

BY-LAWS OF MELVILLE MASTERS SWIMMING CLUB (INC)

1. Club Colours

The Club colours shall be Black and Gold

2. Club Logo

The Club logo is a Marlin with the words “the Mighty Marlins” below

3. Life membership

(1) Life membership of the Club will be considered in the case of sustained excellence in service to Melville Masters Swimming Club and must be confirmed at the Annual General Meeting (AGM) by 75% of members present in person or by proxy.

(2) The nomination shall be presented to the Secretary in writing by the proposer and seconder, together with a record of service of the nominee. The secretary will submit the nomination to the Committee for their consideration. If endorsed by the Committee, the notice of motion to confer the Life Membership shall be given to members at the same time as notice of the AGM

(3) A Life member will be entitled to all the facilities of the Club and will be expected to conduct themselves according the rules of the Club, but will not be required to pay annual membership subscriptions

4. Social membership

(1) A social member is entitled to participate in all social activities of the club and may be invited to swim on special occasions, limited to three times per year

(2) A social member may be nominated for Life Membership of the Club

(3) Social members have no voting rights

5. Committee of Management

In addition to the committee positions listed in the Club Constitution, the Committee of Management will consist of

Captain

Vice Captain

Fitness Director

Coach

Membership Officer

Publicity Officer

Club Points Recorder

Newsletter Editor

Website Editor

Social Organiser

Endurance Coordinator

Safety Officer

Committee Persons

The duties of the above positions shall be agreed upon by the Committee and the positions may be combined at the Committee's discretion

6. Statement of Responsibilities

(1) President (also refer to Club Constitution)

- Promote and be an advocate of the club.
- Provide direction to the annual activities of the club.
- Officially represent the club when required.
- Chair all committee meetings and the AGM.
- Offer help and support to other committee members.
- Make presentations to members when required e.g. trophies at the AGM, Presentation function.
- Welcome visitors at official functions.
- Maintain cordial working relationships with Melville Aquatic Fitness Centre personnel.
- Present trophies at the Interclub swim.
- Liaise with the Secretary, Treasurer, Captain and all members to ensure the smooth running of the club.
- Keep up to date with Club and Branch affairs.

(2) Vice President (also refer to Club Constitution)

- Promote and be an advocate of the club.
- Support the direction and annual activities of the club.
- Officially represent the club when required.
- Chair committee meetings in the absence of the President.

(3) Treasurer (also refer to Club Constitution)

- Promote and be an advocate of the club.
- Honestly and diligently manage club funds.
- Adopt financial accounting procedures that are of a standard consistent with best practice in the management of voluntary clubs.
- Openly and transparently provide financial reports at Committee Meetings and the Annual General Meeting.

(4) Secretary (also refer to Club Constitution)

- Promote and be an advocate of the club.
- Record the minutes of Committee Meetings and the Annual General Meeting.
- Liaise with the Masters Swimming WA
- Manage the correspondence to and from the club.
- Distribute relevant correspondence to members.
- Manage the booking of facilities at the Melville Aquatic Fitness Centre.
- Book facilities on behalf of the club.

(5) Captain

- Run the club night swim program.
- Facilitate announcements on club nights.
- Welcome visitors and new members.
- Encourage members to enter swim thru and interclub events.
- Keep notice board updated.
- Help organise and run Melville Interclub Carnival.
- Coordinate entries to Club meets and organise relay teams.
- Attend Captain meetings and other state meetings when requested to do so.

(6) Vice Captain

- Take over duties of Captain when Captain absent or otherwise engaged on Club nights or any other club function.
- Assist to set up and put away equipment on club nights.
- Welcome visitors and new members.
- Help sort swim cards into heats.
- Liaise with and help Captain at all times.

(7) Fitness Director

- Liaise with the State Fitness Director and ensure that Masters Swimming policies are followed in the club.
- Monitor coaching practices in the club.
- Supplement coaching by providing advice regarding nutrition, strength training and exercise.
- Arrange CPR courses for members as required to ensure a high knowledge base in the club.

(8) Coach

- Coordinate coaching activities for the Club

(9) Membership Officer

- Inform and encourage the swimming public to experience our club night or swim sessions.
- Obtain details and contact numbers of prospective members.
- Introduce prospective members to many club members.
- Contact prospective members to encourage continued interest in joining.
- Provide new members with kits provided by Masters Swimming WA

(10) Publicity Officer

- Access local newspapers to foster community interest in the club
- Provide articles for Different Strokes
- Maintain the currency of the Club Information Brochure
- Pursue other avenues of publicity as they arise.

(11) Club Points Recorder

- Record the times of swimmers from the first event on each club night.
- Calculate club points in order to establish the winners of the Marlin of the Month and yearly club points awards.

