CONSTITUTION

(Amended at Special General Meeting, 14th November, 1988)

1. NAME

The name of the Club shall be the Virginia State School Swimming Club.

2. CONTROL

The Club shall be under the control of the Principal who may delegate responsibility for supervision, and shall be a duly formed Sub-Committee of and subject to the Constitution and Rules of the Virginia State School Parents and Citizen's Association. The President or his nominee shall be the Virginia State School swimming Club's representative at the Virginia State School Parents and Citizen's Association Meetings.

3. OBJECT

The object of the Club shall be the furtherance of amateur swimming.

4. MANAGEMENT

The Management of the Club activities shall be controlled by members present at the Monthly General Meeting.

5. QUORUM

The quorum of a General Meeting shall be not less than seven (7) members, whilst at an Annual General Meeting sixteen (16) members shall form a quorum.

6. MEMBERSHIP (A) Swimming Members:

(i) Enrolled pupils of Virginia State School.

(ii) Pupils of any other school which does not have a swimming club.

(iii) Past pupils of schools as detailed in (i) and (ii).

(iv) Pupils/Persons of extraordinary circumstances as considered and accepted by the Committee.

(v) Persons who attain 21 years of age prior to 1st January of the current season shall be ineligible to be designated a "Swimming Member".
6. **MEMBERSHIP (CONT)**

**Notes:**

1. All applicants to have attained a standard of swimming as set down by the Committee.

2. Initial applications under Section (iv) above, must be accompanied by full details of circumstances for consideration by the Committee or by personal representation at the first available Committee meeting.

3. All applications under Sections (iii) & (iv) must be endorsed annually by the Committee.

(B) **Non-Swimming Members:**

(i) Parents of all club members.

(ii) Friends of Club Members whose application shall be approved by the Committee.

(iii) Persons elected as Senior Officials of the club, or interested persons over the age of 16 years.

(C) **Visiting Swimmers:**

Any swimmer enjoying "Visitor" status as extended by the Club, may do so not more than twice in any one swimming season.

(D) **Junior Officials**

(i) Applications will be received from past swimmers of the Club who are desirous of becoming Junior Officials. Applications will be considered by Committee (see Rule 12(B)).

(ii) Upon attaining the age of 16 years, Junior Officials will be eligible for positions of Senior Officials.

(E) **Membership Roll**

A Membership Roll shall be kept by the Secretary recording particulars of all
6. **MEMBERSHIP (CONT)**

(F) **Life Members**

Life Members may be elected by members present at the Annual General Meeting or at Special General meeting. A Life Member may enjoy all privileges of the club and shall receive the recognised Life Membership Badge of the Club. Not more than one life member shall be elected at any one meeting. There shall not be more than six (6) Life Members at any one time.

(G) **Voting**

Only financial members designated in subsection (B)(i) and (iii) above shall have power to vote at Special and General Meetings and to assume official positions.

7. **FEES**

The Annual Subscription shall be set at the Annual General Meeting and shall be due and payable with nominations. A nightly admission charge, as set by the Committee, shall be paid by all persons attending.

8. **SWIMMING SEASON**

(A) The swimming season shall approximate that as determined by the Department of Education from year to year.

(B) All swimming events shall be carried out in accordance with the rules and regulations of the Queensland Swimming Association.

(C) The Club shall swim on Friday nights unless otherwise decided by the Committee.

9. **FINANCIAL**

Only financial child members (see Membership A) shall be entitled to participate in Club Swimming events.

10. **ANNUAL GENERAL MEETING**

The Annual General Meeting of the club shall be held in the month of July prior to the commencement of the swimming season at such convenient time and place as shall be decided by the Committee, due notice of which shall be given to parents.
11. **A.G.M. BUSINESS**

(A) To receive the Annual Report and Balance Sheet for the preceding financial year.

(B) Election of Honorary Officials of the Club as follows:

- Patron
- President
- Vice-President
- Secretary
- Treasurer
- Club Selectors (3)
- Chief Judge
- Chief Timekeeper
- Chief Nomination Steward (girls)
- Chief Nomination Steward (boys)
- Referee
- Recorders (10)

(C) To appoint an Honorary Auditor who shall be a qualified accountant.

(D) To determine the annual subscription.

(E) To appoint Competition Officials as follows:

- Timekeepers (minimum 2)
- Starter
- Check Starters (minimum 2)
- Announcer
- Gatekeeper
- Call Steward (girls)
- Call Steward (boys)

(F) To elect two (2) extra members to Committee.

(G) To define Membership from neighbouring schools without pools.
12. COMMITTEE

(A) The Committee shall meet during the year as convened by the Secretary.

(B) The Committee shall consist of: President; Vice-President; Secretary; Treasurer; Chief Selector; Chief Judge; Chief Timekeeper; Chief Nomination Stewards; Referee; and two (2) elected members of the Club.

(C) The quorum of a Committee Meeting shall be not less than five (5) members.

(D) The Committee shall administer the activities of the Club. If the Committee meets between General meetings to consider and decide a matter of urgency its action must be reported to the next General Meeting for endorsement and wording in the minutes.

13. AUDIT

The auditor or auditors shall be elected at the Annual General Meeting and shall examine all books, accounts, vouchers, receipts etc., and furnish a report thereon at the Annual General Meeting. Audits shall be completed at least one week prior to Annual General meeting.

14. ALTERATION OF RULES

These rules may be replaced or amended or new rules made by a majority of persons eligible to vote (see rule 6(G)) present and voting at any Special General meeting convened for the purpose., Secretary shall give seven (7) days clear notice of such intended meeting.

15. CONVENING SPECIAL GENERAL MEETING

Upon requisition in writing by a financial adult member delivered to the President or Secretary, a Special General Meeting shall be called within one calendar month from the date of delivery of requisition. Seven clear days notice shall be given of such meeting. Quorum shall be ten (10) members for Special General Meeting. The Committee to implement any decisions taken at Special General Meetings.
16. **FINANCE**

(A) All moneys collected by the Club must be banked within seven (7) days to the credit of an account in the name of the Virginia State School Swimming Club to be operated on the the President, Secretary and Treasurer, or any two of them, who will hold the money in trust for the use of the Club.

(B) All payments shall be made by cheque.

(C) The Club may raise, spend or disperse funds on matters of general administration in such manner as approved by the Committee with the proviso that expenditure on Capital improvements shall be subjected to the approval of the Virginia State School Parents and Citizens Association.

(D) At the end of each financial year, the Swimming Club must present a report and financial statement to the Parents and Citizens Association, and any surplus funds should be returned to that body unless their approval is given for the Swimming Club to retain a sum for a specified purpose.

17. **DISSOLUTION**

The club shall be dissolved in the event of the membership being less than three persons. It may be dissolved upon the vote of a three fourths majority of the members present at a General meeting convened to consider the question. Any assets on hand shall, after payment of all expenses and liabilities, be handed over to the Virginia State School Parents and Citizens Association.