



CONSTITUTION OF THE NORTHBRIDGE AMATEUR SWIMMING CLUB INCORPORATED

PART 1

THE CLUB

The name of the Club shall be the Northbridge Amateur Swimming Club Incorporated, hereinafter referred to as the Club. The colours of the Club shall be maroon and yellow.

PART II

OBJECTS

1. The objects of the Club shall be to promote, teach and encourage swimming,
2. To stimulate public opinion in favour of providing appropriate facilities for swimming,
3. To affiliate with Swimming NSW Ltd and other kindred bodies that may occur from time to time.

PART III

MEMBERSHIP

1. Subject to this Constitution the membership of the Club shall comprise such people as the Committee admits to membership and any life members appointed pursuant to Part IV.
2. Membership is open to all individuals who accept the objects and rules of the Club.
3. Any member who has not attained the age of eighteen (18) years shall not be entitled to vote at any meeting of the Club.
4. Members shall pay annual fees as are determined by the Committee of the Club. Once a member has paid an annual fee they are considered to be financial.
5. A record of members shall be kept by the Club showing the name, address, email address and date of commencement of membership for each member.
6. Membership fees shall fall due on the first day of November of each year.
7. The Club financial year of the Club shall run from 1st July to the 30th June next following.



PART IV

LIFE MEMBERS

1. At any Annual General Meeting of the Club any member may be elected a life member of the Club in recognition of special services rendered over a period of not less than ten (10) years to the sport of swimming.
2. A nominee for life membership shall be recommended by any financial member(s) for approval by the Committee. The Committee shall submit the nominee for election to the members at the next Annual General Meeting of the Club.
3. A nomination for life membership shall be carried by a three quarters majority of those present and eligible to vote.
4. A life member shall be entitled to attend and speak to any motion at all meetings of the Club and shall have such other privileges as may be decided upon from time to time by the Club.
5. A Life Member is entitled to election to the Committee, is considered financial and is entitled to vote.

PART V

LIABILITY OF MEMBERS

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs and expenses of the winding up of the Club except to the extent of any unpaid membership fees.

PART VI

DISCIPLINING OF MEMBERS

The procedure for disciplining members by suspension, disqualification or expulsion shall be for the Committee:

1. To notify the defaulting member in writing of the matter.
2. To invite the member to appear at a meeting called to deal with the matter.
3. To give the member fourteen (14) days notice of the meeting.
4. To determine what action should be taken in respect of the matter.
5. To keep proper minutes of the meeting, details of the action taken and retain any documents associated with the matter.
6. To advise the member as to the action decided upon by the Committee.



PART VII

RESOLUTION OF INTERNAL DISPUTES

The procedure for determining internal disputes shall be as follows:

1. Where any members of the Committee are in dispute or where there is a dispute between members and the Club in relation to any matter touching upon the objects, administration or business of the Club, such member(s) shall give notice in writing to the President of the nature of the dispute.
2. The President shall inform the Committee by giving notice of the dispute. The President will refer the dispute to a special committee comprised of one office bearer (the presiding officer) and two Committee members. The President shall have the power to nominate the members of the special committee and shall inform the nominees personally of their appointment.
3. The special committee shall give notice to the members of the hearing and may invite written or oral submissions from the membership.
4. At the hearing the member(s) may make oral or written submissions, tender documentary material and call in any person to address the special committee.
5. The special committee shall determine the conduct of the hearing.
6. At the conclusion of the hearing the special committee may either give its decision, reserve such a decision or, if appropriate, refer the dispute to a general meeting. The decision shall be binding on the members of the Club.
7. Where a dispute is referred to a general meeting by the special committee the procedure set out in Part X of the Constitution shall apply. Any resolution passed at the general meeting shall be binding on the members of the Club.
8. Where a dispute is referred to a special general meeting by the members, the procedure set out in Part XI of the Constitution shall apply. Any resolution passed at a special general meeting shall be binding on the members of the Club.

PART VIII

MANAGEMENT BY COMMITTEE

1. The Club shall have its affairs controlled and managed by the Committee comprising the office bearers and up to eight (8) General Committee members.
2. The office bearers should consist of a President, a Vice-President, Secretary, Treasurer and Race Secretary.
3. The office bearers and the General Committee must be financial members of the Club.
4. The office bearers and the other members of the Committee shall be elected at each Annual General Meeting.



5. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee. Where insufficient nominations are received any vacant position remaining on the Committee shall be deemed to be casual vacancy.
6. Each member of the Committee shall hold office from the date of their election or appointment until the conclusion of the subsequent Annual General Meeting.
7. The Committee shall do such things as are necessary and incidental to attain the objects of the Club.
8. Retiring Committee members are eligible for re-election.
9. The Committee shall meet as often as necessary to conduct the business of the Club and should meet on not less than eight (8) occasions in the twelve (12) months period following any Annual General Meeting.
10. The quorum for meetings of the Committee shall be five (5) Committee members elected at the previous Annual General Meeting or appointed under the provisions relating to casual vacancies.
11. Notice of Committee meeting shall be provided to Committee members by such means as the Committee may determine.
12. A member of the Committee shall cease to hold office upon notice of resignation being provided to the Committee.
13. No business shall be transacted unless a quorum of the Committee is present. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be terminated and notice given of a further meeting.
14. Matters arising at any meeting of the Committee shall be decided by a majority of votes of those present and eligible to vote. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

