

**WESTCOAST MASTERS
SWIMMING CLUB
CONSTITUTION
AND BY-LAWS**

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1. Name of Club

- 1.1. The club shall be called Westcoast Masters Swimming Club Incorporated, hereinafter referred to as the "club".

2. Definitions

- 2.1. In this constitution, unless the context otherwise requires:

- 2.1.1. The Act refers to the Associations Incorporated Act 1987.
- 2.1.2. The "Board of Directors" shall mean the controlling body of Masters Swimming Australia (Incorporated).
- 2.1.3. The "Management Committee" shall mean the Executive Committee of the Board of Directors.
- 2.1.4. "Council of Clubs" shall mean those clubs affiliated with Masters Swimming Western Australian (WA) Branch Incorporated and established in accordance with the Constitution of Masters swimming WA Branch Incorporated hereinafter referred to as "Council".
- 2.1.5. The "Branch" shall mean those clubs affiliated with Masters Swimming WA Branch Incorporated.
- 2.1.6. The "Club" shall be affiliated body with the Branch.
- 2.1.7. The "Committee Executive" shall mean the elected President, Vice President, Secretary and Treasurer.
- 2.1.8. The "Committee" shall be a duly elected body, appointed to administer the activities of the club.
- 2.1.9. "Sub-Committee" shall mean a subsidiary committee duly formed by the Committee to perform a specified task.
- 2.1.10. "Members" shall mean those adults aged 18 years or over who are registered members of the club.

- 2.2. Words importing the singular number only shall include the plural number and vice versa; words importing the masculine gender shall include the feminine gender, and words importing persons shall include corporations.

3. Objects of the Club

The objects of the club are:

- 3.1. To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health.
- 3.2. To Co-ordinate the activities of members so that they meet together for competition and social interaction at all levels provided for by International, National, Branch and Club bodies.
- 3.3. To publish results of these meetings so as to provide stimulus to others to take part in Masters Swimming Australia activities and to measure their own performance against those of similar

age.

- 3.4. To solely apply the property and income of the Club towards the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of these objects.

4. Powers of the Club

- 4.1. To acquire, hold, deal with, and dispose of any real or personal property;
- 4.2. To open and operate bank accounts;
- 4.3. To invest its money -
 - 4.3.1. in any security in which trust moneys may be invested; or
 - 4.3.2. in any other manner authorised by the rules of the Club;
- 4.4. To borrow money upon such terms and conditions as the Club thinks fit;
- 4.5. To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit;
- 4.6. To appoint agents to transact any business of the Club on its behalf;
- 4.7. To enter into any other contract the Club considers necessary or desirable; and
- 4.8. To do all such things as are necessary to promote the objects of the Club as outlines in Rule 3 above.

5. Patron

- 5.1. The Club may, at its discretion elect a patron/s or vice patron/s of the club for such period as may be deemed Necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the club.

6. Membership

- 6.1. Membership shall be open to any person in the year they reach eighteen (18) years of age who wishes to further the interests of the Club with membership categories listed as follows:
 - 6.1.1. Active member;
 - 6.1.2. Competitive member;
 - 6.1.3. Social member;
 - 6.1.4. Second claim member; and
 - 6.1.5. Life member.

Membership is further defined in the by-laws.

- 6.2. A person who wishes to become a member (other than a life member) must:
 - 6.2.1. Complete the membership form and/or online registration as required; and
 - 6.2.2. Pay the prescribed fee as defined in the bylaws.
- 6.3. The Club Committee shall have the power to accept or reject applications. Applications denied membership shall be advised in writing and membership fees paid reimbursed if required.
- 6.4. Each person admitted to membership shall be:
 - 6.4.1. Bound by the Constitution and Bylaws of the Club;

- 6.4.2. Come liable for such fees and subscriptions as may be fixed by the Club; and
- 6.4.3. Entitled to all advantages and privileges of the level of membership for which they are registered.

