

**CONSTITUTION  
OF THE  
SAINT LUCIA AQUATICS FEDERATION**

**DEFINITIONS**

<b>“Aquatic Sports”</b>	includes Swimming, Diving, Open Water Swimming, Water Polo Masters and Synchronize Swimming.
<b>“Diving”</b>	shall refer to Springboard, Platform and Synchronized Diving.
<b>“Club”</b>	means a group of at least ten (10) persons joined together for the common purpose of taking part in aquatic sports registered with SLAF and the Ministry responsible for Youth and Sports.
<b>“FINA.”</b>	means the Federation Internationale de Natation Amateur.
<b>“S.L.O.C. Inc.”</b>	means Saint Lucia Olympic Committee Inc.
<b>“Schools”</b>	means any educational establishment which is recognized by the Government of Saint Lucia as an institution of learning and includes any college or university.
<b>“SLAF”</b>	means Saint Lucia Aquatics Federation
<b>“The Council”</b>	means the Executive Council of SLAF, more particularly defined in Articles 11, 12, 13 and 14.

**ARTICLE 1: NAME**

1.1 The Association shall be called the Saint Lucia Aquatics Federation, (hereinafter referred to as SLAF).

**ARTICLE 2: OBJECTIVES**

2.1 The objectives of SLAF shall be to:

- 2.1.1 Enforce the uniform rules for regulating all aquatic sports and adhere to all laws pertaining to all aquatic sports: Swimming, Diving, Open Water Swimming, Water Polo, Masters and Synchronize Swimming in Saint Lucia, in conformity with the rules of FINA and such other bodies to which SLAF shall be affiliated.

- 2.1.2 Promote and encourage the development of aquatic sports throughout Saint Lucia.
- 2.1.3 Promote a continuing program of development courses for coaches; to enable FINA certification, first aid, health and safety and other relevant areas which may become necessary from time to time.
- 2.1.4 Organize seminars, and clinics for coach education and promote forums to facilitate the exchanging of ideas on technique aquatic sports development.
- 2.1.5 Provide competitive swimming opportunities for swimmers of all ages, at all levels of local and international competition.
- 2.1.6 Regulate all local competitions or meets as specified in Article 11.2.2.4.
- 2.1.7 Select a team for regional and or international tours and meets to represent Saint Lucia in Aquatic Sports.
- 2.1.8 Be responsible for organizing fund raising activities to further the objectives of SLAF.
- 2.1.9 Actively promote swimming by liaising with the FINA, UANA, CCCAN S.L.O.C. Inc. and other international swimming organization to further the advancement of swimmers, coaches, instructors and officials by accessing grants, scholarships, clinics, seminars and other training programs.
- 2.1.10 Conduct all the affairs of SLAF and exercise all such powers and do all such acts and things as may be done and which the Council has by special resolution been empowered to do or required to be done by a general meeting of SLAF.
- 2.1.11 Sanction, facilitate and regulate all International, National and other Aquatic Sporting contests held in Saint Lucia and to approve and regulate the dates and arrangements for same and to sanction the participation of registered swimmers at sanctioned meets held overseas.

### **ARTICLE 3: MEMBERSHIP**

- 3.1 The classes of membership of SLAF shall comprise the following categories:
  - 3.1.1 Club Membership:  
Means any group comprising of at least 10 persons competitive registered swimmers, all of whom share a common purpose in aquatic sports and whom has paid SLAF's annual membership fee as may be prescribed from time to time.

3.1.2 Individual Member:

Means any individual residing in Saint Lucia for at least six (6) consecutive months or is a citizen of Saint Lucia. Individual members include swimmers, coaches and voting non-swimmers.

3.1.3 Honorary Member

Means any individual following a vote at an AGM in recognition of exceptional long service to SLAF or an outstanding contribution to swimming in Saint Lucia and shall be entitled to the same rights and privileges as individual members but shall not be eligible to vote or hold office.

