



RULES of Exmouth Swimming and Life Saving Society as at 16th January 2021

1. Name

1.1 The name of the Society shall be: Exmouth Swimming and Life Saving Society

2. Objectives

2.1 The objectives of the Society shall be the teaching, development and practice of swimming, and open water swimming, for its members; and shall; where appropriate; to compete. In the furtherance of these objects:

2.1.1 The Society is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.

2.1.2 The Society shall implement the Swim England Equality Policy (as may be amended from time to time).

2.2 The Society shall be affiliated to Swim England South West Region, Devon County ASA and shall adopt and conform to the rules of Swim England South West Region, and to such other bodies as the Society may determine from time to time.

2.3 The business and affairs of the Society shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”) and in particular:

2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and

2.3.2 the Society shall in accordance with Swim England Regulations adopt Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Society shall in accordance with Swim England Regulations comply with Wavepower

2.4 By virtue of the affiliation of the Society to Swim England South West Region the Society and all members of the Society acknowledge that they are subject to the regulations; rules and constitutions of:

2.4.1 Swim England South West Region and Devon County ASA;

2.4.2 Swim England (to include the Code of Ethics);

2.4.3 British Swimming (in particular it’s Anti-Doping Rules and Judicial Code);



2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).

2.5 In the event that there shall be any conflict between any rule or by-law of the Society and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

3.1 The total membership of the Society shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Society. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Society.

3.2 All persons who assist in any way with the Society’s activities shall become members of the Society and hence of Swim England; completing Swim England and Society documents; and the necessary fees shall be paid. If appropriate; the volunteer will complete a DBS check. Assisting with the Society’s activities shall include, but not be restricted to, Administrators, Associate Members, Voluntary Instructors, Teachers and Coaches, Committee Members, Helpers, Honorary Members, Life Members, Officers, Patrons, Presidents, Technical and Non-Technical Officials, Temporary Members, Vice Presidents and Verifiers or Tutors of the Swim England’s educational certificates.

3.2.1 Paid instructors, teachers and coaches who are not members of the Society must be members of a body which accepts that its members are bound by Swim England’s Code of Ethics, Swim England Regulations relating to Wavepower, those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.

3.3 Any swimmer who wishes to become a member of the Society should contact the Membership Secretary, who will arrange an assessment. The swimmer can swim on this occasion only and would then, if the assessment has been successful, be required to complete a membership form and a Swim England form and submit these with all the relevant fees: (in the case of a junior swimmer (a person aged under 18) the application must be signed by the swimmer’s parent or guardian). The Membership Secretary will then make the necessary arrangements and agree a start date for training to commence.



Any person who wishes to become a member of the Society must submit a signed membership form.

Acceptance of membership shall be determined by the Membership Secretary, but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability. The Membership Secretary will be required to give reasons for refusal of any application for membership. Anyone refused membership may seek a review of the decision before a review panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall (wherever practicable) include one independent member nominated by the Swim England South West Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

3.4 In its consideration of applications for membership, the Society shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the Society chooses to restrict its membership to only people who share the same Protected Characteristic) the Society shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.

3.5 The Society may refuse membership only for good and sufficient cause; such as conduct or character likely to bring the Society or the Sport into disrepute; or; in the case of a swimmer; being unable to achieve the entry standards as laid down and provided by the Society to the applicant for membership.

3.6 Membership and Swim England registration will be valid only when Swim England has issued a membership number. Once the Annual Return has been declared and submitted to Swim England, no category 2 upgrades of current members will be permitted until the Society's Registration Officer is in receipt of the certified copy of the database.

Definition of family membership fee: Two adults and any number of children (up to the age of 18) living in one household.



3.6.1 Adults within family membership could be Category 1, 2 or 3 and must pay the relevant Swim England charges.

3.6.2 Only one person named on the Society membership form has a valid membership.

3.7 It will be compulsory for category 2 members of the Competitive and Development Section joining or renewing membership of the Society; that they do so on the understanding that a parent/guardian also joins as an adult member and agrees to help at events as requested, paying Swim England Category 3 annually.

