



**SOLOMON ISLANDS SWIMMING FEDERATION
CONSTITUTION**

SISF

1. **NAME**

There is hereby established in Solomon Islands an association called the “**SOLOMON ISLANDS SWIMMING FEDERATION” (SISF)**

2. The site of SISF shall be located in the City of Honiara, Solomon Islands

3. **Guiding Principals**

3. (1) The constitution and rules of Solomon Island Swimming Federation must not conflict with those of World Aquatics. Where there is a conflict, World Aquatics Rules shall prevail.
- (2) The Solomon Islands Swimming Federation acknowledges that World Aquatics is the only recognized body in the world which governs Swimming, Open Water Swimming, Diving, Water Polo Synchronised Swimming and master’s internationally.
- (3) The Solomon Island Swimming Federation is obliged to Support WA in its efforts to achieve its objectives and to act in accordance with the decisions of the WA congress, the WA Bureau as well as the WA Rules.
- (4) The Solomon Islands Swimming Federation shall comply with the WA Doping Control Rules which shall be deemed as incorporated into and shall be directly applicable to and shall be agreed to and followed by Competitor under Jurisdiction.
- (5) The Solomon Islands Swimming Federation must seek approval of the WA Bureau for any change of name and / or constitution before such changes are valid.
- (6) The Solomon Island Swimming Federation shall manage its affairs independently and not to be influenced by third parties.
- (7) The Solomon Island Swimming Federation shall hold elections at every four years, notify WA of the dates and the location of the elections and provide minutes of its congress to WA no later than 60 days after conclusion of the congress.
- (8) In pursuing its objects, the Federation shall abide by the principals of WA, in recognition of the importance of the Aquatic ideals, and shall, maintain

political and religious neutrally, and shall treat all persons alike regardless of race, gender, age, nationality, colour, creed, origin or belief.

- (9) In pursuing its objects, the Federation shall recognise that it is the right of all people in Solomon Islands, to take part in organised swimming programs, in safety and without fear of either physical or emotional intimidation from any source, either on or off the playing arena.

4. AIMS AND OBJECTIVES

- (a) Promote and encourage swimming sport among men women, youth and children in Solomon Islands as a way of life.
- (b) Provide training and coaching to sport men and women with the view of encouraging the quality of skills, knowledge and performance in the field of swimming within Honiara and the provinces.
- (c) Provide facilities where it is able to do so, to its members.
- (d) Provide access for its members to swimming technologies and development in other parts of the world through improve communication and information.
- (e) Administer schools and talent youth competitions.
- (f) Work along with World Aquatics, Solomon Islands Government, NOCSI, Stakeholders, NGOs, and other Federations to promote swimming sport throughout Solomon Islands.
- (g) To promote the development of swimming sport in Solomon Islands.
- (h) To represent the interests of swimming sport to the Government through National Sports Council with respect to funding for the development of facilities, sporting activities, physical education programs and the formulation of national squad to participate in local, regional and international competitions.
- (i) To provide and encourage active participation in swimming sport regardless of gender, age, religion, physical or intellectual disabilities or racial.
- (j) To engage in revenue earning projects, the sole object of which is to enable Solomon Islands Swimming Federation to carry out its objectives and obligations.
- (k) To commit itself to taking action against any form of violence or discrimination in swimming sport.

- (l) To ensure the observance of the Olympic Movement and Anti-Doping Code which covers all persons and competitions under the jurisdiction of NOCSI without exception.
- (m) To cooperate and collaborate with WA in order to fulfill its objectives.
- (n) SISF will carry out its objectives without political, religious, cultural, and gender bias.
- (o) The Solomon Island Swimming Federation shall manage its affairs independently and not to be influenced by third parties.

5. Subscriptions

1. SISF will establishment at its Annual Congress, the membership fees for the ensuing year.
2. The membership year will commence January 1st and conclude December 31st of the Same calendar year.
3. Membership fees will become payable by the March 31st of each calendar year.
4. Only those members who have paid their annual membership fee, prior to the commencement of the meeting may attend and vote at the SISF Congress.

6. MEETINGS

1. The Executive shall meet six times in a year and also when urgent matte arises.
2. There shall be an Annual General Meeting (“AGM”) which shall be held at the end of each yearly calendar.
3. The AGM shall be convened by the Secretary upon the direction of the President in writing to members 14 days prior to the date of the AGM which shall happen at the end of a yearly calendar.
4. A notice to convene an AGM shall be accompanied by an agenda and copies of any resolutions to be tabled at the meeting.
5. The Executive Committee may convene such other Extraordinary Meetings as it may decide, provided that where it decides to do so the provision of sub-clause (6.3) herein shall apply.