3.2 The constitution and rules of a member must not be in conflict with those of SLAF.

## **ARTICLE 4: RIGHTS AND DUTIES OF MEMBERS**

4.1 All members should:

4.1.1 Recognizing SLAF as the only governing body of Aquatic Sports

4.1.2 Be entitled to participate in Meets and Championships organized locally, regionally or internationally, when eligible.

4.2 All members are obligated to:

4.2.1 Support SLAF in its efforts to achieve its objectives

4.2.2 Pay annual subscription fees.

4.2.3 Include within its constitution a provision for the promotion of aquatic sports: throughout Saint Lucia, in such case where membership is under Article 3.1.1

4.3 All individual members are entitled to:

4.3.1 Vote except in the case where

4.3.1.1 A member is under the age of 16

4.3.1.2 A member falls under the classification 3.1.3

4.3.1.3 A member is not financial.

## **ARTICLE 5: APPLICATION FOR MEMBERSHIP OR REGISTRATION**

- 5.1 Application for membership or registration of a new club must be made in writing by the CEO/President (or equivalent) of the Club for registration with the SLAF. The Club is also required to register with the Ministry responsible for Youth and Sport. The application for membership to SLAF shall include the following information;

5.1.1 Name of the Club.

5.1.2 Address of the Club, contact telephone numbers and email addresses.

5.1.3 Names of the Elected Officers:

1. President
2. Vice-President/s (if applicable)
3. Treasurer
4. Secretary
5. Head Coach and coaching staff
6. And any other designation and or portfolio

5.1.4 Copy of the Club's Constitution

5.1.5 The prescribed Club registration fee and Individual membership registration fees.

5.1.6 Documentation of current Coaching and lifesaving qualifications of coaching staff and their respective names.

5.1.7 Names and proof of age of all swimmers being registered under the Club.

- 5.2 On receipt of all the above information and supporting documentation, and registration fee, the information shall be given to the Council at least seven (7) days before its next monthly meeting for consideration. The applicant shall receive written communication of the Council's decision within five (5) working days of the meeting. Should the decision of the Council be favourably considered the Club shall be required to adhere to Article 5.1.5.

6. Renewal of Annual Membership

6.1 All Clubs shall be required to submit annually, a detailed list of its members and dates of birth to SLAF on or before the 1<sup>st</sup> day of February of each year.

6.2 The Secretary of each Club shall be required to submit to SLAF the registration fees for all listed members and any other prescribed fee designated by SLAF on or before the 1<sup>st</sup> day of February of each year.

6.3 Where the Club fails to adhere to 6.1 and 6.2 above membership will be deemed to have lapsed until such time as full compliance of same.

- 6.4 Where a Club has not complied with 6.1 and 6.2 any member of such club will not be eligible to participate in any of SLAF's sanctioned event;
- 6.5 Any member of a Club not compliant with 6.1 and 6.2 shall not be eligible for national selection.

## **ARTICLE 6: TERMINATION OF MEMBERSHIP**

- 6.1 Membership to SLAF shall be deemed as terminated:
  - 6.1.1 Upon the death of a member or if the club ceases to exist
  - 6.1.2I If the member withdraws its membership or
  - 6.1.3 If the member is expelled
- 6.2 Any member who wishes to withdraw its membership to SLAF shall give written notice thereof to the General Secretary.
  - 6.2.1 The membership ends immediately, but no refunds of fees shall be made. However, the Council may withhold acceptance until all indebtedness has been paid and all SLAF's equipment has been returned.
- 6.3 The Council may by special resolution expel any individual member or member body from SLAF subject to the provisions of Article 13 hereof.

## **ARTICLE 7: MEMBERSHIP FEES**

- 7.1 Each member of SLAF must pay an annual membership fee.
  - 7.1.1 The amount of payment shall be fixed by the Executive Council and be subject to annual review.
  - 7.1.2 The Council shall inform all SLAF members in writing, of the amount payable on the respective fees and subscriptions subject to the provision of Article 7.2 hereof, on an annual basis after said fees have been reviewed by the Council.
- 7.2 Fees and subscriptions to SLAF can be classified as follows:
  - 7.2.1 Club Membership fees for each club affiliated to SLAF.

