

# **BENDIGO EAST SWIMMING CLUB**



## **BY LAWS**

**As at 20 May 2013**

## 1.0 MEMBERSHIP

1.1 Membership to the Bendigo East Swimming Club (to be called "the Club") is through application on an official "application for membership" form as available through the club Registrar and on-line registration through SV.

1.2 A person may apply for one of the following membership classes:

**Competitor Member:** Competitor membership is available to those persons aged six years and over who wish to swim with the Club as a competitive swimmer.

**Non-competitor Member:** Non-competitor membership is available to committee members and parents who are not Competitor Swimmers.

1.3. On acceptance as a member to the Club, whether as a Competitor Member or Non-competitor Member; and provided that the member has attained the age of 18 years, he/she will assume the following rights:

The right to cast one vote only upon any matter that is decided by vote at a General Meeting of members. In casting a vote, the member must be present at the General Meeting and must cast the vote in person.

The right to nominate for any position on the Committee of the Club.

1.4 Competitive Membership is open to swimmers who fulfil approved swimming and have been assessed by Club coach (es).

1.5 Registration for the new season shall coincide with the SVI calendar year.

1.6 Potential members are to be allowed to participate in 3 training sessions over 2 weeks to confirm their interest and commitment before officially registering with the club and with SV.

1.7 Life Membership

1.7.1 Persons eligible to be nominated for Life Membership must have:

- Served as a member of the Club for not less than ten continual years (10) and
- Worked within various roles within the Club
- Provided outstanding and diligent service

1.7.2 Any member granted Life Membership will have the same privileges as other members but will be free of membership fees.

1.8 Service awards may be issued on recommendation of the Executive Committee for members having had served five continual years or more.

## **2.0 Governance**

The structures and processes used by the club will be focussed on developing its strategic goals and direction, monitoring its performance against these goals and ensuring that the Committee acts in the best interests of the members and complies with common law and SV requirements.

### **2.1. Committee of Management (The Committee)**

2.1.1. All business and operational affairs of the Club (including, but not be limited to matters associated with finance, business planning, administration, employee management and public relations) shall be managed by a Committee of management (hereinafter referred to as “the Committee”)

2.1.2 Elected and appointed members of the Club who absent themselves from three consecutive meetings without acceptable reason may have their position declared vacant by the Executive Committee whereby nominations will be called to fill the position as soon as possible.

2.1.3 The Executive Committee of the Club shall comprise the following:

(a) a President;

(b) a Vice President(s);

(c) a Secretary;

(d) a Treasurer.

2.1.4 The Executive Committee together shall make any urgent decisions, or carry out any action it considers necessary, provided that such decisions shall be submitted for ratification at the next meeting of the Committee.

2.2 Role statements / responsibilities of Committee members are reflected in the BESC Guidelines

2.3 Sub committees and / or work groups may be established from time to time by the committee. These sub committees / work groups will be given specific terms of reference and be accountable to (include regular reports) to the committee. The committee may terminate a sub committee(s) / work group(s) if the terms of reference are no longer relevant or the outcome of the group has been achieved.

## **3.0 MEETINGS**

3.1 Quarterly meetings shall be held as a minimum. Additional meetings may be held as deemed necessary by the Executive Committee.

3.2 Meetings will finish within two hours of the scheduled start time except where a motion is passed to extend that time by 15 minutes.

3.3 Notice of motion

3.3.1 Notices of motion for consideration at any AGM will be lodged with the Secretary, in writing, at least twenty one (21) days prior to the AGM.

3.3.2 Any notice of motion which has been circulated to all members can be amended, during the course of the debate by members present, and voting provided in the Chairman's opinion the substance of the motion has not been altered.

3.3.3 The accidental omission to give notice of any meeting or non-receipt of notice of a meeting will not invalidate the proceedings of any meeting.

