



Bangladesh Swimming Federation-Constitution

National Swimming Complex, Mirpur, Dhaka-1216

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Section-1

Title & Area:

This set of principles (herein after mentioned as constitution) is to be identified as the constitution of Bangladesh Swimming Federation. The entire country, Bangladesh will be under it.

Section-2

Definitions & Segments:

- a) Aquatics – means swimming, open water swimming, diving, high diving, water polo, artistic swimming and Masters programme / activity.
- b) AGM means the Annual General Meeting of Bangladesh Swimming Federation.
- c) AASF means Asian Amateur Swimming Federation.
- d) BOA means Bangladesh Olympic Association.
- e) BSF means Bangladesh Swimming Federation.
- f) Constitution means the Constitution of Bangladesh Swimming Federation.
- g) EC means the Executive Committee of Bangladesh Swimming Federation.
- h) FINA means Federation Internationale De Natation.
- i) General Council means the General Council of Bangladesh Swimming Federation.
- j) General Secretary means the General Secretary of Bangladesh Swimming Federation.
- k) Joint General Secretary means the Joint General Secretaries of Bangladesh Swimming Federation.
- l) Member means the members of Bangladesh Swimming Federation.
- m) Meeting means the meetings of General Council and the executive committee of Bangladesh Swimming Federation.
- n) NSC means National Sports Council.
- o) President means the President of Bangladesh Swimming Federation.
- p) Sub-Committee means the sub committees of the Bangladesh Swimming Federation.
- q) Treasurer means the treasurer of Bangladesh Swimming Federation.



- r) Senior vice – President means the senior vice – President of Bangladesh Swimming Federation.
- s) Vice-President means the Vice- Presidents of Bangladesh Swimming Federation.
- t) It will refer to such an organization recognized by International Swimming Federation (FINA), Asian Amateur Swimming Federation (AASF), South Asian Swimming Federation and National Sports Council.

Section-3

Flag Details:

There will be an individual flag for the Swimming Federation and it will be prepared with prior approval of the National Sports Council.

Section-4

Head Office:

Usually the Head Office of the Federation will be in the capital city Dhaka. In case, if it is situated outside Dhaka, it must not be considered as against the constitution. The elected Executive Council will be entrusted to take decision over this issue.

Section-5

Work Arena of the Federation:

- (a) Promoting, developing, controlling and co-coordinating all swimming related activities all over Bangladesh.
- (b) Obtaining recognition of concerned regional and international federations.
- (c) Giving consent to the district organizations and other organizations about concerned sports events.
- (d) Preparing plan and work schedule for training in swimming.



- (e) Standardizing the quality of swimming to international level.
- (f) Organizing competitions, tournaments and so on at national, regional and international level.
- (g) Facilitating participation of the national team in international competitions and tournaments.
- (h) Assisting for the welfare of the poor and renowned swimming stars.
- (i) Providing support and grants to the enlisted organizations.
- (j) Publishing books, journals and souvenirs on swimming sports and establishing library.
- (k) Arranging seminars, symposia, discussions, camps etc. On water sports at national and international level.
- (l) Ensuring discipline among swimming clubs, organizations, and associations and swimming stars as well.
- (m) Forming different committee and sub-committee and determining their duties and responsibilities.
- (n) Accomplishing of such activities which may deem helpful to obtain the above mentioned aims and objectives and simultaneously carrying out the instructions and directions of Bangladesh Government and of international swimming organizations like FINA or AASF.
- (o) Arranging training programs after searching out talents in swimming through the Federation's self-mechanism and assessment plan.

Section-6

Enlisted Organizations:

- (a) The following organizations will be directly linked to Bangladesh Swimming Federation on condition of participating in sports competitions at national level.
 - i. Army Sports Control Board.
 - ii. Air Force Sports Control Board.
 - iii. Navy Sports Control Board.
 - iv. Border Guard Bangladesh Sports Control Board.
 - v. Bangladesh Police Sports Control Board.
 - vi. Bangladesh Ansar Sports Control Board.



vii. Education Boards of Bangladesh.

viii. Public Universities of Bangladesh.

1. Different institutions and organizations, boards and bodies, swimming clubs and office teams which directly participate in the National Swimming Championship or any competition at national level and contribute immensely to the development and flourish of swimming sports in the country may be directly incorporated to the list of Bangladesh Swimming Federation.

