



**METRO WEST**  
**SWIMMING VICTORIA INCORPORATED**

(Reg No A0007742J)

**CONSTITUTION**

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# ASSOCIATIONS INCORPORATION ACT 1981 (VIC)

## CONSTITUTION of METRO WEST

### SWIMMING VICTORIA INCORPORATED

#### 1. Name

The name of the association is Metro West Swimming Victoria Incorporated. Within this constitution it is referred to as Metro West

#### 2. Objects of Metro West

**Metro West is the body established for the administration of natatorial activities within the boundaries allocated by Swimming Victoria Incorporated and is established solely to:**

- a) affiliate and liaise with Swimming Victoria Incorporated ("SV") and such other bodies as may be desirable to achieve these Objects;
- b) conduct, encourage, promote, teach, control and administer natatorial activities in and throughout Metro West;
- c) provide for the conduct, encouragement, promotion and administration of natatorial activities through and by various Clubs for the mutual and collective benefit of the Members;
- d) act in good faith and loyalty to ensure the maintenance and enhancement of Metro West and swimming, its standards, quality and reputation for the collective and mutual benefit of the Members and swimming;
- e) at all times operate with and promote mutual trust and confidence between Metro West, SV and the Members in pursuit of these Objects;
- f) at all times act on behalf of, in the interests of, and in conjunction, with the Members;
- g) promote the economic and sporting success, strength and stability of Metro West and each Member and to act inter-dependently with each Member in pursuit of these Objects;
- h) ensure compliance with the rules and by-laws of SV as amended from time to time;
- i) apply the property and capacity of Metro West towards the fulfilment and achievement of these Objects;
- j) use and protect the Intellectual Property;
- k) collect, distribute and publish information in connection with swimming;
- l) promote and control district meetings, competitions and championships;
- m) strive for governmental, commercial and public recognition of Metro West, the Clubs, and swimming;
- n) promulgate and secure uniformity in such rules as may be necessary or appropriate for the management and control of swimming and related activities within the district boundaries;
- o) promote swimming as a spectator sport;
- p) through or in association with the Clubs or other entities or of itself, promote the health and safety of all Individual Members;

- q) pursue through itself or others such commercial arrangements, including sponsorship and marketing opportunities as are appropriate, to further these Objects;
- r) formulate or adopt and implement appropriate policies, including in relation to harassment, discrimination, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs and such other matters as arise from time to time as issues to be addressed in swimming;
- s) represent the interests of its Members and of swimming generally in any appropriate forum;
- t) have regard to the public interest in its operation;
- u) do all that is reasonably necessary to enable these Objects to be achieved and to enable the Members to receive the benefits which these Objects are intended to achieve;
- v) encourage and promote performance-enhancing drug free competition; and
- w) undertake and or do all things or activities which are necessary, incidental or conducive to advance these Objects.

### **3. Application of Income**

- a) The income and property of Metro West shall be applied solely towards the promotion of the Objects.
- b) No portion of the income or property of Metro West shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member.
- c) No remuneration or other benefit in money or money's worth shall be paid or given by Metro West to any Member who holds any office of Metro West.
- d) Nothing contained in **Rules 3(b) or (c)** shall prevent payment in good faith to any Member:
  - (i) for any services actually rendered to Metro West whether as an employee or otherwise;
  - (ii) for goods supplied to Metro West in the ordinary and usual course of business;
  - (iii) of interest on money borrowed from any Member;
  - (iv) of rent for premises demised or let by any Member to Metro West;
  - (v) for any out-of-pocket expenses incurred by the Member on behalf of Metro West;
 provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

### **4. Additions Alterations or Amendments**

No addition, alteration or amendment shall be made to this Constitution unless it has been approved by Special Resolution.

### **5. Liability of Members**

The liability of the Members of Metro West is limited in accordance with the Act.

## 6. Clubs' Contributions

Every Club undertakes to contribute to the assets of Metro West in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of Metro West contracted before the time at which it ceases to be a Member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributors among themselves, such amount as may be required not exceeding one dollar (\$1).

## 7. Distribution of Property on Winding Up

If upon winding up or dissolution of Metro West there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be paid to or distributed to SV or its successors to be held in trust pending the formation of another organisation having objects similar to the Objects and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on Metro West by **Rule 3**.

## 8. Definitions and Interpretation

1. In this Constitution unless the contrary intention appears:
  - **Act** means the Associations Incorporation Act 1981 (VIC).
  - **ASCTA(V)** means the Australian Swimming Coaches and Teachers Association (Victorian Branch)
  - **Auditor** means the auditor for the time being of Metro West
  - **By-Laws** means any by-laws made by the Management Committee under **Rule 35**
  - **Club** means an organisation affiliated to Metro West.
  - **Competitions** means and includes:
    - (i) any championship (national or otherwise) organised or conducted by a Metro West for or on behalf of SV;
    - (ii) any championship, competition, series or meeting sponsored by or conducted by or on behalf of Metro West;
  - OR
  - **(iii)** any international competition, series, meeting or championship at which Metro West is represented.
  - **Competitor** means and includes a swimmer, diver, water polo player or synchronised swimmer
  - **Constitution** means the Constitution of Metro West.
  - **Delegate** means the persons elected or appointed from time to time by a Club or to act for and on behalf of that Club and represent the Club at General Meetings and includes Alternate Delegates (where appointed).
  - **FINA** means Federation Internationale de Natation.
  - **Financial year** means the year ending 30<sup>th</sup> June each year.
  - **General Meeting** means the annual general meeting, or any special general meeting of Metro West.
  - **Hearings Tribunal** means a committee established under the **By-Laws** of SV to investigate and determine breaches of **Rule 16** and to make recommendations to the Board of SV.
  - **Individual Member** means a registered financial member of a Club.

