

**CONSTITUTION**  
**of**  
**SOUTH WESTERN DISTRICT**  
**SWIMMING ASSOCIATION INCORPORATED**

**C1 NAME**

- 1.01 The Association shall be entitled the South Western District Swimming Association Incorporated (hereinunder referred to as the Association).

**C2 COMPOSITION OF THE ASSOCIATION AND MEMBERSHIP**

- 2.01 The area of the Association shall comprise the Shires of Bland, Boorowa, Coolamon, Cootamundra, Gundagai, Harden, Junee, Temora, Tumbarumba, Tumut, Wagga Wagga, Yass and Young.
- 2.02 All Swimming Clubs within the Association area must be under the jurisdiction of the South Western Zone (hereinunder referred to as SWZone) of the Southern Inland Swimming Association Inc.(hereinunder referred to as SISAInc.
- 2.03 A Club desirous of joining the Association shall make formal application in writing to the Honorary Secretary of the Association, forwarding the names of its Executive, the names and addresses of its delegates or representatives, or any such information as the Executive of the Association shall desire.

The Club applying for membership of the Association shall forward a copy of its Constitution and Rules.

- 2.04 A Club shall not be eligible for membership of the Association unless such Club has paid its Association dues and affiliation fess to SISA Inc. and Swimming New South Wales (hereinunder referred to as S.N.S.W.)
- 2.05 All Clubs affiliated with the Association must have a minimum of members as defined by the S.N.S.W..

**C3 OBJECTS OF THE ASSOCIATION**

- 3.01 The Objects of the Association shall be to practice the Objects of the S.N.S.W. as defined by that body by supporting the meets held by the SWZone of SISAInc.
- 3.02 The Association may promote Water Polo competition, Synchronized Swimming competition and Diving, between Constituent Clubs.

## **C4 OFFICERS**

- 4.01 The Office Bearers of the Association shall be:- President, Honorary Secretary, Honorary Treasurer and IT/Equipment Officer and may include the immediate past President.
- 4.02 Such Office Bearers shall be elected at the Annual General Meeting of the Association and shall be financial members of a Constituent Club of the Association.
- 4.03 A Public Officer shall be appointed by the Executive and shall retain the position subject to Section 10 of the Associations Incorporation Act 1953, as amended.  
The Executive shall appoint a new Public Officer within fourteen (14) days of the position becoming vacant, in accordance with Section 9 of the Associations Incorporation Act 1953, as amended.
- 4.04 An Honorary Solicitor may be appointed by the Executive.

## **C5 EXECUTIVE COMMITTEE**

- 5.01 The Executive Committee (hereinunder referred to as the Executive) of the Association shall consist of the President, Honorary Secretary, Honorary Treasurer and IT/Equipment Officer and may include the immediate past President.
- 5.02 The Management of the affairs of the Association shall be conducted by the Executive, subject to control by a General Committee Meeting.
- 5.03 The Executive of the Association shall be drawn from the Constituent Clubs in the following order:-
- |                |                |                 |                  |
|----------------|----------------|-----------------|------------------|
| 1. Temora      | 2. Harden      | 3. Junee        | 4. Coolamon      |
| 5. Young       | 6. Boorowa     | 7. West Wyalong | 8. Cootamundra   |
| 9. Tumut       | 10. Batlow     | 11. Wagga Wagga | 12. Koorinal     |
| 13. Gundagai   | 14. Tumbarumba | 15. Adelong     | 16. Wagga Asthma |
| 17. Ardlethan  | 18. Borambola  | 19. Yass        | 20. Jugiong      |
| 21. Ariah Park | 22. Ungarie    | 23 Yass Magpies | 24. Quandialla   |
- 5.04 In the event that a Constituent Club is unable to provide the necessary Officer Bearers, namely President, Honorary Secretary, Honorary Treasurer and IT/Equipment officer; the required Executive shall be elected from any other Financially Constituent Clubs of the Association as nominated from the floor at the AGM.
- 5.05 The Executive of the Association shall be for a term of two consecutive years with the option of one more year.

## **C6 HEADQUARTERS OF THE ASSOCIATION AND MANAGEMENT**

- 6.01 The Headquarters of the Association shall be in the town of residence of the elected President, Honorary Secretary and Honorary Treasurer of the Association, unless otherwise determined by the general committee.
- 6.02 The Headquarters of the Association shall be for a term of two consecutive years, with the option of one more year.

## **C7 FINANCIAL YEAR**

- 7.01 The Financial Year shall conclude on 30th. June.

