



AUSSI
Masters Swimming In Australia

Constitution

Adopted May 1984

INDEX

CONSTITUTION

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CONSTITUTION

CLAUSE 1. NAME

The name of the Association shall be AUSSI Masters Swimming in Australia, previously known as the Australian Union of Senior Swimmers International hereinafter referred to as AUSSI.

CLAUSE 2. CONDUCT

In the event of any inconsistency between the subsisting provisions of this Constitution of AUSSI and the provisions of the Constitution of the State Branches the provision of this Constitution shall prevail.

CLAUSE 3. INTERPRETATION

In this Constitution, unless the context otherwise requires;

- 3.1 The "National Council" shall mean the controlling body of AUSSI.
- 3.2 The "National Executive" shall mean the Executive Committee of the National Council.
- 3.3 "Branch" shall mean those Branches affiliated with AUSSI and established in accordance with the Constitution of AUSSI.
- 3.4 "Sub Committee" shall mean a subsidiary committee duly formed by the National Council to perform a specified task.
- 3.5 "Clubs" shall mean clubs affiliated with a Branch in accordance with that Branch's By-laws.
- 3.6 "Members" shall mean those adults who are registered members of affiliated clubs.
- 3.7 Words importing the singular number only shall include the plural number and vice versa; words importing the masculine gender shall include the feminine gender; and words importing persons shall include corporations.

CLAUSE 4. PURPOSE

To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health.

CLAUSE 5. OBJECTIVES

- 5.1 To co-ordinate the activities of individuals through clubs and Branches so that they may meet together for competition and social interaction at both local, interbranch and international levels.
- 5.2 To publish results of these meetings so as to provide stimulus to others to take part in AUSSI activities and to measure their own performance against those of a similar age.

5.3 To initiate, promote and assist in research into the benefits derived from swimming. Thereafter to publicise the results of said research.

CLAUSE 6. POWERS

- 6.1 To form Branches, sub branches and committees, to organise classes and lectures, to publish and sell or distribute papers, books of instruction, pamphlets and information, for the purpose of stimulating interest in and promoting the objectives of AUSSI and to take all other measures which may seem necessary for providing and maintaining an efficient organisation.
- 6.2 To receive and accept donations, endowments, gifts of money and any other asset whatsoever, either subject or not subject to any special trusts or conditions.
- 6.3 To borrow, raise or secure the payment of money with or without security for any of the purposes of AUSSI provided no money shall be raised by mortgage of any property of AUSSI without such consent or approval of National Council.
- 6.4 To make and carry out any arrangements for joint working or co-operation by affiliation or otherwise with any organisation or body, whether incorporated or not, carrying on work similar to any work carried out by AUSSI and paying any monies incidental thereto.
- 6.5 To undertake, execute and perform any trusts and conditions affecting any real or personal property of any description acquired by AUSSI.
- 6.6 To enter into any arrangements with any authority or department of National, State or Local Governments.
- 6.7 To apply for and exercise any powers obtained under any Charter or Act of National or State Governments which may be deemed expedient for any of the purposes of AUSSI.
- 6.8 To accumulate, sell, improve, manage, develop, exchange, lease, mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of AUSSI provided that no disposition of any real or leasehold property shall be made without such consent or approval, if any, as may be required by law.
- 6.9 To invest all monies and funds of AUSSI which are not immediately required to be expended in authorised trustee investments as defined in the By-Laws.
- 6.10 To employ, hire, appoint, engage, remove or suspend such managers, secretaries, officers, clerks, agents or other servants for permanent, temporary, part time or special services as may from time to time be thoughtfit and to determine their duties and to grant, continue and pay such salaries, pensions, gratuities or other forms of enrolments in recognition of services as may from time to time be sanctioned by National Council.

- 6.11 To arrange for the importation and/or manufacture and distribution of awards, badges, clothing etc. of AUSSI.
- 6.12 To do all such other acts and things as are or may be deemed incidental or conducive to the attainment of any of the purposes of AUSSI.
- 6.13 To promote, organise and conduct entertainment and other functions, raffles and lotteries when legally permitted to do so for the raising of funds for the purpose of furthering the aims and objectives of AUSSI.
- 6.14 The National Council may, at any time, cause AUSSI to be Incorporated under any National Incorporation of Associations Act in a manner decided upon by the National Council.
- 6.15 To promote, conduct and organise swim meets, competitions and awards.