- **Intellectual Property** means all rights or goodwill subsisting in copyright, business names, names, trademarks (or signs), logos, designs, patents or service marks (whether registered or registrable) relating to Metro West or any Event, competition, championship, meeting or swimming activity of or conducted, promoted or administered by Metro West.
  - **Life Member** means an individual upon whom Life Membership of Metro West has been conferred under **Rule 10(3)**.
  - **Management Committee** means the Management Committee of Metro West constituted under this Constitution.
  - **Member** means a Club affiliated for the time being with Metro West under **Rule 10**.
  - **Objects** means the Objects of Metro West in **Rule 2**.
  - **Officer** means a member of the Management Committee and includes any person acting in that capacity from time to time.
  - **Official** means any person elected or appointed to any position within Metro West.
  - **President** means the president for the time being of Metro West.
  - **Special Resolution** means a resolution passed:
    - (i) at a General Meeting of Metro West of which 21 days' notice, accompanied by notice of intention to propose a resolution as a special resolution, has been given to the Members in accordance with this Constitution; and
    - (ii) by at least three quarters of those Members who, being entitled to vote, vote in person at the meeting or by another form of visible or electronic communication approved by Metro West from time to time.
  - **Swimmer** means an Individual Member.
  - **SAL** means Swimming Australia Limited.
  - **SV** means Swimming Victoria Limited.
2. Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.
3. **In this Constitution**
- a) a reference to a function includes a reference to a power, authority and duty;
  - b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
  - c) words importing the singular include the plural and vice versa;
  - d) words importing any gender include the other gender;
  - e) references to persons include corporations and bodies politic;
  - f) references to a person include the legal personal representatives, successors and permitted assigns of that person; and
  - g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).

4. If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If it cannot be read down it shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.

Metro West is established solely for the Objects.

The model rules referred to in the Act are displaced by this Constitution.

## 9. Acknowledgment of Swimming Victoria Incorporated

**Metro West acknowledges and agrees:**

- a) that it is bound by the Constitution of SV and that this Constitution operates to create uniformity in the way in which the Objects and the sport of swimming are to be conducted, encouraged, promoted and administered in Victoria;
- b) to act in good faith and loyalty to each other to ensure the maintenance and enhancement of swimming, its standards, quality and reputation for the collective and mutual benefit of the Members;
- c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of swimming and its maintenance and enhancement;
- d) to make full and proper disclosure to each other of all matters of importance to SV and swimming;
- e) to ensure that no Member acquires a material or financial advantage at the expense of SV or swimming;
- f) to operate with mutual trust and confidence in pursuit of the Objects ;
- g) to promote the economic and sporting success, strength and stability of each other and to act interdependently with each other in pursuit of the Objects; and
- h) to act for and on behalf of the interests of swimming, Metro West and the Members.

## 10. Members

### 1. **Members:**

The Members of Metro West shall consist of:

- a) the Clubs which subject to this Constitution, shall be represented by their Delegates who have the right to be present, debate and vote at General Meetings for and on behalf of the Clubs
- b) Members of Clubs affiliated with Metro West may attend General Meetings but otherwise have no right to debate or vote at General Meetings (unless also a Delegate or an Officer)
- c) Life Members, who may attend, debate and vote at General Meetings, and
- d) Such new categories of Members, as may be created in accordance with **Rule 10(2)** of this Constitution.

### 2. **Creation of New Categories of Membership :**

The Management Committee has the right and power from time to time to create new categories of membership with such rights (other than voting rights), privileges and obligations as are determined applicable, even if the effect of creating a new



category is to alter rights, privileges or obligations of an existing category of Members. No new category of membership may be granted voting rights without a Special Resolution.

**3. Life Members:**

- a) Metro West may confer Life Membership on a person who has provided long and meritorious service with Metro West in recognition of their efforts in furthering the interests of Metro West.
- b) Life Membership may only be conferred/or removed by Special Resolution at an Annual General Meeting.
- c) Nominations for life membership must be submitted through the Clubs, or Individual Members to Metro West and must be received by the Secretary not later than 60 days prior to the relevant Annual General Meeting.
- d) Upon life membership being conferred on a person, that person's details shall be entered upon the register. A person shall become a Life Member from the time the Special Resolution conferring the life membership is passed not from the time of entry of their details on the register.
- e) Guidelines for the awarding of Life Memberships or Service awards are contained within the By-Laws (Clauses 15 A,B and C)

**4. General Rights of Members:**

A member of the Association who is entitled to vote has the right to receive notice of general meetings

