



# BANGOR SWIMMING CLUB

## CONSTITUTION

Founded 1919

Bangor Swimming Club  
Bangor Aurora Aquatic & Leisure Complex  
3 Valentine Road  
Bangor,  
BT20 4UT  
Tel. +44 28 9127 0271

September 2025

## Revision History

Version	Date	Name	Reason
0.2	May 2013	C Simpson	Revised to bring in line with Swim Ireland template
	October 2014	N Drennan	
1.0	06 Feb 2015	Colin McCaughey & Tom Uprichard	Revised in order to seek CASC status
3.0	22 June 2016	S Hewitt	Revised to accord with SI requirements that CCO is a member of the Management Committee
4.0	18 May 2017	J McMullan	Revised to bring in line with Swim Ireland template – to seek ratification at 2017 AGM.
4.1	17 June 2017	J McMullan	Includes amendments to roles proposed and ratified at June 2017 AGM.
4.2	27 July 2018	S Urry	Revised after agreement at AGM 2018 to bring it more current and accountable
5.0	1 July 2022	G Prue	Revised after agreement at AGM 2022 to bring it in line with Swim Ireland guidance and remove current ambiguity around committee membership and club transfer policy. Removal of the need to hold the AGM by the end of June. Replacement of Active with Team Unify.
6.0	September 2024	G Prue	Revised after agreement at AGM 2024 to bring in line with Swim Ireland guidance.
7.0	September 2025	C Kirwan	Revised to include new date of AGM to 2 <sup>nd</sup> Monday in September



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## List of Terms and Abbreviations

Bangor Swimming Club	The name of your club
Competitive Swimming	The aquatic discipline(s) in which the members participate
SI	Sport Ireland – previously Irish Sports Council (ISC)
Sport NI	The Northern Ireland Sports Council
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
CCO	Club Children's Officer
Officer	Officers of a club are the Chairperson, Secretary and Treasurer.

Management Committee – This is the body elected by the Members for the management of the business and affairs of the club.

Leader – this is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches and teachers.

Swim Ireland – is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, the Irish Sports Council, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies.


National Governing Body (NGB) - The role of a NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.

## Contact Details

Swim Ireland website: [www.swimireland.ie](http://www.swimireland.ie)  
Club website: [www.bangorsc.co.uk](http://www.bangorsc.co.uk)

Club contact details:

Chairperson	<a href="mailto:chair@bangorsc.co.uk">chair@bangorsc.co.uk</a>
Secretary	<a href="mailto:secretary@bangorsc.co.uk">secretary@bangorsc.co.uk</a>
Treasurer	<a href="mailto:treasurer@bangorsc.co.uk">treasurer@bangorsc.co.uk</a>



## 1. Name(s) and Colour(s)

1.1 The name of the club shall be ***Bangor Swimming Club***.

1.2 The colours of the club shall be ***Royal Blue and Gold***.

1.3 The headquarters of the club shall be ***Bangor Aurora Aquatic and Leisure Complex, 3 Valentine Road, Bangor, Co Down, BT20 4UT***.

## 2. Objectives

2.1 The objectives of the club are:

- To foster and develop Competitive Swimming and its participants
- To promote the teaching/coaching and practice of Competitive Swimming in line with current best practice.
- To promote the development of physical, moral and social qualities associated with sport, within the participants.
- To accept and enforce the rules and regulations set down by Swim Ireland regarding Competitive Swimming in accordance with the affiliation status afforded to the club.
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the club is fun, and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way

2.2 Bangor Swimming Club is fully committed to safeguarding the wellbeing of its members. Every individual in Bangor Swimming Club should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Bangor Swimming Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent

## 3. Affiliation

3.1 By virtue of the affiliation of Bangor Swimming Club to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:

- Swim Ireland, the governing body for the whole of the island of Ireland.
- Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
- Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

## 4. Membership

4.1 All members are subject to the rules and constitution of Bangor Swimming Club and rules and regulations of Swim Ulster, Swim Ireland, LEN and FINA

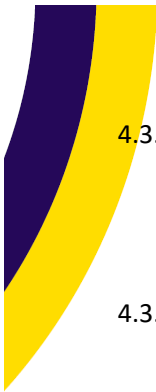
### 4.2 Membership Categories

The following constitute as members of the club:

