

Cybersmart Aquatics

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CONSTITUTION OF CYBERSMART AQUATICS

1. Name: The name of the club shall be CYBERSMART AQUATICS and shall hereafter be referred to as “the club”.

2. Club colors:
 - a. The colors of the club shall be black, white, orange, pink, green, yellow, blue, and purple.
 - b. All members of the club as described below shall be entitled to wear the club colors.

3. Objectives and policies
 - a. The objectives of the club shall be to foster, promote, develop, and administer aquatics – the disciplines of diving, masters, open water swimming, swimming, artistic swimming and water polo where applicable and to encourage attendance to educational training, by reducing the cost to take part in sport.
 - b. To organize swimming competitions and related activities.
 - c. To enforce the observances of the rules and regulations of this club and its parent body and to deal with any infringements thereof.
 - d. To aid and maintain contact with sport organizations and other bodies whose aim and purposes are of mutual benefit.
 - e. No member may participate in any code of sport or activity which foster, promotes, perpetuates, condones, or furthers the aim of racism, or

partake in any form of double standards permeating discrimination in sport.

4. Membership

- a. Application for membership shall be made on the club's official application forms.
- b. The Executive may accept or reject an application for membership and may inform the applicant of their decision on a written notice.
- c. Membership shall consist of the following categories:
 - i. active members who participate in the code of sport.
 - ii. inactive members are persons not swimming.
 - iii. senior member – 17 years and older.
 - iv. junior member – under 17 years.
 - v. master member – over 25 years.
- d. Duties of members
 - i. to maintain a standard of conduct so that the club cannot be brought into disrepute.
 - ii. to promote and further the club's objectives.
- e. Nominations
 - i. any member of the club availing themselves for nominations in the club or in the swimming federation, independent of their club duties must get the Executive to sanction their acceptance.
 - ii. no member/s of the club to contest each other for the same portfolio provincially or nationally.
- f. Resignations
 - i. members seeking to resign from the club must do so in writing stating the reason for resignation.
 - ii. the Executive has the right to call the member to a Special Executive Meeting before clearance is given.
- g. Clearance
 - i. clearance is to be given to members in good standing with the club.
 - ii. clearance may not be granted if there are any pending hearings or monies outstanding.
 - iii. the club has the right to claim a clearance fee of not less than R500.00 in the case where a swimmer has been given training from a novice or low performance level to a competitive level provincially or nationally.

- iv. CTA/WCA clearance must be obtained if any member wishes to compete outside the Cape Peninsula area.

5. Fees

- a. All members shall be liable for an annual season fee which shall be R449 (Four-hundred-and-forty-nine rand).
- b. Fees will not be a barrier to entry.

6. Officials

- a. The club affairs shall be administered by:
 - i. Chairperson
 - ii. Vice-chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Technical advisor
 - vi. Coach
 - vii. Development officer
 - viii. Officials' convenor
- b. The Executive term of office shall be one year.
- c. The Executive shall be empowered to co-opt any member to serve on the committee for such a period deemed necessary and shall not extend beyond the next Annual General Meeting.

7. Duties of office bearers

- a. Chairperson
 - i. shall chair all meetings.
 - ii. shall represent the club at any major meeting, sports, or social functions.
 - iii. perform all general duties in administration for the benefit of the club.

- iv. shall appoint or delegate members to perform duties to the benefit of the club.
- v. may call any meeting as deemed necessary.
- b. Vice-chairperson
 - i. may chair meetings when appointed by the chairperson due to circumstances.
 - ii. may perform duties delegated by the executive and chairperson.
- c. Secretary
 - i. shall record all meeting minutes and forward to chairperson for verification before distribution to members that reach them seven days prior to the meeting.
 - ii. shall keep the chairperson informed of any correspondence or setting of dates for meetings in liaison with chairperson.
 - iii. shall perform all general administrative duties.
- d. Treasurer
 - i. shall be responsible for the accounting of the club's financial matters.
 - ii. shall issue receipts on payments received and deposit all monies within a reasonable time.
 - iii. shall ensure that financial statements are available at specific meetings.
 - iv. shall attend to debtors and creditors financial matters.
- e. Technical advisor
 - i. be responsible for all swimming from grassroots to high performance.
 - ii. be responsible for conducting of swim courses, programs, workshops, and camps.
 - iii. co-ordinate all activities of coaches, swim teachers, development officers and official convenor
 - iv. ensure that programs are implemented and that stability, sustainability and the enhancement of swimming is fostered.
- f. Coach
 - i. coach shall involve all stakeholders in the setting of swimmers' goals.
 - ii. shall be responsible for swim entries of WPA league, national events, and any galas under SSA jurisdiction.
 - iii. shall co-ordinate training sessions.
 - iv. shall ensure that training enhances the progression from one level to the next higher level of nationals.
 - v. shall be a member of the awards committee.
- g. Development officer

