

**RULES of The City of Birmingham Swimming Club (“the Club”) as at 24th February 2016****1. Name**

1.1 The name of the Club shall be The City of Birmingham Swimming Club.

**2. Objects**

2.1 The objects of the Club shall be the teaching, development and practice of swimming, synchronised swimming, and water polo for its members and shall, where appropriate, be to compete. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.

2.2 The Club shall be affiliated to ASA West Midland Region, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the A.S.A. (“A.S.A. Laws”) and in particular:

2.3.1 all competing members shall be eligible competitors as defined in A.S.A. Laws; and

2.3.2 the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Safeguarding Procedures.

2.4 By virtue of the affiliation of the Club to ASA West Midland Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 ASA West Midland Region, Warwickshire County ASA and

2.4.2 the A.S.A. (to include the A.S.A./IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).

2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

2.6 For the purpose of clarity in this document, the terms “Committee”, “Section Committee”, “Executive officers” and “Swimmer” are defined as below:

2.6.1 Where the term “Committee” is used in this document, this means the full committee for the City of Birmingham Swimming club, the composition of which can be found at 7.1.

2.6.2 Where the term “Section Committee” is used this refers to the committee representing each of the sections swimming, water polo and synchronised swimming within the City of Birmingham Swimming Club.

2.6.3 Where the term “Executive Officers” is used in this document, this refers to “Post holder” positions of elected Chairman, Vice Chairman, Secretary, Treasurer and President of the City of Birmingham Swimming Club. The purpose of the Executive Officers is to deal with any emergency situations arising where it may not be possible to convene the full committee in a timely manner.

2.6.4 Where the term "Swimmer" is used in this document, this refers to any person who trains as part of its constituent sections.

### **3. Membership**

3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.'s educational certificates. The only exception to this membership requirement is for Club Committee members from the Warwickshire Swimming Action Group, who by nature are members of their home club.

3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

3.4 Any person who wishes to become a member of the Club must submit a signed application to the Section Membership Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Section Membership Secretary but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.

The Club Membership Officer shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall wherever practicable include one independent member nominated by the ASA West Midlands Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

3.5 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, sex, religion, disability, political persuasion, or sexual orientation.

3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve criteria as determined by the Head coach/Coach.

3.7 The minimum age for a swimmer to be accepted as a member of the Club shall be determined in line with the ASA LTAD and the variations of the sections of the club and shall be at the discretion of the Committee.

3.8 All Speed Swimming competing members of the Club shall be members of a 'Parent Club' (a Parent Club is defined as another club affiliated to the ASA) and shall be 'dual registered' with that club, nominating City of Birmingham for ranking purposes.

3.9 Members may only enter themselves under the City of Birmingham SC umbrella through the entry procedure of the City of Birmingham SC. The conditions of Rule 18, Areas of Competition-must also be met.

3.10 The Committee shall determine the terms of reference of the Swimming section Development Squad ("SQ3").

### **4. Subscription and Other Fees**

4.1 The annual members' subscription shall be determined from time to time by the Section Committees, ratified by the Committee, who shall in so doing make special provision for different classes of membership as the Annual General Meeting shall determine.

4.2 The annual subscription and entrance fee shall be due on joining the Club and thereafter on the 1<sup>st</sup> day of the

relevant month in each year as determined by the Section Committee.

- 4.3 Any member whose subscription is unpaid by the date falling 30 days **after** the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.

## **5. Resignation**

- 5.1 A member wishing to resign membership of the Club must give to the Section Membership Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.
- 5.4 The A.S.A. Membership Department shall be informed should a member resign when still owing money or goods to the Club.

## **6. Expulsion and Other Disciplinary Action**

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee to be refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Rules for handling Internal Club Disputes ("the Rules") as the same may be revised from time to time. The Rules are set out in the A.S.A. Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Rules may be obtained from the A.S.A. Department of Legal Affairs.)
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Section Coach, Welfare Officer or Executive Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules.

## **7. Committee**

- 7.1 The Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and President (together forming "the Executive Officers of the Club") and the Head Swimming Coach, the Club Coaches for Water Polo and Synchronised Swimming, along with up to eight representatives; two from each of the three constituent sections, (all of whom must be members of the Club) and two representatives of local clubs nominated by the Warwickshire ASA Birmingham Swimming Action Group (SAG). All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.

- 7.2 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses. The Welfare Officer will have a right to attend Committee meetings without a power to vote. In addition, each section (swimming, water polo and synchronised swimming) **may** appoint a Section Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses.
- 7.3 The Executive Officers, with the exception of Section Chair persons who are elected within their section prior to the AGM, shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election. Section Committee members shall be proposed, seconded and elected prior to the Annual General Meeting.
- 7.4 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be six Committee members (to include not less than one Executive Officer and not less than one representative from each section). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than seven days written notice (to include by email) of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.5 In the event that a quorum is not present (as in 7.4 above) within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.
- 7.6 In addition to the members so elected the Committee may co-opt up to four further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee.
- 7.7 The sections of the club may appoint from among their number, sub-committees to have delegated powers and duties for the efficient running of the section. The Committee may remove (in whole or in part) or vary the terms of reference of such sub-committees. All such sub-committees shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. The sub-committees shall be for:
- Speed swimming
  - Synchronised swimming
  - Water Polo
- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.9 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Coach of each section shall maintain an Accident Book on behalf of the Section and the Club in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The Club shall make an annual return to the A.S.A. Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

7.12 The Committee, (or a majority of the Executive Officers), shall prior approve all material published to the club's main web site.

