

CONSTITUTION OF THE
ST. VINCENT AND THE GRENADINES SWIMMING FEDERATION

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DEFINITIONS

“F.I.N.A.” shall mean Federation Internationale de Natation Amateur

“S.V.G.O.C.” shall mean St. Vincent and the Grenadines Olympic Committee

“Diving” shall refer to Springboard, Platform and Synchronized Diving

ARTICLE 1: NAME

- 1.1 The Association shall be called the St. Vincent and the Grenadines Swimming Federation, herein referred to as SVGSF

ARTICLE 2: OBJECTS

- 2.1 The objects of SVGSF shall be to:
 - 2.1.1 Enforce and up hold the rules and laws of all aquatic sports: Swimming, Diving, Open Water Swimming, Water Polo, Masters and Synchronized Swimming in St. Vincent and the Grenadines as established by F.I.N.A., the sole body which governs swimming internationally.
 - 2.1.2 Promote and encourage the development of Swimming in all possible manifestations throughout St. Vincent and the Grenadines.
 - 2.1.3 Regulate all Competitions or Meets as specified in Article 23B
 - 2.1.4 Lobby for swimming facilities throughout St. Vincent and the Grenadines.
 - 2.1.5 Accept, purchase, lease or in exchange hire or otherwise acquire whether in St. Vincent and the Grenadines or elsewhere, any gift, real or personal property, whether subject to any special trust or not, any rights or privileges necessary or convenient for one or more of the objects of SVGSF
 - 2.1.6 Execute or undertake any trust which may be conducive to SVGSF’s facilities, by leasing or otherwise, for activities which SVGSF may approve.
 - 2.1.7 Permit the use and occupation of all or any part of SVGSF’s facilities, by leasing or otherwise, for activities which SVGSF may approve.
 - 2.1.8 Promote and encourage the development of organizations and clubs involved in the sport of swimming.
 - 2.1.9 Co-operate with any other association whose objects altogether or partially similar to those SVGSF and to procure from and communicate to such associations such information as may be likely to promote the objects of SVGSF

- 2.1.10 Be responsible for organizing fund raising activities to further the objectives of SVGSF
- 2.1.11 Actively promote Swimming by liaising with the F.I.N.A., S.V.G.O.C. and other international swimming organization to further the advancement of swimmers, coaches, instructors and officials by accessing grants, scholarships, clinics, seminars and other training programmes.
- 2.1.12 The Constitution and rules of the SVGSF must not be in conflict with those of FINA. In the event that there is a conflict, FINA rules shall prevail.
- 2.1.13 Any changes or amendments to this Constitution (including changing the name of the SVGSF) must be approved by the FINA Bureau before such changes are considered valid.
- 2.1.14 FINA is the only recognized body in the world which governs Aquatics internationally.
- 2.1.15 The SVGSF and its members are obliged to act in accordance with the decisions of the FINA Congress and the FINA Bureau.
- 2.1.16 The SVGSF and all members of the SVGSF are subject to all FINA anti-doping rules and this includes being subject to out-of-competition drug testing and or other anti-doping controls and testing approved by FINA. All FINA Rules, including anti-doping rules are deemed to be incorporated into and shall be directly applicable to and shall be agreed to and followed by all Competitors, Competitor Support Personnel, coaches, physicians, trainers, managers, officials, medical or paramedical personnel, team leaders, and club and Federation representatives under the jurisdiction of the SVGSF.
- 2.1.17 The affairs of the SVGSF must be managed independently and not subject to any influence by any third party (including the Government or Government controlled entities).

ARTICLE 3: MEMBERSHIP

- 3.1 SVGSF shall comprise following categories of membership:
 - 3.1.1 Members of clubs affiliated to SVGSF for whom SVGSF's annual membership fee has been paid.
 - 3.1.2 Members of schools, colleges and similar organizations.
 - 3.1.3 Members granted individual membership of SVGSF
 - 3.1.4 Members granted extended membership.
 - 3.1.5 Members granted honorary membership.

