



By-Laws

May 2021

These By-Laws should be used in conjunction with the
Manly Swimming Club Constitution



Adopted or Amended	By Whom	Date
SNSW Model Club By-Laws	Swimming NSW	May 2016
MSC By-Laws	Manly Swimming Club Committee	May 2021

BY-LAWS OF MANLY SWIMMING CLUB INCORPORATED

INTRODUCTION

1. STATUS OF BY-LAWS

1.1 Power to Make By-Laws

These By-Laws are made by the Manly Swimming Club Incorporated under Clause 36. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.

1.2 Definitions and Interpretation

The definitions in the Constitution apply to these By-Laws. In addition, the following definitions apply:

“**Clause**” means a clause of the Constitution.

“**Competitions**” means and includes:

- (a) any championship organised or conducted by the Club;
- (b) any championship, competition, series or meeting sponsored by or conducted by or on behalf of the Club.

“**Swimmer**” means an Individual Member who competes at Club or higher level.

MEMBER BY-LAWS

2. FEES DUE TO THE CLUB

- (a) Fees payable in accordance with Clause 16 will be payable by all Members as defined in By-Law 2(b), provided that fees will not be payable in respect of a Life Member;
- (b) The annual registration fees payable to the Club in respect of each Individual Member will consist of a SAL, WASA and SNSW component which includes registration and insurance cover and a Club administration fee as determined by the Committee from time to time.
- (c) All registration fees are due on the first day of October in each year.
- (d) The Committee may refund any fee which, in its opinion is warranted.

3. DISCIPLINARY BY-LAW

3.1 Safe Sport Framework

- (a) Manly Swimming Club has adopted the Safe Sport Framework (Safe Sport Framework) in accordance with Clause 36.5 which:
 - (i) specifically commits to keeping children and young people safe in swimming;
 - (ii) clarifies and raises the standards of behaviour for dealing with Children and Young People through a “Code of Conduct for dealing with Children and Young People”
 - (iii) includes a General Code of Conduct;
 - (iv) provides processes and procedures when safe sport concerns or incidents arise;
 - (v) requires rigorous recruitment and screening procedures, as well as reporting by all organisations in swimming; and
 - (vi) provides guidance, advice, tips and tools to assist us to keep each other and our sport safe.
- (b) The Committee has adopted the Safe Sport Framework, as amended from time to time, as a By-Law which is binding on the Club and all Members.
- (c) Clause 10.2 outlines the process for matters not being dealt with under the Safe Sport Framework.

3.2 Policies

(a) Manly Swimming Club will have Policies that will apply to all members. These may include, but will not be limited to:

- (i) Confidentiality Policy
- (ii) Social Media Policy
- (iii) Grants Policy
- (iv) Other policies that are deemed appropriate

COMMITTEE BY-LAWS

4. COMPOSITION OF THE COMMITTEE

The composition of the Committee as required by Clause 14 may consist of the following:

- (a) Office Bearers, being;
President, Vice President(s), Secretary, and Treasurer
- (b) Other members;
Registrar, Race Secretary, Media Officer

5. ELECTION PROCEDURES FOR COMMITTEE

- (a) Where there is more than one nomination for any position, a ballot for that position shall be held. Where there are nominations for the positions of office bearer and Committee, the positions of the office bearers shall be determined first.
- (b) The Annual General Meeting shall appoint at least two tellers for each ballot.
- (c) Members shall record their vote by placing a mark (cross or tick) opposite the name of the candidate(s) of choice for that office.
- (d) On the count of votes in respect of any position, the candidate(s) who has received the highest number of votes shall be declared elected to that position(s).
- (e) In the case of an equality of votes for any position it shall be resolved by lot to eliminate the unsuccessful candidate(s).

