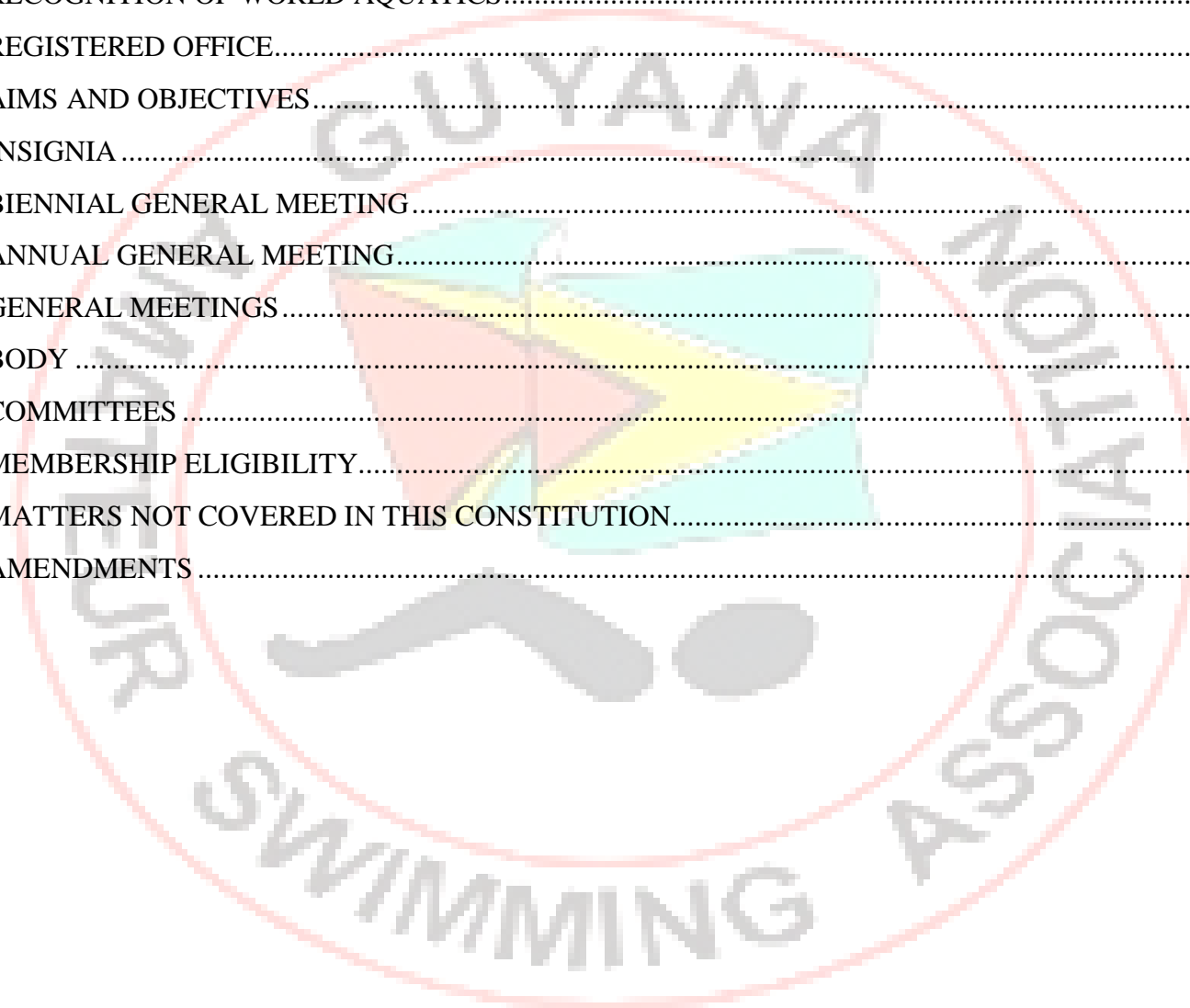


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**CONSTITUTION OF
GUYANA AMATEUR SWIMMING ASSOCIATION**

DEFINITION

Article 1. The association shall be called the GUYANA AMATEUR SWIMMING ASSOCIATION hereinafter, referred to as GASA.