Section-7

Structure of the Federation:

(a) General Council of Bangladesh Swimming Federation will formed stated below:

- i. One representative from every divisional sports organization.
- ii. One representative from every district sports organization.
- iii. One representative from the organizations mentioned in section-6.
- iv. At best 5 representatives selected by the National Sports Council .The clubs and associations which are situated within Bangladesh having a club house of their own, which are run under a constitution approved by the Federation participate in the national aquatics competition shall be considered eligible as councilor of Bangladesh Swimming Federation.
- v. One representative from the Sports Directorate.
- vi. One representative from Bangladesh KriraShikkhaProtishthan (BKSP)
- vii. One representative from Women Sports Organization.
- viii. Any Executive Committee member or Bureau member of FINA and Asian Amateur Swimming Federation who selected/elected from Bangladesh shall get the membership of the General Council directly.
- ix. The General Secretary of Bangladesh Swimming Federation (elected last) will be a member of the general council as an ex-officio.
- x. One representative of the judges' association of Bangladesh Swimming Federation will be a member of the General Council.

(b) If any approved organization or club does not participate in National Swimming Competition at least two (2) times in a period of four (4) years



Tenure, then that particular club or organization will lose its membership of General Council of the Federation. At the same time it will also lose its voting right and will not be allowed to place candidacy in any election.

(c) Fees and other Financial Obligations

As per FINA Sec 11 & AASF Sec 11 BSF must pay an annual membership fee decided by FINA & AASF bureau.

FINA & AASF may set of fees with payment due to its member's federation. Each Member of FINA must pay an annual membership fee decided by the Bureau as part of the budget. FINA may set off fees with payments due to members. Default in payment of the membership fees or other amounts which may be due by Members to FINA in application of the FINA Rules may lead to sanctions, including suspension or, ultimately expulsion.

As per FINA Sec c12.2 FINA may impose the following sanctions:

Sanctions are:

- i. Warning
- ii. Fine
- iii. Suspension
- iv. Expulsion, withdrawal of recognition
- v. Cancellation of results
- vi. Return of awards, medals, prizes, etc.

Section-8

(a) Executive Council:

- i. President: One (1) person (elected/Gov. nominated)
- ii. Senior Vice President : one (1) person
- iii. Vice President: Three (3) persons
- iv. General Secretary: One (1) person
- v. Joint General Secretary: Two (2) persons
- vi. Treasurer: One (1) person
- vii. Member: Sixteen (16) persons
- viii. Member: Two (2) persons (nominated by National Sports Council)In total : twenty seven (27) persons

(b) Warrant of precedence for the Senior Vice President, Joint General Secretary and members shall be decided on the basis of their receiving votes.



- (c) Responsibility must be handed over to newly elected committee within fifteen (15) days of the election. Otherwise, after sixteen (16) days, the new committee will be considered to have taken over the charge.
- (d) As per the amendments of Sec. No 20 of the National Sports Council Act, the President of the Federation will be directly nominated by the government. Except two (2) members nominated by the Chairman of the National Sports Council, all other members of the Executive Committee will be elected by the voters as mentioned in sec-7 of the constitution.
- (e) Quorum: Quorum of a meeting of the General Council or Executive Committee will be fulfilled with the presence of 1/3rd members.
- (f) FINA: According to the official structure of FINA, Bangladesh Swimming Federation will be operating its official activities.

Section-9

Authority, Duties and Responsibility of the EC:

- (a) Approving membership of the intended and curious swimming organization or club.
- (b) Determining the conditions of the activities of different sub-committees as per their needs. In addition to the President and Executive Committee members, experienced members from outside may be included if any necessity arises.
- (c) Controlling and Operating the Federation's fund.
- (d) Approving punitive measures adopted by the approved organization and reviewing appeals.
- (e) Explaining the articles of the Constitution and taking decision on such rules/sections that go beyond the sections of the Federation.
- (f) Enacting rules and sub-rules in congruity with rules and regulations of FINA.
- (g) Taking proper steps against the persons or any approved organization for breaching laws, creating chaos and indiscipline, misconduct and any unnecessary demonstration.
- (h) Arranging annual general meeting.
- (i) Forming team for sending abroad and inviting foreign teams.
- (j) Creating post for the Federation office and appointing there accordingly.



- (k) Considering and approving the annual report presented by General Secretary.
- (l) Reviewing and evaluating the details of the sub-committees and taking actions.
- (m) Preparing similar act which is substitute to the aims and objectives of the Federation.
- (n) Appointing auditor.

