



Swimming Action Group (SAG) Constitution (July-07)

Name of the Organisation

The name of the organisation shall be: The Birmingham Swimming Action Group

Aim of the Swimming Action Group (SAG)

Coordinate aquatic development activities, in order to optimise resource utilisation across the County Sports Partnership (CSP) and its Community Sports Network (CSN); for the benefit of the whole community.

To work in partnership with appropriate individuals and agencies, in order to coordinate aquatic development programmes to maximise participation in swimming and aquatic sports/activities at all levels. To ensure player pathways and talent development are optimised.

Swimming related Sports Action Groups are an integral part of the development structure of Warwickshire ASA, and will coordinate activities with the County Development Technical Committee.

Objectives

- a) To operate in a manner where the primary concern is the well being and development of all aquatic participants.
- b) To promote, coordinate and encourage the participation in and development of; aquatic activities within the CSP.
- c) To ensure that sport and non-sport equity requirements are achieved and maintained within the group's activities; and that this principal be supported by all member organisations.
- d) To promote player pathways and talent development throughout the CSP.

Membership

Membership is open to membership groups defined as follows:

- § Up to two representatives from each of the clubs and associations that represent any aquatic activity within the CSP boundary
- § Representation from relevant public and private swim schemes within the CSP
- § Representation from Sport England
- § Representation from each Local Authority within the CSP boundary.
- § Representation from the Education Sectors
- § Representation from the National Governing Body
- § Representation from the CSP
- § Representation from the County Association

The SAG Secretary shall keep and maintain a register of membership/member organisations

The SAG shall elect:

- A Chair, a Vice Chair, Secretary and Treasurer. All positions shall be for an annual term and by open nomination.

The SAG shall have the right to set up sub committees/working groups, as it feels appropriate to conduct the business of the SAG and co-opt technical experts as it deems necessary. The SAG must ratify any



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decisions made by all sub committees/working groups and any Partnership Swimming Development Officer (PSDO); when appointed.

Voting Rights

- a) Each member shall be entitled to vote.
- b) All votes shall be carried by a simple majority. The SAG Chair to have casting vote if necessary.
- c) Non-attendance at meetings by representatives of any individual group shall be deemed as acceptance of any business conducted at the meeting.
- d) Members may delegate voting rights to a representatives in their absence
- e) A quorum shall be 8 members, including at least two elected officers.

Annual General Meeting

- 1) An Annual General Meeting shall be held by the end of May each year on a date to be fixed by the SAG to carry out the business as detailed below:
 - a) Receive apologies.
 - b) Confirm the minutes of the last Annual General Meeting.
 - c) Accept the Chair's annual report.
 - d) Accept the Financial report
 - e) Receive reports appropriate to the business of the SAG
 - f) Deal with urgent correspondence.
 - g) Accept the resignation of SAG officers and members.
 - h) Accept nominations from member groups to represent them as members of the SAG, and elect new executive officers.
 - i) Deal with any proposed amendments to the group's constitution.
 - j) At the chairperson's discretion deal with any other business previously notified.
- 2) All resolutions for the agenda of this meeting must be forwarded to the Secretary 14 days prior to the AGM
- 3) At least 21 days written notice of the venue, date, and time of the Annual General Meeting must be given, and shall be circulated to all members or groups eligible to attend.
- 4) Alterations, deletions or additions to this constitution shall only be made at an Annual or Extraordinary General Meeting and any such proposal shall be submitted in writing to the Secretary 14 days prior to such an Annual or Extraordinary General Meeting. Any member group shall have the right to propose amendments at this time.
- 5) This constitution shall not be amended except by a resolution carried by a majority of two thirds of those present, and holding voting rights; at the Annual General Meeting.
- 6) Voting at the Annual or Extraordinary General Meeting shall be limited to the nominated representations of the membership of the SAG.
- 7) All resolutions shall be carried by a simple majority.
- 8) All executive officers of the SAG will stand down at the Annual General Meeting but will be eligible to stand for re-election.



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Extraordinary General Meetings

An Extraordinary General Meeting shall be held within one month of receipt by the Secretary of a written request signed by, at least, three member groups.

Alteration of the Rules and other Resolutions

The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorized to do so by the Warwickshire ASA / ASA West Midland Region.

At least 8 members entitled to attend and vote at a General Meeting shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the SAG so as to be received by him not later than 31 Jan in the case of the Annual General Meeting or, in the case of a Special-General Meeting, 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members.

Bye-laws

The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the SAG which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

Code of Ethics

Members of the CSW-SAG shall comply with the principles laid down in the Amateur Swimming Association's Code of Ethics.

Child Protection

CSW-SAG members who are members of the Amateur Swimming Association shall comply with the ASA Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the CSW-SAG shall be subject to all the constraints and privileges of the ASA Judicial Laws and Rules. CSW-SAG members who are not members of the ASA shall not be charged with child care unless they are CRB checked and comply with their organization/employers child protection policies.

Finance

All moneys payable to the SAG shall be received by the Treasurer and deposited in a bank account in the name of the SAG. All cheques shall be signed by two of three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

The income and property of the SAG shall be applied only in furtherance of the objects of the SAG and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, save as set out in the Rule regarding Dissolution.

The Committee shall have power to authorize the payment of remuneration and expenses to any



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officer, member or employee of the SAG and to any other person or persons for services rendered to the SAG.

The financial transactions of the SAG shall be recorded by the Treasurer in such manner as the Committee think fit.

The financial year of the SAG shall be the period commencing on 1 April and ending on 31 March. Any change to the financial year shall require the approval of the members in a General Meeting.

The Committee shall retain for a minimum period of six years all financial records relating to the SAG and copies of Minutes of all meetings.



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Borrowing

The Committee may borrow money on behalf of the SAG for the purposes of the SAG from time to time at their own discretion up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the SAG or with the prior approval of a General Meeting for any other expenditure, additions or improvements.

When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the SAG.

The Committee shall have no power to pledge the personal liability of any member of the SAG for the repayment of any sums so borrowed.

Property

The property of the SAG, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

The Custodians shall be elected at a General Meeting of the SAG and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

The Custodians shall be entitled to an indemnity out of the property of the SAG for all expenses and other liabilities properly incurred by them in the discharge of their duties.

Dissolution

A resolution to dissolve the SAG shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the SAG.

In the event of the dissolution of the SAG, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the SAG, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

- A registered charitable organization(s)
- Another Swimming Action Group
- The sport's National Governing Body or Region for use by them for related community sports development.

Acknowledgement

The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the SAG.