4.2.1 Competitor: members of Bangor Swimming Club who decide to engage in competitive events

4.2.2 Non-Competitor: This category includes but is not limited to: participants who wish to train but not compete; coaches; administrators; leaders; and CCO's

### 4.3 Membership Caveats


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- 4.3.1 The club management committee reserves the right to accept or reject applications for membership of the Club. Bangor Swimming Club will have rules and criteria covering requirements, trials and waiting lists for admission in place. If applicants are refused, they must be notified by the management committee in writing as to the reasons for their refusal
  - 4.3.2 The management committee may only suspend or expel from membership in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures
  - 4.3.3 Any member whose subscription or fees are unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee, may not participate in any activities of the club, including competitions, from a date to be determined by the Committee and until such payment is made
  - 4.4 Bangor Swimming Club will publish all relevant club and Swim Ireland rules and regulations on the club's website or provide a link to Swim Ireland's website for a complete listing of abiding policies. Such documents will include but not be limited to; Sport Ireland Code of Ethics and Good Practice for Children's Sport, Swim Ireland Guidelines for Safeguarding Children, Swim Ireland Complaints and Disciplinary Rules and Procedures and Bangor Swimming Club's constitution

#### **4.5 Duration of Membership and Annual Subscriptions**

- 4.5.1 The annual subscription and training fees shall be due on joining the Club and thereafter on the 1st day of each month. Membership fees shall be paid only via Team Unify and should be paid in accordance with the member's payment schedule, as stipulated within Team Unify. The monthly payment will vary depending on which squad the member trains in and the number of sessions per week available to him/her. Any variation from this must be agreed by the management committee.
- 4.5.2 The membership year shall run from the 1st of September to the 31st of August each year; payment may be selected over the full 12 month calendar year through Team Unify.
- 4.5.3 Club fees will be determined by the management committee
- 4.5.4 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions

#### **4.6 Application Procedures for Club Members**

- 4.6.1 All members must complete the required application forms and attach the requisite fees as set down by Swim Ireland and Bangor Swimming Club
- 4.6.2 All members must also be familiar with and comply with the Swim Ireland and Bangor Swimming Club rules, codes of conduct and read and sign, or accept via Team Unify, the relevant codes of conduct annually
- 4.6.3 The forms must then be forwarded to the management committee for approval. Parents must sign the application form where the applying member is under 18
- 4.6.4 On acceptance, the member will be provided with a copy of the constitution and rules of Bangor Swimming Club
- 4.6.5 A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation one (1) month prior. A member's resignation shall only take effect when this Rule has been complied with. The member who resigns from the Club in accordance with 'above rule' above shall not be entitled to have any part of the annual membership fee or any other fees returned. Notwithstanding the provisions of the above rule above, a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be



terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address. The Swim Ireland Membership Department shall be informed should a member resign and must be informed immediately when a former member is still owing money or goods to the Club

4.6.6 Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club management committee

4.6.7 Members are required to renew their membership annually with Bangor Swimming Club and Swim Ireland

#### **4.7 Learn to Swim**

4.7.1 Bangor Swimming Club may run learn to swim classes

4.7.2 Details of the participants must be recorded, but they are not required to be members of the club or Swim Ireland during their first year. Details must be forwarded to Swim Ireland to be insured under club activities

4.7.3 Any one taking part for longer than one year are required to become Bangor Swimming Club and Swim Ireland members to be insured under club activities

### **5. Club Management**

5.1 The management committee is the body elected by the members for the management of the business and affairs of the club. It consists of 12 adults who must be members of Swim Ireland in their own right. The Club Children's Officer is an appointed position who must also be a member of Swim Ireland in their own right and sits on the committee in addition to the 11 members elected

#### **5.2 Membership of the Management Committee**

5.2.1 Membership of the management committee shall consist of the following: a chairperson, a secretary, a treasurer, both a male and female club children's officer, and nine other adult members

5.2.3 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the SI Complaints and Disciplinary Rules and Procedures

#### **5.3 Roles and Responsibilities of Management Committee Members**

5.3.1 Duties of the Chairperson. The Chairperson of the club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for the key decision making and leadership, in consultation with other committee members

- Comply with Swim Ireland rules and regulations
- To set the club vision, strategy and objectives of the club for the Development Plan
- To provide direction for the club through effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To manage and oversee the work of enrolled officers and other club personnel
- To present the club's annual report, in association with the club Secretary
- To present the club's annual accounts, in association with the club Treasurer

