



BY-LAWS OF MASTERS SWIMMING AUSTRALIA INC.

Adopted April 2026
Effective May 2026

Contents

BY-LAWS OF MASTERS SWIMMING AUSTRALIA INC.	1
Part 1 - Overview	4
1. Conduct	4
2. Interpretation	4
3. Amendment	4
Part 2 – Fees, clubs and membership	4
4. Requirements of individual membership	4
5. Fees	4
6. Clubs	5
7. Club membership	5
8. Associate members	5
9. Associate entities	6
Part 3 – Awards	6
10. Life Membership	6
11. Service awards	6
Part 4 – Rules and records	7
12. Amending swimming and competition rules	7
13. National Recorder	7
Part 5 – General	8
14. Motto	8
15. Logo	8
16. Proxy form	8
17. Nomination forms	8
18. Filling a casual vacancy	8
19. Finance Director	9
20. Independent Directors	9
21. Grants	10
22. Patron	10
Part 6 - National Committees	10
Part 6.1 - Overview	10
23. National committees	10
24. National Sub-committees	11
Part 6.2 - Composition of National Committees and the duties of members	11

25. Composition of National Committees	11
26. General duties.....	11
27. Chair	11
Part 6.3 - Election of National Committees	12
28. Who is eligible to be a member	12
29. Positions to be declared vacant.....	12
30. Nominations	12
31. Election of National Committees.....	12
32. Term of office	12
33. Vacation of office.....	13
34. Suspension and dismissal of National Committee members	13
35. Filling casual vacancies.....	13
Part 6.4 – Meetings of National Committees	14
36. Meetings	14
37. Notice of meetings.....	14
38. Procedure and order of business.....	14
39. Use of technology	14
40. Quorum	14
41. Voting.....	14
42. Conflict of interest	15
43. Minutes of meetings	15
44. Leave of absence.....	15
Part 7 – National Committee Terms of Reference	16
Part 7.1 – National Coaching Committee	16
Part 7.2 – National Technical Committee.....	17
Part 7.3 – National Membership and Participation Committee	18
Part 7.4 – National Diversity and Inclusion Committee.....	19

Part 1 - Overview

1. Conduct

1. These by-laws are established and maintained by the Board under Clause 53.1.c of the Constitution and apply to the Members and Directors of Masters Swimming Australia under the Constitution.
2. In the event of any inconsistency between the provisions of the Constitution and the provisions of these by-laws, the provisions of the Constitution will prevail.

2. Interpretation

All terms in these by-laws have the same meaning as the same terms have in the Constitution, unless expressly defined otherwise or the context requires otherwise.

3. Amendment

1. These by-laws may be amended by the Board.
2. Amendments to the by-laws will take effect 21 days after approval by the Board.

Part 2 – Fees, clubs and membership

4. Requirements of individual membership

1. An individual member is required to simultaneously be a member of:
 - a. the Association, and
 - b. the state or territory member body of which their club is affiliated, and
 - c. their club,except in the case of an individual member admitted in accordance with by-law 8.
2. All individual members shall be granted an individual membership number upon registration.

5. Fees

1. Subject to the Constitution, voting, individual and associate membership renewal is due within 31 days of the end of the membership year, after which time the member is no longer a member of the Association.
2. Where applicable and in accordance with Clause 22 of the Constitution, pro-rata individual membership rates will be set at:
 - a. final six months of the membership year – 75 per cent of the national individual membership fee,
 - b. final four months of the membership year only – 50 per cent of the national individual membership fee,
 - c. final four months of the membership year where an individual membership for the following year is concurrently purchased – 25 per cent plus the following year's individual membership fee.

6. Clubs

A Club must abide by the Association's Rules when participating in the Association's activities.

7. Club membership

1. An individual member may be a member of more than one club. The primary club will be referred to as the member's First Claim club. All other clubs will be referred to as the member's Second Claim club.
2. For the First Claim club, the member must pay the required club, state and territory, and national components of the membership fee.
3. For the Second Claim club and any subsequent membership, the member must:
 - a. pay only the club fee if all subsequently-joined clubs are affiliated with the same state or territory voting member body, or
 - b. the club plus state or territory fee if any clubs are in affiliated with different states or territories voting member bodies.
4. Points gained by a member in the Endurance 1000 will accrue to that member's First Claim club.
5. In swim meets, the member may represent any club of which that person is a member, provided that that person does not swim for more than one club in any one meet.
6. Swimmers cannot swim for more than one club at any meet.
7. A member joining more than one club retains the same membership number.

