

Scottish Swimming

EAST DISTRICT

FIFE REGION

## **Governance Documentation**

### **Consisting of**

**Fife Region Constitution – Issue 4 dated 13 November 2018**

**Fife Region Bye-Laws – Issue 6 dated 17 May 2022**

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EAST DISTRICT  
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## **FIFE REGION CONSTITUTION**

### **C1.0 NAME**

C1.1 The group shall be called the "Scottish Amateur Swimming Association, East District, Fife Region" hereafter referred to as Fife Region, or SASA, East District, Fife Region.

### **C2.0 OBJECTIVES**

C2.1 The objectives of Fife Region shall, where relevant, be the same as those of the East District and Scottish Swimming (SS), as set out in SASA constitution sections C2.0.

### **C3.0 MEMBERSHIP**

#### **C3.1 Membership Groups**

C3.1.1 In accordance with SASA constitution section C9.1 and East District constitution, Fife Region shall be comprised of the clubs based in Fife, affiliated to the East District as in the East District constitution.

#### **C.3.2 Fife Region Life Members**

C3.2.1 A Fife Region life member is an individual who has been awarded life membership in accordance with Section C9.3 of Fife Region constitution.

### **C4.0 GOVERNANCE**

C4.1 The Fife Region shall be governed by the East District constitution and by this constitution, bye-laws and regulations.

C4.2 Alterations to the constitution shall only be made at a Fife Region Annual General Meeting or Extraordinary General Meeting (EGM). At least a two thirds majority of those present and eligible to vote must be secured before an alteration can be adopted. Notice will be sent at least 28 days prior to the meeting.

C4.3 Alterations to the bye-laws shall only be made at a Fife Region Annual General Meeting or EGM. A simple majority of those present and eligible to vote must be secured before an alteration can be adopted. Notice will be sent at least 28 days prior to the meeting.

C4.4 Alterations to the regulations shall only be made at a Fife Region delegates meeting or Annual General Meeting provided the proposal(s) have been notified to the member clubs at least 28 days prior to the meeting. A simple majority of those present and eligible to vote must be secured before an alteration can be adopted.

C4.5 In the event of a declaration of interest, individuals may only participate in related discussions with the approval of the chair, but should not vote where such a conflict exists.

## **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 in the first 2 weeks of May from 2020 onwards.
- C5.3 Three delegates over 16 years of age from each club, who must be SASA registered members, shall be entitled to attend, take part in the proceedings and vote.
- C5.4 Fife Region life members shall be entitled to attend, take part in the proceedings and vote.
- C5.5 The convener, vice convener, secretary and treasurer are ex-officio members and shall be entitled to attend, take part and vote.
- C5.6 The quorum shall be 50% of the number of member clubs.
- C5.7 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 C5.5 inclusive.
- C5.8 Nomination 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 Fife Region secretary 28 days before the date of the AGM, in accordance with SASA constitution section C9.3.3.
- C5.9 Proposed alterations to the constitution or bye-laws and notices of motion may be submitted by a member club or by Fife Region Executive.
- C5.10 The agenda, office bearers and conveners' reports for the past year, proposed alterations to the constitution, proposed alterations to the bye-laws and notices of motion shall be forwarded to each member club, life member and management committee official (member) not less than 14 days before the meeting.
- C5.11 The following office bearers shall be elected at the AGM:
- a) Convenor
  - b) Vice Convenor
  - c) Treasurer
  - d) Secretary

These appointments will remain in force until the end of the AGM at the end of the period of appointment by mutual consent.

