

NUNAWADING SWIMMING CLUB Inc
(Reg No A0009052P)



RULES FOR
NUNAWADING SWIMMING CLUB

Approved at NSC Annual General Meeting August 2016

1. NAME:

The name of the Incorporated Association is Nunawading Swimming Club Incorporated (in these Rules called "the Club").

2. INTERPRETATION:

(1) In these rules unless the contrary intention appears:-

"Casual Vacancy" means a vacancy that is caused if the officer or member:-

- (a) ceases to be a member of the Club, or
- (b) becomes insolvent under administration within the meaning of the Corporations Law, or
- (c) resigns from office by notice in writing given to the Secretary.

"Board" means the Board of Management of the Club.

"Financial Year" means the year ending on the 30th of June.

"Swimming Year" means the year ending on the 30th of June.

"General Meeting" means an Annual General Meeting or a Special General Meeting.

"Hearings Tribunal" means a Hearings Tribunal established under the rules of SV.

"Member" means a member of the Club.

"MPO" means a Club appointed Membership Protection Officer.

"MPIO" means a SV or SAL Member Protection Information Officer.

"Member Welfare Policy" means the member welfare policy of SAL.

"Child Welfare Policy" means the child welfare policy of SAL.

"Senior Member" means a member over the age of 16 years who is entitled to vote at a General Meeting.

"Metro East" means Dandenong Ranges and District Swimming Association or D.R.D.S.A.

"On-line Membership" means the membership data base of SAL.

"SV" means Swimming Victoria Inc or its successor being the peak body for the administration of natatorial activities in Victoria.

"SAL" means Swimming Australia Limited.

"FINA" means the peak body for international swimming competition.

"The Rules" means the Constitution of the Club.

Words implying any gender include the other gender.

Words implying the singular shall include the plural and vice versa.

"The Act" means the *Associations Incorporation Reform Act 2012*.

"The Regulations" means the Regulations under the Act.

- (2) In these Rules, a reference to the Secretary of the Club is a reference:
- (a) where a person holds office under these Rules as Secretary of the Club, to that person; and
 - (b) in any other case to the Public Officer of the Club.

3. PURPOSE AND OBJECTIVES:

- (1) The Club is formed to promote natatorial activities in all of its forms, and to accomplish this, shall;
- (a) be the most recognised and well regarded swimming club in Australia as a leader and innovator in personal aquatic survival skills (learn to swim) and competitive swimming;
 - (b) affiliate and otherwise liaise with the Swimming Victoria Incorporated (“SV”), Metro East and such other bodies as may be desirable to achieve these Objects;
 - (c) promote, encourage and give instruction in the sport of swimming for the benefit of Members and the development of swimming.
 - (d) promote and conduct from time to time - championships, competitions, carnivals and other activities deemed expedient to the welfare of the Club, its purposes and its members
 - (e) act in good faith and loyalty to ensure the maintenance and enhancement of the Club and swimming, its standards, quality and reputation for the collective and mutual benefit of the Members and swimming;
 - (f) at all times to act on behalf of, in the interests of, and in conjunction, with the Members;
 - (g) promote cultural, social, sporting and recreational activities;
 - (h) promote the economic and sporting success, strength and stability of the Club, and each Member, and to act interdependently with each Member in pursuit of these Objects;
 - (i) ensure compliance with the rules and by-laws as amended from time to time of SV;
 - (j) apply the property and capacity of the Club towards the fulfilment and achievement of these Objects;
 - (k) strive for governmental, commercial and public recognition of the Club, and swimming;
 - (l) through or in association with other Clubs or other entities or of itself, promote the health and safety of all Members;
 - (m) pursue commercial arrangements, including sponsorship and marketing opportunities as are appropriate, to further these Objects;

- (n) formulate or adopt and implement appropriate policies, including in relation to harassment, discrimination, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs and such other matters as arise from time to time as issues to be addressed in swimming;
- (o) represent the interests of its Members and of swimming generally in any appropriate forum;
- (p) have regard to the public interest in its operation;
- (q) do all that is reasonably necessary to enable these Objects to be achieved and to enable the Members to receive the benefits which these Objects are intended to achieve;
- (r) adopt the Swimming Australia Member Welfare Policy and Child Welfare Policy, (as amended from time to time), and to comply with their requirements, and
- (s) encourage and promote a competition and training environment that prohibits performance-enhancing drugs;

