

City of Plymouth ASA

Association Rules with effect from 19th November 2007

Updated 20th November 2017

1. That the Association be called the City of Plymouth Amateur Swimming Association.
2. That the objectives of the Association be:-
 - (a) To combine local Associations/Clubs (hereafter called Clubs) for the furtherance of swimming and Water Polo.
 - (b) To promote and control Local Championships.
 - (c) To work for the improvement of swimming facilities and opportunities for our membership.
3. Competitions :-
 - (a) All competitions to be held under the Laws and Technical Rules of the ASA or the appropriate governing body.
 - (b) The competing members of the Association must be 'eligible competitors' as defined in ASA Competition Laws.
4. Membership :-
 - (a) Clubs applying for affiliation must be based within the City boundary, or no further than eighteen miles outside the city boundary with exception of Water Polo competitions, and be affiliated to Devon County ASA and ASA South West Region.
 - (b) There shall be an Annual Affiliation Fee, which shall be agreed at The Annual General Meeting.
 - (c) Affiliation Fees shall be forwarded to the Hon. Treasurer by 1st February in any one year.
 - (d) Individual Swimming Membership shall be by invitation only and shall be restricted to members of affiliated Clubs.
 - (e) Inclusion of new clubs will be at the discretion of the existing membership, the decision being unanimous.
5. The management of the Association shall be conducted by an Executive Committee of the Officers of the Association plus two in number delegates appointed by each affiliated club commencing at each AGM only.
6. The Officers of the Association shall be:-
 - 1.(a) Chairman - who shall succeed to this office from the office of Hon. Chairman Elect and shall hold office for one year only.
 - 1.(b) Chairman Elect - shall be nominated in rotation by affiliated member clubs and shall succeed to the office of Hon. Chairman the following year.
 - 1.(c) Immediate Past Chairman.
 2. General Secretary
 3. Child Welfare Officer
 3. Treasurer.
 4. Specialized (Facet),
 - Viz (a) Swimming Secretary.
 - (b) Assistant Swimming Secretary.
 - (c) Water Polo Secretary.
 - (d) Open Water Secretary.
 - Plus (e) Trophy Steward.
 - (f) Volunteer Coordination
 5. Nominations for Officers – excluding Chairman, Chairman Elect and Immediate Past Chairman – shall be open to nominations from all affiliated Clubs.

7. (a) An Executive Committee Meeting shall be held at the discretion of the General Secretary who shall give 14 days notice of the date and time of the meeting, the minutes of which shall be circulated to all members within 14 days.
- (b) The Committee shall meet on at least four occasions, the minutes of which shall be circulated to all members within 14 days. This is in addition to the Annual General Meeting in any one year.
- (c) Seven, at least three of whom shall be club delegates, to form a quorum.
8. Each Officer shall be entitled to one vote on any proposition. Each affiliated club delegate shall have votes on the following scale:

Number of Affiliated Clubs present	Votes
3	3
4	2
5	2
6 or more	1

If the votes are tied the Chairman of the meeting shall have the casting vote.

9. Past Chairmen may attend meetings with no power to vote, with the exception of the Immediate Past Chairman.
10. All Officers shall hold office until the Annual General Meeting, when they shall retire, but shall be eligible for re-election to that office, with the exception of Chairman and Chairman Elect.
11. (a) The November meeting of the Association shall be known as the Annual General Meeting to which any member of an affiliated Club over the age of sixteen may attend, (non voting).
- (b) (i) Receive the Annual Report.
- (ii) Receive the Treasurer's Balance Sheets and agree Affiliation Fee for the coming year. (Financial year to run from 1st October to 30th September).
- (iii) Invite the Lord Mayor of Plymouth to be the President of the Association.
- (iv) Elect Officers for the ensuing year – Nominations for Officers shall be written, signed by the proposer and seconder, and be in the hands of the General Secretary at least 28 days prior to the date of the meeting. Where a vote is necessary it shall be by secret ballot.
- (v) Consider alterations to Rules – alterations to be notified to General Secretary at least 28 days prior to the date of the meeting.
- (vi) A.O.B to be notified to the General Secretary at least 28 days prior to the date of the meeting.
- (vii) The Agenda for the meeting, including proposals for sections (iii), (iv), (v), and (vi)(Rule 11(b)), to be forwarded by the General Secretary to the General Secretaries of the affiliated clubs at least 21 days prior to the date of the meeting.
- (ix) Appoint an independent suitably qualified person to review the financial accounts.
12. The Committee shall have the power to authorise the payment of remuneration and expenses to any officer or member of the Association and to any person or persons for services to the Association.
13. An Extra-Ordinary General Meeting shall be convened by the General Secretary at the request of the Executive Committee or one receipt of a written request signed by representatives of the clubs affiliated, stating the reason for the meeting which must be held within 21 days of receipt of the request. Only business notified on the Agenda shall be discussed. At such a meeting, eight, three of whom shall be club delegates, shall form a quorum.
14. It is resolved that, in the event of dissolution, the funds remaining will be devoted to objectives similar to those of the Association and to other purposes by the Customs and Excise.

15. The Executive Committee shall have power to determine any case not provided for in the forgoing rules.

