

**SCOTTISH AMATEUR SWIMMING ASSOCIATION
BYE-LAWS
INDEX**

SECTION BL1	NAME – Not Used
SECTION BL2	OBJECTIVES – Not Used
SECTION BL3	MEMBERSHIP
SECTION BL4	GOVERNANCE
SECTION BL5	GENERAL CONGRESS
SECTION BL6	ANNUAL GENERAL MEETING
SECTION BL7	EXTRAORDINARY GENERAL MEETING
SECTION BL8	DISTRICTS AND CLUBS
SECTION BL9	COUNCIL
SECTION BL10	BOARD OF DIRECTORS
SECTION BL11	STANDING COMMITTEES
SECTION BL12	FINANCE
SECTION BL13	CHAMPIONSHIPS AND EVENTS
SECTION BL14	TROPHIES
SECTION BL15	PROTESTS
SECTION BL16	COMPLAINTS
SECTION BL17	SUSPENSIONS AND FINES
SECTION BL18	APPEALS
SECTION BL19	AWARDS
SECTION BL20	REPLICAS (Not Used)
SECTION BL21	DISPOSAL OF FUNDS AND DISSOLUTION -(Not Used)

BL1.0 NAME – *Not used*

BL2.0 OBJECTIVES – *Not used*

BL3.0 MEMBERSHIP

BL3.1 Life Member

BL3.1.1 Each recipient of Life Membership shall be presented with a plaque. A copy of the SASA Constitution and SASA Bye Laws and a copy of the Memorandum and Articles of Association of and Rules of The Scottish Amateur Swimming Association Limited (the "Company") can be obtained by the recipient free of charge by sending a request to the Company.

BL3.1.2 Recommendation for Life Membership may be made by Clubs, Districts or Life Members to the Company for submission to Council. Nominations should contain full details of the nominee's service.

BL3.2 Members of Affiliated Clubs

BL3.2.1 A club member is any individual who has been accepted into membership by a club and whose membership has neither lapsed nor been subsequently terminated.

BL3.2.2 There are eight sub groups of Members of Affiliated Clubs and a member may register in more than one sub group as appropriate. In accordance with BL12.2.0.1 only one registration fee will be required. All Aquatic ages taken as at the start of the membership year as defined in paragraph BL12.2.0.2

Aquatic 1 - a member under 8 years who participates in any aquatic activity.

Aquatic 2 - a member 8 years and under 11 years who participates in any aquatic activity.

Aquatic 3 - a member 11 years or over, who participates in any aquatic activity.

Club Volunteer - A member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time."

Technical Official – A member who holds a current technical official qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming or international equivalent."

Teacher and Coach – A member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching

Tutor – A member who holds a current tutoring qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA,

British Swimming, an international equivalent or S/NVO,
wishing to
run UKCC courses in Scotland.

Non Classified Disability – A member participating in any non competitive aquatic activity, receiving any Disability Allowance or whose disability is registered with Social services and who does not have a SASA recognised classification.

BL3.3 Affiliated Swim Schools

BL3.3.1 An organisation, other than a Club, that teaches swimming and have staff who would benefit from registering with SASA as either Teachers and Coaches and/or Tutors and have paid a fee to the Company, in accordance with paragraph BL12.2.3

BL3.3.2 Members of a Swim school can register with the SASA in the following sub groups:-

Teacher and Coach – see BL3.2.2 for description

Tutor – See BL3.2.2 for description.

BL3.4 Independent Member

BL3.4.1 A person, 16 years or over, who for good reason has not joined an affiliated club, whose application for membership has been accepted by Council and has paid a fee to the Company in accordance with paragraph BL12.2.4.

BL3.5 Associate Member

BL3.5.1 An associate member is an Individual/Organisation/Partner that is a member of the Scotswim Club.

BL3.5.2 Membership of the Scotswim Club may be granted by the Company on receipt of a fee in accordance with paragraph BL12.2.3.

BL3.6 Honorary Member

BL3.6.1 Honorary Membership may be granted by the Company for a single Meet or to a group of individuals, for a membership year, when it is deemed necessary in the Spirit of the Sport.

BL4.0 GOVERNANCE

BL4.1 The Scottish Amateur Swimming Association considers that the use or administration of substances and methods contained in the List of Prohibited Classes of Substances and Prohibited Methods published from time to time by the International Olympic Committee and World Anti Doping Agency (WADA) (together with any FINA/WADA modifications thereto) generally known as doping may be contrary to the ethics of sport.