INTERPRETATION

Article 2. In these articles, unless the contrary intention appears, the “COUNCIL” is known to be the advisory body and the “EXECUTIVES” is the managing and decision-making body as defined hereinafter in article 14. “WA” means World Aquatics. “SWIMMER” shall include any athlete competing in any of the disciplines under the control of World Aquatics; “IN GOOD STANDING” shall mean free of any financial obligation or unfulfilled legal sanction of anybody under the jurisdiction of GASA. References to either the female or male gender shall simultaneously be interpreted as references to the other -- male or female -- gender except where the context indicates otherwise. References to either the singular or plural tense shall simultaneously be interpreted as references to the other -- plural or singular -- tense except where the context indicates otherwise.

INDEPENDENCE AND AUTONOMY

Article 3. The Guyana Amateur Swimming Association (GASA) shall operate independently and autonomously, free from governmental interference and control. GASA’s governance, administrative, and operational decisions shall be made solely by its duly elected or appointed officials, committees, and governing bodies under its Constitution.

RECOGNITION OF WORLD AQUATICS

Article 4. World Aquatics shall be recognized as the SOLE authority in the world which governs the sports disciplines under its jurisdiction. Their constitution acts as a precedent for our regulations.

REGISTERED OFFICE

Article 5. The Registered Office or headquarters of GASA in any year shall be a place suggested by the Council and approved by the Executives.

AIMS AND OBJECTIVES

Article 6.

1. The Association shall not allow any discrimination against member Clubs or individuals (Competitors, officials, judges, delegates, coaches etc.) on the grounds of race, gender, or religion.
2. The objectives of GASA shall be:
 - (a) To promote and encourage the development of swimming, masters swimming, open water swimming, diving, water polo and synchronised swimming throughout Guyana following the laws, rules, and regulations of World Aquatics.
 - (b) To act as the governing body for all sports disciplines under the jurisdiction of World Aquatics in Guyana.
 - (c) To institute and regulate the National Championships for all sports under the jurisdiction of GASA.
 - (d) To institute and regulate locally held competitions with other affiliates of World Aquatics.
 - (e) To institute and maintain systems for the classification of athletes and coaches practising the sports under the jurisdiction of GASA in Guyana in accordance with the rules of World Aquatics where applicable.
 - (f) To establish, maintain and enforce standards and regulations for the operation of coaches, managers, and administrators of the sport under the jurisdiction of GASA in Guyana.
 - (g) To establish, maintain and update systems for the creation of National Records in the sport under the jurisdiction of GASA and to approve and publish such National Records.
 - (h) To protect and promote the mutual interest of its members.
 - (i) To always support the tenets of water safety.
 - (j) To purchase, lease or otherwise acquire any premises and/or property or properties for the use and purpose of GASA and to sell, let, lease, or dispose of any such premises, property, or properties as the body of GASA may see fit in the pursuance of (a) to (i) above.
 - (k) To do all such lawful things as are conducive and not inimical to the fulfilment of the above objectives.

INSIGNIA

Article 7.

- (a) GASA may assign official symbols, logos, uniforms, and official colours.
- (b) The body shall institute measures to ensure the protection of official symbols or logos of GASA and approve their usage.

BIENNIAL GENERAL MEETING

Article 8.

- (a) In the last half of the year that is a leap year and in the last half of the second year after the leap year, but not later than the 31st day of October in either instance, a meeting of delegates shall be convened for the specific purpose of electing the officers of GASA for the ensuing term.
- (b) The term of office of the officers so elected shall be for four (4) years, to commence on 1st January of the next year and end on 31st December of the final year.
- (c) Once elected, officers shall be eligible for re-election up to four (4) successive terms in the same office.
- (d) The officers of GASA shall be the President, two (2) Vice Presidents, Honorary Secretary, Honorary Treasurer and Assistant Secretary-Treasurer.
- (e) In the year when there would be elections of officers, the Honorary Secretary shall send a Nomination Form to each affiliate at the same time as the notice for the Biennial General Meeting (BGM) which shall be no less than fourteen (14) days. The Nomination Form shall indicate the posts to be contested at the elections.
- (f) Each affiliate shall return its Nomination Form to the Honorary Secretary no later than seven (7) days before the date fixed for the meeting. This form must be authenticated by the President or Secretary of the said affiliate.
- (g) Affiliates may nominate any individual member, of any affiliate in good standing, for any post or posts. Only members of affiliates can be nominated to hold offices on GASA's body. Officers of the immediate past body are eligible for re-election subject to the maximum number of terms stipulated in Article 8 (c).
- (h) A Returning Officer shall be appointed by the body.

