

Constitution of Margate Swimming Club

1. Name

The name of the club shall be Margate Swimming Club. The club shall affiliate through KZN Aquatics (Provincial association), Swimming South Africa (National Federation) and thus also fall under Federation Internationale de Natation Amateur.

2. Mission Statement

Aims to:

- a. Run Learn to Swim Programmes
- b. Encourage participation in aquatic events
- c. Promote competitive swimming
- d. Host competitions
- e. Comply with, and promote the policies and programmes as directed the provincial association and national federation
- f. Avail itself and services to all members irrespective of background, financial status or gender.

3. Season

Members will join for a period of no less than a season. The season will be from 01 May of one year to the end of April the following year.

4. Colours

The official colours of the club will be: Black, Red and Grey

5. Membership

The following memberships will be available:

- a. REGISTERED MEMBERS --- who shall be officials, coaches learn to swim instructors and swimmers registered to KZN Aquatics.
- b. SOCIAL MEMBERS --- who shall be swimmers not registered to KZN aquatics.

Membership matters / disputes will be resolved by the Club Committee. Members will be required to obtain clearance from the Club Committee in case of change of club or change of type of membership. If such member is in good standing with the club, clearance will not be refused.

All members will be required to renew their membership at the beginning of each new season. Renewal cannot be accepted without payment of annual fees.

- a. Officials

Will be expected to:

- i. Undergo continuous training in order to improve their skills and officiate at required competitions, both at club, provincial and national level.

- b. Coaches

Will be expected to:

- i. Educate themselves continuously, according to SSA's education and accreditation policy;
- ii. Offer the committee technical advice on swimming matters;
- iii. Improve the swimming members' skills and generally enhance the members under their tuition

- c. Swimmers

Will be expected to:

- i. Attend training lessons regularly, excuse themselves with their coach if unable to attend;
- ii. Participate in events if desired by the coach / club
- iii. Pay club and coaching fees timeously and commit themselves in general to this club during their membership period.

d. Learn to Swim Instructors

Will be expected to:

- i. Educate themselves continuously, according to SSA's education and accreditation policy;
- ii. Offer the committee technical advice on Learn to Swim matters;
- iii. Improve the learners' skills and generally enhance the members under their tuition. Promote water safety in the areas in which the club operates.

6. Voting

All members over the age of 16 may vote at General Meetings. At General Committee meetings only members of the General Committee may vote. Each member eligible to vote at a particular meeting shall only have one vote, except the chairman of that particular meeting. This person shall also have a casting vote in case of equality. Votes must always be cast in person. Voting for election of the General Committee and matters in dispute will be by secret ballot. All other voting will be by show of hands.

7. General Meetings

This refers to the Annual General Meeting and any other Special General Meeting. The person present with the highest position on the Committee will preside over the meeting. A quorum will be determined firstly by the presence of no less than 12 voting members. If there is no quorum the members can decide to continue provided the decision is accepted unanimously, without abstentions.

All decisions will carry on majority of votes cast by members present. Ad-hoc committees may be formed to resolve matters not covered in this constitution to ensure the normal functioning of the club. These committees will be formed at General Meetings, with the unanimous support of all voting members present, without abstentions.

a. Annual General Meetings

Notice to all members, in writing, 14 days prior to the AGM by the General Secretary.

The following will be transacted:

- i. Confirmation of the previous AGM's minutes;

- ii. Confirmation of the minutes of any Special Meeting that was held during the season;
- iii. Receive and adopt annual report, financial statements, notices of motion;
- iv. Elect the General Committee for the season
- v. General matters

b. Special General Meetings

Special Meetings may be called by the General Committee or a petition of 50% of voting members. The general secretary will give 14 days notice of such a meeting in writing to all members. Only matters related to the request of holding a Special Meeting will be discussed.

8. General Committee Meetings

Meetings will be:

- a. On a regular basis to transact club matters
- b. Presided over by the highest position on the committee
- c. Dependant on a quorum consisting of at least the Day Committee if not, then by unanimous decision without abstention

9. Management

a. General Committee

The management of the club, its assets and all rights and powers thereto shall be vested in a General Committee comprising the following order of seniority:

- i. Chairman / Owner
- ii. Vice Chairman
- iii. Treasurer
- iv. General Secretary
- v. Coaches Representative and / or Instructors Representative

vi. Kit manager / coordinator

b. Day Committee

In case of matters requiring immediate action the Day Committee will make the necessary decisions. The Day Committee comprises of the following:

- i. Chairman or vice Chairman, depending on availability;
- ii. Treasurer
- iii. General Secretary
- iv. Coaches Representative and / or Instructors Representative

10. Powers and Duties of the General Committee

a. General

Will deal with all matters arising in order to manage and control the club to the benefit of all members and the sport in general.

b. Minutes of meetings

Keep records of all club meetings. These minutes will be distributed to all parties, and the body to which the club is affiliated.

c. Vacancies

The General Committee may fill any vacancy on the General Committee.

d. Memberships

The General Committee will have the final decision regarding all aspects which fall under membership.

e. Fees

The General Committee shall determine the structure and the amounts regarding membership fees.

f. Banking

All club related monetary matters to be dealt with by the Treasurer. The club will open an account from which transactions will take place.

g. Reprimand, Suspend or Expel

The General Committee by a two-thirds majority will have the power to reprimand, suspend or expel any member, who in its opinion has been guilty of conduct warranting such action. In this respect the General Committee shall conduct its own hearing and the accused member shall have the right to respond.

h. Legal Action

The General Committee may institute and is obliged to defend legal actions on behalf of the club. To this end the General Committee may employ legal counsel to represent its case.

i. Club Functions

The General Committee may arrange events in order to enhance the club in any capacity.

j. Representatives

The General Committee shall elect members to represent the club at other events deemed necessary by the General Committee.

11. Dissolution

The General Committee in office will determine what procedure to follow when the club dissolves. The funds will be distributed according to the decisions of the General Committee.