



Explanation of changes to Club By-laws

Our current Club By-laws were written shortly after the club formed, and are therefore due for a review. At the time they were written, Masters Swimming WA (MSWA) was very prescriptive regarding what roles should exist on the club committee. MSWA has since revised its own Rules and By-laws and now expects clubs to be proactive in the design and function of their committees. This means that a lot of the content of our current By-laws no longer truly represents the way we function.

A summary of the changes being proposed:

- **Non-executive committee roles:** The design and function of the non-executive roles can be best handled by the Club committee. The make-up and description of such roles has therefore been removed from the By-laws. Committee roles and procedures will now be documented in the Club Best Practice Manual, which will be reviewed and updated where required each year to ensure that we are meeting the needs of our members in the best way possible. It will also help with the transfer of knowledge each time a committee role is handed over to a new incumbent.
- **Life Membership Conditions:** The old By-laws were somewhat ambiguous, so these have been clarified, plus we have removed option to pay National and State fees as this is not standard practice, and can be very difficult to remove once implemented, therefore potentially putting stress on Club finances if membership numbers decline.
- **Awards:** Being prescriptive about which awards will be given out each year, does not allow us to respond to changes in our club's major focus areas in a timely manner. It is therefore proposed that this responsibility also be given to the committee.
- **Wording:** Corrections were made to ensure consistency (e.g. all references to our Constitution now refer to it as the Club Constitution; plus, the syntax of any of the Section references were amended to be consistent throughout the document).
- **Forms:** The forms that used to be appended to the By-laws will now be included in the Best Practice Manual instead.

To understand our guiding documents:

- Our **Constitution** is designed to ensure that we comply with the Associations Act, and must be submitted to the appropriate State Government department whenever it is amended. It is the hardest of our guiding documents to update.
- Our **By-laws** are determined by the club as a whole and specify any extra rules under which the committee will operate. It can be updated at any General Meeting of the Club.
- Our **Best Practice Manual** is a working document of the committee to help it function effectively. It particularly assists with knowledge handover when long-serving committee members step down or are absent for a period.