7. Register of Members

- 7.1. The Registrar, on behalf of the Club, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Club and their postal, electronic or residential addresses and, upon the request of a member of the Club, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- 7.2. The register must be so kept and maintained at the Registrar's place of residence or at such other place as the members at a general meeting decide.
- 7.3. The Registrar must cause the name of a person who dies or who ceases to be a member under rule 9 to be deleted from the register of members referred to in sub-rule 7.1.

8. Subscription of Members

- 8.1. The members may from time to time at a general meeting determine the amount of the subscriptions to be paid by each member.
- 8.2. Each member must pay annually, or such other date as the Committee from time to time determines, the amount of the subscription determined under sub-rule 7.1.
- 8.3. Subject to sub-rule 8.4, a member whose subscription is not paid within three months after the relevant date fixed by or under sub-rule 8.2 ceases on the expiry of that period to be a member, unless the Committee decides otherwise.
- 8.4. Subject to acceptance under sub-rule 6.3, a person exercises all rights and obligations of a member for the purposes of these rules if their subscription is paid on or before the relevant date fixed by or under sub-rule 7.2 or within three months thereafter, or such other time as the Committee allows.

9. Disputes and Mediation

- 9.1. The grievance procedure set out in this rule applies to disputes under these rules between:
 - 9.1.1. a member and another member; or
 - 9.1.2. a member and the Club; or
 - 9.1.3. if the Club provides services to non-members, those non-members who receive services from the Club, and the Club.
- 9.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 9.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 9.4. The mediator must be:

- 9.4.1. a person chosen by agreement between the parties; or
- 9.4.2. in the absence of agreement:
- in the case of a dispute between a member and another member, a person appointed by the Committee of the Club;
 - in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Club, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- 9.5. A member of the Club can be a mediator.
- 9.6. The mediator cannot be a member who is a party to the dispute.
- 9.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 9.8. The mediator, in conducting the mediation, must:
- 9.8.1. give the parties to the mediation process every opportunity to be heard;
- 9.8.2. allow due consideration by all parties of any written statement submitted by any party; and
- 9.8.3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9.9. The mediator must not determine the dispute.
- 9.10. The mediation must be confidential and without prejudice.
- 9.11. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

10. Suspension or Expulsion of Members

- 10.1. Membership of the Club may be suspended or revoked by the following events:
- 10.1.1. Resignation;
- 10.1.2. Non-payment by a member of their subscription in accordance with sub-rule 7.3;
- or
- 10.1.3. False or inaccurate statements made in the member's application for membership of the Club, breach of any Rule, Regulation or By-Law of the Club or commit any act detrimental to the club.
- 10.2. The Club Committee shall have the power to suspend or expel any member of the Club for any of the events in sub-rule 8.1. If the Committee considers a member should be suspended or expelled, the Committee must communicate, either orally or in writing, to the member:
- 10.2.1. notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
- 10.2.2. Particulars of that conduct, not less than 15 days before the date of the Committee meeting referred to in sub-rule 8.1.
- 10.3. At the Committee meeting referred to in a notice communicated under sub-rule 8.2, the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to

suspend or expel that member from membership of the Club and must, after making a decision, communicate that decision in writing to that member.

- 10.4. Any member who is expelled or suspended from the club shall have the right to appeal against their suspension or expulsion by presenting their case to a Special General Meeting called for such purpose, and the Decision of the Special General Meeting shall be final. Members are required to give notice to the Secretary of their intention to appeal within 14 days of receiving the Committee decision as per sub-rule 8.3.
- 10.5. Subject to sub-rule 8.3, a member who has their membership suspended or ceases to be a member 28 days after the day on which the decision to suspend or expel a member is communicated to them under sub-rule 8.3.

