



Sligo Masters and Open Water Swim Club Constitution

Version 1



Contents

1. Name(s) and Colour(s).....	3
2. Objectives	3
3. Affiliation.....	3
4. Membership	4
5. Club Management.....	5
6. Voting Rights at General Meetings	8
7. Election of the Committee Members	10
8. Annual General Meeting (AGM)	10
9. Extraordinary General Meeting (EGM).....	11
10. Transfers.....	11
11. Finance	11
12. Complaints and Disciplinary Procedures	12
13. Cessation/Suspension/Expulsion of Membership.....	12
14. Dissolution	12
15. Equality	13
16. Criminal Allegations	13
17. Data Protection.....	13



1. Name(s) and Colour(s)

- a) The name of the club shall be Sligo Masters and Open Water Swim Club, shortened to Sligo Masters
- b) The colours of the club shall be red, navy and white

2. Objectives

- a) The objectives of the club are:
 - i) To foster and develop Masters Swimming and its participants
 - ii) To promote the coaching and practice of Masters Swimming in line with current best practice.
 - iii) To promote the development of physical, moral and social qualities associated with sport, within the participants.
 - iv) To accept and enforce the rules and regulations set down by Swim Ireland regarding Masters Swimming in accordance with the affiliation status afforded to the club.
 - v) To provide a positive and safe environment for all its members and staff.
 - vi) To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.
- b) Sligo Masters is fully committed to safeguarding the well being of its members. Every individual in Sligo Masters should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Sligo Masters and Swim Ireland.

3. Affiliation

- a) By virtue of the affiliation of Sligo Masters to Swim Ireland, it's members acknowledge that they are subject to the laws, rules and constitutions of:
 - i) Swim Ireland, the governing body for the whole of the island of Ireland.



4. Membership

- a) All members are subject to the rules and constitution of Sligo Masters and rules and regulations of Swim Connacht and Swim Ireland.

b) Membership Categories

The following constitute as Members of the club:

- i) Competitor – Members of Sligo Masters who decide to engage in competitive events.
 - ii) Non-Competitor – This category includes but is not limited to: participants who wish to train but not compete; coaches; administrators; aquatics leaders
- c) The Club Management Committee reserves the right to accept or reject applications for membership of the club. If they are refused, the applicant must be notified by the Management Committee in writing as to the reasons for their refusal.

d) Application Procedures for Club Members

- i) All members and officials must complete the necessary application forms and attach the necessary fees as set down by Swim Ireland and Sligo Masters.
- ii) They must also be familiar with and comply with the Swim Ireland and Sligo Masters rules and read and sign the Swim Ireland and Sligo Masters Codes of Conduct.
- iii) These forms must then be forwarded to the Management Committee for approval.
- iv) Upon acceptance the member will then be provided with a copy of the Constitution and Rules of Sligo Masters
- v) A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the Club.
- vi) Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Club Management Committee.
- vii) Members will be required to renew their membership with Sligo Masters and Swim Ireland on an annual basis.

e) Annual Subscriptions



Club fees will be determined by the Management Committee.

- i) If a member is deceased, their Legal Personal Representative is not liable for any balance of subscriptions.
- ii) A member may resign by communicating this in writing or verbally to the Club Secretary, and if this persons wishes to renew membership at a later date they must re-apply.

5. Club Management

a) Description

The Management Committee is the body elected by the Members for the management of the business and affairs of the Club. It consists of 7 who must be members of Swim Ireland in their own right.

b) Membership of the Management Committee

Membership of the Management Committee shall consist of the following: - A Chairperson, a Secretary, a Treasurer, and four other adult members.

c) Duties of the Chairperson

- i) To promote the interest of Sligo Masters at all times and act as the official spokesperson for the club.
- ii) To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
- iii) To maintain order and prevent unnecessary disruptions.

d) Duties of the Treasurer

- i) To keep a record of all financial transactions concerning Sligo Masters business.
- ii) To keep appropriate books of record on Sligo Masters business.
- iii) To identify all income received and all expenditures.
- iv) To act as co-signature on cheques along with the Chairperson/Secretary.

e) Duties of the Secretary

- i) To record the minutes of all committee and club meetings.



