

## BYE-LAWS

<b>WDBL1.0</b>	<b>NAME.</b>	(not used)		WDBL6.1.2	A meeting to consider the business of an SASA Congress and/or Annual General Meeting shall be held ten days prior to such Congress and/or Annual General Meeting.
<b>WDBL2.0</b>	<b>OBJECTIVES.</b>	(not used)		WDBL6.2 Order of Business.	
<b>WDBL3.0</b>	<b>MEMBERSHIP</b>			WDBL6.2.1	The business for a Delegates Meeting shall include;
	WDBL3.1	Life Membership			President's Address.
	WDBL3.1.1	Each recipient of Life Membership shall be presented with a plaque and shall be eligible to receive a copy of the District Handbook together with the Agenda and Minutes of every District Meeting.			Apologies for Absence.
	WDBL3.1.2	Recommendation for Life Membership may be made by Clubs, Standing Committees or Life Members to the District Secretary for submission to the Executive. Nominations should contain full details of the service.			Minutes of previous Delegates Meeting Business arising from Minutes.
	WDBL3.2	Affiliated Clubs. (not used)		WDBL6.3 Standing Orders.	Correspondence.
				WDBL6.3.1	Secretary's Report
<b>WDBL4.0</b>	<b>GOVERNANCE.</b>	(not used)			Clearance Certificates
					Treasurer's Report.
					Convenors' Reports
					Board of Management Report
					Other Competent Business.
<b>WDBL5.0</b>	<b>ANNUAL GENERAL MEETING</b>				
	WDBL5.1	Order of Business.		<b>WDBL7.0 SPECIAL MEETING</b>	
		The business for the Annual General Meeting shall include;		WDBL7.1	Order of Business
		President's Address.		WDBL7.1.1	The Order of Business for a Special Meeting shall be:
		Apologies for Absence.			President's Address.
		Minutes of AGM from previous year.			Apologies for Absence.
		Business arising from Minutes.			Business to be transacted of which due notice has been given in accordance with paragraph
		Correspondence.			No business shall be transacted at the Special Meeting other than business of which due notice has been given in accordance with paragraph
		Secretary's Report including		WDBL7.1.2	WDC7.2.
		Convenors' written Reports			
		Treasurer's Report including			
		Audited Accounts			
		Presentation of Awards.		WDBL7.2	Standing Orders
		Proposals & Changes to Constitution & Bye-Laws.			Procedures for the conduct of business shall be, as appropriate, those contained in paragraph BL5.2 of the SASA Bye-Laws.
		Election of Office Bearers and Standing Committees.			
		Confirmation of Appointments			
		Installation of President.			
		Awards of Life Membership.			
	WDBL5.2	Standing Orders			
	WDBL5.2.1	Procedures for the conduct of business shall be, as appropriate, those contained in paragraph BL5.2 of the SASA Bye-Laws.			
				<b>WDBL8.0 CLUBS</b>	(not used)
				<b>WDBL9.0 COUNCIL</b>	(not used)
				<b>WDBL10.0 OFFICE BEARERS</b>	
				WDBL10.1	The appointments to be made at the Annual General Meeting on the recommendation of the District Executive in accordance with paragraph WDC10.3.3 are:
					Minute Secretary
					Legal Adviser
					Auditor(s)
<b>WDBL6.0 DELEGATES MEETINGS</b>					
	WDBL6.1	Frequency			
	WDBL6.1.1	Subject to paragraph WDBL6.1.2, Delegates meetings shall be held approximately every eight weeks. There shall be no meeting in July.			

Medical Adviser  
Physiotherapist  
One Trustee of the James Wallace Bequest Fund.  
Record Keeper  
Trophy Steward

WDBL10.2 The duties and responsibilities of the appointments specified in paragraph WDBL10.1 shall be as follows:

- WDBL10.2.1 Minute Secretary  
To take minutes at all District Meetings with the exception of the meeting specified in paragraph WDBL6.1.2
- WDBL10.2.2 Legal Adviser  
To advise the District on legal matters.
- WDBL10.2.3 Auditor(s)  
To audit the District's accounts and provide a written report to the Annual General Meeting or at such other times as may be requested by the Executive or a Delegates Meeting.
- WDBL10.2.4 Medical Adviser  
To advise the District on Medical matters and to represent the District on the SASA Medical Committee.
- WDBL10.2.5 Physiotherapist  
To provide physiotherapy services to the District as requested.
- WDBL10.2.6 Trustee of The James Wallace Bequest Fund.  
To administer the fund with the other trustees in accordance with the provisions of paragraph WDBL12.5
- WDBL10.2.7 Record Keeper  
To maintain District Swimming Records and issue Record Certificates.
- WDBL10.2.8 Trophy Steward  
To assist the Treasurer on all matters relating to District Trophies.

