

# WESTCOAST MASTERS SWIMMING CLUB

## BY-LAWS 2022

### CONDUCT

- The provision of the Constitution shall be strictly adhered to and 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.

### INTERPRETATION

- In these By-Laws, words and expression which are defined by the Constitution shall have the meaning so defined unless the context otherwise shall require; words importing the singular number only shall include the plural numbers and vice versa; words importing the masculine gender shall include the feminine gender, words importing persons shall include operations.

### MEMBERSHIP

- Membership types are further defined below:
  - Active members have paid full membership and are registered with Masters Swimming Australia.
  - Competitive membership is registered with Masters Swimming Australia for the purpose of competition but is not entitled to training and coaching with of the club.
  - Social membership is for non-training, non-competitive members who are entitled to attend social functions but may not hold formal position on the committee or have voting powers.
  - Second claim members are members of other Masters Swimming WA clubs who may wish to join the Club in addition to their first club.
  - Life membership of the Club will be considered after 10 years distinguished service to the Club or for a contribution of sustained excellence. A candidate shall have a record of active involvement and have contributed outstanding service of lasting importance to the club. Outstanding service is defined as activities that greatly exceed normal expectations or that are generally perceived as significant. Their contribution should reflect an extended time commitment to the club.

- The process for life membership processing is described in By-law 4.0.
- A person wishing to apply for Competitive and Social membership shall make an application in writing to the Committee and the Committee shall decide whether to accept or reject the membership.
- Competitive members pay State and National fees and an Administration fee to the Club. They do not pay the portion used towards lane hire fees and as a result are not permitted to train with the club in the regular booked pool sessions. Competitive members can utilise the Club for entry to swim events.
- Social members pay the Administration fee to the Club only. They are not registered with Masters Swimming WA and cannot train with the Club.
- A second claim member who is already a member of a WA Masters Swimming Club may join the Club by completing the Masters Swimming WA membership form. This member pays only the club component as the State and National fees will have been paid via their first claim club. Interstate members must pay the State and the club fee components.
- If a member is unable to continue membership due to other life events (e.g. transfer of employment) within three months of registering for a year, the club will reimburse the member 75% of the club component of fees.

## LIFE MEMBERSHIP

- Any nomination for Life Membership must come from at least two Active Club Members who will complete and submit the Life Membership Application Form addressing the selection criteria, to the Committee for consideration.
- The Club Committee must receive any such nomination no later than sixty (60) days prior to the Annual General Meeting.
- If endorsed by the Committee, the nomination will then be submitted as a Motion on Notice at the Annual General Meeting by the President.
- If the Committee does not support the nomination, the members who made the application will receive written notification of the decision by the President.
- Endorsement of the nomination will be by 75% majority vote of the Club members at the Annual General Meeting.
- If accepted, the person nominated for Life Membership shall be notified by the in-coming President in writing.

- A person nominated for Life Membership must accept or reject the resolution to confer life membership in writing. Upon acceptance, the persons' details will be entered into the Life Membership register.
- No more than two Life Membership nominations will be considered by the Committee per calendar year.
- Nominations must be treated confidentially by the nominators and the Committee.
- If a Committee member is a nominated person, the vote shall be conducted by the remainder of the Committee outside of the Committee meeting.
- Life Members will have all Club component of the annual membership fee paid for them by the Club each registration year.
- If a Club Life Member no longer wishes to register as a member of the Club they will retain the status of Honorary Life Membership, but will not be registered.

## COMMITTEE MEETINGS

- Club Committee meetings will be held monthly at the time and place most expedient to the majority of the Committee and/or at such other times as shall from time to time be determined, with the exception of the month in which the AGM will be held.
- At all Committee and General meetings the President will act as chairperson, or in the absence of the President or the Presidents unwillingness to chair the meeting, the Vice President, or in their absence a chairperson shall be elected by the office bearers present.
- The Chairperson at Committee or sub-committee meetings may with the consent of the meeting adjourn it from time to time and from place to place.
- At any meeting a declaration by the Chairperson that a resolution has been carried by a specific majority and an entry made to that effect in the Minutes of that meeting shall be prima facie evidence of the number or relative proportion of the votes recorded in favour or against such resolution.
- Any person not being a member of the committee, or sub-committee, who is permitted by the Chairperson to attend a meeting of such committee, may not address the meeting except at the invitation of the chairperson and in such cases no voting privilege shall be thereby conferred.
- In the case of an equality of votes, the Chairperson of a Committee or sub-committee meeting shall have a casting vote in addition to that to which he/she is entitled as a member of that meeting. The equality of votes, shall be announced prior to the Chairperson declaring his/her casting vote.