- 3.2 The constitution and rules of a member must not be in conflict with those of SVGSF

ARTICLE 4: CLUBS

- 4.1 A club is a group which has been recognized by the Federation as comprising a group of 10 or more active swimmers upon application to the SVGSF on annual basis
- 4.2 A club member is any individual, or each individual member of a group (e.g. family), that has applied for and been accepted into, membership by the club and whose membership has not lapsed nor terminated.

ARTICLE 5: SCHOOLS, COLLEGES AND SIMILAR ORGANISATIONS

- 5.1 Organisations, which may have a large membership of individuals not all of whom take part in Swimming, may affiliate to the SVGSF. If, however, they wish to take part in open competitions with members clubs, they may affiliate as clubs, including in their annual return only those members who are likely to be involved in open water competitions. The membership status of said organizations shall not change to that of club unless completely subject to provisions of Article 4.
- 5.2 Said similar organizations shall include but are not limited to the following:
- 5.2.1 St. Vincent and the Grenadines Red Cross Society
 - 5.2.2 St. Vincent and the Grenadine Lifesaving Society
 - 5.2.3 St. Vincent and the Grenadines Coast Guard Service
 - 5.2.4 St. Vincent and the Grenadines Special Olympics
- 5.3 Such organizations shall, as part of its affiliation, accept that the individual members whilst engaged in swimming related activities shall be subject to the rules and regulations of SVGSF

ARTICLE 6: INDIVIDUAL MEMBERS

- 6.1 Any national or non-national residing in St. Vincent and the Grenadines may apply for individual membership of the SVGSF. However, except under the provisions subject to Article 4, non-nationals must have held resident in St. Vincent and the Grenadines for at least six (6) consecutive months.
- 6.2 FINA Bureau Members who are citizens of St Vincent and the Grenadines or members of the SVGSF shall be ex-officio members with a voting right in the Executive and at the Annual General Meeting.

ARTICLE 7: EXTENDED MEMBERS

- 7.1 Anyone with status identical to that of an Individual Member who has been a member of SVGSF for at least 10 consecutive years except that they shall have paid the prescribed fee for that purpose and are exempted from annual subscription fees and the penalties for non-payment thereof and on the specific approval of the Executive.

ARTICLE 8: HONORARY MEMBERS

- 8.1 The Executive Council may grant Honorary Membership to persons who have given distinguished and meritorious service to SVGSF for such term as the Executive Council may see fit.
- 8.2 Honorary Members shall be entitled to all the rights and privileges of SVGSF, except the right to vote at meetings and the right to hold office.

ARTICLE 9: RIGHTS AND DUTIES OF MEMBERS

9.1 All members should

- 9.1.1 recognize SVGSF as the only governing body of Swimming in St. Vincent and the Grenadines;
- 9.1.2 be entitled to participate in Meets and Championships organized locally, regionally or internationally, when they are eligible.

9.2 All members are obligated:

- 9.2.1 to support SVGSF in its effort to achieve its objects;
- 9.2.2 to pay annual subscription fees;
- 9.2.3 to include within its constitution a provision for the promotion of Swimming in all manifestations, throughout St. Vincent and the Grenadines, in such case where, the said member, is a club, except for those members who fall under Articles 5 & 6

9.3 All members are entitled

- 9.3.1 to vote except in the case where
- 9.3.1.1 members are under the age of 16
 - 9.3.1.2 Members fall under the classification of Articles 8 & 5
 - 9.3.1.3 Members are not financial
- 9.3.2 To abstain from voting

ARTICLE 10: APPLICATION FOR MEMBERSHIP

- 10.1 Application for membership shall be submitted to the Executive Council with
- 10.1.1 an official SVGSF application form AND
- 10.1.2 The appropriate subscription fee

A club seeking admittance to the SVGSF must have goals and values mirror those of the SVGSF. As member of FINA, we are required to ensure that the Federations leaders and its members acknowledge the world swimming body as the sole worldwide Swimming governing body. A statement to this effect is included in the Federations articles. To ensure that our members intend to conform to the accepted rules, each Member Club must have a Constitution that incorporates these ideals. We therefore require that each Club applying to be a member of the SVGSF be governed by a Constitution that must include at least the following:

- a) The Club's objectives and goals.
- b) An organizational outline
- c) A list of responsible persons
- d) An acknowledgment that FINA is the sole world governing body for Swimming matters.
- e) An acknowledgment that the SVGSF is the sole governing body for swimming matters in St. Vincent and the Grenadines.