WDBL10.3 Procedures for the conduct of business at Executive meetings shall, as appropriate, be in accordance with those set out in paragraph BL5.2 of the SASA Bye-Laws.

#### WDBL11.0 STANDING COMMITTEES

WDBL11.1 Meetings

- WDBL11.1.1 Standing Committees shall meet at least once per year.
- WDBL11.1.2 Confirmation of venue, date and time of each meeting, along with an Order of Business shall be given not less than seven days prior to each meeting.
- WDBL11.1.3 A special meeting of a Standing Committee shall be called when requested by the District Executive.

WDBL11.2 Order of Business

WDBL11.2.1

The Order of Business for each meeting shall be decided by the Convenor, except that there shall always be an item for any other competent business.

WDBL11.3 Standing Orders.

WDBL11.3.1

Standing orders shall, as appropriate, be in accordance with those contained in paragraph BL5.2 of the SASA Bye-Laws.

#### WDBL12.0 FINANCE

WDBL12.1 Receipts and Payments.

WDBL12.1.1

All incoming receipts (i.e. postal orders, money orders etc.) must be made payable to SASA West District. Cash will not be accepted.

WDBL12.1.2

All outgoing payments will be made by cheque unless an alternative method of payment is authorised by the Honorary Treasurer and either the President or Honorary Secretary.

WDBL12.1.3

The authorised signatories for payments by the District shall be any two members of the District Executive.

WDBL12.1.4

Except with the prior approval of the District Executive, District monies in excess of £100 may not be held for longer than one month by anyone, with the exception of the Honorary Treasurer.

WDBL12.2 Per Capita Fee.

WDBL12.2.1

The Per Capita Fee, payable in accordance with paragraph WDC12.2, shall be based upon the number of members in respect of which the club has paid a membership fee to SASA in accordance with para. BL12.2.2.2 of the SASA Bye-Laws and shall be accompanied by a certificate certifying the correctness of that number signed by 3 members of the Club Executive.

WDBL12.2.2

Clubs shall have a minimum membership of twenty, or pay the equivalent Per Capita Fee for twenty members.

WDBL12.2.3

Clubs situated outwith the mainland will pay only 50% of the appropriate Per Capita Fee.

WDBL12.2.4

Any club failing to pay the appropriate Per Capita Fee by the date specified in paragraph WDC12.2 shall cease to be affiliated to the District and their members cannot take part in any competition

- WDBL12.3 Other Fees.
- WDBL12.3.1 Education Courses.
- WDBL12.3.1.1 A charge will be included in course fees for all courses organised in the District to cover telephone, postage and all relevant expenses incurred by the Education Convenor in organising the courses.
- WDBL12.3.2 District Equipment.
- WDBL12.3.2.1 A club wishing to use District equipment ie. watches, guns, ammunition, lap cards etc. will pay a fee of an amount approved at the Annual General Meeting or a Delegates meeting.
- WDBL12.3.2.2 It will be the responsibility of the Club to arrange the uplift and return of the equipment to the Swimming Technical Officials Convenor or their appointee.
- WDBL12.4 Expenses
- WDBL12.4.1 All claims for expenses shall be made to the Honorary Treasurer on the official claim form accompanied by applicable receipts showing suppliers' VAT registration number where appropriate.
- WDBL12.4.2 Claims, other than Convenors' postages etc., must be submitted within fourteen days of the event.
- WDBL12.4.3 Travel expenses shall be paid on the basis of the standard rail/bus/ferry fare or the District mileage allowance. Air fare(s) shall only be paid with the prior approval of the District Executive. The mode of transport shall be stated on the claim form.
- WDBL12.4.4 Reasonable meal and overnight allowances can be paid where deemed appropriate by the District Executive.
- WDBL12.4.5 Members of the District Executive, Convenors of Standing Committees and the holders of the appointments mentioned in Paragraph BL10.1 may have a float not exceeding £100 subject to approval of the District Executive.
- WDBL12.5 The James Wallace Bequest Fund.
- WDBL12.5.1 The Trustees shall be the President, Honorary Secretary, Honorary Treasurer and one other individual appointed at the Annual General Meeting in accordance with paragraph WDBL10.1
- WDBL12.5.2 The Fund is in two parts:
- BL12.5.2.1 A set aside sum of £200 from which interest is derived to provide a plaque annually to be retained by the winner of The James Wallace Memorial Trophy. The surplus to be used for the purchase of equipment.

