

**DOLPHIN
SWIMMING CLUB
CONSTITUTION**



Mayfield Sports Complex
Mayfield
Cork

Date Written : August 6th, 2017
Date Approved : July 14th 2018

Document Revision History

Version No.	Date	Changed By	Description/Reasons of Change
1.0	6/08/2017	Mark Rainford	Proposed 2017 revision, based on 2009 approved version, 2015 approved amendments and 2016 Swim Ireland recommended template.
1.1	14/07/2018	Mark Rainford	Removed Pending watermark after ratification at 2018 club AGM



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List of Abbreviations

DSC or Dolphin SC	Dolphin Swimming Club
NGB	National Governing Body
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
CCO	Club Children's Officer
DP	Designated Person
CDC	Complaints and Disciplinary Committee
EAP	Emergency Action Plan
NOP	Normal Operating Procedure
LSP	Local Sports Partnership
LTS(P)	Learn to Swim (Programme)
LEN	Ligue Européenne de Natation
FINA	Fédération internationale de natation

List of Terms

Officer	Officers of the club are the President, Chairperson, Secretary and Treasurer
Member	A Member is a swimmer (competitive or non-competitive) or parent/guardian of a swimmer who has completed the membership process.
Leader	This is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches and teachers etc.
Management Committee	This is the body elected by the members for the management of the business and affairs of the club.
Swim Ireland	is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, the Irish Sports Council, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies.
National Governing Body	The role of a NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.
Connected Person	A member is deemed to be connected with another person if that person is either a member of the member's family (i.e. spouse, civil partner, any person with whom the member lives as a partner in an enduring family relationship), a child or stepchild of the member, a child or step-child of the member's partner (if living with the member and under the age of 18), or the member's parents, brothers or sisters including half and step brothers or sisters and persons related by marriage including brothers, sisters and parents in law



Contact Details

Club website – www.dolphinisc.ie

Enquiries – info@dolphinisc.ie

Chairperson – chair@dolphinisc.ie

Secretary – secretary@dolphinisc.ie

Treasurer – treasurer@dolphinisc.ie

CCO – cco@dolphinisc.ie

CDC – complaints@dolphinisc.ie



1. Name, Colours & Headquarters

- 1.1 The name of the club, which was founded in 1901, shall be Dolphin Swimming Club
- 1.2 The colours of the club shall be Navy Blue (#1C1E44) and Yellow (#FFCC33)
- 1.3 The headquarters of the club shall be Mayfield Sports Complex, Mayfield, Cork.

2. Objectives

- 2.1 The objectives of the Dolphin Swimming Club are:
 - a) To foster and develop swimming and its participants
 - b) To promote the teaching/coaching and practice of swimming in line with current best practice.
 - c) To promote the development of physical, moral and social qualities associated with sport, within the participants.
 - d) To accept and enforce the rules and regulations set down by Swim Ireland regarding **swimming** in accordance with the affiliation status afforded to the club.
 - e) To provide a positive and safe environment for all its members and staff
 - f) To ensure sport for **all members** of the club is fun, and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
 - g) To provide equal opportunities, whenever possible, for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.
 - h) To promote and support all aspects of competitive activity to the highest possible level for all participants.
 - i) **To encourage its members to recognise the importance of friends, family and leaders and the role that swimming and competitive sport can play as a part of development into a well-rounded member of society.**
- 2.2 Dolphin Swimming Club is fully committed to safeguarding the wellbeing of its members. Every individual in Dolphin Swimming Club should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Dolphin Swimming Club and the guidelines contained in the most current 'Swim Ireland Safeguarding Children Policies and Procedures'.

3. Affiliation

- 3.1 By virtue of the affiliation of Dolphin Swimming Club to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:
 - Swim Ireland, the governing body for the whole of the island of Ireland.
 - Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
 - Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

4. Membership



4.1 All Members are subject to the rules and constitution of Dolphin Swimming Club and rules and regulations of Munster, Swim Ireland, LEN and FINA.