(12) Newsletter Editor

- Produce, and distribute either electronically or in print, a monthly club newsletter.
- Ensure that the newsletter includes:
 - Reports on swimming and social events
 - Details of future swimming and social events
 - Information gained from committee meetings and other sources which need to be passed onto all members.
- Archive a copy of each newsletter.
- Provide a short club report, with relevant photos if available, to the editor of the WA Masters Swimming newsletter.

(13) Website Editor

- Maintain the club website
- Ensure that the website contains current information

(14) Social Organiser

- Coordinate social activities for the Club

(15) Endurance Coordinator

- Care for endurance file and trolley – sheets, watches, file.
- Attend Club on Thursday nights, 1st and 3rd Sunday of each month with equipment for endurance swims.
- Record swims as completed.
- Collate and submit points for National Endurance 1000 Trophy.
- Provide names of 1st, 2nd and 3rd place getters for male and females for Club Presentation function.
- Promote endurance swimming to members.

(16) Safety Officer

- Distribute information on safety aspects of swimming to members.
- Establish and maintain an up-to-date medical 'at risk' register of swimmers and provide information to the Club Coaches.
- Ensure that Club swim meets and events have appropriate medical coverage.
- Record all incidents. Complete an Injury Report Form immediately after an incident(s) and forward copy(s) to the Branch Safety Coordinator.

(17) Committee Persons

- Provide assistance to other committee members as required.
- Volunteer for tasks which arise out of the decisions of the committee.

(18) Additional Roles

Members of the club may be approached to:

- Arrange for the purchase and engraving of trophies for club carnivals and the annual presentation function.
- Assume the role of Swim Meet Director for the club's annual carnival.
- Supervise coaching sessions

- Assist with organising and running the BBB River Swim Assist
- Assist with the organisation of Social Activities

7. Club Awards

- (1) Club Points
1st, 2nd and 3rd male and female total club points for the year.
- (2) Marlin of the Year
Highest point scorer in total club points (perpetual trophy)
- (3) Marlin of the Month
Highest point scorer in club points for the month. Can only be won by a member once per year. (cloth badge)
- (4) Endurance Points
1st, 2nd and 3rd male and female total endurance points for the year.
- (5) President's Trophy
Closest to nominated time in Coogee Jetty to Jetty Swim (perpetual trophy)
- (6) Nancy Davies Trophy
Closest to nominated time in Swim Thru Rottnest (perpetual trophy)
- (7) John Devereaux New Member Encouragement Award
Chosen by the committee and awarded to a member who has joined in the previous 18 months who has become a valued member of the club and has supported the objects of the club (perpetual trophy)
- (8) Marlin of Mediocrity
Member who is closest the median point score in both club points and endurance points (perpetual trophy)
- (9) 20 Year Award
Awarded to members who have been a member for 20 years (cloth badge)
- (10) Melville Interclub Overall Top Club
Top point scoring club at the Melville Interclub Carnival (perpetual trophy)
- (11) Melville Interclub Handicap Award
Club which gains the most points per swimmer in individual events at the Melville Interclub Carnival (perpetual shield)

Other awards may be presented at the discretion of the committee.

8. Forms

- (1) Notice of General Meeting to alter the rules (constitution)
- (2) Appointment of Proxy

NOTICE OF GENERAL MEETING TO ALTER THE RULES (CONSTITUTION)

Melville Masters Swimming Club Inc

is convening a general meeting at which the following resolution/s will be proposed as special resolutions to alter the rules of the Club.

The meeting will be held at _____ am/pm on (day) _____ (date) _____ 20____

The meeting will take place at _____

SPECIAL RESOLUTION/S:

Currently rule.....states:

.....
.....
.....

It is proposed to alter this rule so that it states as follows:

.....
.....

OR

A list of alterations to the rules which will be proposed as special resolutions at the meeting is attached.

INFORMATION for MEMBERS

- Rule 21 allows for proxy votes. A proxy form is enclosed for you to nominate another member to vote on your behalf if you cannot attend the meeting.
- Alterations to the rules can only be made if supported by 75% of members voting at the meeting or by proxy.
- Alterations to the rules only take effect when lodged with the Department of Commerce.

APPOINTMENT OF PROXY

I,

(Insert MEMBER'S name)

of.....

(Insert MEMBER'S address)

being a member of Melville Masters Swimming Club Inc

APPOINT

.....

(Insert PROXY'S name)

who also is a member of the Club, as my proxy.

My proxy is authorised to vote on my behalf: *(Tick only ONE of the following)*

at the general meeting/s (and any adjournments of the meeting/s) on

.....

(Insert relevant date/s)

OR

in relation to the following resolutions and/or nominations:

In favour:

Against:

.....

.....

.....

.....

.....

.....

.....

.....

(Insert resolution Nos, brief description or nominees' name/s)

(Insert resolution Nos. brief description or nominees' name/s)

Signature:.....

Date:.....

(of Member appointing Proxy)