



Scottish Swimming

North District

Governance Documentation

Consisting of

North District Constitution – Issue 3 Rev 4

North District Bye-Laws – Issue 3 Rev 6



**Scottish Amateur Swimming Association
North District
Constitution
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NORTH DISTRICT CONSTITUTION

C1.0 NAME

C1.1 The District shall be called the "Scottish Amateur Swimming Association North District" hereafter referred to as the District.

C2.0 OBJECTIVES

C2.1 The objectives of the District shall, where relevant, be the same as those of the Scottish Swimming (SS), as set out in SASA Constitution sections C2.1a.

C3.0 MEMBERSHIP

C3.1 Membership Groups

C3.1.1 The District shall comprise of

- a) North District Life Members
- b) Clubs Affiliated to the District and the SASA (including their members).

C3.2 North District Life Members

C3.2.1 A North District Life Member is an individual who has been awarded in accordance with Section C9.3.1 of the District Constitution.

C3.3 Affiliated Clubs

C3.3.1 Clubs wishing to affiliate to the District and SASA must apply to the District Secretary. Applications must comply with SASA Constitution sections C10.1 and C10.2.

C4.0 GOVERNANCE

C4.1 The District Governance shall be, where relevant, in accordance with Scottish Swimming Governance documents (ie. SASA Constitution, Company Articles, Company Rules, Regulations and Codes of Practice).

C4.2 The District shall be governed by its Constitution, Bye-Laws and Regulations

C4.3 Alterations to the Constitution shall only be made at a District General Meeting. At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.4 Alterations to the Bye-Laws shall only be made at a District General Meeting. A simple majority of those present and voting must be secured before an alteration can be adopted.

C4.5 Alterations to the Regulations shall only be made at a District Delegates Meeting or District General Meeting provided the proposal(s) have been notified to the District Membership at least 30 days prior to the meeting. A simple majority of those present and voting must be secured before an alteration can be adopted



C5.0 ANNUAL GENERAL MEETING

- C5.1 The Annual General Meeting (AGM) shall be conducted in accordance with SASA Constitution section C9.3.
- C5.2 The AGM shall take place on the first or second Saturday in December. The venue shall be within the District and shall be agreed at the April/June Delegates Meeting
- C5.3 Clubs must affiliate with the District not later than two months prior to the AGM failing which they cannot take part.
- C5.4 Three delegates from each affiliated club, who must be SASA Registered Members, shall be entitled to attend, take part in the proceedings and vote.
- C5.5 North District Life Members and Convenors shall be entitled to attend, take part in the proceedings and vote.
- C5.6 The President, Vice President, Secretary and Treasurer as ex-officio delegates shall be entitled to attend, take part and vote.
- C5.7 The quorum shall be twenty-five or representatives from ten clubs whichever is the lesser.
- C5.8 The AGM shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in Paragraphs C5.3 to C5.6 inclusive.
- C5.9 Nominations for Office Bearers and other appointments, proposed alterations to the Constitution, proposed alterations to Bye-Laws and notices of motion must be received by the District Secretary on or before 31 October.
- C5.10 Nominations for Office Bearers and other appointments, proposed alterations to the Constitution or Bye-Laws and notices of motion may be submitted by an Affiliated Club, North District Life Members, Convenors and members of the Executive.
- C5.11 The Agenda, proposed alterations to the Constitution, proposed alterations to the Bye-Laws and Notices of Motion shall be forwarded to each Affiliated Club, North District Life Members and Convenors not later than 15 November.
- C5.12 Office Bearers and Convenors' reports for the past year, shall be forwarded to each Affiliated Club, North District Life Members and Convenors not later than 15 November.
- C5.13 The following Office Bearers shall be elected at the AGM in accordance with SASA Constitution section C9.7.
- a) President
 - b) Vice President
 - c) Treasurer
 - d) Secretary
- C5.14 Two members shall be nominated to represent the North District on the SASA Council.
- C5.15 Convenors and Members of District Committees, as defined in the Bye-Laws BL2 and BL3, shall be elected at the AGM in accordance with SASA Constitution section C9.7.