4. APPLICATION FOR MEMBERSHIP:

- (1) A person who nominates for and is approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual subscription payable under these Rules.
- (2) Membership categories shall be:-
 - (a) Life Member – members may be granted honorary life membership after completing 10 years outstanding service to the Club.
 - (b) Technical Official – any qualified technical official working at club, district, state or national level.
 - (c) ‘Swimmer’ member - including various swimmer categories
 - (d) ‘Non-Swimmer’ member – any person who does not fall into the categories above
- (3) A nomination of a person for membership of the Club:
 - (a) shall be made by using the on-line membership system offered by SV;
 - (b) shall be accompanied by the appropriate annual subscription; and
 - (c) shall be submitted by the applicant thereby acknowledging they are bound by the rules of the Club, SV, SAL and FINA for the time being in force.
- (4) As soon as practicable after the receipt of the nomination the Secretary, or delegated representative, shall refer the nomination to the Board.
- (5) The Board shall determine whether to approve or to reject the nomination, without having to give reasons.
- (6) Should the Board reject the nomination the nominee must be informed in writing of the Board’s decision and the annual subscription shall be repaid.

- (7) Should the Board accept the nomination the Secretary or delegated representative shall, with as little delay as possible, make the member active in the On-line Membership database thereby entering the nominees name and details in the register of members and upon the name being so entered, the applicant becomes a member of the Club.
- (8) Any member will be forwarded a renewal notice and a request for payment of membership in subsequent years.
- (9) Any member who fails to renew or pay his/her subscription, at the beginning of a new membership year, will have his/her name removed from the Register of Members.
- (10) A right, privilege or obligation of a person by reason of his/her membership of the Club:-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of his/her membership whether by death or resignation or otherwise.

5. ANNUAL SUBSCRIPTION:

- (1) The annual subscription shall be the amount set by the Board each year and is due and payable at the beginning of each Swimming Year.
- (2) The Board may provide a discount for 3 or more 'Swimmer' members from the one family, in any swimming season, in the Club By-Laws.

6. GENERAL RIGHTS OF MEMBERS:

- (1) A Senior Member of the Club who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 25; and
 - (f) to inspect the register of members.
- (2) A Senior Member is entitled to vote if—
 - (a) more than 3 months have passed since he or she became a member of the Club;
 - (b) the member's membership rights are not suspended for any reason; and
 - (c) the member is financial.

7. REGISTER OF MEMBERS:

- (1) The Secretary or delegated representative is responsible for the keeping and maintenance of a register of members in which shall be entered the full name, address

and date of admission of each member and the register shall be available for inspection and copying by members for the purposes of convening a special general meeting of the Club upon request unless prohibited by any relevant legislation.

(2) All members shall be registered with Swimming Victoria Inc. each year.

8. RESIGNATION:

(1) A member of the Club who has paid all monies due and payable by a member of the Club may resign from the Club by giving one month's writing of his/her intention to resign.

(2) A member may transfer to another club during his/her currency of registration provided all obligations financial and otherwise have been discharged to the Club. The member, through their new Club, shall make application on the SV online membership system.

(3) After meeting the conditions referred to in sub-rule [1 & 2]

(a) the member ceases to be a member: and

(b) the Secretary must record in the register of members the date on which that member ceased to be a member

9. BOARD OF MANAGEMENT:

(1) The affairs of the Club shall be managed by a Board of Management constituted as provided in this clause.

(2) The Board will comprise no more than 7 persons being 5 Elected Officers of the Club elected under clause 10 ("Elected Officers") and clause 11 ("Election of Elected Officers") and up to 2 Appointed Officers under clause 12 ("Appointment of Appointed Officers").

(3) Elected and Appointed Officers have equal voting rights at Board meetings.

(4) All members of the Board must be members of the Club

(a) at nomination for elected officers or;

(b) at appointment for appointed officers.

(5) The Board of Management-

(a) shall manage the business and affairs of the Club; and

(b) may, subject to these rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Club; and

(c) subject to these Rules, the Act and Regulations, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of the Club; and

- (d) shall appoint a Member Protection Officer at the first meeting following the Annual General Meeting each year.
 - (e) shall have the power to create or amend By-laws for the efficient operation of the Club. Such By-laws shall be published to the members from time to time for their information.
- (6) Employees of the Club are not entitled to be nominated for or elected to a position on the Board.
- (7) Any Board member that obtains employment with the Club during their term of office must resign their position on the Board before commencing employment.

