By Laws

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Contents

1 Statement of Club By-Laws 1
2 Definitions 1
3 Other Relevant Documents 1
4 Operation of the Club 2
5 Membership of the Club 3
6 Committee Procedures 4
7 Duty Statements 5
8 Life Membership of the Club 8
9 Club Service Awards 8
10 Yarra Swim School 9

1 STATEMENT OF CLUB BY-LAWS

The By-Laws listed below should be read in conjunction with the current Statement of Rules and Purposes (Constitution) of the Yarra Plenty Swimming Club Inc.

The Secretary shall be responsible for holding and maintaining a current copy of this document. A copy of these By-Laws shall be available on the website for member information. Any suggested changes to these By-Laws shall be notified to all Committee members at least 7 days prior to a meeting for consideration.

2 DEFINITIONS

- AGM — Annual General Meeting
- YPW — Yarra Plenty Waves
- YSS — Yarra Swim School
- SV — Swimming Victoria
- Manager — The Center Manager of the Yarra Swim School

3 OTHER RELEVANT DOCUMENTS

3.1 The following documents should also be considered and be read in conjunction with the Statement of Rules and Purposes and these By-Laws.

- Code of Conduct
- Swim School Manager - Position Description
- Competition Handbook

4 OPERATION OF THE CLUB

4.1 The Club shall be operated within the Statement of Rules and Purposes as printed and governed by the regulations as set down in the Incorporation Act.

4.2 The operation of the Club shall be vested in a General Committee of eleven (11) senior members, hereinafter referred to as "the Committee", and responsible to the membership as stipulated in the Statement of Rules and Purposes and these By-Laws.

4.3 No person shall be deemed a member of the Club and no person can serve upon the Committee of the Club until their application for membership has been accepted and their membership fees received.

4.4 Additional to the Annual Subscription required under the Club Statement of Rules & Purposes, the Committee may from time to time approve such other fees or charges for entry into venues, competition entry fees or amounts for social functions which will be payable by members.

4.5 The presence of any person on premises under the control of the Club, or the participation of any person in any activity which is organized by the Club, implies acceptance of the rules of the Club and places that person or persons under the effective control of the officers or employees of the Club in charge of the venue or activity.

4.6 Any member of the Committee at any time, and similarly any employee or officer of the Club who has been given authority by the Committee to operate, organize or control any activity, venue or operation of the Club, is deemed to have "effective control' and will be fully supported by the Committee on any action deemed necessary to maintain safety of participants or the good name of the Club.

4.7 The Committee of the Club shall have the power to exclude or suspend, or reprimand any member of the Club, or any person attending any activity under the direction of the Club, for any period because of behaviour or conduct considered "not to be in the best interests of the Club".

4.8 Any cause for complaint which is deemed to warrant action under Clause 4. 7 above:

a) must be notified to the Club President or Secretary within a reasonable time frame as decided by the Committee.
b) proceedings must be commenced by a quorum of Committee consisting of at least six (6) Committee members within at most seven (7) days from the date of receipt. The person against whom the complaint is laid must be advised of the date of hearing by Committee and shall be entitled to attend in their defence and also have an advocate, provided that person does not act as a legal representative. Committee may proceed with the hearing in the absence of the person.
c) the procedures for the Committee to hear the complaint will be published in the Club information booklet and on the website.

4.9 The Committee shall have the power to rescind, change or include any By-Law at any time.

4.10 At the first General Committee meeting of any Swimming Year the Committee will appoint the following voluntary positions.

- Membership Officer / Registrar
- Public Officer
- Communications Officer (TeamApp, Website and social media updates)
- Grievance Officer
- Metro North Delegate
- Uniform Coordinator
- Club Records Officer
- Events Coordinator
- Fundraising Coordinator
- Emergency Management Officer
- Sponsorship Coordinator

5 MEMBERSHIP OF THE CLUB

5.1 Club Activities

Any person expressing interest in becoming a member of the Club is initially permitted to attend 3 club functions or activities. Normal activity fees will apply during this time. After this time it is expected they will make an application to become a member and pay the prescribed membership fees or withdraw from further participation.

5.2 New Squad Members

A new swimmer can train with a squad for a period of one month, during this period normal squad fees will apply. At the end of one month the swimmer must join the club or cease swimming.

5.3 Transferees

Any swimmer transferring from another club will have a 2 week trial period. By the end of the 2 week period swimmers must have their transfer papers submitted to Swimming Victoria.

If the paperwork has not been received the swimmer can no longer swim until the paperwork has been processed.

