

## **CONSTITUTION**

### **WDC1.0 NAME**

WDC1.1 The name of the organisation shall be THE SCOTTISH AMATEUR SWIMMING ASSOCIATION, WEST DISTRICT, hereafter called "The District".

### **WDC2.0 OBJECTIVES**

WDC2.1 The objectives of the District shall, where relevant, be the same as those of the Scottish Amateur Swimming Association, hereafter referred to as the SASA, as set out in Section C2 of the SASA Constitution.

### **WDC3.0 MEMBERSHIP**

WDC3.1 District membership shall comprise of  
WDC3.2 Life Members  
WDC3.3 Affiliated clubs in accordance with paragraph C8.2.4 of the SASA Constitution and with paragraph BL8.1.1 of the SASA Bye-Laws.

### **WDC4.0 GOVERNANCE**

WDC4.1 The District shall be governed by the Constitution, Bye-Laws and Regulations.  
WDC4.2 Amendments to the Constitution and Bye-Laws shall only be made at the Annual General Meeting or a Special Meeting.  
WDC4.3 Amendments to Regulations shall be approved by General Meetings or Delegates Meetings.

### **WDC5.0 THE ANNUAL GENERAL MEETING**

WDC5.1 The Annual General Meeting shall be held on the first or second Saturday of December.  
WDC5.2 Three delegates from each Affiliated club shall be entitled to attend, take part in the proceedings and vote. The Delegates must comply with the provisions of paragraph C5.4 of the SASA Constitution.  
WDC5.3 Life Members shall be entitled to attend, take part in the proceedings and vote.  
WDC5.4 Twenty Delegates and/or Life Members shall form a Quorum.  
WDC5.5 An individual member of the SASA as defined in para. BL3.4.1 of the SASA Bye-Laws and who is resident within the District shall be entitled to attend and take part in the proceedings but will not be entitled to vote.  
WDC5.6 The meeting 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 WDC5.2, WDC5.3 and WDC5.5.  
WDC5.7 Proposed alterations to the Constitution and Bye-Laws, notices of motion and nominations for office and other

WDC5.7 Proposed alterations to the Constitution and Bye-Laws, notices of motion and nominations for office and other appointments, must be received by the Honorary Secretary as specified in paragraph BL 8.1.4.3 of the SASA Bye-Laws.  
WDC5.8 At least a two thirds majority of those present and voting must be secured before an alteration to the Constitution can be adopted.  
WDC5.9 A simple majority of those present and voting is required before an alteration to the Bye-Laws can be adopted.  
WDC5.10 The Agenda, Annual Report, Financial Report, proposed alterations to the Constitution and Bye-Laws, notices of motion and details of all the business to be transacted, shall be forwarded to each Affiliated Club, Life Member and Convenor of Standing Committees not less than twenty-one days before the Annual General Meeting.  
WDC5.11 Nominations for office and other appointments shall be submitted by Affiliated Clubs.  
WDC5.12 Proposed alterations to the Constitution and Bye-Laws shall be submitted by the Executive, Convenors of Standing Committees, Life Members or Affiliated Clubs.  
WDC5.13 The order and conduct of business shall be in accordance with Section WDBL5.  
WDC5.14 No other event may be held during the hours of the Annual General Meeting.

### **WDC6.0 DELEGATES MEETINGS**

WDC6.1 The minimum frequency of Delegates Meetings shall be in accordance with paragraph BL 8.1.5 of SASA Bye-Laws.  
WDC6.2 The order and conduct of business shall be in accordance with Section WDBL6.  
WDC6.3 The provisions of paragraphs WDC5.2, WDC5.3, WDC5.4, WDC5.5 and WDC5.6 and of paragraph BL 8.1.2 of the SASA Bye-Laws shall apply regarding entitlement to attend, take part in the proceedings and voting.

