



Warringah Amateur Swimming Association Incorporated

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
Amended	Special General Meeting	6th September 2010

Warringah Amateur Swimming Association Incorporated By-laws

PART 1 General Meetings

- 1.1 A General Meeting of the Association shall be held in accordance with Clause 7.2.1 of the Constitution.

PART 2 Membership

- 2.1 A Club applying for membership of the Association, as provided in accordance with Clause 4 of the Constitution will have no fewer than twenty (20) persons as members, registered with WASA.

PART 3 Duties of the Officers

- 3.1 President shall:

3.1.1 preside over all meetings of the Association. In the absence of the President, the Vice President shall be Chairman. If neither of these officials is present, the meeting shall elect its own Chairman.

3.1.2 sit on all committees in an Ex Officio capacity.

- 3.2 Vice President shall:

3.2.1 assist the President in carrying out his/her duties, and shall attend to such matters as the President may, from time to time, request.

- 3.3 Secretary shall:

3.3.1 receive all correspondence and bring same before meetings for decision.

3.3.2 hand all monies received to the Treasurer.

3.3.3 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.

3.3.4 bring to the attention of the President any matters of urgent nature requiring attention.

3.3.5 maintain updated copies of this Constitution, By-laws and Association Rules for supply, on request, to officers and members.

3.3.6 present a list of Life Members of WASA with the Annual Report to the AGM.

3.3.7 prepare an Annual Report for the AGM. This report is to include a Notice of Agenda for the AGM, 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.

3.3.8 as soon as practicable after being appointed as Secretary, notify the Association of his/her contact details.

- 3.4 Assistant Secretary shall:

3.4.1 act in the Secretary's place, in the event of absence of the Secretary.

3.5 Treasurer shall:

- 3.5.1 have control of the funds of the Association.
- 3.5.2 pay promptly all accounts passed by the General Meeting.
- 3.5.3 submit a Statement of Receipt and Expenditure, as well as a Balance Sheet at the AGM.
- 3.5.4 arrange for all monies to be regularly deposited to the credit of the Association in an approved financial account.
- 3.5.5 arrange the opening and closing of accounts as approved at a general meeting.
- 3.5.6 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.
- 3.5.7 chair the Finance and Membership Committee.
- 3.5.8 present to a General Meeting, following the AGM and prior to 31st August, the affiliation fee to be paid by the clubs and registration fee to be paid on behalf of the individual members for the ensuing Association Year for ratification.

3.6 Assistant Treasurer shall:

- 3.6.1 act under the direction and instruction of the Treasurer and during absence of the Treasurer shall act in the Treasurer's place.

3.7 Registrar shall:

- 3.7.1 verify that competitors in championships, scratch, handicap and team events are registered members of WASA.
- 3.7.2 keep, or cause to be kept, a record of all WASA records set at WASA-conducted meets.
- 3.7.3 supply all relevant record information for the production of WASA programmes.
- 3.7.4 present an up-to-date list of current WASA records to the AGM.
- 3.7.5 ensure that survey certificates are held for all long course and nominated short course pools in the Warringah District.
- 3.7.6 arrange for certificates of record to be presented to record breakers.

3.8 Race Secretary shall perform or delegate the following:

- 3.8.1 Act as Race and Carnival Committee convenor.
- 3.8.2 Act as handicapper to the Association.
- 3.8.3 Arrange and supervise the conduct of the programs compiled by the Race and Carnival Committee and present to the AGM.

- 3.8.4 At the AGM, report details of carnival dates, programmes and venues for WASA-conducted meets in the ensuing year which have been discussed and approved at a two General Meetings prior to the AGM.
- 3.8.5 Be responsible for all Association entries at all swim meets.
- 3.8.6 Maintain a current list of names and contact details of Officials.
- 3.8.7 Appoint all Officials for the running of WASA meets.
- 3.8.8 Keep or cause to be kept a true and complete record of all results of meets conducted by the Association.
- 3.8.9 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 Association-conducted meets to the Association.
- 3.8.10 Keep all affiliated clubs advised of the record of times for all Association Championships and progress in the point score.
- 3.8.11 Present to a General Meeting following the AGM and prior to 31st August, the proposed Carnival Program for discussion.
- 3.8.12 Present to a General Meeting following the AGM and prior to 30th September, the Carnival Program for the ensuing season for ratification.
- 3.9 Publicity Officer shall:
 - 3.9.1 arrange for the publication of all swim meets results and liaise with press representatives on behalf of the Association.
 - 3.9.2 conduct, and be responsible for the co-ordination of all social activities held by WASA.
- 3.10 Development Officer shall:
 - 3.10.1 co-ordinate activities, of a developmental nature, as required, with the assistance of coaches.
- 3.11 Property Officer shall:
 - 3.11.1 be responsible for the storage and recording of all WASA property, with the exception of trophies and awards.
 - 3.11.2 report to the AGM on the condition and maintenance needs of WASA property.
 - 3.11.3 be responsible for transporting the Association property to meets and ensuring its return to safe custody and storage.
- 3.12 Delegates to various meetings and Committees: Delegates elected at the AGM to represent WASA on the above-mentioned shall:
 - 3.12.1 attend all relevant meetings.
 - 3.12.2 act as directed by WASA.