6 COMMITTEE PROCEDURES

6.1 The Role and the responsibility of the Committee is to

- Coordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled.
- Carry out the recommendations of members as expressed at the annual general meeting.
- Provide members with detailed information regarding the running of the club Monitors the performance of any sub-committee.
- Ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered.
- Negotiate training opportunities for Administrators and Coaches and provide detailed written and oral records and job descriptions to a newly elected committee so they can settle into their duties quickly.
- Plan and budget for the future and ensure that all members of the committee are role models in the area of leadership.
- Arrange for and encourage club senior members to obtain qualifications which enable them to officiate at meets e.g. time keepers, marshals.

6.2 The Chairperson has the power to close a general meeting of the Committee of the Club.

6.3 The Committee shall meet at least 8 times per year and meetings are to be held at the Club unless the Committee agrees to meet at an alternate venue. A quorum of at least 6 members are required for a meeting to continue.

6.4 Committee members are requested to submit intended Agenda items and relevant reports to the Secretary at least 4 days prior to the meeting. This will enable the Secretary sufficient time to distribute agendas and reports to Committee members to allow time to read all documentation prior to the meeting. This may be varied in circumstances where information may not be readily available eg. bank statements.

6.5 Members of the Club may attend a General meeting, however they are not permitted to vote.

7 DUTY STATEMENTS

7.1 President

- Lead the committee as appropriate in a supportive manner and be aware of the future direction and plans of the club.
- Chair the AGM of the Club and present the Annual Report.
- Liaise directly with the YSS Manager and assist/advise in matters relating to the YSS as appropriate.
- Be familiar with Swimming Victoria requirements
- Be well informed on club activities
- Represent the club as required
- Chair all general meetings of the Club Committee when present.
- Ensure that the Statement of Rules and Purposes, By-Laws and decisions of the Committee are upheld and carried into practice.
- Ensure all elected Officers, Committee Members and those given duties and responsibilities by Committee, carry out those duties in the manner prescribed and in the best interests of the Club.
- Act as one of the Signatories to each account held by the Club or to delegate as appropriate.

7.2 Senior Vice President

Assist the President in the areas above and act in his/her absence as required

- Chair meetings of the Committee at which the President is unable to be present.
- Assist the President and understudy that position.
- Carry out such duties as the President may, from time to time, require.

7.3 Secretary

- Act as the Chief Administrator of the Club. The secretary is the link between the members, the club executive and Swimming Victoria.
- Coordinate all general meetings of the Club and take accurate minutes as required.
- Coordinate the AGM of the Club and take accurate minutes as required.
- Maintain accurate and effective records of the Club as are required by the Incorporation Act. These particularly include Minutes of the Annual General Meetings of the Club and Minutes of all Committee Meetings.
- In conjunction with the Registrar keep a complete up-to-date Record of all Club Members.
- Receive and as required respond to all correspondence of the Club.
- Be responsible for the Common Seal in conjunction with the Public Officer and affix to such documents as the Committee may direct.
- Liaise with the Registrar and the Treasurer in relation to new members.
- Prepare Affiliation papers at the commencement of the Swimming Year.

7.4 Treasurer

- Maintain financial books and records of accounts operated by the Club as are required by Committee and to satisfy the requirements of the Incorporation Act.
- Prepare all books and accounts of each year, prepare and deliver the Annual Financial Report at each Annual General Meeting and submit interim financial reports as required by Committee at General Meetings.
- Be responsible for and in control of all accounts held in the name of the Club and act as a mandatory signatory for each account.
- Prepare budgets for the following year describing potential sources of income and expenditure in conjunction with the Finance Sub-Committee.

7.5 Vice President – Competitions Coordinator

- The Competition Coordinator is responsible for general coordination and communication pertaining to competition, including reporting to Committee and to the AGM and the coordination of the running of all Club meets with the assistance of the Committee.
- The Competition Coordinator shall act or appoint a Team Manager for all targeted team race day events..
- Ensure satisfactory records are maintained so as to ensure effective team selection and awarding of trophies with consultation with the Head Coach.
- Responsible for the organisation of Club Nights, in conjunction with the Head Coach.

7.6 Ordinary Members of Committee

- Carry out such duties and/or responsibilities as may, from time to time, be required by the Committee.
- Liaise with the general membership and keep the Committee informed of the basic needs and/or concerns of membership.

7.7 Committee Appointed Positions

7.7.1 Registrar/Membership

To ensure that SV has all membership records of the club and that the information provided is accurate by processing new members and transfers as required.

Ensure affiliation papers are forwarded to Swimming Victoria as soon as possible after the AGM.

The Membership Officer will be the first point of contact for any new or potential members. Ensure all Club members are also registered with SV.

