



Warringah Amateur Swimming Association Inc.

BY-LAWS

Adopted or Amended	By Whom	Date
Adopted	Annual General Meeting	
Amended	Annual General Meeting	25th July 2005
Amended	Special General Meeting	9th October 2006

Warringah Amateur Swimming Association By-laws

PART 1 General Meetings

- 1.1 A general meeting of the Association is to be held once monthly with the exception of the month following the Annual General Meeting in each year.

PART 2 Duties of the Officers

- 2.1 President: Shall preside over all meetings of the Association. In the absence of the President, the Senior Vice President shall be Chairman, or in their absence a Vice President. If none of these officials is present the meeting shall elect its own chairman.
- 2.2 Vice Presidents: Shall assist the President in carrying out his/her duties, and shall attend to such matters as the President may from time to time request.
- 2.3 Secretary. Shall:
- 2.3.01 Receive all correspondence and bring same before meetings for decision.
 - 2.3.02 Hand all monies received to the Treasurer.
 - 2.3.03 Cause signed minutes of all general meetings to be recorded accurately in the books to be kept for that purpose. Such books shall record the proceedings of such meetings, the attendance, and all resolutions passed thereat.
 - 2.3.04 Bring to the attention of the President any such matters of urgent nature requiring attention.
 - 2.3.05 Maintain updated copies of this Constitution, By-laws and Association Rules for supply to officers and delegates, on request.
 - 2.3.06 Forward copies of the Constitution and amendments to S.N.S.W. for approval.
 - 2.3.07 Forward a report of the work of W.A.S.A. for the previous year to S.N.S.W.
 - 2.3.08 Present a list of life members of the W.A.S.A. With the minutes of the Annual General Meeting.
 - 2.3.09 Prepare an Annual report for the Annual General Meeting. This report is to include a Notice of agenda for the A.G.M., notice of any motions to be considered as well as details of Office Bearers and Club delegates together with the work of the Association during the reporting period.

- 2.3.10 As soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- 2.4 Assistant Secretary: Shall act under the direction and instruction of the Secretary and during absence of the Secretary shall act in the Secretary's place.
- 2.5 Minute Secretary: Shall record the minutes of each Meeting and present the Secretary within 10 days of each meeting a complete copy of the minutes of the meeting.
- 2.6 Treasurer. Shall:
 - 2.6.01 Have control of the funds of the Association; pay promptly all accounts passed by the general meeting.
 - 2.6.02 Submit a Statement of Receipt and Expenditure as well as a Balance Sheet at the A.G.M.
 - 2.6.03 Arrange for all monies to be regularly deposited to the credit of the association in an approved financial account.
 - 2.6.04 Arrange the opening and closing of accounts as approved at a general meeting.
 - 2.6.05 Present a statement of the Association financial position at each general meeting including the receipts and expenditure since the previous meeting and produce the financial books and statements from those financial institutions if and when required.
 - 2.6.06 Chair the Finance Committee.
- 2.7 Assistant Treasurer: Shall act under the direction and instruction of the Treasurer and during absence of the Treasurer shall act in the Treasurer's place.
- 2.8 Registrar: Shall:
 - 2.8.01 Keep or cause to be kept a true and complete record of all results of meets conducted by the Association.
 - 2.8.02 Verify that competitors in championships, scratch, handicap and team events are registered members of S.N.S.W.
 - 2.8.03 Keep, or cause to be kept a record of all WASA records set at WASA conducted meets.
 - 2.8.04 Supply all relevant record information for the production of W.A.S.A. programs.
 - 2.8.05 Present to the A.G.M. an up to date list of current W.A.S.A. records.

- 2.8.06 Ensure that survey certificates are held for all long course and nominated short course pools in the Warringah District.
- 2.8.07 Arrange for a certificate of record to be presented to Record Breakers.
- 2.9 Race Secretary: Shall:
 - 2.9.01 Act as race committee convenor.
 - 2.9.02 Arrange and supervise the conduct of the programs finalised by the race and carnival committee and present to the A.G.M.
 - 2.9.03 Act as handicapper to the Association.
 - 2.9.04 Be responsible for all Association entries at all swim meets.
 - 2.9.05 Allocate points for such point score competitions as may be determined by the Association from time to time and present a complete record of results from the various championships and district conducted meets to the Association.
 - 2.9.06 Keep all affiliated clubs advised of the record of times for all Association Championships and progress in the point score.
 - 2.9.07 At the A.G.M. report details of carnival dates, programs and venues for W.A.S.A. conducted meets in the ensuing year which have been discussed and approved at a General meeting.
- 2.10 Officials Appointment Officer: Shall:
 - 2.10.01 Appoint all racing officials and officials for the running of W.A.S.A. meets.
 - 2.10.02 Compile and maintain a list of names and addresses of Panel and non-Panel Officials.
- 2.11 Publicity Officer: Shall:
 - 2.11.01 Arrange for the publication of all swim meets results and liaise with press representatives on behalf of the Association.
 - 2.11.02 Conduct and be responsible for the co-ordination of all social activities held by W.A.S.A.
- 2.12 Property Officer: Shall:
 - 2.12.01 Be responsible for the storage and recording of all W.A.S.A. property, with the exception of Trophies and awards.
 - 2.12.02 Report to the A.G.M. on the condition and maintenance needs of W.A.S.A. property.