- C5.16 On the recommendation of the Executive, the following shall be appointed at the AGM
- a) Auditor/Examiner
 - b) Honorary Medical Advisor
 - c) Honorary Minute Secretary.
 - d) Honorary Legal Advisor
 - e) Press Officer
 - f) Webmaster
- C5.17 The Business of the AGM shall include:-
- a) President's Address
 - b) Apologies for Absence
 - c) Delegates Roll
 - d) Minutes of previous Annual General Meeting
 - e) Business from the minutes
 - f) Correspondence
 - g) Secretary's report
 - h) Determine the dates of Delegates' meetings
 - i) Treasurer's report
 - j) Setting of fees and fines
 - k) Honoraria
 - l) Convenors' reports
 - m) RSDM Reports
 - n) Alterations to Constitution and Bye Laws
 - o) Alterations to Regulations
 - p) Notices of Motion
 - q) Election of Office Bearers, Convenors and Committees
 - r) SASA nominations
 - s) Confirmation of Appointments
 - t) Installation of President
 - u) Presentation of Life Membership(s)
- C5.18 A simple majority of those present and voting must be secured before a motion can be adopted.
- C5.19 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 District, the Chairperson shall have a second or casting vote.
- C5.20 The conduct of business shall be in accordance with Company Rules section R16.

C6.0 EXTRAORDINARY GENERAL MEETING

- C6.1 An Extraordinary General Meeting (EGM) shall be called at the request of the Executive or at least 10 Affiliated Clubs.
- C6.2 Notice of an EGM shall specify the business to be transacted and shall be forwarded to each club, North District Life Member and Convenors not less than 14 days before the date of the meeting
- C6.3 Paragraphs C5.3, C5.4, C5.5, C5.6, C5.7, C5.8 and C5.18 shall apply to an EGM.



- C6.4 The order of business for an EGM 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 C6.2 of the Constitution
- C6.5 The conduct of business shall be in accordance with Company Rules section R16.

C7.0 DISTRICT MANAGEMENT

C7.1 General

- C7.1.1 In accordance with SASA Constitution section C9.1, North District shall be comprised of the affiliated clubs within the local government units of Highland, Aberdeenshire, City of Aberdeen, Moray, Shetland Islands, Orkney Islands and the Western Isles.
- C7.1.2 The administration of the District shall be in accordance with SASA Constitution section C9.2.
- C7.1.3 Application for membership of the District shall be in accordance with SASA Constitution section C10.1.1
- C7.1.4 Convenors will be the District representative on the appropriate Scottish Swimming Committee.
- C7.1.5 Convenors shall be empowered to co-opt assistance as required.
- C7.1.6 Special Meetings of the District may be called in accordance with SASA Constitution section C9.5.

C7.2 Executive Committee

- C7.2.1 The District Executive has the following composition:
- a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Immediate Past President for one year.
- C7.2.2 The District Executive has the following duties:
- a) To deal with urgent matters and business remitted to them during the intervals between Delegates meetings.
 - b) To act ex-officio on all District committees
 - c) To act in accordance with the requirements of SASA Constitution section C9.
- C7.2.3 The Executive shall have power to take decisions between Delegate Meetings provided these are within the policy agreed at a Delegate meeting.
- C7.2.4 The Executive may recommend "Other Appointments" in accordance with SASA Constitution section C9.8 and the District Constitution section C5.16 for consideration at the AGM.



C7.2.5 The Executive will consider nominations for Awards received in accordance with the District Constitution section C9.2 and applications for Records received in accordance with Bye-Law section BL6.

C7.2.6 For each meeting of the Executive a note for the record shall be prepared which will be presented to the first Delegates Meeting thereafter.

C8.0 FINANCES

C8.1 The Financial Year of the District shall end on 30 September.

C8.2 Refer to Bye-Laws section BL5 for details on Finances.

C9.0 TROPHIES and AWARDS

C9.1 Trophies - General

C9.1.1 All trophies belong to the District in perpetuity and cannot be won outright.