- (i) All nominees that are not present at the BGM where elections are being held shall indicate, in writing, their intention of being elected. This document must be handed to the Returning Officer at the time of the Elections.
- (j) Voting shall be by secret ballot and any tie shall be resolved by the casting of the vote of the returning officer.
- (k) No individual may hold more than one office on the Executive Council of GASA.

ANNUAL GENERAL MEETING

Article 9.

- (a) An Annual General Meeting of GASA shall be held as early as possible, but not later than the 28th of February of each year. At this meeting the Honorary Secretary shall present a report on GASA's activities for the preceding year and the Honorary Treasurer shall present a Financial Report which shall include a duly audited statement of Accounts for the last financial year. These reports should be available to all affiliates at least one week before the AGM.
- (b) The financial year of GASA shall be from the 1st of October to the 30th of September.
- (c) To audit the accounts of GASA, one auditor shall be elected, not necessarily from among its members, at the Annual General Meeting.
- (d) The AGM shall set all affiliation, individual registration, and any other fees due to GASA. Such fees may be amended, if necessary, at any General Meeting.

GENERAL MEETINGS

Article 10. General Meetings, other than the Biennial General Meeting and the Annual General Meeting as indicated in these rules, of GASA may be called:

1. At any time at the discretion of the Council or the Executive.
2. By the Honorary Secretary of GASA within two weeks of a request in writing by three or more affiliates in good standing. Such request shall state the business for which the meeting is to be called and be included with the agenda of notice convening such General Meeting.

Article 11.

- (a) All General Meetings of GASA shall consist of:
 - (i) Three delegates of each affiliate in good standing
 - (ii) the Officers of GASA (the Executive)

- (b) The officers and members of each affiliate and any person who holds membership status according to these rules shall be entitled to attend as observers, but not to speak or otherwise participate in the meeting except this is specifically indicated in the notice of the meeting or with the assent of the meeting and with the permission of the President or other person presiding.
- (c) The quorum for any General Meeting shall include no less than three (3) Officers of GASA and at least two-thirds of the delegates. In the absence of a quorum, the General Meeting may be reconvened by notice for the same day and time of the following week, when those attending shall form a quorum.

Article 12.

- (a) At all General Meetings, other than the Biennial General Meeting as identified in these rules, each delegate and each officer shall have one vote.
- (b) At all General Meetings, other than the Biennial General Meeting as identified in these rules, in the event of a tie, the President or other officer presiding shall have a second or casting vote in addition to their ordinary vote.
- (c) At the Biennial General Meeting, as identified in these rules, each delegate shall have one vote.
- (d) At the Biennial General Meeting, as identified in these rules, in the event of a tie, the Returning Officer shall have a casting vote.

Article 13.

- (a) Notices of every General Meeting stating the business to be transacted shall be sent to the Secretaries of all affiliates and the Officers and other members of the Council at least fourteen (14) days before the date fixed for such meetings.
- (b) Notices of Motions and Questions concerning the business of the meeting shall be submitted in writing to the Honorary Secretary at least seven (7) days before such General Meeting.
- (c) Notice of the appointment of each delegate(s) of an affiliate shall be signed by the President or Secretary of that affiliate and shall be presented as requested to the Honorary Secretary of GASA.
- (d) The notice convening the Biennial General Meeting and the Annual General Meeting shall be advertised in at least one daily newspaper at least ten (10) days before the meeting.

BODY

Article 14.

- (a) The managing and final decision-making body of GASA shall be known as the executives.
- (b) The advisory body of GASA shall be known as the Council.
- (c) The Council shall consist of the officers of GASA, the Immediate Past President, Heads of Standing Committees and one duly appointed representative of each affiliate.
- (d) The President, or the person chairing the meeting in his absence, shall have an ordinary vote on all matters and, in the event of a tie, he shall have a second or casting vote.
- (e) Vacancies in the Office of the Council, arising from any cause, shall be filled by the body at any meeting.

