



Appendix 1: KCASA ACM 2015 Agenda Item 9.7 - Additional Constitution Proposals

Please note that the current Constitution can be found in the KCASA Handbook 2015 (p 19-27) or on the KCASA website at <http://www.kentswimming.org/sslink-about-handbook-constitution28.html>

General amendments:

- All references to the Kent County Amateur Swimming Association (and variations) are now 'the Association' from Rule 2 onwards
- All references to the Management Committee (and variations) are now 'the Committee' except where it could be confused with any other committee (eg Rules 9 and 10)
- ASA, FINA and IoS are used after the first uses of Amateur Swimming Association, Fédération Internationale de Natation and Institute of Swimming respectively
- Capitalisation has been adjusted to provide consistency
- ASA Laws, etc are now all referred to as 'Laws, Regulations, Guidelines and Rules of the ASA'
- References to the Regions are alphabetically based ie London Region before South East Region
- Region has been replaced by Regions to reflect the point above
- Kent Rural has been defined as the 'area covered by Kent County Council and the Unitary Authority of Medway'
- Open Water Swimming has been added to the list of disciplines promoted
- Rule 3.2-3.6 have been renumbered as 3.1.1-3.1.5 respectively. Rule 3.7 therefore becomes 3.2, etc
- Proposals have also included rule renumbering to suit

Additional rule change proposals to be approved *en bloc*

Existing

- 3.7.1 The County Association is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds as set out in the ASA Equal Opportunities Policy

Proposed

- 3.2.1 *The Association is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of age, gender, sexual orientation, ethnic origin, religion, disability or political persuasion, or on any grounds as set out in the ASA Equal Opportunities Policy*

Existing

- 3.7.2 All competing members shall be eligible competitors as defined in ASA Law.

Proposed

- 3.2.2 *All competing members shall be eligible competitors as defined in ASA Law and Technical Rules, shall be members of the Association and shall have paid the relevant ASA membership fee.*

Existing

- 5.6 Nominations for Officers and elected members of the Management Committee shall be made in writing on the form provided for the purpose, (available from the General Secretary) which shall be signed by the proposer and seconder, and counter-signed by the nominee; all of whom shall be members of the Council. They shall reach the General Secretary not later than midnight on 15th October immediately prior to the meeting.

Proposed

- 5.6 *Nominations for Officers and elected members of the Management Committee shall be made in writing on the form provided for the purpose, which shall be signed by the proposer and seconder, and counter-signed by the nominee, all of whom shall be members of clubs affiliated to the Association. Nominations shall reach the General Secretary not later than midnight on 15th October immediately prior to the meeting.*

Existing

- 7.6 The Committee shall have power to fill any vacancies that may occur among the Officers, Managers and Committee.
- 7.7 The Committee shall oversee the proceedings of the standing Committees, issuing such directions as it thinks fit and shall approve, reject or amend their minutes.

Proposed

- 7.7 *The Committee shall have power to fill any vacancies that may occur.*
- 7.8 *The Committee shall appoint from its number a Liaison to each of the technical committees, who shall support that committee in its aims and objectives with the power to speak and to vote*
- 7.9 *The Committee shall oversee the proceedings of the standing committees, issuing such directions as it thinks fit and shall approve or refer their minutes.*

Existing

- 7.11 The Committee shall ensure that full and accurate minutes of its meetings are produced. These and copies of the examined accounts shall be retained for a minimum of 6 years.