10. ELECTED OFFICERS:

- (1) The five elected officers of the Club shall be:-
- (a) a President;
 - (b) two Vice Presidents;
 - (c) a Secretary; and
 - (d) a Treasurer.
- (2) Each 'Elected Officer' of the Club shall be elected at the annual general meeting of the Club in each year.
- (3) Each officer of the Club shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election except for in rule 22.
- (4) In the event of a casual vacancy of any elected position on the Board – with the exception of the Secretary - that position shall be filled by the Board from the members of the Club.
- (5) In the event of a casual vacancy of the Secretary position on the Board – that position shall be filled by the Board from the members of the Club either permanently or on an interim basis within 14 days of the vacancy occurring.
- (6) A Board member may resign from the Board by written notice to the Board.
- (7) A person ceases to be a Board member if –
- (a) he or she ceases to be a member of the Club; or
 - (b) he or she fails to attend three (3) consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under clause 10(8);
 - (c) a general meeting of the Club, by special resolution, removes the Board member from office.
 - (d) he or she otherwise ceases to be a Board member by operation of section 78 of the Act.
 - (e) becomes bankrupt under administration within the meaning of Corporations Law; or

- (f) resigns from office by notice in writing given to the Secretary.
- (8) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 6 months.

11. ELECTION OF ELECTED OFFICERS:

- (1) Nomination for elected positions on the Board shall be in writing, signed by two (2) members of the Club. The written acceptance of the nomination by the nominee shall be endorsed on the nomination form.
- (2) The nomination form shall be delivered to the Secretary or delegated representative at least seven (7) days prior to the Annual General Meeting.
- (3) If the number of nominations received for a position is equal to or less than the number provided, they shall be declared elected at the Annual General Meeting.
- (4) If more nominations are received for a position than the number provided a secret ballot shall be held.
- (5) Such a ballot shall be held at the Annual General Meeting each year.
- (6) The Chairperson may call for further nominations at the Annual General Meeting for any position where the number of written nominations are not equal to or more than the number provided. Any such nominations must be made by a member, seconded by another member and accepted by the nominee. The Chairperson shall put the nomination to a vote.

12. APPOINTMENT OF APPOINTED OFFICERS:

- (1) The Board may appoint up to two 'Appointed Officers'.
- (2) Appointed Officers must become a member of the club, if they are not already, at the time of their appointment.
- (3) Appointed Officers may have specific skills and should (but need not) have some experience in or exposure to swimming.
- (4) Appointed Officers shall remain in office for the period up until the next Annual General Meeting.
- (5) An Appointed Officer may upon the expiration of his / her term of office may be re-appointed for a further term.
- (6) The Elected Officers of the Board may resolve to remove an Appointed Officer of the Board before the expiration of his/her term of office and may appoint another Officer in his/her place to hold office until the expiration of the term of the first mentioned Officer.

13. PROCEEDINGS OF THE BOARD:

- (1) The Board shall meet at least eight (8) times in each year, at a place and time determined by the Board.
- (2) The quorum for a Board meeting shall be more than one half of the Board membership. A person is deemed in attendance if participating through the use of interactive technology.
- (3) If a quorum is not present within 30 minutes of the starting time for the meeting, the meeting shall be deferred to a day and time as determined by the Board.
- (4) At meetings of the Board:-
 - (a) the President shall preside as Chairperson;
 - (b) in the President's absence a Vice President shall preside as Chairperson; or
 - (c) in the absence of the President and two Vice Presidents, the Board shall appoint a Chairperson subject to sub-clause (2).
- (5) Each member of the Board shall have one vote, in the event of a tie the Chairperson shall have a second or casting vote.
- (6) Notice of Board meetings shall be given to each member of the Board, at least 2 business days before the date of the meeting.
- (7) The Board may act on any matter, subject to sub-clause (2), notwithstanding the absence of any member or a vacancy on the Board.

14. SECRETARY:

- (1) The Secretary or delegated representative shall:
 - (a) keep minutes of the resolutions and proceedings of all meetings, and
 - (b) keep a record of the names of the members present at those meetings.
 - (c) maintain the register of members
 - (d) keep custody of the common seal (if any) of the Association and, except for the financial records of the Club, all books, documents and securities of the Association
 - (e) give to the Registrar of Incorporated Association notice of his or her appointment within 14 days after the appointment

15. TREASURER:

- (1) The Treasurer or delegated representative shall manage:
 - (a) the collection all monies due to the Club, and the making of all payments authorised by the Board; and

- (b) the keeping of accurate accounts and books showing the financial affairs of the Club with full details of all receipts and payments by the Club.
- (c) and ensure all monies received are to be deposited into the nominated Club bank account within two working days.