BL4.2 SASA is subject to and bound by the Memorandum and Articles of British Swimming and any SASA affiliated club, body or organisation and the individual members thereof, shall be subject to and bound by any Rules of British Swimming which may from time to time apply to them.

BL4.3 British Swimming shall within its jurisdiction be the body responsible for regulating, maintaining and enforcing doping control in the sport of swimming, open water swimming, diving, masters swimming, synchronised swimming and water polo. British Swimming may adopt (and from time to time amend) and publish Doping Control Laws.

BL4.4 The SASA will work to ensure:
The prevention, elimination or regulation of discrimination between persons on grounds of sex, marital (or civil partnership) status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

BL4.5 The SASA has adopted and will take steps to abide by policies and Codes of Practice as appropriate, which set out its commitment to upholding and implementing ethical standards and procedures which address equity, anti-doping and child protection.

BL4.6 The SASA has a disciplinary policy and procedures in place to enable

(a) discrimination on any grounds referred to in BL4.4 and

(b) misconduct in relation to any other ethical issues

to be addressed and eliminated.

BL4.7 The following may amount to “misconduct” and may give rise to disciplinary action:

(a) A breach of the Company’s Articles or any Rules, policies or regulations made hereunder:

(b) The commission of a “doping offence” as defined in the Company’s Anti-Doping Agreement with British Swimming and/or the World Anti-Doping Agency

(c) A breach of any of the conditions of any Code of Conduct adopted by the Company and published as such;

(d) Any conduct, act or omission which in the view of the Board or the appropriate committee is or was detrimental to the interests of the sport.”

BL5.0 GENERAL CONGRESS

BL5.1 Order of Business

The order of business for the Congress shall be:

(a) President’s Address

(b) Apologies for Absence

(c) Minutes (if appropriate)

(d) Business from Minutes

(e) Correspondence

(f) Alterations to Constitution and changes to the Company Memorandum and Articles of Association.

(g) Resolutions to be considered in respect of the Company and any other matters the SASA needs to consider as sole member of the Company.

BL5.2 Standing Orders

Standing Orders for the conduct of business shall be:

BL5.2.1 The Chairperson shall be the President or, in their absence, the Vice President. In the event of the absence of both the President and Vice President, the most immediate Past President in attendance shall take the chair.

- BL5.2.2 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of the SASA the Chairperson shall have a second or casting vote.
- BL5.2.3 The Chairperson shall not speak to, support or oppose a motion from the Chair. If the Chairperson wishes to do so, they must vacate the Chair before the motion is moved and until that business is concluded the Chair shall be taken by the appropriate individual determined in accordance with paragraph BL5.2.1.
- BL5.2.4 The Chairperson's ruling on questions of order or procedure shall be final unless it is challenged. No such challenge shall stand unless at least 30 individuals entitled to vote indicate their support for such a challenge. Thereafter a motion "That the Chairperson's ruling shall stand" will be put without discussion. The Chairperson's ruling shall only be reversed by at least a two-thirds majority of those present and voting.
- BL5.2.5.1 The approval of at least two thirds of those present and voting is required to:
- (a) Alter the order of business.
 - (b) To submit an alteration to a motion.
 - (c) To allow any individual to address the meeting who is not otherwise entitled to do so.
- BL5.2.5.2 The approval of at least three-quarters of those present and voting is required to agree changes to the Memorandum and Articles of the Company.
- BL5.2.6 A motion must be in the affirmative.
- BL5.2.7 A motion must be seconded immediately after the mover's speech. If there is no seconder, the proposition falls.
- BL5.2.8 If any motion on the Agenda is not moved by the proposer or other individual entitled to take part in the proceedings and vote when it is called by the Chairperson, it shall be considered as dropped and may not be carried forward to later in the meeting.
- BL5.2.9 No speaker may speak more than once on any motion except in the following circumstances:
- (a) The mover of an original motion shall be entitled to reply at the end of the discussion before the motion is put to the vote and even if they have spoken on any amendment to the motion.
 - (b) An individual who has already spoken may propose a motion of order or make a point of order, subject to paragraphs BL5.2.16 and BL5.2.17.
 - (c) Speakers who consider they have been misunderstood shall be allowed, at the discretion of the Chairperson, to make an explanation.
- BL5.2.10 A motion once seconded may only be withdrawn by the mover with the consent of the seconder.
- BL5.2.11 An amendment must not directly negate the original motion nor shall it have the effect of introducing a new proposal, for which notice of motion would be required.
- BL5.2.12 If an amendment is carried, it shall become or form part of the substantive motion.
- BL5.2.13 The following motions of order shall have priority and shall be taken without discussion.
- (a) That the vote now be taken
 - (b) That the meeting does now adjourn
 - (c) The meeting has no confidence in the Chair.