4.2 Membership Categories

The following constitute members of the club:

- 4.2.1 Competitor: Members of Dolphin SC, who decide to engage in competitive events.
- 4.2.2 **Non-Competitor: This category includes but is not limited to: participants who wish to train but not compete (including LTS attendees); leaders; parents/guardians and CCO's.**
- 4.2.3 Life Member: Life members are appointed at an AGM or **EGM**. Any proposal to nominate a member as a Life Member must be given in writing to the Management Committee at least 14 days prior to an AGM or **EGM**. At the AGM or **EGM** the proposed Life Member must be proposed and seconded.

4.3 Membership Caveats

- 4.3.1 The Management Committee reserves the right to accept or reject applications for membership of the Club. The rules of Dolphin Swimming Club cover the requirements, trials and waiting lists for admission to the club. If applicants are refused membership, they must be notified by the Management Committee in writing (**paper or electronic**) as to the reasons for their refusal.
- 4.3.2 **The Management Committee may only suspend or expel a member from the Club in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures.**
- 4.3.3 **A Member is considered to be lapsed if they meet any of the following criteria**
 - a) They have notified the Management Committee that they wish to leave the club
 - b) Have not attended training, without explanation for 4 weeks during season time
 - c) Have been notified that their membership has been terminated by the Management Committee in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures.**Lapsed members may not participate in any activities of the club until approved for membership by the Management Committee and all subscriptions have been paid and all liabilities to the club cleared.**
- 4.4 **Dolphin Swimming Club will, at all times, make available to its members the Constitution and Rules & Regulations of the Club. It will also ensure that all appropriate documents and guidelines from Swim Ireland, LEN and FINA are brought to the attention of its Members.**

4.5 Duration of Membership and Annual Subscriptions

- 4.5.1 **Membership fees shall be due as defined in the Dolphin Fee Schedule and should be paid within one calendar month of the membership renewal deadline. Any variation from this must be agreed by the Management Committee.**
- 4.5.2 **The membership year shall run from the 1st of September to the 31st of August each year**
- 4.5.3 Club fees will be determined and published by the Management Committee.
- 4.5.4 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.

4.6 Application Procedures for Club Members

- 4.6.1 All persons wishing to become Members and all Members wishing to renew their membership must complete the required application process and **pay the requisite** fees as set down by Swim Ireland and Dolphin Swimming Club.
- 4.6.2 All members must also be familiar with and comply with the Swim Ireland and Dolphin SC Rules and Regulations. In addition, they are required to read and agree to abide by the Swim Ireland Code of Conduct annually. The signature of a person on a paper application form **or checking of the appropriate field on an online application form** is deemed to be an acknowledgement by that person that they will comply with Swim Ireland and Dolphin SC Constitutions, Rules and Codes of Conduct.
- 4.6.3 **All online forms are made available to the Management Committee for approval or rejection.** Parents must sign the application form where the applying member is under 18 years of age.
- 4.6.4 Upon showing an interest in becoming a Member, and on request, a person will be provided with a copy of the Constitution and Rules and Regulations of the Club.



- 4.6.5 A member who wishes to resign as a member of the club must inform the Secretary in writing (electronic or paper). No refund of subscription monies will be paid upon resignation from the club and if this person wishes to renew membership, at a later date, they must re-apply.
- 4.6.6 Any Member leaving the Club must return all perpetual trophies and club property
- 4.6.7 Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club management committee.
- 4.6.8 All Members of Dolphin Swimming Club must also be Members of Swim Ireland and shall be required to renew their membership with both Dolphin Swimming Club and Swim Ireland on an annual basis.

4.7 Learn to Swim

- 4.7.1 Dolphin Swimming Club may run a Learn to Swim Programme.
- 4.7.2 Any participants in the Learn to Swim Programme must be members of Dolphin Swimming Club. During their first year (or partial year) Non-Competitive Swimmers are not required to pay Swim Ireland Membership however details of all Members will be provided to Swim Ireland. Participants taking part for longer than a year will be required to become Swim Ireland members and pay the necessary fees as defined by Swim Ireland.

5. Club Management

- 5.1 The Management Committee is the body elected by the Members for the management of the business and affairs of the club including any appointment of a head coach where appropriate.