### **WDC7.0 SPECIAL MEETING**

WDC7.1 A Special Meeting shall be called as specified in paragraph BL8.1.6 of SASA Bye-Laws.  
WDC7.2 Notice of the Special Meeting shall specify the business to be transacted and shall be forwarded to each Affiliated Club, Life Members and Convenors of Standing Committees as set out in paragraph WDC7.3.  
WDC7.3 Notice of a Special Meeting shall be given as follows:  
Either (a) In accordance with paragraph BL8.1.6.1 (c) of SASA Bye-Laws.  
or (b) Not less than twenty-one days before the date of the meeting where paragraphs BL8.1.6.1 (a) and (b) of SASA Bye-Laws apply.

WDC7.4	Paragraphs WDC5.2,WDC5.3, WDC5.4, WDC5.5, WDC5.6, WDC5.8 and WDC5.9 shall apply to a Special Meeting.	Masters Swimming Open Water Swimming
WDC7.5	The order and conduct of business shall be in accordance with Section WDBL7.	
<b>WDC8.0 CLUBS</b>		
WDC8.1	The provisions of paragraphs C8.4 and C8.5 of the SASA Constitution and of paragraph BL 8.1.1 and section BL8.2 of the SASA Bye-Laws shall apply.	
<b>WDC9.0 COUNCIL</b>		
WDC9.1	The provisions of paragraph C9.1.2 of the SASA Constitution and paragraph BL9.1 of the SASA Bye-Laws shall apply.	
<b>WDC10.0 OFFICE BEARERS</b>		
WDC10.1	The provisions of paragraphs BL8.1.7.1, BL8.1.7.2 and BL8.1.7.3 of the SASA Bye-Laws shall apply. All Offices shall be honorary.	
WDC10.2	The President, Vice President, Honorary Secretary, Honorary Treasurer and the Immediate Past President shall form the District Executive.	
WDC10.3	The District Executive shall be responsible for; WDC10.3.1 matters remitted to them. WDC10.3.2 the day to day administration of the District. WDC10.3.3 making recommendations to the Annual General Meeting for Patrons, Life Members and the appointments set out in paragraph WDBL10.1. WDC10.3.4 approving District Swimming Records.	
WDC10.4	The Quorum at an Executive Meeting shall be three.	
WDC10.5	Meetings of the Executive shall be in accordance with section WDBL10.	
<b>WDC11.0 STANDING COMMITTEES</b>		
WDC11.1	The provisions of paragraphs C11.1.2 of the SASA Constitution and of BL8.1.7.2, BL8.1.7.4 and BL8.1.7.5 and Section BL8.1.9 of the SASA Bye-Laws shall apply. All positions shall be honorary.	
WDC11.2	There shall exist the following Standing Committees Finance Swimming & Championships Swimming Technical Officials Swimming Leagues Synchronised Swimming Education Diving Water Polo	
WDC11.3	Standing Committees shall have the following general responsibilities.	
WDC11.3.1	Review and bring forward for the approval of Delegates meetings, amendments to the Regulations for which they have responsibility before promulgation of the Regulations to Clubs.	
WDC11.3.2	To submit an annual report to the District Secretary, at least 28 days prior to the Annual General Meeting.	
WDC11.3.3	To provide a report to each Delegates meeting with the exception of the meeting specified in paragraph WDBL6.1.2.	
WDC11.3.4	To submit a proposed budget for their forward programme to the District Treasurer by 30th. September each year, and to be accountable and responsible for the implementation of the agreed programme.	
WDC11.3.5	To co-opt, if considered necessary, up to three additional members.	
WDC11.4	Finance Committee	
WDC11.4.1	The Finance Committee shall comprise: Honorary Treasurer as Convenor Trophy Steward Three other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.	
WDC11.4.2	To plan and budget, and monitor income, expenditure and fundraising.	
WDC11.5	Swimming & Championships Committee	
WDC11.5.1	The Swimming & Championships Committee shall comprise: Convenor District club representative from the British Swimming Coaches and Teachers Association. The Trophy Steward, District Record Keeper and six other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.	
WDC11.5.2	To select swimmers and staff for all West District swimming teams.	
WDC11.5.3	To arrange transport, meals etc. for West District swimming teams.	
WDC11.5.4	To select all swimmers for West District squads.	
WDC11.5.5	To appoint all staff for West District squads (Head Coach and Team Manager(s) as appropriate).	
WDC11.5.6	To ensure that squad staff carry out their duties.	