C9.1.2 No trophy will be taken outside the District.

C9.1.3 The Club, Swimmer or official having the honour of holding a District trophy shall be responsible for it while in their possession.

C9.1.4 Trophies shall be awarded in accordance with the Regulations relating to the discipline to which the trophy is allocated.

C9.1.5 The winner of a trophy shall sign a receipt, guaranteeing safe custody and return of the Trophy at least two months prior to the competition the following year. All Clubs are responsible for ensuring that Trophies do not leave the District in the event of swimmers leaving the Club and for co-operating with the District in facilitating the return of trophies.

C9.1.6 Trophies that are not cleaned prior to being returned will be sent for professional cleaning. The holder of the trophy shall be billed for this expense.

C9.1.7 In the event of the Championship being withheld, the holder shall return the Trophy to the Equipment Convenor.

C9.1.8 Where the sole entrant of an event is the holder of the trophy, they shall be recognised as the Champion without competition or award.

C9.2 Awards - General

C9.2.1 Nominations may be made as detailed for each award and except for a Special Award must be sent to the District Secretary no later than 31st October.

C9.2.2 Nominations for a Special Award may be sent to the District Secretary at any time.

C9.2.3 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 the Executive Committee.



C9.2.4 The decision of the Executive Committee on which nominees are to receive awards is final and no correspondence will be entered in to either before or after the Executive Committee has made its decision.

C9.2.5 Presentations of awards, except for North District Life Membership, will be made at the first District Championships of the year or at any other time decreed suitable by the Executive.

C9.3 North District Life Membership

C9.3.1 North District Life Membership shall be awarded to each retiring President and to persons who have given outstanding service, over many years, in support of the District.

C9.3.2 Nominations may be made by the Executive, a District Committee, a Convener, a North District Life Member or an Affiliated Club.

C9.3.3 Each recipient of North District Life Membership shall be presented with a plaque.

C9.3.4 Presentation of North District Life Membership will be made at the AGM or at any other time decreed suitable by the Executive.

C9.4 W.G. Todd Trophy

C9.4.1 A Trophy and Shield or Plaque shall be awarded annually to the North District swimmer who is deemed to have shown outstanding achievement in National and International events.

C9.4.2 Nominations may be made by the Swimming, Selection & Training Committee.

C9.5 Strachan Plaque

C9.5.1 A Trophy and Shield or Plaque shall be awarded annually to a swimmer or official who is a member of a North District Club who has rendered outstanding services to aquatic sports.

C9.5.2 Nominations may be made by the Swimming, Selection & Training Committee.

C9.6 Solingen Award

C9.6.1 The award shall be presented annually for the best performance by an Age Group competitor in a National Age Group Championship.

C9.6.2 Nominations may be made by the Swimming, Selection & Training Committee.

C9.7 The Mary Black Trophy (North District)

C9.7.1 The trophy shall be awarded annually to the North District Synchronised swimmer who is deemed to have shown outstanding achievement in National and or International events.

C9.7.2 Nominations may be made by the Synchronised Swimming Committee.

C9.8 John Y Coutts Memorial Award (North District)

C9.8.1 The award shall be awarded to the person(s) who have given outstanding service to the SASA North District.

C9.8.2 The award shall be in the form of an engraved salver.



C9.8.3 Nominations may be made by the District Executive, a North District Life Member or an Affiliated Club.

C9.9 Special Awards

C9.9.1 An athlete, in any aquatic discipline, achieving their first Scottish National Record or their first selection for either Commonwealth or Olympic Games, will be awarded a memento of the occasion in the form of an inscribed quaich or small salver.

C9.9.2 Nominations may be made by the District Executive, a District Committee, a Convenor, a North District Life Member, an Affiliated Club or a Coach.