- 2.12.03 Be responsible for the transporting the Association property to meets and ensuring its return to safe custody and storage.
- 2.13 Delegates to various Council and Committees: Delegates elected at the A.G.M. to represent W.A.S.A. at the above mentioned, Shall:
 - 2.13.01 Attend all meetings respectively.
 - 2.13.02 Act as directed by W.A.S.A.
 - 2.13.03 Report to the W.A.S.A. monthly general meeting following the meeting at which they represented W.A.S.A.
 - 2.13.04 In the absence of direction by the meeting, or for points arising at such meeting, the delegates are to use their own initiative.
- 2.14 Auditor: Shall:
 - 2.14.01 Audit the Associations books or records of account, report and balance sheet prepared by the Treasurer for presentation at the A.G.M.

PART 3 Duties of Committees

- 3.1 The Executive Committee:
 - 3.1.01 Generally is to act for the association during the periods between meetings and is to report to the next General meeting.
 - 3.1.02 Shall comprise the President, Secretary and Treasurer.
 - 3.1.03 Shall have the power to make decisions on matters of urgency provided that such decisions are presented at the next General meeting for approval.
- 3.2 The Race & Carnival Committee:
 - 3.2.01 Shall comprise Race Secretary, registrar and five (5) others elected at the AGM.
 - 3.2.02 Report to the A.G.M. details of carnival dates, programs venues for all W.A.S.A. conducted meets in the ensuing year which have been discussed and approved at the two general meetings prior to the A.G.M.
 - 3.2.03 Provide table officials for each carnival to take charge of meet recording, collate results, arrange printing of results and programs and where necessary deliver to the venue pool.
 - 3.2.04 Receive entries for carnivals compile program, arrange printing and supply of same.

- 3.2.05 Arrange compilation of results and circulation to clubs, S.N.S.W., W.A.S.A. secretary, registrar and race Secretary.
- 3.2.06 Receive results from those authorised to conduct time trials and circulate as required.
- 3.2.07 Maintain point scores and make figures available at each carnival.
- 3.2.08 Review meet programs and swimmers competitive needs annually.
- 3.2.09 Set standard qualifying times for events if required.
- 3.2.10 In conjunction with the finance committee report to the A.G.M. on trophy prize money, meets, etc., for championships, scratch and handicap events for the ensuing year.
- 3.2.11 Notice of date and venue of Committee meetings shall be given to members at least seven (7) days prior to all meetings.
- 3.2.12 At all Committee meetings, a quorum shall consist of five (5) members of the Committee.
- 3.3 Officials Examination Committee. This committee consisting of qualified Referees shall elect a Convenor and Secretary from within the committee. It shall:
 - 3.3.01 Arrange lectures and examination for officials to S.N.S.W. standard and as required by W.A.S.A.
 - 3.3.02 Compile and maintain a list of active S.N.S.W. Technical Officials within the District Association.
- 3.4 Selection Committee: Shall select swimmers to represent the District as required which shall be submitted to the next general meeting for approval. It shall consist of the race secretary, registrar and 2 others elected at the A.G.M. Vacancies can be filled by the general committee at any general meeting.
- 3.5 Finance Committee: Shall consist of the Treasurer and 2 delegates elected at the A.G.M., which shall meet prior to the ensuing A.G.M. and shall present its findings and recommendation to the A.G.M. on:
 - 3.5.01 Affiliation fees.
 - 3.5.02 Carnival entry fees.
 - 3.5.03 Pool entry fees at conducted meets.
 - 3.5.04 W.A.S.A. Capitation fees.

- 3.5.05 Estimates of administration cost including trophy and prize money proposals by the race and carnival committee.
 - 3.5.06 Allowance to cover out of pocket expenses for W.A.S.A. delegates to various councils and conferences.
 - 3.5.07 Propose a means by which W.A.S.A. finances are to be raised if necessary and used for the benefit of the W.A.S.A.
- 3.6 Other Committees:
- 3.6.01 Committees may be formed, from time to time, for specific purposes, as decided by the executive committee or the association at a General Meeting or A.G.M.