6. In the event where notice for Annual General Meeting given but form no quorum for two (2) times, the third call shall deem to form a quorum of those who attend. The quorum shall be Two Third of its members.

7. Where executive member does not attend three (3) consecutive meetings, he/she shall relinquish his/her position to pave way for a new one. An Extraordinary Meeting shall call to elect a new replacement for the vacate post.

7. POWER AND FUNCTIONS OF THE COMMITTEE

1. The Committee shall have powers to: -
 - (a) Acquire and dispose of property both real and personal.
 - (b) Borrow and lend.
 - (c) Raise and expend funds.
 - (d) Commence and defend legal proceedings.
 - (e) Publish and distribute written materials (both manual and electronic) including newspapers, newsletters, brochures, posters, magazines and books.
 - (f) Invest in securities and stock.
 - (g) Incorporate, manage and operate business entities for the purpose of profit.
 - (h) Impose fees, charges and financial contributions on members; and
 - (i) Engage in development of infrastructure facilities for its members.

2. The powers herein shall only be exercised for the purpose of achieving and advancing the aims and objectives of Solomon Islands Swimming Federation.

3. Power is vested on Executive Committee to pass, amend, take to court, impose on and prevent matters arising which pose threat to the smooth function of Solomon Islands Swimming Federation's activities. The decisions made by the Executive Committee is final without appeal.

8. MEMBERSHIP

Membership of Solomon Islands Swimming Federation shall open to: -

1. Provincial Sports Association duly elected as representative of sporting bodies within a particular province and recognize by the Provincial Government; and
2. Well established clubs with constitutions and yearly plan programs of swimming sport.
3. The Solomon Islands Swimming Federation shall ensure that its own members comply with the WA Rules.
4. SISF will only admit as members, organisations whose existence is recognised by their International Federation.

9. CEASE OF MEMBERSHIP:

- a) If a member continues to be in arrears of membership fees for two years (2), two written notices shall be notified that member within 30 days and failing to pay up the arrears its/her/his membership shall cease.
- b) For breach of any of the provisions of this constitution or any rules and regulations made under it.
- c) For a misconduct either locally or overseas that bring the Association into disrepute.
- d) That person died.

10. NOTICE OF MEETING:

Notice of all meetings of the General Assembly shall be given by the Secretary by radio, printed media and any other suitable means, no later than fourteen (14) days prior to the meeting.

11. MANAGEMENT AND CONTROL:

The management and control of the affairs of Solomon Islands Swimming Federation shall be vested in the General Assembly of Members. Between such meetings, the Solomon Islands Swimming Federation's Headquarters shall carry out routine administration of the Federation in consultation with the Executive Board.

12. JURISDICTION AND AUTHORITY:

Subject to this Constitution, the Solomon Islands Swimming Federation shall have full power, jurisdiction and authority to do all things necessary to carry out the business, affairs and objectives of the Solomon Islands Swimming Federation.

13. THE GENERAL ASSEMBLY:

- 1 The General Assembly shall be the highest organ within Solomon Islands Swimming Federation.
- 2 It is composed of all members referred to in Section 5 above and shall meet ordinary session at least once a year in order to:
 - (a) Hear the president report.
 - (b) Examine and approve the report of the Executive Board presented by the Secretary.
 - (c) Examine and approve the audited accounts of the previous financial year.
 - (d) Approve a budget for the coming year in accordance with an approved development plan.
 - (e) In general, decide on all items on its agenda; and
 - (f) Each group member such shall be entitled to be represented by two (2) delegates, each of whom shall have one vote each.
- .3 Voting delegates from group, MUST be formally appointed by their respective association/club. Delegates may be asked to produce written evidence of their status at a Solomon Islands Swimming Federation Congress meeting prior to be accepted as a voting delegate.
- 4 The General Assembly shall be chaired by the President, or in his/her absence the Vice President

- 5 **The quorum for the General Assembly Meeting of the Solomon Islands Swimming Federation shall consist of at least fifty-one per cent (50%) of members.**
- 6 An item not on the agenda shall not be discussed or submitted to a vote, unless two third of the total of Delegates members present agree.
- 7 Any motion submitted to the General Assembly (Congress) shall only be carried if approved by two third of the delegates present and entitled to vote.
- 8 Any member who does not pay up to date membership fee may attend the General Assembly but without voting right. It may do so as soon as arrears of due subscriptions are paid prior to the commencement of the meeting.