11. Club Committee

- 11.1. Management of the Club shall be vested in the Committee elected by the members at the Annual General Meeting and normally consisting of:

- 11.1.1. President
- 11.1.2. Vice President
- 11.1.3. Secretary
- 11.1.4. Treasurer
- 11.1.5. Club Captains
- 11.1.6. Club Coach
- 11.1.7. Recorder
- 11.1.8. Publicity Officer
- 11.1.9. Social Secretary
- 11.1.10. Uniform Officer
- 11.1.11. Registrar
- 11.1.12. Website Co-ordinator

- 11.2. The terms of office for members of the committee are 12 months, on the 31st December each year all committee positions are declared vacant and up for re-election. The committee will remain in caretaker mode until new officers are elected at the AGM. A position also becomes vacant should a committee member hand in their resignation and is resolved as per 12.1.11.

- 11.3. A Quorum at all committee meetings shall consist of 50% of those committee members duly notified of that meeting, provided that at least 2 of the Executive Committee are present.

- 11.4. If the President and Vice President are unable to attend, then a chairperson elected by the meeting shall chair that meeting.

12. Powers of the Club Committee

- 12.1. The Committee shall carry out the day to day running of the Club and shall have the power to:

- 12.1.1. Administer the finances, appoint bankers, and direct the opening of banking

accounts for specific purposes and to transfer funds from one account to another, and to close any such account. The signatories of all accounts of the club shall be the Treasurer and at least one (1) of the President, Vice President or Secretary.

- 12.1.2. Fix the manner in which such banking accounts shall be operated upon, providing the committee passes all payments. This shall normally be by electronic funds transfer.
 - 12.1.3. Where monies are handled by cash or cheque, ensure that printed consecutively numbered receipts, duly signed, are given for all moneys received by the Club and that carbon copy duplicates of all such receipts are retained.
 - 12.1.4. Cause all monies received by the club to be paid to the bank account of the club with all practicable dispatch.
 - 12.1.5. Fix fees payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and enforce payment thereof.
 - 12.1.6. Adjudicate on all matters brought before it in any way affect the Club.
 - 12.1.7. Cause minutes to be made of all proceedings at meetings of the Club.
 - 12.1.8. Make, amend and rescind rulings and By-Laws.
 - 12.1.9. Have the power to form and appoint a sub-committees as required for specific purposes
 - 12.1.10. May at their discretion employ a person or persons to carry out certain duties required by the club at salaries or remunerations for such period of time, as may be deemed necessary.
 - 12.1.11. Should a vacancy occur on the Committee during the season, the committee shall appoint a successor until the next Annual General Meeting.
 - 12.1.12. The Club Secretary shall have safe custody of the Club's books, records, documents and securities, other than those specified as being kept by other offices, and produce same whenever requested by Committee.
- 12.2. Where necessary, committee members must disclose potential conflicts of interest prior to voting. The Committee shall decide on appropriate action.

13. Auditor

- 13.1. The Annual General Meeting shall elect or appoint an Auditor.
- 13.2. The Auditor shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts, etc of the Club and report thereon to the Annual General Meeting.

14. Club Meetings

- 14.1. Annual General Meeting
 - 14.1.1. The Annual General Meeting of the Club shall be held no later than eight (8) weeks after the commencement of the new financial year as defined by Masters

Swimming Australia.

- 14.1.2. The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting to members.
 - 14.1.3. All financial members may attend the Annual General Meeting.
 - 14.1.4. The quorum at the Annual General Meeting shall be 50% of those financial members duly notified or 10 financial members, whichever is the lesser provided that at least two of the Committee Executive is present. If at the end of 30 minutes after the time appointed in the notice for the opening of the meeting there be no quorum the meeting shall stand and adjourn for one week. If at such adjourned meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.
 - 14.1.5. The standard agenda items for the Annual General Meeting shall be:
 - Opening of Meeting
 - Recording of attendance and apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - Acceptance of the Annual Financial Accounts
 - Election of Office Bearers
 - Appointment of Club Auditor
 - Any Notices of Motion that the Secretary has been notified of in writing at least one(1) month prior to the AGM
 - Urgent general business provided that such business shall not involve a resolution other than to make a recommendation to the incoming officers of the Club, or to deal with a matter of procedure in the conduct of the meeting closure.
 - 14.1.6. Changes to the Office Bearers shall become effective at the conclusion of the Annual General Meeting.
 - 14.1.7. Voting for officers of the Club shall be as set out in By-Law 6.
 - 14.1.8. The accidental omission to give any notice to any person entitled to attend the Annual General Meeting shall not invalidate the meeting or its proceedings, including any resolution or appointment made threat.
- 14.2. General Meetings
- 14.2.1. General or extraordinary meetings may be called by the Committee or at the request of the President or Secretary or on the written request of five (5) financial members.
 - 14.2.2. The Secretary shall give at least fourteen (14) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
 - 14.2.3. The quorum at the General Meeting shall be a minimum of 50% of financial members duly notified or 10 financial members whichever is the lesser, provided