The SVGSF does not intend to dictate to a member how their club should be organized. However, there should be a clear indication that the club will be adequately managed, will seek to uphold the Federation's goals and values.

To register a new club, the applicant will provide the SVGSF with the following documentation information and fees:

- Covering letter from CEO/President (or equivalent) of the Club to the Association applying for registration with SVGSF. The letter will include;
 - Name of the Club
 - Address of the Club and contact numbers
 - Names of the Elected Officers:
 1. President
 2. Vice-President/s (if applicable)
 3. Treasurer
 4. Secretary

5. Head Coach and coaching staff

- Constitution of the Club, including aims, objective, organizational structure, basic rules and regulations.
- Documentation of Coaching qualifications, life-saving (current) qualifications. Names and proof of age of at least 10 member swimmers.
- SVGSF Club registration fee and individual swimmers' registration fees.

10.2 In presentation of all the above documentation and payments, the information will be given to Executive Council at least seven (7) days before the next meeting at which the request will be presented. The new applicant will receive written notice of the Executive's decision within five (5) working days of the meeting.

10.3 All clubs shall annually, submit a list of members of SVGSF prior to the Annual General Meeting.

ARTICLE 11: TERMINATION OF MEMBERSHIP

11.1 Membership to SVGSF shall be deemed as terminated

- 11.1.1 upon the death of a member or if the club ceases to exist
- 11.1.2 if the member withdraws its membership or
- 11.1.3 If the member is expelled

- 11.2 Any member who wishes to withdraw its membership to SVGSF shall give written notice thereof to the General Secretary. The membership ends immediately, but no refunds of fees shall be made. However, the Executive Council may withhold acceptance until indebtedness has been paid and all SVGSF's equipment have been returned.

11.3 The Executive Council may by special resolution expel an individual member or member body from SVGSF subjects to the provisions of Article 13 hereof.

ARTICLE 12: MEMBERSHIP FEES

12.1 Each member of SVGSF must pay an annual membership fee.

12.1.1 The amount of payment shall be fixed by the Executive Council and may be subject to annual review.

12.1.2 The Executive Council shall inform all SVGSF members in writing, of the amount payable on the respective fees and subscriptions subject to the provision of Article 12.2 hereof, on an annual basis after said fees have been reviewed by the Executive Council.

12.2 Fees and subscriptions to SVGSF can be classified as follows

12.2.1 Entrance Fee for prospective individual members and member bodies

12.2.2 Annual Membership Fee for individual members and member bodies

12.2.3 12.2.3 Life Membership Fee for individual members.

12.3 The annual membership fee shall fall due twenty-eight days prior to their first Annual General Meeting and after twenty-eight days prior to all subsequent Annual General Meetings.

12.4 Any member whose annual membership fees are not paid 28 days before the AGM shall ipso facto cease to have any representation or voting rights, at any meeting and will not be eligible to compete in any Meet, Championship or training programme held under the auspices of SVGSF, but may be reinstated on such terms and conditions as the Executive Council sees fit.

ARTICLE 12A – REGISTRATION OF SWIMMERS

12a.1 A swimmer may be registered by a Club or as unattached. The Club or swimmer (parent/guardian if swimmer is under 18 years of age) must provide the SVGSF Secretary General the following:

12a.2 Completed SVGSF registration form giving name, sex, date of birth, (month/day/year) of new member, signed by the authorized person on behalf the Club.

12a.3 Birth Certificate of child, preferably the association keeps a photocopy of the certificate.

12a.4 Current registration fee.