7.2.2 Annual Membership Fee for individual swimmers, coaches, and voting non-swimmers.

7.3 Any member whose annual membership falls in arrears for 28 days shall cease to have any representation at any meeting and will not be eligible to compete in any Meet, Championship or training programme held under the auspices of SLAF until full compliance.

#### **ARTICLE 7A - REGISTRATION OF SWIMMERS**

7a.1 A swimmer may be registered with a Club or may be registered as an unattached swimmer. The Club or swimmer (parent/guardian if swimmer is under 18 years of age) must provide the SLAF's Secretary General with the following:

7a.2 A Completed SLAF Registration Form

7a.3 A photocopy of the birth certificate of the swimmer.

7a.4 payment of the membership fee.

The Secretary General shall thereafter enter particulars of the swimmer into the database.

#### **ARTICLE 7B - FAILURE TO LIST COMPETITIVE SWIMMERS**

7b.1 Each Member Club shall before the 1<sup>st</sup> day of February of each year register its competitive swimmers with supporting correspondence that must be submitted through the Secretary General and shall include;

A list of those of its competitive swimmers who as at the 1st of January are Club Members in good standing;

b) The full name, sex, and date of birth (which must be supported by such documentary evidence as may be required by Executive)

c) Membership fee in respect of each competitive swimmer

#### **ARTICLE 7C - UNATTACHED SWIMMERS**

7c: 1 Competitive Swimmers who are not members of a Member Club may compete in meets promoted by, or under the auspices of SLAF as unattached competitors provided the swimmer is registered as such with SLAF.

- 7c: 2 Competitive Swimmers who are not members of a Member Club, but who become members of a Member Club at the commencement of the calendar year may represent their Member Club immediately on receipt by the Secretary General of the SLAF the information required for registration.

## **ARTICLE 7D: COSTUMES**

- 7d: 1 Costumes of all competitors shall be in good moral taste and suitable for the individual sports discipline as approved by FINA.
- 7d: 2 The referee of a competition has the authority to exclude any competitor whose costume does not comply with this Rule.

## **ARTICLE 8: DISCIPLINARY ACTIONS**

- 8.1 Any member of SLAF may be disciplined
- 8.1.1 In the case of violation of the constitution, rules and/or decisions of SLAF or
- 8.1.2 On the grounds that the policy or conduct of such member is calculated to bring SLAF into disrepute or
- 8.1.3 If duties to SLAF are not fulfilled.
- Before any disciplinary action can be taken mediation must be considered and allowed.
- 8.2 Disciplinary Sanctions:
- 8.2.1 Warning
- 8.2.2 Fine
- 8.2.3 Suspension
- 8.2.4 Expulsion
- 8.3 A disciplinary committee made up of three persons established by the Council; the Chair of which must be legally qualified and be of at least five years standing. The written decision of the committee will be sent to the Council for enforcement.
- 8.3.1 The disciplinary committee shall comprise the following persons:
- 8.3.1.1 A nominated legally qualified person
- 8.3.1.2 A nominated member of the Council

8.3.1.3 A nominee representative selected from any registered Club identified by the Council

- 8.4 Any disciplinary action imposed by SLAF shall be recognized and complied with by the member to whom the action pertains.
- 8.5 Before any penalty is imposed on a member; the member or their representative must be given the right to appear before the Council in person. The Secretary General of SLAF shall inform the member of this right, in writing, in sufficient time to allow the member to exercise this right.
- 8.6 Disciplinary Committee decision
  - 8.6.1 Any decision of the Disciplinary Committee shall be unanimous or made by majority.
  - 8.6.2 The Secretary shall send a copy of the order to the affected member as soon as practicable and shall inform the Complainant of the decision.
- 8.7 Appeal committee
  - 8.7.1 The Council or the affected member against whom any order has been made by a Disciplinary Committee may, within the period of 21 days beginning with the effective date of the order, give Notice of Appeal in accordance with this article.
  - 8.7.2 Any such Notice of Appeal shall be in writing addressed to the Secretary and shall be of no effect unless it states the grounds of appeal.
  - 8.7.3 The Appeal Committee will be made up of three persons; (1) Representative from the Ministry of Youth Development and Sports (2) the President of SLAF and (3) a legally qualified person of at least ten years standing.
  - 8.7.4 Appeal Committee Orders
    - 8.7.4.1 Any decision of the Appeal Committee shall be unanimous or made by majority and final.

