



CONSTITUTION - HALLIWICK PENGUINS SWIMMING CLUB

1. Name of Organisation : Halliwick Penguins Swimming Club
2. Objects : To relieve disabled persons by the promotion and provision of swimming and associated recreational facilities with the object of improving the conditions of life for such persons.
3. Affiliation :
- (a) The Club shall be affiliated to and governed by the laws of the Association of Swimming Therapy.
 - (b) The Club may be affiliated to any other competent body at the discretion of the Club committee.
4. Membership :
- Subject to the approval of the Club Committee membership is extended to:-
- (a) Disabled persons wishing to learn or practise the art of swimming.

(The word swimming shall include all aquatic activities, such as, diving, water games and associated activities, whether in or out of the water. The word disability shall include any disability, whether physical, mental or sensory as well as any other condition considered on medical advice to merit help.)
 - (b) Persons suitable to act as Instructors or Helpers.
 - (c) Such other persons as can benefit the disabled either in or out of the water.
- There shall be Junior and Senior membership: Senior members being those over 17 years on 1st January of the current year. A register of members shall be maintained by the Club; membership shall be renewed at stated intervals at the request of the Club committee. This committee shall have the power to terminate membership.

5. Subscription : Membership fees to be such as may be approved by the Club in General Meeting. The Treasurer shall keep proper records of all monetary transactions and present to an Annual General Meeting of the Club a statement of accounts made up to each 31st December. Such statement to be audited by a person appointed at a General Meeting.
6. Officers : The officers, elected by the General Meeting shall consist of :
President ; Vice Presidents ; Chair ; Vice Chair ; Treasurer ; Secretary ; Chief Instructor ; Senior/Tutor Instructor.
7. Administration : The Club shall maintain an Executive committee, to consist of :
(a) The Officers of the Club.
(b) One or two representatives from :
Senior swimming members ; Parent of junior members ; Instructors, Helpers ; Transport Officer. These representatives to be elected at the Annual General Meeting. The Committee has the power to co-opt members and appoint sub-committees; the latter may appoint their own secretary.
8. Meetings : The Annual General Meeting shall be held not later than 1st June each year at which the audited statement of accounts shall be presented ; the Officers of the Club and Representatives shall be elected; the Honorary Auditor appointed. Extraordinary meetings may be called as deemed necessary by the committee, or upon the written request of ten members. Ten members shall form a quorum. Notice of meetings with an agenda listing all matters to be discussed or voted on shall be sent by the Hon. Sec. at least 21 days before the meeting to all those qualified to attend. The notice shall state clearly when and where the meeting is to be held. All members may attend; seniors only being entitled to vote.

Executive Committee Meetings shall be held not less than twice a year. Five members present shall form a quorum. Swimming Meetings shall be called at least twice a year, to Plan, discuss and disseminate information on the swimming sessions and other swimming business. Attendance to be open to all Instructors and Helpers.
9. Financial Arrangements : The bank mandate shall show four signatories; any one signature for cheques up to £50; any two signatories for cheques over £50. All monies to be held in bank of building society accounts in the name of Halliwick Penguins Swimming Club; there shall be no provision for petty cash.

10. Alteration :

Alteration to this constitution shall receive the assent of two-thirds of the members present and voting at an Annual General meeting or Special General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Club at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of the meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. No alteration shall be made to the objects clause, the dissolution clause or this clause without the prior approval in writing of the Charity commissioners or other authority having charitable jurisdiction; and no alteration shall be made which would have the effect of causing the Association to cease to be a charity in law.

11. Dissolution :

The Club may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General meeting convened for the purposes of which 21 days notice shall have been given to the members. Such Resolution may give instructions for the disposal of any assets held by or in the name of the Club, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Club but shall be given or transferred to such other charitable institution or institutions, having objects similar to some of all of the objects of the Club as the Club may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.