## **8. Ceremonial Positions and Honorary Members/Life Members/Appointment of Head Coach**

8.1 The Annual General Meeting of the Club shall elect a President, and if it thinks fit may elect Vice-Presidents. A President or Vice-President must be a "member" of the club if they are to comply with rule 3.2 and must be included in the Club's Annual Return of Members to the A.S.A..

8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.

8.3 The position of Club Head Coach is honorary. The Committee will make any such appointment. The appointment will be for a fixed term with negotiable extension at any point by agreement between the Club and the Head Coach. The Head Coach or Committee may terminate the appointment at any time.

## **9. Annual General Meeting**

9.1 The Annual General Meeting of the Club shall be held each year on a date in two (2) months of the end of the Club's financial year. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.2(a) to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.2.3 to elect the Executive Officers, other members of the Committee and to accept the nominations from Sections and the Warwickshire SAG;

9.2.4 to decide on any resolution which may be duly submitted in accordance with Rule 9.3.

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing (including electronic messaging) by the proposer and seconder to the Secretary not later than fourteen days before the date of the AGM/SGM. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than fourteen days before the date of the AGM.

## **10. Special General Meeting**

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

## **11. Procedure at the Annual and Special General Meetings**

11.1 The Secretary shall personally be responsible for the handing out or sending to each section secretary information which will then be cascaded to each member at his/her last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least fourteen days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. Information may, alternatively, with the agreement of member(s) concerned be distributed by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.

- 11.3 The Chairman, or in the Chairman's absence the Vice Chairman, or in the Vice Chairman's absence, a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote.

Only paid up members who have reached their 18<sup>th</sup> birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 18<sup>th</sup> birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)

- 11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order. In the case of dispute upon the interpretation of the rules of the club during the meeting, the Chairman shall have power to arbitrate that interpretation of the Rules of the Club.

## **12. Alteration of the Rules and Other Resolutions**

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of members present and entitled to vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the County Association/ASA West Midlands Region.
- 12.2 Such number of members as represent one-tenth in number of the members entitled to attend and vote at a General Meeting shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 18 days for both the Annual General Meeting or Special General Meeting, and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

## **13. By-Laws**

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

## **14. Finance**

- 14.1 All monies payable to the Club shall be received by the relevant section Treasurer and deposited in a bank account in the name of the Club. Sums shall be drawn from that account by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer or by BACS transfers authorised by the Treasurer or Section Treasurers. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1st September and ending on 31st August. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Funds of the various constituent sections, i.e., Swimming, Water Polo and Synchronised Swimming, shall be submitted as an amalgamated account to be included into a single General Club account under the control of the Committee. This single general account will be audited and presented at the Annual General Meeting. The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.

## **15. Borrowing**

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their

own discretion up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

## 16. Property

16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## 17. Dissolution

17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee. (see Guidance Notes ref Taxation).

## 18 Areas of Competition – This section applies to all sections within the club

18.1 The areas of competition in which the Club **may compete** are as follows:

18.1.1. County ASA Synchronised swimming Championships and Age Groups.

18.1.2. A.S.A. Combined Midland Individual and Team Championships.

18.1.3. A.S.A. Zonal Competitions.

18.1.4. All sections of the West Midland Region Synchronised Swimming, Water Polo and Masters Championships.

18.1.5. A.S.A. National Championships and A.S.A. National Age Groups Competitions.

18.1.6. All sections of the National Water Polo Championships and the National Water Polo League.

18.1.7. All sections of the A.S.A. National Age Group Synchronised Swimming and Masters Competitions and their appropriate National Championships.

18.1.8. Open Competitions held under A.S.A. Laws or the Laws of Constituent members of FINA outlined in the annual club calendar the content of which must be reviewed and approved in advance by section committee and ratified by full committee in order to avoid conflicts outlined in 19.1.

Any variations to the approved calendar shall be agreed by the same process or if this is not feasible, by a majority of Executive Officers prior to entries being made.

18.2 The Club **shall not compete** in the following competitions; neither shall members of the club be entered in the name of the club in these events:

18.2.1 A.S.A. County Swimming Championships.

18.2.2 A.S.A. County Age-Group Swimming Competitions.

18.2.3 A.S.A Team Swimming.

18.2.4 The National Arena Swimming League.

18.2.5 East or West Midland winter leagues.

18.2.6 The Nuneaton and District Junior league.

- 18.2.7 The Birmingham and District Water Polo League and any other such competitions organized by the A.S.A. for Swimmers at County Level.
- 18.2.8 All competitions promoted by, or under the auspices of Clubs whose headquarters lie within the City of Birmingham boundary (excepting competitions organized by the Club) and are organized solely for the benefit of all Clubs situated in Birmingham.
- 18.2.9 All open competitions not included in the club annual competitions calendar without prior approval from the Head Coach or under 'Executive Powers' as outlined in 2.6.3. This will ensure swimmers only enter competitions which support their pathway within the LTAD program and swimmers are not over competing.

## **19. Relationships with other Clubs**

- 19.1 These approved and restricted rules apply to ensure the representative nature of the City of Birmingham SC at a level commensurate with the standing of the club and to ensure there is no conflict of interest with 'parent' clubs or issues relating to first call.
- 19.2 The club ("as a Performance Hub") is a signatory to, and fully supports the roles & responsibilities of the Memorandum of Understanding (MoU) between the ASA West Midland Region ("The Region") and our parent clubs ("the Swim 21 Network Clubs").

## **20. Acknowledgement**

- 20.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

***"I acknowledge receipt of the rules of The City of Birmingham Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules."***