14. EXTRAORDINARY GENERAL ASSEMBLY:

Extraordinary General Assembly meeting of the Solomon Islands Swimming Federation shall be convened by the Secretary when directed by the Executive Board, or upon written request of not less than fifty percent (50%) of the members.

15. THE EXECUTIVE BOARD:

- 1 The Executive Board of the Solomon Islands Swimming Federation shall consist of the President, Vice President, Secretary, Treasurer, and five (5) Ordinary Members elected by the General Assembly.
- 2 The quorum for meeting of the Executive Board shall be five (5). The Executive Board shall: -
 - a) Deal with such matters as are delegated by the General Assembly; and
 - b) All members shall hold office until the end of a 4-year period
 - c) Terms of Office: The term of office of a member of the Executive is four (4) years, renewable twice. Terms served are calculated cumulatively, irrespective of any interruption of the service. If an Executive Member (e.g. a Vice President) is elected to a new position within the Executive (e.g. as Treasurer), any previous term served within the Executive (e.g. as a Vice President) is counted as part of the individual's overall term of office in the Executive.. The term of office for any position in the Executive Board shall be of four (4) years; every member of the Board may be appointed for such number of successive terms as considered appropriate by SISF, with a maximum of three (3) terms for each position.

- 3 A meeting of the Executive Board shall be convened at least six (6) times per year at the direction of the President or the Secretary, or if requested by at least fifty percent (50%) of the members. It shall also call for extraordinary board meeting when urgent matter arises.
- 4 Any Executive Board Member who miss three (3) consecutive scheduled meetings without any good reason will lose his/her place in the Executive Board.
- 5 An official who is elected to replace one who has resigned, passed away or been expelled, shall hold office only for the balance of the term of office of his/her predecessor.
- 6 An official may resign at any time in writing to the Secretary who shall notify the President and arrange for a replacement, who must be approved by a simple majority of the Executive Board. Thus appointed, the Secretary must duly inform the members of the Solomon Islands Swimming Federation by all available means. The appointment must also be ratified at the next General Assembly of Solomon Islands Swimming Federation.
- 7 An official may be expelled from the Executive Board if he/she is convicted of a felony or acted in a manner likely to or has brought embarrassment to the Federation. An official may be expelled only if supported by a simple majority of the Executive Board or by a simple majority of a special General Assembly convened specifically for this purpose.
- 8 Election of members of the Executive Board should take place within one month of the fourth (4) anniversary of the last election or whenever a vacancy arises.

16. EXECUTIVES

- (i) For the effective achievement, attainment, management and administration of its aims and objectives herein, Solomon Islands Swimming Federation shall have an executive committee (“the Committee”) which shall consist of: -
 - a. President.
 - b. Vice President.
 - c. Secretary.
 - d. Treasurer.
 - e. 5 Ordinary Members

- (ii) Members of the Committee shall be elected after 4 years by members at the last year of its last program.
- (iii) Where a vacancy exists in the Executive Committee the President shall convene an Extraordinary Meeting to elect a replacement.

17. SOLOMON ISLANDS SWIMMING FEDERATION OFFICIALS:

1. President:

The President, if present shall preside over each meeting of the Federation and the Executive Board. The President shall act on behalf of Solomon Islands Swimming Federation at Congresses meetings or forum either within Solomon Islands, regionally and internationally, on all matter pertaining to the business of the Federation.

2. Secretary General:

The Secretary General shall:

- a) Receive all correspondence of the Federation.
- b) Cause to keep a minute book in which the minutes of each meeting of the Federation and the Executive Board shall be recorded and which shall be available for perusal by an authorized representative of a member at a reasonable time at its request;
- c) Send minutes of all meetings to each member as soon as practicable, but within seven (7) days after the meeting to which they relate.
- d) Carry out decisions of the meeting General Assembly and the Executive Board and be responsible for the day to day administration of the affairs of Solomon Islands Swimming Federation.
- e) Oversee the Headquarters, its operations and supervise employees of the Federation.
- f) Ensure that the Federation meets all requirements regarding all employees in relation to the Labour Act; NPF Act and Ministry of Finance and other statutory requirements.
- g) Oversee the development and implementation of the Federation's four (4) yearly development plans.