The Secretary General enters particulars of newly registered swimmer into the database.

ARTICLE 12B – FAILURE TO LIST COMPETITIVE SWIMMERS

12b.1 Each Member Club shall before the end of the first full week of January in every year register competitive swimmers with correspondence that must be submitted through the Secretary General and shall include;

- a) A list of those of its competitive swimmers, who, as at the 1st January are Club Members in goodstanding;
- b) The full name, sex, and date of birth (which must be supported by such documentary evidence as may be required by the Executive), of each competitive swimmers listed; and
- c) A registration fee in respect of each competitive swimmer so listed by Members Cub for registration.

- d) Failure to abide by Article 12a & 12b would mean that the swimmer would be unable to participate in events sanctioned by SVGSF

ARTICLE 12C – UNATTACHED SWIMMERS

- 12c.1 Competitive swimmers who are not members of a Member Club may compete in meets promoted by, or under the auspices of the Association as unattached competitors upon individual registration with the Association.
- 12c.2 Competitive swimmers who have been registered with the Association may not compete in any meet sanctioned by the Association. Swimmers will not be required to register with the Association to participate in Development Meets.
- 12c.3 Competitive swimmers who are not members of 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 Association of the information required for registration.
- 12c.4 Competitive Swimmers who have not been registered with the Association may not compete in any Meet sanctioned by the Association. Swimmers will not be required to register with the Association to participate in Development Meets.

ARTICLE 12D - COSTUMES

- 12d.1 The costumes of all competitors shall be in good moral taste and suitable for the individual sport's discipline.
- 12d.2 All costumes shall be non-transparent.
- 12d.3 The referee of a competition has the authority to exclude any competitor whose costume does not comply with this rule.
- 12d.4 Before any swimsuit of new design, construction or material is used in competition; the manufacturer of such swimsuit must submit the swimsuit to FINA and obtain approval of FINA.
- 12d.5 The manufacturers must ensure that the approved new swimsuit will be available for all competitors.

ARTICLE 13: DISCIPLINARY ACTIONS

- 13.1 Any member of SVGSF including members of the Executive may be disciplined in the case of:
- Insubordinate behaviour
 - Mis-conduct
 - Illegal activities
 - violation of the constitution, rules and/or decisions of S.V.G.A.S.A or

- 13.1.1 On the grounds that the policy or conduct of such member is calculated to bring SVGSF into disrepute or
- 13.1.2 If duties to SVGSF are not fulfilled.
- 13.2 A member who is found liable for any of the above listed actions are subject to the following Disciplinary Actions are:
 - 13.2.1 Warning
 - 13.2.2 Fine
 - 13.2.3 Suspension
 - 13.2.4 Expulsion
- 13.3 A Disciplinary Committee made up of a minimum of three respectable individuals from the community shall be established by the Executive Council for the purpose of dealing with all disciplinary matters submitted to it. The committee would then make its recommendation to the Executive Council, who would then make the final decision on what disciplinary action should be imposed.
- 13.4 Disciplinary matters shall be reported in writing to the Executive Council which shall then submit the report to the Disciplinary committee review.
- 13.5 All relevant parties involved in a disciplinary review have the right to be heard by the Disciplinary committee.
- 13.6 The disciplinary committee shall submit a report of its findings to the Council. The Executive Council shall consider the report and make a decision on what disciplinary action be imposed.
- 13.7 A disciplinary action imposed by SVGSF shall be recognized and compiled with by a member.
- 13.8 Before any member is disciplined, a representative of the member must be given the right to appear before the Executive Council either in person or in writing. The Secretary General of SVGSF shall inform the respective member about the right, in writing, in sufficient time to allow the member to exercise this right. Failure to comply may result in expulsion.

ARTICLE 14: CONDUCT OF MEMBERS

- 14.1 All members are expected to conduct themselves in a well-behaved manner and uphold the good name of SVGSF All affiliates are responsible for the behaviour of their members.