4. Subscription and Other Fees

4.1 The annual members' subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as the Annual General Meeting shall determine.

4.2 The annual subscription and entrance fee (if any) shall be due on joining the Society and thereafter on the 1st day of December each year.

4.3 Any member whose subscription is unpaid by the date falling 28 days after 1st December may be suspended by the Committee from some or all Society activities from a date to be determined by the Committee and until such payment is made.

4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Society pays the Swim England Membership Fees to Swim England on behalf of members; be consequential upon an increase in individual Swim England membership fees. Any increase in subscriptions shall be advised to the members in writing and a notice posted on the Society's notice board with the reasons for any increase to be reported to the members at the next Annual General Meeting.

4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the Swim England membership fees, to address issues of social inclusion.

4.6 Any member whose fees remain outstanding for two months may be suspended by the Committee from some or all Society activities from a date to be determined by the Committee and until such payment is made.



4.7 After an initial two week period a member with a current Doctors Certificate may claim discounted session fees for a period of sickness/injury for a maximum six month period. The discounted session fee will be 25%, in order for a place to be retained.

4.8 Competitive and Development and Master's section monthly fees are to be settled via standing order payment or BACS.

5. Resignation

5.1 A member wishing to resign membership of the Society must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

The member who resigns from the Society in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership or any other fees returned.

5.2 Notwithstanding the provisions of Rule 5.1 above; a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.

5.3 The Swim England Membership Department shall be informed should a member resign when still owing money or goods to the Society.

6. Expulsion and other Disciplinary action

6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Society for him/her to remain a member. The Society in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.

6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must return any Society or external body's trophy or trophies held forthwith. Societies in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.

6.3 The Society shall comply with the relevant Judicial Regulations for handling Internal Society Disputes Procedures ("the Procedures") as the same may be revised from time to time. (A copy of the Procedures may be obtained from the Swim England website, Swim England Handbook or from the Office of Judicial Administration).



6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.

6.5 The Officers of the Society (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider Society activities; when in their opinion; such action is in the interests of the Society. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.

7. Committee

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer, (together “the Executive Officers of the Society”); and 20 elected members of the Society all of whom must be members of the Society. All Committee members must not be less than 18 years of age; though the Committee may allow younger members to attend their meetings without power to vote.

7.2 The Committee shall appoint a member of the Society as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer will have a right to attend Committee meetings without a power to vote. The Welfare Officer should be independent (i.e. have no personal or business relationship with the Society Coach, Society Secretary or Chairman).

7.3 The Executive Officers and the Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring members of the Committee shall be eligible for re-election.

7.4 Committee meetings shall be held not less than once a month (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be at least 50% of those eligible to vote, including at least one Executive Officer. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Society. The Secretary shall give all the members of the Committee not less than seven day’s oral notice of a meeting. A simple majority shall make decisions of the Committee and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a



casting or additional vote. The Secretary; or in his/her absence a member of the Committee, shall take minutes.

7.5 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the Members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.

7.6 In addition to the members so elected the Committee may co-opt up to 3 further members of the Society who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.

7.7 The Committee may from time to time appoint from among their number, such sub-committees as they may consider necessary (And to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

7.8 The Committee shall be responsible for the management of the Society and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Society. The Committee shall have power to enter into contracts for the purposes of the Society on behalf of all the members of the Society. The Committee shall be responsible for ensuring that the accounts of the Society for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.

7.9 The Committee shall also have the power to make regulation; create by laws and to settle disputed points not otherwise provided for in this Constitution.

7.10 The members of the Committee shall be entitled to an indemnity out of the assets of the Society for all expenses and other liabilities properly incurred by them in the management of the affairs of the Society.

7.11 The Committee shall maintain an Accident Book in which all accidents to Society members at swimming related activities shall be recorded. Details of such accidents



shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Society shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form.

8. Ceremonial Positions and Honorary/Life Members

8.1 The Annual General Meeting of the Society, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Society on election but shall, ex-officio, be an honorary member of the Society and must be included in the Society's Annual Return of Members to Swim England.