Section-10

Duties and Responsibilities of the members of the Executive Committee:

(a) President:

- i. He/she will be chairing the meeting of the Federation if present. In absence of the President, Senior Vice President will chair the meeting and in absence of him/her, one senior member present there will take over the charge.
- ii. In case of a stalemate situation in any voting, the President of the Federation may exercise his/her power of casting vote.
- iii. The President will be entrusted to take any decision on any emergency issue consulting with the General Secretary and if any decision is taken in this way, he/she will put it forward to the ensuing meeting of the Executive Committee for approval.
- iv. In case of the any members' absence for long period, the President will nominate one member from the Executive Committee on ad-hoc basis.

(b) Senior Vice President: He/she will run his/her responsibility as given by president and will act as President in absence of President.

(c) Vice President: He/she will run his/her responsibility as the next Senior Vice President will carry out activities entrusted by the President of the Executive Committee.

(d) General Secretary:

- i. He/she will perform the following responsibilities as the spokesperson of the Executive Committee and Chief Executive of the Federation-
- ii. He/she will circulate notice of annual general meeting and others meetings of the Executive Council, after taking approval from President.



- iii. He/she will maintain all types of communication for the Federation and preserve all required documents to safeguard the assets of the Federation.
- iv. He/she will approve bills and sign bank cheque jointly with the President and Treasurer.
- v. He/she will carry out all responsibilities attributed by the General Council and Executive Committee.
- vi. He/she will remain vigilant to raise fund and collect sponsors for good accomplishment of the competition even without government's approval.
- vii. He/she will maintain communication regarding local, national and international matters and will administer the Federation as Chief Executive Officer.
- viii. He/she will be allowed or authorized to keep sufficient amount of cash with him/her to meet up the emergency expenses. In that case it must be approved by the Executive Committee.
- ix. He/she will issue payment orders.
- x. He/she will be the member of all standing committee and sub committees as an ex-officio.
- xi. He/she will be preparing the annual report and work schedule and present it on the meetings of Executive Committee and General Council.
- xii. He/she will coordinate programs and activities of different sub-committee and will issue necessary guidelines time to time.

(d) Joint General Secretary:

The Joint General Secretary will carry out responsibilities in absence of the General Secretary. In addition, he/she will cooperate General Secretary in his/her performances and will also carry out responsibilities attributed by the General Council and Executive Committee.

(e) Treasurer:

- i. He/she will be responsible for collecting all funds of the Federation and will deposit it in a specific bank account within one week after receiving.
- ii. He/she will maintain proper register or keep book of the assets and accounts of the Federation.



- iii. He/she will plan and chalk out the annual budget of the in-come and expenditure of the Federation and will submit it in the annual general meeting. (Approval of the Executive Committee is a must for the budget to be placed at the annual meeting)
- iv. He/she will be allowed to add amount sanctioned by the President, General Secretary or Executive Council in order to meet up the underwritten cost.
- v. At the end of the year, he/she will place the details of the audited accounts at the annual general meeting with approval of the Executive Committee.

Section-11

Sub-Committees:

- (a) The Swimming Committee consist of five (5) members,
- (b) The Open Water Swimming Committee consist of five (5)members,
- (c) The Diving Committee consist of five (5) members,
- (d) The Water Polo Committee consist of five (5) members,
- (e) The Masters swimming Committee consist of five (5) members.
- (f) The Sports Medicine Committee consist of three (3) members,
- (g) The Doping Control Review Board (DCRB) consist of three (3) members,
- (h) The Athletes' Committee consist of five (5) members,
- (i) The Coaches Committee consist of sixteen (7) members,
- (j) The Finance Committee consist of five (5) members,
- (k) The Development Committee consist of five (5) members,
- (l) The Legal Committee consist of five (5) members,
- (m) The Media Committee consist of five (5) members,
- (n) The Awards Committee consist of five (5) members,
- (o) The Marketing Committee consist of five (5) members,
- (p) The selection Committee consist of five (5) members,
- (q) The Facilities Committee consist of five (5) members,
- (r) The Audit Committee consists of four (5) members.

(h)a. The Athletes' Committee includes:

1. One (EC) executive board member will be the committee chief,
2. The chief will be former athltes,



3. He/She will have voting right to executive board for being an elected executive body's member,
4. Other four athletes could not have any right to give any vote in executive board.

Section-12

Fund:

(a) All funds of Bangladesh Swimming Federation should be saved in a scheduled bank in Dhaka that would be jointly operated by the General Secretary and the Treasurer. In absence of any one of the two, the President would be acting as the signatory.

Section-13

Financial Year:

Every financial year of the Federation will be counted from 1st July of the current year to 30th June.

