

## **BL1 CONDUCT**

BL1.1 In the event of any inconsistency between the provisions of the Rules of Association and the provisions of these By-Laws, the provisions of the Rules of Association shall prevail.

## **BL2 INTERPRETATION**

BL2.1 All terms in these By-Laws have the same meaning as the same terms in the Rules of Association, unless expressly defined otherwise or the context requires otherwise.

## **BL3 AMENDMENTS TO RULES OF ASSOCIATION or BY-LAWS**

BL3.1 The Rules of Association 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 Rules of Association.

## **BL4 CLUB COLOURS**

BL4.1 The Club colours shall be cobalt blue and black, with white where necessary.

## **BL5 LOGO**

BL5.1 The Club shall also be known as "Bunbury Stingers" or "Stingers". The Club's logo shall be a stinger with the word "Stingers" incorporated in the stinger's tentacles.





## BL6 MEMBERSHIP

### BL6.1 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 fifteen (15) years and/or been a serving member of the committee for a minimum of ten (10) 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.
- 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.

### BL6.2 Associate Members: The following classes of Associate Member shall exist:

- a) 2<sup>nd</sup> Claim Member: members who are already a member of another Masters Club are eligible to join as a 2<sup>nd</sup> Claim member for a reduced fee.
- b) Volunteer Member: Non-swimming coaches, technical officials and other volunteers may choose to register as such with Masters Swimming Australia. As per the Rules of Association, such Volunteer members have no right to vote, but have all other rights provided to a member under the Rules and other rights and benefits as determined by the committee or by resolution of members at a General Meeting. All Volunteer members are eligible to provide volunteer services to the Club, but are not permitted to participate in any swimming activity which would require them to be registered as a swimming member with Masters Swimming Australia.

### 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 2<sup>nd</sup> Claim membership shall be determined by the committee. The fee shall generally be calculated as half the Club component of the annual fee for First Claim members.
- c) All member fees are to be ratified at the AGM as per the Rules of Association.



## BL7 COMMITTEE

- BL7.1 As per the Rules of Association, 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) Coaching Coordinator
  - b) Safety Officer
  - c) Recorder
  - d) Club Captain – Pool
  - e) Club Captain – Open Water
  - f) Endurance Coordinator
  - g) New Member Liaison
  - h) MSWA Delegate
  - i) PR/Publicity Officer
  - j) Social Coordinator
  - k) Newsletter Editor
  - l) Postal Swim Coordinator
- 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 of PR/Publicity Officer, Social Coordinator, Newsletter Editor or Postal Swim Coordinator.
- BL7.4 **Executive Duties:** further to duties outlined in the Rules of Association, 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) Coaching Coordinator 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 Branch Director of Coaching;
    - (iv) encourage members to become qualified coaches;
    - (v) manage a coaching roster to ensure sufficient coaches are available either on deck or in the water.



- b) Safety Officer shall:
  - (i) do everything possible to ensure that all swims are conducted in a safe manner, both in the pool and open water;
  - (ii) report any incidents or potential issues to the committee;
  - (iii) liaise with pool staff where safety improvements are required.
- c) Recorder shall:
  - (i) be responsible for recording all timed swims performed by members;
  - (ii) 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.
- d) Club Captain -- Pool shall:
  - (i) be responsible for the conducting of all pool events hosted by the Club, and shall have the power to co-opt members to assist in this area;
  - (ii) be responsible for encouraging members to participate in interclub LLCC events plus the State Meet and Nationals; plus coordinating the relay entries for such meets, or for appointing someone responsible;
  - (iii) ensure that the Recorder is aware of who attended any meet.
- e) Club Captain – Open Water shall:
  - (i) be responsible for encouraging members to participate in open water events, particularly those run by Masters clubs;
  - (ii) work with the Safety Officer to ensure members swim safely;
  - (iii) ensure that the Recorder is aware of who attended any event.
- f) Endurance Coordinator shall:
  - (i) be responsible for the conduct of Endurance swims;
  - (ii) be responsible for submitting details of swims performed by members for State Endurance Trophy points and National Award badges as required by the Recorder.
- g) New Member Liaison 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 & By-Laws, and that their email is added to Club mailing lists as appropriate.
- h) MSWA Delegate shall:
  - (i) submit Club Consent Agenda to MSWA prior to each Council of Clubs;
  - (ii) either attend in person, appoint a proxy, or record an apology for the Club if nobody is able to attend to represent the Club;
  - (iii) provide a report to the committee meeting following each quarterly meeting.
- i) 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.
- j) Social Coordinator shall:
  - (i) encourage the Masters Swimming motto of “fitness, friendship and fun” by organising social events for the Club.
- k) Newsletter Editor shall:
  - (i) collect information and publish the Club Newsletter as often as required by the committee, with a minimum of 4 quarterly newsletters per year.
- l) Postal Swim Coordinator shall:
  - (i) manage sanctioning and promotion of the event;
  - (ii) work with treasurer to ensure all payments are received;
  - (iii) collect and distribute results, medals and certificates.



## BL8 COMMITTEE MEETINGS

- BL8.1 The committee shall generally meet monthly during the second week of the month.
- BL8.2 The committee shall endeavour to make the minutes of each meeting available 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 the 15<sup>th</sup> February each year.
- BL9.2 The business of the Annual General Meeting shall be as specified in the Rules of Association, plus:
  - a) Approve any Life Member appointments as recommended by the committee.

## BL10 AWARDS

- BL10.1 Annual awards will be presented at a time and place to be determined by the committee.
  - a) President's Trophy for Most Outstanding Club Member (perpetual trophy): to be determined and presented by the President.
  - b) Most Outstanding Swimmer (perpetual trophy donated by Thelma Sharp): to be determined by a subcommittee selected by coaching coordinator (and should preferably include both club captains). This award is based on results achieved in both pool and open water events.
    - (i) Male: Individual award;
    - (ii) Female: Individual award;
    - (iii) Overall: Perpetual trophy, selected from the above winners.
  - c) Endurance 1000:
    - (i) Male: Top Endurance 1000 point-scoring male member;
    - (ii) Female: Top Endurance 1000 point-scoring female member.
  - d) Most Improved Award: this award, commenced by Thelma Sharp, is now awarded by the coaching panel.
  - e) Encouragement Awards: donated and selected by individual coaches.
  - f) Other awards may be presented at the discretion of the committee.

## BL11 FORMS

- BL11.1 Committee Position Nomination Form
- BL11.2 Appointment of Proxy



**Bunbury Masters Swimming Club Inc.**  
**COMMITTEE POSITION NOMINATION FORM**

I, the undersigned, being a financial voting member of Bunbury Masters Swimming Inc., hereby nominate for the following position(s) on the committee of the Bunbury 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 Bunbury Masters Swimming Club Inc. either in person or via email to [secretary@bunburymasters.asn.au](mailto:secretary@bunburymasters.asn.au) prior to the start of the AGM.



**Bunbury Masters Swimming Club Inc.**  
**APPOINTMENT OF PROXY**

I, \_\_\_\_\_

(insert MEMBER's name)

being an eligible voting member of Bunbury Masters Swimming Club Inc. 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