

*BY LAWS*  
*SURREY PARK SWIMMING CLUB INC*



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## **1. MEMBERSHIP**

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### **1.1 Classes of Membership**

The classes of membership shall be;

- (a) Swimmer Member;
- (b) Non-Swimmer Member;
- (c) Life Member;
- (d) Registered Official Member;
- (e) Junior Dolphin Member

A Senior Member shall be a member of any class who has attained the age of 16 years.

### **1.2 Swimmer Member**

A Swimmer Member is classified as any member who competes in organised competition outside the Club (.e.g. interclub, district, state and national competitions).

A Swimmer Member:

- (a) shall be entitled to participate as a competitor in club events, subject to meeting any applicable qualification or requirement;
- (b) shall be entitled to vote at General Meetings provided the member has attained the age of 16 years;
- (c) shall be registered by the Club with Swimming Victoria;
- (d) is eligible to be elected as an officer or committee member.

### **1.3 Non-Swimmer Member**

A Non-Swimmer Member is classified as any member that does not fall into the Swimmer, Recreational Swimmer, Registered Official or Life Member categories.

A Non-Swimmer Member:

- (a) may be (but is not required to be) a parent or guardian of a competitor member or a coach or employee of the Club;
- (b) shall not be entitled to participate as a competitor in club events unless authorised by the committee;
- (c) shall be entitled to vote at General Meetings provided the member has attained the age of 16 years;
- (d) shall be registered by the Club with Swimming Victoria;
- (e) is eligible to be elected as an officer or committee member.

## **1.4 Life Member**

Life Members shall be entitled to all the privileges of the Club and as long as they are not in debt to the Club, their Membership shall have no financial responsibility to it. If a Life Member accepts any office on the Committee of Management, he must accept the responsibility attached to ordinary membership.

## **1.5 Registered Official**

A Registered Official is a National Officiating Program (NOP) qualified official working at Club, District, State or National level. A Registered Official who wishes to compete must register as a Swimmer Member.

## **1.6 Junior Dolphin**

A swimmer aged 8 years and under who joins the National Junior Dolphin program.

## **2. DUTIES OF OFFICE BEARERS**

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### **2.1 President**

The President;

- (a) Chairs General meetings, Committee of Management meetings and Executive meetings, having a deliberative and casting vote.
- (b) Is the senior spokesperson of the Club representing it in internal and external matters.

### **2.2 Vice President**

The Vice-President;

- (a) Assists the President in the President's duties as appropriate and acts for the President when required;
- (b) Assists and guides office bearers when appropriate;
- (c) Assumes the duties of vacant Committee positions as a caretaker of such position;
- (d) Assumes the office of President should a mid term vacancy occur in the office of President.

### **2.3 Secretary**

The Secretary;

- (a) Deals with and files all correspondence and takes such action as may be necessary;

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- (b) Reports to the Committee on the action taken. If any item of correspondence is of major importance or fundamentally affects the Club, the Secretary shall refer such matter to the Committee before making any reply or taking any action;
- (c) Deals with any matter the Committee may decide upon or any urgent business on the advice of the President;
- (d) If requested, helps compile the Annual Report with the assistance of the Committee, which may include a list of Office bearers for the previous season, membership statistics, a report on social activities, a report on Club competition activities and such other matters considered necessary;
- (e) Keeps updated copies of the Constitution and informs members in writing of changes;
- (f) Keeps a record of all past Annual Reports and Statements of Account.

### **2.4 Treasurer**

The Treasurer;

- (a) Facilitates the receipt of all monies on the Clubs' behalf, and facilitates the prompt deposit of all money with the Club's bank;
- (b) Controls the issue of cheques and authority for payments after ascertaining that the accounts are in order and are properly authorised for payment;
- (c) Prepares a Financial statement which will be presented at intervals as required by the Committee and at the Annual General Meeting;
- (d) Prepares the Annual Statement of Account, including receipts and payments as at the 30<sup>th</sup> of June each year, and Treasurer's report for that year for submission to the Annual General Meeting, and submits it to the Auditor with Club books;
- (e) Provides the Auditor with any information required.

### **2.5 Auditor**

The Auditor is appointed by the Club's Committee of Management. They conduct the audit of the Clubs' finances in accordance with applicable accounting standards and as required by law.

### **2.6 Ordinary Committee Members**

Ordinary Committee Members assist in the smooth running of the Club and when requested assist in whatever manner they can with sub committees or as proxy delegates.

## **3. OFFICIAL LOGO, COLOURS AND DRESS**

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- 3.1** The Club Logo shall be of a design as approved by the Committee from time to time.
- 3.2** The colours of the Club shall be navy blue, light blue and white.
- 3.3** The Club uniform shall be as determined by the Committee from time to time.
- 3.4** At all times when representing the Club, members must be appropriately attired.