- (f) If a ballot paper is not completed in accordance with By-Law 5(c) the ballot paper shall be deemed to be informal.
- (g) The result of the ballot shall be declared at the Annual General Meeting. The declaration of the poll by the chairperson shall include the following information:
 - (i) the number of Members eligible to vote;
 - (ii) the number of votes received; and
 - (iii) the number of votes declared valid.
- (h) All ballot papers for the annual elections are to be destroyed after the declaration of the poll.

6. COMMITTEE MEMBER RESPONSIBILITIES

6.1 Committee Members

Committee members shall:

- (a) guide any standing Committees to which they may be assigned on all matters affecting the Constitution, By-Laws, Policies and rules or any previous decision of the General Meeting or the Committee;
- (b) act honestly, independently and with due diligence in all decision making;
- (c) ensure that the resources of the Club are effectively and efficiently managed to fulfil the Objects;
- (d) contribute to the development of the Clubs strategic and business plans;
- (e) attend any assigned Committee and act as the Committee adviser in the formulation of Committee work plans;
- (f) present recommendations and reports of any assigned standing Committee to the Committee.

6.2 President

The President shall:

- (a) promote the image of the Club at all times and lead the pursuit of the Objects and carry out such duties as requested by a General Meeting and the Committee;
- (b) be responsible for the leadership and overall administration of the Club;
- (c) represent the Club on external bodies as determined by the Committee; and
- (d) coordinate the Committee activities and ensure that the Committee properly undertakes its governance role.

6.3 Vice President

The Vice President shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.

6.4 Secretary

- (a) The Secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Association secretary and SNSW of his or her address and contact details.
- (b) The Secretary must ensure full and accurate minutes of all members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and General Meeting are entered in the Club's minute book.

6.5 Treasurer

The Treasurer of the Club must ensure:

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and
- (c) as soon as practicable after the end of each financial year, a statement containing the following is prepared:
 - (i) the income and expenditure for the financial year just ended, and
 - (ii) the Club's assets and liabilities at the close of the year.

7. OFFICERS

7.1 Appointment of Officers Generally

- (a) The Committee may appoint the following officers:
 - (i) equipment officer;
 - (ii) publicity officer,
 - (iii) delegate to the Area Association {*one* }
- (b) Applications shall be invited for the positions specified in By-Law 7.1(a) as determined by the Committee.
- (c) Applications for officer positions specified in By-Law 7.1(a) may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.

- (d) The Committee may at any time terminate the appointment of any person appointed to an officer position and any such person may resign from such position by letter delivered to the Secretary.

7.2 Equipment Officer

The equipment officer shall be responsible for the following:

- (a) report disposition or acquisition of the Club equipment to the Secretary for updating of the asset register;
- (b) cause the transporting of equipment owned by the Club from any place of safe custody storage as directed by the Committee;
- (c) ensure that all equipment owned by the Club is maintained in good order, and periodically report to the Committee on the condition of the equipment and recommend maintenance, repairs or replacement thereof; and
- (d) provide a capital expenditure budget item for inclusion in the annual budget.

7.3 Publicity Officer

The publicity officer shall be responsible for the following:

- (a) promotion of the objects of the club
- (b) submission by way of press releases of club results, club activities and upcoming events to media outlets
- (c) compilation and distribution of club newsletters

8. STANDING COMMITTEES

- (a) Standing Committees specified in By-Law 8(l) shall be elected at the Annual General Meeting for a one year term.
- (b) Every person appointed, unless ceasing to hold office in consequence of death, resignation or removal from office, will continue to hold office until the completion of their respective term or the appointment of the new standing Committee.
- (c) Nominations shall be invited for the positions on standing Committees specified in By-Law 8(l) at least twenty one (21) days prior to the date of the Annual General Meeting and the closing date for nominations shall be at least fourteen (14) days prior to the date of the Annual General Meeting. A list of nominees shall be included on the agenda paper for the Annual General Meeting.
- (d) Nominations for positions on standing Committees may include a précis submitted by the nominee, of their background, experience and qualifications pertinent to the position.