- C5.12 One member shall be nominated to represent Fife Region on the East District Management Committee.
- C5.13 Conveners and members of Fife Region committees, as defined in the bye-laws BL3, shall be elected at the AGM.
- C5.14 On the recommendation of the Fife Region treasurer, an auditor/independent examiner shall be appointed at the AGM.
- C5.15 The business of the AGM shall include:-
- a) Convenor'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) Treasurer's report
  - i) Setting of fees and fines
  - j) Sub committees' annual reports
  - k) Alterations to constitution and bye laws
  - l) Notices of Motion
  - m) Election of Office Bearers and Convenors as defined in BL3
  - n) Confirmation of the dates and venues of Fife Region meetings
  - o) Confirmation of Appointments (See C5.13)
  - p) Presentation of Life Membership(s) and Awards.
- C5.16 A simple majority of those present and eligible to vote must be secured before a motion can be adopted.
- C5.17 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 Fife Region, the chairperson shall have a second or casting vote.
- C6.0 EXTRAORDINARY GENERAL MEETING**
- C6.1 An Extraordinary General Meeting (EGM) shall be called at the request of the Executive or at least 2 member clubs.
- C6.2 Notice of an EGM shall specify the business to be transacted and shall be forwarded to each club and life members not less than 21 days before the date of the meeting.
- C6.3 Paragraphs C5.3, C5.4, C5.5, C5.6, C5.7, C5.16, C5.17, shall apply to an EGM.
- C6.4 The order of business for an EGM shall be:
- a) Convenor'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.

## **C7.0 FIFE REGION ADMINISTRATION**

### **C7.1 General**

C7.1.1 In accordance with SASA constitution section C9.1 and East District constitution, Fife Region shall be comprised of the Fife-based clubs affiliated to East District as in East District constitution.

### **C7.2 Executive Committee**

C7.2.1 The Fife Region Executive has the following composition:

- a) Convenor
- b) Vice Convenor
- c) Secretary
- d) Treasurer
- e) Immediate former convenor, limited to two years.

C7.2.2 The duty of the Fife Region Executive is to deal with urgent matters as in C7.2.3.

C7.2.3 The Executive shall have power to take decisions between Fife Region delegates meetings provided these are within the policy agreed at a delegate meeting.

C7.2.4 The Executive will consider nominations for awards received in accordance with the Fife Region constitution section C9.2 and C9.3.

### **C7.3 FIFE REGIONAL COMMITTEE**

C7.3.1 The committee shall cover the geographical areas of Fife and shall have the following composition:

- a) Office bearers as defined in C5.11
- b) 3 delegates from each member club within the region.

C7.3.2 Duties;

- a) To deal with all matters concerned with all aquatic disciplines in Fife Region.
- b) To advise the East District Management Team of the activities of Fife Region
- c) To provide an annual report to the East District secretary before the district Annual General Meeting
- d) To have the power to call a meeting of the Executive by decision of a simple majority.

## **C7.4 WEBMASTER**

C7.4.1 The committee shall have the power to appoint a webmaster.

C7.4.2 The webmaster will maintain and update the Fife Region information on the East District web-site.

## **C8.0 FINANCES**

C8.0.1 The financial year of Fife Region shall end on 31<sup>st</sup> March.

C8.0.2 Refer to bye-laws section BL5 for details on finances.

## **C8.1 FINANCE COMMITTEE**

C8.1.1 Two members of the committee, one will be the treasurer, will be appointed by Fife Region

- a) To manage, monitor and report on all aspects of Fife Region finances as required.
- b) To recommend an annual budget for approval by Fife Region.
- c) To recommend the fees.
- d) To receive income and expenditure accounts for events.
- e) To seek sponsorship and grants (a professional person may be engaged in this area whose fee is set at an agreed percentage (either on a fixed or sliding scale) of the total raised at the discretion of, and payable with the approval of, the Executive).

## **C9.0 TROPHIES and AWARDS**

### **C9.1 Trophies - General**

C9.1.1 All trophies belong to Fife Region in perpetuity and cannot be won outright.

C9.1.2 The club, swimmer or official having the honour of holding a Fife Region trophy shall be responsible for it while in their possession.

C9.1.3 Trophies shall be awarded in accordance with the regulations relating to the discipline to which the trophy is allocated.

C9.1.4 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.

