

# Paddles Swim School

## Paddles Swim School Constitution:

### 1. Name

The name of the non profit making organisation shall be Paddles Swim School hereafter referred to as "the Club."

### 2. Definitions

- The club shall be managed by a management committee/trustees hereinafter referred to as the committee
- This is non profit making organisation that does not own a building and does not intend to register with the charity commission.
- Disability refers to any physical, sensory, intellectual, or developmental condition that may affect participation in typical swim programs.
- Swim School includes all programs, lessons, and community activities related to swimming and aquatic safety.



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## 3. Status

The Organisation is a not-for-profit organisation established for community purposes. It shall not operate for the profit or gain of its members.

## 4. Organisation Purposes

The purposes of the Club are:

1. Provide swimming lessons, water safety education, and aquatic therapy to people with disabilities and special needs.
2. Train and support instructors to deliver adaptive swimming programs.
3. To increase the participation levels (recreational and competitive) of young people and adults with disabilities in an aquatic environment contributing to improved health and social integration
4. To equip individuals with skills and techniques which in turn will increase confidence levels and contribute to the wider health benefits associated with regular sports participation (physical: improved strength, flexibility, stamina and psychological: improved confidence levels and self-esteem)



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5. To provide a local service which is educational, social and community linked
6. To influence partnership working and develop links with different strands of the community (schools, students, local authority, coaches)
7. To provide opportunities for social networking and greater social interaction

These purposes are not charitable under the laws of England and Wales.

## **5. Carrying out the Purposes**

In order to carry out the organisations purposes the committee have the power to:

- (1) Organise swimming sessions, galas, and fundraising events.
- (2) Raise funds through grants, donations, and fundraising events.
- (3) Apply funds to carry out the work of the non profit making organisation
- (4) Employ staff or engage volunteers as necessary.



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(5) Acquire, maintain, and insure property or equipment.

(6) Co-operate with and support other organisations with similar purposes

(7) Do anything which is lawful and necessary to achieve the purposes.

## 6. Membership

1. Eligibility: Membership is open to any individual who supports the Club's purposes.

2. Application: Members must complete a registration form and pay any annual subscription agreed by the Committee along with term time fees.

3. Termination: Membership ends if a member resigns, fails to pay dues, or is removed for misconduct following a fair procedure.

4. The committee reserves the right to refuse membership to an individual, clear and good reasons must be given.

5. Rights: Members are entitled to vote at general meetings and at the AGM and to receive updates about Club activities.





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The committee may remove a person's membership if they believe it is in the best interests of the club. The member has the right to be heard by the committee before the decision is made and can be accompanied by a friend or fellow member.

## 7. Management Committee

- The Club shall be managed by a Management Committee (the organisation's trustees) responsible for its governance and finances.
  - The Committee shall consist of at least three officers:
    - o Chairperson
    - o Secretary
    - o Treasurer
- and any other roles the members may agree (e.g. Events Officer, Welfare Officer).
- Election: Committee members are elected annually at the AGM.
  - Term: Each member serves for one year and may stand for re-election.

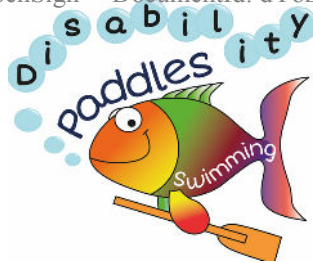


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- Duties: Trustees must act in the best interests of the Club, comply with the organisations purposes, and avoid conflicts of interest.

## 8. Committee Responsibilities

- Chairperson: Leads meetings and represents the Club publicly.
- Vice-Chairperson: assisting chairperson with leading meetings, public events, IT and offers support to all other committee roles.
- Secretary: Keeps minutes and records, manages correspondence.
- Treasurer: Manages the Club's finances, prepares budget and prepares annual accounts.
- Fundraising: organises fundraising events and activities to support the clubs finances along with raising the clubs profile.
- Child Protection and Welfare: Ensures the well-being of all club members, particularly children and vulnerable adults and the workforce
- Competition Secretary: organises club events, competition entry and galas



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- Social Media and Website: maintains and updates the clubs social media outlets and website
- Parent Representative: A voice from the parents

There maybe more than one person holding the above positions as long as there are no objections of the same from the membership.

The trustees are responsible for:

- Compliance with the organisation's purposes and safeguarding obligations.
- Financial management and reporting.
- Approving staff, volunteers, and safeguarding policies.

## 9. Committee Meetings

- The committee must hold at least 4 meetings per year (one per quarter)
- At their first meeting they will elect a chair, treasurer and secretary, and the rest of the management committee.
- There must be at least 6 committee members at the meeting and the committee may act by majority decision.



