



Graceville Amateur Swimming Club By-Laws



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1 Name and Club Colours

1.1 Name

The name of the incorporated association is Graceville Amateur Swimming Club Inc.

The club may also be referred to as Graceville Lightning Swimming Club.

1.2 Club Colours

The colours of the Graceville Amateur Swimming Club Inc. are blue and gold.

2 Duties of Office Bearers

2.1 President

The President:

- a) Chairs General meetings and Management Committee meetings having a deliberative and casting vote.
- b) Acts as the senior spokesperson of the Club representing it in internal and external matters.
- c) Must build a proactive relationship with the Parents & Citizens committee
- d) Must build a proactive relationship with the school admin / staff.

2.2 Vice President

The Vice President:

- a) Assists the President in the President's duties as appropriate and acts for the President when required.
- b) Assists and guides office bearers when appropriate.
- c) Assumes the duties of vacant Committee positions as a caretaker of such position.
- d) Assumes the office of President should a mid-term vacancy occur in the office of President.
- e) Must build a proactive relationship with the Parents & Citizens committee
- f) Must build a proactive relationship with the school admin / staff.

2.3 Secretary

The Secretary:

- a) Deals with and files all correspondence and takes such action as may be necessary.
- b) Reports to the Committee on the action taken. If any item of correspondence is of major importance or fundamentally affects the Club, the Secretary shall refer such matter to the Committee before making any reply or taking any action.
- c) Deals with any matter the Committee may decide upon or any urgent business on the advice of the President.
- d) Compiles the Annual Report with the assistance of the Committee, which may include a list of Office Bearers for the previous season, membership statistics, a report on social activities, a report on Club competition activities and such other matters considered necessary.
- e) Keeps updated copies of the Constitution and informs members in writing of changes.
- f) Keeps a record of all past Annual Reports and Statements of Accounts.

2.4 Treasurer

The Treasurer:

- a) Facilitates the receipt of all monies on the Clubs' behalf, and facilitates the prompt deposit of all money with the Club's bank.
- b) Controls the issue of cheques and authority for payments after ascertaining that the accounts are in order and are properly authorised for payment.
- c) Prepares a Financial statement which will be presented at intervals as required by the Committee and at the Annual General Meeting.
- d) Prepares the Annual Statement of Account, including receipts and payments as at the 31st of March each year, and Treasurers report for that year for submission to the Annual General Meeting and submits it to the Auditor with Club books.
- e) Provides the Auditor with any information required.

2.5 Auditor

The Auditor conducts the audit of the Clubs' finances in accordance with applicable accounting standards and as required by law.

2.6 Ordinary Committee Members

Ordinary committee members assist in the smooth running of the Club and when requested assist in whatever manner they can with sub committees or as proxy delegates.

3 Electing the Management Committee

A member of the Management Committee may only be elected as follows:

- (a) Any two members of the Association may nominate another member (the "candidate") to serve as a member of the Management Committee
- (b) The nomination may be in writing, signed by the candidate and the members who nominated him or her and given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held
- (c) Each member present at the Annual General Meeting may vote for any number of candidates not more than the number of vacancies
- (d) Nominations may also be taken from the floor of the meeting.

3.1 Eligibility of Candidates

A person may be a candidate only if the person:

- (a) Is an adult; and
- (b) Is not ineligible to be elected as a member under Section 61A of the Act.

3.1.1 President and Vice President

In addition, a person may be a candidate for President or Vice President only if the person is a parent / legal guardian of a full financial swimming member of the Club who attends Graceville State School.

3.2 Voting

If written nominations are submitted then, the list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the Annual General Meeting.

If required by the Management Committee, balloting lists shall be prepared containing the names of the candidates in alphabetical order.

The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:

- (a) Whether or not the Association has public liability insurance; and
- (b) If the Association has public liability insurance – the amount of the insurance.

4 Meetings

The Management Committee may decide to hold an ad-hoc committee meeting at the swimming club on a swimming club night. There must be enough committee members present at the meeting to form a quorum. Any decisions made at this meeting must be communicated to any absent committee members in a timely manner.

The secretary (or another committee member if the secretary is absent) will still need to write up and provide minutes as per the requirements for a planned committee meeting.

5 Club Captains

5.1 FUNCTIONS AND DUTIES

- a) To display high standards of conduct and behaviour and act as a role model for other children;
- b) Helping younger children at Club Meets and Carnivals;
- c) Speaking on behalf of the club at Carnivals and Club Championships;
- d) Making announcements at Club nights and school assemblies as required;
- e) Accepting trophies and congratulating winners;
- f) Representing the club at Carnivals and other events;
- g) Assisting the Management Committee with the running of the club, especially at Club Nights and carnivals.
- h) Fostering club spirit at carnivals.

5.2 Eligibility

There are two Captains and two Vice Captains elected, in both cases one of each sex. The Captains and Vice Captains must, at the time of their appointment, be students in years 5 & 6 or above. These appointments shall be held for 1 season only. The Vice Captain is allowed to apply for the Senior Captain position the following year. To be eligible for appointment, Captains and Vice Captains must be fully registered, fully paying members of GASC, have been eligible to swim in the previous year's club Championships and they must have represented the club at Carnivals. They must also commit to swimming with the club throughout that current swimming season (i.e. Term 4 & Term 1 of the following year).

5.3 Nominations and voting

Nominations must be submitted in writing at an appointed Club Night at the beginning of the season to the club secretary. The election will be by secret ballot at the following Club Night. Those eligible to vote are club swimmers who are in grades 4 and above. There is only 1 vote permitted per eligible member. No parents/ guardians are to partake in this voting. The final decision will be made by the club Management Committee with consideration given to the voting by the swimmers.

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The handing out and collection of voting slips is to be done by a Committee Member. This is not to be organised by the children, especially those running for the Captaincies. A list of those eligible to vote should be made available and names marked off when voting is completed.