ARTICLE 15: FUNDS

- 15.1 The funds of SVGSF shall be in a Saving/Chequing Account at a local commercial bank selected by SVGSF's Executive Council.
- 15.2 The President, Administrative Vice-President, Treasurer and Secretary General shall be authorized to sign withdrawals.
- 15.3 There must be two (2) signatories for the signing of withdrawal slips or cheques on behalf of SVGSF
- 15.4 Expenditure shall only be incurred with the approval of the Finance Committee. The Finance Committee shall include three members of the council and must include the Treasurer.
- 15.5 The funding resources of SVGSF shall include FINA, the SVGOC, Affiliation fees, private donation, corporate support etc.
- 15.6 The SVGSF shall pay the annual membership fee set pursuant to FINA Rules and comply with all other financial obligations to FINA.

ARTICLE 16: GOVERNMENT

- 16.1 The management and control of the affairs of the SVGSF shall be vested in the Executive Council.
 - 16.2 The Executive Council shall comprise of the following officers: a President, two(2) Vice-Presidents: an Administrative Vice-President and a Technical Vice-President, a Secretary General, a Treasurer and two (2) floor representatives and the immediate past President (who shall be a non-voting member).
 - 16.3 . The Executive Council shall be elected on a rotating basis at the Annual General Meeting held between January and March every two years, where the year ends in an odd number, for a term of four (4) years. The rotations shall consist of two groups. Group 1 shall be the President, the Vice President (Technical), the General Secretary and one floor representative. Group 2 shall be the Vice President (Admin), the Treasurer and one floor representative.
 - 16.4 All officers shall hold office until their successors are appointed, provided that, during the absence or disability of any officer, the Executive Council may appoint another member of the Executive Council to act temporarily in his/her stead.
- 16.4 Every Officer of SVGSF shall exercise the powers and discharge the duties of his office honestly, in good faith and in the best interest of SVGSF and in connection therewith shall exercise the degree of care, diligence and skill that a reasonably prudent person would in comparable circumstances.

- 16.5 The executive shall make decisions based on the majority of those present at the meeting. The vote shall be by a show of hands. If more than one third of those present request a vote by secret ballot, then decision will be secret ballot. In the event of tie, the president shall have the casting vote.

ARTICLE 17: DUTIES OF OFFICERS

17.1 The President shall

- 17.1.1 be the executive and legislative head of SVGSF
- 17.1.2 preside at all Executive Council and General Meetings
- 17.1.3 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
- 17.1.4 be the official representative of SVGSF, in all instances and situations when such representation is appropriate.

17.2 The Vice-Presidents

17.3 The Administrative Vice-President shall

- have the responsibility of assisting the President in all administrative duties
- under the direction of the President, oversee the functioning of such committees as the Executive Council shall designate

17.4 The Technical Vice-President shall

- 17.4.1.1 be the chairperson of the Technical Committee
- 17.4.1.2 evaluate and monitor programmes set up by SVGSF to promote swimming in all its manifestations throughout the island.
- 17.4.1.3 prepare a calendar of activities for the year which shall be submitted to the Executive Council and distributed among SVGSF members 17.2.2.4 in conjunction with the Technical Committee be responsible for approving the summons of all local meets for final sanction by the Executive Council.
- 17.4.1.4 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.

- 17.4.1.5 report to the Executive Councils on decisions, policies and recommendations of the Technical Committee or said sub-committees thereof
- 17.4.1.6 be responsible for compiling a list of all equipment owned by SVGSF with specifics as to distribution among members, along with a list of proposed equipment for the respective aquatic disciplines which shall be updated annually.
- 17.4.1.7 keep a record of all certified Swimming coaches and instructors to be updated annually
- 17.4.1.8 have such other powers and duties as the Executive Council may, by resolution, designate
- 17.4.1.9 In the absence of the President, the Administrative Vice-President shall preside at meetings.