WDC11.5.7	To liaise with squad staff regarding the squad education programme and all matters relating to competition and trips for the squads.	WDC11.7.2	To ensure that the SASA Constitution, Bye-Laws and Regulations in relation to competitive swimming are adhered to for the respective leagues.
WDC11.5.8	To administer the Licensing and Accreditation provisions of the SASA Swimming Regulations as appropriate.		
WDC11.5.9	Administer the Regional Squads on behalf of Scottish Swimming including the provision of training facilities, the notification of selections and all other appropriate documentation.	WDC11.8 Synchronised Swimming	
WDC11.5.10	To organise all District Swimming Championships	WDC11.8.1	The Synchronised Swimming Committee shall comprise: Convenor. Two other members. and shall have the following responsibilities in addition to those stated in paragraph WDC11.3. To promote Synchronised Swimming in the District. To deal with relevant matters.
WDC11.6 Swimming Technical Officials		WDC11.8.2	
WDC11.6.1	The Swimming Technical Officials Committee shall comprise: Convenor. Four other members. and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.	WDC11.8.3	
WDC11.6.2	To train Swimming Technical Officials.	WDC11.9 Education	
WDC11.6.3	To assist in the organisation of any examinations for Swimming Technical Officials.	WDC11.9.1	The Education Committee shall comprise: Convenor. Three other members. and shall have the following responsibilities in addition to those stated in paragraph WDC11.3. To have regard to the provisions of paragraphs C11.10.4 and C11.10.5 of the SASA Constitution.
WDC11.6.4	To organise seminars as required.	WDC11.9.2	To assist in the development of all disciplines in the District.
WDC11.6.5	To maintain a list of District Club Timekeepers.	WDC11.9.3	To carry out the responsibilities allocated to District Convenors in the SASA Education Regulations.
WDC11.6.6	To arrange the provision of Swimming Technical Officials for competitions as required.	WDC11.9.4	
WDC11.6.7	To collect fees for the use of District equipment in accordance with the provisions of paragraph BL12.3.2.	WDC11.10 Diving	
WDC11.6.8	To appoint Area Organisers in accordance with paragraph C11.4.13 of the SASA Constitution.	WDC11.10.1	The Diving Committee shall comprise: Convenor Two other members. and shall have the following responsibilities in addition to those stated in paragraph WDC11.3. To promote Diving in the District. To deal with relevant matters.
WDC11.7 Swimming Leagues.		WDC11.10.2	
WDC11.7.1	The Swimming Leagues Committee shall comprise: Convenor. One representative from each league currently operating in the District. and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.	WDC11.10.3	
		WDC11.11 Water Polo	
		WDC11.11.1	The Water Polo Committee shall comprise: Convenor. One representative from each Water Polo Club in the District. Other members appointed in accordance with the Water Polo Regulations and shall have the following responsibilities in addition to those stated in paragraph WDC11.3. To promote Water Polo in the District. To deal with relevant matters
		WDC11.11.2	
		WDC11.11.3	

**WDC11.12 Masters Swimming**

- WDC11.12.1 The Masters Swimming Committee shall comprise:  
Convenor.  
Two other members.  
and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.12.2 To promote Masters Swimming in the District.
- WDC11.12.3 To deal with relevant matters.

**WDC11.13 Open Water Swimming**

- WDC11.13.1 The Open Water Swimming Committee shall comprise:  
Convenor.  
Two other members.  
and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.13.2 To promote Open Water Swimming in the District.
- WDC11.13.3 To deal with relevant matters.