Proposed

- 7.13 *The Committee shall ensure that full and accurate minutes of its meetings are produced. These and copies of the examined accounts shall be retained for a minimum of seven (7) years plus the current year's.*

Existing

- 8 The following shall be appointed by the Management Committee into these Honorary posts:
- | | |
|---|--|
| Swimming Manager | Education Officer |
| Assistant Swimming Manager | Trophies Coordinator |
| Masters Swimming Manager | Medals Officer |
| Open Water Swimming Manager | Welfare Officer |
| Synchronised Swimming Manager | Equal Opportunities Officer |
| Diving Manager | Volunteer Coordinator |
| Water Polo Manager | Dinner Secretary |
| Swimming Officials Examinations Coordinator | Development Coordinator (who shall be appointed by the Management Committee and be a member of that Committee) |
| Swimming Officials Appointments Officer | |
| One or more Medical Advisers | |

Proposed

- 8.2 *The following shall be appointed by the Committee into these honorary posts:*
- | | |
|---|---|
| <i>Development Co-ordinator</i> | <i>Welfare and Equal Opportunities Officer</i> |
| <i>Swimming Manager</i> | <i>Medals Co-ordinator</i> |
| <i>Disability/Para Swimming Manager</i> | <i>Trophies Co-ordinator</i> |
| <i>Masters Swimming Manager</i> | <i>Swimming Officials Manager</i> |
| <i>Open Water Swimming Manager</i> | <i>Swimming Officials Appointments Co-ordinator</i> |
| <i>Speed Swimming Manager</i> | <i>Swimming Officials Examinations Co-ordinator</i> |
| <i>Diving Manager</i> | <i>Swimming Records Administrator</i> |
| <i>Synchronised Swimming Manager</i> | <i>Social Secretary</i> |
| <i>Water Polo Manager</i> | <i>Website Administrator</i> |
| <i>Medical Adviser</i> | <i>Workforce and Volunteer Co-ordinator</i> |

9. Elected/Appointed Committees

Ex-officio members: The President and the Vice President shall be invited to attend all Committees and may attend with power to speak but not to vote. They shall not as such form part of the quorum. The General Secretary, the Treasurer and the Sub-Association Secretaries shall be ex-officio members of all Committees with power to speak and to vote. The Development Officer shall be an ex-officio member of the Diving, Swimming, Synchronised Swimming and Water Polo Committees with power to speak and to vote. The Medical Adviser shall be an ex-officio member of the Diving, Swimming, Synchronised Swimming and Water Polo Committees and may attend with power to speak but not to vote.

Etc → end of Rule 10

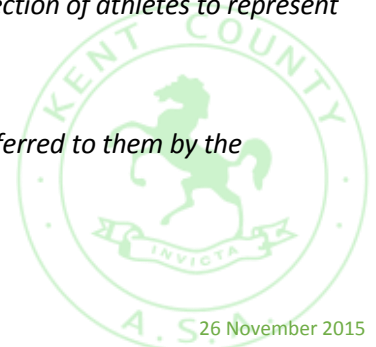
Proposed

9. Appointed Committees

- 9.1 **Diving Committee** (minimum three members) which shall consist of the Diving Manager and additional members as necessary to fulfil its duties.
- 9.2 **Swimming Committee** which shall consist of the Swimming Manager, Disability/Para Swimming Manager, Masters Swimming Manager, Open Water Swimming Manager, Speed Swimming Manager, Swimming Officials Co-ordinator, Swimming Records Administrator and additional members as necessary to fulfil its duties.
- 9.3 **Disability/Para Swimming Committee** (minimum three members) which shall consist of the Disability/Para Swimming Manager and additional members as necessary to fulfil its duties.
- 9.4 **Masters Swimming Committee** (minimum three members) which shall consist of the Masters Swimming Manager and additional members as necessary to fulfil its duties.
- 9.5 **Open Water Committee** (minimum three members) which shall consist of the Open Water Manager and additional members as necessary to fulfil its duties.
- 9.6 **Speed Swimming Committee** (minimum three members) which shall consist of the Speed Swimming Manager and additional members as necessary to fulfil its duties.
- 9.7 **Synchronised Swimming Committee** (minimum three members) which shall consist of the Synchronised Swimming Manager and additional members as necessary to fulfil its duties.
- 9.8 **Water Polo Committee** (minimum three members) which shall consist of the Water Polo Manager and additional members as necessary to fulfil its duties.
- 9.9 **Swimming Officials Committee** (minimum three members) which shall consist of the Swimming Officials Co-ordinator, the Swimming Officials Examinations Co-ordinator, the Swimming Officials Appointments Co-ordinator and additional members as necessary to fulfil its duties.
- 9.10 **Development Committee** (minimum three members) which shall consist of the Development Co-ordinator, the Workforce and Volunteer Co-ordinator and additional members as necessary to fulfil its duties.