- Any business transacted at meetings of the club may, at the discretion of the Committee or sub-committee be published for the information of the public and the advantage of the club.
- The Club Committee shall be entitled to an amount of up to \$500 of club funds for Committee expenses including entertainment throughout the year of office.

## ELECTIONS AND APPOINTMENTS

- Whenever election or nomination of officers are required, the Secretary shall report in writing to all financial members at least fourteen (14) days before the date of the Annual General Meeting, nominations for the positions of:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Club Captains
  - Club Coaching Coordinator
  - Publicity Officer / Website Coordinator
  - Social Coordinator
  - Uniform Officer
  - Registrar
  - Safety Officer
  - General Committee Member.
- Only financial members of the Club may be nominated for positions of office.
- Nominations on the appropriate form shall be received up to the date of the Annual General Meeting.
- Voting shall be by show of hands, or by secret ballot if so requested by two or more members.
- Voting shall be determined by a simple majority of financial members present.
- Where candidates are unopposed and there is no objection from the floor, they will be declared elected at the Annual General Meeting.
- One (1) member may be elected as office bearer for no more than two (2) vacant positions.

- Where the President is standing for re-election and is opposed then a member of the Club not directly involved in the elections for the Committee, shall take the chair during the election of President.
- If balloting is necessary the elections shall be by secret ballot. A plurality vote shall be used i.e. the candidate receiving the most number of votes cast shall be elected.
- In the event of a tied vote, a second ballot shall be held, except that where the former office bearer is seeking re-election to the same position and is one of those in the tied vote, he shall be declared elected.
- In the event of a second tied vote, the most senior officer from the retiring executive, who is present at the meeting, shall have the casting vote. The order of seniority is as listed in By-Law 6.1.
- The Chairperson of the meeting shall appoint two (2) tellers to count the votes when required. The ballot papers shall then be destroyed. Persons who are contesting the ballot may nominate scrutineers.
- The Committee may make other appointments on an annual basis or as deemed necessary from time to time, and may appoint sub-committees to carry out specific tasks.

## AFFILIATION AND REGISTRATION FEES

- The club shall arrange payment of the affiliation fee at the time that the State body provides their revised fees for the forthcoming year.
- Member registration fees shall be reviewed and set each year following advice from Masters Swimming WA as to revised National and State fees.
- The formula for the calculation of membership fees shall be:
  - National Fee + State Fee + Club Fee [Administration Component + Lane Hire Component] = Annual Membership Fee.
- The Registrar should advise all members of new registration fees before 01 December, when such fees are able to be paid. . The National body has deemed that all memberships are due by 31 December of the previous year. A member will not be covered by the accident policy if membership fees are outstanding from 01 January.
- An individual shall be deemed to be a financial member when the club accepts membership. However, participation in Masters Swimming Australia events is subject to acknowledgment of registration by the State.
- Initial club component of registration fees and where registration was not current in the previous year, shall be reduced in accordance with the membership type and length.

## PRESIDENT

- Provides leadership and representation, liaison with Committee and all members of Westcoast Masters
- Presides as Chairperson of the Westcoast Masters Committee meetings
- Attend club conferences, council of clubs meetings and attends to relevant Masters Swimming business
- Acts as secondary signatory for Club Bank Disbursements
- Coordinates Mullaloo Mile in conjunction with MSWA.

## VICE PRESIDENT

- Assist the President with anticipation for learning the role for the future
- In the absence of the President, have like powers and authority.

## SECRETARY

- Handles all correspondence, minutes meetings
- Save relevant documents, minutes and financials as per agreed by the Club Committee (i.e. electronic and hard copy records).
- Forward MSWA info to relevant portfolio
- New member enquiries and Welcome letters- cc registrar, captains and coaching coordinator
- Forward any uniform adverts to Uniforms
- Forward any event information to Captains and coach coordinator
- Attendance of club conferences or Council of Club meetings if President and Vice President unavailable.

## TREASURER

- Collects and deposits all monies,
- Provides a monthly financial statement
- Collates uniform payments
- Westcoast Masters is a "cashless" preferred Club, is not currently registered for GST and has no paid employees

- The Treasurer is responsible for the sound/prudent financial management of the Westcoast Masters Swimming Club Inc.
- The Treasurer is responsible for the payment of all approved Invoices (2 signatures required) and receipting of payments
- Preparation of the annual financial report for presentation at the Clubs AGM (1 hour) – in terms of the Clubs constitution a formal audit of the Clubs Financial Statements are not required, however the committee/club members reserve the “right” to seek an independent review/audit of the clubs financial affairs should it be deemed necessary.