Section-14

Inspection & Audit:

(a) Federation will be inspected according the process mentioned below:
In every year the audit committee will carry out the audit of the Federation with an external expert. If needed the Chairman of National Sports Council will appoint a class one officer to inspect/audit.

Section-15

Annual General Meeting (AGM)

To hold an AGM at least every two (2) years. The AGM must approve the accounts, the budget, audit report and the amendment of the constitution. BSF shall notify the dates and the location of the AGM sixty (60) days before to



FINA. The minutes shall be provided to FINA within sixty (60) days of the AGM.

Section-16

Validity of Executive Committee:

Validity of the executive committee of Bangladesh Swimming Federation will be four (4) consecutive years. It will come into effect from after 16th days of the notice issued by the NSC.

Section-17

Ad-hoc executive Committee:

If required, the National Sports Council may form an Ad-hoc executive committee after dissolving the existing committee.

Section-18

Election:

As per the proposition of Bangladesh Swimming Federation, the National Sports Council will form an election commission at the completion of the tenure of the elected Executive Committee.

Section-19

Athletes' Welfare Fund:

Bangladesh Swimming Federation may form a welfare fund following legal procedure by arranging charity shows or friendly matches. This fund would be dedicated to the welfare of the sports related persons and matters.

Section-20

Swimmer Registration:

The participating swimmers must be registered as per the rules and sub rules propounded by Bangladesh Swimming Federation.



Section-21

Rules & Sub-Rules:

Bangladesh Swimming Federation may frame some rules and sub rules for a proper and efficient application of the provisions of Constitution.

Section-22

Directions:

1. The National Sports Council will have the authority to amend, cancel or ratify any rule or sub rule of the constitution.
2. The Federation will not have any right to frame any rule that goes against the constitution.
3. National Sports Council may give any instruction for the interest of the Federation and these instructions must be entertained accordingly.
4. Any dispute among the registered organizations, players, officers or concerned persons of the Federation must be settled through negotiations or mutual understanding or with mediation of the chairman of NSC. Rather than before seeking legal action of the arbitrator nobody will not go to the court.

Section-23

Explanation of the Constitution:

Explanation of any issue or matter which is not mentioned in the Constitution and explanation of any rule or sub rule given by the National Sports Council would be considered as crucial and would be applicable for all concerns.

Section-24

Amendment of the Constitution:



If there arises any need of enhancement, amendment or renovation of the charter, it is to be tabled at the meeting of General Council of the Federation. The General Council will recommend the necessary amendments to the

National Sports Council. If the amendments are accepted by the Sports Council, they will be considered applicable.

Section-25

Doping

(a) The Doping Committee shall consist of three (3) members. One member of the Doping Committee shall be from the BOA Doping committee and the other two (2) members from BSF EC. Members of the Doping Panel shall serve for a period of four (4) years, or until their successors are appointed.

(a) BSF shall nominate persons for appointment to the Doping committee by taking into consideration their requisite anti-doping experience including their legal, sports, medical and/or scientific experience. Members must also speak fluent English or Bangla.

(b) Doping panel will conduct Anti-Doping education program (ADEP) among the athletes of Bangladesh Swimming Federation as required with FINA doping control rules and the FINA doping panel procedural rules.

Section-26

Disciplinary Action:

(b) The Disciplinary committee shall consist of three (3) members. One member from National Sports Council (NSC's legal officer) and the other two (2) members from BSF EC.

(c) Disciplinary Panel shall serve for a period of four (4) years or until their successors are appointed.

(d) The Disciplinary committee shall conduct hearings and impose sanctions in all disciplinary cases originating from violations of any BSF and FINA Rules.

(e) The hearings of the Disciplinary committee shall respect the following principles:

- i. A timely hearing;



- ii. A fair and impartial hearing;
- iii. The right to be fairly and timely informed of the violation of the rules;
- iv. The right to respond to the rules violation and resulting consequences;

- v. The right of each party to present evidence, including the right to call and question;
- vi. Witnesses, subject to the hearing body's discretion to accept testimony by telephone or written submission;
- vii. The right to an interpreter at the hearing, andThe right to a timely, written, reasoned decision; specifically, include an explanation of the reasons for any period of suspension.

Section- 27

- (a) The previous **Constitution** will be considered dismissed or ineffective since the date of the new Constitution comes into effect.
- (b) All the lawful actions, measures and decisions taken previously under the previous Constitution will not be considered as null and void or illegal due to the enhancement of the new Constitution.