- To determine the content and agenda for club meetings, in association with the club Secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the Treasurer on the use and investment of club funds
- To manage the employees of the club with the correct appraisal and performance reporting

#### Duties of the Vice Chairperson

- Support and assist Chairperson in all aspects of club management
- Chair monthly Committee Meetings in the event of the Chairperson's absence
- Provide Club management support to parents/swimmers as appropriate by attendance at swimming sessions
- Liaise with other Committee Members to ensure the smooth running of the Club
- Any other ad-hoc duties as requested by the Chairperson
- Adhere to SU/SI Child Protection Policy
- Adhere to current Data Protection Policy
- Ensure Club is legally compliant

5.3.2 Duties of the Club Secretary. The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of a club. The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and the Swim Ulster / Ireland Regions. The Club Secretary should report to the Club Chairperson.

- Comply with Swim Ireland rules and regulations
- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications
- To deal with the day-to-day running of the club including all internal and external correspondence
- To process and deliver appropriate correspondence and information to and from county, regional and Swim Ulster / Ireland levels
- To organise and attend committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To have a knowledge and understanding of the roles and responsibilities of other club committee members
- To maintain up-to-date contact details of all members, committee members, other key club personnel and Swim Ulster / Swim Ireland secretaries at national, regional and county levels

5.3.3 Duties of the Membership Secretary. The Membership Secretary of a club deals with the day-to-day registration of the club members with Swim Ulster and Swim Ireland, and the annual membership renewal process at the beginning of each swimming year. The role involves inputting and submitting these registrations/renewals via the Online Membership System (OMS) and is the key link between the club and the Swim Ulster Membership Office

- Attend club committee meetings and AGM
- Have a good knowledge of all club members – swimmers, coaches, volunteers, committee members and parents
- Act as a main point of contact at the club for all things relating to registrations
- Ensure that annual membership renewals are completed on time via the OMS at the beginning of each year – renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category
- Updating the online management system throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant Club, Swim Ulster and Swim Ireland affiliation is up to date and relevant





along with any relevant payment via the club Treasurer

- Keep club Welcome and Membership pack up to date with all relevant information for members included
  - Liaise with the respective lead Coach to ensure that all appropriate swimmers are registered to swim in the appropriate competitions
- Arranging handover or succession planning for the position

5.3.4 Duties of the Treasurer. The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will be responsible for all income and expenditure for the club. Benefits of the role including being able to contribute to a well-managed and governed club and to have the potential to grow and develop the club's finances. The Treasurer should report to the Club Chairperson.


- Attend club committee meetings and AGM
- Comply with Swim Ireland rules and regulations
- To be responsible for all club finances by ensuring adequate accounts and records exist
- To plan the annual budget in agreement with the club committee and to monitor throughout the year
- To prepare end-of-year accounts and present to the auditor, management committee and AGM
- To ensure that all funds are used appropriately and banked promptly, including club expenses
- To plan floats with members who would need to collect or pay out cash and make them aware of procedures
- To maintain up-to-date records of all transactions and records of income and expenditure and present to the committee
- To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC

5.3.5 Duties of the Club Children's Officer

- Comply with Swim Ireland rules and regulations
- Ensure completion of required training and awareness of the role within the club
- Act in the best interest of young people
- Ensure young people have opportunity to express opinions and views
- Ensure safeguarding policies and procedures are implemented and effective in all areas of the club
- Act as advisor for and report concerns of abuse to the appropriate authorities
- To assist the club to put Swim Ireland Risk Assessment Child Safeguarding Policy and Procedures document, in place
- To assist the club to put implementation plans in place for child safeguarding
- To be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse
- To ensure that all incidents are reported correctly and referred, in accordance with Swim Ireland policy

To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself

- To ensure that all relevant club members, volunteers and staff have a ACCESS NI and the opportunity to access appropriate child safeguarding training
- To be aware of, and have a note of contact details of, the Local Children's Services, Police, Local Authority Designated Officer and Multi-Agency Safeguarding Hub and the Swim Ireland Safeguarding Team
- To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents
- To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary, without the power to vote
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis - who must not be less than 18 years of age, who should have an appropriate background and who



is required to undertake appropriate training in accordance with Swim Ireland Child Safeguarding courses

- (Further details are contained in the latest Swim Ireland Safeguarding Policy document)