5.2 Membership of the Management Committee

- 5.2.1 **The Management Committee consists of a minimum of 10 and maximum of 12 adult Members who must be members of both the Club and Swim Ireland in their own right.**
- 5.2.2 Membership of the Management Committee shall consist of the following: a Chairperson, a President, a Secretary, a Treasurer, a Club Children's Officer, **and a minimum of 5 and maximum of 7 other adult members.**
- 5.2.3 The Club Children's Officer is an appointed position who must also be a member of both the Club and Swim Ireland in their own right and sits on the committee in **addition to the 9 to 11 elected committee members.**
- 5.2.4 The Children's Club Officer who sits on the board will be nominated as the Club's Designated Person.
- 5.2.6 The Complaints & Disciplinary Committee shall consist of 5 elected adult members - such members who are not members of the Management Committee. The CDC will appoint one of its number as chairperson and another as secretary.
- 5.2.7 The Management Committee and CDC shall be elected for a term of one year.
- 5.2.8 Where the position of Lifetime President has been assigned, there will be no requirement for the position of President to be elected. President is the only role that shall be eligible for lifetime status.

5.3 Roles and Responsibilities of Management Committee Members

- 5.3.1 Duties of the Chairperson
 - a) **Uphold this Constitution and enforce the Rules & Regulations of the Club**
 - b) **Ensure that the Club complies with Swim Ireland Rules and Regulations**
 - c) **Support the efficient running of the Club**
 - d) **Chair meetings of the Management Committee, Annual General Meeting and any EGM**
 - e) **Help others understand their roles and responsibilities**
 - f) **Communicate with various members within the Club**
 - g) **Be actively involved in developing an action plan for the Club**
 - h) **Represent and promote the interest of the Club at all times**
 - i) **Act as the official spokesperson for the Club**



- j) Assist the Club to fulfil its responsibilities to safeguard young people at all levels
 - k) Ensure an understanding of the legal responsibilities of the Club to which the Club complies
 - l) Be responsible for the preparation of the Annual Report
- 5.3.2 Duties of the Secretary**
- a) Uphold this Constitution and enforce the Rules & Regulations of the Club
 - b) Ensure that the Club complies with Swim Ireland Rules and Regulations
 - c) Be the first point of contact for Club enquiries and respond promptly to any such queries
 - d) Organise and attend Committee Meetings, AGM and EGM's
 - e) Take and distribute minutes for all Club meetings
 - f) Delegate tasks to Club members
 - g) Deal with all Club correspondence
 - h) Attend to Club affiliations
 - i) Ensure insurance is up to date and relevant
 - j) Maintain up to date records and reference files
 - k) Arrange handover or succession planning for the position
- 5.3.3 Duties of the Treasurer**
- a) Uphold this Constitution and enforce the Rules & Regulations of the Club
 - b) Ensure that the Club complies with Swim Ireland Rules and Regulations
 - c) Co-ordinate the Club's financial planning
 - d) Manage the Club's income and expenditure in accordance with the Rules & Regulations of the Club
 - e) Produce an end of year financial report
 - f) Prepare and manage the annual budget of the Club
 - g) Provide leadership and guidance in the management of financial initiatives taken by the Club
 - h) Report back at least quarterly to the Club Management Committee on all financial matters
 - i) Efficient payment of invoices and bills
 - j) Issue invoices for Membership and Training Fees monthly and to notify Members of outstanding monies due
 - k) Propose amendments to annual and monthly subscriptions as appropriate
 - l) Deposit cash and cheques that the club receives
 - m) Keep up to date financial records and provision of all information to auditor when requested
 - n) Arrange handover or succession planning for the position
- 5.3.4 Duties of the Club Children's Officer**
- a) Ensure that the Club complies with Swim Ireland Rules and Regulations in regards to Child Welfare
 - b) Ensure completion of required training and promote training and awareness of Child Welfare and protection within the Club
 - c) Act in the best interest of young people
 - d) Ensure young people have opportunity to express opinions and views
 - e) Ensure safeguarding policies and procedures are implemented and effective in all areas of the Club
 - f) The CCO who sits on the committee will act as the designated person
- 5.3.5 Duties of the President**
- a) Represent the Club, where requested, in addition to, or in place of, the Chairperson.
- 5.3.6 Duties of the Designated Person**
- a) The Designated Person shall have the responsibility to report to the statutory authorities in relation to questions of child abuse.
- 5.3.7 Other Roles which must be fulfilled by the Management Committee or delegated to a specified sub-committee or individual include, but are not confined to**
- a) Training and Certification Compliance
 - b) IT
 - c) Home Gala Organization
 - d) Gala Secretary
 - e) Fundraising