- BL5.2.14 The motions of order set out in paragraph BL5.2.13 do not require to be seconded with the exception of (c), which also requires at least 30 individuals entitled to vote to indicate their support for such a motion.
- BL5.2.15 The Chairperson shall have the discretion to refuse to accept any of the motions of order set out in paragraph BL5.2.13 with the exception of (c).
- BL5.2.16 A motion of order “that the vote now be taken” shall only be moved by an individual who has not previously spoken in the debate.
- BL5.2.17 If the meeting agrees “That the vote now be taken”, the motion or amendment under debate shall be put to the vote after the mover of the motion or amendment has been offered the right of reply.
- BL5.2.18 Speakers shall confine their remarks to the proposition under discussion.
- BL5.2.19 The Chairperson shall ensure that where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
- BL5.2.20 The mover of a motion may speak for up to 10 minutes. Other speakers will be allowed a maximum of 5 minutes.
- BL5.2.21 Voting for Office-Bearers shall be by secret ballot. The candidate receiving the most votes shall be elected. In the event of a tie paragraph BL5.2.2 shall apply.
- BL5.2.22 Voting for motions or amendments shall be by show of hands unless a secret ballot is requested by the Mover or the Meeting. A secret ballot may also be held after a vote by show of hands at the discretion of the Chairperson.
- BL5.2.23 When a vote on a motion or amendment is taken, the Chairperson shall firstly call for an indication of those in favour of the proposition and secondly those against the proposition. Only when an individual entitled to vote wishes their formal abstention to be recorded shall abstentions be counted.
- BL5.2.24 Only the votes of those present at the casting of the votes shall be counted subject to the provisions of paragraph BL5.2.23.
- BL5.2.25 Any individual entitled to vote may request a recount.

BL6.0 ANNUAL GENERAL MEETING

BL6.1 Business

The business for the Annual General Meeting shall include:

- (a) President’s Address
- (b) Apologies for absence
- (c) Minutes of Congress (if appropriate)
- (d) Minutes of previous AGM/EGM
- (e) Business from Minutes
- (f) Correspondence
- (g) Alterations to Bye-Laws of the Association
- (h) Alterations to SASA Limited Company Rules
- (i) Resolutions to be considered in respect of the Company and any other matters the SASA needs to consider as sole member of the Company
- (j) Notices of Motion
- (k) Membership Fees
- (l) Appointment of Members of Council
- (m) Installation of President
- (n) Presentation of Life Membership

BL6.2 Standing Orders

Standing Orders for an Annual General Meeting shall be the same as those set out in paragraph BL5.2.

BL7.0 EXTRAORDINARY GENERAL MEETING

BL7.1 Order of Business

BL7.1.1 The order of business for an Extraordinary General Meeting shall be:

- (a) President's Address
- (b) Apologies for absence
- (c) Business to be transacted of which due notice has been given in accordance with Section C7.2 of the Constitution.

BL7.1.2 No business shall be transacted at the EGM other than business of which due notice has been given in accordance with Section C7.2 of the Constitution.

BL7.2 Standing Orders

Standing Orders for an Extraordinary General Meeting shall be the same as those set out in paragraph BL5.2.

BL8.0 DISTRICTS AND CLUBS

BL8.1 Districts

BL8.1.1 Affiliation

BL8.1.1.1 Clubs applying for affiliation must do so, to the appropriate District Secretary on a form available from the Company Office enclosing a copy of their Constitution/Bye-Laws and appropriate District affiliation fee. A Club's documentation must be based on the "Model" and guidance available from the Company. (Two "Model" documents are available, one for clubs that do not have limited company status and one for those that have or are considering making the change.)

BL8.1.1.2 Districts shall have the power to accept or reject any application, subject only to appeal made in accordance with Section 18 of the Company Rules, the right to hear appeals having been delegated to and vested in the Company.

BL8.1.2 Meeting Attendance

- BL8.1.2.1
- (a) Life Members of the District, delegates from each affiliated club and ex-officio delegates, shall be entitled to attend, take part in the proceedings and vote.
 - (b) SASA Independent Members, resident within the District, shall be entitled to attend, take part in the proceedings, but will not be entitled to vote.