CLAUSE 7. NATIONAL COUNCIL

- 7.1 The National Council shall consist of such persons as the By-Laws shall direct and such persons shall be appointed in such manner and shall hold office for such period and upon such terms as to re-election or otherwise as the By-Laws shall describe.
- 7.2 The National Council shall meet in accordance with the By-Laws.
- 7.3 The audited accounts for the financial year shall be submitted to the Annual Council Meeting for acceptance and adoption.

CLAUSE 8. MANAGEMENT

The affairs of AUSSI shall be directed by National Council and regulated in accordance with its By-Laws.

CLAUSE 9. ALTERATION TO CONSTITUTION

This Constitution may be amended at Council meetings or any extraordinary Council meeting called for this purpose of AUSSI by a three-quarter (3/4) majority of the voting members present and voting, or by a three-quarter (3/4) majority of the votes cast, provided such amendment or amendments shall have been submitted to the Branch secretaries in writing no less than sixty (60) days prior to the date of the meeting at which the proposed amendment is to be voted upon. The Branches shall be notified of all amendments.

CLAUSE 10. DISSOLUTION

- 10.1 AUSSI may only be dissolved at a meeting of the National Council duly convened for the special purpose of considering any such proposed dissolution and such dissolution shall be the resolution effected by a three-quarter (3/4) majority of all delegates present and voting.

- 10.2 At least sixty (60) days notice to Branch secretaries must be given by certified mail for the holding of such special meeting; the reasons being set out in the notice calling the meeting and no other business shall be transacted at such meeting.
- 10.3 On the winding up or dissolution of AUSSI if there shall remain after the satisfaction of all its debts, liabilities and obligations, any property whatsoever, the same shall not be paid or distributed among members of AUSSI but shall, subject to any trust affecting the same, be given and transferred to some Association or Associations having objectives similar to the objectives of AUSSI to be determined by the National Council before the time of dissolution.

BY-LAWSBY-LAW 1.CONDUCT

The provisions of the Constitution shall be strictly adhered to and in the event of any inconsistency between the provisions of the Constitution and the provisions of these By-Laws, the provision of the Constitution shall prevail.

BY-LAW 2.INTERPRETATION

In these By-Laws, words and expressions which are defined by the Constitution shall have the meaning so defined unless the context otherwise shall require and words importing the singular number only shall include the plural numbers and visa versa; words importing the masculine gender shall include the feminine gender and words importing persons shall include corporations.

BY-LAW 3.BRANCHES

Only within the following eight areas may a Branch affiliate with AUSSI:

1. The State of Western Australia.
2. The State of South Australia.
3. The State of Victoria.
4. The State of Tasmania.
5. The State of New South Wales.
6. The Northern Territory.
7. The State of Queensland.
8. The Australian Capital Territory.

BY-LAW 4.ADMINISTRATION

4.1 Subject to the Constitution the power and control of AUSSI shall be vested in and reside in:

- (i) the National Council.
- (ii) the National Executive - subject to By-Law 23.

4.2 The National Council, hereafter referred to as Council is the controlling authority of AUSSI. Its duties are:

- (i) Set objectives for the coming year.
- (ii) Review the past year.
- (iii) Set Branch affiliation and member registration fees.
- (iv) Select the venue for the National Swim Meet and Club Championships according to a Rotation System.
- (v) Elect office bearers of AUSSI.
- (vi) Appoint sub committees as required.

- (vii) Formulate policy, Rules.
- (viii) Have the power to suspend Branch affiliation.

- 4.3 The officers of Council shall comprise:
1. President
 2. Immediate Past President
 3. Honorary Secretary or Executive Director
 4. Honorary Treasurer
 5. National Director of Fitness and Coaching,
 6. Public Relations Officer
 7. Two (2) Delegates per Branch as per By-Law 5.

4.4 Delegates must be members of AUSSI and shall produce to the Council Chairman written letters of authority signed by the secretary or executive members of the Branch they represent.

BY-LAW 5. DELEGATES TO COUNCIL

- 5.1 The two (2) delegates representing a Branch shall be appointed by their respective Branch and accredited by the Council.
- 5.2 Provided finance is available as determined by the National Executive, the approved travel and accommodation expenses of Branch delegates to Council meetings shall be paid from AUSSI funds.

BY-LAW 6. ANNUAL COUNCIL MEETING AND ANNUAL GENERAL MEETING

- 6.1 Meetings:
- A. Meetings shall be held in conjunction with the National Swim Meet.
 - B. An agenda paper of all matters in hand sixty (60) days prior to the meeting shall be forwarded to each Branch at least thirty-five (35) clear days prior to the meeting.