- f) Club PR and management of the social media aspect of the Club
- g) Club Gear
- h) Assistant Treasurer
- i) Parent on duty roster
- j) Membership Secretary
- k) Awards Night Organization
- l) Waiting List Management
- m) Data Protection

5.4 Roles and responsibilities of the coaching and teaching staff

5.4.1 Duties of Head Coach

- a) Responsible for coordination of coaching within the club
- b) Liaise effectively and regularly with the management committee to ensure effective achievement of club goals
- c) The Head Coach shall be accountable to the Committee and shall be expected to attend 50% Committee meetings for a duration requested by the committee
- d) Assist the CCO with the implementation of child protection strategies
- e) Ensure that all coaches/teachers are qualified and operate within licenced/qualified restrictions
- f) Devise and submit for approval a training schedule for all squads ahead of each new season
- g) Documentation and Management of Member Assessment Process for squad allocation purposes, including maintaining records of all assessments

5.4.2 Duties of coaching/teaching staff

- Comply with the Swim Ireland Rules and Regulations
- Operate within qualified level specifications
- Ensure that all Swim Ireland licences and qualifications are up to date and to the required level
- Plan and deliver coaching sessions appropriate to the ability of the Members
- Work with the Club coaching and teaching team to deliver the coaching programme as agreed by the Head Coach/Teacher
- Make Members aware of their progress.
- A clear understanding of any special needs of the Members involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attend all appropriate competitions and gala's in accordance with agreed yearly coaching plan
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of Swim Ireland
- Assist Members to achieve their full potential

5.5 Rights and Duties of the Management Committee

5.5.1 The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The Management Committee must ensure the Club's rule book is in place and made available to all members.

5.5.2 The Management Committee have the power to appoint such sub-committees as they may consider necessary. These sub-committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee. The Management Committee shall report to the AGM as to the actions and recommendations of each sub-committee as part of the annual report.

5.5.3 The Management Committee shall be responsible for all assets of the Club.

5.5.4 The Management Committee, having consulted with the Head Coach, coaching staff and all appointed CCOs, shall be responsible for formulating club policy on Child Protection in accordance with the most recent 'Swim Ireland Safeguarding Children Policies and Procedures'. The Management Committee shall endeavour to ensure that the best practices for Swimming Clubs are implemented



- 5.5.5 The Members of the Management Committee shall be indemnified by the Members of the Club against all liabilities properly incurred by them in the management affairs of the Club.
- 5.5.6 As soon as any member of the Management Committee, CDC or Coaching team become aware of a potential conflict or previous connection/relationship with any matter under consideration by the Committee on which the member sits, the member is obliged to bring all relevant details to the appropriate committee, who will review and decide what action is appropriate. Such action may include no action or member being absented from discussions or decisions. If any member of the Management Committee feels that another member has a personal or business interest that may conflict with that member's duties, and that member has not declared that interest, the Member should notify the Management Committee of said conflict as soon as is reasonably practicable. The Management Committee may, if required to, vote on the issue of conflict in order to determine if a conflict exists. The person who is the subject of the allegation will not be permitted to vote on the matter.
- 5.5.7 No Connected Persons may sit on the Management Committee and/or CDC. Should any matter relating to a Connected Person come before the Management Committee, the member shall immediately advise of all relevant details to the appropriate committee, who will review and decide what action is appropriate. Such action may include no action or member being absented from discussions or decisions.
- 5.5.8 The Management Committee will be expected to sign and follow codes of conduct in relation to their obligations to Dolphin SC members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to Dolphin SC and its members. The committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the most recent 'Swim Ireland Safeguarding Children Policies and Procedures'. The Management Committee will also adhere to any updated versions of these policy documents which are issued in the future