17.5 The Treasurer shall

- 17.5.1 be responsible for the funds of SVGSF and shall within 7 days of the receipt thereof lodge into the Bank account of SVGSF, all monies except such amount as the Treasurer is authorized by the Executive Council to keep in hand to meet current expenses.
- 17.5.2 keep all records correctly and to account for all monies received and disbursed and provide receipts and satisfy himself/herself that no payments are made without the knowledge and authority of the Executive Council.
- 17.5.3 have recognized accounting system that is constantly updated and readily available for inspection by the Executive Committee
- 17.5.4 shall submit a statement of the financial statement of the financial position of SVGSF copies of such statements must be circulated seven (7) days before the date of the Annual General Meeting.
- 17.5.5 prepare or have prepared a budget for the next operating years as directed by the executive Council
- 17.5.6 responsible for the collection of all membership fees

17.6 The Secretary General shall

- 17.6.1 keep the minutes of all Executive Council and General Meetings 17.4.2 deal with all correspondence
- 17.6.2 keep a record of all names, addresses, telephone numbers and any relevant information of all SVGSF's members.
- 17.6.3 sign such contracts, documents or other instruments in writing as require his/her signature

17.6.4 have such other powers and duties as the executive Council may, by resolution, designate

17.7 **Floor Representatives shall**

17.5.1 have such powers and duties as the Executive Council may, by resolution, designate.

ARTICLE 18: VACATION OF OFFICE

18.1 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 the absence has been requested and granted by the Executive Council, the Executive Council shall in the manner specified hereinafter, forthwith fill the vacated office.

18.2 If the office of President shall become vacant for any reason, the Administrative Vice-President shall assume full presidential authority.

18.3 In the absence of both President and Administrative Vice-President, the Technical Vice-President shall assume the office of President.

18.4 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.

18.5 In the event of a vacancy of any other office, the executive Council shall appoint a member to fill the unexpired term.

18.6 In the event vacancies which shall be of such number as to reduce the number of Officers to less than the number required for a quorum, the Executive Council shall have the power to fill such vacancies by an election held at an Extraordinary General Meeting of SVGSF upon prior notice.

ARTICLE 19: POWERS AND DUTIES OF THE EXECUTIVE COUNCIL

19.1 The Executive Council shall

19.1.1 have the power to decide upon any matters arising in SVGSF, except those belonging to the authority of the Technical Committee. Decisions by the Technical Committee may, however, be overruled by the Executive Council.

19.1.2 have the power to make by-laws for regulating the conduct and affairs of SVGSF provided that the same are not inconsistent with this Constitution. Such laws shall be put in writing to each member and shall be binding on all SVGSF members.

19.1.3 have the authority to issue rules and guidelines.

19.1.4 be entitled to nominate any kind of ad hoc committee when it is considered appropriate

- 19.1.5 decide on any matter, which in the opinion of two-thirds of the executive Council is considered be of immediate importance, subject to the provisions of Article 20.1 hereof.
- 19.1.6 use every means to increase and improve the teaching of Swimming, Diving, Open Water Swimming, Water Polo, Masters and Synchronized Swimming to children and adults.
- 19.1.7 continue to work with Local Authorities and to provide adequate Swimming, Diving, Synchronized Swimming and Water Polo public facilities.
- 19.1.8 have the power to appoint committees to consider specific matters and to determine their membership and terms of reference.
- 19.1.9 Co-operate with the Education Authorities and other organizations interested in youth welfare, with the objects of assisting swimming and diving instruction
- 19.1.10 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.V.G.O.C. and other organizations

ARTICLE 20: QUORUMS

- 20.1 At the executive Council meetings four (4) members shall form a quorum. At the Annual General Meeting or any Extraordinary General Meeting, a quorum is formed when 50% plus 1 of the members are present.