8. Associate members

1. The Association may admit individuals as associate members of the Association.
2. The Board will determine the associate membership fee.
3. Associate members are individuals who:
 - a. are a natural person who supports the purposes and objectives of the Association,
 - b. be 18 years old, or over,
 - c. are non-swimming members,
 - d. do not belong to a club affiliated with voting members of the Association,
 - e. will pay such fees as determined by the Board.
4. Prospective associate members will:
 - a. complete the required application process approved by the Association, and
 - b. pay the nominated fee(s), and
 - c. have their applications considered by the Board.
5. As soon as practicable after an application for associate membership is received, the Board must decide whether to accept or reject the application.
6. The Board must notify the applicant in writing of its decision to reject the application as soon as practicable after the decision is made and return any money accompanying the application to the applicant.
7. An individual becomes an associate member of the Association and is entitled to exercise his or her rights of membership from the date, whichever is the latter, on which:
 - a. The Board approves the person's application to become an Associate member; and/or
 - b. Pays the joining fee, at which point the member's details are to be recorded in the Register of Members

9. Associate entities

1. Any entity wishing to become an Associate Entity of the Association must make an application to the Association in writing.
2. The Board must consider the request and decide to accept or reject the application.
3. No reason will be given for refusal.
4. Upon acceptance, the applicant must pay any fee established by the Board, upon which the applicant is deemed to be a member.
5. As noted in Clause 16 of the Constitution, an associate entity must not vote, but may attend meetings of the Association.

Part 3 – Awards

10. Life Membership

1. In accordance with Clause 28 of the Constitution, the Association may admit Life Members.
2. Life membership may be conferred upon an individual who has demonstrated direct, recognised and exceptional service of lasting benefit to the Association.
3. A candidate for life membership must have rendered at least 10 years' service to the Association.
4. Nominations for life membership must:
 - a. be made in writing by voting member bodies or a Director and forwarded to the Board, and
 - b. include a dissertation about the individuals' services rendered with a particular focus on their contribution to the Association at a national level.
5. Upon receipt of a nomination, the Board must:
 - a. consider the application, and
 - b. if agreement is reached, recommend the award of life membership by submission of a motion to the proceeding annual general meeting.
6. Life members are eligible to attend such events, functions and activities as the Board may determine. The Life Member is responsible for any travel costs associated with attendance at these events.
7. The Association will record the name of the Life Member on its website, and the year in which the award was granted.

11. Service awards

1. The Association may award and recognise individual members' service to the Association by:
 - a. Meritorious Service Awards is awarded for five years' continuous voluntary service to the Association at national level.
 - b. Conspicuous Service Awards is awarded after 10 years' continuous voluntary service to the Association at national level.
2. Nominations will be received from voting member bodies, or from the General Manager, and be made to the Board.
3. The Board will consider the nominees and, based upon examination of their credentials, agree to recognise the nominee with the requisite award.

4. The Board will announce awardees at the annual general meeting, and record the awardees' name and year of award on the Association website.

Part 4 – Rules and records

12. Amending swimming and competition rules

1. Subject to sub-clauses (2), (3), (4) and (5), the Board will approve changes to swimming rules.
2. A request to review or change a rule must be:
 - a. made by a voting member in writing to the General Manager, or
 - b. received from World Aquatics, or
 - c. made upon recommendation of the National Technical Committee.
3. In the case of a request made under sub-clause (2) a and (2) b, the National Technical Committee must review any request within 90 days of referral by the General Manager.
4. Rule changes must only be approved by the Board upon consideration and recommendation by the National Technical Committee.
5. Rule changes approved by the Board will come into effect 21 days after approval, unless otherwise specified.

13. National Recorder

1. The Board will appoint a National Recorder and a Deputy National Recorder (the National Recorders).
2. The National Recorders will:
 - a. Maintain and update the national records database,
 - b. Liaise with:
 - i. World Aquatics, and
 - ii. State and Territory recorders, and
 - iii. Club recorders,regarding records-related matters,
 - c. notify individuals and clubs about new national and international records,
 - d. work with the General Manager to coordinate the issuing of certificates and documentation certifying new national records.