Powers and duties:

- 9.11 **Technical Committees** (Diving, Disability/Para Swimming, Masters Swimming, Open Water Swimming, Speed Swimming, Synchronised Swimming, Water Polo) to:
 - 9.11.1 Advise the General Secretary the names of those appointed to each committee no later than fourteen (14) days after the ACM
 - 9.11.2 Advise the respective Management Committee liaison on all matters relating to their discipline
 - 9.11.3 Submit an annual budget and development plan including recommendations concerning the development of athletes, coaches, volunteers, facilities and equipment
 - 9.11.4 Make arrangements for the holding of Kent County Championships for their discipline as appropriate (Water Polo: Kent County Leagues), to include the appointment of officials
 - 9.11.5 Conduct training courses and examinations for officials and compile the Kent County List of officials for their discipline
 - 9.11.6 Advise the Management Committee or Swimming Committee on the selection of athletes to represent the County at Regional/National level
 - 9.11.7 Appoint a discipline specific trophies/medals co-ordinator
 - 9.11.8 Deal with any other matters concerning their discipline, which may be referred to them by the Management Committee or Swimming Committee



9.12 Swimming Officials Committee to:

- 9.12.1 Advise the General Secretary the names of those appointed to the committee no later than fourteen (14) days after the ACM
- 9.12.2 Be responsible for the arrangements and conduct of all examinations for persons wishing to be appointed to the Kent County List of Swimming Officials
- 9.12.3 Appoint officials for Swimming Championships and competitions
- 9.12.4 Be responsible for the maintenance of the Kent County List of Swimming Officials, including non-technical officials

9.13 Development Committee to:

- 9.13.1 Advise the General Secretary the names of those appointed to the committee no later than fourteen (14) days after the ACM
- 9.13.2 Be responsible for identifying and facilitating the Association's annual Development Plan and advise the Management Committee accordingly
- 9.13.3 To meet with Technical Committee Managers to ensure their development plans are both realistic and relevant, and support the overall Development Plan of the Association
- 9.13.4 To arrange development opportunities both within the Association and in co-operation with local, regional and national bodies

10. Rules for appointed Committees

- 10.1 Each committee shall fix its own day and hours of meeting, and hold at least three meetings each year. Meeting dates shall be advised to the General Secretary no later than fourteen (14) days after the ACM.
- 10.2 Each committee shall each year elect its own chairman from among its members.
- 10.3 A chairman shall be entitled to vote in the first instance and in the case of equality of votes may give a second or casting vote.
- 10.4 The Development Co-ordinator, Swimming Manager, Disability/Para Swimming Manager, Masters Swimming Manager, Open Water Swimming Manager, Speed Swimming Manager, Synchronised Swimming Manager, Diving Manager, Water Polo Manager and Swimming Officials Co-ordinator will be the secretary of their respective committee.
- 10.5 At least ten (10) days' notice of meetings shall be given, except in matters of urgency, of which the chairman of the committee shall be the judge.
- 10.6 A majority of the members of a committee shall constitute a quorum.
- 10.7 Committee secretaries shall list the members present at their meetings and make minutes of the proceedings which shall be sent promptly to the General Secretary for submission to the Management Committee for approval at its next meeting.
- 10.8 Meetings of the committees shall be private, and no report of the proceedings shall be open to the press. Members of the Management Committee other than the appointed Liaison may attend with the power to speak but not to vote.
- 10.9 Every item of expenditure by a committee shall be submitted to the Management Committee for approval via their budget.
- 10.10 Except in cases where special directions are given to the contrary, no decision of a committee shall be binding upon the Management Committee until it has been submitted to and approved by the Management Committee.
- 10.11 The Management Committee may, at its discretion, discharge a committee and appoint a new committee in its place.