5.3.6 Duties of the Coach Liaison Officer

- Act as a conduit for ongoing communications between the coaching team and the committee
- Distribute all relevant correspondence
- Ensure completion of required Coach License training and awareness of the role within the club

5.3.7 Duties of the Junior Club Secretary

- Administrator of the Junior Squads
- Communicate all status updates to Membership secretary, Junior Squad Coaches and Head Coach
- Chair monthly Junior Club administration meetings to ensure alignment of knowledge with Head Coach, Junior Club Coaches and Membership Secretary
- Take and distribute minutes
- Maintain up to date records and reference files
- Arrange handover or succession planning for the position

5.3.8 Duties of the Gala Secretary

- To ensure publication of the Club Galas information in a timely fashion, to the requirements of Swim Ulster and Swim Ireland, including entry details and venue information
- Organise volunteer rotas for all club and non-club galas
- Chair Gala sub-committee
- Organise directly and through delegation, meet officials, refreshments, T-Shirts, Sponsorship presentations, Photographer, Retail Concessions, Supporter locations
- To oversee Club regalia and small equipment and any other tasks relating to Club competitions
- To provide a central point of contact for communication about galas run by other clubs
- To source appropriate galas for variety of ability groups
- To provide information to athletes, coaches, parents/guardians about appropriate galas
- To submit swimmers' gala entries and times and ensure they are appropriately entered for events
- To arrange appropriate Coach and Team Manager support for galas attended
- To adopt the policies and principles of the Swim Ireland Child Protection policy
- To ensure Team Managers post competition/event reports for publication internally and externally
- Arrange handover or succession planning for the position

5.3.9 Duties of the Fundraising Secretary

- Chair Fundraising Sub-Committee
- Agree fundraising overall target with Treasurer and Chairperson
- Responsible for fundraising events, sponsorship and grant applications
- Review previous lessons learned minutes prior to organising any Bangor Swimming Club fundraising event
- Chair lessons learned meetings after each Club Fundraising event and minute actions

5.3.10 Duties of the Recorder and IT resilience

- To liaise with whoever necessary in order to maintain a record of performances by all members  
Such records will become part of Club history; manage the club IT and website.

5.3.11 Duties of the Compliance Officer

- Submit the annual Club Mark to Swim Ulster.
- Ensure all activities in the club are compliant and manage the information and certification.

Data Protection Officer



## Duties of Other Committee Members

- Duties and Responsibilities of all Committee Members – All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional roles required, to be carried out by Committee Members.


### **5.4 Roles and responsibilities of the coaching and teaching staff**

#### **5.4.1 Duties of coaching/teaching staff**

- Comply with Swim Ireland rules and regulations, Bangor Swimming Club code of conduct
- Operate within qualified level specifications
- Ensure all coaches/teachers hold an up to date Swim Ireland license
- Plan and deliver coaching sessions appropriate to the ability of the athletes
- Work with the club's coaching and teaching team to deliver the coaching programme as agreed by the Head Coach/Teacher
- Make athletes aware of their progress.
- A clear understanding of any special needs of the athletes involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attend all appropriate competitions and gala's in accordance with agreed yearly coaching plan
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of Swim Ireland
- Assist athletes to achieve their full potential

### **5.5 Rights and Duties of the Management Committee**

- 5.5.1 The management committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The management committee must ensure the club's rule book is in place, which is made available to all members
- 5.5.2 The committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the management committee and follow procedures and relay information as directed by the management committee. All sub-committees must be ratified annually at the club AGM.
- 5.5.3 The management committee shall be responsible for all assets of the club.
- 5.5.4 The management committee, in conjunction relevant parties; i.e head coach and coaching staff, will be responsible for formulating club policy in accordance with the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent edition, and on the direction the club takes in the future in all its activities.
- 5.5.5 The members of the management committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- 5.5.6 Committee members must declare any personal or business interest, which may conflict with their duties as a member of the management committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves content, discussions and decisions.
- 5.5.7 The management committee will be expected to sign and follow codes of conduct in relation to their obligations to Bangor Swimming Club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to Bangor Swimming Club and its members. The committee will familiarise itself with the 'Code of Ethics and Good Practice for




Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future

## **5.6 Meetings of the Management Committee**

- 5.6.1 The management committee shall meet as a minimum monthly with a minimum quorum of 50% plus 1 of the members of the committee present
- 5.6.2 The chairperson and the secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the club
- 5.6.3 A minimum of (7 days) notice will be given to management committee members save with exceptional circumstances. The management committee shall agree how notice shall be provided
- 5.6.4 The management committee should set out its agenda for a meeting no less than (4 days) prior to the meetings
- 5.6.5 The chairperson has the casting vote on any motion arising during the meetings
- 5.6.6 The chairperson's decision on a Point of Order is final
- 5.6.7 The chairperson shall preside at all meetings; however in the chairperson's absence the vice- chairperson or failing that, a member of the management committee may be nominated
- 5.6.8 The secretary, or in her/his absence a member of the committee, shall take minutes
- 5.6.9 The treasurer shall relay the financial position of the club at each meeting
- 5.6.10 The CCO and other committee members must also relay details on the areas of the club they are designated to
- 5.6.11 The head coach/ teacher shall be given the opportunity to report and voice their concerns of their designated areas within the club, as well as to advise the management committee on relevant issues
- 5.6.12 The club secretary shall circulate points of note from the meetings of the management committee within (7 days) to all club members
- 5.6.13 The management committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club

## **6. Annual General Meeting (AGM)**

- 6.1 The AGM will be held annually on the second Monday of September, or as close to this date as possible.
- 6.2 Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be emailed to club members as well as posted on the club notice board and website
- 6.3 The committee shall distribute to members its annual report and other relevant documents not less than 14 days prior to the AGM
- 6.4 At the AGM, the annual report shall be presented, which shall consist of a: chairperson's report;



secretary's report; treasurer's report; head coach's report and the CCO report


- 6.5 Any changes or updates to the club constitution or club rules will be notified to the members and Swim Ireland within 14 days following the AGM
- 6.6 Any resolution to amend the club's constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting
- 6.7 Two delegates for the club will be elected to represent the club at the Swim Ireland AGM
- 6.8 The club AGM shall be run in accordance with Swim Ireland standing orders

## **7. Extraordinary General Meeting (EGM)**

- 7.1 An Extraordinary General Meeting may be called at any time in the following circumstances
  - 7.1.1 If a resolution to convene a club EGM is passed at the preceding club AGM
  - 7.1.2 If 20% of club members serve on the club secretary a written notice duly signed seeking the holding of such a club EGM
  - 7.1.3 Where two-thirds of the club management committee resolve to convene a club EGM
- 7.2 A club EGM must be held within 14 days of receiving such a request and must allow for 7 days' notice to all club members
- 7.3 The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time
- 7.4 The total number of eligible voting club members will be made available by the management committee to club members
- 7.5 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM

## **8. Procedures at General Meetings (AGM & EGM)**

- 8.1 No business shall be transacted at a general meeting unless a quorum is present. A quorum of 15 of the eligible voting members is the number required
- 8.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the club committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum
- 8.3 Members who are fully paid up and over 16 years of age are eligible to vote
- 8.4 No voting by proxy is allowed
- 8.5 Parents shall hold one vote on behalf of their child/children within the club. Only one parent may exercise this vote and this must be so agreed between the parents (i.e. that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children
- 8.6 Voting shall be conducted via a show of hands, which will be counted by the secretary. The management committee may, however, recommend that a vote should be held in a secret ballot



format owing to the context of the vote

8.7 Nominations will be passed at AGM's by simple resolution of 50% plus one

8.8 Motions for a change to the Bangor Swimming Club constitution must be passed by a special resolution of 75% of persons entitled to vote present at the meeting

8.8 The chairperson will have a casting vote if there is an equality of votes

## **9. Nominations, Notice of Motions and Election of the Management Committee**

9.1 Election of the management committee members takes place at the club AGM each year. At this time the executive officers of the club shall be elected - chairperson, treasurer and secretary, along with four other members of the management committee

9.2 If an executive officer of the club must step down during their term the management committee may appoint an existing committee member to fill this vacancy to hold office from the date of such appointment until the expiry of the term of office that would have been served by that executive officer where he or she had completed a full term

9.3 Where any member of a Club Committee has served as a Club Committee Officer of the Club Committee for six years (whether consecutive or not) he/she may not serve as a member of the Club Committee until at least two (2) consecutive years have elapsed since he/she last served.

9.4 Nominations for office and notice of motions must be received in writing by the club secretary no less than 21 days prior to the general meeting.

