



Circular 062:05:07

To: Aquatic Sports Council Delegates
Aquatic Sports Council Executive Members
Aquatic Sports Council Officers
Club Secretaries
Club Captains
District Officers
Regional Officers
Community Organisations

From: Nigel Taylor, Chief Executive Officer

Date: 17 May 2007

Subject: Notification of Aquatic Sports Annual General Council Meeting
Nominations and Elections for Aquatic Sports Council

Action: Nominations to be received by 4.00 pm Friday 29 June 2007
Delegates to be notified
Proxies to be appointed

1. Notice is given of the Annual General Council Meeting of Aquatic Sports Council to be held on:

**SATURDAY 4 AUGUST 2007
LIFE SAVING VICTORIA HEADQUARTERS
200 THE BOULEVARD, PORT MELBOURNE
MELWAY REF: 56:G3
COMMENCING AT 1.00 PM**

2. The following documents are enclosed:
 - ASC Election By-Laws;
 - Nomination Form;
 - Register of Club Delegate to the Aquatic Sports Council;
 - Listing of club's current delegate (previously supplied with Council of Lifesaving Operations AGM Notification – Circular 058:05:07)
 - Proxy appointment form;

You are encouraged to review and familiarise yourself with the enclosed By-Laws to ensure compliance.

3. Nominations are called for the following positions on the Aquatic Sports Council Executive (By-Law 7.25.2(a)):
 - (i) Director of Life Saving Victoria
 - (ii) Council Representative
 - (iii) Secretary
 - (iv) Media and Marketing Coordinator
 - (v) Competition Panel Coordinator
 - (vi) Competition Panel Representative
 - (vii) Pool Competition Coordinator
 - (viii) Special Events Coordinator
 - (ix) Powercraft Coordinator
 - (x) Coaching Coordinator
 - (xi) Chief Referee (Officiating Coordinator)
 - (xii) State Team Selection Coordinator

4. Affiliated Life Saving Clubs are invited to provide details of Delegates who may vote in ASC elections by completing and returning the enclosed Register of Club Delegate to the Aquatic Sport Council.

5. Copies of this Circular are also available at www.lifesavingvictoria.com.au under Member> Club Information>Circulars.

6. Copies of the ASC Election By-Law are also available at www.lifesavingvictoria.com.au under Members>Members Information> Council Election By-Laws.

Nominations close at 4.00pm on Friday 29 June 2007

**Nomination Forms,
Register of Club Delegate to the Aquatic Sports Council
and
Proxy Appointment Forms
can be returned via any of the following methods:**

To: Frances Evans
Life Saving Victoria
Mail: PO Box 363
South Melbourne DC 3205
Fax: (03) 9681 8211
Email: frances.evans@lifesavingvictoria.com.au

The Life Saving Victoria Constitution is available on request by phoning Frances Evans on (03) 9676 6947 (direct) or on the LSV web site: www.lifesavingvictoria.com.au under Members>Members Information

**For additional information on this Circular contact: Frances Evans via
Email: frances.evans@lifesavingvictoria.com.au or by phone (03) 9676 6947**

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205

Life Saving Victoria By-Laws

7.25.2 NOMINATIONS FOR THE AQUATIC SPORTS COUNCIL (“ASC”) EXECUTIVE

- (a) Nominations for the Executive are called for the following Positions:
 - (i) Director of Life Saving Victoria (two Positions) (“Directors”)
 - (ii) Chair
 - (iii) Council Representative
 - (iv) Secretary
 - (v) Media and Marketing Coordinator
 - (vi) Competition Panel Coordinator
 - (vii) Competition Panel Representative
 - (viii) Pool Competition Coordinator
 - (ix) Special Events Coordinator
 - (x) Powercraft Coordinator
 - (xi) Coaching Coordinator
 - (xii) Chief Referee (Officiating Coordinator)
 - (xiii) State Team Coordinator
- (b) The term of office for the Directors and Chair shall be two years. The Directors shall be elected in alternate years. All other Positions shall be for a term of one year.
- (c) Nominations are called for annually in the month of June or earlier as determined by the Board and must be in the registered office of Life Saving Victoria no later than 4.00pm on the 30 June each year or the last working day immediately prior to the 30 June on which the registered office is open.
- (d) Nominations for all Positions must be in writing, proposed and seconded and on the nomination form prescribed by the Board.
- (e) Proposers and seconders must be:
 - (i) Officers of, or Delegates to the ASC; or
 - (ii) a member of the committee of management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member,but may not be the nominee.
- (f) The nominee must accept the nomination by signing the ‘Acceptance of Nomination’ for the Position.