BL8.1.2.2 The meeting shall have the right to exclude from all or part of the proceedings all but those mentioned in paragraph BL8.1.2.1.

BL8.1.2.3 Each affiliated club shall be allowed three delegates who are SASA Club Registered Members.

BL8.1.2.4 A competitor can be a delegate only for a club for which they compete.

BL8.1.2.5 A delegate cannot represent more than one club during the period of 1 January to 31 December in any one year.

BL8.1.3 Standing Orders

BL8.1.3.1 Procedures adopted for the conduct of business shall conform to the Standing Orders set out in paragraph BL5.2.

BL8.1.4 Annual General Meeting

BL8.1.4.1 Each District shall hold an Annual General Meeting in December. The date, time, venue and quorum shall be in accordance with District Rules.

BL8.1.4.2 The Agenda sent to affiliated Clubs, District Life Members and SASA Independent Members resident in the District, who request this information, shall include the Annual Report, nominations for office and other business to be transacted in accordance with District Rules.

BL8.1.4.3 Nominations for office, proposed alterations to District rules and notices of motion must be in the hands of the District Secretary, in writing, 28 days prior to the Annual General Meeting.

BL8.1.5 Delegates Meeting(s)

BL8.1.5.1 Meetings will be held at least twice a year. The date, time, venue and quorum for each meeting shall be in accordance with District Rules.

BL8.1.6 Special Meeting(s)

BL8.1.6.1 A special meeting shall be called.

- (a) At the request of the Executive **or**
- (b) On the call of a majority voting at a general meeting **or**
- (c) Within 14 days of receipt of a written request signed on behalf of at least 25% of the registered clubs in the District. The request must state the reason for calling the meeting and be accompanied by a fee as specified in paragraph R12.4.1 of the Company Rules. The fee may be retained or returned at the discretion of the District.

BL8.1.7 District Office Bearers

BL8.1.7.1 Each District shall have a President, Vice President, Secretary, Treasurer and Standing Committees who shall be elected/appointed at the AGM in accordance with Standing Orders set out in paragraph BL5.2.

BL8.1.7.2 Those elected/appointed shall hold office for one year and be eligible for re-election. In the event of vacancies arising during the year, the vacancy may be filled by election or appointment at a subsequent District meeting. Subject to paragraph BL8.1.7.5 all individuals elected or appointed as President, Vice President, Secretary, Treasurer or Convenor of a Standing Committee must be delegates, or Independent Members of the SASA resident within the District, at the time of election or appointment.

BL8.1.7.3 The President, Vice President, Secretary and Treasurer shall be ex-officio delegates at all meetings.

BL8.1.7.4 The Convenor of a Standing Committee of the Company ("Standing Committee" or "Standing Committees" in the plural) cannot be removed from the list of delegates during the year except with the authority of the District.

BL8.1.7.5 Convenors of Standing Committees may be appointed from outwith those eligible to attend an AGM in accordance with paragraph BL8.1.2.1 if no nominations in accordance with paragraph BL8.1.7.2 have been received.

Such appointments shall be without delegate status and the appointee shall report only on the business of their Standing Committee at District meetings.

BL8.1.7.6 Each District shall have an Executive made up of such Office Bearers as District Rules shall specify but must in all cases include at least the President, Vice President, Secretary and Treasurer. The powers and duties of the Executive shall be specified in District Rules.

BL8.1.8 Other District Appointments/Nominations

BL8.1.8.1 A District may in accordance with Standing Orders set out in Section BL5.2 appoint at an AGM:

- (a) Life Members
- (b) Patron
- (c) Any honorary office bearers deemed necessary(eg Honorary Legal Adviser)
- (d) Two Auditors/Examiners, who must not be office bearers covered by paragraph BL8.1.7.1.

BL8.1.8.2 Those appointed need not be delegates.

BL8.1.8.3 A District will nominate two representatives for SASA Council at an AGM.

BL8.1.9 Standing Committees

BL8.1.9.1 Each District shall, as far as possible, have equivalent Standing Committees to that of the Company but shall be permitted to have such additional Standing Committees as deemed necessary for the management of the District.

BL8.1.9.2 Members other than co-opted members shall be elected/appointed at the District Annual General Meeting.