6.2 Nature of Business: ANNUAL COUNCIL MEETING

- A. Accreditation of delegates and apologies.
- B. Confirm the Minutes of the previous Annual Council Meeting and each subsequent Council meeting.
- C. Receive the following reports which shall be circulated at least twenty-one (21) days prior to the meeting:
 - (i) The Honorary Secretary or Executive Director.
 - (ii) Each Branch.

- (iii) The National Director of Fitness and Coaching.
 - (iv) The Public Relations Officer.
 - (v) The Top Ten and Records Recorder.
 - (vi) The Aerobics Recorder.
 - (vii) Any sub committee formed by Council.
- D. To receive and review the following Annual audited financial reports:
- (i) Statement of Income and Expenditure.
 - (ii) Balance sheet.
- E. To elect:
- (i) The President.
 - (ii) Honorary Treasurer.
 - (iii) Honorary Secretary.
 - (iv) Director of Fitness and Coaching.
 - (v) Public Relations Officer.
- and to appoint:
- (i) Top Ten and Records Recorder.
 - (ii) Aerobics Recorder.
 - (iii) Executive Director.
 - (iv) Auditor.
 - (v) Sub committees.
- F. To consider motions of which due and proper notice has been given pursuant to By-Law 8.
- G. To consider all agenda items of which due and proper notice has been given pursuant to By-Law 8.
- H. Consider the budget for the ensuing year.
- I. Consider a motion or agenda item of which due notice has NOT been given provided that discussion of and voting upon such motion or agenda item,
- (i) has the sanction of three-quarters (3/4) of the votes of the delegates of the meeting present and voting, and
 - (ii) shall not concern a Clause of the Constitution or the amendment or recission of previous resolution of the meeting.
- J. Consider General Business, provided that such business shall not involve a resolution other than:
- (i) to make a recommendation to the incoming officers of AUSSI, or

(ii) to deal with a matter of procedure in the conduct of the meeting and then only subject to and in accordance with the Constitution.

K. The Annual Report shall include the Annual Financial Statements, abridged details of the activities of AUSSI, a resume of important decisions made by Council including decision of the Executive confirmed by Council in respect of the period since the immediately preceding Annual Council Meeting and relevant statistics.

L. A resolution shall not be passed by an Annual Council or Council meeting to:

- (i) remove an officer or other person from office
- (ii) amend or alter the Constitution
- (iii) amend or rescind a resolution of a Council meeting other than to terminate a reservation or delegation of power
- (iv) impose a levy on members of Branches
- (v) suspend a Branch
- (vi) amend or alter the By-Laws or Rules

unless such resolutions shall have received an affirmative vote from three-quarters (3/4) of the votes cast at the meeting.

M. The accidental omission to give any notice to any person entitled to attend the Annual Council Meeting or a meeting of Council shall not invalidate the meeting or its proceedings, including any resolution passed or appointment made thereat.

N. As soon as practicable after a Council meeting, minutes of the business transacted thereat shall be issued to each member of Council and to the secretaries of each Branch, together with an updated Constitution, By-Laws or Rules, if applicable.

6.3 THE ANNUAL GENERAL MEETING

The Annual General Meeting shall provide a forum for the presentation of a precis of the above business and reports and give members an opportunity to speak and make recommendations for Council to consider.

BY-LAW 7.

OTHER COUNCIL MEETINGS

7.1 Shall be held in the city or town readily accessible by scheduled air lines which is deemed by the Executive to be the most beneficial to AUSSI taking into account travel and accommodation costs and the publicity impact of the venue.

- 7.2 A Council meeting shall be held in September or October.
- 7.3 A Council meeting shall be summoned by the Executive or at the request of at least a simple majority of the affiliated Branches. Such a request shall set forth the matters to be discussed.