Part 5 – General

14. Motto

The Association's motto will be 'Swimming, for life.'

15. Logo

1. The Association's logo will consist of text and a triangular shape and the shape of the swimmer moving an arm as in swimming.
2. The text has "masters swimming AUSTRALIA" in lower and upper cases at the foot of the triangular shape.
3. In the colour version, the logo is a triangle in blue PMS 2728 at the apex with a vertical gradient to blue PMS 2925 at the base. A yellow swimmer appears at the base of the triangle in PMS 124. "masters swimming" appears below the triangle in lower case with a horizontal gradient (L to R) from blue PMS 2925 to blue PMS 2728. At the base of the logo, Australia appears in capitals in blue PMS 2728.
4. States and territories are permitted to use the same logo design and are permitted to replace the word "AUSTRALIA" with their own State or Territory name in upper case with the name in full, eg. SOUTH AUSTRALIA not SA
5. The logo must be used in its entirety, that is, shape and text must be present.
6. Unless otherwise approved by the Board, all logos can be used only in their nominated PMS colours or closest available equivalent, except that any logo may be printed entirely in mono. Changes to the size of the logo to accommodate design features must be in proportion.

16. Proxy form

The Board must, in the time required in the Constitution or otherwise not fewer than 14 days prior to any meeting, circulate a proxy nomination form to voting members.

17. Nomination forms

1. The Board must establish a nomination form to be used by individuals seeking election to the Board and National Committees.
2. All nominations for the Board or National Committees require the endorsement of the individual's state or territory voting member body.

18. Filling a casual vacancy

1. In accordance with Clause 70 (1) of the Constitution, if a vacancy on the Board arises in accordance with Clauses 68 or 69(b)(ii) of the Constitution the Board will:
 - a. advise members of the vacancy, and
 - b. call for voting members to nominate individual members of the Association to fill the vacancy,
2. Nominations made in accordance with part 2(b) must be received within 14 days of the vacancy being notified.

3. The provisions of Clauses 62 and 65(3) of the Constitution must be adhered to in filling a casual vacancy.
4. The Board will, at their earliest convenience following the close of nominations, meet and appoint a Director from amongst the candidates nominated.
5. The appointment of a Director to fill a casual vacancy will be announced to all members within 7 days of the appointment being made.
6. In accordance with Clause 70(3) of the Constitution, the Director so appointed will only serve until the conclusion of the original directors' term and, if that term extends beyond the next annual general meeting of the Association, is required to have their appointment ratified by the Association at that meeting.

19. Finance Director

1. The Finance Director should preferably hold a current professional accounting accreditation with at least one of:
 - a. CPA Australia, and/or
 - b. Chartered Accountants Australia and New Zealand, (CA ANZ) and/or
 - c. Institute of Public Accountants (IPA).

20. Independent Directors

1. Subject to the Constitution, the Board may appoint independent, skills-based Directors to the Board.
2. Independent Directors will be considered equal to elected Directors and all provisions in the Constitution relating to Directors will also apply to independent Directors.
3. Before considering whether to appoint independent Directors, the Board must review the skills, knowledge, experience and diversity of the elected Directors and identify any skills or capability gaps which could be filled by the appointment of an independent Director.
4. Based upon this assessment, the Board will call for nominations from members and non-members with the required skills to nominate for appointment as an Independent Director.
5. A period of no fewer than 14 days must elapse between the call for nominations and the close of nominations. If no applications are received, the President may extend the call for nominations for a further seven days.
6. At their earliest convenience following the close of nominations, the Board will review the applications received and consider whether any nominated candidate(s) holds the necessary skills required and is recommended for appointment.
7. An independent Director is appointed for a term of two years and is eligible to serve up to three consecutive two-year terms as an independent Director.
8. An independent Director may seek election as a Director (in accordance with Clauses 62 and 65 of the Constitution). If elected as a Director, time served as an independent Director is considered prior service for the purposes of Clauses 67.3 and 67.4.
9. An independent Director is ineligible to be considered to fill a casual vacancy arising in the office of President.
10. An independent Director may resign their position on the Board by letter addressed to the President, their date of resignation taken to be the date of receipt. Any decision to replace an independent Director is at the sole discretion of the Board.

