

# **BUSSELTON MASTERS SWIMMING CLUB INC**

**Association Number**

**By-Laws**

## **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 Constitution and the provisions of these By-Laws, the provisions of the Constitution shall prevail.

## **BL4 INTERPRETATION**

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

## **BL5 AMENDMENTS TO CONSTITUTION or BY-LAWS**

BL5.1 The 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 Constitution.

## **BL6 MEMBERSHIP**

BL6.1 Refer to Categories and Classes of Membership Section 8 (4) 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/or been a serving member of the committee for a minimum of five (5) years.
- 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 generally be required to pay the Branch and National components of the Annual Membership Fee, but shall be exempt from the Club component. However, depending on Club finances, the AGM may pass a resolution to pay the Branch and National components for these members.

BL6.3 Fees:

- a) The Club component of member registration fees shall be reviewed and set by the committee in August (4 & 16-month fees) and November (12-month fee) each year.
- 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 Constitution.

## BL7 COMMITTEE

BL7.1 As per the Constitution of the Club, Refer to (27.3) the committee members consist of:

- a) The office holders of the Club, 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, including but not limited to, any or all of the following:

- a) Registrar
- b) Head Coach
- c) Endurance Officer
- d) Safety Officer
- e) PR/Publicity Officer
- f) New Member Officer
- g) Social Coordinator
- h) Clothing & merchandise Co-ordinator.

BL7.3 A person ***may*** fill 2 or more of the roles listed in BL7.2 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 of the roles in BL7.2.

BL7.4 **Executive Duties:** further to duties outlined in the Constitution of the Club DIV 1 (29) and (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;
  - (iii) ensure committee members have up to date membership details to assist in their roles.
- 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.

**BL7.5 Non-executive Duties**

- a) Registrar shall:
- (i) be responsible for the conducting of registrations of all swimming events and shall have the power to co-opt members to assist in this area;
  - (ii) be responsible for collecting and lodging entries (including relays) for all interclub swim meets, or for appointing someone responsible;
  - (iii) submit each year as required by the State Branch, details of swim performances of members who may qualify for positions in the National Top Ten time schedule.
  - (iv) record and lodge all club entries electronically to MSWA swimming events.
  - (v) provide a report to the committee every 2<sup>nd</sup> month.
- b) Head Coach shall:
- (i) encourage members to achieve and maintain fitness by providing for coaching and general education of members in all areas of swimming;
  - (ii) act as coordinator of all swimming programming and coaching;
  - (iii) maintain close liaison with the MSWA Branch Director of Coaching;
  - (iv) appoint one or more assistant coaches to assist as required, including standing in when the Coach is absent.
  - (v) Provide a progress report to the committee every 2<sup>nd</sup> month.
- c) Endurance officer shall:
- (i) be responsible for the conduct of Endurance swims;
  - (ii) be responsible for recording all timed swims performed by members;
  - (iii) be responsible for submitting details of swims performed by members for State Endurance Trophy points and National Award badges as required by the Registrar;
  - (iv) Provide a report to the committee every 2<sup>nd</sup> month.
- d) Safety Officer shall:
- (i) do everything possible to ensure that all swims are conducted in a safe manner;
  - (ii) liaise with pool staff where safety improvements are required.
  - (iii) Liaise with Club Secretary for updated membership list to be available at all club activities. Access to Sports TG Console.
- e) PR/Publicity Officer shall:
- (i) publicise the activities of the Club or Club members;
  - (ii) be responsible for maintaining the Club Facebook account;
  - (iii) be responsible for ensuring that the Club website is kept up to date.
- f) New Member Officer: shall
- (i) welcome new members or potential members to the Club;
  - (ii) ensure potential members are aware of trial period and membership options;
  - (iii) ensure that new members receive their new member kit, access to Rules and By-Laws, and that their email is added to Club mailing lists as appropriate.
- g) Social Coordinator shall:
- (i) encourage the Masters Swimming motto of “fitness, friendship and fun” by organising social events for the Club.