## **11. Subscriptions and Fees**

1. Fees including annual membership fees, capitation fees and levies payable by Members (or any category of Member) to Metro West, the basis of, the time for and the manner of payment, shall be determined by the Management Committee. No fee shall be charged for admission to membership of the Association.
2. Monies payable to Metro West by the Members under **Rule 11(1)** shall be forwarded to Metro West for Metro West's use by such dates as are prescribed by the Management Committee.
3. Any Member which has not paid all monies due and payable by that Member to Metro West shall (subject to the Management Committee's discretion) have all rights under this Constitution immediately suspended from the expiry of the time prescribed for payment of those monies. Such rights will be suspended until the monies are fully paid or otherwise in the Management Committee's discretion. The Member shall be dealt with in the Management Committee's discretion, which includes the right to suspend, disqualify, discipline or retain (but not impose a financial penalty) that Member as a Member, or impose such other conditions or requirements as the Management Committee considers appropriate.
4. Where the Management Committee exercises its discretion under **Rule 11(3)** and imposes a penalty on a Member which or who has not paid all monies due and

payable by that Member to Metro West, the rules of natural justice are hereby expressly excluded and do not apply to the imposition of that penalty.

5. The funds of Metro West shall be derived from the annual membership fees, capitation fees, levies, donations, sponsorships and such other sources as the Management Committee determines.

## 12. Register of Members

1. Every Club shall maintain, in a form and with such details as are acceptable to SV, a register of its Individual Members. Every Club shall provide a copy of the register at a time and in a form acceptable to SV and shall provide prompt and regular updates of that register to SV when requested.
2. The Secretary shall keep and maintain a Register in which shall be entered such information as is determined by the Management Committee from time to time.
3. Inspection of Register  
Having regard to privacy and confidentiality considerations, an extract of the register of Members, excluding the address of any Life Member, Director or Delegate, shall be available for inspection (but not copying) by Clubs and District Associations, upon reasonable request.

## 13. Effect of Membership

### Members acknowledge and agree that:

- a) this Constitution constitutes a contract between each of them and Metro West and that they are bound by this Constitution and the By-Laws;
- b) they shall comply with and observe this Constitution and the By-Laws and any determination, resolution or policy which may be made or passed by the Management Committee or any duly authorised committee;
- c) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of Metro West;
- d) this Constitution is made in pursuit of a common object, namely the mutual and collective benefit of Metro West, the Members and swimming;
- e) this Constitution and the By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of swimming; and
- f) they are entitled to all benefits, advantages, privileges and services of Metro West membership.

## 14. Discontinuance of Membership

### 1. Member's Failure to Comply

Notwithstanding **Rule 16**, where a Club fails to comply with its financial, reporting or other obligations under this Constitution, the Management Committee may determine that Club to be not of good standing. On determination that a Club is not of good standing, the Management Committee may give notice to the Club of:

- (i) the Management Committee's determination; and

- (ii) the grounds for the Management Committee's determination; and request that the Club show cause within 21 days from the date of that notice as to why some action should not be taken against the Club. The Club's failure to respond or act to the Management Committee's satisfaction (including assurances or compliance with its obligations) may result in the Management Committee suspending or terminating the Clubs membership of Metro West, or otherwise imposing such conditions on its membership, as the Management Committee sees fit.
- (iii) A penalty of termination imposed on a Club by the Management Committee requires ratification by the SV Board, and the Management Committee may suspend a Club pending such ratification.
- (iv) A penalty (other than termination) will take effect upon notification by the Management Committee. Nothing in this Rule affects the operation of **Rules 11(3) and (4)**.

**2. Forfeiture of Rights**

A Member who or which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon Metro West and its property including Intellectual Property. Any Metro West documents, records or other property in the possession, custody or control of that Member shall be returned to Metro West immediately.

**3. Representation Rights**

Where a Club ceases to be a Member it shall also forfeit all representation rights at General Meetings.

**4. Annual General Meeting**

Notwithstanding **Rule 11(3)** a Member retains representation rights up to and including the Annual General Meeting following conclusion of the financial year.

**5. Membership May be Reinstated**

Membership which has lapsed, been withdrawn or terminated under this Constitution may be reinstated by the Management Committee in its discretion, on application in accordance with this Constitution and otherwise on such conditions as the Management Committee sees fit.

**6. Resignation**

- a) A member who has paid his fees for the current season is a member until the end of the current season, unless they transfer to another district, resign or as otherwise advised by Swimming Victoria Inc.
- b) Upon the expiration of the membership, the Secretary shall make, in the register of Members, an entry recording the date on which the member ceased to be a member.

**15. Grievance:**

- 1. Where a member of the District has a grievance arising from their involvement in the activities of the District, whatever that may be, with another member, officer or employee of the District, and that member considers that the grievance warrants

investigation and action by the District that member shall follow the procedure in this clause.

- (i) If the grievance is a matter which is dealt within the Member Protection Policy of Australian Swimming it shall be dealt with in accordance with the Member Protection Policy.
- (ii) If the grievance is a matter which is arising within a Club then it should be reported to the specific Club nominated Grievance Officer.

**Grievance Officer:**

- a) The member shall contact the District Grievance Officer, who has been appointed by the Committee, and advise that they have a grievance that they wish to discuss.
- b) The identity of the District Grievance Officer will be communicated to all members of the District in writing each year. Where a grievance is to be submitted in writing it should be addressed clearly to the District Grievance Officer, and marked "Private and Confidential".
- c) If the District appointed District Grievance Officer is unable to be unbiased against, or in favour of, the member concerned then the Committee shall appoint a Grievance Officer without bias specifically to hear the matter.

