

### 3. Objects and purposes

The objects and purposes of the Association are:

- 3.1 To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health.
- 3.2 To co-ordinate the activities of individuals through clubs so that they may meet together for competition and social interaction at local, national and international levels.
- 3.3 To publish the results of these meetings so as to provide stimulus to others to take part in AUSSI activities and to measure their own performance against those of a similar age.
- 3.4 To initiate, promote and assist in research into the benefits derived from swimming and publish the results of this research.
- 3.5 To develop and accredit Masters Swimming coaches and safe coaching practices.
- 3.6 To train and develop administrators and officials.
- 3.7 To solely apply the property and income of the Association towards the promotion of objects 3.1 to 3.6 above. No part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members except in good faith in the promotion of these objects.

#### 4. Powers

In pursuance of its objects and purposes the powers of the Association are:

- 4.1 To purchase lease, hire or otherwise acquire any real or personal property and to dispose of such property.
- 4.2 To open and operate banking accounts.
- 4.3 To borrow or raise money upon such terms and conditions as the Association sees fit.
- 4.4 Subject to the provision of the "Trustee Act of 1898", to invest money in any security in which trust monies may be invested.
- 4.5 To give security for the discharge of liabilities incurred by the Association as the Association thinks fit.
- 4.6 To enter into any other contract which the Association considers necessary or desirable.
- 4.7 To do all such things as are necessary to promote the objects and purposes of the Association as outlined in Rule 3.

## 5. Affiliation and fees

Membership of the Association shall be gained through membership of a club affiliated with the Association.

- 5.1 Each club shall submit its club affiliation details and affiliation fees to the Registrar annually by 31 January.
- 5.2 Upon receipt of the club affiliation details and fee by the Registrar the club becomes an affiliated club of the Association.
- 5.3 The amount of the annual club affiliation fee and of members registration fees will be determined from time to time by the Association in general meeting.

## 6. Membership

Membership is open to any person over the age of twenty (20) years who wishes to participate in the activities , and further the interests, of the Association.

6.1 Persons shall seek membership of the Association through an affiliated club.

6.2 It is the responsibility of an affiliated club to submit the registration details of its members and the registration fee payable under Rule 5 to the Registrar within fourteen days of receiving such registrations from its members.

6.3 Upon receipt of registration details, the Registrar shall enter the person's details in the register of members, and upon the details being so entered, the person becomes a registered member of the Association.

6.4 Any right, privilege or obligation of a person by reason of membership of the Association is not capable of being transferred or transmitted to any other person and terminates upon death, non-renewal of registration or otherwise.

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6.6 Subject to these rules the Association may, by resolution, expel a registered member who, in the opinion of the Association has refused to comply with the rules or has been guilty of conduct unbecoming a registered member or prejudicial to the interests of the Association. The procedures for the expulsion of a member are set out in the by-laws.

6.7 The Association may confer the privilege of life membership in recognition of distinguished service or sustained excellence on the conditions and in the manner set out in the by-laws.

6.8 In the event of the Association being wound up:

- every member of the Association; and
- every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association,

is liable jointly and severally for any debts of the Association and for the costs, charges and expenses of the winding up.

## 7. Meetings

The Association shall conduct its business through general meetings comprising the persons who are elected or nominated as officers at the annual general meeting ( to be known as the executive members) and delegates nominated by affiliated clubs. The executive members and the club delegates will be known collectively as the committee.

### 7.1 Ordinary General Meetings

7.1.1 Ordinary general meetings shall be held quarterly or as frequently as the association deems necessary to conduct the ordinary business of the Association.

7.1.2 The committee shall consist of:

- (a) the elected officers of the Association
- (b) the appointed officers of the Association
- (c) the delegates of affiliated clubs or their alternates.

Only the elected officers and club delegates shall be entitled to vote at meetings. All such votes shall be given personally. Appointed officers , life members and invited persons shall have the right to be heard but not to vote.

7.1.3 Each elected officer and club delegate shall be entitled to one vote. In the case of a tied vote the chairman shall be entitled to an additional casting vote.

7.1.4 A quorum for transacting business shall comprise four elected members and four delegates from affiliated clubs. No item of business shall be transacted unless a quorum is present.

7.1.5 The president shall chair all meetings. If the president is absent the remaining members of the committee shall choose a chairman from the members present.

7.1.6 Committee members shall be given at least seven days prior notice of meetings together with an agenda stating the nature of the business to be transacted.