BY-LAW 8.MEETING PROCEDURE

- 8.1 The Honorary Secretary shall give each Branch secretary ninety (90) days written notice of the time, date and venue of all Council meetings and call for notices of motion and agenda items.
- 8.2 A final agenda for the meeting shall be circulated to Branch secretaries and National Executive at least thirty five (35) clear days prior to the Council meeting.
- 8.3 Delegates representing a simple majority of the affiliated Branches, plus at least two members of the Executive present at the meeting shall form a quorum.
- 8.4 If within thirty (30) minutes after the appointed time of the Annual Council Meeting and/or Council meetings a quorum is not present, the meeting shall be adjourned to a time to be determined.
- 8.5 Each Branch shall be entitled to one (1) vote on all matters.
- 8.6 The Executive shall collectively have a single vote which may be exercised on all matters excepting the election of the Executive.
- 8.7 The President or Chairman shall have a casting vote on all matters where there is a tied vote.
- 8.8 If requested by a majority of Council members a secret ballot shall be held when voting on any matter.
- 8.9 Any matters of meeting procedure, not dealt with in this Constitution and By-Laws, shall be governed by the principles set out in "Guide for Meetings and Organisations" by N.E. Renton to the extent that they are not inconsistent with the Constitution, By-Laws, Rules or Resolutions passed by AUSSI.

BY-LAW 9.POSTAL BALLOT

- 9.1 Rules, but not by-Laws may be changed; or vacancies on the National Executive filled, between Council meetings by a postal vote.
- 9.2 A list of nominees; or the original and proposed Rule change, together with arguments for and against the Rule change, shall be sent to Branch secretaries sixty (60) days before the close of ballot.
- 9.3 The Executive shall appoint a returning officer. The closing date of the ballot and the address of the returning officer shall be clearly indicated.

- 9.4 Each ballot paper shall clearly show the preference by a distinctive mark indicating the desire for or against the proposed Rule change, or the preferred candidate.
- 9.5 The President and one Executive/Council member shall be authorised to act as scrutineer in all ballots by post and the decision ratified at the next Executive meeting.
- 9.6 Casual vacancies on the Executive to be ratified by a simple majority, Rules by three-quarters (3/4) majority.

BY-LAW 10.CONDUCT OF MEETINGS

- 10.1 The Chairman of a National Council Meeting or sub committees may with the consent of the meeting, adjourn it from time to time and from place to place.
- 10.2 At any meeting a declaration by the Chairman that a resolution has been carried by a specified majority and an entry made to that effect in the Minutes of that meeting shall be prima facie evidence of the number or relative proportion of the votes recorded in favour or against such resolution.
- 10.3 Any person not being a member of the National Council, or a sub committee, who is permitted by the Chairman to attend a meeting of such Council, may not address the meeting except at the invitation of the Chairman and in such cases no voting privilege shall be thereby conferred.
- 10.4 In the case of an equality of votes, the Chairman of a Council meeting or sub committee meetings shall have a casting vote in addition to that to which he is entitled as a member of that meeting. The equality of votes shall be announced prior to the Chairman declaring his casting vote.
- 10.5 Any business transacted at meetings of AUSSI may, at the discretion of the Council or sub committees be published for the information of the public and the advantage of AUSSI. Press representatives may be admitted to any meeting of the Council or sub committees provided a majority of such meeting so decide.

BY-LAW 11.AMENDMENTS TO CONSTITUTION AND BY-LAWS

- 11.1 Any part of the Constitution and By-Laws of AUSSI shall be subject to amendment according to the procedure prescribed in the following clauses:
- (i) Proposals for amendment of the Constitution and/or By-Laws may be initiated by the Executive or by written submission to the Honorary Secretary/ Executive Director by any Branch.

- (ii) Each proposed amendment shall be considered by the Executive before being submitted to the Council. The Executive shall determine its support for or opposition to the amendment and the view of the Executive shall be expressed to the Branches prior to the Council meeting.
- (iii) Sixty (60) days before the nominated closing date at which the amendment is to be voted upon, the Honorary Secretary/Executive Director shall arrange to mail each Branch a document including:
 - (a) The clause(s) proposed for deletion.
 - (b) The clause(s) proposed for acceptance.
 - (c) "For" and "against" statements that detail the arguments that can be made to support and oppose the amendment. Such statements shall have been ratified by the Executive prior to publication.

11.2 No proposed amendment shall be declared ratified unless three-quarters ($3/4$) of those present and entitled to vote indicate a vote for the proposed amendment.

BY-LAW 12.

ELECTIONS AND APPOINTMENTS

- 12.1 Whenever election or nomination of officers are required, the Honorary Secretary/Executive Director shall request in writing to all Branch secretaries at least ninety (90) days before the date of the Annual Council Meeting, nominations for the positions of:
- President
 - Honorary Secretary
 - Honorary Treasurer
 - National Director of Fitness and Coaching
 - Public Relations Officer
- 12.2 Only registered members of AUSSI may be nominated for positions of office.
- 12.3 Nominations in writing, endorsed by the Branch, should be received by the Honorary Secretary no later than sixty (60) days prior to the Annual Council Meeting.
- 12.4 Thirty five (35) days prior to the Annual Council Meeting the Honorary Secretary shall mail to each Branch secretary a list of candidates for each position. The list shall show each candidate's name, age and club and up to 100 words of background information about each candidate and if available a recent photograph.
- 12.5 Where candidates are unopposed and there is no objection from the floor they will be declared elected at the Annual Council Meeting.

