tie, the Chairman shall have the casting vote.
- (h) Council may, at its entire discretion, discharge a Technical Sub-Committee, and elect a new one in its place.
- (i) Each Technical Sub-Committee may co-opt up to three specialist members without voting rights.
- (j) The County Swimming and Development and Competitions Secretaries can attend, as non-voting members, meetings of any of the Technical Sub-Committees, and, together with the Secretary, shall be given due notice of such meetings.

28 TECHNICAL SUB-COMMITTEE: - COMPETITIONS

Whose duties shall be to:-

- (a) Manage the County Championships, the County Competition and the County Galas.
- (b) Suggest changes to the Programme and Events to the Executive.
- (c) Draft promoters conditions for approval by the Executive.
- (d) Coordinate evaluation of each Event.
- (e) Appoint a Trophy Steward.
- (f) Draft a Trophy Policy.

29 OTHER COUNCIL AND EXECUTIVE APPOINTMENTS

The work of the Press and Public Relations Officer, Disability Officer, County Volunteer Co-ordinator and Welfare Officer shall be reported to the Executive Committee via The Secretary of the Association.

30 COUNTY AWARDS

The Association shall have four awards as follows:

(a) THE COUNTY BADGE

- (i) This is awarded for meritorious service by members of affiliated clubs and/or registered ASA (SE) Ltd members.

OR

- (ii) For outstanding performances by a Northamptonshire swimmer at a level higher than the Regional Championships.
- (iii) A person who has been awarded a County Badge under (a) (ii) shall not thereby be debarred from a later award under (a) (i).

(b) COUNTY COLOURS - Are awarded for:

Swimming: A swimmer will be awarded a County Flash upon achieving their first County representation and their County Colours for a second representation.

Masters: A swimmer will be awarded their County Colours for their second representation for the County.

Open Water: A swimmer will be awarded a County Flash on winning their first Regional Medal and their County Colours for their second at a further competition.

Water Polo: A swimmer will be awarded their County Colours upon competing in three games at County level.

Diving: A swimmer will be awarded their County Colours upon winning a medal at competition.

And any other reasons determined by the executive.

(c) INTERNATIONAL AWARDS - Are awarded for:

Northamptonshire ASA swimmers selected to represent and compete for their Country at an International Competition or Championships, such as the European or World Championships and the Commonwealth, Olympic or Paralympic Games. (Swimmers representing ESSA are NOT eligible for this award).

(d) COUNTY CERTIFICATE OF RECOGNITION - This is awarded:

In recognition of outstanding service to swimming within Northamptonshire.

All the affiliated clubs will be requested annually by the County Secretary to nominate individuals for this award.

The designs of the Awards shall be the sole property of the Association and must not be reproduced except by the permission of the Council. Replacement Awards may be purchased from, or by way of, the Secretary. Nominations for awards under (a) (b) and d) shall be made, in writing, to the County Secretary. Awards shall normally be presented at County Championships.

31 CODE OF ETHICS AND CONDUCT

All persons representing the County Association must adhere to the ASA (SE) LTD's Code of Ethics, which includes sections relating to Equality and Child Protection. The Code of Ethics can be found in the Handbook by following this link: https://www.swimming.org/assets/uploads/GoogleView/ASA_Swim_England_Handbook_2018.pdf

32 ALTERATION OF LAWS: Adoption of laws may be made only at an ACM or a Special Council Meeting (Rule 14(c)) subject to the rules relating to notices of motion for and calling of meetings of Council. A proposition for an alteration of law shall only be carried if at least two-thirds of those present and voting vote in favour of the proposition. Changes in laws necessitated by ASA law may be made at meetings of the Executive Committee.

33 INTERPRETATION: Wherever in these laws the letters ASA (SE) Ltd appear they shall mean the Amateur Swimming Association (Swim England) Limited, the word Region shall mean the Swim England East Midlands Region of the ASA (SE) Ltd and the word Club shall include all affiliated bodies except where the context indicates otherwise. Words implying the masculine gender shall include the feminine. Words of the plural shall include the singular and words of the singular number shall include the plural. The word swimming shall include Diving, Masters, Open Water, Synchronized Swimming and Water Polo unless the context indicates to the contrary. The word swimmer shall likewise include exponents of the other disciplines.

The Executive Committee shall determine any questions arising as to the correct interpretation of these laws or any other question not herein provided for. Appeals against such decisions by the Executive Committee may be made in accordance with ASA Law.

34 WINDING UP: In the event of the Association being wound up, all dues shall be paid and all debts collected (as far as is reasonably possible) and the resultant moneys together with all other assets of the Association shall be transferred to such other body as remains responsible for Amateur Swimming in the County of Northamptonshire .

35 COPIES OF LAWS: The Secretary of the Association shall ensure that an up to date copy of the laws is maintained at all times. He shall supply a copy of the laws to all clubs applying for affiliation and shall notify all affiliated clubs of alterations to the laws. A copy of the laws shall be available for inspection on request subject to reasonable notice. Additional copies of the laws shall be supplied subject to such charge as may be determined by the Executive Committee.

'Rules of Debate' for Council

- 1 A motion of amendment which has been proposed, seconded and submitted in accordance with the association laws shall be discussed. The Chairman may, at his/her discretion, allow amendments from a member of Council at the meeting provided it does not materially affect the substance of the matter under discussion.
- 2 A member when seconding a motion or amendment may, if he then states his/her intention to do, reserve the speech until a later period of the debate.
- 3 A member will address the Chairman. If two or more members indicate a desire to speak, the Chairman will decide the order in which they shall speak.
- 4 A member may only speak once on any motion or amendment, except in exercise of the right of reply under Para 5 below, and any speech shall be limited to a maximum of five minutes.
- 5 The proposer of a motion shall have the right of reply at the close of debate and immediately before the motion is put. If amendments are proposed he/she shall be entitled to reply at the close of the debate on each amendment.
- 6 The Chairman may close the discussion when he/she considers the subject has been sufficiently debated. The Chairman may, at his/her discretion, sum up the debate before putting a motion or amendment.
- 7 The ruling of the Chairman on a point of order, or an amendment, shall be final and not open to discussion.
- 8 Any happening or matter occurring which is not covered by the association laws, or by these Rules, shall be decided upon by the Chairman, whose decision shall be binding on Council.