

## **BY-LAWS OF THE MOE AMATEUR SWIMMING CLUB INC.**

### **1. Repeal of previous by-laws.**

All previous by-laws of the Moe Amateur Swimming Club Inc. (hereinafter called the Club) are repealed from the date of acceptance of the following by-laws by the Committee of Management of the Club (hereinafter called the Committee).

### **2. Acceptance date.**

The date of acceptance of these by-laws was the seventeenth of July 2003.

### **3. Alteration to by-laws.**

Any alteration to these by-laws is to be made following a notice of motion given at least two weeks prior to the meeting at which such alteration is to be submitted, and such alteration requires passing by a majority of at least three-fourths of the committee members present, subject to a quorum as laid down in **Rule 25. Const**

### **4. Obedience to Rules.**

The members of the Club are required to obey the Rules and Regulations of the Club, Gippsland Swimming Inc. (hereinafter called GSI) and Swimming Victoria Inc. (hereinafter called S.V. I.) which are now in force, and any future enactments as and when from time to time they come into force.

### **5. Discipline.**

(a) Members of the Club shall adhere to instructions given to them (when such instructions relate to the performance of club activities) by either the committee, or a person (acting within their appointment) appointed by the Committee.

(b) Breaches of discipline are to be reported to the Secretary of the Club and a record shall be kept showing the following information:-

- (i) Member involved
- (ii) Complainant
- (iii) Breach
- (iv) Date of breach and complaint
- (v) Action taken

(c) When a member has been reported on three separate occasions the executive shall be notified so that any further desirable disciplinary procedures may be implemented (**see rule 7 Const**).

### **6. Committee meetings.**

Unless otherwise specified, regular Committee meetings shall be held once each month on a day to be set by the incoming Committee and shall commence at 6.30pm unless otherwise notified.

**7. Routine of business at Committee meetings.**

The following shall be the routine of business at meetings of the Committee, unless the Chairman deems an alteration to be necessary:-

- (i) Roll call and Apologies
- (ii) Confirmation of minutes of previous meeting
- (iii) Business arising from minutes
- (iv) Correspondence
- (v) Business arising from correspondence
- (vi) Treasurer's report and passing of account for payment
- (vii) Other reports
- (viii) General business

No further business shall be entered upon two hours after the scheduled time of commencement, except by permission of the Chairperson.

**8. Enrolment**

Enrolment in the Club shall consist of the completion and signing of the Member Application Form for the forthcoming **season\***, payment of the relevant registration fees and acceptance of the application by either a meeting of the Committee or a meeting of the Executive. The applicant becomes a provisional member after completion of the application form and payment of the fees, until a meeting of the Committee or Executive ratifies or rejects the application. (this role may be delegated to an authorised Executive Committee Member)

**9. Transfers.**

All transfers to and from the Club must be approved by either a meeting of the Committee or a meeting of the Executive. The Secretary of the Club shall keep records of all transfers.

**10. Fees.**

- a) All fees covering Registration and Coaching will be reviewed on an annual basis by the committee.
- b) Registration fees are to be paid by the 1<sup>st</sup> of May each year, or prior to commencement of activities with the club.

**11. Responsibility for valuables.**

The Club is not responsible for any valuables or property lost or left behind whether or not it was in the swimming pool area or club rooms either at Moe or any other place during carnivals, other swim meets, training sessions or outings.

**12. Eligibility to compete.**

A competitor must be a member of the Club to be eligible to compete for or within the Club at swimming competitions.

### 13. Trophies

- (a) Major trophies shall be awarded in the following categories:-
  - (i) Ernest Mitchell Overall Club Champion (male and female).
  - (ii) Alan Harlow Junior Club Champion (male and female).
  - (iii) May Buxton Most Improved Swimmer (A and B Grades) (male and female).
  - (iv) Gwen Young Most Improved Swimmer (C and D Grades) (male and female)
  - (v) Don Coupe Encouragement Award – male
  - (vi) Wendy Gibson Encouragement Award – female
  - (vii) Presidents Encouragement Trophy (male or female)
  - (viii) Best Clubman (male or female, swimmer or parent)
  - (ix) Age Group Trophies
  - (x) Jack Sutcliffe Memorial Trophy – To be decided
- (b) The awarding of the Ernest Mitchell Overall Club Champion Trophy shall exclude the recipient from being awarded the Alan Harlow Junior Club Champion Trophy. In the event of a junior winning the overall trophy, then the junior trophy shall not be awarded, but the overall trophy shall bear a suitable inscription this also applies to Ernest Mitchell Overall Runner Up.
- (c) The method of determining the winner of each major trophy shall be as laid down in **Appendix 1**.
- (d) Appendix 1 will be held by the Secretary and Team Managers, and will be available to any member of the club on request.
- (e) Competitors may receive other trophies, medallions or ribbons for swimming as shall be determined from time to time by the Committee.