5.6 Meetings of the Management Committee

- 5.6.1 **The management committee shall meet as often as required but a minimum of once per month and 10 times per year with a minimum quorum of 50% plus 1 of the members of the committee present.**
- 5.6.2 The Chairperson and the Secretary shall have discretion to call further meetings of the Management Committee if they consider it to be in the interests of the Club.
- 5.6.3 A minimum of (7 days) notice will be given to Management Committee members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided.
- 5.6.4 Members of the Management Committee ought to provide details of any topics and motions to the Secretary no less than 5 days before the scheduled date of meeting. The Secretary shall issue the agenda no less than 2 days prior to the meeting.
- 5.6.5 The Chairperson has a casting vote in the event of a tie in any vote of the Management Committee.
- 5.6.6 The Chairperson's decision on a Point of Order is final
- 5.6.7 The Chairperson shall preside at all meetings; however, in the chairperson's absence, those present will elect one among them to act as Chairperson for that meeting.
- 5.6.8 The Secretary, or in her/his absence a member of the Management Committee, shall take minutes.
- 5.6.9 The Treasurer shall relay the financial position of the club at each meeting.
- 5.6.10 The CCO and other committee members must also relay details on the areas of the club or of sub-committees for which they are responsible to the Management Committee.
- 5.6.11 The Head Coach shall be given the opportunity to report in advance of each meeting of the Management Committee. The Head Coach will be entitled to address each meeting as to issues of training.
- 5.6.12 The Committee shall circulate points of note from the meetings of the Management Committee to all Club Members within 7 days of the meeting having taken place.
- 5.6.13 The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of Club.



6. Annual General Meeting (AGM)

- 6.1 The AGM will be held once within each calendar year.
- 6.2 Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be emailed to club members as well as posted on the club notice board and website.
- 6.3 No less than 14 days prior to the AGM, the Secretary shall circulate to all members, and make available on the Club website, the annual report, agenda, nominations, motions and any other appropriate documentation. Where Secretary is unable to undertake this task, it may be delegated to another member of the Management Committee
- 6.4 At the AGM, the annual report shall be presented by a member of the Management Committee. The annual report shall include a minimum of - President's report; Chairperson's Report, Secretary's Report; Treasurer's Report; CCO's report and Head Coach Report.
- 6.5 Any changes or amendments to the Rules & Regulations or to this Constitution agreed at any AGM or EGM will be notified to members by the Secretary (or delegated member of the Management Committee) within 14 days of adoption.
- 6.6 Any resolution successfully passed at the AGM or EGM will come into immediate effect upon conclusion of the general meeting.
- 6.7 Two delegates for the Club will be selected by the Management Committee to represent the Club at the Swim Ireland AGM.
- 6.8 The club AGM shall be run in accordance with the Rules and Regulations of the Club, which incorporate Swim Ireland standing orders

7. Extraordinary General Meeting (EGM)

- 7.1 An Extraordinary General Meeting may be called at any time in the following circumstances:
 - 7.1.1 If a resolution to convene a Club EGM is passed at the preceding Club AGM
 - 7.1.2 If 20% of Club Members serve on the Club Secretary a written notice duly signed seeking the holding of such a club EGM
 - 7.1.3 Where two-thirds of the Club Management Committee resolve to convene a Club EGM
- 7.2 A club EGM must be held within 21 days of receiving such a request and must allow for 14 days' notice to all Club Members.
- 7.3 The EGM shall be run in accordance with the Constitution and Rules and Regulations of the Club, which incorporate Swim Ireland standing order, as amended from time to time.
- 7.4 The total number of eligible voting Club Members will be made available by the Management Committee to Club Members.
- 7.5 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.