ARTICLE 21: MEETINGS

- 21.1 The meetings of SVGSF shall be classified as follows;
 - 21.1.1 Executive Council Meetings
 - 21.1.2 Extraordinary Executive Meetings
 - 21.1.3 Annual General Meetings
 - 21.1.4 Extraordinary General Meetings
 - 21.1.5 Committee Meetings
- 21.2 **Executive Council meetings**
 - 21.2.1 shall be held at least semi-annually at a time and place recommended and approved by members of the Executive Council.
 - 21.2.2 seven (7) days notice shall be given by the Secretary General upon request from the President to convene all Executive Council Meetings.
- 21.3 **Extraordinary Executive Council Meetings**

- 21.3.1 Shall be called under the exceptional circumstances
- 21.3.2 May be held using any form of telecommunication device (such as telephone: conference call, e-mail, video conferencing or fax transmission) when circumstances may not permit said members to attend

21.4 **Annual General Meeting**

- 21.4.1 Shall be organized by the Executive Council and be held before March 31st of each year and at such time and place as the Executive council shall appoint
 - 21.4.1.1 If for any reason the Annual General Meeting cannot be convened by the 31st March the Annual General Meeting shall be held no later than fourteen (14) days thereafter.
- 21.4.2 The Secretary General shall give at least one months notice of the date, time and place of such meeting to all members entitled to attend.
- 21.4.3 The Agenda specifying the business to be transacted shall accompany the notice.
 - 21.4.3.1 The following items shall be included on the Agenda of the Annual General meeting;
 - 21.4.3.1.1 The minutes of the last Annual General Meeting
 - 21.4.3.1.2 Matters arising from the Minutes
 - 21.4.3.1.3 Presidential Report
 - 21.4.3.1.4 Financial Report of the Treasurer
 - 21.4.3.1.5 Election of the Executive Council, if their term of office has expired
 - 21.4.3.1.6 Any other business for which notice has been given
- 21.4.4 The Annual Presidential Report along with the Financial Statement, shall be circulated to all members entitled to attend at least two weeks before the AGM.
- 21.4.5 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 reach the Secretary General one (1) month prior to the Annual General Meeting.

- 21.4.6 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.
- 21.4.7 Alterations or additions agreed upon by the general body shall become effective immediately unless otherwise determined at the time of such approval.
- 21.4.8 Alterations or additions to the vote of the meeting or any matter whatsoever shall be decided on by secret balloting.
- 21.4.9 Members may propose additional items for the Agenda where the item is proposed by a member and supported by at least 1/3rd of the membership. Notice of any additional Agenda item must be provided to the General Secretary at least one month in advance of the AGM date.

21.5 **Extraordinary Meetings**

- 21.5.1 All General Meetings other than the Annual General Meeting shall be called an Extraordinary Meeting. An Extraordinary meeting:
- 21.5.2 may be convened upon receipt of a written request of one-third members of the general body stating the reason for such a meeting, in which cases the meeting shall be held within 28 days.
- 21.5.3 may be called at the request of two-third (2/3) of the Executive Council, in which case the meeting shall be held within 28 days.
- 21.5.4 the business to be considered at such meeting shall be only that specified in the requisition for the meeting

21.6 **Standing Committee Meetings**

- 21.6.1 May be convened at a time and place approved by members of the respective committee, having previously informed the Executive Committee of said meeting.

ARTICLE 22: ELECTIONS

- 22.1 All nominations for the election of officers shall be proposed, seconded and forwarded to the Secretary General fourteen (14) days prior to the Annual General Meeting. However, on the said day of the Annual General Meeting nominations proposed and seconded shall also be received from the floor.
 - 22.1.1 Proxy nominations may be allowed only upon submission of verified written acceptance by the nominee
- 22.2 If there is more than one person nominated for a position, a vote is taken by hand (or by secret ballot if any member so requests) and a total number of votes recorded for each candidate shall be announced by the chairman and these announced votes recorded in the Minutes. The person

receiving the majority of votes shall be announced as the person winning and therefore elected. In the event of a tie, there is another round of voting. In the event of a second tie, the winner will be determined by drawing of lots.