**Action by Grievance Officer:**

- a) Where a grievance has been received by the District Grievance Officer, he shall as soon as practicable, discuss the grievance with the aggrieved party. The District Grievance Officer may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.
- b) Where the District Grievance Officer determines that the grievance is legitimate he shall take all necessary steps to resolve the grievance. He may recommend to the Committee what he considers an appropriate action.
- c) Where the District Grievance Officer determines that the grievance is not legitimate he shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the District Grievance Officer's determination they may appeal to the District Committee.
- d) Where the District Grievance Officer is unable to resolve a grievance or considers the grievance of a very serious nature he shall report the grievance to the Secretary and/or the Committee.
- e) All grievances received by the District Grievance Officer, and all information surrounding the circumstances of a grievance which is discovered by the District Grievance Officer on investigation shall be confidential and may only be communicated to the Secretary and/or the Committee.

**Procedures by a Grievance Officer:**

In investigating a grievance and/or determining its legitimacy, the District Grievance Officer shall observe the rules of natural justice.

## **16. Discipline of Members**

**The Committee may refer the following matters to SV with a request that they be investigated or determined by the Hearings Tribunal in its sole discretion:**

- a) An allegation or grievance (not being vexatious, trifling or frivolous) by a complainant (who may be, but need not be, a Member) that a Club or Member has:
  - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Committee or duly authorised committee; or
  - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the District and/or swimming; or
  - (iii) brought the District or swimming into disrepute; or
  - (iv) breached the Member Protection Policy of SAL, or any other policy or rule of SAL; or any policy or rule of SV; or
  - (v) committed an act of misconduct.

and any such Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of SV set out in the SV Constitution or By-Laws.

## 17. Delegates

### 1. Appointment of Delegates

Each Club shall be entitled to appoint 2 Delegates. Each Club shall appoint its Delegates for such term as it deems appropriate.

A Delegate must:

- a) not also be an Officer;
- b) be an Individual Member of the Member which appoints him; and
- c) be appropriately empowered by the Member to make decisions and vote at General Meetings.

### 2. Delegates as Representative

Delegates shall represent their Clubs at General Meetings and shall have full power to consider and vote on resolutions at General Meetings.

### 3. Affiliated Clubs to advise

Each Club shall advise the Secretary of its appointed Delegate prior to any General Meeting.

### 4. Alternate Delegates

A Club may appoint an Alternate Delegate. An Alternate Delegate must comply with the requirements for Delegates set out in **Rule 17(1)** and has such rights and powers as does a Delegate. Where a Member appoints an Alternate Delegate it shall advise the Secretary as soon as practicable after the appointment.

## 18. General Meetings

### 1. Powers of the General Meeting

Metro West in General Meeting shall act in accordance with the Objects and for the mutual and collective benefit of the Members, swimming and the general community throughout Australia. Metro West in General Meetings will act in the best interests of Metro West and in addition to its other powers and functions under the Act shall have power to:

- a) requisition a General Meeting;
- b) convene a General Meeting;
- c) elect / dismiss Officers;
- d) alter the Constitution;
- e) accept or reject the Annual Report;
- f) power to move consider and vote on Special Resolutions; and
- g) be the final arbiter on matters referred to it by the Management Committee.

**2. Annual General Meeting to be held**

- a) An Annual General Meeting of Metro West shall be held in accordance with the Act and this Constitution on a date and at a venue to be determined by the Management Committee. Such meeting shall not be held later than 30<sup>TH</sup> September in each year.
- b) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

## **19. Notice Of General Meetings**

**1. Notice of General Meetings**

- a) Notice of every General Meeting shall be given to every Club, Club Delegate, Life Member, and Officers at the address appearing in the register kept by the Secretary.
- b) At least 30 days' notice of the place and day and hour of the General Meeting shall be given.
- c) At least 14 days' notice of the business to be transacted at a General Meeting shall be given, together with:
  - (i) any notice of motion received from any Member, Officer or the Management Committee in accordance with this Constitution;
  - (ii) relevant accounts and reports in accordance with this Constitution and the Act;
  - (iii) a list of all nominations received for positions to be elected at the relevant General Meeting; and
  - (iv) the agenda for the meeting.

**2. Entitlement to Attend General Meeting**

Notwithstanding any other clause of this Constitution, no Member shall be represented at, or take part in a General Meeting, unless all monies then due and payable by that Member to Metro West are paid.

## **20. Business of General Meetings**

**1. Business to be transacted**

- a) The business to be transacted by the Annual General Meeting includes the consideration of the accounts and the reports of the Management Committee, and the auditors, the election of Officers (as relevant), the appointment of auditors and (if required) the appointment of patrons.
- b) All business that is transacted at a General Meeting, with the exception of those matters set out in **Rule 20(1) (a)** shall be Special Business. "Special Business" is business of which a notice of motion has been submitted in accordance with **Rule 21** and includes amendments to the Constitution.

**2. No other Business**

No Special Business other than that stated on the notice for a meeting shall be transacted at the General Meeting.

**21. Notices of Motion**

**1. Notices of Motion from Members to be submitted**

All notices of motion from Members for inclusion as Special Business at a General Meeting must be submitted in writing (in the required form) to the Secretary not less than 21 days (excluding receiving date and meeting date) prior to the General Meeting.