- 12.6 In the event of no written nominations as per Clause 12.3 the Chairman may accept late nominations.
- 12.7 Where a ballot is required to eliminate candidates, only the delegates representing each affiliated Branch shall vote.
- 12.8 Where the outgoing President is standing for re-election and is opposed then a member of Council not directly involved in the elections for Executive, shall take the chair.
- 12.9 If balloting is necessary the election shall be by secret ballot.
- 12.10 The Honorary Secretary shall prepare ballot papers showing the name of the office being contested and the name of the candidates in alphabetical order.
- 12.11 The methods of voting shall be to place a cross against a name on the ballot paper for the candidate preferred.
- 12.12 A plurality vote shall be used i.e. the candidate receiving the most number of votes cast shall be elected.
- 12.13 In the event of a tied vote, a second ballot shall be held, except that where the former office bearer is seeking re-election to the same position and is one of those in the tied vote, he shall be declared elected.
- 12.14 In the event of a second tied vote, the most senior officer from the retiring executive, who is present at the meeting, shall have the casting vote. The order of seniority shall be first the President, then the Honorary Secretary, then the Honorary Treasurer.
- 12.15 The Chairman of the meeting shall appoint two scrutineers to count the votes when required. The ballot papers shall then be destroyed.
- 12.16 The Council may appoint other officers and sub committees as deemed necessary from time to time which shall include
Top Ten and Records Recorder
Aerobic Recorder
- 12.17 After the incoming Executive has been declared the Council shall appoint a qualified auditor who need not be a member of AUSSI.
- 12.18 Vacancies on the Executive may be filled at any Council meeting or by a postal vote.
- 12.19 Changes to the National Executive shall become effective twenty one (21) days after the Annual Council Meeting.

BY-LAW 13.NATIONAL EXECUTIVE

The National Executive shall consist of:

- 13.1 President.
- 13.2 Immediate Past President, who shall remain on the Executive for twelve months after the election of his successor.
- 13.3 Honorary Secretary or Executive Director.
- 13.4 Honorary Treasurer.
- 13.5 National Director of Fitness and Coaching.
- 13.6 Public Relations Officer.
- 13.7 The Executive Director if required shall be employed by the National Executive as listed above at a time and salary that have been approved by the Council.
- 13.8 No member of the National Executive shall hold an Executive position on any Branch during their term of office.

BY-LAW 14.THE PRESIDENT

The President shall:

- 14.1 Preside at all Council meetings at which he is present. In the absence of the President those present and qualified to vote shall elect a Chairman.
- 14.2 In the event of a tied vote the Chairman of a Council Meeting shall have a casting vote.
- 14.3 The Chairman, if he desires to speak on any question, shall whilst speaking, vacate the chair and the meeting shall elect another Chairman in the interim.
- 14.4 Guide the other officers in the commission of their duties and shall represent AUSSI at official functions when available.

BY-LAW 15.THE HONORARY SECRETARY

The Secretary shall:

- 15.1 Be responsible for the management of AUSSI administration in accordance with the Constitution, By-Laws and Rules of AUSSI.
- 15.2 Keep in safe custody all books and documents belonging to AUSSI other than those specified as being kept by other officers and produce same whenever requested by the Council.
- 15.3 Enter in proper books all Minutes of Council and Executive meetings.

- 15.4 Give effect to all decisions and directions of the Council.
- 15.5 Prepare an Annual Report on the affairs of AUSSI for presentation and consideration at the Annual Council Meeting.
- 15.6 Be responsible to and subject to the direction of the Council.
- 15.7 Shall vote on behalf of the Executive at Council Meetings.

BY-LAW 16.

EXECUTIVE DIRECTOR

The Council may authorise the appointment of a paid Executive Director in place of the Honorary Secretary and may prescribe the mode and the terms and the conditions of such appointment and the remuneration to be paid to and the duties to be performed by him and may terminate his employment at any time.