BL8.1.9.3 The President, Vice President, Secretary and Treasurer shall be members of all Standing Committees ex-officio.

BL8.1.9.4 The frequency of meetings, order of business and standing orders shall be in accordance with District Rules.

BL8.1.9.5 Standing Orders shall, as appropriate, be in accordance with those set out in Section BL5.2.

BL8.1.10 Championships

BL8.1.10.1 District Championships (equivalent programme to Scottish Championships) shall be held as far as possible in each discipline.

BL8.2 Clubs

BL8.2.1 Constitution/Bye-Laws

BL8.2.1.1 The Constitution/Bye-Laws of a Club must not conflict with the Constitution, or Bye-Laws of the SASA or the Memorandum or Articles of Association or Rules or Regulations of the Company or District Rules. In the event of such conflict the Constitution or Bye-Laws of the SASA or the Memorandum or Articles of Association or Rules or Regulations of the Company or the Constitution of a District in that order shall prevail over that of the Club.

BL8.2.1.2 All affiliated clubs Constitution/Bye-Laws must be based on a "Model" and guidance available from the Company. (Two "Model" documents are available, one for clubs that do not have limited company status and one for those that have or are considering making the change.)

BL8.2.1.3 Affiliated clubs must ensure that a copy of their Constitution/Bye-Laws is forwarded to the appropriate District Secretary following the adoption of change(s)

BL8.2.1.4 A Club Constitution/Bye-Laws must include all mandatory sections/paragraphs, identified in the Club “Model” documents, approved by Council, referenced in Bye Law BL8.1.1.1

BL8.2.2 Membership

BL8.2.2.1 An individual may be a member of one or more clubs. Membership of an affiliated club is a prerequisite of membership of a composite team.

BL8.2.2.2 Any athlete, eligible to represent Scotland in accordance with Company Rule R13.5, who is not a member of a club affiliated to SASA, who wishes to be recognised as “Scottish” must register with SASA. The appropriate form can be obtained from the Company Office. For the registration to be/remain valid an annual Aquatic 3 membership fee shall be paid.

BL8.2.3 Composite Teams

BL8.2.3.1 With the prior approval of the Company Board of Directors, Composite Teams may be established by two or more Clubs within one local authority district or by clubs from neighbouring local authority districts for the purpose of training and competition.

BL8.2.3.2 Application for a licence to establish a composite team shall be made to the Company with a copy to the appropriate District Secretary. The application must be accompanied by the Constitution of the Composite Teams and the fee as specified in paragraph R12.4.1 of the Company Rules.

BL8.2.3.3 Competitors representing a Composite Team cannot also represent their registered club in the same competition.

BL8.2.3.4 Composite Teams are not entitled to have delegates at SASA or Company meetings or District meetings.

BL8.2.3.5 Composite Teams shall have the following entitlements;

- (a) Direct mailing of information concerning competitions to a nominated representative.
- (b) The right to organise competitions under Company Rules/Regulations.
- (c) Participation in National Swimming Championships/Meets, Masters Championships and Team Championships and Leagues which for the avoidance of doubt shall be run by the Company.
- (d) Participation in District Championships if approved by the District.
- (e) Participation in Club Invitation Meets if invited by the Organising Club.

BL8.2.4 Change of 1st or 2nd Claim Club

BL8.2.4.1 An individual wishing to change their 1st or 2nd Claim Club must complete the appropriate form (available from the Company), and obtain the signature of the Secretaries of the clubs involved. The form shall then be sent to the Company.

BL8.2.4.2 An individual shall be entitled to obtain the signature of a club secretary or a reason for refusal within 14 days of the request being made.

BL8.2.4.3 When the new information is noted, the Company will notify the individual, the clubs concerned and the District Secretary(s).

BL8.2.4.4 An individual shall be able to compete for their new club(s) when notified by the Company, provided they are not in breach of Company Rules section R13.5.5 or Company Rules sections R13.6.2 or R13.6.3.

BL8.2.5 Eligibility

BL8.2.5.1 See Section R13.5 of the Company Rules.

BL8.2.6 Donations

BL8.2.6.1 Clubs may accept donations to funds for services given by their members at galas, but the members concerned shall receive expenses only.

BL9.0 COUNCIL

BL9.1 District Representative

BL9.1.1 Representatives from the SASA Districts shall be nominated at each District's Annual General Meeting. If any representative is unable to attend, then any member of the appropriate District Executive may attend, participate and vote.