- h) Clothing & Merchandise coordinator:
  - (i) Maintain a record of all club equipment and carry out auditing as requested by the club committee.
  - (ii) Responsible for the ongoing development and purchase of club clothing and merchandise following approval from the club committee.

## **BL8 COMMITTEE MEETINGS**

- BL8.1 The committee shall generally meet every 2<sup>nd</sup> month during the second week of that month.
- BL8.2 The committee shall endeavour to make the minutes of each meeting available electronically to members within seven (7) days of the meeting.
- BL8.3 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.
- BL8.4 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 on or before mid - December each year.
- BL9.2 The business of the Annual General Meeting shall be as specified in the Rules of the Club, Refer to 50 (3) and (4) plus:
  - a) Approve any Life Member appointments as recommended by the committee.

## **BL10 AWARDS**

- BL10.1 Annual awards may be presented at a time and place to be determined by the committee. The type of awards presented may vary each year, at the discretion of the committee.  
The awards may include
  - (i) Endurance – Male or Female
  - (ii) Encouragement Award
  - (iii) Most Improved Award
  - (iv) President's Award for most outstanding club member

## **BL11 CLUB SERVICES**

### **BL11.1 Provision of Coaching**

Club coaching: the committee can from time to time coordinate coaching sessions for the members with a swimming coach. These sessions may require a fee for service or be provided by the club membership fees.

- (i) These sessions can include
  - a. Individual members
  - b. Small groups
  - c. General swimming coaching

## **BL12 New Membership Guest Trial Sessions**

BL12.1 The Club offers Guest swimmers two trial sessions, prior to joining the club.

## **BL13 FORMS**

BL13.1 Committee Position Nomination Form

BL13.2 Appointment of Proxy

<p><b>Busselton Masters Swimming Club</b></p> <p><b>COMMITTEE POSITION NOMINATION FORM</b></p>
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I, the undersigned, being a financial voting member of Busselton Masters Swimming Inc., hereby nominate for the following position(s) on the committee of the Busselton Masters Swimming Club:

**SELECT one or more positions** (if elected to a position, any nominations for other positions become void)

- |                                                    |                                         |
|----------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> President                 | <input type="checkbox"/> Vice-President |
| <input type="checkbox"/> Secretary                 | <input type="checkbox"/> Treasurer      |
| <input type="checkbox"/> Ordinary Committee Member |                                         |

**NOMINEE:**

Name: _____	Membership No: _____
Email: _____	Phone: _____

**NOMINATOR:**

Name: _____	Membership No: _____
Signature: _____	Date: _____

**SECONDER:**

Name: _____	Membership No: _____
Signature: _____	Date: _____

**DECLARATION OF NOMINEE:**

I, \_\_\_\_\_, agree to stand for election for the above nominated position(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This nomination form (signed by all parties) must be received by the President or Secretary of Busselton Masters Swimming Club Inc. either in person or via email to [president@busseltonmastersswimming.com](mailto:president@busseltonmastersswimming.com) at the start of the AGM.

**Busselton Masters Swimming Club.**  
**APPOINTMENT OF PROXY**

I, \_\_\_\_\_,  
(insert MEMBER's name)

being an eligible voting member of Busselton Masters Swimming Club, as defined by the Rules, hereby  
APPOINT (insert PROXY's name below)

\_\_\_\_\_  
who is also a member of the Club, as my proxy for the forthcoming meeting to be held on  
\_\_\_\_\_  
and at any subsequent adjournment thereof.

My Proxy is hereby authorised to vote on my behalf as follows in relation to the following resolutions and/or nominations:

***In favour:***

***Against:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Insert resolution Nos, description or nominees name in either 'In favour' or 'Against' column)

and either (select **ONE** option):

- In any way my Proxy thinks fit on any other issue requiring a vote (default if neither is selected); or
- Is not to vote on my behalf on any issue other than those listed above.

\_\_\_\_\_  
Signature of member appointing Proxy

\_\_\_\_\_  
Date