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BL1.0 DELEGATES MEETINGS

- BL1.1 Delegates meetings shall be held four times yearly, dates to be determined at the AGM.
- BL1.2 Attendance at a Delegates Meeting shall be the same as for an AGM as set out in the District Constitution sections C5.3 to C5.6 inclusive.
- BL1.3 The venue for the first and third meetings will be in Aberdeen/Aberdeenshire while the venue for the alternate meetings will be in Moray/Highland.
- BL1.4 The meetings will commence at 10.00 a.m.
- BL1.5 Notice to all Delegates Meetings shall be sent to Clubs, Convenors and North District Life Members fourteen days prior to each meeting.
- BL1.6 The quorum shall be twenty or representation from 10 clubs whichever is the lesser.
- BL1.7 The conduct of business shall be in accordance with Company Rules section R16.

BL2.0 DISTRICT COMMITTEES

BL2.1 General

- BL2.1.1 District Committees shall operate in accordance with SASA Constitution section C9.9.
- BL2.1.2 The District shall have an Hon Treasurer, Assistant Treasurer.
- BL2.1.3 Standing Committees shall be elected in accordance with SASA Constitution section C9.8
- BL2.1.4 District Committees who select teams, shall recommend to the District the supply of the District “colours” (typically tee shirt/cap) but no more than one issue per person per year.

BL2.2 Meetings

- BL2.2.1 District committees shall meet at venues, dates and times agreed by the majority of members of the Committee.
- BL2.2.2 Confirmation of Venue, date and time of each meeting along with an Order of Business shall be sent out not less than seven days prior to each meeting by the Convenor.
- BL2.2.3 A Special meeting of a District Committee shall be called when requested by the District Executive. The requirements in BL2.2.1 also apply to special meetings.
- BL2.2.4 The business of District Committees shall include: -
 - a) Minutes of previous meetings
 - b) Actions from previous meetings
 - c) Finance
 - d) Forward Programme
 - e) AOCB.
- BL2.2.5 The Order of Business for each meeting will be agreed by the committee Chairperson prior to issue.
- BL2.2.6 The Chairperson shall be the Committee Convenor. In the absence of the Convenor, the chairperson will be decided by the meeting.



BL2.2.7 The conduct of business shall be in accordance with Company Rules section R16.

BL2.3 Swimming, Selection and Training

BL2.3.1 Composition:

- a) Convenor
- b) Six members
- c) Up to three co-opted members.

BL2.3.2 Duties:-

- a) To select all swimming teams representing the District.
- b) To arrange, organise and staff, after consultation with the appropriate bodies, training for Regional Squad Swimmers.
- c) To present to the AGM each year, an annual swimming programme for the following year for District Championships/Meets.
- d) To have responsibility for implementation and management of District Championships/Meets.
- e) To control Licensing and Accreditation
- f) To control Calendar Planning
- g) To operate within an agreed budget determined at the AGM
- h) To present nominations for awards to the AGM as required by the District Constitution C9.4 – C9.6

BL2.4 Diving

BL2.4.1 Composition:

- a) Convenor
- b) Four members

BL2.4.2 Duties:

- a) To select members to represent the District and to promote all stages of diving.
- b) To promote and encourage Divers to train and gain awards as set by the Scottish Swimming Diving Committee.
- c) To operate within an agreed budget determined at the AGM.

BL2.5 Water Polo

BL2.5.1 Composition:

- a) Convenor
- b) Four members

BL2.5.2 Duties:

- a) To select all Water Polo teams representing the District.
- b) To institute and maintain training schemes, assist in drawing up fixtures and generally conduct the competitions as required.
- c) To operate within an agreed budget as determined at the AGM.

BL2.6 Synchronised Swimming

BL2.6.1 Composition:

- a) Convenor
- b) Three members

BL2.6.2 Duties:

- a) To promote synchronised swimming and select District representative teams.
- b) To operate within an agreed budget determined at the AGM
- c) To present nominations for awards to the AGM as required by the District Constitution C9.7.