## **ARTICLE 9: FUNDS**

- 9.1 The funds of SLAF shall be banked in a checking Account at a local commercial bank selected by SLAF.'s Council.
- 9.2 The President, Administrative Vice-President, Treasurer and Secretary General shall be authorized to sign on any withdrawals.
- 9.3 There must be 2 signatories for the signing of withdrawal slips or cheques on behalf of SLAF.
- 9.4 All Expenditures shall only be incurred with the approval of the Council.



## **ARTICLE 10: GOVERNMENT**

- 10.1 The management and control of the affairs of SLAF shall be vested in the Executive Council.
- 10.2 The Executive Council shall comprise of the following officers:
- President
  - Immediate Past President
  - Administrative Vice-President
  - Technical Vice-President
  - Secretary General
  - Treasurer
  - Aquatics Development Field Officer
  - Fund Raising Officer
  - Public Relations Officer
- 10.3 The Executive Council shall be elected at the Annual General Meeting held every two years on the second which is also the (2<sup>nd</sup>) year of their election
- 10.4 In the event of any vacancy in any of the designated position, the Executive Council may appoint some other individual member to act in such office until the next election of officers.
- 10.5 Every Officer of SLAF shall exercise the powers and discharge the duties of his office honestly, in good faith and in the best interest of SLAF and in connection therewith shall exercise the degree of care, diligence and skill that a reasonably prudent person would in comparable circumstances.

## **ARTICLE 11: DUTIES OF OFFICERS**

- 11.1 The President shall
- 11.1.1 Be the Executive and Head of SLAF.
  - 11.1.2 Preside at all Executive Council and General Meetings
  - 11.1.3 Have the right to vote on every motion and in the event of an equal number of votes being recorded, he/she shall have the casting vote.
  - 11.1.4 Be the official representative of SLAF in all instances and situations when such representation is appropriate.

- 11.1.5 Be the ex-officio member of all Committees formed and or established by SLAF.
- 11.1.6 Shall present the written report at the Annual General Meeting.
- 11.2 The Vice-Presidents
  - 11.2.1. The Administrative Vice-President shall
    - 11.2.1.2 Perform all the duties of the President in his absence or as assigned/delegated.
    - 11.2.1.3 Have the responsibility of assisting the President in all administrative duties.
    - 11.2.1.4 Under the direction of the President, oversee the functioning of such committees as the Executive Council shall designate.
    - 11.2.1.5 Organize and take responsibility for the establishment of a program of training for meet officials.
    - 11.2.1.6 Liaise with the Ministry of Education generally, particularly with regards Primary and Secondary school meets.
    - 11.2.1.7 In the absence of the President, the Administrative Vice-President shall preside at all meetings, subject to the provision of this Article.
    - 11.2.1.8 Have such other powers and duties as the Executive Council may, by resolution or otherwise designate.
    - 11.2.1.9 Ensure the implementation of SLAF's Long Term Athlete Development Plan.
  - 11.2.2 The Technical Vice-President shall
    - 11.2.2.1 Preside at all Technical Committee Meetings
    - 11.2.2.2 Evaluate and monitor programs set up by SLAF to promote aquatic sports in all their manifestations throughout the island.
    - 11.2.2.3 Prepare and submit for sanctioning by the Executive Council an annual calendar of meets and activities.
    - 11.2.2.4 In conjunction with the Technical Committee be responsible for approving the summons of all local meets for further deliberation and final sanction by the Executive Council.
      - 11.2.2.4.1 The Proposals for said activities must be submitted to the Secretary General at least three (3) months prior to the proposed date as to ensure that proper guidelines and rules are upheld