7.25.3 DELEGATES TO THE AQUATIC SPORTS COUNCIL

- (a) Each:
 - (i) affiliated Life Saving Club; and
 - (ii) Community Organisation Member,may appoint a Delegate to the ASC.
- (b) A Delegate appointment made in accordance with **By-Law 7.25.3(a)** remains current until further notice.

7.25.4 ELECTIONS FOR AQUATIC SPORTS COUNCIL OFFICERS

- (a) Elections for Positions are held at the Annual General Council Meeting, usually in the month of July. A quorum for ASC meetings is fifteen Delegates present in person or by their proxy.
- (b) In the event of there being more than one nomination for a Position, an election will held. The election result will be determined as follows:
 - (i) where two nominations are received, the nominee with the majority of votes must be declared elected; or
 - (ii) where there are more than two nominations, the election will be determined by an elimination ballot.
- (c) A person may only be elected to a maximum of two contested Positions. Upon being elected to two contested Positions, all nominations for the person for other Positions are deemed to be withdrawn.
- (d) If:
 - (i) no nominations are received for a Position by the closing date in **By-Law 7.25.2(c)**; or
 - (ii) the only nomination is received is deemed to be withdrawn in accordance with **By-Law 7.25.4(c)**,

then the Chair shall call for nominations from the floor which comply with **By-Law 7.25.2(d) and (e)** (other than the requirement for writing). Nominations received from the floor will only be accepted where it is known that the nominee is willing and available to fulfill the Position.

- (e) If no nominations are received in accordance with **By-Law 7.25.4(d)**, a nomination deemed to be withdrawn in accordance with **By-Law 7.25.4(c)** may be reinstated.
- (f) If:
 - (i) only one nomination is received for a Position; or
 - (ii) only one nomination is reinstated for a Position in accordance with **By-Law 7.25.4(e)**,then the nominee will be declared elected.
- (g) Elections for Positions must be held in the same order as the Positions are listed in **By-Law 7.25.2(a)**.
- (h) Delegates appointed by affiliated Life Saving Clubs are eligible to vote in elections for all Positions.
- (i) **By-Law 7.25.4** may only be amended by a resolution passed at an Annual General Council Meeting. If a majority of Delegates resolve to amend **By-Law 7.25.4**, then subject to adoption of the amendment by the Board, the amendment will take effect at the next Annual General Council Meeting.

7.25.5 VACANT POSITIONS ON THE AQUATIC SPORTS COUNCIL

- (a) If:
 - (i) at the conclusion of the Annual General Council Meeting a Position remains vacant; or
 - (ii) a casual vacancy arises in a Position,then the vacancy may be filled at the next Executive meeting.
- (b) The Executive, at its discretion, will:
 - (i) call for nominations to be voted on by the Executive; or.
 - (ii) Make an appointment to, the vacant Position.
- (c) The election result or appointment will be digested as an agenda item for the ratification at next ASC meeting.

- (d) A person may occupy more than two Positions if the person is nominated and elected or appointed to the Position in accordance with this By-Law or **By-Law 7.25.4(f)**.