The Executive Director, in addition to the Honorary Secretary's duties shall:

- 16.1 Subject to the provisions of the Constitution, By-Laws, and Rules of AUSSI and to the directions from time to time of the Council and the Executive, implement all decisions of the Council and Executive.
- 16.2 Control the activities and workings of the National office.
- 16.3 Use his best endeavours to further the ideals of AUSSI, the policies of the Council and the advancement and cultivation of sponsors.
- 16.4 Attend all meetings of the Council and Executive and such sub committees as he may be desired or requested to attend.
- 16.5 In association with the Honorary Treasurer, prepare budgets as occasion may require including office expenses, staff expenses, capital expenditure, travel, personal and Council expenditure relating to himself and his duties and to other officers.
- 16.6 Be responsible to the Council and the Executive between meetings on matters of policy. He shall report to each meeting of the Executive on the activities of the National office subsequent to the previous meeting.
- 16.7 In all aspects of his activities, observe and comply with existing procedures of AUSSI as regards correspondence and communication.

- 16.8 Conduct the correspondence of AUSSI and at all times make the same available to the President, Honorary Treasurer or other appropriate officers, either by submission of the office copies or by supplying copies of all such correspondence so as to keep those officers fully aware of all activities of AUSSI conducted through correspondence.
- 16.9 Refer to the Executive on any matter arising for consideration which does not lie within the policy or directives previously decided on by National Council.
- 16.10 Develop and implement in conjunction with the appropriate officer or committee, plans and proposals for the continued progress of AUSSI including approaches to all levels of Government and the private sector.
- 16.11 Prepare notices of meetings and cause the notice to be sent to all Executive or Branches.
- 16.12 Prepare and issue the agenda for all meetings of the National Council and the Executive.
- 16.13 Be responsible to have taken the Minutes of each meeting of the Council or Executive and to have such Minutes prepared and circulated as soon as practicable to all Branches and Executive officers.
- 16.14 Maintain close contact with Branches of AUSSI including visits to the same and be available to offer advice and guidance to the same, provided he shall obtain authority of the Executive in advance of all proposed visits interstate and reports fully with a financial statement on his return.
- 16.15 From information supplied by Branches, maintain a yearly record of awards and distribution of badges, trophies etc. when required.
- 16.16 Be responsible to carry out the procedures required in respect of matters to be decided by a postal vote and maintain a record of the result of all such votes.
- 16.17 Be responsible for the duties of the Top Ten and Records Recorder and the Aerobics Recorder.
- 16.18 Ensure all new clubs receive copies of the Coaching Manual, Club Guide, Constitution, By-Laws and Rules of AUSSI and implement programmes for production and revision of such manuals when required.
- 16.19 Be responsible for the availability and distribution of all trophies associated with the AUSSI National Swim Meet and Presentation.
- 16.20 Call for and receive all affiliation and member registration fees and forms due to AUSSI.

- 16.21 On the recommendations of the National Council implement any policy regarding International visits and trips.
- 16.22 Be responsible for collection and compilation of material for an Annual Report of AUSSI.
- 16.23 Be responsible to and subject to the direction of the National Council at all times.

BY-LAW 17.THE HONORARY NATIONAL TREASURER

The Treasurer shall:

- 17.1 Ensure that printed consecutively numbered receipts, duly signed, are given for all moneys received by AUSSI and that carbon copy duplicates of all such receipts are retained.
- 17.2 Cause all moneys received by AUSSI to be paid to the bank account of AUSSI with all practicable despatch.
- 17.3 Ensure that all accounts payable by AUSSI are submitted to the Executive at its regular meetings for approval.
- 17.4 Ensure that an up to date financial statement showing the position of the finances of AUSSI as recorded in the accounts shall be submitted to the Executive at its regular meetings.
- 17.5 Whenever required by the Executive or Council, produce all accounts and vouchers.
- 17.6 Not be answerable for any default on the part of any other officer or employee of AUSSI nor for any moneys except such as he shall actually receive personally.
- 17.7 Cause proper books of accounts to be kept of all receipts and expenditure on behalf of AUSSI and of the matters in respect of which the same are received or expended and also of the assets, credits and liabilities of AUSSI and shall cause to be prepared and laid before the National Council at its Annual Council Meeting each year duly audited accounts made up to the end of the preceding financial year.
- 17.8 Be responsible to and subject to the direction of the National Council.
- 17.9 To act as Chairman of the Financial sub committee when and if such a committee is appointed by Council.
- 17.10 To produce a budget for the coming financial year and make a recommendation on fees.
- 17.11 To make recommendations on investments and other financial matters as required.