3.12.3 report to the WASA monthly General Meeting following any meeting at which they represented WASA.

3.12.4 in the absence of direction by the meeting, or for points arising at such meeting, the delegates are to use their own initiative.

3.13 Auditor shall:

3.13.1 audit the Association's books or records of account, report and balance sheet prepared by the Treasurer for presentation at the AGM.

PART 4 Duties of Committees

4.1 The Executive Committee:

4.1.1 Generally, is to act for the Association during the periods between meetings and is to report to the next General Meeting.

4.1.2 Shall comprise the President, Secretary and Treasurer.

4.1.3 Shall have the power to make decisions on matters of urgency, provided that such decisions are presented at the next General Meeting for approval.

4.2 The Race and Carnival Committee shall:

4.2.1 consist of Race Secretary, Registrar and five (5) others elected at the AGM.

4.2.2 give notice of date and venue of Committee meetings to members at least seven (7) days prior to all meetings.

4.2.3 At all Committee meetings, a quorum shall consist of four (4) members of the Committee.

4.2.4 review meet programmes and swimmers' competitive needs annually.

4.2.5 set standard qualifying times for events if required.

4.2.6 receive entries for carnivals, compile programmes, arrange printing and supply of same, and deliver to the venue pool.

4.2.7 provide education for Association's Officials.

4.2.8 appoint all Technical Officials and volunteers to ensure efficient conduct of meets.

4.2.9 maintain point scores and make figures available at each carnival.

4.2.10 Collate results and circulate to clubs, WASA Secretary, Registrar and Race and Carnival Secretary.

4.2.11 receive results from those authorised to conduct time trials and circulate as required.

4.2.12 in conjunction with the Finance and Membership Committee, report to the AGM on trophy prize money, meets, etc, for championships, scratch and handicap events for the ensuing year.

- 4.3 The Selection Committee shall:
- 4.3.1 consist of the Race Secretary, Registrar and two (2) others elected at the AGM. Vacancies can be filled by the general committee at any General Meeting.
 - 4.3.2 select swimmers to represent the Association as required, which shall be submitted to the next General Meeting for approval.
- 4.4 Finance and Membership Committee shall:
- 4.4.1 consist of the Treasurer, Registrar and two (2) delegates elected at the AGM.
 - 4.4.2 estimate administration costs, including trophy and prize money proposals by the Race and Carnival Committee
 - 4.4.3 make provision for an allowance to cover out-of-pocket expenses for WASA delegates to various meetings and conferences
 - 4.4.4 propose a means by which WASA finances are to be raised if necessary and used for the benefit of WASA
 - 4.4.5 Determine the following:
 - (a) WASA Affiliation fees
 - (b) WASA Registration fees
 - (c) Carnival entry fees
 - (d) Pool entry fees at conducted meets.
- 4.5 Development Committee shall:
- 4.5.1 consist of the Development Officer and coaches from clubs within WASA
- 4.6 Other Committees:
- 4.6.1 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 AGM.

PART 5 Standing Orders and Rules of Debate

- 5.1 **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.
- 5.2 **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.
- 5.3 **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.
- 5.4 **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.

- 5.5 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.
- 5.6 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.
- 5.7 All remarks shall be addressed to the Chairman, and any questions to another member shall be put through the Chairman.
- 5.8 **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.
- 5.9 **Motions and Amendments:** All proposals made to the meeting shall be in the form of motions.
- 5.10 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.
- 5.11 All motions and amendments proposed should be handed in writing to the Chairman. They should clearly expressed, and be capable of only one interpretation.
- 5.12 All motions and amendments, except the closure, must be and seconded. If no seconder is found, the motion or amendment lapses.
- 5.13 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.
- 5.14 The seconder of a motion or amendment may reserve his speech to a later state of the debate.
- 5.15 **Withdrawal:** No motion or amendment which has been moved and seconded shall be withdrawn without the unanimous consent of the meeting.
- 5.16 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.
- 5.17 **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.
- 5.18 **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.
- 5.19 **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.
- 5.20 **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.

- 5.21 **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.
- 5.22 An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.
- 5.23 **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.
- 5.24 **Amendment Negated:** If the first amendment is negated, the original motion again becomes open to amendment.
- 5.25 **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.
- 5.26 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.
- 5.27 **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.
- 5.28 No motion can be accepted by the Chairman which is the same in effect as one already negated, except on notice of motion.
- 5.29 **Rescinding Resolutions:** Resolutions may not be rescinded until six months have elapsed except on notice of motion, forwarded to every member.
- 5.30 **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.
- 5.31 **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.
- 5.32 **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)
- 5.33 **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.

- 5.34 **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.
- 5.35 **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.
- 5.36 **Voting:** Voting shall be by the voices or by show of hands except where a ballot is specified in the Constitution.
- 5.37 **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.
- 5.38 **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.