## 7.2 Annual General Meeting

7.2.1 Each calendar year the Association shall convene an annual general meeting. The meeting shall be held no later than three months after the close of the financial year . The financial year shall close on 31 December.

7.2.2 The secretary shall, at least 28 days before the date fixed for holding the annual general meeting, cause to be sent to the club secretary of each affiliated club, a notice stating the place, date and time of the meeting and the nature of the business to be transacted. The notice shall specify that the meeting is the annual general meeting.

7.2.3 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

7.3.4 The ordinary business of the annual general meeting shall be:

- (a) to confirm the minutes of the last preceding annual general meeting;
- (b) to receive from the committee and auditor reports upon the activities, affairs and transactions of the Association during the last preceding financial year;
- (c) to elect and appoint the officers of the Association;
- (d) to appoint an auditor and public officer;
- (e) to receive and approve a budget of revenue and expenditure  
for the forthcoming year;
- (f) to consider and /or adopt changes to these rules;
- (g) to transact any special business of which notice is given in accordance with these rules.

7.3.5 The quorum at the annual general meeting shall be the same as for ordinary meetings.

7.3.6 Voting on matters of ordinary business shall be by show of hands, unless a poll is requested, and matters shall be carried by a simple majority of elected members and club delegates.

7.3.7 Alterations to rules of the Association shall require the affirmative vote of two thirds of the voting members present which shall include the affirmative votes of delegates representing at least half of the affiliated clubs.

7.3.8 The president shall preside at the annual general meeting. If the president is not present members may appoint a chairman for the

meeting.

## 8. Officers Of the Association

8.1 The officers of the Association shall be elected and appointed at the annual general meeting and shall hold office until the annual general meeting next after the date of their election or appointment.

8.2 Officers are eligible for re-election but persons should normally not hold the office of president or secretary for a period of more than four years consecutively.

8.3 The elected officers of the Association shall be:

- (a) a President
- (b) a Secretary
- (c) a Treasurer
- (d) a Co-ordinator of Coaching and Education
- (e) a Recorder
- (f) a Co-ordinator of Publicity and Publications

8.4 The nominated officers of the Association shall be:

- (g) a Registrar
- (h) a Co-ordinator of Safety and Health
- (i) a National Board Delegate
- (j) a Meet Director for Summer Championships
- (k) a Meet Director for Winter Championships.

8.5 The responsibilities of the elected and nominated officers are specified in the by-laws to these rules. Only elected officers shall be entitled to vote at ordinary and annual general meetings.

8.6 Nominations of candidates for positions of elected or nominated officers of the Association:

- (a) shall specify the position being nominated for
- (b) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate; and
- (c) shall be delivered to the secretary not less than seven days before the date fixed for the holding of the annual general meeting.

8.7 If no nominations are received to fill a vacant position as officer further nominations for that position shall be called for at the annual general meeting.

8.8 If only one nomination is received to fill a vacant position the person nominated shall be deemed to be elected to that position.

8.9 If more than one nomination is received to fill a vacant position a ballot for that position shall be held at the annual general meeting.

## PRESIDENT

In addition to the responsibilities listed under Rule 21.(3), the President shall:

- (1) preside at all meetings at which he is present;
- (2) uphold the Rules of the Association, the Regulations and the Act;
- (3) guide all other officers in the commission of their duties; and
- (4) represent the Association at official functions when available.

## SECRETARY

In addition to the responsibilities listed under Rule 21.(3), the Secretary shall:-

- (1) be responsible for the management and administration of the Association;
- (2) advise Committee members of the date, time, place and agenda of approaching meetings;
- (3) keep the Minutes of meetings or delegate this function to a Minute Secretary;
- (4) circulate copies of the Minutes of meetings and reports received in accordance with Rule 21.(3)(b) to Committee members no less than five working days before the approaching meeting;
- (5) conduct the correspondence of the Association except when this is made the responsibility of other Officers;
- (6) make copies of correspondence available to Committee members;
- (7) compile and produce the Association's Annual Report to registered members;
- (8) call for Club Affiliation details and fees in accordance with Rule 4;
- (9) call for member registration fees in accordance with Rule 4; and
- (10) generally contribute to the decision making process on administrative and related matters.