8.2 The Committee may elect any person as an Honorary Life Member. Such persons will be automatically entitled to membership of the Society, subject to below. Honorary Members will be entitled to serve as Officers of the Society. They shall be entitled to all of the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall have retained his/her ordinary membership of the Society. Such Honorary Life members must be included in the Society's annual return as to membership.

8.3 Serving Main Committee Members must attend a minimum of five meetings annually, or forfeit their right to their position held, unless personal circumstances have been conveyed to the Chairman.

8.4 Once created by the Committee, honorary and/or Life membership categories may only be removed (notwithstanding that persons may hold these categories of membership) at an Annual General Meeting of the Society when it shall be properly proposed in accordance with these Rules.

8.5 A minimum of 21 days in advance of the Annual General Meeting, the Committee shall write to all holders of honorary and/or Life membership effected by the above proposal drawing the proposal to his/her/their attention and inviting him/her/them to attend the Annual General Meeting.

8.6 Where the effected holder or holders of the honorary and/or Life membership do not attend or are unable to attend the Annual General Meeting, the Chairman may allow the matter (in so far as it relates to the absent person(s)) to proceed directly to vote, which shall be by show of hands OR secret ballot.

9. Annual General Meeting



9.1 The Annual General Meeting of the Society shall be held each year on the first Thursday in December. The Committee shall confirm the date; time and venue for the Annual General Meeting.

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 To receive the Chairman's report on the activities of the Society during the previous year;

9.2.2 To receive and consider the accounts of the Society for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Society.

9.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.2.4 To elect the Executive Officers and other members of the committee;

9.2.5 To decide on the dissolution of existing honorary and/or Life membership categories;

9.2.6 To decide on any resolution, this may be duly submitted in accordance with Rule 9.3.

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary no later than the first Thursday in November at the pre-AGM meeting. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election.

Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than the date of the Pre-AGM meeting which will be held on the first Thursday in November.

10. Special General Meeting

10.1 A Special General Meeting may be called, at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him/her, of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed, or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.



11. Procedure at the Annual and Special General Meeting

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his/her last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least fourteen days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Society's Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the meeting; or if greater, such number as represents one-tenth in number of such members.

11.3 The Chairman, or in his/her absence a member selected by the Committee, shall take the Chair. Each member present shall have one vote and a simple majority shall pass resolutions. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Paid up members who have reached their 18th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 18th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors such as the election of Society Captains.

11.4 The Secretary, or in his/her absence a member of the Committee shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be; for the purpose of such meetings, the sole interpreter of the Rules of the Society.

12. Alteration of the Rules and other Resolutions

12.1 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 Devon County ASA/Swim England South West Region.



12.2 Any member 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 Society so as to be received by him/her not later than the date specified in November for the Pre-AGM meeting. In the case of the Annual General Meeting or (in the case of a Special General Meeting) 14 days before the date of the Pre-AGM meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13. By-Laws

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

14. Finance

14.1 All moneys payable to the Society shall be received by the Treasurer and deposited in a bank account in the name of the Society. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer, for these purposes, the counter signatory shall not be a member of the same family: or by using the BAC system. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.

14.2 The income and property of the Society shall be applied only in furtherance of the objects of the Society and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Society, (save as set out in Rule 17.3).

14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Society and to any other person or persons for services rendered to the Society.

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

14.5 The financial year of the Society shall be the period commencing on 1st September and ending on 31st August. Any change to the financial year shall require the approval of the members in a General Meeting.



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

15. Borrowing

15.1 The Committee may borrow money on behalf of the Society for the purposes of the Society 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 Society or with the prior approval of a General meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to review 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 Society.

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

16. Property

16.1 The property of the Society, other than cash at the bank, shall be vested in not less than two but 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.

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

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

17. Dissolution

17.1 A resolution to dissolve the Society 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.



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

17.3 Any property remaining after the discharge of the debts and liabilities of the Society shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Society for the furtherance of such objects) nominated by the last Committee.

18. Acknowledgement

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

The following statement should appear on Society membership forms and should be signed by the member and must also be countersigned by parent of members less than 18 years of age:

“I acknowledge receipt of the rules of Exmouth Swimming and Life Saving Society and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Society. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules”.

Date: 16th January 2021