3. TREASURER:

The Treasurer shall: -

- a) Receive all fees and money due to the Federation and prepare and present to the meeting General Assembly an audited balance sheet and a report of financial management.
- b) Be responsible for developing and implementing strategies for raising funds and seeking sources of income which shall include the security of Loans or any other borrowings from any recognized financial institution.
- c) Liaise with government, recognized sponsors, NGOs on all matters concerning funding programs and activities of the Federation.
- d) Oversee the financial activities of the Federation.
- e) Be one of the signatories on all cheque accounts held for the Federation and for its special projects.
- f) Report to the Executive Board on all financial matters.
- g) Ensure that annual audited accounts are presented to the Annual General Assembly and or all programs conducted by the Federation
- h) Other duties and responsibilities as assigned by the Federation Executive Board from time to time.

4. VICE PRESIDENT:

In the absence of the President, take over any roles assigned to the President and chair all General meetings and Executive Board Meetings. Other duties and responsibilities as assigned by the Solomon Islands Swimming Federation Executive from time to time.

4. FIVE (5) ORDINARY MEMBERS:

Shall assist the Federation from time to time as request by the Executive Board and carry out responsibility assign to them by the General Assembly of the Federation.

5. EMPLOYMENT OF STAFF

The Executive Committee may employ staff and other short-term personnel from time to time and on such terms and conditions as it may decide to carry work on its premises, and other work as may arise from time to time.

18. ELECTION OF OFFICE BEARERS

1. Nomination from two members, for anyone who wish to run for office during its AGM at the end of the term incumbent executive shall be submitted to the Executive 14 prior to the Annual General Assembly.
2. In electing the President, Vice President, Secretary, Treasurer and five (5) ordinary members, only financial members are eligible to vote.
3. Voting for elections shall be by secret ballot. Each person entitled to vote, shall write on the ballot paper the name of the candidate of his/her choice. If there are only two (2) candidates, then the candidate receiving the highest number of votes shall be elected. If there are three (3) or more candidates, then the procedure for election shall be as follows:
 - (a) After the ballot a candidate who receives more than fifty percent (50%) of votes of those present and entitled to vote shall be declared elected; and
 - (b) Failing receipt of more than fifty percent (50%) of the votes, then the candidate with the least number of votes shall be eliminated. This procedure shall continue until only two (2) candidates remain and a simple majority shall then decide the election.
4. The chairman of such meeting, who is the President of the Solomon Islands Swimming Federation shall have a casting vote in the event that two candidates receive same number of votes. The casting vote of the Chairman shall determine the elected candidate.

19. VOTING AT THE GENERAL ASSEMBLY MEETING OF THE FEDERATION:

- 1) Each Delegate, and member of the Executive Board present at a meeting of the General Assembly of Solomon Islands Swimming Federation shall be entitled to vote on every motion or amendment thereof. In addition to his/her deliberative vote, the Chairman of the meeting shall have, in the event of an equality of votes, a casting vote.
- 2) In electing of the President, Vice President, Secretary, Treasurer and five (5) Ordinary members of the Executive Board, the only persons who shall be entitle to vote shall be each Delegate and each member present at the meeting, subjection to Section 7.2 of this Constitution.
- 3) Voting for election of office bearers shall be by secret ballot. Each person entitled to vote, shall write on the ballot paper the name of the candidate of his/her choice. If there are only two (2) candidates, then the candidate receives the highest number of votes shall be elected. If there are three (3) or more candidates, then the procedure for election shall be as follows:

- a) After any ballot a candidate who receives more than fifty percent (50%) of the votes of those present and entitled to vote shall be declared elected.
 - b) Failing receipt of more than fifty percent (50%) of the votes, then the candidate with the least number of votes shall be eliminated. The procedure shall continue until only two (2) candidates remain and a simple majority shall then decide the election.
- 4) A resolution shall be considered adopted if a simple majority of the persons entitled to vote and present at the meeting vote in favour.

20. PROXIES VOTING:

In the event of a delegate being unable to attend a meeting of the Solomon Islands Swimming Federation, a proxy delegate may be appointed in writing by, or electronic transmission from Secretary, or other authorized officer of the relative body, the appointment notice being tendered at the time of the commencement of the meeting

21. Ex – Officio Members.

FINA Members shall ex-officio members with voting right in SISF general assembly of the respective, member to which they are affiliated, or by default the member of which is Citizen.