## TREASURER

In addition to the responsibilities listed under Rule 21.(3), the Treasurer (or Director of Finance) shall:-

- (1) conduct the receipts and payments of the Association through a bank account or accounts;
- (2) ensure that receipts are issued for all money received and that copies are kept of these receipts;
- (3) bank money received promptly;
- (4) present accounts payable to the Committee for its approval at its regular meetings;
- (5) produce all books, accounts and vouchers to the Committee when requested;
- (6) not be liable for any default on the part of any Officer of the Association, committee member or sub-committee member,
- (7) not be liable for any money except that which he actually receives personally;
- (8) keep correct accounts or books of the Association's receipts, payments, assets and liabilities;
- (9) prepare and present a duly audited account of the Association's cash flows during the financial year, and balance sheet as at the end of the financial year, for inclusion in the Annual Report; and
- (10) generally contribute to the decision making process on financial and related matters.

## DIRECTOR OF COACHING

In addition to the responsibilities listed under Rule 21.(3), the Director of Coaching shall:-

- (1) establish, assist and educate coaches in all affiliated clubs in implementing programs for their members;
- (2) organise and implement coaching courses and seminars;
- (3) regularly distribute information to club coaches;
- (4) represent club coaches on the Committee;
- (5) regularly contribute to the Association newsletter;
- (6) provide a report for inclusion in the Annual Report; and
- (7) generally contribute to the decision making process on technical and related matters.

## REGISTRAR

31. In addition to the responsibilities listed under Rule 21.(3), the Registrar shall:-
- (1) keep, maintain and update the register of members and Clubs in accordance with Rule 5;
  - (2) regularly process applications for membership;
  - (3) regularly forward details of registrations and fees to the National office;
  - (4) provide a report for inclusion in the Annual Report; and
  - (5) generally contribute to the decision making process on membership and related matters.

## RECORDER

32. In addition to the responsibilities listed under Rule 21.(3), the Recorder shall:-
- (1) keep all records pertaining to swimming events held by the Association and/or forwarded by affiliated clubs;
  - (2) keep, maintain, update and publish Victorian long and short course records;
  - (3) keep, maintain, update and publish Victorian long and short course Top Ten results;
  - (4) offer to supply at cost a full copy of up to date National and World Records to all affiliated clubs at least once in each financial year;
  - (5) distribute to affiliated clubs copies of Rules, point scores and forms pertaining to the National Aerobic Trophy programme;
  - (6) process National Aerobic Trophy swim submissions on behalf of the Association's members for inclusion in the National Aerobic Trophy results publication;
  - (7) provide a report for inclusion in the Annual Report; and

## MARKETING OFFICER (or DIRECTOR OF MARKETING)

In addition to the responsibilities listed under Rule 21.(3), the Marketing Officer (or Director of Marketing) shall:-

- (1) be responsible for increasing the membership of the Association;
- (2) be responsible for establishing new clubs;
- (3) promote the Association to the media and sponsors;
- (4) co-ordinate the publicity and public relation functions of the Association;
- (5) seek favourable promotion of the Association's objective and meet results in the media;
- (6) be the official spokesperson of the Association;
- (7) seek the approval of the President (or in his absence, the Secretary) before making, issuing or releasing statements which may be considered controversial;
- (8) be responsible for the production and distribution of, and the advertising in, the Association's newsletter, or may delegate any or all of these functions to a Newsletter Editor;
- (9) provide a report for inclusion in the Annual Report; and
- (10) generally contribute to the decision making process on marketing and related matters.

## BRANCH DELEGATE TO THE NATIONAL BOARD OF DIRECTORS

The Branch Delegate to the National Board of Directors shall:-

- (1) attend and represent the Association at National Board of Directors meetings;
- (2) vote at National Board of Directors meetings in a manner to reflect the Association's policies or views;
- (3) in any debate at National Board of Directors meetings, support the Association's policies and views; and
- (4) present to the Committee a written Delegate's Report on each National Board of Directors meeting attended.

## LIFE MEMBERSHIP

Life membership may be conferred upon a registered member of the Association as follows:-

- (a) A nomination for life membership shall come from at least two clubs and list the history of service of the member and his achievements and contributions to the furtherance of the objective of the Association.
- (b) The nomination shall be submitted to the Secretary.
- (c) The Secretary shall present the nomination at the next Committee Meeting after the receipt of the nomination.
- (d) The Committee may endorse or reject the nomination.
- (e) If the Committee endorses it, the Secretary shall include the business of the nomination in the notice calling the next annual general meeting after the receipt of the nomination, and it shall be presented to the registered members for their endorsement at such annual general meeting.
- (f) If the registered members so endorse the nomination, the Association shall from then on waive the life member's Association registration fees and pay his National registration fees for life.

Life membership shall not be conferred upon more than two members of the Association in any one year.