C9.1.5 The winners of any trophy will be responsible for engraving of trophies and may be reimbursed by Fife Region.

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

C9.1.7 In the event of the competition being withheld, the holder shall return the trophy to Fife Region treasurer.

C9.1.8 The Fife Region treasurer will be responsible for safe custody and maintenance of a register of the trophies.

## **C9.2 Awards – General**

C9.2.1 Nominations may be made as detailed for each award and must be sent to Fife Region secretary no later than 31<sup>st</sup> March prior to the AGM.

C9.2.2 Nominations for a special award may be sent to the secretary of Fife Region 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 on which nominees are to receive awards is final and no correspondence will be entered into either before or after the Executive has made its decision.

## **C9.3 Fife Region Life Membership**

C9.3.1 Fife Region life membership shall be awarded to persons who have given outstanding service, over many years, in support of Fife Region.

C9.3.2 Nominations may be made to the Executive by a sub committee, a convener, or an affiliated club by 31<sup>st</sup> March prior to the AGM.

C9.3.3 Each recipient of Fife Region life membership shall be presented with a memento, in honour of their award.

C9.3.4 Presentation of Fife Region life membership will be made at the AGM or at any other time decreed suitable by the Executive.

## **C10.0 Dissolution**

C10.1 In the event of the dissolution of Fife Region, any funds, property and other assets, after payment of any outstanding debts and settlement of liabilities, shall not be distributed amongst the members in any way whatsoever but should be applied towards the objective of Scottish Swimming at the discretion of the East District of the SASA.



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## **BL1.0 FIFE REGION DELEGATES MEETINGS**

- BL1.1 Delegates meetings shall be held on the 2<sup>nd</sup> Tuesday of every month, unless otherwise intimated at the previous month's meeting.
- BL1.2 Attendance at a delegates meeting shall be the same as for an AGM as set out in Fife Region constitution sections C5.3 to C5.6 inclusive.
- BL1.3 Notice of all Fife Region delegates meetings shall be sent to clubs, conveners and Fife Region life members fourteen days prior to each meeting.
- BL1.4 The quorum shall be 50% of the member clubs.
- BL1.5 The conduct of business shall be in accordance with Company Rules section R16.
- BL1.6 Reports of each meeting shall be distributed to all clubs, convenors and life members within the following 14 days.

## **BL2.0 EXECUTIVE MEETINGS**

- BL2.1 The Executive shall meet at other times for business as and when requested by the convenor or on the request of 2 or more clubs or on the request of Fife Regional committee C7.3.1. Such a request must be made in writing to the Fife Region secretary, setting forth the reasons.
- BL2.2 Reports of each meeting shall be distributed to all clubs, convenors and Fife Region life members within the following 14 days.

## **BL3.0 FIFE REGION SUB COMMITTEES**

### **BL3.1 General**

- BL3.1.1 Fife Region committees shall operate in accordance with SASA constitution section C9.9.
- BL3.1.2 Fife Region sub committees shall be approved by Fife Regional committee.

### **BL3.2 Meetings**

- BL3.2.1 Fife Region committees shall meet at venues, dates and times agreed by the majority of members of the sub committee.
- BL3.2.2 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 of the sub committee.

- BL3.2.3 A special meeting of a Fife Region sub committee shall be called when requested by the Fife Region Executive. The requirements in BL2 also apply to special meetings.
- BL3.2.4 The business of Fife Region sub committees shall include: -
- a) Minutes of previous meetings
  - b) Actions from previous meetings
  - c) Finance
  - d) Forward programme
  - e) AOCB.
- BL3.2.5 The order of business for each meeting will be agreed by the committee chairperson prior to issue.
- BL3.2.6 The chairperson shall be the committee convenor. In the absence of the convenor, the chairperson will be decided by the meeting.
- BL3.2.7 The conduct of business shall be in accordance with Company Rules section R16.