7.25.6 PROXY VOTING

- (a) A Delegate to the Aquatic Sports Council who is entitled to attend and cast a vote at a meeting may appoint a person as the Delegate's proxy to attend and vote for the Delegate at the meeting.
- (b) A proxy appointed to attend and vote for a Delegate has the same rights as the Delegate:
 - (i) to speak at the meeting;
 - (ii) to vote; and
 - (iii) to join in a demand for a poll.
- (c) For an appointment of a proxy to be valid:
 - (i) it must be in the prescribed form and signed by :
 - A. the Delegate; or
 - B. a member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club as notified to Life Saving Victoria from time to time; and
 - (ii) received at the registered office of Life Saving Victoria or by the Chair:
 - A. prior to the notified commencement time of the meeting; or
 - B. if the meeting has been adjourned, prior to notified commencement time of the resumption of the meeting.
- (d) Unless LSV or the Chair has received written notice of the matter before the start or resumption of the meeting at which a proxy votes, a vote cast by the proxy will be valid even if, before the proxy votes:
 - (i) the appointing Delegate dies;
 - (ii) the Delegate is mentally incapacitated; and
 - (iii) the Delegate revokes the proxy's appointment.
- (e) If a Delegate and her/his proxy are at the same meeting, only the Delegate may vote.
- (f) A person may not exercise more than two votes at any ASC meeting.

7.25.7 PANELS

- (a) The ASC or the Executive may establish Panels.
- (b) Panels will be chaired by the elected Executive member for that Panel.
- (c) Subject to calling for expressions of interest, Panel members may be appointed by the ASC upon the recommendation of the ASC or the Executive in liaison with the elected Executive member for that Panel. A maximum of eight people may be appointed to any Panel.
- (d) Panels will be managed by the relevant staff member who will be ex-officio, non-voting at Panel meetings.

7.25.8 CONFLICT OF INTEREST – DECLARATION AT TIME OF NOMINATION

A person nominating for any Position on the ASC shall declare any interest in any contract, agreement, activity or other matter in which a conflict of interest arises or may arise as detailed in the Conflict of Interest Policy.



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

ASC NOMINATION FORM

THIS NOMINATION FORM MUST BE RECEIVED AT THE REGISTERED OFFICE OF
LIFE SAVING VICTORIA BY

4.00PM on Friday 29 June 2007

NOMINATION FOR POSITION OF: _____

NOMINEE'S NAME (in block letters) _____

ADDRESS _____

_____ Postcode _____

CONTACT: (H) _____ (B) _____

DETAILS (M) _____ (F) _____

(EMAIL) _____

PROPOSER'S NAME (in block letters) _____

Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

PROPOSER'S SIGNATURE _____

SECONDER'S NAME (in block letters) _____

Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

SECONDER'S SIGNATURE _____

ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability and understand that once elected may be requested to undergo a Police check

NOMINEE'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

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RECEIVED BY

PRINT NAME AND SIGN _____



Register of Club Delegate to the Aquatic Sports Council

Club Details	Club		Postal Address		Suburb	Postcode
	Phone		Melways Reference		Email	
Aquatic Sports Delegate	Title	First Name	Last Name	Address	Suburb	Postcode
	Mr / Mrs / Miss / Ms / Dr					
	AH Phone	BH Phone	Mobile	Fax No	Email	
Completed and signed by:	Position: President / Treasurer / Secretary	Signature		Printed Name	Date ____/____/____	



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LIFE SAVING VICTORIA Council Proxy Appointment Form

I, _____

of _____
(insert name of affiliated Life Saving Club)

being a Delegate or a member of the committee of management (or equivalent body) of the above-named Life Saving Club, hereby appoint:

_____ (insert name of proxy)

of _____

or, failing that person, _____

of _____
(insert name of alternative proxy)

as Proxy to vote on behalf of the above named Life Saving Club's Delegate to:

_____ (insert name of Council or State Committee (as applicable))

at a meeting of the Council, to be held on _____,
(insert date of meeting)

and at any adjournment thereof, or until further notice.

Signed by the Delegate or member of the committee of management:

Date: _____
(insert date signed)

The above named Proxy is instructed to vote in favour of[#] / against[#] any meeting resolution.
Strike out whichever is not applicable.

Unless otherwise instructed, the Proxy may vote as the Proxy thinks fit.