- ii) To keep records of membership, complaints and contracts regarding the dealings of the club. Records shall be kept for a minimum of 6 years.
- iii) To set out meetings including agenda details, notice period and any other necessary information.
- iv) To deal with all club correspondence.

f) Other Committee Member

- i) Duties and Responsibilities of all Committee Members – All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional rules required, to be carried out by Committee Members.

g) Duties and responsibilities of the coaching staff

- i) All Coaches shall have written contracts which outline their duties, functions and responsibilities. Where coaches and/or swimming teachers operate on a voluntary basis, a written agreement as to new roles or duties shall be agreed, and put in place, within 2 months of appointment.
- ii) All coaching details are the ultimate responsibility of the Head Coach. These duties are as follows
 - a. Training content
 - b. Training schedule
 - c. Team selection (relays)
 - d. Appropriating competitive swimmers into respective groups according to their ability
 - e. To report to and act as liaison to Swim Ireland HQ.
- iii) Coaches shall not hold a management or elected position on the Club Committee where working as a coach for more than three hours a week.
- iv) The Head Coach shall be accountable to the Committee and shall be entitled to attend any Committee meeting. A minimum attendance is also required of 4 meetings per year, effectively one per quarter, of the coach at Committee meetings.
- v) All Coaches and Leaders must be affiliated to Swim Ireland, and must possess the requisite qualifications.



h) Rights and Duties of the Management Committee

- i) The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in this constitution. The Management Committee must ensure a Club's Rule Book is in place which is made available to all members
- ii) The Committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee.
- iii) The Management Committee shall be responsible for all assets of the club.
- iv) The members of the Management Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- v) Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Management Committee. Such a declaration may be discussed with the other Committee members at a designated meeting, and they may be required to absent themselves content, discussions and decisions.
- vi) The Management Committee will be expected to follow codes of conduct in relation to their obligations to Sligo Masters members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to Sligo Masters and its members.

i) Meetings of the Management Committee

- i) The Committee shall meet 6 per year with a minimum quorum of 50% plus 1 of the members of the committee present.
- ii) The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Sligo Masters.



- iii) A minimum of 7 notice will be gave to members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided whether this is phone, email and so forth.
- iv) The Committee should set out its agenda for a meeting no less than 2 prior to the meetings.
- v) The Chairperson has the casting vote on any motion arising during the meetings.
- vi) The Chairperson's decision on a Point of Order is final
- vii) The Chairperson shall preside at all meetings.
- viii) The Secretary, or in her/his absence a member of the Committee, shall take minutes.
- ix) The Treasurer shall relay the financial position of the club at each meeting.
- x) The other Committee members must also relay details on the areas of the club they are designated too.
- xi) The Coaching staff must also be given the opportunity to report and voice the concerns of their designated areas within the Club, as well as to advise the Management Committee on relevant issues.
- xii) Members can acquire the minutes of the meeting in a summary format by providing the Secretary with a self addressed envelope.
- xiii) The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of Sligo Masters.

6. Voting Rights at General Meetings

- a) Members who are fully paid up are eligible to vote.
- b) No voting by proxy is allowed.
- c) Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.



- d) No business shall be transacted at a general meeting unless a quorum is present. A quorum of 50% of the eligible voting members is the number required. If this quorum is not fulfilled the General Meeting can be suspended for exactly one week.
- e) Nominations will be passed at AGM's by simple resolution of 50% plus one.
- f) Motions for a change to the Sligo Masters Constitution must be passed by a special resolution of 75% of persons present at the meeting entitled to vote.
- g) The Chairperson will have a casting vote if there is an equality of votes