8. Procedures at General Meetings (AGM & EGM)

- 8.1 No business shall be transacted at a General Meeting unless a quorum is present. A quorum of 20 Members of the eligible voting members is the number required.
- 8.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum.
- 8.3 Members who are fully paid up, 18 years of age or over and current Swim Ireland Members are eligible to vote.
- 8.4 No voting by proxy is allowed.
- 8.5 Parents/Guardians shall hold one vote on behalf of their child/children within the club. Only one parent/guardian may exercise this vote and this must be so agreed between the parents (i.e. that is one vote only and not one vote per child).
- 8.6 Voting shall be conducted via either a show of hands/voting cards or a secret ballot, as determined appropriate by the Management Committee, based on the context of the vote. All votes, in either method, will be counted by the Secretary. Any person entitled to vote may demand a vote by secret ballot if they wish.
- 8.7 All motions, with the exceptions of those requiring a change to the Constitution will be passed by simple resolution of 50% plus one.
- 8.8 The chairperson will have a casting vote if there is an equality of votes
- 8.9 **Amendments to the Constitution**
- 8.9.1 Motions for a change to this Constitution must be passed by a special resolution of 2/3 of persons entitled to vote present at the meeting.
- 8.9.2 Once an alteration or amendment has been so passed, the Constitution is deemed so altered or amended and the Management Committee must, within 14 days of the AGM or EGM at which the alteration or amendment is passed, incorporate the alteration or amendment into the written Constitution.
- 8.9.3 The Management Committee will subsequently distribute the updated Constitution to all Club Members through appropriate means.

9. Nominations; Notice of Motions; Election of the Management Committee and Election of the CDC.

- 9.1 Election of the Management Committee members takes place at the Club AGM each year. At this time, the following Officers of the Club shall be elected – a Chairperson, a President, a Treasurer and a Secretary, minimum of 5 and maximum of 7 other adult Members. Any Member proposed or nominated as an officer must have at least served one year previously on the Management Committee and have had at least two years' continuous membership of the club, except only when no such Member is willing



to be nominated. Where a Life President has previously been appointed, the role of President shall be exempt from election.

- 9.2 Election of 5 adult members to the CDC also takes place at the Club AGM - any Member proposed or nominated for the CDC must have had at least two years' continuous membership of the club **except only when no such Member is willing to be nominated.**
- 9.3 If an Officer of the Club must step down during their term, the Management Committee may appoint an existing member of the Management Committee to fill this vacancy and to hold office from the date of such appointment until the expiry of the term of office that would have been served by that executive officer if he or she had completed a full term. The Officer stepping down will retain their position on the Management Committee unless they elect or are required to step down from that position also.
- 9.4 If a member of the Management or CDC steps down, then the appropriate Committee will continue to operate as normal unless the number on the Committee falls below the minimum threshold. Should there be a vacancy, the Management Committee can agree on a Member of the Club to be co-opted. A maximum of two members of each Committee can be co-opted in any one year and a co-opted member may not hold an Officer position. Should vacancies become available then an EGM will be called with the purpose of filling the vacant position on the appropriate committee
- 9.5 A Management Committee or CDC member may stand for election for four consecutive years on the same committee. After this time period, they will be ineligible for election for a period of two years on the same committee. The position of President is excepted from this restriction
- 9.6 Nominations for office and notice of motions must be received in writing by the club secretary no less than 15 days prior to the general meeting.
- 9.7 A proposer and seconder are required for all nominations and notice of motions.
- 9.8 Notices of motions and nominations for both the Management and CDC shall be distributed to Club Members by appropriate means not less than 14 days prior to the AGM. They will also be available on request from the Secretary. Motions and nominations without due notice will not be discussed.
- 9.9 In the event that insufficient nominations are received by the Secretary prior to 14 days before the AGM, only then may a nomination be accepted from the floor at the AGM. In the event that there are still insufficient nominations, the elected members may co-opt as if a member of the Committee resigned.
- 9.10 At least two Club Children's Officers must be appointed by the Management Committee to fulfil the criteria laid down by the most recent 'Swim Ireland Safeguarding Children Policies and Procedures'. The CCOs may be selected from Club Members who are not already part of the Management Committee. If neither CCO wishes to sit on the Management Committee, an alternative CCO must be selected.