### **BL3.3 Swimming**

- BL3.3.1 Composition:
- a) Leagues & Championships Convenor
  - b) Leagues & Championships Secretary
- BL3.3.2 Duties:-
- a) Ensure a satisfactory organisation of Fife Leagues, Fife Region Swimming Championships, and the Geordie Wotherspoon Gala and other competitions and events when required to do so by the Fife Regional Committee
  - b) To apply for licensing and accreditation for all Fife Region committee swimming events
  - c) To liaise with East District AOE operators and facility managers regarding the use of AOE
  - d) To supply a full results sheet to the Fife Regional Committee and income and expenditure report to Fife Regional Treasurer on completion of each event
  - e) With clubs, to annually review the regulations for leagues and championships.

### **BL3.4 Development squad**

- BL3.4.1 Composition
  - a) Convenor
  - b) Appointed coach
- BL3.4.2 Duties
  - a) Ensure a satisfactory training programme for selected swimmers from clubs affiliated to Fife Region.
  - b) To supply an income and expenditure report to Fife Regional Treasurer on completion of the programme.

### **BL3.5 Diving**

- BL3.5.1 Composition:
  - a) Convenor
  - b) One representative from each Fife Region club participating in diving.
- BL3.5.2 Duties:
  - a) Organisation of Fife Region diving events
  - b) Education and development in line with the Fife Region development plan.
  - c) To select members to represent Fife Region and to promote all stages of diving
  - d) To supply a full results sheet to the Fife Regional Committee and income and expenditure report to Fife Region Treasurer on completion of each event.

### **BL3.6 Water Polo**

- BL3.6.1 Composition:
  - a) Convenor
  - b) One representative from each Fife Region club participating in water polo.
- BL3.6.2 Duties:
  - a) Organisation of Fife Region events
  - b) Education and development in line with the Fife Region development plan.
  - c) Select all representative squads, teams and staff
  - d) Appoint officials for Fife Region matches
  - e) To supply a full results sheet to the Fife Regional Committee and income and expenditure report to Fife Region Treasurer on completion of each event.

### **BL3.7 Synchronised Swimming**

- BL3.7.1 Composition:
  - a) Convenor
  - b) One representative from each Fife Region synchro club
- BL3.7.2 Duties:
  - a) Organisation of Fife Region synchronised swimming events

- b) Education and development in line with the Fife Region development plan
- c) Select all representative squads, teams and staff
- d) Appoint officials for Fife Region events
- e) To supply a full results sheet to the Fife Regional Committee and income and expenditure report to Fife Region Treasurer on completion of each event.

**BL3.8 Masters**

- BL3.8.1 Composition:
- a) Convenor
  - b) One member from each Fife Region club with a masters section.
- BL3.8.2 Duties:
- a) To promote masters swimming within Fife Region and deal with all other relevant matters
  - b) Organise masters' championships within Fife Region
  - c) Appoint officials for Fife Region events
  - d) To supply a full results sheet to the Fife Regional Committee and income and expenditure report Fife Region Treasurer on completion of each event.

**BL3.9 Open Water Swimming**

- BL3.9.1 Composition:
- a) Convenor
  - b) One member from each Fife Region club participating in open water swimming
- BL3.9.2 Duties:
- a) To promote open water swimming and select Fife Region representative teams.
  - b) To organise open water championships within Fife Region.
  - c) Education and development in line with the Fife Region development plan
  - d) To supply a full results sheet to the Fife Regional Committee and income and expenditure report to Fife Region Treasurer on completion of each event.

**BL3.10 Swimming Technical Officials (STO's)**

- BL3.10.1 Composition:
- a) Convenor
  - b) Gala Officials Convenor
- BL3.10.2 Duties:
- a) To represent Fife Region on East District Swimming Technical Officials Committee
  - b) To support the training/retraining of the categories of STO's as prescribed by the relevant Scottish Swimming STO regulations.
  - c) To assist with the organisation of examinations and assessment as necessary for STOs.