- (e) The Committee may at any time terminate the appointment of any standing Committees and any such person may resign from a standing Committee by letter delivered to the Secretary.
- (f) A member of any standing Committee who is absent from three consecutive meetings without explanation acceptable to the Committee shall be declared to have vacated such standing Committee membership and the Committee shall appoint another member in his place.
- (g) A quorum for a meeting shall be fifty percent plus one (50% + 1) of the voting members on each standing Committee.
- (h) The President shall be ex-officio member of all standing Committee.
- (i) Each standing Committee shall receive and consider all matters, correspondence and proposals which are referred to it by the Committee and which fall within the scope of the functions of the standing Committee as stated in these By-Laws.
- (j) All standing Committees shall:
 - (i) identify and minimise areas of risk within the standing Committee's area of responsibility;
 - (ii) contribute to the administration of all phases of their particular facet of the sport within the rules and policy limits, delegated to the standing Committee;
 - (iii) refer any undecided policy items to the Committee for determination;
 - (iv) where necessary work in conjunction with other standing Committees within the Club;
 - (v) if so decided by the standing Committee invite a person to attend a meeting to speak on a specific matter;
 - (vi) subject to the approval of the Committee, have the power to co-opt additional members as deemed necessary; those members will be entitled to voice without vote;
- (k) The standing Committee secretary shall:
 - (i) in consultation with the standing Committee chairman issue, through the Secretary, notices convening meetings;
 - (ii) cause accurate minutes to be kept of all meetings;
 - (iii) deliver to the Secretary within seven days, in the format approved by the Committee, a copy of all minutes, reports and recommendations arising from standing Committee meetings for reference to and consideration by the Committee; and
 - (iv) cause all standing Committee correspondence to be directed through the Secretary.

- (l) Subject to the Constitution there shall be a standing Committee for the following:
 - (i) a selection Committee; and,
 - (ii) a competition Committee
- (m) The composition of each standing Committee and the duties and terms of reference relating to each standing Committee are set out in By-Laws 9 to 10.

9. SELECTION COMMITTEE

- (a) The selection Committee shall comprise of three (3) Individual Members elected at the Annual General Meeting, and at least one (1) member of the coaching team;
- (b) On every occasion when a team is to be selected to represent the Club, the Committee shall notify the selection Committee of its requirements. The selection Committee shall by a specified time submit to the Committee a list of names of Individual Members totalling the number required by the Committee and graded in such a manner as the selection Committee, in the absence of any direction from the Committee, considers appropriate to the type of team or squad required. The selection Committee may further, at its discretion, recommend an increase or decrease in the team complement. The Committee shall have the right to adopt the recommendations in whole or part. It may reject any recommended Individual Member but shall not add to the list without a prior recommendation from the selection Committee.

10. COMPETITION COMMITTEE

- (a) The functions of the competition Committee shall be to:
 - (i) review the competitive swimming programme of the Club at the completion of each year and recommend to the Committee alterations where necessary;
 - (ii) carry out at the request of the Committee any duty related to the conduct of Club meets; and
 - (iii) generally comply with the provisions of By-Law 8.
- (b) The membership of the competition Committee shall be:
 - (i) a Committee member appointed by the Committee who shall be the Chairman;
 - (ii) two (2) suitably qualified Members elected at the Annual General meeting in accordance with By-Law 8

- (c) The operation of the competition Committee shall be as agreed by the competition Committee members from time to time.

SWIMMING BY-LAWS

11. LAWS AND RULES GOVERNING MANLY SWIMMING CLUB

The technical laws of FINA as set out in the handbook of FINA with regard to swimming shall (where practicable) be applicable and binding on all competitions held in the Club.