10. Competitions

- 10.1 The Management Committee will define all rules for selection and entry of competitions in the Club Rules



11. Transfers

- 11.1 Dolphin will facilitate, within its Rules & Regulations, the transfer of competitive swimmers to another club in accordance with the Swim Ireland Transfer Rule (6.9 – Swim Ireland Rule Book). All members must have paid any outstanding subscriptions and have no outstanding complaints against them before a transfer will be sanctioned, except in exceptional circumstances as approved by the Management Committee

12. Finance

- 12.1 The financial affairs of the club shall be the responsibility of the Management Committee in general and in particular, the Treasurer. Correct accounts and book keeping shall be done by Treasurer or under his/her supervision.
- 12.2 Annual accounts of Dolphin SC should be prepared by the Treasurer and form part of the Annual General Report, presented at the AGM.
- 12.3 The Management Committee shall be empowered to open bank accounts in the name of Dolphin SC and all transactions in these accounts shall be authorized by the Management Committee. All cheques, drafts and so forth shall be signed by the Treasurer plus a current member of the Management Committee.
- 12.4 The treasurer will receive all money paid to Dolphin SC and ensure all such sums are lodged to Dolphin SC bank account as soon as possible.
- 12.5 Any assets invested in by the Management Committee will be used for Dolphin SC purposes only. The Management Committee will delegate the use of these assets under advisement from coaches, teachers, CCOs and others within the Club.
- 12.6 The Management Committee will have the power to negotiate sponsorships on Dolphin SC's behalf and engage from time to time in fundraising activities. Any financial returns from these activities will be used for Dolphin SC development purposes only, as determined by the Management Committee.
- 12.7 The Management Committee shall have the power to allocate financial subsidies to members of the Club. Such Subsidies shall be paid solely at the discretion of the Committee and may cover competitive and non-competitive activities.

13. Complaints and Disciplinary Procedures

- 13.1 The club hereby agrees to be governed by The Swim Ireland complaints & disciplinary rules and procedures as amended by Swim Ireland from time to time.
- 13.2 All Members of Dolphin SC must abide by the Swim Ireland complaints and disciplinary procedures.
- 13.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures
- 13.4 The Management Committee will ensure that a Complaints and Disciplinary Committee (CDC) shall be elected at each AGM in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures.



- 13.5 Any Member of the Club may make a complaint to the CDC in regard to any matter arising in the course of the Club's activities where it is reasonably believed by that Member that another Member or Members is/are acting or has/have acted in breach of this Constitution; the Rules of Dolphin SC; any Swim Ireland Regulation or in breach of good practice or has committed an offence as outlined in the Swim Ireland Complaints and Disciplinary Procedures.
- 13.6 Any matter involving any Member under 18 years of age must always be brought to the attention of the CCO at first instance.
- 13.7 Any Member with a complaint of Child Abuse should report same to the Designated Person (DP) who is responsible for reporting this to the statutory authorities.

14. Cessation/Suspension/Expulsion of Membership

- 14.1 Dolphin SC have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the Management Committee Swim Ireland complaints and disciplinary policies. Such action shall only take place upon the CDC's following of the procedures as set down in section 13.
- 14.2 **Dolphin SC will report any Club terminations and suspensions to Swim Ireland.**
- 14.3 Subsequent suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.
- 14.4 Any Member who has their Club membership suspended or terminated may appeal in line with the Swim Ireland complaints and disciplinary policy.

15. Dissolution

- 15.1 Dolphin SC may be dissolved:
- By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
 - **A Court Order where a dispute exists within its membership**
- 15.2 Dolphin SC shall give notice to Club members and Swim Ireland for any Dissolution, owing to a resolution at a general meeting.
- 15.3 **All assets of the Club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of Dolphin SC.**
- 15.4 The Management Committee shall be responsible for the winding up of assets and liabilities of Dolphin SC.

16. Equality



- 16.1 In accordance with the Equal Status Act 2000 – 2004, Dolphin SC will not discriminate against any persons or visitors within Dolphin SC. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

17. Criminal Allegations

- 17.1 Dolphin SC shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and An Garda Siochanna without delay.

18. Data Protection

- 18.1 Dolphin SC hereby agrees to adhere to all statutory data protection laws.