Article 15. The powers and duties of the Body shall include:

- (a) The admission to membership of any club or organisation meeting the requirements of these articles.
- (b) the imposition and enforcement of penalties for any violation of the Constitution, rules, and regulations of GASA
- (c) The removal from Office or otherwise disciplining of any Council member, affiliate, or individual member thereof, exhibiting conduct detrimental to GASA or the sport under its jurisdiction or for any other infraction of the constitution, or rules of GASA.
- (d) The collection and holding of dues and funds of GASA, and the authorization of expenditure and general disbursement of these funds.
- (e) The acquiring, holding, and disposing of the property of GASA.
- (f) The approval or rejection of any record submitted as a Guyanese Record.
- (g) The settlement of any dispute which may arise between affiliates.
- (h) The consideration of any matter referred to the Council by a General Meeting.
- (i) The giving of a ruling on any matter about these and other Articles of GASA which may be referred to the Council.
- (j) The submission of motions to any General meeting at any time.
- (k) The formulation and issuance of rules and regulations considered necessary for the execution of any of its powers and duties prescribed herein.

- (l) The taking of decisions in cases of emergency, such decisions to be acted upon immediately, subject to confirmation at the next General Meeting.
- (m) To co-opt any person as necessary for a particular purpose to appoint sub-committees in pursuance of its functions as it sees fit.

Article 16. The Council shall meet at least once every month at a place and time as decided by the Council.

Article 17. The quorum at any Council Meeting shall comprise half the number of Council members plus one, which number must include at least two (2) officers.

Article 18. If any Officer of GASA fails to attend three consecutive meetings of the Council without being excused by them or the President, is absent from the country without the permission of the Council for more than 6 months, or resigns, his/ her seat shall become vacant.

Article 19. The mover of any motion shall be entitled to speak on it before it is seconded. If, after such speech, the motion is not seconded, it shall be deemed to have been rejected at the meeting. Any motion standing in the name of the Council, Executive or Statutory Committee need not be seconded.

Article 20. No member of the Council shall be at liberty to speak more than once on the same subject except on explanation or reply or with the special consent of the President, provided that the mover of the motion shall have the right of final reply.

Article 21. If any Council Member or member of an affiliate is to be disciplined in accordance with Article 15 - subsection (c), that person shall have the right to be heard in accordance with a disciplinary procedure decided upon by the body.

Article 22. Only affiliates in good standing can be represented on GASA's Council.

COMMITTEES

Article 23.

- (a) When the Council, in accordance with Article 15 (m) establishes committees deemed to be statutory, the heads of these committees shall be members of the body except that they will not have the right to vote at council meetings in that capacity, nor will they be considered in the composition of a quorum.

- (b) Statutory committees can be established to oversee technical matters, medical matters, facilities, discipline, finance fund-raising and/or such other areas as the Council may consider pervasive and enduring enough at the time.
- (c) A Sub-Committee shall have the power to organise and execute plans, to make findings and recommendations on all subjects generally within its mandate and any other matter which may be submitted to it by the Council.
- (d) Except in such cases where the mandate specifically indicates otherwise, all plans, findings, and recommendations of a Sub-Committee, other than Statutory Committees, shall be submitted to the Council for a decision and the Executives may accept, reject, or modify the recommendation(s).
- (e) The quorum for meetings of a Sub-Committee and its procedure shall be decided by the Sub-Committee at its first meeting.

MEMBERSHIP ELIGIBILITY

Article 24. Any club or organisation which actively practices any sport or sports under the jurisdiction of GASA and which expressly accepts and agrees to be governed by GASA and its constitution, in so far as these sports are concerned, shall be eligible for membership.

Article 25.

1. AFFILIATE MEMBERSHIP

- **NEW MEMBERSHIP**

To qualify as an affiliate, a club or organisation must:

- (a) Apply between the period of **1st-31st January** each year.
- (b) Establish its bona fides to the satisfaction of the body.
- (c) Have **AT LEAST TEN (10) COMPETITIVE SWIMMERS** that satisfy the requirements given in Article 27.
- (d) Have an organizational structure (e.g. an executive body).
- (e) Have a club constitution mirroring those of GASA and World Aquatics.
- (f) Have at least one (1) World Aquatics Certified Coach who is not a member of any other club.

NB.