that at least 2 of the President, Vice President, Secretary or Treasurer are in attendance.

15. Voting

- 15.1. Voting powers at the Annual General Meeting and General Meetings:
- 15.2. The President shall be entitled to a deliberative vote and in the event of a tied vote, the President shall exercise a casting vote.
- 15.3. Each individual financial member present shall have one (1) vote.
- 15.4. Voting shall be conducted in accordance with By-Law 6.

16. Finance

- 16.1. All funds of the Club shall be deposited into the club's accounts at such bank or recognized financial institution as the Committee may determine.
- 16.2. All accounts due by the Club shall be paid by electronic funds transfer or cheque and the action endorsed at the next committee meeting.
- 16.3. The Secretary shall not spend more than a set amount Petty Cash without the consent of the Committee and shall keep a record of such expenditure in the Petty Cash Book.
- 16.4. The Treasurer shall table a statement showing the financial position of the Club at each committee meeting.
- 16.5. A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 16.6. The financial year of the Club shall run from 01 January until 31 December each year. The accounts, books and all financial records of the Club shall be audited each year.
- 16.7. The signatories to the Club's account/s are as defined in 12.1.

17. Common Seal

- 17.1. The common seal of the Club shall be kept in the care of the Secretary. The Seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

18. Alternations to Rules and By-Laws

- 18.1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
- 18.2. The Secretary shall forward such notices of motion to each Committee Member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.
- 18.3. Alterations to the By-Laws can only be made at Committee Meetings provided notice of

the proposed alteration/s has been duly notified to Committee Members.

- 18.4. Such Motions or any part thereof shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to vote at the Annual General Meeting, General Meeting or Committee Meeting, as the case maybe.
- 18.5. Within one month of the passing of any such Special Resolution, the Secretary shall notify the Consumer Protection Division of the Department of Commerce of such amendment to the Constitution.

19. Dissolution

- 19.1. If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another Association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which Association shall be determined by resolution of the members.

BY-LAWS

1. CONDUCT

- 1.1. 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.

2. INTERPRETATION

- 2.1. 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.

3. MEMBERSHIP

- 3.1. Membership types are further defined below:
 - 19.1.1. Active members have paid full membership and are registered with Masters Swimming Australia.
 - 19.1.2. 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.
 - 19.1.3. 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.
 - 19.1.4. Second claim members are members of other Masters Swimming WA clubs who may wish to join the Club in addition to their first club.
 - 19.1.5. 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.
 - 19.1.6. The process for life membership processing is described in By-law 4.0.
- 3.2. 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.
- 3.3. 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.

- 3.4. Social members pay the Administration fee to the Club only. They are not registered with Masters Swimming WA and cannot train with the Club.
- 3.5. 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.
- 3.6. 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.