BL.9.2 Ordinary Meeting(s)

BL9.2.1 Dates of Ordinary Council meetings for the next 12 months will be agreed at the last Council meeting each year.

BL9.2.2 Council shall meet at venues to be arranged by the Company with the agreement of the President.

BL9.2.3 The Company shall give not less than seven days notice of a special meeting and specify the business.

BL9.2.4 The Company with the agreement of the President, may alter the date of any meeting or cancel the meeting should there be insufficient business to be transacted.

BL9.2.5 The Chief Executive and persons responsible for Administration, Finance and Technical Matters, all of the Company, shall normally be in attendance.

BL9.3 Special Meeting(s)

BL9.3.1 The venue of Special meetings of Council shall be arranged by the Company, and will be convened as follows:

- (a) By decision of the President and Vice President.
- (b) By decision of two thirds of the Council present and voting at a Council Meeting.
- (c) By resolution adopted at the AGM or any general meeting of the Association.
- (d) Within 14 days of receipt by the Company of a written requisition from at least two Districts stating the reason for such a meeting.
- (e) Within 14 days of receipt by the Company of a written requisition signed by the President or Secretary of six different Clubs, stating the reason for such meeting, accompanied by a fee as specified in Company Rule paragraph R12.4.1. The fee may be retained or returned at the discretion of Council.

BL9.3.2 The Chief Executive and persons responsible for Administration, Finance and Technical Matters, all of the Company, shall normally be in attendance.

BL9.4 Business

BL9.4.1 The business for Ordinary Council Meetings shall include:
(a) President's Address
(b) Apologies for Absence

- (c) Minutes of Previous Meeting
- (e) Actions from Previous Meeting
- (f) Report from the Company Board (which will include information on Administration, Finance and Technical Matters).
- (f) Business in Accordance with Paragraph C.9.3 of the Constitution
- (g) Correspondence

BL9.4.2 Business to be considered at an Ordinary Council Meeting must be received by the Company not later than 14 days prior to the meeting and sent to Council members not less than 7 days prior to the meeting.

BL9.4.3 Business to be considered at a Special Council meeting will normally only be for the specific purpose that the meeting was called in accordance with paragraphs BL9.2.3 and BL9.3.1.

BL9.5 Standing Orders

BL9.5.1 Standing Orders for the conduct of business at Council Meetings shall be:

BL9.5.2 The Chairperson shall be the President or, in their absence, the Vice President. In the event of the absence of both the President and Vice President, the Chairperson shall be the immediate Past President. If the President, Vice President and immediate Past President are absent, the Chairperson shall be drawn from one of the District representatives as decided by the meeting.

BL9.5.3 In the event of there being an equality of votes on a resolution which requires a decision (choice) to be made for the continued good governance of the SASA, the Chairperson shall have a second or casting vote.

BL9.5.4 The Chairperson's ruling on questions of order or procedure shall be final unless it is opposed by a majority of members.

BL9.5.5 Speakers shall confine their remarks to the proposition under discussion.

BL9.5.6 The Chairperson shall ensure that where oppositions to a motion exist opportunity shall be given for this opposition to be expressed in debate and voted on.

BL9.5.7 Voting shall be by a show of hands of those present at the casting of votes and eligible to vote.

BL9.5.8 The Chairperson may allow any individual not entitled to take part in the proceedings and vote to address the meeting.

- BL9.6 **NATIONAL ARBRITRATION PANEL – *Company Rule***
- BL 10.0 **BOARD OF DIRECTORS –*Company Rule***
- BL 11.0 **STANDING COMMITTEES – *Company Rule***

BL12.0 FINANCE

BL12.1 Receipts and Payments

BL12.1.1 All incoming receipts must be paid to the Company.

BL12.1.2 All outgoing payments will be made by Bank Automated Clearance System (BACS) or Company cheque, signed by the authorised person(s) unless an alternative payment method is authorised in writing by the Chief Executive of the Company.

BL12.2 Membership Fees

BL12.2.0.1 Membership and affiliation fees shall be decided annually at the SASA AGM and published in the Annual Information Guide or an alternative publication as decided by the Company, are payable to the Company who is responsible for the day to day management of the affairs of the SASA in terms of the Constitution.

BL12.2.0.2 Where a member chooses to register in more than one sub group, the fee

payable will be that for the sub group having the highest fee.