16. ANNUAL GENERAL MEETING:

- (1) The Club shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held on such a date as the Board determines, within 2 months of the end of the financial year.
- (3) Written notification or electronic transmission shall be provided to all members of the Club at least 21 days prior to the date of the Annual General Meeting setting out the agenda of the meeting.
- (4) The ordinary business of the Annual General Meeting shall be:-
 - (a) apologies;
 - (b) to confirm the minutes of the last preceding Annual General Meeting;
 - (c) to confirm the minutes of any other general meetings held since the last preceding Annual General Meeting;
 - (d) to receive from the Board and Management reports on the activities of the Club from the preceding financial year;
 - (e) to receive and consider an audited statement of the financial affairs of the Club during the preceding financial year;
 - (f) to elect the Officers of the Club, including the new Board members and Swim Committee members to hold office until the next Annual General Meeting;
 - (g) to consider and determine any proposed changes to the Constitution; and
 - (h) to conduct any general business of which at least 7 days' notice has been given.
- (5) The Annual General Meeting is in addition to any other general meetings that may be held during the year.

17. GENERAL MEETINGS:

- (1) All General Meetings, other than the Annual General Meeting shall be called Special General Meetings.

18. SPECIAL GENERAL MEETINGS:

- (1) The Board may, if it thinks fit, convene a Special General Meeting of the Club.
- (2) The Board shall, on the requisition in writing of members representing not less than 15% of the Senior Members of the Club, convene a Special General Meeting of the Club.

- (3) A Special General Meeting shall be held within 45 days of the date the requisition is received by the Secretary.
- (4) The requisition for a Special General Meeting shall state the objects of the meeting, shall be signed by the requisitioners and shall be delivered to the address of the Secretary.
- (5) The same notice and method as is provided for the Annual General Meeting shall be given for Special General Meetings.

19. VOTING AT GENERAL MEETINGS:

- (1) Only current financial Senior Members are eligible to vote in person or by proxy at a General Meeting.
- (2) A member who cannot attend a General Meeting may submit a proxy vote. They can vote either for, or against, specific General Business agenda items, and are required to provide their proxy form to the Secretary no later than 24 hours before the beginning of the General Meeting.
- (3) At any General Meeting;
 - (a) All votes shall be cast personally.
 - (b) A member in attendance has one vote only
 - (c) Proxy voting is permitted as per Clause 19 (2)
 - (d) A vote shall be conducted by a show of hands and summary of proxy votes or such other method as determined by the Chairperson.
 - (e) The result of the vote shall be declared by the Chairperson and shall be final.
 - (f) In the case of an equality of votes the Chairperson is entitled to exercise a second or casting vote.

20. PROCEEDINGS AT GENERAL MEETINGS:

- (1) The quorum for General Meetings shall be at least 20% of the financial members of the Club who are eligible to vote at a General Meeting.
- (2) At General Meetings of the Club:-
 - (a) the President shall preside;
 - (b) in his absence a Vice President shall preside; or
 - (c) in the absence of the President and two Vice Presidents, the meeting shall appoint a Chairperson.
- (3) If a quorum is not present within 30 minutes of the scheduled time for commencement of the meeting it shall be adjourned to the same time in the next week and, unless another place is specified by the Chairperson at the time of adjournment, at the same place.

- (4) At an adjourned General Meeting the quorum shall be half of the quorum specified in clause 20.1. If a quorum is not attained within 30 minutes of the scheduled time for commencement, the meeting shall lapse.

21. ALTERATION OF RULES AND STATEMENT OF PURPOSE:

- (1) This Constitution may only be amended at a General Meeting of the Club, where due notice of the proposed rule changes have been provided to the members.
- (2) To amend this Constitution a majority of 75% of the financial senior members present eligible to vote and voting in favour of the proposal is required.
- (3) Proposed amendments to this Constitution shall be approved by Swimming Victoria Inc before they are submitted to the Registrar as an authorised change to these Rules.

22. WINDING UP OR CANCELLATION:

- (1) The Club shall not be wound up unless a decision is taken at a General Meeting of which due notice has been given, and 75% of the financial senior members present, eligible to vote and voting have agreed to the proposal.
- (2) In the event of the Club being wound up or the cancellation of the Incorporation of the Club, the assets of the Club shall be forwarded to Swimming Victoria Inc to be held in trust for a period of five (5) years. Should the Club not be reformed in this time the assets shall be used for the promotion and development of swimming within Victoria.
- (3) Under no circumstances shall the assets of the Club be distributed amongst the membership of the Club.

23. FUNDS:

- (1) The funds of the Club shall be derived from swimming pool entry fees, annual membership subscriptions, squad training fees, merchandise sales, social activities, raffles, donations, swim school business conducted under the trading name 'Just Swimming' and such other sources as the Board determines.