BL12.5.2.2 The remainder of the Fund to be used for training or welfare of any swimmer(s) in any discipline of the sport.

WDBL12.5.3 The allocation of the Fund shall be decided by a majority decision of Delegates on the recommendation of The Trustees.

### WDBL13.0 CHAMPIONSHIPS AND EVENTS

- WDBL13.1 Medals.
- WDBL13.1.1 In District Swimming, Diving and Synchronised Swimming Championships, medals shall normally be awarded as follows:  
1st. Gold  
2nd. Silver  
3rd. Bronze
- WDBL13.1.2 See the appropriate Discipline Regulations for the award of medals in the District Championship Events of those disciplines not specified in paragraph WDBL13.1.1.
- WDBL13.2 Swimming Records.
- WDBL13.2.1 West District records may be made only by members of West District Clubs.
- WDBL13.2.2 Age Group Championship records can be made at any West District Championships.
- WDBL13.2.3 Records may be made for all West District Championship distances and styles.
- WDBL13.2.4 Applications for Records should be submitted on the appropriate form to the District Record Keeper within thirty days of the competition.

### WDBL14.0 TROPHIES

- WDBL14.1 The winner of a trophy shall sign a receipt:
- WDBL14.1.1 Guaranteeing safe custody.
- WDBL14.1.2 Return of the trophy in the same condition.
- WDBL14.1.3 Return of the trophy in good time for presentation at the following years competition.
- WDBL14.1.4 Accepting responsibility for any damage to trophy.
- WDBL14.1.5 Undertaking engraving at their own expense.
- WDBL14.2 Any damage to a District trophy must be reported to the Honorary Treasurer immediately.
- WDBL14.3 Failure to comply with paragraph WDBL14.1.3 will result in the competitor being suspended from competition in District Championships until the trophy is returned.
- WDBL14.4 The Club to which a recipient belongs shall bear joint responsibility for compliance with paragraph WDBL14.1.3.

### WDBL15.0 PROTESTS

(not used)

### WDBL16.0 COMPLAINTS

(not used)

**WDBL17.0 SUSPENSIONS AND FINES** (not used)

**WDBL18.0 APPEALS** (not used)

**WDBL19.0 AWARDS**

- WDBL19.1 Awards shall be presented in accordance with Section WDC19.
- WDBL19.2 Hugh C. Dobbie Memorial Award.
  - WDBL19.2.1 Nomination for the receipt of the Hugh C. Dobbie Memorial Award should be made by members of the District Executive, Standing Committees, Life Members and Clubs to the Honorary Secretary for submission to the District Executive. A nomination should contain full details of the nominee's service to the District.
- WDBL19.3 William G. Todd Trophy
  - WDBL19.3.1 The recipient shall be decided by the District Executive.
- WDBL19.4 James Wallace Memorial Trophy.
  - WDBL19.4.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.5 David Rennie Memorial Trophy.
  - WDBL19.5.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.6 Mary Black Trophy for Synchronised Swimming
  - WDBL19.6.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.7 Thomson Rosebowl.
  - WDBL19.7.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.8 The McWhir Trophy.
  - WDBL19.8.1 The winner shall be the West District swimmer who scores the most points based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.
- WDBL19.9 The Hugh Dobbie Memorial Cup.
  - WDBL19.9.1 The winner shall be the West District Junior Swimmer who scores the most points in an individual event based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.
- WDBL19.10 The Craig Trophy.
  - WDBL19.10.1 The winner shall be the West District Junior Swimmer who scores the most points in an individual event based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.

**WDBL20.0 REPLICAS** (not used)

**WDBL21.0 DISPOSAL OF FUNDS AND DISSOLUTION** (not used)