

ARTICLES
of
SOUTH WESTERN DISTRICT
SWIMMING ASSOCIATION INCORPORATED

Relating to the Duties of the Officers.

A1 THE PRESIDENT

- 1.01 The President shall promote the image of the Association at all times and be responsible for the overall administration of the Association
- 1.02 The President shall preside at all General Meetings of the Association.
- 1.03 The President may attend any Committee Meeting of the Association and occupy the Chair if he/she so desires.
- 1.04 Refer also Clause 8.02, 9.01 and 10.10 of the Constitution.

A2 THE PUBLIC OFFICER

- 2.01 The Public Officer shall constantly observe the requirements of the Associations Incorporation Act 1953, as amended.
- 2.02 The Public Officer shall ensure that all documents, financial statements, reports and statutory declarations are lodged by the prescribed date.
- 2.03 Refer also Clause 4.03 of the Constitution

A3 THE HONORARY SECRETARY

- 3.01 The Honorary Secretary shall send circulars convening each meeting of the Association to the Honorary Secretary of each Constituent Club and members of the Executive, at least fourteen (14) days prior to the stated meeting.
- 3.02 Such circular shall specify the business of the meeting and its order and all motions to be brought forward of which due notice is given, and such other matters as are expected to come before the Association.
- 3.03 He/she shall enter in a book provided for that purpose, the minutes of every meeting of the Association, such minutes to be signed by the Chairperson immediately after their confirmation.
- 3.04 He/she shall keep a clean and up to date copy of the Constitution, Articles and By-Laws, in a book provided for that purpose.
- 3.05 Refer also Clause 8.01, 8.02, 8.03 and 8.04 of the Constitution

A4 THE HONORARY TREASURER

- 4.01 The Honorary Treasurer shall keep all books of accounts provided for that purpose, in which shall be entered all receipts and disbursements.
A financial statement will be presented to each meeting of the Executive of the Association.
- 4.02 He/she shall present a Statement of Account for the twelve months ended 30th June, signed by him/herself and the Auditors.
Such Statement shall include the value of the property of the Association and all outstanding liabilities and assets as at 30th June.
A printed copy of such Statement shall be sent to each Constituent Club, with the business paper for the Annual General Meeting.
- 4.03 Refer also Clause C11 (Membership and Other Fees And Fines), Clause C12 (Finance) and Clause C13 (Audit) of the Constitution.

A5 IT/EQUIPMENT OFFICER

- 5.01 The IT/ Equipment Officer is to maintain and keep in a safe place the Association Computer and all associated equipment.
- 5.02 The IT/ Equipment Officer is to arrange for the taking of the computer and equipment to SISAInc.Approved Meets for SWZone and any other Meet as directed by the Association.
- 5.03 The IT/ Equipment Officer is to organise prior to each SISAInc. Approved Meet for SWZone, the entry of all ASA details as supplied by each constituent club (refer By-Law 5.01)
- 5.04 The IT/ Equipment Officer is to organise prior to each SISAInc. Approved Meet for SWZone, the entry of all details of each Meet including the date of and events details as per programs.
- 5.05 The IT/ Equipment Officer is to organise prior to each SISAInc Approved Meet for SWZone, the entry of all event entry details as sent by each participating club.
- 5.06 The IT/ Equipment Officer is to organise, prior to the commencement of each SISAInc Approved Meet for SWZone, the provision to each participating club, of a print-out of the event entries by their members.
- 5.07 The IT/ Equipment Officer is to organise, during each SISAInc. Approved Meet for SWZone, the entry of results of each event, and the print out of copies of the results for the Registrar, Announcer, Ticket Writers and Notice Board.
- 5.08 The IT/ Equipment Officer is to organise at the conclusion of each SISAInc. Approved Meet for SWZone, the provision to each participating club, of a print-out of the results of their swimmers.
- 5.09 The IT/ Equipment Officer is to organise, after each SISAInc. Approved Meet for SWZone, the provision of a print-out of the results of the Meet, to the SWZone Registrar and SISAInc.

5.10 The IT/Equipment Officer is automatically an ex-officio member of the SWZone Competition Committee.

A6 CASUAL VACANCY

6.01 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy, and the member so appointed is to hold office, subject to the Constitution and Articles, until the conclusion of the Annual General Meeting next following the date of appointment.

A7 LIFE MEMBERS

7.01 The S.W.D.S.A.I. shall recognize service to the Association by granting Life Membership.

Nomination of a member for recognition of service to the Association shall be made by an affiliated Club, in writing, stating the length of service and a resume of the contribution of the member for the advancement of the Association.

Nominations must be made to the Executive prior to the closing date for the receipt of Notices of Motion for the Annual General Meeting. (refer Clause 8.01)

The Executive shall have the final decision on this nomination, and presentation shall be made at the Annual General Meeting, where applicable.

These articles were approved at the SWDSAInc. Meeting held at Young on Sunday 29th August 2010.