## CLUB CAPTAINS

- Welcome new members, hand out club welcome packs
- Promote upcoming events to members, with emphasis on targeted events
- Co-ordinates swim meet entries, creation of relay teams
- Responsible for storage of club banners and placement at events.

## CLUB COACHING COORDINATOR

- Provides leadership to coaches and pool deck volunteers.
- Coordinates roster for coaching and volunteers to assist Club training sessions.
- Coordinates member involvement in development and coaching opportunities / events.
- In conjunction with other qualified coaches, provide oversight of session programs and training needs.
- Maintain adequate content within the training session trolleys so as to compliment training sessions.
- Arrange annual CPR requalification.
- Arrange Annual Coach, volunteer and Committee members dinner.

## REGISTRAR

- Organises fee update pre-registrations in Swim Central for each year
- Competitive, Life member and Coaches options
- Activates new/renewal memberships
- Advises Club Captains and Safety of new members for Welcome Pack presentation

- Advise Secretary of new members to send welcome letter
- When checking monthly report info, advise secretary of any significant birthdays.

## PUBLICITY OFFICER / WEBSITE COORDINATOR

- Prepares monthly e-News newsletter via MailChimp (more often if required)
- Prepares as-required ad-hoc NewsFlash via MailChimp
- Prepares ad-hoc updates to Facebook page and Facebook group
- Maintains website - Annual changes to committee positions, solo swimmers, fees, any changes from AGM and minutes from AGM. Monthly inclusion of new coaching roster and anything relevant from committee meetings.

## SOCIAL COORDINATOR

- Provides leadership and delegation of subcommittee, co-ordinates social calendar and functions
- Rottnest booking coordination and accommodation allocation
- Prepares yearly social calendar
- Coordinates the booking of events
- Sets cost requirements in consultation with the committee
- Advertises upcoming events to members.

## UNIFORM OFFICER

- Sources appropriate uniform items as required
- Co-ordinates ordering and payment of uniform orders.

## SAFETY OFFICER

- Maintains medical records and attends to safety issues.

## GENERAL COMMITTEE MEMBER (maximum of 2)

- Nonspecific annual requirements to be discussed at first meeting
- Support general committee and portfolios as required
- Assist publicity with coordinating photographers/photos at events.



## RULES OF Masters Swimming WA

- Competitions and regulation shall be governed by the Rules of Masters Swimming WA.

## DELEGATE TO COUNCIL

- The delegate representing the Club at Council of Clubs meetings shall be any current Committee member/s. The Club is entitled to one (1) vote only.

## AWARDS

- Awards shall be presented at the AGM to Westcoast Masters members who have shown significant improvement, commitment to the club and/or contribution to club morale as determined by the .
- Such other awards as may be determined from time to time by the Committee.

## COACHING

- The Club will reimburse the Club Coaching Coordinator for any reasonable expenses incurred whilst carrying out his/her duties upon receipt of the appropriate documentation. The Committee or an Executive member must give prior approval.
- The Club will reimburse club members for the cost of completing the theory component of Masters Swimming Australia Coaching Accreditation Courses, upon receipt of the appropriate documentation and following 12 months of service to the club providing coaching to members. Costs shall include course fees, the Club will also reimburse Coaches for attending re-accreditation courses. Prior approval must be given by the Committee or an Executive member.

## CLUB COLOURS

- The Club colours shall be blue and gold. Any changes must be approved by the Club Committee and Members.

## CLUB LOGO

- The Club logo shall be a rising golden sun over three breaking waves with Westcoast Masters underneath. This is contained within a white circle. Any changes must be approved by the Club Committee.

## MOTTO

- The motto of Masters Swimming Australia shall be "Fitness, Friendship and Fun".

## CLUB CODE OF CONDUCT

- The Club Code of Conduct shall be developed and endorsed by the Committee. Changes must be ratified by the Committee and communicated to the members accordingly.
- If members wish to dispute wording of the Code of Conduct, a General Meeting may be called in accordance with the Constitution.

## INDEMNITY

- Any member or servant of the Club shall be indemnified against personal responsibility for any action taken as a member or servant operating under the direction and with the approval of the Committee.