- d) Appoint Senior Technical Officials for Fife Region Swimming Championships, Fife Leagues and Geordie Wotherspoon Gala.
- e) To maintain an up to date list of registered technical officials in Fife Region.
- f) To supply a full income and expenditure report to the Fife Regional Treasurer as required.

**BL4.0 SUB COMMITTEE CONVENORS**

**BL4.1 General**

- BL4.1.1 Convenors will be elected in accordance with Fife constitution C5.13.
- BL4.1.2 Convenors shall prepare an annual report for presentation at the AGM. The copy of the report shall be sent to the Fife Region secretary no later than 28 days prior to the date of the AGM.
- BL4.1.3 Convenors shall prepare a report for each delegates meeting of Fife Region, for presentation at the meeting. The report will be submitted to the Fife Region secretary not less than 14 days before the delegates meeting so that it can be circulated electronically around all clubs, delegates and life members.

**BL5.0 FINANCE**

**BL5.1 General**

- BL5.1.1 A per capita fee per registered swimming member will be set at the AGM, to cover the known operation and activities of Fife Region committee. The fee will be determined by the club return made to SASA at 30 April. The fee may be paid either as a monthly standing order for a period determined at the AGM or as a single payment due by 30 June each year.
- BL 5.1.2 For events not included in the annual budget setting process, the relevant discipline convenor to agree a budget with the Treasurer at least one month prior to the event taking place and, subsequently, provide an income and expenditure report to the Fife Regional Treasurer on completion of each event.
- BL5.1.3 The treasurer shall present the following reports:
  - a) An Annual Report accompanied by an Auditor's/Examiner's certificate to the AGM.
  - b) A written report to the monthly delegates meetings
- BL5.1.4 Member clubs of Fife Region will be required to pay fees in accordance with bye-laws section BL5.3.
- BL5.1.5 All claims for expenses shall be made on the official forms in accordance with bye-laws section BL5.5.

BL5.1.6 The convenor, vice convenor, secretary and treasurer shall be authorised to sign cheques on behalf of Fife Region. All cheques must be signed, and transactions involving electronic banking, electronically approved by two of the signatories.

## **BL5.2. Receipts and Payments**

BL5.2.1 All outgoing payments shall be made by cheque or via electronic banking, signed by the treasurer and where applicable under BL5.1.5. Small cash payments at a single event e.g. TO expenses, refreshment expenses at Fife Leagues, may be made in cash from monies received on the day, providing that receipts are signed by both the recipient and the convenor/treasurer. The treasurer and appropriate convener will have responsibility for ensuring appropriate forms are available.

## **BL5.3 Membership Fees**

BL5.3.1 All clubs will pay fees as agreed at an AGM which will be invoiced by the treasurer by 30 June following that AGM.

BL5.3.2 Delegates from clubs not agreeing to pay the fee (as stipulated at BL5.1.1) by 31 July will forfeit voting rights at all meetings of Fife Region and members from such clubs may not take part in Fife Region competitions.

## **B5.4 Fines**

BL5.4 All fines shall be recommended by the treasurer to the AGM for approval.

## **BL5.5 General Expenses**

BL5.5.1 The finance committee shall recommend to Fife Region who shall approve the level at which legitimate expenses will be reimbursed.

BL5.5.2 Expenses for the current year must be submitted within 28 days of the expense. Failure to make a claim within this time may result in the claim being rejected.

BL5.5.3 All claims for expenses shall be made to the Fife Region treasurer on the appropriate Fife Region expenses form. Where, possible evidence of expenditure with a VAT receipt should be provided with each claim.

## **BL6.0 COMPETITIONS**

BL6.1 Fife Region competitions shall be held in accordance with SASA Constitution section R4.4 and the Fife Region regulations.

**Adopted by Fife Regional Committee at the Annual General Meeting on the 13<sup>th</sup> November 2012, incorporating revisions agreed at the AGM on 19 November 2013, 13<sup>th</sup> November 2014 and 13<sup>th</sup> November 2018.**

Signed:

Signed:

Secretary

Treasurer