**WDC12.0 FINANCE**

- WDC12.1 The Financial Year of the District shall end on 30th. September.
- WDC12.2 Each Affiliated Club shall pay a District per capita fee not later than 31st. January in respect of a member as defined in paragraph BL 3.2 of SASA Bye-Laws.
- WDC12.3 The amount of the District per capita fee as mentioned in paragraph WDC12.2 shall be fixed at the Annual General Meeting and paid in accordance with paragraph WDBL12.2.
- WDC12.4 The Honorary Treasurer shall present the following reports:  
(1) Annual Report accompanied by Auditors Certificate to the Annual General Meeting.  
(2) An up to date Financial Statement to each District Delegates Meeting.
- WDC12.5 All claims for expenses shall be made on official forms in accordance with Section WDBL12.

**WDC13.0 CHAMPIONSHIPS and EVENTS**

- WDC13.1 Paragraph BL8.1.10.1 of the SASA Bye-Laws shall apply.

**WDC14.0 TROPHIES**

- WDC14.1 All trophies belong to the District in perpetuity and cannot be won outright.
- WDC14.2 The Honorary Treasurer shall act as trustee of all District trophies.
- WDC14.3 Award, receipt, custody and return of trophies shall be in accordance with Section WDBL14.

**WDC15.0 PROTESTS**

- WDC15.1 Section C15 of SASA Constitution shall apply.

**WDC16.0 COMPLAINTS**

- WDC16.1 Section C16 of SASA Constitution shall apply.

**WDC17.0 SUSPENSIONS and FINES**

- WDC17.1 Section C17 of SASA Constitution shall apply.

**WDC18.0 APPEALS**

- WDC18.1 Section C18 of SASA Constitution shall apply.

**WDC19.0 AWARDS**

- WDC19.1 The Hugh C. Dobbie Memorial Award shall be presented to persons who have given outstanding service to the District and shall be presented at the Annual General Meeting or at any other time decreed suitable by the Executive.
- WDC19.2 The procedure for nomination and endorsement of the Hugh C. Dobbie Memorial Award shall be in accordance with Section WDBL19.
- WDC19.3 The following awards shall be presented at the Annual General Meeting or at any other time decreed suitable by the Executive.
- (1) The William G. Todd Trophy shall be awarded to the most promising Junior Boy.
  - (2) The James Wallace Memorial Trophy shall be awarded to the most promising Junior Girl.
  - (3) The David Rennie Memorial Trophy shall be awarded to an individual for the best performance in the District Age Group Swimming Championships.
  - (4) The Jessie Waldie Cup shall be awarded to the club winning the largest number of medals in the SASA Age Group Swimming Championships.
  - (5) The Mary Black Trophy for swimming shall be awarded to the club which aggregates the most points from all events at the District Age Group Swimming Championships and the Open Championships.
  - (6) The Mary Black Trophy for Synchronised Swimming shall be awarded to the most improved Synchronised swimmer or club.
  - (7) The Thomson Rosebowl shall be awarded to The person in the District who has done the most for swimming during the preceding year.

WDC19.4 The procedure for nomination and endorsement of The William G. Todd Trophy, The James Wallace Memorial Trophy, The David Rennie Memorial Trophy, The Mary Black Trophy for Synchronised Swimming, and The Thomson Rosebowl shall be in accordance with Section WDBL19.

WDC19.5 The McWhir Trophy shall be awarded at the District Open Swimming Championships for the outstanding swim by a West District Swimmer.

WDC19.6 The winner of The McWhir Trophy shall be in accordance with Section WDBL19.

WDC19.7 The Hugh Dobbie Memorial Cup and The Craig Trophy shall be awarded for the best performance by a Junior girl and Junior boy respectively at the District Open Championships.

WDC19.8 The Winners of The Hugh Dobbie Memorial Cup and The Craig Trophy shall be in accordance with Section WDBL19.

#### **WDC20.0 REPLICAS**

WDC20.1 No replica, copy or miniature of any District trophy, medal, plaque, pennant or design may be made unless with the permission of The Executive.

#### **WDC21.0 DISPOSAL of FUNDS and DISSOLUTION**

WDC21.1 Paragraph C21.2 of the SASA Constitution will apply with the substitution of the word "District" for the word "SASA".