- i. shall liaise with WPA on the development plans and implementation thereof.
- ii. shall ensure that the development of human resource with respect to timekeepers, judges, starters, referees, and swim teachers.
- iii. shall seek funding, sponsors, and market swimming.
- iv. shall endeavor to arrange for media and TV coverage.
- h. Officials' convenor
 - i. shall be responsible that the club meets the required officials' quotas at galas to prevent exclusion from
 - ii. participating
 - iii. shall always liaise with the Referees Association to meet with the standards required.
 - iv. shall liaise with the development officer on human resource training.
 - v. shall keep data on officials' attendance and progress.

8. Disciplinary committee

- a. Shall consist of 3 members who shall organize a hearing and report back to the Executive within 48 hours of the hearing.
- b. A decision shall/may then be taken on their findings.
- c. Each member of the disciplinary committee shall remain silent on the findings until the member is informed.
- d. A member may be summonsed to an investigative hearing on the receipt of a complaint, or any misconduct deemed inappropriate.
- e. Defaulting member may be summonsed to an emergency hearing.
- f. A three-member committee appointed by the Executive has the power to investigate and recommend to the club the action to be taken against any member who brings the club into disrepute.
- g. The club may delegate additional functions and powers to this committee.

9. Meetings

- a. Bi-annual General Meeting – shall be held biannually during October at a venue to be advised fourteen days prior to the meeting date.
- b. The agenda for the Annual General Meeting shall be specified on a notice for such Annual General Meeting.

- c. A General Meeting may be held once every month during summer and when necessary, in winter on dates and times stipulated by the Chair.
- d. fourteen days written notice, via email inclusive of agenda, venue, date, and time to be given to all bona fide members.
- e. Special General Meetings may be called for by the Executive. Only the item specified may be discussed.
- f. Executive Meetings
 - i. notice of an Executive Meeting may be done verbally.
 - ii. an Executive Meeting shall be called at the discretion of the Chair monthly.
 - iii. the Executive shall conduct all business deemed necessary, ratify, and disburse any financial aspects deemed necessary to the club and report back to the general council meetings.
 - iv. a Special Executive Meeting may be called for at short notice for any urgent issues.
 - v. members summonsed to a Special Executive Meeting shall appear after receiving notification. Failure to comply can lead to suspension.
 - vi. any Special or Extra-ordinary Meeting shall have only the item on the agent to which the meeting shall be confined.
- g. Quorums at General and Special General Meetings shall be three executive members plus 8 senior members.
- h. The Chairman shall declare the meeting open when a quorum has been reached at the advertised time.
- i. Should a quorum not be present the Chair shall wait for 30 minutes and then commence with the meeting.
- j. Meetings shall be chaired by the Chairperson or in his/her absence the Vice-Chairperson.
- k. All swimmers meeting is to be held in the presence of any executive member and chaired by a senior swimmer.

10. Voting power

- a. All bona fide members shall be eligible to vote at meeting of the club if they are in good standing with the club.
- b. Only senior members may vote, i.e., 17 years or older.
- c. One parent representing a junior swimmer(s) may vote.

- d. The Chairperson shall have the right to exercise a casting vote in the event of a tie.
- e. Voting shall be done by show of hand unless the members present demands.

11. Amendments to constitution

- a. Any clause of this constitution may be amended, altered, revoked, or added to at any Annual General Meeting.
- b. The proposed amendment, alteration, revocation, or addition is passed at the said meeting or any adjournment thereof by two-thirds of those present and eligible to vote.
- c. Such amendments, alterations, revocations, or additions shall take immediate effect unless otherwise specified.

12. Affiliation

- a. The club shall be affiliated to Cape Town Metro Aquatics (CTMA or CTA), Western Cape Aquatics (WCA), Swimming South Africa (Swim SA) and FINA.

13. General provisions

- a. Any matter not specified or provided for in this constitution shall be dealt with by the Executive Committee.
- b. The Chairperson may interpret any clause not clear to the general counsel for the benefit of the club.

14. Dissolution

- a. The assets of the club will become the property of Cybersmart Aquatics should the club be dissolved.

15. Life members:

- a. There shall be no life members.