**2. Notices of Motion from the Management Committee to be submitted**

All notices of motion from the Management Committee for inclusion as Special Business at a General Meeting must be submitted in writing (in the required form) to the Secretary not less than 21 days (excluding receiving date and meeting date) prior to the General Meeting.

**22. Special General Meetings**

**1. Special General Meetings may be held:**

The Management Committee may, whenever it thinks fit, convene a Special General Meeting of Metro West and, where but for this Rule more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

**2. Requisition of Special General Meetings**

- a)** The Management Committee shall on the requisition in writing of not less than 15% voting Individual Members, who represent members from at least three Clubs and should include the relevant Club's delegate (**see (2)(b)**), convene a Special General Meeting.
- b)** The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Delegate(s) of the Member making the requisition and be sent to Metro West. The requisition may consist of several documents in a like form, each signed by 1 or more of the Members making the requisition.
- c)** If the Management Committee does not cause a Special General Meeting to be held within 1 month after the date on which the requisition is received by Metro West, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- d)** A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Management Committee.

**23. Proceedings at General Meetings**

**1. Quorum**

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be persons personally present, who between them are entitled to cast 50% plus one (fractions being disregarded) or more votes. These may be

Members represented by their notified Delegates (or Alternate Delegates), Officers or Life Members.

**2. President to preside**

The President shall, subject to this Constitution, preside at every General Meeting of Metro West. If the President is not present, or is unwilling or unable to preside, the Vice President shall preside. If the Vice President is not present, or is unwilling or unable to preside, the Members who are present and entitled to vote shall elect one of the remaining Officers who shall, subject to this Constitution, preside as President for that meeting only. If there is no Officer present, willing or able to preside as President the Members who are present and entitled to vote shall elect one of the persons who is present and entitled to vote to preside as President for that meeting only.

**3. Adjournment of Meeting**

- a) If within half an hour from the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to such other day and at such other time and place as the President may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.
- b) The President may, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- c) When a General Meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- d) Except as provided in **Rule 23(3) (c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

**4. Poll**

At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded:

- a) by the President; or
- b) by more than one half of the Delegates present.

**5. Recording of Determinations**

Unless a poll is demanded under **Rule 23(4)**, a declaration by the president that a resolution has on a show of hands been carried, or carried unanimously, or by a particular majority or lost, and an entry to that effect in the book containing the minutes of the proceedings of Metro West shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

**6. Where Poll demanded**

If a poll is duly demanded under **Rule 23(4)** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the President



directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

#### **7. Resolutions not in Meeting**

**a) Except:**

- (i)** in the case of an Annual General Meeting; or
- (ii)** where a Special Resolution is required under this Constitution or under the Act;

A resolution in writing signed or assented to by facsimile or other form of visible or other electronic communication by all the Members entitled to vote shall be as valid and effectual as if it had been passed at a meeting of Members entitled to vote duly convened and held. Any such resolution may consist of several documents in like form each signed by 1 or more of the Members entitled to vote.

**b) Without limiting the power to hold Special General Meetings in accordance with this Constitution, a Special General Meeting may be held where 1 or more of the Members entitled to vote is not physically present at the meeting, provided that:**

- (i)** all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
- (ii)** notice of the meeting is given to all persons entitled to notice in accordance with this Constitution;
- (iii)** in the event that a failure in communications prevents **Rule 23(7)(b)(i)** from being satisfied by a quorum then the meeting shall be suspended until **Rule 23(7)(b)(i)** is satisfied again. If such is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated; and
- (iv)** no meeting shall be invalidated merely because no Member entitled to vote is physically present at the place for the meeting specified in the notice of meeting.

#### **24. Entitlements at General Meetings**

1. Delegates shall represent their respective Club. Each Delegate shall have one vote. The President shall not have a casting vote but is otherwise entitled to exercise his or her other voting entitlements. Where voting is equal the vote shall be lost. No other person shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **Rule 10(1)**.
2. Each Officer is entitled to notice of, and to attend, debate and vote at all General Meetings.

#### **25. Proxy Voting not permitted**

Proxy voting shall not be permitted.

#### **26. Powers of the Management Committee**

1. Subject to the Act and this Constitution, the business of Metro West shall be governed, and the powers of Metro West shall be exercised, by the

Management Committee. The Management Committee shall act in accordance with the objects of Metro West and shall operate for the collective and mutual benefit of Metro West, the Members and swimming; and

2. The Management Committee shall have the power to suspend or stand down an Officer, if it has reasonable grounds to believe that the Officer has been involved in any action which may be misconduct or a breach of the Constitution, while it investigates such matter.

## **27. Composition of the Management Committee**

### **1. Composition**

The Management Committee will, subject to this Constitution, comprise no more than 9 Officers elected under **clause 28**, plus the Club Delegates. The representation by any one Member club shall not exceed one third of the Officers positions available in any one year.

### **2. Qualifications of Officers**

Subject always to the law, the Management Committee will determine necessary requirements and qualifications for eligibility as Officers from time to time. The Management Committee shall advise the Members of any requirements, qualifications and modifications when determined.

## **28. Portfolios**

Officers (with the exception of Club Delegates) shall be responsible for a portfolio. The portfolios are: President, Vice President, Secretary, Finance Officer (Treasurer), Competitions Officer, District Referee, and the District Grievances Officer.