21. Grants

All monies allocated to Clubs or other bodies from the Association or Board are subject solely to the conditions laid down by the Association or Board, and must be used in pursuit of the Association's purpose and objects, as set out in Clause 2 of the Constitution.

22. Patron

1. Subject to the Constitution, the Board may appoint a Patron of the Association.
2. The Patron will:
 - a. support the objects and purpose of the Association,
 - b. have a connection to the sport of swimming,
 - c. assist with the delivery of the Association's strategic objectives.
3. The Patron may be:
 - a. requested to support particular initiatives of the Association, at the request of the Board.
 - b. invited to attend Association events,
 - c. invited to attend and speak at Association meetings, but will not vote.
4. The Patron's appointment will be reviewed annually by the Board.
5. The Patron may resign their patronage by writing to the Board.

Part 6 - National Committees

Part 6.1 - Overview

23. National committees

1. The Board may form National Committees to provide advice, guidance and support to the Board in advance of the Association's purpose and objects.
2. National Committees will provide advice to the Board about the matters for which its Terms of Reference give it scope.
3. Until otherwise provided, the National Committees of the Association will be:
 - a. Coaching
 - b. Technical
 - c. Membership and Participation
 - d. Diversity and Inclusion
4. The Board may amend the Terms of Reference for any National Committee at its discretion.
5. Terms of Reference for National Committees are listed in Part 7 of these by-laws.
6. National Committees will provide an annual report to the Association of their activities.
7. National Committees must not enter into financial arrangements without the consent of the Board.

24. National Sub-committees

1. The Board may form, at its sole discretion, National Sub-committees, to provide advice, guidance and support to the Board about specific matters in advance of the Association's purpose and objects.
2. The Terms of Reference of a National sub-committee will specify:
 - a. The matter(s) to be reviewed or investigated;
 - b. The timeline for response (not greater than two years);
 - c. The number of members and any additional or specific skills required by members of the sub-committee.
3. National Sub-committees will provide regular reports to the Board about their activities.
4. All other provisions of these by-laws will apply to the operation of a National Sub-committee.

Part 6.2 - Composition of National Committees and the duties of members

25. Composition of National Committees

1. National Committees will consist of:
 - a. a Chair; and
 - b. no fewer than five and no more than nine additional general members who are all individual members of the Association.
2. The Board will appoint a Director to serve on each National Committee, but that Director will not have a vote, nor will they be counted as a member of the National Committee for the purposes of sub-clause (1) b.

26. General duties

1. As soon as practicable after being elected each National Committee member must become familiar with the Terms of Reference for their National Committee.
2. Members are expected to abide by all rules of the Association.

27. Chair

1. Each National Committee will elect a Chair, by such method as the Board will determine.
2. The Chair:
 - a. will be elected at the first meeting of the Committee following the annual election cycle;
 - b. must serve no more than four consecutive 12 month terms as Chair;
 - c. will represent the National Committee at any meeting of the Board or Association where their attendance is requested.
3. The Chair or, in the Chair's absence, another member so elected, is the Chairperson for any meetings.

Part 6.3 - Election of National Committees

28. Who is eligible to be a member

1. An individual member of the Association is eligible, subject to sub-clauses (2), (3) and (4), to nominate and serve as a member of a National Committee.
2. The Board may establish, through the Terms of Reference, additional or specific eligibility requirements for service on any or all National Committees.
3. A person is ineligible for election or appointment to a National Committee if they are:
 - a. a Director, as defined by Clause 56 of the Constitution; or
 - b. an employee of the Association; or
 - c. an employee of a listed voting member body as defined by Clause 9 of the Constitution.
4. No individual will concurrently serve on more than two National Committees.

29. Positions to be declared vacant

On the first Monday in August each year, or whenever an election is required, the Association will advise in writing to all voting and individual members of the vacancies on each National Committee.

30. Nominations

1. Nominations for National Committee vacancies are to close on the fourth Friday after the opening of nominations.
2. Nominations are to be submitted in a method determined in the Board and must be received by the Association no later than the date specified.
3. In the event no nominations are received in accordance with this clause, the President may accept late nominations.