24. PAYMENTS:

- (1) All payments shall be authorised by at least two persons as delegated by the Board.

25. CUSTODY OF RECORDS:

- (1) Unless provided otherwise within these Rules, the Secretary or delegated representative shall keep in his custody and control all relevant documents and securities of the Club.

- (2) Subject to clause 25.4 all relevant documents of the Club shall be available free of charge for inspection and copying by any member of the Club upon request having given reasonable notice.
- (3) Relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following:
 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Club;
 - (e) minutes of General Meetings of the incorporated association, including financial statements submitted at a General Meeting.
- (4) A request for inspection may be refused by the Board where it is unreasonable, or the Club is legally entitled or obliged to do so.

26. THE SEAL:

- (1) The Club has elected not to use a Common Seal.
- (2) Any document that would have required the use of the Common Seal, shall be authorised by the Board and shall be countersigned by two authorised members of the Board.

27. MEMBER WELFARE:

- (1) Where a member of the Club has a grievance arising from their involvement in the activities of the Club, whatever that may be, with another member, officer or employee of the Club, and that member considers that the grievance warrants investigation and action by the Club that member shall follow the procedure in this clause. If the grievance is a matter which is dealt with in the Swimming Australia Member Protection Policy it shall be dealt with in accordance with the Member Protection Policy - General Information and Procedures.
- (2) **Member Protection Officer (MPO)**
 - (a) The Club shall appoint an MPO at the beginning of each swimming season.
 - (b) The Club shall communicate the identity of the MPO to its members following their appointment each year.
 - (c) Where a grievance arises the member shall contact the Club MPO, who has been appointed by the Board, and advise that they have a grievance that they wish to discuss. Where a grievance is to be submitted in writing it should be addressed clearly to the Club MPO, and marked "Private and Confidential".

- (d) If the Club appointed MPO is unable to be unbiased against, or in favour of, the member concerned then the Board shall appoint an alternate MPO without bias, specifically to hear the matter.
- (3) Action by the MPO**
- (a) Where a grievance has been received by the Club MPO, they shall as soon as practicable, discuss the grievance with the aggrieved party. The Club MPO may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.
 - (b) The Club MPO shall take all necessary steps to resolve the grievance. They may recommend to the Board what they consider an appropriate action.
 - (c) Where the Club MPO is unable to resolve a grievance or considers the grievance of a very serious nature they shall contact a Swimming Victoria or Swimming Australia Member Protection Information Officer and seek to have it resolved in accordance with the Swimming Australia Member Welfare Policy or Child Welfare Policy – General information and Procedures.
 - (d) All grievances received by the Club MPO, and all information surrounding the circumstances of a grievance which is discovered by the Club MPO on investigation, shall be confidential and may only be communicated to the Board.
- (4) Procedures by a MPO**
- (a) In investigating a grievance and/or determining its legitimacy, the Club MPO shall observe the rules of natural justice.

28. DISCIPLINE OF MEMBERS:

- (1) The Board may refer the following matters to SV with a request that they be investigated or determined by the **Hearings Tribunal** in its sole discretion:
 - (a) an allegation or grievance (not being vexatious, trifling or frivolous) by a complainant (who may be, but need not be, a Member) that a Club or Member has:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Board or duly authorised committee; or
 - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club and/or swimming; or
 - (iii) brought the Club or swimming into disrepute; or
 - (iv) breached the Member Welfare Policy of SAL, or any other policy or rule of SAL; or any policy or rule of SV; or
 - (v) committed an act of misconduct.
- and any such Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of SV set out in the SV Constitution or By-Laws.

- (b) the members of the Hearings Tribunal
 - (i) may be Board members, members of the Club or anyone else; but
 - (ii) must not be biased against, or in favour of, the member concerned

29. ACCEPTANCE OF AUTHORITY

- (1) By signing the Application for Membership Form, the applicant acknowledges that he is bound by The Rules of the Club, Swimming Victoria Inc, Swimming Australia Limited and FINA for the time being in force.

~~~end~~~

# Appendix 1

## Election of Board Members

Nominations are now called for the following Elected Officers.

### MEMBERS OF THE BOARD OF MANAGEMENT

**President**

**2 X Vice Presidents**

**Secretary**

**Treasurer**

#### NOMINATION FORM

I..... nominate.....

for the position of.....

**Signed**

**Seconded**

.....

.....

Name

Name

.....

.....

Signature

Signature

I .....

agree to nomination for the position of .....

Signed .....