BL2.7 Masters

BL2.7.1 Composition:

- a) Convenor
- b) Four members

BL2.7.2 Duties:

- a) To promote Masters swimming, Fitness, Friendship and understanding.
- b) To organise Masters Championships within the District.
- c) To operate within an agreed budget determined at the AGM

BL2.8 Open Water Swimming

BL2.8.1 Composition:

- a) Convenor
- b) Four members

BL2.8.2 Duties:

- a) To promote Open Water Swimming and select District representative teams.
- b) To organise Open Water Championships within the District
- c) To operate within an agreed budget determined at the AGM

BL2.9 Swimming Technical Officials (STO's)

BL2.9.1 Composition:

- a) Convenor
- b) Four members, , one of whom shall be the District Gala Officials Convenor.

BL2.9.2 Duties:

- a) To arrange for the training/retraining of the categories of STO's as prescribed by the relevant Scottish Swimming STO regulations.
- b) To assist in organising the examination and assessment as necessary of STOs.
- c) To maintain a list of Timekeepers resident in the District
- d) Appoint referees for District Championships/Meets
- e) To operate within an agreed budget determined at the AGM

BL3.0 CONVENORS

BL3.1 General

BL3.1.1 Convenors will be elected in accordance with SASA Constitution sections C9.7.2 and C9.7.7.

BL3.1.2 Convenors shall prepare an annual report and budget for presentation at the AGM. The copy of the report and budget shall be sent to the District Secretary by 31st October.

BL3.1.3 Convenors shall prepare a report for each Delegates Meeting for presentation at the meeting. The report will be submitted to the District Secretary not less than a week before the delegates meeting so that it can be circulated electronically around all clubs, delegates and life members. A copy of the report shall be made available to the Minute Secretary at the meeting.

BL3.1.4 Convenors shall advise the Delegates Meeting of assistance co-opted in accordance with the District Constitution C7.1.5.

BL3.1.5 Convenors may meet with the District Executive at 9:30am on the day of a delegates meeting.



BL3.2 Meet Officials

BL3.2.1 Duties:

- a) To arrange all officials other than Referees for District Championships/Meets.
- b) To advise Secretary/Treasurer of any fines due in accordance with District Regulation SW6.4.

BL3.3 Equipment

BL3.3.1 Composition

- a) Equipment Convenor
- b) Trophy & Awards Officer

BL3.3.2 Duties:-

Equipment Convenor is to be responsible for

- a) Equipment excluding the technical maintenance of Automated Officiating Equipment.
- b) Medals
- c) Administration of hire requests of all District Equipment
- d) To prepare an annual budget.
- e) Trophy & Awards officer is responsible for the arrangements of trophies and other special awards.

BL3.4 Electronics & Computer Control

BL3.4.1 Composition

- a) AOE Manager.

BL3.4.2 Duties

- a) To maintain the District Electronic Equipment.
- b) To maintain the District Meet Computer.
- c) To prepare an annual budget

BL3.5 Webmaster

BL3.5.1 Duties

- a) To maintain and update the district website.
- b) To ensure that the website is kept up to date with submitted information.

BL4.0 NOT USED

BL5.0 FINANCE

BL5.1 General

BL5.1.1 The Treasurer shall, by end of February, circulate all clubs affiliated in the previous year, with a list of those clubs which have affiliated for the current year.

BL5.1.2 The Treasurer shall present the following reports:

- a) An Annual Report accompanied by an Auditor's/Examiner's Certificate to the AGM.
- b) The Annual Report shall be sent to Scottish Swimming in accordance with Company Rules section R3.1.4.
- c) A written report to all Delegates Meetings

BL5.1.3 Clubs affiliated to the District will be required to pay fees in accordance with Bye-Laws section BL5.3.

BL5.1.4 All claims for expenses shall be made on the official forms in accordance with Bye-Laws section BL5.6.



BL5.2 Receipts and Payments

BL5.2.1 All incoming receipts (postal orders, money orders etc.) must be payable to North District (SASA).

BL5.2.2 All outgoing payments shall be made by cheque, signed by Treasurer or Assistant Treasurer and one member of the Executive except in such instances when they are required to be paid by direct Bank transfers. On these occasions the Treasurer shall obtain e-mail agreement from the President or another member of the District Executive prior to making an electronic payment.