9.5 A proposer and seconder are required for all nominations and notice of motions

9.6 Notices of motions and nominations for the management committee shall be displayed on the club notice board for not less than 14 days prior to the AGM. They will also be available on request from the club secretary. Motions and nominations without due notice will not be discussed

9.7 In the event that no nominations are received by the Secretary by 21 days prior to the general meeting, only then may a nomination from the floor at the AGM can take place

9.8 A Club Children's Officer must be appointed by the Management Committee and fulfil the criteria laid down by the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent equivalent

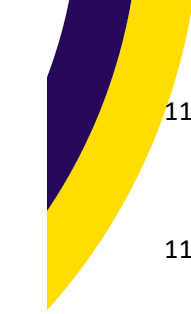
## **10. Transfers**

10.1 If a member wishes to leave Bangor Swimming Club and join another they must follow the Swim Ireland transfer rule (Swim Ireland Rule Book). We will require one (1) months' notice from any member wishing to transfer to another swimming club.

## **11. Finance**

11.1 The financial affairs of the club shall be the responsibility of the management committee in general and in particular, the treasurer. Correct accounts and book keeping shall be done by treasurer or under his/her supervision

11.2 Annual accounts of Bangor Swimming Club should be prepared for the Annual General Meeting by the club treasurer

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- 11.3 The management Committee shall be empowered to open bank accounts in the name of Bangor Swimming Club and all transactions in these accounts shall be authorized by the management committee. All cheques, drafts and so forth shall be signed by the treasurer and either the chairperson or secretary
  - 11.4 The treasurer will receive all money paid to Bangor Swimming Club and ensure all such sums are lodged to the club's bank account as soon as possible
  - 11.5 Any assets invested in by the management committee will be used for Bangor Swimming Club purposes only. The management committee will delegate the use of these assets under advisement from coaches, teachers, club children's officers and others within Bangor Swimming Club. All authorisation for Club travel and expenditure must be received by the treasurer and paid in accordance with the Bangor Swimming Club policy with compliance of the committee. All expenditure must then be logged into the club accounts as soon as possible for full visibility to the committee
  - 11.6 The committee will have the power to negotiate sponsorships on Bangor Swimming Club's behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for Bangor Swimming Club's development purposes only

## **12. Complaints and Disciplinary Procedures**

- 12.1 The club hereby adopts The Swim Ireland complaints & disciplinary rules and procedures as amended by Swim Ireland from time to time
- 12.2 All members of Bangor Swimming Club must abide by the Swim Ireland complaints and disciplinary procedures
- 12.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures
- 12.4 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedure
- 12.5 Any matter involving members under 18 must also be brought to the attention of the CCO

## **13. Cessation/Suspension/Expulsion of Membership**

- 13.1 Bangor Swimming Club have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the management committee in line with Swim Ireland complaints and disciplinary policies. The Club in exercising this power shall comply with the provisions of Rules 13.2 and 13.3 below
- 13.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee to be refunded and must return any Club or external body's trophy or trophies held forthwith. All club terminations and suspensions will be reported to Swim Ireland; the Club shall comply with the relevant Swim Ireland Judicial Regulations for handling Internal Club Disputes
- 13.3 A member may not be expelled or subject to any other penalty unless the panel hearing the complaint shall vote a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member. The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations
- 13.4 Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'





## 14. Dissolution

### 14.1 Bangor Swimming Club may be dissolved:

- By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
- A Court Order where a dispute exists within its membership

### 14.2 Notice must be given to members and Swim Ireland for any Dissolution to come into effect, owing to a resolution at a general meeting

### 14.3 All aspects of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of Bangor Swimming Club or Swim Ireland

### 14.4 The management committee shall be responsible for the winding up of assets and liabilities of Bangor Swimming Club

## 15. Equality

### 15.1 In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, Bangor Swimming Club will not discriminate against any persons or visitors within Bangor Swimming Club. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated

## 16. Criminal Allegations

### 16.1 Bangor Swimming Club shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body

## 17. Data Protection

### 17.1 The club hereby adopts The Swim Ireland data protection policy as amended by Swim Ireland from time to time

This constitution was adopted at a meeting of members on: September 2025.

Signed:

*Caroline Kirwan*

Electronically signed by: Caroline Kirwan  
Reason: I approve this document  
Date: Oct 1, 2025 21:55:45 GMT+1

BSC Secretary