### **President:**

The President is the principal leader of the District and has the overall responsibility for the district's administration. Whilst consistent with the views of the members, the President is to ensure that future planning and budgeting is carried out, the overall committee agenda is set, the Management Committee is assisted to set its priorities and that the committee is kept on track within its overall framework.

The role of the President includes (but is not limited to):

- being well informed on all current and future Metro West activities;
- having a working knowledge of the Constitution, Bi Laws, Rules, duties of office bearers and the roles of any sub committees of Metro West;
- acting as a facilitator for district activities;
- chairing Metro West committee, executive and annual general meetings;
- representing the district at local, state and national levels; and
- being a supportive leader for all district members.

### **Vice President:**

The role of the Vice President includes (but is not limited to):

- supporting the activities of the President as required; and

- conducting the business of the District in the absence of the President.

**Secretary:**

In these Rules, a reference to the Secretary is a reference:-

- a) where a person holds office under these Rules as Secretary of the District, to that person; and
- b) in any other case to the Public Officer of the District.

The role of the Secretary includes (but is not limited to):

- a) keeping minutes of the resolutions and proceedings of all meetings;
- b) distributing the minutes of Metro West meetings;
- c) keeping a record of the names of the members present at those meetings;
- d) maintaining the register of members;
- e) notifying relevant members of Metro West meetings;
- f) recording and reporting correspondence distributed and received;
- g) keeping custody of the common seal (if any) of the District;
- h) liaising with the District Grievance Officer (when required); and
- i) giving to the Registrar of Incorporated Association notice of their appointment within 14 days after the appointment

**Finance Officer (Treasurer):**

The role of the Finance Officer (Treasurer) includes (but is not limited to):

- a) the collection, and recording, of all monies due to Metro West, and the making of all payments authorised by the Committee;
- b) the keeping of accurate accounts and books of Metro West with full details of receipts and payments by Metro West;
- c) ensuring all payment transactions comply with Rule 36.7 (Negotiable Instruments);
- d) the preparation and presentation of a financial statement (profit & loss report, accompanied by bank account reconciliations) to each general meeting of Metro West;
- e) liaising with the appointed auditor in the preparation of the annual accounts for Metro West for each financial year ended 30<sup>th</sup> June; and
- f) to present the annual financial accounts for Metro West, accompanied by an auditors statement, to the Annual General Meeting of the organisation.

The role descriptions for District Referee, Competitions Officer, Swimming Victoria Delegate(s), District Grievance Officer, Property Officer, Trophy Officer and Records Officer are included in the District's By-Laws.

## **29. Election of Elected Officers**

1. All Officers shall be subject to election each year.
2. **Form of Nomination**  
Nominations must be:
  - a) in writing;
  - b) on the prescribed form (if any) provided for that purpose;
  - c) signed by a nominator and a seconder, who shall be Individual Members;
  - d) certified by the nominee expressing their willingness to accept the position for which they are nominated;

### **30. President**

The President shall chair any Management Committee meeting at which he is present. If the President is not present, or is unwilling or unable to preside the Vice President shall preside. If the Vice President is not present, or is unwilling or unable to preside the remaining Officers shall appoint one of their number to preside as President for that meeting only.

### **31. Vacancies of Officers**

#### **1. Grounds for Termination of Officer**

In addition to the circumstances (if any) in which the office of an Officer becomes vacant by virtue of the Corporations Act, the office of an Officer becomes vacant if the Officer:

- a) dies;
- b) becomes bankrupt or makes any arrangement or composition with his/her creditors generally;
- c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- d) resigns his office by providing notice in writing to Metro West;
- e) is absent without the leave being granted by the Management Committee from all Management Committee meetings held during a period of 3 consecutive months;
- f) in the case of an Elected Officer, without the prior consent or later ratification of a General Meeting, holds any office of profit under Metro West;
- g) is directly or indirectly interested in any contract or proposed contract with Metro West and fails to declare the nature of that interest;
- h) is removed from office by Special Resolution; or
- i) Would otherwise be prohibited from being an Officer of a corporation under the Corporations Act.

#### **2. Casual Vacancies**

The Management Committee may fill any casual vacancy occurring in the office of Officer from appropriately qualified persons and shall endeavour to do so within 3 months of the vacancy arising.

#### **3. Remaining Officers May Act**

In the event of a casual vacancy or vacancies in the office of an Officer, the remaining Officers may act but, if the number of remaining Officers is not sufficient to constitute a quorum at a Management Committee meeting, they may act only for the purpose of increasing the number of Officers to a number sufficient to constitute such a quorum.

### **32. Meetings of the Management Committee**

#### **1. Management Committee to Meet**

The Management Committee shall meet as often as is deemed necessary in every Financial Year for the dispatch of business and may adjourn and, subject to this Constitution, otherwise regulate, its meetings as it thinks fit. Any Officer may at any time convene a meeting of the Management Committee within a reasonable time.

**2. Decisions of Management Committee**

Subject to this Constitution, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and a determination of a majority of Officers present and entitled to vote shall for all purposes be deemed a determination of the Management Committee. All Officers shall have 1 vote on any question. The President shall not have a casting vote but is otherwise entitled to exercise his or her other voting entitlements. Where voting is equal the vote shall be lost.

