



AA

BUSSETON MASTERS SWIMMING CLUB INC

Association Number

A1029740P

By-Laws

November-2025

DRAFT FOR APPROVAL

BL1 Name of the Club

BL1.1 The Club shall also be known as Busselton Masters Swimming Club.

BL2 Club Logo

BL2.1 The Club logo can be amended at a General Meeting

BL3 CONDUCT

BL3.1 In the event of any inconsistency between the provisions of the Club Constitution and the provisions of these By-Laws, the provisions of the Club Constitution shall prevail.

BL4 INTERPRETATION

BL4.1 All terms in these By-Laws have the same meaning as the same terms in the Club Constitution, unless expressly defined otherwise or the context requires otherwise.

BL5 AMENDMENTS TO CLUB CONSTITUTION or BY-LAWS

BL5.1 The Club Constitution and/or By-Laws shall be subject to amendment according to the following procedures:

- a) Proposals for amendment may be initiated by the committee or by written submission to the committee by any 2 ordinary members.
- b) Each proposed amendment shall be considered by the committee before being submitted to a general meeting of the Club. The committee shall determine its support for or opposition to the amendment and the view of the committee shall be expressed to the members prior to the general meeting.
- c) The resolution to be voted on and the committee's support or opposition shall be circulated to members with the notice of meeting as per the Club Constitution.

BL6 MEMBERSHIP

BL6.1 Refer to Categories and Classes of Membership, Section 8 (4) of the Club Constitution.

BL6.2 Life Membership conditions:

- a) Nominations for Life Membership shall be presented to the committee in writing by a proposer and seconder, together with a record of service of the nominee. The nominee must have been a member of the Club for a minimum of ten (10) years, and their service to the club must be considered exceptional.
- b) If endorsed by the committee, a notice of motion to confer Life Membership shall be distributed to members at the same time as the notice of the AGM. Such a resolution must be a Special Resolution, and must therefore (as per the Act) be confirmed via a three-fourths majority vote of all eligible voting members present at the meeting.
- c) Non-swimming Life Members shall be exempt from all membership fees, and shall be registered as non-swimming members with Masters Swimming Australia, with the nominal fee being paid by the Club.
- d) Life Members who wish to take part in Masters Swimming activities shall be required to pay the Branch and National components of the Annual Membership Fee, but shall not be required to pay the Club component.

BL6.3 Fees:

- a) The Club component of member fees shall be determined by the committee.
- b) The fee for Second Claim membership shall be determined by the committee.
- c) All member fees are to be ratified at the AGM as per the Club Constitution.

BL6.4 Trial Membership:

- a) Prospective members may participate in 2 sessions prior to joining the club. Where the trials take place within a month of a new membership period commencing, the trial period may be extended to a month.

BL7 COMMITTEE

BL7.1 As per the Club Constitution Section 27 (3), the committee members consist of:

- a) The office holders of the Club (President, Vice-President, Secretary, Treasurer), hereafter known as the Executive; and
- b) At least one ordinary committee member.

BL7.2 In addition to the Executive, the committee may allocate ordinary committee members or office holders to take responsibility for non-executive roles within the Club. A person **may** fill 2 or more non-executive roles at the same time. If there are insufficient committee members to fill the roles, or if no committee member has the appropriate skills to do so, the committee may appoint ordinary Club members to one or more non-executive roles.

BL7.3 **Executive Duties:** further to duties outlined in the Club Constitution Sections 28-30, Executive office holders shall also have the duties listed below.

- a) Secretary shall:
 - (i) affiliate the Club with Masters Swimming WA;
 - (ii) submit names of office holders to the Executive Office of MSWA following the AGM where required.
- b) Treasurer shall:
 - (i) ensure that the correct authorities are set up for withdrawal of Club funds.
 - (ii) whenever technically possible, either 3 or 4 members of the Executive will be set up as authorisers of withdrawals, with any 2 being required to authorise each withdrawal. No two of the authorisers should be from a single family group. If required to satisfy this requirement, a committee member or other Club member approved by the committee may be registered as one of the authorisers.

BL7.4 **Non-executive Duties:**

- a) Non-executive duties shall be determined by the committee and documented in a Club Best Practice Manual.

BL8 COMMITTEE MEETINGS

- BL8.1 The committee shall generally meet every 2nd month on dates agreed by the committee.
- BL8.2 The Executive office holders shall have the power to deal with urgent matters relating to the control and conduct of the members and the Club activities, but shall report such action(s) to the next committee meeting.
- BL8.3 A secret ballot shall be held on any question where it is demanded by more than one member of the committee.

BL9 ANNUAL GENERAL MEETING

- BL9.1 The Annual General Meeting shall, whenever possible, be held during October or November each year.
- BL9.2 The business of the Annual General Meeting shall be as specified in the Club Constitution, Sections 50 (3) and (4) plus:
 - a) Consider and vote on any Life Member appointments as recommended by the committee.

BL10 AWARDS

- BL10.1 Annual awards (categories, recipients and presentation timing) shall be determined by the committee.