12. ELIGIBILITY

- (a) A person who is not an Individual Member or Life Member shall not nominate for, nor hold office except the office of patron, vice patron and auditor.
- (b) A person elected patron or vice patron who is not an Individual Member or Life Member, shall be deemed to be a Member whilst holding such office. The holding of office shall not entitle a person to compete in a meet unless such person is otherwise duly eligible to compete.

13. FORFEIT OF FEES AND PRIZES FOLLOWING DISQUALIFICATION

Where a Swimmer is disqualified or suspended in respect of an event, all fees paid and prizes won by such Swimmer shall be forfeited. The Committee will have full power to confiscate any prize and redistribute or deal with the matter at its discretion.

MISCELLANEOUS BY-LAWS

14. CLUB UNIFORM AT REPRESENTATIVE MEETS

When representing Manly Swimming Club at official meets, members are to adhere to the Club's uniform and dress code. Only approved items of uniform are to be worn.

14.15. PATRONS

Such persons as shall be invited annually by the Committee to grant their patronage and subject to their concurrence, the Committee will submit the names to the Annual General Meeting for endorsement.

15-16. SERVICE EXCELLENCE AWARD

- (a) The Club shall recognise outstanding service to the Club by an Individual Member who shall be eligible to receive the service excellence award provided that the nominated member has given at least ten years outstanding service to swimming.
- (b) Candidates for the award may be nominated by any Member.
- (c) The criteria is not based on length of service alone but shall also include the scope of the nominee's contribution beyond the norm of ordinary duties of office.
- (d) Nominations shall be submitted in writing to the Secretary by 31 March each year on the approved nomination form and shall include swimming specific qualifications.
- (e) The Committee will determine from the nominations the recipients of the service excellence award. No more than five service excellence awards will be awarded in any one year.
- (f) The service excellence award will be presented to the recipient at an Annual General Meeting.

16-17. COLOURS & BADGE

- (a) The colours and badge of the Club shall be as determined at a General Meeting.
- (b) The colours of the Club will be light blue, red and dark blue.



(c) The badge of the Club shall be

The badge shall not be made or worn without written permission of the Committee.

17-18. AVAILABILITY OF AMENDED PAGES

Where an addition to, amendment or rescission, wholly or in part, is made to the Constitution, By-Laws, Policies or rules, updated copies of the relevant pages shall be available on request to the Members within two calendar months of any such addition to, amendment or rescission of, whether wholly or in part or otherwise shall be posted on the Clubs website.

COMPETITION BY-LAWS

18-19. CHAMPIONSHIPS AND OTHER SWIM MEETS

The Committee shall determine the order of events and the duration of the Championships and such other swim meets as it determines from time to time, giving as much notice as possible to Members. The Committee shall also determine annually the format for the conduct of the Championships Meet for the ensuing year. PROVIDED THAT, the format so determined shall be advertised at the time of calling entries for the Meet.

19-20. CHAMPIONSHIP CONDITIONS OF ENTRY

- (a) The Committee may approve qualifying times (if any) for entry to championship events and other conditions of entry as appropriate to the meet.
- (b) All entrants in the Club Championship shall abide by and be subject to the By-Laws and the SNSW general rules, swimming rules, by-laws, policies, and published procedures as applicable.

20-21. CHAMPIONSHIP ENTRY FORM, AGE DETERMINATION

- (a) The Club Championship entry and age determination shall require:
 - (i) an entry for a Championship event shall be made at the direction of the Committee either electronically or on the official Club form or card provided which shall include the entrant's best time for the distance, in accordance with the conditions of entry, showing the meet and date when the time was established, being equal to or better than the

qualifying time approved for this event (if any), current registration number, and in the case of an age event, date of birth; and

- (ii) an entrant in an Age Championship shall be of the specific age as at 1st of October, and if the Committee so desires, shall produce a certificate of registration of birth or other satisfactory evidence of date of birth signed by the parent or guardian of the entrant.

21.22. EMERGENCY POWERS

Under special circumstances the Committee may cancel or suspend all or any Championships as set out in By-Law 18.