**3. Resolutions not in meeting :**

- a) A resolution in writing, signed or assented to by facsimile or other form of visible or other electronic communication by all the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by 1 or more of the Management Committee.
- b) Without limiting the power of the Management Committee to regulate their meetings as they think fit, a meeting of the Management Committee may be held where 1 or more of the Officers is not physically present at the meeting, provided that:
  - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;
  - (ii) notice of the meeting is given to all the Management Committee entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Management Committee;
  - (iii) in the event of a failure in communications which prevents **Rule 32(3)(b)(i)** from being satisfied and thereby a quorum does not exist then the meeting shall be suspended until **Rule 32(3)(b)(i)** is satisfied again and a quorum exists. If such is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated; and
  - (iv) no meeting shall be invalidated merely because no Officer of the Management Committee is physically present at the place for the meeting specified in the notice of meeting.

**4. Quorum**

At meetings of the Management Committee the number of Officers whose presence is required to constitute a quorum is 5 Officers

**5. Notice of Management Committee meetings**

Unless all Officers agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence), not less than 7 days' written notice of the meeting of the Management Committee shall be given to each Officer.

**6. Validity of Management Committee decisions**

A procedural defect in decisions taken by the Management Committee shall not result in such decision being invalidated.

### **33. Conflicts**

An Officer shall declare to the Management Committee their interest in any matter in which a conflict of interest arises or may arise and shall, unless otherwise determined by the Management Committee, absent themselves from discussion of such matter and shall not be entitled to vote in respect of such matter. In the event of any uncertainty as to whether it is necessary for an Officer to absent themselves from discussions and refrain from voting, the issue should be immediately determined by vote of the Management Committee, or if this is not possible, the matter shall be adjourned or deferred. The Secretary shall maintain a register of declared interests.

### **34. Delegations**

**1. Management Committee may Delegate Functions**

The Management Committee may by resolution create or establish or appoint from among the Officers or otherwise, committees, individual officers or consultants to carry out such duties and functions and with such powers, as the Management Committee determines.

**2. Delegation by Instrument**

The Management Committee may delegate such functions as are specified in the resolution, other than:

- a) this power of delegation; and
- b) A function imposed on the Management Committee or the Secretary by the Act or any other law or this Constitution and which is stated to not be capable of delegation.

**3. Delegated function exercised in accordance with terms**

A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

**4. Procedure of delegated entity**

The procedures for any delegated entity shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Management Committee under **Rule 32**. The quorum shall be determined by the committee, but shall be no less than one half of the total number of committee members.

**5. Delegation may be conditional**

A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

6. **Revocation of delegation** The Management Committee may by resolution, revoke wholly or in part any delegation made by it, and may amend, repeal or veto any decision made by such body or person under the delegated power.

### **35. By-Laws**

1. **Management Committee to formulate By-Laws**

The Management Committee may (by itself or by delegation to a committee) formulate, approve, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of Metro West and the advancement of the Objects as it thinks necessary or desirable. Such By-Laws must be consistent with this Constitution.

2. **By-Laws binding**

All By-Laws made under this Rule shall be binding on Metro West and Members.

3. **By-Laws deemed applicable**

All rules, regulations and by-laws of Metro West in force at the date of the approval of this Constitution under the Act in so far as such rules, regulations or by-laws are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this Rule.

4. **Notices binding on members**

Amendments, alterations, interpretations or other changes to By-Laws shall be published by means of notices approved by the Management Committee. Notices are binding upon all Members.

### **36. Records and Accounts**

1. **Secretary to Keep Records**

The Secretary shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of Metro West and the Management Committee and shall produce these as appropriate at each Management Committee meeting or General Meeting.

2. **Records Kept in Accordance with the Act**

Proper accounting and other records shall be kept in accordance with the Act, generally accepted accounting principles and/or any applicable code of conduct. The books of account shall be kept in the care and control of the Finance Officer.

3. **Metro West to retain records**

Metro West shall retain such records for not less than 7 years after the completion of the transactions or operations to which they relate.

4. **Management Committee to submit accounts**

The Management Committee shall submit to the Annual General Meeting the audited accounts of Metro West in accordance with this Constitution and the Act.

5. **Accounts to be sent to Club Delegates**

The Secretary shall cause to be sent to all persons entitled to receive notice of Annual General Meetings of Metro West in accordance with this Constitution, a copy of the accounts, the Management Committee's report, the auditor's report and every other document required under the Act (if any).

**6. Inspection of accounts**

Subject to any reasonable restrictions as to time and manner of inspecting the same that may be imposed in accordance with this Constitution, the accounts shall be open to inspection (but not copying) by the Delegates

**7. Negotiable Instruments**

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments and all receipts for money paid to Metro West, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any 2 authorised Officers or in such other manner and by such persons as the management Committee may determine. Where ever possible, and always subject to ratification, the two authorised signatories should not be from the same Metro West member club.

**37. Auditor**

1. A properly qualified auditor shall be recommended by the Management Committee to each Annual General Meeting of Metro West. Any remuneration for such auditor shall be determined and fixed at the Annual General Meeting. The auditor's duties shall be regulated in accordance with the Act, and in accordance with generally accepted principles, or any applicable code of conduct.
2. The accounts of Metro West including the profit and loss accounts and balance sheet shall be examined by an independent auditor or auditors at least once in every year.