- (g) Any club that wishes to apply as an affiliate SWIMMING club MUST be operating in a POOL and NOT any other body of water.
- (h) Anyone opening a club of a different discipline e.g. water-polo, or artistic swimming must have TWO (2) or more clubs to compete.
- (i) Applying clubs MUST NOT portray governmental interference. (Any club that contradicts Articles 3 and 4 WILL NOT be considered.)
- (j) Clubs that previously applied to GUYANA GASA and were sanctioned before WILL NOT be eligible for affiliate membership.
- (k) Members that are under government entities can apply to GASA, however WILL NOT be affiliate members, but associates.
- **EXISTING MEMBERSHIP**
 - (a) Clubs that were previously sanctioned by the association and would like to still be members, will have to prove in writing why the association must re-accept as an affiliate member. This letter will be considered by the Council and membership status will be decided upon by the Executives.
 - (b) GASA will not indulge in affiliate members paying for any GASA swimmer to represent their clubs at any given time (refer to Article 30).
 - (c) All affiliated clubs of GASA MUST host a swim meet at least once a year. If this is not fulfilled, clubs are required to pay \$75,000.00 at the end of the year. If two consecutive years pass and it is not fulfilled, a penalty of \$100,000.00 plus the \$75,000.00 is required to be paid.

Article 26.

2. ASSOCIATE MEMBERSHIP

Clubs that are granted associate membership:

- (a) Have no voting rights.
- (b) Can participate in any GASA meet after indication by way of writing. However, these participants CAN NOT be GASA-registered swimmers (see Article 30)
- (c) Will receive correspondence at the discretion of GASA.
- (d) Have affiliation fees waived. Swimmers don't need to register (See Article 30).

Article 27. PROBATIONARY PERIOD

1. Competitive swimmers must be able to compete and have knowledge of the FOUR (4) competitive strokes (freestyle, backstroke, breaststroke, butterfly). This must be verified by granting clubs associate membership to prove their swimmers can demonstrate ALL FOUR (4) STROKES by:
 - (a) Assessing swimmers' participation in the Annual Republic Swim Meet and/or Annual Independence Swim Meet.
 - (b) In the event of no swimming competitions, the body will decide on a selected body of coaches to assess the ability of said competitive swimmers.
2. Any club that applies for membership will be on a probationary period for at least SIX (6) months once all initial requirements are fulfilled, to facilitate the assessment of swimmers before that club is considered for affiliate membership. Subsequently, a response will be given by the Association between the period of JULY 1- 31 of the year of the application.

Article 28.

- (a) Any club or organisation desiring to become an affiliate, that satisfies the preconditions for membership and subscribes to these rules, shall apply in writing to the Honorary Secretary.
- (b) The application shall state its name, date of inauguration of the sport and its place of operation. It shall contain a clear declaration that it will, if elected a member of GASA, respect, abide by and enforce all decisions of GASA.
- (c) A copy of its Articles of Association, Certificate of Incorporation, Constitution, a list of its present officers and members and a NONREFUNDABLE application fee of TWENTY-FIVE THOUSAND DOLLARS (GY\$25,000.00) MUST be submitted together with the application.
- (d) When all the basic documentation is in place, the application shall be referred by the Honorary Secretary to the Council for consideration.
- (e) The applicant shall submit any additional materials and/or have its officers or representatives appear if this is required by the body to complete the consideration and decision of the application.

Article 29. All affiliates must:

- (a) Submit a current list of its officers, other officials, and members at least once annually before the 30th of September each year and not later than one month after any change in these occur.

- (b) Pay the affiliation fee for the financial year in which affiliation is granted.
- (c) Pay the annual affiliation fee in force not later than the 30th of June for the ensuing year.
- (d) Pay the annual registration fee in force for each of its athletes for the current financial year.

Article 30.

- (a) All individual members of affiliates shall be registered in the prescribed manner by their club or organisation with GASA.
- (b) Application for registration of athletes must be made to the Honorary Secretary, using the form prescribed by the Council and shall be submitted along with a copy of the birth certificate and/or the relevant pages of the athlete's passport.
- (c) No individual swimmer shall represent any affiliate/associate other than that with which he is registered with GASA.
- (d) Only swimmers registered with GASA can represent GASA on any team.
- (e) Application for transfer of registration from one affiliate to another must be made to the Honorary Secretary by the affiliate to which the applicant wishes to transfer. Such transfer shall not be granted unless the applicant is in good standing with the club which he is leaving. GASA shall intervene if there is an objection from any of the parties involved.

MATTERS NOT COVERED IN THIS CONSTITUTION

Article 31. Any matter not covered in this Constitution shall be decided by the managing body, in accordance with the Rules of GASA and following the principles of the mission of GASA.

AMENDMENTS

Article 32. Amendments to the constitution may be introduced by any member of GASA's Council or Executive of GASA at any General Meeting. Thirty (30) days' notice shall be given to all affiliates of GASA before such amendments are discussed and voted upon. A two-thirds majority shall be required for approval of any amendments.