17.12 At the expiration of the Honorary Treasurer's term on holding of office he shall surrender all money, books, records and other property of AUSSI in his custody to his successor in office, or to such person as shall be designated by the National Council.

BY-LAW 18. NATIONAL DIRECTOR OF FITNESS AND COACHING

The National Director of Fitness and Coaching shall be responsible:

- 18.1 For advising the Branch Directors of Fitness and Coaching.
- 18.2 For acting as a clearing house for the exchange of information between Branches and between Australia and other countries.
- 18.3 For co-ordinating the conduct of National seminars on fitness and coaching.
- 18.4 For co-ordinating fitness and coaching on a National basis through a contact with Branch Fitness and Coaching Directors and interested members, to discuss objectives, methods, programmes and problems and report in writing the recommendations to the Executive and Council.
- 18.5 For organising updates of information for the National Coaching Manual.
- 18.6 For organising research programmes as per objective 5.3 of the Constitution.
- 18.7 To co-ordinate a Coaches Accreditation Scheme.
- 18.8 To act as Chairman on a Technical sub committee when and if such a committee is appointed by National Council.
- 18.9 To be subject to the direction of the National Council.

BY-LAW 19. PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- 19.1 Be responsible for receipt and reproduction of all editorial material for the official AUSSI magazine.
- 19.2 Chair a sub committee of several persons to determine magazine content, lay out and production and to liaise with printers for means of producing a more effective magazine with a view to generating funds for AUSSI.
- 19.3 Promote AUSSI to the media and sponsors.
- 19.4 Co-ordinate any public relations function on behalf of AUSSI.

BY-LAW 20.AUDITOR

The Auditor shall examine the accounts of AUSSI at least once a year and shall express his opinion as to the correctness of the Financial Statement and Balance Sheet and shall issue a written statement of opinion to the Annual Council Meeting.

BY-LAW 21.TOP TEN AND RECORDS RECORDER

The Top Ten and Records Recorder shall:

- 21.1 Keep and produce an updated list of all National Long Course and Short Course Records and circulate it to Branches.
- 21.2 Accept Top Ten Time cards from Branches and compile and publish a list as directed by Council for circulation to Branches and clubs.

BY-LAW 22.AEROBICS RECORDER

The Aerobics Recorder shall:

- 22.1 Distribute to Branches copies of Rules and Pointscores of the National Aerobic Trophy.
- 22.2 Accept Aerobic swim submissions and compile and publish results of said National Aerobic Trophy as directed by National Council.

BY-LAW 23.NATIONAL EXECUTIVE RESPONSIBILITIES

The National Executive shall:

- 23.1 Meet monthly or as often as deemed necessary to administer the day to day affairs of AUSSI.
- 23.2 Recommend to Council policy or Rule changes, for acceptance and implementation.
- 23.3 Provide copies of Minutes of Executive meetings to all Branch secretaries within fourteen (14) days of that Executive meeting.
- 23.4 Provide a written report and statement of accounts prior to the second Council meeting and a report and audited statement of accounts prior to the Annual Council Meeting.
- 23.5 Providing funds are available, the approved travel and accommodation expenses of the elected National Executive and the Immediate Past President to attend Council Meetings shall be paid from AUSSI funds.
- 23.6 Be accountable to the Council in the performance of their duties and may be dismissed by Council at a Council Meeting or a specially convened Council Meeting.

BY-LAW 24.RULES

The Council may make and alter, or repeal Rules governing competitions and other matters and such Rules shall not be designated BY-LAWS and shall be designated regulations which will remain enforceable past the life of the then sitting Council and until altered or repealed by the Council. Any such regulations shall be read subject to the provision of these BY-LAWS and in the event of any inconsistency arising, the provisions of the BY-LAWS shall prevail.

Conditions under which regulations may be made, altered or repealed by the Council shall be:

- 24.1 By a resolution of a Council Meeting or by a postal vote.

BY-LAW 25.CASUAL VACANCIES

- 25.1 The Council shall have power to fill casual vacancies in the following circumstances:

- (a) If a vacancy occurs (whether by death, resignation or otherwise) at any time in the positions referred to in BY-LAW 13.
- (b) If a member of the Executive has missed three consecutive Executive meetings without furnishing a satisfactory reason for such absence and the Council declared such member's position on the Executive vacant.

- 25.2 Such appointments may be made at a Council Meeting, or by a postal election as set out in BY-LAW 9.

- 25.3 The Executive may appoint a person to fill the casual vacancy until the conditions of 25.2 are met.