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4. Minutes should be kept for every meeting.
5. If the committee member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided.
6. The committee may make reasonable additional rules to help run the organisation. These rules must not conflict with this constitution or the law.

## 10. General Meetings

### 1. Annual General Meeting (AGM):

- Must be held once every calendar year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM
- Agenda includes: reports from officers, presentation of accounts, and election of Committee.
- Every Member has a vote
- There must be at least 5 members present at the AGM.
- Any member may stand for election as a trustee
- The members shall elect between 9 and 20 trustees to serve for the next year. They will retire at the next AGM but may stand for re- election.





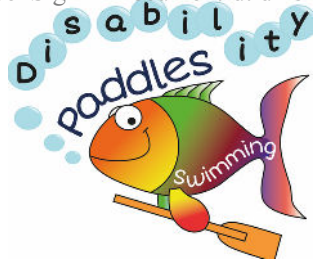
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2. Voting: Decisions are made by a simple majority; the Chair has a casting vote if needed.

If the trustees consider it is necessary to change the constitution, or wind up the organisation, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decision requires a two thirds majority. Minutes must be kept.

1. Winding up - any money or property remaining after the payment of debts must be given to an organisation with a similar purpose to this one unless an alternative organisation is agreed by the members by two thirds majority. No money shall be distributed to the members directly (save for any adjustment of fees)

2. Changes to the constitution - can be made at AGM's or General meetings.



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No change can be made that would make the organisation no longer a non profit making organisation.

3. General Meeting - called on written request from a majority of members

4. The committee may also call a general meeting to consult the membership.

## **11. Liability and Indemnity**

Committee members and officers shall be indemnified against any liability incurred in good faith in the proper performance of their duties.

## **12. Finance and Property**

1. All funds and property shall be applied solely to further the purposes of the Club.

2. The Treasurer shall maintain accurate records and present accounts to the AGM. The most recent annual accounts can be seen by anybody on request.

3. Accounts shall be independently examined if required by law or by the membership.



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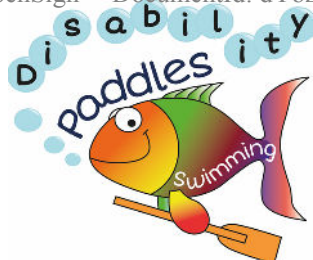
4. The Club shall maintain a bank account in its name, with at least two unrelated signatories required for withdrawals. All of the clubs money must be held in the nominated club bank account.

5. No changes to the bank account can be made without the majority of the committees approval.

6. No committee member or club member shall receive any payment from the Club except for reasonable expenses or services approved by the Committee

## 13. Safeguarding and Equality

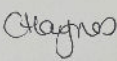

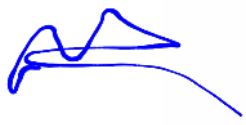

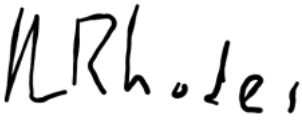


- The Club shall adopt safeguarding policies in line with Swim England's guidance (wave power) .
- It will ensure that all activities are conducted safely and inclusively, with respect for equality, diversity, and human rights.
- The organisation shall maintain and regularly review safeguarding policies for children and vulnerable adults and it's workforce.
- All trustees, staff, and volunteers must comply with these policies.



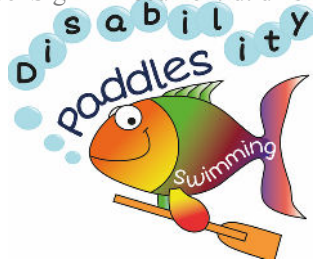
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## 14. Adoption

This constitution was adopted on [date] by the founding members of Paddles Swim school. They are first members of the organisation and will be the trustees until the AGM, which must be within one year of this date

Signed	Print name and address
	Caroline Haynes 4 Shelley Drive Cheadle Stoke on Trent ST10 1XR
	Catriona Worthington, 33 Grasmere, Macclesfield, SK11 8PL
	Andrew Cashmore
	Jessica Ross
	Kirsty Rhodes
	Karen Mace
	Gemma stubbs





# Paddles Swim School

At	Anna Brunt
Lktr	Lucy Burton
RHayne	Rebecca Haynes
Ren	Rachel Bagshaw
Rosalie Schwarz	Rosalie Schwarz
Piaszyk	Zofia Piaszyk
Mark Johnson	Mark Johnson
21 mm	Ian McCue = 3 Mill Grove, Cheadle, ST10 1NF