PART IX

ANNUAL GENERAL MEETINGS

1. The Club shall convene the Annual General Meeting of the members of the Club in each Club year to be held during the month of August.
2. Nominations of candidates for election as office bearers or other Committee members may be made at the Annual General Meeting.
3. The Annual General Meeting shall receive for adoption from the Committee a recommendation indicating the names of persons who will be invited to grant their patronage to the Club for the ensuing year for the position of Patron.
4. At least fourteen (14) days notice of any general meeting and notices of motion for discussion at such meeting shall be given to members by such means as may be determined by the Committee. In the case of an Annual General Meeting where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty-one (21) days before the meeting.
5. No business other than that specified in the notice convening an Annual General Meeting shall be transacted at the meeting.



6. The following business will be transacted whether specified or not:
 - i. Confirmation of the minutes of the last Annual General Meeting and any recent special general meeting or general meeting.
 - ii. Receipt of the Committees report upon the activities of the Club for the financial year.
 - iii. Election of office bearers and up to eight (8) other members of the Committee.
 - iv. Receipt and consideration of a statement from the Treasurer that gives a true and fair view of the financial affairs of the Club for the financial year including:
 - income and expenditure
 - assets and liabilities
 - member numbers.
7. The quorum for the Annual General Meeting shall be five (5) members.
8. Voting at the Annual General Meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarters majority of the members present and eligible to vote is required.
9. All votes shall be given personally and there shall be no voting by proxy.
10. In the case of an equality of votes, the person appointed to chair the Annual General Meeting shall have a second or casting vote.
11. If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present, the meeting shall be dissolved after an alternative date is agreed.

PART X

SPECIAL GENERAL MEETINGS

1. The Committee may call a special general meeting when required by this Constitution.
2. The Committee must call a special general meeting if the Committee receives a request made by at least 10% of the total number of members. The request must be in writing, state the purpose of the meeting and must be signed by the members making the request.
3. The request must be lodged with the secretary in an electronic form and signed and lodged by electronic means.
4. If the Committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special general meeting to be held within 2 months of the date the request was lodged.
5. A special general meeting must be conducted, as far as practicable, in the same way as a general meeting in accordance with Part XI.
6. The quorum for a special or general meeting shall be five (5) members.



7. Voting at a special general meeting require a three quarters majority of the members present and eligible to vote is required.
8. If within half an hour of the appointed time for the commencement of a special general meeting a quorum is not present, the meeting shall be dissolved after an alternative date is agreed.

PART XI

GENERAL MEETINGS

1. The Committee may call a general meeting when required.
2. At least fourteen (14) days notice shall be given to members for any general meeting.
3. At least twenty one (21) days notice shall be given to members for any general meeting that will consider a special resolution.
4. Notices of motion for discussion at such meetings shall be given to members by such means as may be determined by the Committee.
5. No business other than that specified in the notice of meeting shall be transacted at the meeting.
6. The notice must specify the place and time at which the meeting will be held, and the nature of the business to be transacted.
7. The quorum for a special or general meeting shall be five (5) members.
8. Voting at a meeting shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarters majority of the members present and eligible to vote is required.
9. All votes shall be given personally and there shall be no voting by proxy.
10. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
11. If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present, the meeting shall be dissolved after an alternative date is agreed.

PART XII

FINANCE

1. The funds and assets of the Club shall be under the control of the Committee. All monies received shall be banked without undue delay and payments made after invoices have been authorised by the Treasurer and one (1) other Committee member.
2. For the purpose of recording the assets and liabilities of the Club as well as financial transactions, the following records shall be kept: receipts and payments, banking records, asset register and a register of members.



3. The Club shall maintain insurance as required together with any other insurance which may be required by law or regarded as necessary by the Club.
4. The funds of the Club shall be derived from the fees of members, donations, grants and other sources approved by the Committee.
5. Members of the Committee shall keep in their custody or under their control all records, books and other documents relating to the Club.
6. The records, books and other documents of the Club shall be open to inspection by a member of the Club at any reasonable hour.
7. The Common Seal of the Club shall be kept in the custody of the Treasurer and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two (2) members of the Committee.
8. The Club shall maintain a website or other such mechanism(s) for the purposes of communicating to the public information on the operation of the Club. This information should include club rules, membership process, season program, committee membership and other relevant information as required from time to time.
9. The Committee shall determine how any surplus property is to be distributed if the Club is to be wound up.

PART XIII

CLUB RULES

1. The Committee shall establish the rules of the Club as may be necessary and convenient for the purposes of attaining the objects of the Club.
2. The Committee may from time to time amend or repeal any Club rules made pursuant to this part if considered in the interests of the members.
3. A Club rule made pursuant to this part shall take effect from the date determined by the Committee.
4. A Club rule made pursuant to this Clause shall not be inconsistent with this Constitution.
5. Club rules shall be communicated to members and made available on the club website.
6. The Committee may adopt wholly or in part the rules of swimming as defined by Swimming NSW.



PART XIV

CONSTITUTION

This Constitution may only be amended by Special Resolution at an Annual General Meeting in accordance with Part IX.