7. Election of the Committee Members

- a) Election of the Management Committee members takes place at the Club AGM
- b) each year. At this time a Chairperson, Treasurer and Secretary along with four other members of the Management Committee shall be elected.
- c) A Committee member may stand for re-election for four consecutive years. After this time period is up, eligibility for re-election is revoked for a period of two years.
- d) Nominations for office and Notice of Motions must be received in writing by the Secretary no less than 14 days prior to the General Meeting.
- e) A proposer and seconder are required for all Nominations and Notice of Motions.
- f) Notices of Motion and nominations for the Management Committee shall be displayed on the Club notice board for not less than 7 days prior to the AGM. They will also be available on request from the Secretary. Notions and Motions without due notice will not be discussed.
- g) In the event that no nominations are received by the Secretary by 2 days, only then may a nomination from the floor at the AGM can take place.



8. Annual General Meeting (AGM)

- a) Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be posted on the club notice board or requested in writing by a member on providing a stamped addressed envelope.
- b) The Management Committee must decide when the AGM is held each year.
- c) The Committee shall distribute to Members its report and statement of accounts for the relevant financial year, not less than 14 days before the date fixed for holding the AGM.
- d) At this meeting, the Annual Report shall be presented, which shall consist of a: Chairman's Report; Secretary's Report; Treasurer's Report and Coaches' Report.
- e) Any changes or updates to the Club Constitution or Club Rules will be notified to the members and Swim Ireland within 30 days following the AGM.



- f) Any resolution to amend the Club's Constitution which is successful at the General Meeting will come into immediate affect upon conclusion of the General Meeting.
- g) Two delegates for the club will be elected to represent the club at the Swim Ireland AGM.

9. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be called at any time once two thirds of the Committee resolve to convene such a meeting. It can also be called within 28 days of the Secretary receiving a requisition in writing signed by 20% of the voting members.

10. Transfers

If a member wishes to leave a club and join another they must follow the rules set down by Swim Ireland. All members must have paid any outstanding subscriptions before they will be released by the Club save with exceptional circumstances.

11. Finance

- a) The financial affairs of the club shall be the responsibility of the Management Committee in general and in particular, the Treasurer. Correct accounts and book keeping shall be done by Treasurer or under his/her supervision.
- b) Annual Accounts of Sligo Masters should be prepared for the Annual General Meeting by Sligo Masters Treasurer.
- c) The Management Committee shall be empowered to open Bank Accounts in the name of Sligo Masters and all transactions in these accounts shall be authorized by the Management Committee. All cheques, drafts and so forth shall be signed by the Treasurer and either the Chairperson or Secretary.
- d) The Treasurer will receive all money paid to the Sligo Masters and ensure all such sums are lodged to Sligo Masters bank account as soon as possible.
- e) Any assets invested in by the Management Committee will be used for Sligo Masters purposes only. The Management Committee will delegate the use of these



assets under advisement from coaches, teachers, club children's officers and others within the Sligo Masters

- f) The Committee will have the power to negotiate sponsorships on Sligo Masters behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for Sligo Masters Development purposes only.

12. Complaints and Disciplinary Procedures

Sligo Masters will deal with complaints as laid out in Swim Ireland's 'Complaints and Disciplinary Procedures', and shall adopt SI procedures in this regard.

13. Cessation/Suspension/Expulsion of Membership

- a) Club's have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the Management Committee. All club terminations and suspensions will be reported to Swim Ireland, and can be also appealed to SI.
- b) Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.

14. Dissolution

- a) Sligo Masters may be dissolved:
 - i) By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
 - ii) A Court Order where a dispute exists within its membership.
- b) Notice must be given to members and Swim Ireland for any Dissolution to come into affect, owing to a Resolution at a General Meeting
- c) All aspects of the Club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of Sligo Masters or SI.



- d) The Management Committee shall be responsible for the winding up of assets and liabilities of Sligo Masters.

15. Equality

In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, Sligo Masters will not discriminate against any persons or visitors within Sligo Masters. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

16. Criminal Allegations

Sligo Masters shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body.

17. Data Protection

Sligo Masters shall aim to follow the necessary data protection guidelines set down by the relevant bodies.

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