- 11.2.2.5 Report to the Executive Council on decisions, proposed policies and recommendations of the Technical Committee.
- 11.2.2.6 Keep a record of all certified Swimming coaches and instructors, which shall be updated annually
- 11.2.2.7 Have such other powers and duties as the Executive Council may, by resolution and or otherwise designate.
- 11.2.2.8 Be responsible for compiling a list of all equipment owned by SLAF with specifics as to its distribution among members, along with a list of proposed equipment for the respective aquatic disciplines which list shall be updated annually

11.3 The Treasurer shall

- 11.3.1 Maintain records of all funds and shall within 7 days of the receipt thereof, lodge into the Bank account of SLAF in Saint Lucia, all monies except such amount as the Treasurer is authorized by the Executive Council to keep in hand to meet current expenses
- 11.3.2 Keep all records to accurately account for all monies received and disbursed and provide receipts and ensure that no payments are made without the knowledge and authority of the Executive Council.
- 11.3.3 Have a recognized accounting system that is constantly updated and readily available for inspection and analysis by the Executive Council.
- 11.3.4 Shall submit an audited statement of the financial statement of the financial position of SLAF. Copies of such audited statements must be circulated seven (7) days before the date of the Annual General Meeting
- 11.3.5 Prepare or have prepared a budget for the next operating year as directed by the Executive Council
- 11.3.6 responsible for the collection of all membership fees
- 11.3.7 Shall receive and disburse under the direction of the Executive Council and not otherwise.
- 11.3.7 Shall issue receipts for all monies received and preserve vouchers of all expenditure.

11.3.9 May expend up to \$500.00 in any one month without the prior authority of the Council but shall report all such expenditures at the earliest opportunity to the Council for ratification.

11.3.10 Shall obtain an account of all monies and expenditures of overseas tours within fourteen days of the return of the team and shall present such report at the next meeting of the Executive Council.

11.4 The Secretary General shall

11.4.1 Keep the minutes of all Executive Council and General Meetings and distribute same to Officers in a timely manner and maintain the same.

11.4.2 Deal with all correspondence under the general supervision of the Executive Council.

11.4.3 Keep a record of all names, addresses, telephone numbers and any relevant information of all SLAF.'s members

11.4.4 Sign such contracts, documents or other instruments in writing as required by his/her signature, where appropriate to do so.

11.4.5 Have such other powers and duties as the Executive Council may, by resolution or otherwise designates.

11.4.6 Shall be an ex officio member of all committees.

11.5 The Public Relations Officer shall

11.5.1 Be responsible for preparing and distributing press releases about swimming activities in order to promote the sport.

11.5.2 Advise the Executive Council on all matters with regard to public relations.

11.5.3 Foster a spirit of togetherness amongst members and to promote the activities and interest and improve the image of SLAF.

11.5.2 Have such other powers and duties as the Executive Council may, by resolution or otherwise designate.

- 11.6           Aquatics Development Field Officer shall
- 11.6.1           Co-ordinate the implementation of SLAF Long Term Development Plan (LTAD)
- 11.6.2           Develop outreach strategies towards the implementation and promotion of an island wide program.
- 11.6.3           Have such other powers and duties as the Executive Council may, by resolution or otherwise designate.
- 11.7           Fund Raising Officer shall
- 11.7.1           Prepare and submit for sanction to the Council an annual calendar of fund-raising activities
- 11.7.2           Establish a fund-raising committee consisting of one representative from each registered member club
- 11.7.3           Preside at all Fund-raising Committee Meetings.
- 11.7.4           Be responsible for organizing all fund-raising events sanctioned by the Executive Council
- 11.7.5           Have such other powers and duties as the Executive Council may, by resolution or otherwise designate.
- 11.8   Immediate Past President
- 11.8.1           To ensure continuity between the previous and current Executive Council