4. LIFE MEMBERSHIP

- 4.1. 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.
- 4.2. The Club Committee must receive any such nomination no later than sixty (60) days prior to the Annual General Meeting.
- 4.3. If endorsed by the Committee, the nomination will then be submitted as a Motion on Notice at the Annual General Meeting by the President.
- 4.4. If the Committee does not support the nomination, the members who made the application will receive written notification of the decision by the President.
- 4.5. Endorsement of the nomination will be by 75% majority vote of the Club members at the Annual General Meeting.
- 4.6. If accepted, the person nominated for Life Membership shall be notified by the in-coming President in writing.
- 4.7. 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.
- 4.8. No more than two Life Membership nominations will be considered by the Committee per calendar year.
- 4.9. Nominations must be treated confidentially by the nominators and the Committee.
- 4.10. If a Committee member is a nominated person, the vote shall be conducted by the remainder of the Committee outside of the Committee meeting.
- 4.11. Life Members will have all Club component of the annual membership fee paid for them by the Club each registration year.
- 4.12. 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.

5. COMMITTEE MEETINGS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. 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.
- 5.8. 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.

6. ELECTIONS AND APPOINTMENTS

- 6.1. 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 Coach
 - Recorder
 - Publicity Officer

- Social Secretary
 - Uniform Officer
 - Registrar
 - Website Co-ordinator
- 6.2. Only financial members of the Club may be nominated for positions of office.
- 6.3. Nominations on the appropriate form shall be received up to the date of the Annual General Meeting.
- 6.4. Voting shall be by show of hands, or by secret ballot if so requested by two or more members.
- 6.5. Voting shall be determined by a simple majority of financial members present.
- 6.6. Where candidates are unopposed and there is no objection from the floor, they will be declared elected at the Annual General Meeting.
- 6.7. One (1) member may be elected as office bearer for no more than two (2) vacant positions.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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.
- 6.11. 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.
- 6.12. 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.
- 6.13. 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.

7. AFFILIATION AND REGISTRATION FEES

- 7.1. The club shall arrange payment of the affiliation fee at the time that the State body provides their revised fees for the forthcoming year.
- 7.2. Member registration fees shall be reviewed and set each year following advice from Masters Swimming WA as to revised National and State fees.
- 7.3. The formula for the calculation of membership fees shall be:
- National Fee + State Fee + Club Fee [Administration Component + Lane Hire Component] = Annual Membership Fee.
- 7.4. The Registrar should advise all members of new registration fees before 01 December, when such fees are able to be paid. Membership user names and passwords will be provided on

request by individual member. 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.

- 7.5. 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.
- 7.6. Initial registration fees and where registration was not current in the previous year, shall be reduced by 50 per cent for the last four (4) calendar months of the registration season.

8. PRESIDENT

8.1. The President shall:

- Preside at all Committee meetings at which he is present.
- In the event of a tied vote at any meeting have the casting vote.
- As Chairperson, if he/she desires to speak for or against on any questions, whilst speaking vacate the chair and the meeting shall elect another chairperson in the interim.
- Guide the other officers in the commission of their duties and shall represent the Club at official functions when available.

9. VICE PRESIDENT

9.1. The Vice President shall:

- Coordinate the Club Carnival annually
- Assist the President
- In the absence of the President, have like powers and authority.

10. SECRETARY

10.1. The Secretary shall:

- Be required to give notice of all meetings to the Committee, and advise all financial members of the date of the Annual General Meeting as per sub-rule 14.1.
- Be required to ensure all minutes of Committee meetings are recorded and copies made available to all Committee members within fourteen (14) days of the meeting.
- Conduct the correspondence of the Club, making available all correspondence to the Club Committee.
- Assist the Club Captains and Club Recorder in compiling interclub carnival entries and ensure entries are posted by the due date.
- Ensure all members receive appropriate Masters Swimming WA material and information when required.
- Have custody of all books, documents, records and registers of the Club other than those required to be kept by or in the custody of the Club Treasurer and Registrar

- Perform such duties as are required by the directives of the Committee.
- Prepare and submit a report on the Club's activities to the Annual General Meeting.