31. Election of National Committees

1. The Board will elect members to serve on National Committees.
2. Within 14 days of the close of nominations, the Board will receive a full list and particulars of candidates who have nominated for each National Committee.
3. An election is to take place each year for half of the total number of positions.
4. There will not be more than two National Committee members from each state or territory, and each state or territory will only be entitled to one vote.
5. Subject to sub-clause 4, where the number of nominations for positions on any National Committee equals the number of vacant positions, the nominees will be declared elected unopposed, subject to ratification of their election by a majority of Directors at a Board meeting.

32. Term of office

1. Subject to sub-clause (3), a member of a National Committee holds office for 2 years until the positions of the National Committee are declared vacant by the Board.

2. An election for National Committees will be held every year, when half of the National Committee's membership will be retired;
 - a. In the event a new National Committee is established, the Board will, by lot, determine which half of the National Committee's members are to serve a two year term;
 - b. Those members selected for a one year term will be eligible for re-election, subject to sub-clause (4).
3. Changes to National Committees will become effective one week after the conclusion of the Board meeting where the election takes place, except in the case of an appointment to fill a casual vacancy, which becomes effective immediately.
4. A member of a National Committee may be re-elected but must not serve in the same role for more than 5 successive two-year terms, or 10 years.
5. A meeting of the Board may—
 - a. by resolution remove a member of a National Committee from office; and
 - b. elect an eligible member of the Association to fill the vacant position in accordance with these by-laws.

33. Vacation of office

1. A member of a National Committee may resign from their role by written notice addressed to the Board.
2. A person ceases to be a member of a National Committee if he or she—
 - a. is elected to the Board; or
 - b. ceases to be a member of the Association; or
 - c. fails to attend 3 consecutive National Committee meetings without leave of absence.

34. Suspension and dismissal of National Committee members

1. If the Board is of the opinion that a member of a National Committee (the "defaulting member") has:
 - a. refused or neglected to comply with the Constitution or any policy, by-laws or rules of the Association; or
 - b. has been guilty of conduct unbecoming of a member of the National Committee, or prejudicial to the Association's interests,
2. The Board may by resolution:
 - a. suspend the defaulting member from the National Committee for a specified period; or
 - b. dismiss the defaulting member from the National Committee.
3. The removal of a member of a National Committee will be considered a casual vacancy.

35. Filling casual vacancies

1. The Board may fill a casual vacancy on a National Committee.
2. An individual appointed to fill a casual vacancy will serve the remainder of the term of the original member who resigned or left the role and, subject to Clause 13(4), is eligible for re-election.

Part 6.4 – Meetings of National Committees

36. Meetings

1. National Committees must meet at least 4 times in each year at the dates, times and places they determine, in accordance with Clause 34.
2. In the event that the Board approves a meeting being held in person, the Board will also determine if any costs associated with the committee members' travel may be met by the Association.

37. Notice of meetings

1. Notice of each meeting must be given to each National Committee member no later than 7 days before the date of the meeting.
2. Notice may be given of more than one meeting at the same time.
3. The notice must state the date, time and place of the meeting.

38. Procedure and order of business

The order of business may be determined by the members present at the meeting.

39. Use of technology

1. A member of a National Committee is expected to participate in meetings by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
2. For the purposes of this clause, a member participating in a National Committee meeting as permitted under sub-clause (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

40. Quorum

1. No business may be conducted at a meeting unless a quorum is present.
2. The quorum for a meeting is the presence of a majority of the National Committee's members.
3. If a quorum is not present within 30 minutes after the notified commencement time of a meeting the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given.

41. Voting

1. On any question arising at a meeting, each member present at the meeting has one vote except where there are two members from the same state or territory, in which case the two members' vote will count for one.
2. A Director representing the Board on a National Committee cannot vote.
3. A motion is carried if a majority of members present at the meeting vote in favour of the motion.

4. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
5. Voting by proxy is not permitted.

42. Conflict of interest

1. A National Committee member who has a material personal interest in a matter being considered at a meeting must disclose the nature and extent of that interest to the meeting.
2. The member—
 - a. must not be present while the matter is being considered at the meeting; and
 - b. must not vote on the matter.

