

Constitution

- 1 The Association will be called the ENGLISH SCHOOLS' SWIMMING ASSOCIATION.
- 2 The object of the Association is the advancement of physical education of school children through the medium of swimming, life-saving, diving, water polo and synchronised swimming. In furtherance of this object but not further or otherwise the Association will have the following powers:
 - (a) To promote and organise events and competitions and to make awards.
 - (b) To promote the provision of proper facilities for swimming, life-saving, diving, water polo and synchronised swimming.
 - (c) To do all such other lawful things as are necessary for the attainment of the above object.
- 3 All school children in full time education in England are affiliated to the Association whether through a School or individually. Where the affiliation is through a County Association, Local Schools' Swimming Association, individual school or an individual those bodies are automatically affiliated to the Division as defined in Rule 5 and may participate in all competitive events organised by the Association.
- 4 The affiliation fee payable to the Association by Divisions will be determined annually by the Executive Council. The scale of affiliation fees payable to Divisions by affiliated Associations will be determined by the constitutions of individual Divisions.
- 5 For affiliation, for representation on the Council and for Competition purposes, the Country will be divided into Divisions as follows:

<i>North East Division</i>	Northumberland, Durham, Tyne and Wear, Yorkshire.
<i>North West Division</i>	Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside and the Isle of Man.
<i>East Midland Division</i>	Derbyshire, Leicestershire, Rutland, Northamptonshire, Nottinghamshire and Lincolnshire.
<i>West Midland Division</i>	Staffordshire, Shropshire, Warwickshire, Herefordshire and Worcestershire.
<i>East Division</i>	Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.
<i>London Division</i>	London, including all London Boroughs
<i>South East Division</i>	Hampshire, the Isle of Wight, the Channel Isles Oxfordshire, Berkshire, Buckinghamshire, Sussex, Surrey and Kent.
<i>South West Division</i>	Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire.
- 6 The general control and administration of the Association will rest with the Executive Council subject to any specific direction of the members at the Annual General Meeting. The Annual General Meeting may be attended by representatives of an affiliated Association together with the Management Board and the Divisional Representatives.
- 7 The financial year will end on 31st July, and the Annual General Meeting will be held not later than week 40. The Secretary will give TWENTY EIGHT days' notice to all affiliated Associations of the arrangements for the Meeting.

8 Alterations to this Constitution will receive the assent of two-thirds of the members present and voting at an Annual General Meeting or a Special General Meeting. (It is understood that present and voting means that members cast a vote. Abstentions means they are not voting). A resolution for the alteration of the Constitution must be received by the Secretary of the Association at least 21 days before the meeting at which the Resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. No alteration to Clauses 2, 8 or 15 will take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction will have been obtained, and no alterations will be made which would have the effect of causing the Association to cease to be a charity at law, A Special General Meeting can be called at any time by the Council or at the written request of THREE Divisions. At a General Meeting TWENTY will constitute a quorum.

Any amendments to Articles of the Constitution will be operative from the conclusion of the meeting unless otherwise decided.

9 At all General Meetings, Voting will be by the show of official card. At all General Meetings and for postal ballots Divisions will each be entitled to SIX votes. The Management Board of the Association, Life Members and Divisional Representatives will be entitled to one vote.

10 The Management Board of the Association will be:

The Chairman

The President.

The President Elect.

The Hon. General Secretary.

The Hon. Treasurer.

The Hon. Championship Co-ordinator.

Hon. Minuting Secretary (ex-officio)

Nominations for The Management Board of the Association, except for the Office of President should be made, in writing, to the Hon. General Secretary no later than 6 weeks before the A.G.M. Should an Officer not wish to seek re-election she/he should give notice, in writing, to the Hon. General Secretary 2 months before the AGM.

Voting where elections are necessary, will be by postal ballot. Voting papers will be sent to the Divisions, The Management Board of the Association, Life Members and Divisional Representatives not less than 28 days prior to the date of the Annual General Meeting, voting will finish 7 days prior to the Annual General meeting when the results of elections will be announced. At the Annual General Meeting the President-Elect of the previous year will be installed as President. The President of the previous year will be installed as Ex-President, The ESSA will recognise service to the Association by the election of Honorary Life Members who must be nominated by the Executive Council and elected at the Annual General Meeting following their nomination. Honorary Life Members will be eligible to attend all General Meetings of the Association and to vote at these meetings.

11 Three Trustees of the Association will be appointed, two of whom will be the Hon. General Secretary and the Hon. Treasurer. The third, who should have a working knowledge of the Association, will act as Chair of the Trustees and may attend Council meetings but will have no voting powers. The Chair will be responsible, on behalf of the Trustees, for presenting an annual report to the Annual General Meeting and to the Charity Commission. The Trustees will meet when required.

12 Auditors, professionally qualified, who will not be members of Council, will be appointed at the Annual General Meeting.

- 13 The Management of the Association will be in the hands of an Executive Council consisting of the Management Board together with one Representative from each Division, to be elected annually by their own Divisional Committee. Retiring Divisional Representatives will be eligible for re-election. The Executive Council will have the power to co-opt additional members. All persons so co-opted will have the power to vote. All members of the Executive Council must be qualified teachers or teaching assistants as recognised by the Department of Education, or qualified swimming teachers, coaches, or ASA members if necessary, as approved by the Executive Council. A retired teacher will be eligible to be a member of the Executive Council. All members of the Executive Council will be required to complete an annual Declaration of Interest.
- 14 Subject to the authorisation of the Executive Council for which a majority of two thirds will be required, the Association may raise money by way of a loan through any source the Council agrees is appropriate for the purpose of the enhancement of the Association's activities or any other purpose agreed by the Council.
Further and also subject to a two thirds majority, the Council may charge its investments to provide security for any of its borrowings or other liabilities.
- 15 In the absence of a Divisional Representative, a Deputy Representative, nominated by the Division, may attend a Council Meeting. The Secretary must be informed of the Deputy's name prior to the meeting.
- 16 The Council will meet each quarter, except where according to the discretion of the Management Board it is considered unnecessary. The Hon. Secretary will give at least FOURTEEN days' notice of the Meeting in writing. For the transaction of business at a Council Meeting NINE of the members will constitute a quorum. The Council will have power subject to the specific direction of the AGM:
 - (a) To make regulations governing Competitions organised by the ENGLISH SCHOOLS' SWIMMING ASSOCIATION.
 - (b) To appoint special Sub-Committees as it deems necessary.
 - (c) To exercise financial control over all affairs of the Association.
 - (d) To consider and decide upon applications for affiliation to the Association.
 - (e) To arrange for the filling of any vacancy occurring on the Council.
 - (f) To decide on all matters concerning the Association.
- 17 The Association 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 purpose of which 21 days' notice will have been given to members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property will not be paid to or distributed among the members of the Association but will be given or transferred to such other charitable institution or institutions having objects similar or all of the objects of the Association as the Association may with the approval of the Charity Commissioners or other authority having charitable jurisdiction determine.
- 18 The ENGLISH SCHOOLS' SWIMMING ASSOCIATION will affiliate to the ASA, the R.L.S.S. and the National Council for Schools' Sports.
- 19 DRUG CONTROL
 - (a) Doping is strictly forbidden.
 - (b) The identification of a substance and/or metabolites of a doping class in a competitor's urine will constitute an offence. The offender may be penalised.
 - (c) Evidence of blood doping, pharmacological, chemical or physical manipulation is also an offence which may be penalised.
 - (d) ESSA Doping Regulations are listed on the website of the Association. Copies of these regulations can be obtained from the Hon. Championship Co-Ordinator.