11. TREASURER

11.1. The Treasurer shall:

- Collect and account for all monies payable to the club.
- Pay all debts incurred by the Club from the Club funds.
- Cause proper books of accounts to be kept of all receipts and expenditure on behalf of the Club and of the matters in respect of which the same are received or expended.
- Provide a report containing a statement of the financial position of the Club at each Committee meeting.
- Cause to be prepared and laid before the Annual General Meeting each year duly audited accounts made up to the end of the preceding financial year.
- Produce a budget for the coming financial year and make recommendations on fees.
- At the expiration of the term of office, shall surrender all money, books, records and other property of the Club in custody to his/her successor in office, or to such persons as shall be designated by the Committee.

12. CLUB CAPTAINS

12.1. The Club Captains shall:

- Be responsible for the conducting of all swimming events and shall have the power to co-opt members to assist in this area.
- Be responsible for selection and entering of relay teams at all interclub, state and national swim meets.

13. CLUB COACH

13.1. The Club Coach shall:

- Be responsible for the fitness education of club members.
- Pass on to members and assistant coaches knowledge of Masters Swimming Australia rules on strokes, starts and turns, etc.
- Provide training programs for each lane suited to the participants abilities.
- Provide stroke correction and coaching of members, and assist members to achieve realistic goals with training advice.
- Recruit assistant coaches from club members, and coordinate assistant coaches by formulating coaching roster and convening regular coaching meetings.

14. REGISTRAR

14.1. The Registrar shall:

- Be responsible for following up payment of registration fees from new members following a month of trial membership..

- Register with the State all financial members of the club, forwarding the appropriate State and National fees.
- Issue New Members Kits to new members upon receipt from the State.
- Assist the Club Captains and Club Recorder in compiling interclub carnival entries and ensure entries are posted by the due date.

15. RECORDER

15.1. The Recorder shall:

- Be responsible for keeping an accurate record of all times recorded at Club swims for all members and make such records available at the time of the Annual General Meeting.
- Prepare entries into swimming events such as club challenges.

16. WEBSITE CO-ORDINATOR

16.1. The Website co-ordinator shall:

- Be responsible for creating and maintaining the Club Website.

17. PUBLICITY OFFICER

17.1. The Publicity Officer shall:

- Be responsible for promoting Masters Swimming WA and the Club within the area from which the club hopes to gain new members.
- Keep members informed of club events and upcoming activities.
- Keep the club Facebook page current.
- Keep the State Publicity Officer up to date with Club activities and report to Masters Swimming WA as required.

18. SOCIAL COORDINATOR

18.1. The Social Coordinator shall:

- Arrange social functions and may co-opt other members to assist with this task.
- Be subject to direction from and responsible to the Committee and shall hand over all funds and documents at any time as directed by the Committee.

19. UNIFORM OFFICER

19.1. The Uniform Officer shall:

- Coordinate the ordering and supply of all club uniform items subject to direction from the Committee.

20. RULES OF Masters Swimming WA

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

21. DELEGATE TO COUNCIL

21.1. 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.

22. SWIMMING AWARDS

22.1. A perpetual Trophy shall be engraved and awarded to the winning club on points at Westcoast Masters' Club Challenge Carnival normally held on an annual basis.

22.2. Awards shall be presented at the AGM to Westcoast Masters members who have shown significant improvement, as determined by the Committee.

22.3. Such other awards as may be determined from time to time by the Committee.

23. COACHING

23.1. The Club will reimburse the Club Coach 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.

23.2. 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. 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.

24. SECRETARY'S EXPENSES

24.1. The Club Secretary will hold a float, the amount of which to be set by the Committee, eg, \$50.00, for expenses incurred whilst carrying out his/her duties. It is the responsibility of the Secretary to itemise these expenses for presentation to the Committee. Expenses typically include: phone calls @ 25 cents, purchase of stationery and other out-of-pocket expenses.

25. CLUB COLOURS

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

26. CLUB LOGO

26.1. The Club logo shall be a gold symbol of a swimmer on a blue background. Any changes must be approved by the Club Committee and Members.

27. MOTTO

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

28. CLUB CODE OF CONDUCT

28.1. 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.

28.2. If members wish to dispute wording of the Code of Conduct, a General Meeting may be called in accordance with the Constitution.

29. INDEMNITY

29.1. 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.