3.3.4 Voting will be a simple majority, excepting that a majority vote of at least two thirds (2/3rds) of the members present will be required for motions:

- To amend the Constitution
- To dissolve the BESC or change its name
- To re-instate a disqualified member
- To elect Life Members

#### **4.0 COACHES**

4.1 The Committee will appoint Club Coaches for the season at its discretion at the Annual General Meeting, subject to the acceptance of the positions by the proposed coaches.

4.2 A Senior Head Coach or their representative shall act in an advisory position to the club coaches and committee in establishing procedures and policy as they apply to coaching swimming.

4.3 An agreement between the club, the senior head coach and the club coaches will be drawn up to define the expectations of both parties.

4.4 Coaches will be paid an hourly rate as determined by the committee and set out in the Coaching agreement. Payments will be made to coaches consistent with ATO methods and industry practice.

4.5 Professional development, travel and other reimbursing funds may be made available to all club coaches as deemed appropriate by the committee.

4.6 Where coaches are subsidised by the Club to attain a Green or Bronze Coaching credential, coaches who leave the Club within three years shall reimburse the Club on a pro rata basis.

4.7 Coaches will maintain current Professional qualifications, membership to ASCTA(V), First Aid, CPR and all governmental requirements for working with children.

#### **5.0 FEES**

5.1 Registration fees for the swimming season shall be set in line with SVI Registration fees at the Annual General Meeting of the Club at the beginning of the season. Additional fees and levies can be charged at the discretion of the committee at the AGM.

5.2 Fees will be paid in accordance with the BESC Fees Policy.

5.3 Pool admission fees to swimming and training venues when applicable and are not included in the Club's Schedule of Fees.

5.4 Missed training sessions will not be refunded.

5.5 Swimmers who are absent due to holiday travel or illness for a prolonged period (4 weeks or more) can make arrangements with the Registrar regarding suspension of training levy.

5.6 The Club will pay SV registration for Committee members.

## **6.0 RELAY TEAMS**

6.1 Relay teams shall be chosen by the Senior Head Coach in consultation with the coaching team.

## **7.0 EQUIPMENT**

7.1 The Club may purchase and own equipment that will benefit the members of the club.

## **8.0 TEAM ACTIVITIES**

8.1 The Senior Head Coach will work in partnership with the Committee to plan an annual calendar of swimming activities including swim meets appropriate to swimmers' needs and ability.

8.2 All Adult supervisors and coaches accompanying swimmers on overnight trips must have a valid Working with Children Certificate.

8.3 At all times, the Club will enforce a Dry Team Policy i.e. no team member is to consume alcohol or to take any recreational drug of any kind at any time during any team activity. The phrase "recreational drug" includes any drug which is an illegal drug in any State or Territory of Australia

8.4 A budget for activities will be laid out in the planning process to ensure adequate funding is secured through swimmer contribution, fund raising and club contribution. Committee approval must be given to funding for team activities.

## **9.0 SPONSORSHIP**

9.1 The Club may approach businesses and organisations for sponsorship that may take the form of funds and / or in-kind contributions of goods and / or services.

9.2 The Committee will use its discretion as to whether the business or organisation is commensurate with the Club's Mission and Objectives.

## **10 MISCELLANEOUS**

10.1 Club colours

The club colours shall be black and white.

## 10.2 Uniform

10.2.1 Competitive members of the Club are to wear the Club uniform as determined to all competitions, activities and occasions when swimmers represent the Club and as directed by the Senior Head Coach.

10.2.2 Non Competitive members are encouraged to wear items of the Club uniform as appropriate and when available.

10.2.3 When representing the Club, competitive members are to wear the BESC Swimming Cap. The club may provide special commemorative caps for specific teams to be worn at those special events only. Such caps are not to be worn at other competitions.

10.2.4 The club may provide specific team uniforms for specific events. Such uniforms may have advertising logos as authorised by the club. Swimmers and officials representing the club must wear this uniform for all official functions and media events.

10.2.5 The club logo is:



Logo A: "Black Back" for white background Logo



B: "White Back" for black background

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