BL12.2.0.3 The membership year runs from 1st March until the last day of February inclusive. A person seeking to become a SASA member part way through the membership year shall be required to pay a fee in accordance with the following criteria:

fee.	Registering during March to August inclusive	100% of annual
fee.	Registering during September to December inclusive	50% of annual
fee.	Registering during January to February inclusive	25% of annual

BL12.2.0.4 Members will be given a unique registration number.

BL12.2.1 Life Member

BL12.2.1.1 A person who is a SASA Life Member is not required to pay any membership fee.

BL12.2.1.2 Life Members/Honorary Members are covered by Third Party and Personal Accident Insurance effected by the Company for the protection of members.

BL12.2.2 Members of Affiliated Clubs

BL12.2.2.1 A member of an affiliated club is as defined in paragraph BL3.2.1.

BL12.2.2.2 a) Each affiliated Club shall by the 31 March in each year, send to the Company an Annual Return of members names, certified as correct and signed by three executive officers of the Club. The annual club affiliation fee to SASA must also be included in the Annual Return.

b) The Annual Return shall include all sub groups of members as set out in Paragraph BL3.2.2. Those persons included on the Annual Return shall pay an annual membership fee to the Company who is entitled to receive all membership fees in terms of the Constitution.

BL12.2.2.3 A person joining a Club after submission of the Annual Return to the Company is required to pay a SASA Annual Membership Fee, which should be paid to the Company as delegate of SASA in accordance with the Constitution, if they have not already done so. The Club shall send a completed SASA Club Membership form (available from the Company) along with the appropriate fee to the Company within 28 days.

BL12.2.2.4 A Club failing to provide an Annual Return and appropriate payment in accordance with BL12.2.2.2 may be suspended by the Company, provided the club are given an opportunity to be heard in their defence.

BL12.2.2.5 SASA affiliated Clubs, and Registered Members are covered by the Third Party and Personal Accident Insurance effected by the Company for the protection of members thereof.

BL12.2.2.6 A Club failing to ensure that all volunteers that assist the club, no matter how irregularly, are members of the SASA, will be deemed to be operating outside the Association’s remit. As this remit forms the basis of the Company Insurance Policy the insurance cover for the club may be affected.

BL12.2.3 Affiliated Swim Schools

BL12.2.3.1 Swim Schools as defined in paragraph BL3.3.1 shall affiliate directly to SASA (i.e. not through Districts) and before they can affiliate must satisfy the following criteria:

- adequate public liability insurance for their swimmers, teachers and/or coaches.

- an adequate child protection policy and method of undertaking Disclosure Scotland checks and child protection training.
- run a learn to swim programme that is overseen by at least one teacher or coach who is certificated at UKCC level 2 or above.

- BL12.2.3.2 Each affiliated Swim School shall by the 31st March in each year, send to the Company an Annual Return, certified as correct and signed by three executive officers of the Swim School. The Annual Return shall include all sub-groups of members as set out in Paragraph BL3.3.2 and the annual Swim School affiliation fee to the SASA.
- BL12.2.3.3 A Swim School failing to provide an Annual Return in accordance with BL12.2.3.2 may be suspended by the Company, provided the swim school is given an opportunity to be heard in their defence.
- BL12.2.3.4 SASA registered members of swim schools are covered by the Third Party and Personnel Accident Insurance effected by the Company for the protection of members thereof.

BL12.2.4 Independent Member

- BL12.2.4.1 An Independent Member is as defined in paragraph BL3.4.1.
- BL12.2.4.2 Independent Members are covered by the Third Party and Personal Accident insurance effected by the Company for the protection of members.

BL12.2.5 Associate Member

- BL12.2.5.1 An Associate member is as defined in paragraph BL3.5.
- BL12.2.5.2 Associate Members are NOT covered by the Company insurance arrangements.

BL12.3 No longer used
BL12.4 Other Fees – *Company Rule*
BL12.5 Levies

- BL12.5.1 Affiliated Clubs, Affiliated Swim Schools and Independent Members may be charged a levy agreed at an Annual General Meeting or Extraordinary General Meeting by at least a two-third majority of those present and voting.

BL12.6 Fines – *Company Rule*
BL12.7 Expenses – *Company Rule*

BL13.0 CHAMPIONSHIPS AND MEETS

BL13.1 Scottish Championships – *Company Rule*

BL13.2 District Championships

- BL13.2.1 Districts shall hold Championships in accordance with paragraph BL8.1.10.