PART 4 Standing Orders and Rules of Debate

- 4.1 **Quorum:** The quorum for general meetings of the Association shall be one-third of the Affiliated Clubs. The quorum for the executive committee shall be a simple majority.
- 4.2 **Order of Business:** The order of business shall follow the agenda prepared by the Chairman and Secretary. Members shall introduce new business only after completion of the business set out on the agenda. The first item on the agenda shall be the confirmation of the minutes as a correct record.
- 4.3 **Suspension of Standing Orders:** Should any matter of urgency arise, a member may move suspension of Standing Orders for a stated period of time to allow the urgent question to be discussed.
- 4.4 **Conduct of Speakers:** When the Chairman rises to address the meeting all others must remain seated. Any person wishing to speak must rise and address the Chairman.
- 4.5 No interruption of a speaker is allowed except for two formal motions (32 and 33) and on a point of order, which must be taken immediately the alleged breach has occurred.
- 4.6 If two or more speakers rise, the Chairman shall call on the first one observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard and subject also to the Chairman's decision to choose speakers alternately supporting and opposing the motion.
- 4.7 All remarks shall be addressed to the Chairman, and any questions to another member shall be put through the Chairman.
- 4.8 **Chairman's Ruling:** The Chairman's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried "that the Chairman's ruling be disagreed with". The mover may

speak briefly in support of his motion, and the Chairman explains why his ruling was given. The Chairman takes the vote.

- 4.9 **Motions and Amendments:** All proposals made to the meeting shall be in the form of motions.
- 4.10 Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the Chairman.
- 4.11 All motions and amendments proposed should be handed in writing to the Chairman. They should clearly expressed, and be capable of only one interpretation.
- 4.12 All motions and amendments, except the closure, must be and seconded. If no seconder is found, the motion or amendment lapses.
- 4.13 A motion or amendment may be seconded pro forma; to allow discussion to take place, but the seconder need not support or vote for the proposal.
- 4.14 The seconder of a motion or amendment may reserve his speech to a later state of the debate.
- 4.15 **Withdrawal:** No motion or amendment which has been moved and seconded shall be withdrawn without the unanimous consent of the meeting.
- 4.16 No person may speak twice to the same question except in explanation unless he is the mover of the original motion exercising his right of reply.
- 4.17 **Personal Explanation:** By permission of the Chairman, a member may speak briefly in personal explanation of his own previous statement, but must keep strictly to the point which has been misunderstood. This explanation must not interrupt another speaker.
- 4.18 **Only One Amendment:** When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.
- 4.19 **Not Direct Negation:** An amendment must be relevant to the question, and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
- 4.20 **Order of Amendments:** If a motion is capable of amendment in different ways, the Chairman should ask for all amendments to be handed up in writing. He will then decide the order in which they be moved, which will depend on where they will stand in the substantive

motion, if they are agreed to. No amendment can be accepted to the first part of a motion after second or subsequent parts have been amended.

- 4.21 **Speaking to Amendments:** No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion may speak to subsequent amendment.
- 4.22 An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.
- 4.23 **Right of Reply:** The mover of a motion which is opposed may reply to the arguments raised before the motion is put, but he may not introduce any new matter. His reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion exercises his right of reply before the first amendment is put. His reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.
- 4.24 **Amendment Negatived:** If the first amendment is negatived, the original motion again becomes open to amendment.
- 4.25 **Substantive Motion:** If the first amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment. When the motion is put to the meeting and carried it becomes the resolution.
- 4.26 No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.
- 4.27 **Amendments to Motions on Notice:** Amendments may be moved to motions on notice provided they are within the scope of the notice, and can involve the Association in no greater obligations than the notice specifies.
- 4.28 No motion can be accepted by the Chairman which is the same in effect as one already negatived, except on notice of motion.
- 4.29 **Rescinding Resolutions:** Resolutions may not be rescinded until six months have elapsed except on notice of motion, forwarded to every member.
- 4.30 **Resolution Null and Void:** If a resolution is passed inadvertently in contravention to the Constitution, it may be declared null and void by a unanimous vote of the meeting.
- 4.31 **Next Business:** A motion "that the meeting proceed to the next business" may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to dispose of the question under discussion.

- 4.32 **Closure:** A motion "that the question be now put", known as "the closure", may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker, and may not be debated. It needs no seconder. If moved on an amendment it affects the amendment only. It does not prevent the mover of the original motion exercising his right of reply. (See 34)
- 4.33 **Speaker No Longer Heard:** A motion "that the speaker be no longer heard" must be seconded and must not be debated. The Chairman should try to obtain a fair hearing for the speaker if he is in order.
- 4.34 **Formal Motions:** The three motions above, Nos. 31, 32, and 33, are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate.
- 4.35 **Adjournment Motions:** Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting, or "that the Chairman leaves the chair". The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until reasonable period has elapsed.
- 4.36 **Voting:** Voting shall be by the voices or by show of hands except where a ballot is specified in the Constitution.
- 4.37 **Casting Vote:** The Chairman shall have both a deliberative and a casting vote but is not bound to exercise them. Where voting is equal he may declare the motion "not carried". This will not debar the motion from being debated again at the next meeting.
- 4.38 **Resolve into Committee:** A motion that the meeting resolve itself into committee may be duly moved, seconded, and carried, so that there shall be no restriction on number of times a member may speak to the question.