22.2.1 Proxy voting shall not be permitted.

22.3 In the case of an 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 casting vote.

22.4 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 23: FISCAL YEAR

23.1 The fiscal year of SVGSF shall run from the December 1st to November 30th

23A – PARTICIPATION IN OVERSEAS COMPETITIONS

23A:1 The Club, Individual or Group shall submit correspondence to the SVGSF 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) Traveling Officials, (Coaches, Manager, Chaperones, Chef de Mission etc.)
- (g) Names of competitors

23A:2 Competitors must be registered and in good standing with the SVGSF.

23A:3 Traveling officials must be in good standing with the SVGSF.

23A:4 the letter should arrive at the office of the SVGSF at least three (3) weeks before the schedule date of departure.

23A:5 Applicants should not depart from the country without having received the letter of accreditation from the SVGSF.

23A:6 Whether requested or not, this letter must be handed to the competition organizers before the start of competition.

23A:7 Within one (1) month of return from the competition the following must be presented to SVGSF:

- 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 terms of participation in the competition.

23B – SANCTIONING OF LOCAL COMPETITIONS

23B:1 All local competitions sponsored by SVGSF, Clubs, Organizations, School or Individuals must be sanctioned by the SVGSF if they are to qualify as properly accredited FINA competitions.

23B:2 The Rules of Competition for the competition must be based on FINA and SVGSF Rules.

23B:3 Organizers or Sponsors must apply in writing to the Secretary General of SVGSF, for sanction of the proposed competition.

23B: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.

23B: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 – SW 4.1)
- Latest date of registration with the SVGSF 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
- Information as to whether overseas participation is invited

23B: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 areas shall not be used.

23B: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 24: PARLIAMENTARY PRACTICES

- 24.1 Except where otherwise specifically provided in this constitution and By-laws, all questions of order or procedure with respect to any meeting or action of SVGSF, its Executive Council or any committee appointed hereunder shall be determined in accordance with Robert's Rules of Order, as revised from time to time.

ARTICLE 25: STANDING COMMITTEES

- 25.1 The following may comprise the standing committees of SVGSF:

- 25.1.1 Technical Committee.
- 25.1.2 Fundraising Committee
- 25.1.3 Finance Committee

And any other committee that may be deemed necessary by the Executive Council

ARTICLE 26 : DISSOLUTION

The SVGSF may be dissolved by resolution taken by at least three-fourths (3/4) of the votes cast by the voting members/delegates present at an Extraordinary Meeting attended by at least three-fourths (3/4) of the total voting members of the SVGSF.

In the event that the SVGSF is dissolved, all its monies, equipment and properties - after all debts and liabilities legally incurred on behalf of the SVGSF are discharged - shall, subject to prior consultation and coordination with FINA, be passed over to its legal successor, if any, or, if not, to such organisations pursuing similar objectives or to the National Sports Council of St. Vincent and the Grenadines or the Ministry responsible for Sport, for use in the pursuit of the national development of sport, as may be decided by the Extraordinary Meeting.

SCHEDULE A

A guide for the Officials

- The Official shall respect the rights, the dignity and the value of each human being as well as the ultimate right to self-determination.
- The official shall treat and respect each of the participants (swimmers, officials, coaches, volunteers) in swimming, in the context of their activity, without regards to sex, ethnic origin, religion, political allegiance or socio-economic status.
- The official, on duty or not, shall abstain from commenting on the decisions of other officials
- The official shall have as a philosophy to be on duty for the best interest and respect of each participant (officials, coaches, swimmers and volunteers) regardless of the level of the competition.
- The official shall be impartial, conscientious and work within the framework of his or her assigned duties.
- The Official shall have a positive attitude while working at a swimming competition
- The official shall remain calm, discrete and behave in a professional manner at all times.
- The official shall present himself or herself as professionally as possible in appearance and in physical condition to perform his or her duties adequately.
- The official can contribute to recruiting and to the growth of the family of officials by his or her encouragement and his or her work at the local, provincial, national and international level.
- The Official shall accept and not be offended if one of his or her decisions be nullified or reversed
- The Official shall remember that the Chief Referee has the responsibility for the final decisions
- Being an Official is a responsibility freely taken.
- The Official has the responsibility to observe the principles that are parts of the code of ethics.