## 38. Notices

### **Manner of Notice:**

- a) Notices may be given to any Member by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected 2 business days after posting.
- c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

### **Notice of General Meetings:**

Meeting Notice of every General Meeting shall be given in the manner authorised and to the persons entitled to receive notice under this Constitution.

## 39. Patrons and Vice Patrons

Metro West at its Annual General Meeting may appoint on the recommendation of the Management Committee a Chief Patron and such number of Patrons and Vice-patrons as it considers necessary.

## 40. Indemnity

### **1. Officers to be Indemnified**

Every Officer, auditor, manager, employee or agent of Metro West shall be indemnified out of the property or assets of Metro West against any liability incurred by him in his capacity as Officer, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour.

### **2. Metro West to Indemnify Officers**

Metro West shall indemnify its Officers and employees against all damages and costs (including legal costs) for which any such Officer or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- a) in the case of an Officer, performed or made whilst acting on behalf of and with the authority, express or implied of Metro West; and
- b) in the case of an employee, performed or made in the course of, and within the scope of their employment by Metro West

#### **41. Dissolution**

1. Subject to **Rule 40** Metro West may be wound up in accordance with the provisions of the Act.
2. The provisions of **Rules 6 and 7** of this Constitution relating to the winding up and dissolution of Metro West shall take effect and be observed as if the same were repeated in this Rule.

#### **42. Authority to Trade**

Metro West is authorised to trade in accordance with the Act.

#### **43. Colours**

The colours of Metro West shall be Blue, Red and White

#### **44. Badges and Logo**

The badge of Metro West shall be as prescribed by the By-Laws from time to time. The logo of Metro West shall be as prescribed by the By-Laws from time to time.

#### **45. Laws and Rules Governing Metro West**

1. Where no provision is made in the Constitution or any rules or By-Laws made under the Constitution, Metro West may apply to SV for a ruling and such ruling shall be enforceable by Metro West as if it was a term of this Constitution.
2. The technical laws of FINA as set out in the handbook of SAL with regard to swimming, shall (where practicable) be binding on all competitions held in Victoria. Any alterations or amendments to the FINA technical laws shall be immediately notified to all Members by SV and shall become operative 2 months after the date of approval by FINA.

#### **46. Eligibility**

To be eligible to compete in any Competition a Competitor must meet the requirements defined in the By-Laws

#### **47. Jurisdiction over Swimmers**

1. The eligibility definition in **Rule 46** shall be binding on all Competitors and Individual Members.
2. A sentence of suspension, disqualification or expulsion or other penalty by SV shall be binding on all Members
3. A Swimmer who has broken the Eligibility Law (as defined by FINA), knowingly, may not be requalified, provided that:
  - a) A Swimmer who has been suspended, disqualified or expelled shall not compete until the term of suspension has been served, the disqualification lifted or the expulsion reversed. NB In connection with this Rule, the words “conducted under the Rules of SAL” shall appear in every entry form and program and each Member is responsible to see this direction is implemented.

#### **48. Custody and Use of the Common Seal**

1. The Association has elected not to use a Common Seal.
2. Any document that would have required the use of the Common Seal, shall be authorised by the Management Committee, and shall be countersigned by 2 authorised Officers.

#### **49. Documents to be read in conjunction with this Constitution**

This Constitution should be read in conjunction with:

- (i) Metro West District By-Laws and Rules;
- (ii) Metro West District Code of Conduct Policy;
- (iii) Metro West District Grievance Policy;
- (iv) Metro West District Social Media Policy; and
- (v) Any other Metro West District policy implemented from time to time

**Metro West Swimming Victoria Incorporated**

**(Reg No A0007742J)**

**CONSTITUTION MODIFICATION AND REVISION RECORD**

Version	Amendments	Change	Date
CV1.0		New Constitution	31/12/2015
Cv2.0	<ul style="list-style-type: none"> <li>• Version Control (new)</li> <li>• Table of Contents</li> <li>• Numbering (various)</li> <li>• Definitions &amp; Interpretation (cl 8)</li> <li>• Life member (cl 10.3)</li> <li>• Composition of the Management Committee (cl 27.1)</li> <li>• Portfolios (cl 28)</li> <li>• Election of Elected Officers (cl 29)</li> <li>• Vacancies of Officers (cl 31)</li> <li>• Meetings of the Management Committee (cl 32.2)</li> <li>• Conflicts (cl 33)</li> <li>• Records &amp; Accounts (cl 36.7)</li> <li>• Auditor (cl 37.1 &amp; 37.2)</li> <li>• Control &amp; use of the Common Seal (cl 48.2)</li> <li>• Documents to be read in conjunction with Constitution (cl 49 – new)</li> <li>• Modification &amp; Revision Records (new)</li> </ul>	Modifications to various clauses & content	01/07/2016

**BY-LAWS MODIFICATION AND REVISION RECORD**

Version	Amendments	Change	Date
BLV1.0		By-Laws adopted August 2014	19/08/2014
BLV2.0	<ul style="list-style-type: none"> <li>• Generally align the By-Laws with the Constitution</li> <li>• Portfolios – Roles and Responsibilities (cl 7.1 to 7.7)</li> </ul>	Modifications to various clauses & content	01/07/2016