BL13.3 Inter District Competition

- BL13.3.1 For any Inter District Competition, the North and Midland Districts may agree to enter a joint team, upon the recommendation of the appropriate Standing Committee and subject to the approval of the Board of Directors.

BL13.4 Licensed/Accredited Events – *Company Rule*
BL13.5 Eligibility – *Company Rule*
BL13.6 Drug Abuse – *Company Rule*
BL13.7 Medals – *Company Rule*
BL13.8 Scottish Records – *Company Rule*
BL13.9 GB Records – *Company Rule*
BL13.10 Access to Championships/Events – *Company Rule*

- BL13.11 Competition outside Great Britain – *Company Rule***
- BL 14.0 TROPHIES – *Company Rule***
- BL 15.0 PROTESTS - *Company Rule***
- BL16.0 COMPLAINTS – *Company Rule***
- BL17.0 SUSPENSIONS AND FINES - *Company Rule***
- BL18.0 APPEALS – *Company Rule***

BL19.0 AWARDS

- BL19.0.1 Awards shall be presented in accordance with Section C19.0 of the Constitution.
- BL19.0.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by Council.
- BL19.0.3 The decision of Council on which nominees are to receive awards is final and no correspondence will be entered into before or after Council have made their decision.

BL19.1 Life Membership

- BL19.1.1 Nominations may be made by Clubs, Districts or Life Members to the Company by the 15 November for submission to Council. Nominations should contain full details of the nominee's service to the SASA and their swimming career if appropriate.

BL19.2 Nancy Riach Memorial Medal

- BL19.2.1 Members of Council, Board Directors and Company Standing Committees shall forward nomination(s) to the Company by the 15 November for submission to Council.

BL19.3 W G Todd Prize and Cup

- BL19.3.1 Selection procedure shall be as per BL19.2.1.

BL19.4 J Y Coutts Awards

- BL19.4.1 Selection procedure shall be as per BL19.1.1.

BL19.5 Water Polo Player of the Year (Speedo Trophy)

- BL19.5.1 Nominations shall be submitted to the Water Polo Convener by 1 November. Each nomination shall include an account of the achievements of the nominee during the year. The Scottish Water Polo Committee of the Company, may add other candidates and will make the final selection of the recipient. The nomination to be forwarded to the Company by the 15 November for notification to Council.

BL19.6 Junior Water Polo Player of the Year

- BL19.6.1 Selection procedures shall be as set out in paragraph BL19.5.1.

BL19.7 John and Margaret Bell Award (John and Margaret Bell Memorial Award)

- BL.19.7.1 Districts shall submit nominations to the Diving Convenor by 1 November. Each nomination shall include an account of the achievements of the nominee during the year. The Scottish Diving Committee of the Company, may add other candidates and will make the final selection of the recipient. The nomination to be forwarded to the Company by the 15 November for notification to Council.

BL19.8 Denis Sullivan Memorial Trophy

- BL19.8.1 Nominations shall be submitted to the Open Water Swimming Convenor by the 1 November. Each nomination shall include an account of the achievements of the nominee during the year. The Scottish Open Water Swimming Committee of the Company may add other candidates and will make the final selection of the

recipient. The nomination to be forwarded to the Company by 15 November for notification to Council.

BL19.9 John Gunning Awards

BL19.9.1 Nominations shall be submitted to the appropriate District secretary by the 1 November. Nominees must reside in Scotland and have contributed at any level from grass roots through to elite. Each nomination shall include an account of the achievements of the nominee during the year. The District Executive may add other candidates and will make the final selection of the recipient. The nomination, from each District, to be forwarded to the Company by 15 November for notification to Council.

BL19.10 The Synchro Swimmer of the Year Trophy

BL19.10.1 Nominations shall be submitted to the Synchro Convenor by the 1 November. Each nomination shall include an account of the achievements of the nominee during the year. The Scottish Synchro Committee of the Company may add other candidates and will make the final selection of the recipient. The nomination to be forwarded to the Company by 15 November for notification to Council.

BL19.11 The Eian Prentice Memorial Junior Award

BL19.11.1 Nominations shall be submitted to the Open Water Swimming Convenor by the 1 November. Each nomination shall include an account of the achievements of the nominee during the year. The Scottish Open Water Swimming Committee of the Company may add other candidates and will make the final selection of the recipient. The nomination to be forwarded to the Company by 15 November for notification to Council.

BL20.0 REPLICAS (Not used)

BL21.0 DISPOSAL OF FUNDS AND DISSOLUTION (Not Used)