## **ARTICLE 12: VACATION OF OFFICE**

- 12.1           Any Officer or member of the Executive Council who shall be absent from three (3) consecutive regular meetings (Executive or General) without notification shall be deemed to have vacated his/her office. Unless leave of absence has been requested and granted by the Executive Council, The Executive Council shall in the manner specified hereinafter, forthwith fill the vacated office.
- 12.2           If the office of President shall become vacant for any reason, the Administrative Vice President shall assume full presidential authority.
- 12.3           In the absence of both President and Administrative Vice-President, the Technical Vice President shall fill the office of President.

- 12.4 In the absence of the President and both Vice-Presidents, the Secretary General shall be responsible to call the meeting to order and a chairperson be elected for the duration of that Executive Council Meeting
- 12.5 In the event of a vacancy of any other office, the Executive Council shall appoint a member to fill the unexpired term.
- 12.6 In the event vacancies shall be of such number as to reduce the number of Officers to less than the number require for a quorum, the Executive Council shall have the power to fill such vacancies by an election held at an Extraordinary General Meeting of S.L.A.F. upon prior notice.

### **ARTICLE 13: POWERS AND DUTIES OF THE EXECUTIVE COUNCIL**

- 13.1 The Executive Council shall
  - 13.1.1 Have the power to decide upon any matters arising in SLAF., except those belonging to the authority of the Technical Committee. Decisions by the Technical Committee may, however, be overruled by the Executive Council
  - 13.1.2 Have the power to make by-laws for regulating the conduct and affairs of SLAF, provided that the same are not inconsistent with this Constitution.
  - 13.1.3 Have the authority to alter the rules but no such alterations shall take effect until the same has been confirmed at the Annual General Meeting or a Special General Meeting convened for that purpose
  - 13.1.4 Decide on any matter, which in the opinion of two-thirds of the Executive Council is considered to be of immediate importance.
  - 13.1.5 Continue to work with Local Authorities to increase the number and to provide adequate Swimming, Diving, Synchronized Swimming and Water Polo public facilities.
  - 13.1.6 Have the power to appoint committees to consider specific matters and to determine their membership and terms of reference
  - 13.1.7 Prepare and be guided by a calendar of activities showing details of. local, regional and international Meets and Championships, deadlines for submission of proposals funding to the National Lottery Board, S.L.O.C Inc. and other organizations.
  - 13.1.8 Do all such things in the interest of promoting and developing the sport as may deem necessary.

- 13.1.9 Be entitled to nominate any kind of ad hoc committee when it is considered appropriate
- 13.1.10 Use every means to increase and improve the teaching of aquatic sport.
- 13.1.11 Co-operate with the Education Authorities and other organizations interested in youth welfare, with the objects of assisting swimming and diving instruction and or any other discipline in aquatics.

#### **ARTICLE 14: QUORUM**

- 14.1 At the Council meetings four (4) members shall form a quorum.
- 14.2 At General Meetings two-thirds (2/3) of the eligible voting membership shall form a quorum.
- 14.3 At Annual General Meetings one-third (1/3) of the financial members shall form a quorum

#### **ARTICLE 15: MEETINGS**

- 15.1 The meetings of SLAF shall be classified as follows;
  - 15.1.1 Executive Council Meetings
  - 15.1.2 Extraordinary Executive Council Meetings
  - 15.1.3 Annual General Meetings
  - 15.1.4 Extraordinary Annual General Meetings
  - 15.1.5 Standing Committee Meetings
- 15.2 Executive Council Meetings
  - 15.2.1 shall be held at least once a month upon giving 7 days' notice at a time and place recommended and approved by members of the Executive Council

15.3 Extraordinary Executive Council Meetings

- 15.3.1 Shall be called under exceptional circumstances giving at least 24 hours' notice

15.4 Annual General Meetings

- 15.4.1 Shall be organized by the Council and be held in or before the month of April of each year and at such time and place as the Executive Council shall appoint

- 15.4.1.1 If for any reason the Annual General Meeting cannot be convened by the 30<sup>th</sup> day of April the Annual General Meeting shall be held no later than fourteen (14) days thereafter.