22. ACCOUNTS

4. The Executive Committee shall establish a bank account under the name “**Solomon Islands Swimming Federation**” which shall be operated and managed in the names of the President, Secretary and Treasurer of whom they shall be signatories. Any two (2) may sign to withdraw fund from time to time as directed by the Executive Committee, and the President shall be the compulsory signatory.
5. The Treasurer shall produce financial report on funds receive and spend on quarterly basis which shall be tabled at the last each quarter meeting.
6. No funds shall be expended from the Solomon Islands Swimming Federation in any year unless a budget has been approved by the Annual General Meeting at the beginning of that year.
7. All funds due to Solomon Islands Swimming Federation shall be deposited in its established accounts.
8. The financial year of Solomon Islands Swimming Federation shall be 1st January to 31st December every year.

23. FUNDRAISING

The Executive Committee may engage in such lawful fundraising activities as it may decide for the purposes of meeting approved expenditures of the Solomon Islands Swimming Federation including appeal for sponsors and donations.

24. NON-DISCRIMINATION

- 1 Members shall not discriminate against any group or person on any grounds whatsoever including race, colour, gender, religion or politics, people with special needs.
2. All other powers and duties of the Executive Committee shall be as stipulated under Part II and III of the Charitable Act (Cap.55)

25. By-Laws and Rules

The Federation/Congress/Executive may make such By-laws and Rules as are necessary and convenient to give effect to this Constitution and in particular with respect to:

- (i) The conduct of meetings.
- (2) The duties of officers.
- (3) The promotion of championships, competition, Games, meetings, and workshops.
- (4) The amount of registration fee and annual subscription fee.
- (5) The design and mode of the Seal of the Federation.

26. Conflicts of interest.

The Board expect its members, both individually and collectively, to act ethically and in a Manner consistent with the values of SISF. Each Board Member will minimise the possibility Of any conflict of interest with SISF by restricting involvement in other businesses that would Likely to lead to conflict of interest where conflicts of interest do arise, Board members must ‘ Formally declare and disclose any interest that they may have in matter at stake and must Excuse themselves from the relevant discussions and in accordance with SISF Code of Conduct will not exercise their right to vote in respect of such matters.

26. Constitutional Amendments.

- (1) This Constitution may be added to, resealed or amended by resolution at any general Congress, provided that no such resolution should be deemed to have passed unless it will be carried by a majority of at least two-thirds of the Congress.
2. In order that a constitutional amendment may be considered, it must be submitted To the Secretary General one calendar month prior to the date set for the Congress Or any meeting called for the purpose of amending the constitution.
7. Of which a copy of such notices being forwarded for each member within fourteen (14) days of its receipt by the Secretary
3. Any proposal to amend the constitution must clearly identify the clause to be Deleted, modified, or added.
5. Any changes or amendments to this constitution shall be subject to the approval of FINA.
6. The articles of the SISF constitution may be Amendments to the Constitution, certified as true copies by the President and the Secretary.

27. MAJORITY DECISION

All decision of Solomon Islands Swimming Federation whether it be at an AGM or at an Executive Committee meeting shall be a majority vote.

28. RESIGNATION

Any person appointed or elected to any post in the Solomon Islands Swimming Federation may resign by giving fourteen (14) days written notice addressed to the President or Secretary.

29. Indemnity:

Every office bearer and trustee of the Federation shall be indemnified out of the funds of the federation against any liability lawfully incurred by him/her in the bone fide performance of the duties of his/her office or employment.

30. **Dissolution:**

- (1) The Federation shall be dissolved after a resolution to that effect is carried by a vote of two thirds of the delegates representing Constituent Associations present at the Congress of the Federation convened to consider the question.

31. **Interpretation:**

The Congress shall be the sole authority for the interpretation of this constitution and of the by-laws and rules made there under, and the decision of the Congress upon any question of the interpretation or upon matters affecting the federation and not provided for by this Constitution or the by-laws or rules made there under shall be final and binding on the Constituent Associations.

32. **Commencement:**

This Constitution shall come into effect on the date which it is adopted and assented to by the First Constituent Associations of the Federation.

ADOPTED AND ASSENTED TO THIS 26TH DAY OF JUNE 2022

PRESIDENT
SISF

SECRETARY GENERAL
SISF