BL5.3 Membership Fees

BL5.3.1 All clubs will pay an affiliation fee agreed at an AGM which will be invoiced by the District Treasurer on or before 1st January each year.

BL5.3.2 Clubs failing to remit the appropriate District Fee by 28th February cease to be members of the Association and competitors from such clubs may not take part in District competitions.

BL5.4 Levies

BL5.4.1 Clubs affiliated to the District may be charged a levy agreed at an AGM by at least a two-thirds majority of those present and voting.

BL5.5 Fines

BL5.5.1 All fines shall be recommended by the District Executive to the AGM for approval.

BL5.6 General Expenses

BL5.6.1 Expenses for the current year must be submitted by 15th October. Failure to make a claim within this time may result in the claim being rejected.

BL5.6.2 All claims for expenses shall be made to the District Treasurer on official forms (available from the website or District Handbook), accompanied by appropriate receipts showing supplier's VAT registration number where appropriate.

BL5.6.3 Expenses shall be paid on the basis of a standard rail fare or the SASA North District car mileage allowance which will be set at the Annual General Meeting, or when 5.6.4 applies. Air fares shall only be paid with the prior approval of the District Executive. The mode of transport shall be stated on the claim form and mileage claims must include the post code of both starting point and destination. Reasonable meal and overnight allowances shall be paid where necessary at North District rates which shall be set at the Annual General Meeting, or when BL5.6.4 applies.

BL 5.6.4 In the event that Scottish Swimming varies expenses to be paid to volunteers, a decision as to whether North District Rates should follow Scottish Swimming rates can be made at a District Delegates Meeting.

BL5.6.5 In exceptional circumstances there may be a requirement to approve certain expenses. These will only be approved at the discretion of the appropriate District Committee or Convenor.



BL5.7 Meet Expenses

- BL5.7.1 Expenses shall be paid to Technical Officials and essential Volunteers attending District Championships/Meets as per Bye-Laws BL5.7.2 to BL5.7.7.
- BL5.7.2 Officials or Volunteers attending a Championship/Meet shall be prepared to work on at least two sessions in any one day.
- BL5.7.3 Officials or Volunteers who transport swimmers or coaches on behalf of their club are not eligible for expenses.
- BL5.7.4 Officials and Volunteers from the same club should arrange to travel together. Multiple claims will not normally be accepted.
- BL5.7.5 Overnight expenses will only be paid when this is shown to be less expensive than a claim for travel on two consecutive days. Officials and volunteers will be required to work a minimum of two sessions each day either side of the overnight claim. Any official or volunteer who is also acting as a club Team Manager or Chaperone is not entitled to claim overnight expenses.
- BL5.7.6 Overnight accommodation for night prior to event is only payable when personnel either require to be at the venue the evening prior to the Meet, or when the venue is at such a distance as to make travelling on the morning of the event impractical. At least two sessions must be worked on the following day. Overnight accommodation prior to the Meet must be requested at least two weeks in advance and will be at the discretion of the Meet Officials Convenor/Swimming Convenor, referring to the District Executive if necessary.
- BL5.7.7 Prior to payment, the Treasurer or Assistant Treasurer/ Meet Officials Convenor shall vet all claims.

BL6.0 RECORDS

- BL6.1 All applications for Scottish Records shall be submitted in accordance with Company Rules
- BL6.2 All applications for District Records shall be submitted on the appropriate form available from the District Handbook or Website to the District Swimming Committee. The Swimming Committee shall make recommendations to the District Executive.
- BL6.3 The District Executive will make the final decision on any claim.
- BL6.4 Application must be made within 30 days of the event at which the record claimed was made.
- BL6.5 The application must include a copy of the results sheet.
- BL6.6 The District shall issue, on request, a certificate for a District Record.
- BL6.7 The District shall maintain a history of District Records

BL7.0 CHAMPIONSHIPS

- BL7.1 District Championships shall be held in accordance with SASA Constitution section C9.2 and the District Regulations.