## **4. RECORDS**

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### **4.1 Club Championship Records**

- (a) Championship records may only be established in actual Club Championship events.
- (b) Records may only be established in the actual events swum by the competitors, ie. age or open.
- (c) There shall be at least one (1) qualified referee and three (3) timekeepers, before a swim will be considered as a record.

### **4.2 Club Event Records**

- (a) Club event records are those maintained for all events and distances over which State Championships are conducted.
- (b) These records can be established by Club Members in any Club Championship or approved qualifying meet recognised by Swimming Victoria conducted in a pool at least 25 Metres in length when representing the Club. For record purposes, a swimmer is representing the Club when swimming in a Club competition or when representing the Club or when swimming with a District, State or National representative team, but not when representing any other group including a school, school association or region.
- (c) There shall be at least one (1) qualified referee and three (3) timekeepers, before a swim will be considered as a record.

## **5. CHAMPIONSHIPS**

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### **5.1 Club Championships**

- (a) The age of the competitor will be taken as for the first day of the Championships being contested.
- (b) Swimmers are eligible to enter in Championships in only their own age group and the "Open" age group if conducted, except that swimmers who wish to swim a distance which is not in their own age group may swim in the next age group up, unless the terms and conditions of entry preclude this.

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- (c) The Committee may set qualifying times for swimmers to be eligible to enter events.
- (d) The procedure and closing date for Championship events shall be as determined by the Committee.
- (e) Unless competing by invitation, all competitors must be current and financial members before lodging entries for Championship events.
- (f) To be eligible to receive medals at Championships swimmers must be current financial members of the Club;
- (g) The Committee may approve the award of medals or ribbons to invitational swimmers or visitors. If this is the case, the first 3 placed current financial members also receive a medal.

### 5.2 Club Age Group Champions

The Surrey Park Age Group Champions male and female are determined on the basis of the results of the Club Age Championships held each season. Points are allocated, for each event, in the same age groups as medals are awarded for that event. Points allocations are as follows:

<i><b>Placing in age group</b></i>	<i><b>Points</b></i>
1 <sup>st</sup>	7
2 <sup>nd</sup>	5
3 <sup>rd</sup>	4
4 <sup>th</sup>	3
5 <sup>th</sup>	2
6 <sup>th</sup>	1

The points for a swimmer's best six placings are aggregated to identify the overall age champion, male and female, for each of the age groups (9 years and under, 10/11 years, 12/13 years, 14/15 years, 16 years and over). For example a 12 year old swimmer that places 2nd in four 12/13 year age group events and 1<sup>st</sup> 12/13 year old in two 14 years/under event would score a total of 34 points (i.e. 7+7+5+5+5+5) points.

The Surrey Park Age Champions are presented with a trophy on Presentation Night.

### 5.3 Club Open Champions

The Surrey Park Open Champions, male and female are determined as follows:

- At the Club Sprint Championships, 5, 3 and 2 points are awarded to the fastest, second fastest and third fastest eligible swimmers, regardless of age,

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in 50m freestyle, backstroke, breaststroke and butterfly and 100m individual medley. The fastest swimmers may be aged 13 or 14 years or even younger.

- At the Club Age Championships, 5, 3 and 2 points are awarded to the fastest, second fastest and third fastest eligible swimmers, regardless of age in 100m and 200m freestyle, 100m and 200m backstroke, 100m and 200m breaststroke, 100m and 200m butterfly and 200m individual medley.
- When 400m, 800m and 1500m freestyle and 400m individual medley are offered as Club Championship events, 5, 3 and 2 points are awarded to the fastest, second fastest and third fastest eligible swimmers in these events regardless of age i.e. the fastest swimmers might come from the 14 years and under rather than the 15 years and over event.

The Surrey Park Open Champions are also presented with a trophy on Presentation Night.

The names of the male and female winners of these awards each season are also engraved on the respective Male and Female Open Club Champion Perpetual Trophies.

## 6. AWARDS

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### 6.1 Presentation Night Awards

The following awards are made at Presentation Night each year:

**a) President's Award –**

For excellent achievements, or contribution to the Club in the past year. Determined by the Club President.

**b) National Achievement Awards -**

To acknowledge swimmers who achieved medals in individual events at the Australian Age, Open or Open Water Championships.

**c) Open Club Champions (male and female)-**

The male and female swimmers deemed overall fastest over a range of strokes and distances at Club Championships. Determined in accordance with By Law 5.3

**d) Age Group Club Champions (male and female) -**

The male and female swimmers in each age group at Club Age Championships who achieve the highest aggregate points score. Determined in accordance with By Law 5.2.

**e) Coaches Awards -**

The most improved and most committed swimmers in each of the Club's squads. Determined by the Club's coaching team.

**f) All Junior Finalists Awards -**

Acknowledge those swimmers who qualified for the finals at the Metro All Junior Competition.



### **g) Bendigo Bank Volunteer Award**

This is intended for volunteers who have offered good Club spirit and contributed to the Club in a significant way.

Other awards may be added by the Club's Committee of Management.