BY-LAW 26.NATIONAL SWIM MEET

The Council having allocated the National Swim Meet and Club Championships to a Branch shall cause that Branch to form a Committee hereinafter called the National Meet Committee.

The National Meet Committee shall:

- 26.1 Consist of a Branch delegate to Council as part of the Committee and other persons as may be nominated or appointed by the Branch.
- 26.2 On the direction of Council, organise the National Meet as set out in the Rules of AUSSI and the National Meet Guidelines.
- 26.3 Be responsible for the recruitment of Meet Officials and co-opt the assistance of others to ensure the efficient conduct of the Meet.

- 26.4 Recommend to Council such changes as may be necessary to maintain the high standards of National Meets.
- 26.5 Cause proper minutes of all meetings to be recorded, copies of such minutes to be forwarded to the National Executive within seven (7) days of the committee meetings.
- 26.6 Be responsible to and subject to the direction of the Council.
- 26.7 To furnish the Council with a full report and financial statement at the conclusion of the Meet.
- 26.8 Maintain separate bank account and books of account of the Meet and have the financial statements thereof audited by a suitably qualified person within sixty (60) days of the conclusion of the Meet.

BY-LAW 27.SWIMMING AWARDS

The Awards of AUSSI shall be as set out in the Rules as well as may be determined from time to time by the Council.

BY-LAW 28.BANK SIGNATURES

The cheque signatories of all accounts of AUSSI shall be any two (2) of the President/Secretary/Treasurer.

BY-LAW 29.NATIONAL COUNCIL GRANTS

All moneys allocated to Clubs, Associations or other bodies from National AUSSI funds shall be subject solely to the conditions laid down by the Council and shall be used for the purposes stipulated by the Council and for no other purposes.

BY-LAW 30.AFFILIATION AND REGISTRATION FEES

- 30.1 Branch affiliation fees and member registration fees shall be reviewed and set each year by Council, on recommendation of the Honorary Treasurer and/or Finance Committee.
- 30.2 The financial year of AUSSI shall be from the 1st January to the 31st of December each calendar year.
- 30.3 Branches shall pay the stipulated Branch affiliation fee prior to the commencement of the financial year.
- 30.4 Member registration fees shall be paid to AUSSI as early as practicable and at least monthly.
- 30.5 Non affiliated Branches shall be suspended until the affiliation fee is paid to AUSSI by the Branch.
- 30.6 An individual shall be deemed to be a financial member of AUSSI when an affiliated club accepts the membership. However, participation in AUSSI events is subject to acknowledgement of registration by the Branch.

BY-LAW 31.MEMBERSHIP

- 31.1 Membership of AUSSI is gained by joining a club which is affiliated with a Branch of AUSSI. The club registers the members with the Branch who then registers that member with AUSSI.
- 31.2 Registration of members is limited to adults 20 years and older.
- 31.3 Membership of AUSSI is limited to full membership and that member must be registered.

BY-LAW 32.LIFE MEMBERS

Life membership may be conferred upon a member who complies with the following principles:

- 32.1 The person's contribution must be of sustained excellence to the furtherance of the ideals of AUSSI.
- 32.2 The nomination must come from at least two (2) Branches who will submit the application to the National Executive. If endorsed by the National Executive the nomination will be submitted to Council as a Motion on Notice at the Annual Council Meeting.
- 32.3 Any such nomination with a full history of service must be circulated to Branches thirty five (35) days prior to the Annual Council Meeting.
- 32.4 Life members of AUSSI would be presented with a gold life membership lapel badge replica of the AUSSI badge.
- 32.5 No more than two (2) life members can be elected in any one year.

BY-LAW 33.PATRONS

The Council may at any time appoint patrons of AUSSI.

BY-LAW 34.TRUSTEES

Two members of the Finance committee will be appointed as Trustees for AUSSI when trustee services are required.

BY-LAW 35.INDEMNITY

Any member or servant of AUSSI shall be indemnified against personal responsibility for any action taken as a member or a servant operating under the direction and with the approval of the Council.

BY-LAW 36.BADGE

The Badge of AUSSI shall feature in Green and Gold, a Platypus (brown) swimming 'west' on a stylised outline of Australia with the word AUSSI in a circle of white in the Great Australian Bight. This shall be encircled by the words AUSSI Masters Swimming in Australia - gold letters on a white background.

BY-LAW 37.MOTTO

The motto of AUSSI shall be 'Fitness and Fun'.