## **C8 GENERAL MEETINGS**

- 8.01 The Annual General Meeting shall be held on a date and place determined by the Executive, but not later than the last week-end of August.  
Notice of such meeting, setting out agenda and Notices of Motion, shall be communicated in writing to the Honorary Secretary of all Constituent Clubs at least fourteen (14) days prior thereto.
- 8.02 An Extraordinary General Meeting shall be called by the President on a written requisition of at least three (3) Constituent Clubs, such requisition stating the purpose of the Meeting.  
Notice of such meeting, setting out agenda and Notices of Motion, shall be communicated in writing to the Honorary Secretary of all Constituent Clubs at least fourteen (14) days prior thereto.
- 8.03 Other General Meetings shall be held as frequently as is deemed necessary by the Executive.  
Notice of such meeting shall be communicated in writing to all Constituent Clubs at least fourteen (14) days prior thereto, or orally in such other period of time as may be unanimously agreed on by the Constituent Clubs present before the time appointed for holding of the meeting..
- 8.04 A quorum shall consist of six (6) Constituent Clubs at all General Meetings.

## **C9 CONDUCT OF MEETINGS**

- 9.01 The conduct of all Association Meetings will be under the directorship of the Chairperson, according to the Parliamentary Procedures.
- 9.02 Every Delegate who wishes to speak shall rise and remain standing, addressing him/herself to the Chairperson, nor shall he/she be interrupted unless out of order.  
Any person wishing to reply must wait until the last person shall have resumed his/her seat, but no person shall speak twice to the same question except in explanation, or the mover in reply.
- 9.03 The Annual Subscription to the Association shall be paid before any Delegate can speak or vote at any meeting of the Association (refer Clause 11.01).

## **C10 VOTING**

- 10.01 The voting entitlement at each meeting of the Association will be:-  
Each affiliated Club 3 votes (one vote for each Club Delegate attending the Meeting, up to three)  
Chairperson 1 vote

In addition to the primary vote, the Chairperson shall exercise a Casting Vote, when necessary.

- 10.02 All matters brought before the Association shall be decided by the applicable majority of Delegates present.
- 10.03 All elections shall be by secret ballot.

## **C11 MEMBERSHIP AND OTHER FEES OR FINES**

- 11.01 The Membership Fee or Annual Subscription to the Association shall be fixed at the Annual General Meeting .  
The Subscription year shall be from 1st. July to 30th. of June the following year.
- 11.02 It shall be competent for the General Meeting to determine any levy, additional to the Annual Subscription, payable by the Constituent Clubs.  
Such levy is to cover any shortfall of finance required to purchase new and replacement equipment and/or services, deemed necessary for the effective running of the Association and in achieving its Objects.

## **C12 FINANCE**

- 12.01 All Monies shall be banked in the name or style of the SWDSAInc., at such bank as shall be determined by the Executive and without undue delay.
- 12.02 All principal payments shall be made by cheque, signed by any two of the Executive.
- 12.03 Any one signatory is hereby authorized to endorse any cheques, bills of exchange or similar documents which may be lodged for collection to the credit of the Association.
- 12.04 The Honorary Treasurer is authorized to spend, without prior notice, minor sums for the efficient running of his/her duties.
- 12.05 All accounts authorized by the Executive and Petty Cash payments will be presented to the next meeting of the Association for approval.  
Receipts for all payments authorized by the Executive shall be produced when required.
- 12.06 Any relevant insurance is to be taken out to insure all Association Equipment against loss or damage.

### **C13 AUDIT**

- 13.01 The auditors shall be appointed by the Executive to examine all accounts, vouchers, receipt books etc., and to furnish a report thereon at the next Annual General Meeting or at any time as may be required by the Executive.
- 13.02 The auditors shall not be a member of the Association or of a Constituent Club.

### **C14 ALTERATION OF THE CONSTITUTION**

- 14.01 No addition or alteration of the Constitution or Articles shall be made, unless a Notice of Motion to propose the same shall be handed to the Honorary Secretary, in writing, and signed by the President and Honorary Secretary of the Club desiring the addition or alteration, and such addition or alteration shall be dealt with at the Annual General Meeting. (refer Clause 8.01 & 8.02).
- 14.02 A two-thirds majority of delegates present is required to amend the Constitution.
- 14.03 By-Laws can be altered and added to at any General Meeting of the Association.
  - A majority of the Delegates present at such meeting is required to alter or add such a By-Law.

### **C15 DISSOLUTION OF THE ASSOCIATION**

- 15.01 The Association can be dissolved if a resolution to this effect is carried by a General Meeting.
  - Sixty (60) days notice of the proposed resolution must be given and the resolution passed by eighty (80) per cent of the affiliated Clubs at the time.
- 15.02 In the event of the dissolution of the Association all assets and records shall be transferred to a likeminded organization as approved by the financial members of the association at that time.

### **C16 THIS CONSTITUTION**

- 16.01 This document shall be the Constitution of the South Western District Swimming Association Incorporated, and the Association shall be managed and operated under it's guidelines, as well as those as set out in the attached Articles and By-Laws.
  - In any circumstance which is not covered by this Constitution, Articles or By-Laws, Reference shall be made to the Model Rules Of Incorporation as presented to the Association Executive on 9th. December, 1993, as amended.