- 15.4.2 The Executive Council shall give at least fourteen (14) days' notice of the date, time and place of such meeting to all members entitled to attend.

- 15.4.3 The Agenda specifying the business to be discussed shall accompany the notice. The following items shall be included on the agenda of the Annual General Meeting;

15.4.3.1.1 Declaration of a quorum

15.4.3.1.2 Reading of the minutes of the last Annual General Meeting

15.4.3.1.3 Matters arising from the Minutes

15.4.3.1.4 Presidential Report

15.4.3.1.5 Financial Report of the Treasurer

15.4.3.1.6 Proposals for changes and amendments to the Constitution and General Rules

15.4.3.1.7 Election of the Executive Council, if their term of office has expired

15.4.3.1.8 Any other business for which notice has been given

15.4.4 The Annual Presidential Report along with the audited Financial Statement, shall accompany the Notice and Agenda



- 15.4.5       Proposals for alterations of or addition to the Constitution or General Rules shall be considered only if it has been previously submitted by a member of the general body or by the Executive Council. In order that such proposals be considered, they must have reached the Secretary General one (1) month prior to the Annual General Meeting. On the motion of urgency approved by a two- third majority of members of the general body present and voting, the Council may deal with new proposals not appearing on the agenda
- 15.4.6       Alterations or additions agreed upon by the general body shall become effective immediately unless otherwise determined at the time of such approval
- 15.4.7       At any Annual General Meeting a resolution put to the vote of the meeting or any other matter whatsoever shall be decided on by secret balloting or show of hands.
- 15.4.8       Alterations or additions agreed upon by the general body shall become effective immediately unless otherwise determined at the time of such approval
- 15.4.9       At any Annual General Meeting a resolution put to the vote of the meeting or any other matter whatsoever shall be decided on by secret balloting or show of hands

## 15.5       Extraordinary Annual General Meetings

- 15.5.1       May be convened upon receipt of a written request of one-third members of the general body in good standing stating the reason for such a meeting, in which case the meeting shall be held within 28 days
- 15.5.2       May be called at the request of two-thirds (2/3) of the Executive Council, in which case the meeting shall be held within 28 days
- 15.5.3       The business to be considered at such meeting shall be only that specified in the requisition for the meeting
- 15.5.4       Shall be held at a venue decided by the Council

- 15.5.5 Should there be no quorum the motion shall be deemed to have been lost and shall not be raised until the next Annual General Meeting.

## 15.6 Standing Committees Meeting

- 15.6.1 May be convened:
- 15.6.2 To consider and decide upon any matter affecting their particular responsibility which may be referred to them by the Executive Council.
- 15.6.3 To appoint sub-committees, if required, to investigate, study and make recommendations to the parent Committee on matters referred to such committees
- 15.6.4 To appoint a recording secretary at the first meeting of the committee whose responsibility shall include but Not be limited to notification of all those entitled to attend meetings, giving seven (7) days notice stating where and when they will be held and sending the relevant papers and agenda.
- 15.6.5 To appoint a Chairperson from its members, in cases where a chairperson was not previously appointed by the Executive Council.

## ARTICLE 16: ELECTIONS

- 16.1 All nominations for the election of officers shall be proposed, seconded and forwarded to the Secretary General in writing seven (7) days prior to the Annual General Meeting.
- 16.2 Proxy voting shall not be permitted except in the following circumstances at the Annual General Meeting to elect the SLAF Executive Council.
  - 16.2.1 A parent/guardian may be permitted to vote on behalf of a member swimmer who is under 16 years of age
  - 16.2.2 A parent/guardian may be permitted to vote on behalf of a member swimmer who is over 16 years of age but residing overseas at the time of the elections

- 16.3 In the case of equality of votes whether on a show of hands or by secret ballot, the chairman of the meeting at which the show of hands or secret balloting takes place shall be entitled to a casting vote.
- 16.4 The election proceedings shall be overseen by either a volunteer, or a person elected by a majority vote, willing to oversee the proceedings, from the general member body. No member of the Executive Council shall be entitled to oversee the election proceedings.