43. Minutes of meetings

1. The National Committee must ensure that minutes are taken and kept of each meeting.
2. The minutes must record the following—
 - a. the names of the members in attendance at the meeting;
 - b. the business considered at the meeting;
 - c. any resolution on which a vote is taken and the result of the vote;
 - d. any material personal interest disclosed under clause 37.
3. Copies of minutes of meetings must be circulated to National Committee members and the Board within 14 days of each meeting.

44. Leave of absence

1. The Board may grant a member leave of absence from National Committee meetings for a period not exceeding 3 months.
2. The Board may not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the member to seek the leave in advance.

Part 7 – National Committee Terms of Reference

Part 7.1 – National Coaching Committee

7.1.1 Purpose

The National Coaching Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. the provision of quality club coaching accreditation and support
2. advice regarding the recruitment, retention and professional development of club coaches

7.1.2 Composition

in addition to the requirements of Clause 22, the National Coaching Committee will consist of

1. at least one representative nominated by each of the voting member bodies and
2. members must hold a current club coach accreditation.

7.1.3 Skills and capabilities

In addition to the requirements of the Constitution and the by-laws, members will:

1. Have five or more years' practical experience coaching adult swimmers in a Masters swimming club environment
2. Practical experience coaching adult competitive swimmers in a Masters swimming club environment
3. Familiarity with the MSA coach accreditation processes, coach education and training programs

7.1.4 Terms of Reference

The National Coaching Committee will:

1. Achieve key objectives as set by the Board.
2. Develop, review and update:
 - a. coaching courses and materials for accreditation
 - b. procedures for coach candidates to gain Club Coach accreditation
 - c. procedures for the re-accreditation of Club Coaches
 - d. procedures for Coach Educator training to assess online Club Coach Course candidates
 - e. materials for selection of National Recognition of Coach Excellence Award
3. Assist MSA with the maintenance of a database of Club Coaches, and a list of registered Club Coach course Coach Educators.
4. Plan and promote courses/seminars/workshops on any topics relevant to adult swim coaching as Professional Development (PD) opportunities.
5. Provide networking opportunities between states and territories.
6. Provide information on coaching and teaching materials that are of assistance to coaches and swimmers.
7. Investigate areas for further research and development relevant to adult swim coaching.

8. Review the nominations for the National Recognition of Coach Excellence and make recommendations to the Board.
9. Liaise with other Australian swimming bodies including Swimming Australia Limited (SAL), Swim Coaches and Teachers Australia (SCTA) and AUSTSWIM on coaching-related matters.
10. Address objectives, methods, programs, and any coaching related problems.
11. Address any other matters referred to it by the Board.

Part 7.2 – National Technical Committee

7.2.1 Purpose

The National Technical Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. The administration and application of the rules for competitive swimming
2. Reviewing rules

7.2.2 Composition

in addition to the requirements of Clause 19, the National Technical Committee will consist of at least one representative nominated by each of the voting member bodies.

7.2.3 Skills and capabilities

In addition to the requirements of the Constitution and Clause 19 of the by-laws:

1. at least three of the members must be accredited by the Association as a Referee and have:
 - a. five or more years' practical experience of officiating in an Australian Masters swimming club environment,
 - b. practical experience of officiating at national or international Masters events
 - c. familiarity with national accreditation processes and the Association's official education programs.
2. at least one member should be familiar with Open Water Swimming (OWS)

7.2.4 Terms of Reference

The National Technical Committee will:

1. Achieve key objectives as set by the Board.
2. In accordance with Clause 11 of the by-laws, review all proposed changes to the General, Swimming and OWS Rules, and provide advice to the Board which will include a full analysis for and against the proposed changes.
3. Develop, review and update technical and officiating accreditation courses.
4. Implement and monitor quality control processes for technical officials.
5. Investigate further technical and officiating accreditation levels and updates.
6. Plan and promote education seminars within the Association on a range of issues relevant to the membership as necessary.
7. Plan and promote technical and officiating seminars as necessary.