### **6.2 Life Membership**

The awarding of life membership of the Club for outstanding service or contribution directly to the Club and the sport of swimming may be recommended by the Committee of Management for endorsement by the Club's active Life Members.

In considering the nominee's contribution the Committee of Management shall consider the quality, length and level of service provided by the member.

## **7. MEETINGS**

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### **7.1 Annual General Meeting**

The Annual General Meeting shall be held at such time and place as determined by the Committee within 3 months of the end of the Club's financial year.

### **7.2 Committee**

- (a) Committee meetings shall be held at such time and places as may be decided by the Committee.
- (b) Elected members of the Committee who absent themselves from three consecutive Meetings, without acceptable reason or apology, may have their position declared vacant.
- (c) Any Club member may attend Committee meetings as a visitor, but if not a member of the Committee that person shall not take part in Committee business unless invited to do so by the Committee, cannot vote and may be requested to leave at any time.
- (d) Rules for debate and meeting procedures as laid down in Schedule A to these By-Laws shall be adopted and applied for all meetings.

### **7.3 General Meetings**

General Meetings shall be held at such time and place as determined by the Committee.

### **7.4 Meeting Location**

All General and Committee meetings shall be held within 20km of the Club pool.

### **8. DISCIPLINE OF MEMBERS**

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- 8.1** If the Club takes disciplinary action against a member, it must ensure that:
- (a) the member who is the subject of the disciplinary procedure is informed of the grounds upon which the disciplinary action is proposed
  - (b) the member is given an opportunity to be heard
  - (c) any outcome arising from a disciplinary proceeding is determined by an unbiased decision maker,
  - (d) the disciplinary procedure is completed as soon as is reasonably possible.
- 8.2** If the committee is of the opinion a member has failed to comply with Rules of the Club or has been guilty of misconduct or conduct unbecoming a member or prejudicial to the interests of the Club, the committee may by resolution;
- (a) fine that member; or
  - (b) suspend that member from membership of the Club for a specified period; or
  - (c) expel that member from the Club.

## SCHEDULE A

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### RULES FOR DEBATE AND MEETING PROCEDURES

#### 1. RULES FOR DEBATE

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- 1.1 Preference of speaking shall be given to the first member attracting the attention of the Chairperson.
- 1.2 Members must address the Chair and, if requested by the Chair, stand whilst so doing.
- 1.3 Motions shall be proposed and seconded before discussion. Only one amendment may be received at a time and must be disposed of before another is received. Any number of amendments may be proposed.
- 1.4 An immediate vote shall be taken unless some member arises to oppose.
- 1.5 No amendments will be received after proposer of motion has replied.
- 1.6 No motion carried by a meeting shall be debated or rescinded within three months, unless approved by the meeting.
- 1.7 At any time in a discussion a member may rise and move "that the motion be now put". If seconded and carried, the mover has the right of reply, and the motion then must be submitted to the Meeting.
- 1.8 No member shall speak more than once to a motion, except in explanation, with the exception of the mover, who has the right of reply.
- 1.9 No member shall speak for more than three minutes, except with permission of the meeting.
- 1.10 The Chairperson shall decide the order in which members shall speak, unless challenged and overturned by a formal motion submitted to the meeting.
- 1.11 Where due Notice of Motion has been given, but the mover is absent, the motion can proceed, if taken over by another proposer, otherwise it will lapse.
- 1.12 Voting shall be by show of hands unless a majority of those present are in favour of a secret ballot being conducted. Where a vote by the show of hands is disputed, a Division may be called for by any voter.
- 1.13 A vote of adjournment may be proposed without discussion. It will at once be put to the Meeting and acted on if carried by majority of members present.

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### **2. AUTHORITY OF CHAIRPERSON**

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**2.1** Subject to the formal motion of three-fourths majority of the meeting on any particular ruling, the Chairperson shall have unlimited authority on any question before the Chair, and shall be the sole interpreter of all laws governing the meeting for the purpose of such meeting. No motion of dissent from the ruling of the Chairperson shall be permitted unless made before any other business has been commenced and no debate on such motion shall be allowed except by the mover and the Chairperson.

**2.2** At General Meetings, the President, or in his absence, a Vice President if present, shall occupy the chair. In the absence of both these Officers, the meeting shall elect its own Chairperson.

Should the President desire to speak for or against a motion, he shall vacate the chair whilst debate on that motion takes place.

**2.3** At Committee meetings, the President or in his absence, a Vice President if present, shall occupy the Chair. If both these Officers not be present then the meeting shall elect its own Chairperson.

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### **3. MOTIONS PERMISSIBLE WITHOUT NOTICE**

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At a General Meeting, the following motions are permitted without notice:

To elect a Chairperson.

Motions of adjournment.

Motions of amendment.

Motion for Vote of Thanks.

Motions for leave to amend or withdraw a motion or amendment.

Motions dealing with business arising from the Minutes or arising from any report or recommendation of Committee.

Motions for suspension of these Rules of Debate.

Any motion the Chairperson allows.