## **ARTICLE 17: FISCAL YEAR**

17.1 The fiscal year of SLAF shall run from the 1<sup>st</sup> January to the 31st December

## **17A - PARTICIPATION IN OVERSEAS COMPETITIONS**

17A: 1 The Club, Individual or Group shall submit correspondence to SLAF requesting approval for participation in the particular competition. The letter or accompanying documentation must include the following:

- (a) Venue of competition
- (b) Dates of competition
- (c) Name of competition
- (d) Organizers
- (e) Sanction number
- (f) Travelling Officials, (Coaches, Manager, Chaperons, Chef de Mission etc.)
- (g) Names of competitors

17A: 2 Competitors must be registered and in good standing with the SLAF

17A: 3 Travelling officials must be in good standing with the SLAF

17A: 4 Letter of request should reach the Secretary General SLAF at least three (3) weeks before the scheduled date of departure

17A: 5 Applicants should not depart from the country without having received the letter of accreditation from the SLAF

17A: 6 Accreditation letter must be handed to the competition organizers before the start of competition

17A: 7            Upon return or within 14 days of return from the competition the following must be presented to SLAF:

A full copy of the competition results or the URL of the web page where they may be found.

A brief written report on the team's participation in the competition.

## **17B - SANCTIONING OF LOCAL COMPETITIONS**

17B: 1            All local competitions sponsored by SLAF, Clubs, Organizations, School or Individuals must be sanctioned by the SLAF if they are to qualify as properly accredited FINA competitions.

17B: 2            The Rules of Competition must be based on FINA and SLAF Rules.

17B: 3            Organizers or Sponsors must apply in writing to the Secretary General of the SLAF, for sanction of the proposed competition.

17B: 4            The application must arrive in time to be considered and approved by Executive and allow a minimum of six (6) weeks for the summons to be received by invited participants. Given the normal time lines the applicants should allow approximately ten (10) weeks.

17B: 5            The letter of application must be accompanied by a copy of the competition summons, which must include:

Name, date and venue of the competition

Rules under which the competition is to be held (for swimming competitions, the type of start must be stated

Latest date of registration with the SLAF to be eligible to compete which will normally be at least three (3) weeks before the scheduled date for the start of the competition

Order of events

Entry deadline

Full information on contact names and addresses plus indication as to whether overseas participation is invited

17B: 6            The Secretariat must check that Sponsors and/or organizers are acceptable and/or in good standing with the Association. Sponsors associated with tobacco, alcohol or other unacceptable products, inter alia, will not be considered for approval.

- 17B: 7           The application and supporting documents including the findings and recommendations of the Secretariat should be circulated to members of Executive at least seven (7) before the meeting at which it is to be considered. Failure to satisfy this requirement may result in Executive delaying consideration of the application until the next Executive Meeting.

## **ARTICLE 18: STANDING COMMITTEES**

18.1 The following shall comprise the standing committees of SLAf:

- 19.1.1 Technical Committee
- 19.1.2 Fundraising Committee
- 19.1.3 Aquatics Development Committee
- 19.1.4 Swimming Facilities Committee

18.2 Any of the aforementioned standing committee may comprise of a minimum of seven (7) members and a maximum of twelve (12) members.

18.3 Two-thirds of the members of any standing committee shall form the quorum

## **ARTICLE 19: AMENDMENTS**

19.1 Any proposal to alter the constitution may only be considered at the Annual General Meeting or at an Extraordinary Executive Council Meeting called for that purpose.

Any questions and or clarification as to interpretation of the Constitution shall be referred to the Executive Council, whose decision shall be final.

The above constitution has been duly approved and shall be effective from 31st day of  
May 2017



.....  
PRESIDENT



.....  
VICE-PRESIDENT