8. Provide technical and officiating articles to assist the dissemination of information to members.
9. Update the National Officiating Manual as required.
10. Update the disqualification (DQ) Codes and the Reference cards for Referees, Inspectors of Turns (IoT) and Inspectors of Stroke (JoS).
11. Investigate areas of relevance for further research.
12. Develop, review and update materials for selection of a National Official of the Year.
13. Review the nominations for the National Official of the Year and provide a recommendation to the MSA Board.
14. Liaise with other Australian swimming bodies including Swimming Australia Limited (SAL), Swim Coaches and Teachers Australia (SCTA) and AUSTSWIM on technical-related matters.
15. Address any other matters referred to it by the Board.

Part 7.3 – National Membership and Participation Committee

7.3.1 Purpose

The National Membership and Participation Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. growing, retaining and supporting the membership of the Association,
2. support the growth and development of clubs and their administration,
3. the administration and suitability of all competitive and non-competitive swimming initiatives offered by the Association, including the National Championships, and
4. safe conduct and practice of national swimming events.

7.3.2 Composition

The Committee will consist of between six and 10 members.

7.3.3 Skills and capabilities

In addition to the requirements of the Constitution and Schedule 1 of the by-laws members should preferably have:

1. demonstrated experience with the Association at a club, state/territory or national level,
2. practical experience of safety issues at swim meets and club training,
3. practical experience in organising or running Masters swim meets and events,
4. event management experience,
5. exposure to or involvement in swimming programs run by the Association.

7.3.4 Terms of Reference

The National Membership Committee will:

1. Achieve key objectives as set by the Board.
2. Encourage the growth of swimming in Australia and particularly the membership of the Association,
3. Support the volunteer administration of affiliated clubs,
4. Develop materials to aid the efficient administration of clubs, such as but not limited to:

- a. Create and share materials to assist membership growth and development.
 - b. Develop club community outreach.
 - c. Develop guidance for fundraising, sponsorship and financial management.
5. Work with states and territories to provide support where necessary to clubs to collectively grow the sport of adult swimming in Australia.
6. Review the swim programs, such as but not limited to those listed, and make recommendations that will aid in the improvement of the operation or increased participation by members:
 - a. E1000,
 - b. Million Meters,
 - c. Swim series,
 - d. National championships,
 - e. Postal swims.
7. Receive all minutes of meetings of the National Championships organising committees and Australian and World Masters Games swim organising committees and advise the Board of any points for consideration by the Association,
8. From time to time review and recommend updating of the Swim Meet Guide.
9. Oversee the delivery of Mental Health Month.
10. Establish and monitor quality control processes for swim meets.
11. Address any other matters referred to it by the Board.

Part 7.4 – National Diversity and Inclusion Committee

7.4.1 Purpose

The National Diversity and Inclusion Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. Identifying and recommending ways to address barriers, perceived or otherwise, to the participation of all people in swimming regardless of their gender identity, sexuality or physical ability

7.4.2 Composition

The Committee will consist of between six and 10 members, with a preference for members who identify as LBGTIQA+ and/or who have a disability.

7.4.3 Skills and capabilities

In addition to the requirements of the Constitution and Clause 19 of the by-laws members with a disability and/or who identify as gay, lesbian, bisexual, transgender or non-binary are encouraged to apply.

7.4.4 Terms of Reference

The National Diversity and Inclusion Committee will:

1. Achieve key objectives as set by the Board.
2. Review and recommend changes that may be required to remove barriers to participation in the sport of adult amateur swimming by:

- a. transgender, sexually and/or gender diverse individuals, and/or
 - b. people with a disability, and/or
 - c. people from culturally and linguistically diverse backgrounds, and/or
 - d. other minority or marginalised groups as identified from time to time.
3. Consider best practice frameworks within and external to swimming at a national and international level relating to inclusion in sport.
4. Develop, review and recommend, as appropriate, guidelines for clubs and Branches to support the recruitment and retention of diverse swimmers.
5. Plan and promote courses/seminars/workshops on any topics relevant to diverse, equity and inclusion as it relates to swimming and sport in general.
6. Report regularly on matters of diversity, equity and inclusion to the Association.
7. Address any other matters referred to it by the Board.

Version tracker

These by-laws have been amended by the Board on the following occasions:

Date of effect	Change
11 September 2025	19.1 – Finance Director
3 October 2025	Section 7 – National Committees
6 May 2026	15.6 Clarify the Board’s ability to approve amendments to the MSA logo 20 Simplify the process for the Board to appoint Independent Directors.