7.7.2 Public Officer

Point of contact for the Club with Swimming Victoria and Consumer Affairs.

7.7.3 Communications Officer

Maintain the website for the Swimming Club. Collects and publishes on the club website swimming information and links to such information that may be of interest to members, potential members and the wider community.

Send and prepare announcements and maintain the competition calendar on TeamApp as provided by the Head Coach and competition coordinator.

Keep social media pages updated.

7.7.4 Grievance Officer

Act as required by Swimming Victoria and the Club's Rules and Purposes.

7.7.5 Metro North Delegate

Attend all meetings organized by Metro North as required on behalf of the Club and report back to the Committee on all matters requiring attention. A written report is to be prepared and any matters of an urgent nature should be reported to the Secretary. and report back to the Committee on all matters requiring attention. A written report is to be prepared and any matters of an urgent nature should be reported to the Secretary.

7.7.6 Uniform Coordinator

To be responsible for the sales of all club uniforms and to ensure stocks of items are up-to date.

7.7.7 Club Records Officer

The Club Records Officer is responsible for maintaining and publishing club records.

7.7.8 Events Coordinator

The Club Events Coordinator is responsible for identifying and organising all events for the Club in consultation with the Committee of Management. This may include but this is not limited to; Club Nights, Annual AGM/Presentation Night, Club Champs, Away Trips, Christmas parties, Movie Nights, BBQs, and promotional events.

7.7.9 Fundraising Coordinator

- To be responsible for the organization of all fundraising activities for the club.

7.7.10 Emergency Management Assistant

- To be responsible for assisting the Center Manager with emergency management plans or the facility.

7.7.11 Sponsorship Coordinator

- The role of the sponsorship co-ordinator is to attract and retain club sponsors.

7.7.12 Sub-Committees

The Committee of the Club may form, vary or deem defunct any sub-committee (minimum membership of 3) of the Club without reference to Constitutional amendment procedures as such sub-committees are always to be considered as service systems to the general Club administration.

8 LIFE MEMBERSHIP OF THE CLUB

An Annual General Meeting may elect up to two Life Members of the Club.

Any nomination for Life Membership of the Club must be lodged with either the President or the Secretary at least 2 months prior to the Annual General Meeting at which it is desired to be presented.

Each nomination must include a resume in support of the nomination and must be nominated, seconded and contain signatures of at least ten (10) other senior members of the Club.

The President or Secretary shall call together a quorum of at least five (5) Committee members to consider the nomination and advise the members making the nomination of their considered opinion as to whether or not the nomination should be proceeded with at the Annual General Meeting. Under the Constitution, those supporting the nomination must then decide whether or not they wish to proceed.

9 CLUB SERVICE AWARDS

Services Awards are given to members who have completed 10 years membership with the Club at the AGM for the year in which it is completed

The length of service need not be continuous.

The length of service will use the best and most objective sources of information available to count partial years of service. Where information is not available the Committee will exercise its judgement.

10 YARRA SWIM SCHOOL

1.1. The pool is leased by Yarra Plenty Swimming Club Inc. from the Banyule City Council. It is the Committee which effectively controls the management of the pool.

1.2. The Committee has the responsibility to appoint a Manager whose duties will be set down in a current Position Description.

1.3. All accounts and finances should be randomly audited a minimum of once per year. The results are to be presented at the AGM. Copies need to be sent to the Banyule City Council, Swimming Victoria and Consumer Affairs.

1.4. Charges made for all activities and hiring of the Pool shall be determined by the Manager.

1.5. For the purposes of "Club Activities", pre-arranged times shall be set and no charges made in respect of hire of the facility. Such times will be determined by the Committee in conjunction with the Manager of the Swim School.

1.6. YSS staff will be entitled to a Service Award after 5 years completed service. Multiples of 5 years service will also be eligible for an award.

1.7. All applications for hiring of the pool should be made directly to the Manager and confirmation forwarded on prescribed letterhead.

1.8. Hiring of the Pool facilities to other Swimming Victoria affiliated clubs will be referred to the Committee; other bookings will be at the discretion of the Manager within Council guidelines and the guidelines and recommendations of the Royal Life Saving Society.

1.9. In accepting any booking for hire of facilities, the hirer implicitly accepts the terms and conditions as stated of the form forwarded in confirmation of their booking. Each and every hirer is to receive confirmation in writing on this prescribed form.

1.10. In relation to use of the facility for organized activities of the members of YPW, the following shall apply:

- An admission fee as set by the Club Committee per participant shall be charged for pool entry. Such moneys to be banked in the Yarra Plenty Swimming Club Inc account.
- For swimming meets with other Clubs, a fee shall be set by arrangement with the Committee.