PORT STEPHENS
OUTRIGGER CANOE CLUB

Constitution of

Port Stephens Outrigger Canoe Club

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Part 1 - Preliminary

1. *Definitions*

"AOCRA" means the Australian Outrigger Canoe Racing Association.

"PSOCC" means the Port Stephens Outrigger Canoe Club.

"The Club" means Port Stephens Outrigger Canoe Club.

"Director-General" means the Director-General of the Department of Services, Technology and Administration.

"Ordinary Committee member" means a member of the Committee who is not an office-bearer of the Club.

"Member" means a person who has paid their membership fee of whatever type, category or capacity whether or not the Club has paid to AOCRA that part of the member's membership fee which is payable to AOCRA. A Member shall also include a person who is recognised by PSOCC as a Member of the Club and who is not required by the Club to pay a membership fee.

"The Act" means the *Associations Incorporation Act 2009 (NSW)*.

"The Regulation" means the *Associations Incorporation Regulation* 2016.

"Special general meeting" means a general meeting of the Club other than an annual general meeting.

Secretary means:

a. the person holding office under this Constitution as Secretary of the Club, or
b. if no such person holds that office - the public officer of the Club.

A reference to a **function** includes a reference to a power, authority and duty, and

A reference to the **exercise of a function** includes, if the function is a duty, a reference to the performance of the duty.

The provisions of the *Interpretation Act 1987* apply to and in respect of this Constitution in the same manner as those provisions would so apply if this Constitution were an instrument made under the Act.

Part 2 – OBJECTS AND PURPOSES

2. Objects

1. The primary object of Port Stephens Outrigger Canoe Club is to promote and foster the sport of outrigger canoe paddling for racing or leisure for the enjoyment of the members.
2. Conduct training of members for the purpose of improving fitness and skills required for outrigger canoe paddling.
3. Promote outrigger canoe paddling as an ideal sport for improving fitness through non-racing social membership.
4. Affiliate and/or otherwise liaise with other national and international outrigger canoe Clubs or other groups in pursuing these objects
5. To acquire such assets, materials and equipment as may be necessary for the above purposes.
6. The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.
7. Abide by and accept the rules of AOCRA.
8. In the event that any provision in this Constitution is inconsistent with the AOCRA Constitution, the AOCRA Constitution will prevail to the extent of that inconsistency.

3. Powers

The Club has the powers of an individual and may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may:

1. Levy fees payable by all members for the rights and privileges of membership of the Club.
2. Acquire, hold, deal with, and dispose of any real or personal property.
    a. Open and operate bank accounts.
    b. Invest its money -
        i. in any security in which trust monies may lawfully be invested; or
        ii. in any other manner authorised by the rules of the Club;
    c. Borrow money upon such terms and conditions as the Association thinks fit.
    d. Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit.
    e. Appoint agents to transact any business of the Association on its behalf.
    f. Enter into any other contract it considers necessary or desirable.

g. May act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Club.

Part 3 - Membership

4. Membership Generally

1. A person is eligible to be a member of the Club if:
   a. the person is a natural person, and
   b. the person has been nominated and approved for membership of the Club in accordance with clause 6 below.
2. A person is taken to be a member of the Club if:
   a. the person has been nominated by two current members of good standing, and
   b. the person has been approved by the Committee, and
   c. the person has paid the relevant annual PSOCC membership fee for the class of membership selected, and
   d. the person has paid the relevant annual AOCRA membership fee for the class of membership selected.

5. Classes of Membership

1. Ordinary Member
   a. An ordinary member is a person, eighteen years of age or above, who will have duly applied to be a Member of the Club and will have paid the appropriate Ordinary Membership Fee as set out in Appendix 2.
   b. An ordinary member is entitled to participate in all Club activities including racing in local, state and national outrigger canoe regattas as endorsed by the Club and governed by AOCRA.
   c. An ordinary member is entitled to full fair and reasonable use all Club equipment.
   d. An ordinary member may vote at any meeting of the Club and is eligible to be nominated for appointment on the Committee.
2. Social Member
   a. A social member is a person, eighteen years of age or above, who will have duly applied to be a Social Member of the Club and will have paid the appropriate Social Membership Fee as set out in Appendix 2.
   b. A social member is entitled to participate in all Club social activities but does not wish to race on a regular basis.
   c. A social member is entitled to participate in no more than 2 races per year, one of which is to be the Club's own regatta.
   d. A social member is not permitted to race in any other in local, state and national outrigger canoe regattas as endorsed by the Club and governed by AOCRA.
   e. A social member may vote at any meeting of the Club but may not hold an office on the Committee.

3. Junior Member

   a. A junior member is a person who is under the age of 18 years as at the first day of January in the year to which the membership relates, who will have duly applied to be a Junior Member of the Club and will have paid the appropriate Junior Membership Fee as set out in Appendix 2.

   b. A junior member is not entitled to vote at any meeting of the Club and may not hold a position on the Committee.

6. Nomination for Membership

1. A nomination of a person for membership of the Club:

   a. must be made by a member of the Club in writing in the form set out in Appendix 1 to this Constitution, and

   b. seconded by another member of the Club, and

   c. must specify the class of membership being applied for, and

   d. must be lodged with the Registrar of the Club.

2. As soon as practicable after receiving a nomination for membership, the Registrar must refer the nomination to the Committee, which is to determine whether to approve or to reject the nomination.

3. As soon as practicable after the Committee makes that determination, the Registrar must:

   a. notify the nominee, in writing, that the Committee approved or rejected the nomination (whichever is applicable), and

   b. if the Committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this Constitution for the relevant class of membership by a member as the annual subscription, and

   c. require the nominee to pay the relevant AOCRA fee, and

   d. require the nominee to read, understand and sign the Paddler's Acknowledgement found in Appendix 4 of the Risk Management Plan.

   e. Following acknowledgement of the nominee having paid the relevant AOCRA fee, the nominee is deemed to be a member of Port Stephens Outrigger Canoe Club.

4. The Registrar must, on payment by the nominee of the amounts referred to in subclause (3) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Club.

5. All new members have a 3-month probation period where the Committee may terminate the new member's membership from the Club for any reason. This right is in addition to any other rights of the Club to terminate the new members membership. If a new member is terminated during the 3-month probation period by the Club they will be reimbursed their Club membership funds on a pro-rata basis.

7. Membership Fees

1. The Club membership fees for each class of membership shall be reviewed annually and decided by the Committee as appropriate.
2. The membership fees for each class of membership shall be payable prior to joining the Club and thereafter, annually upon the anniversary of the Member's membership commencing or at any other such time in such manner as the Committee shall from time to time determine.
3. AOCRA membership and insurance fees are set by AOCRA and are payable upon joining the Club and annually upon the anniversary of the Member's membership commencing or at any other such time in such manner as AOCRA shall from time to time determine.

Failure to pay all relevant membership fees within two (2) months of them falling due will result in termination of the member's right to membership of PSOCC and AOCRA Cessation of Membership

A person ceases to be a member of the Club if the person:

a. fails to pay the annual membership fee under clause 7 (2) within 2 months after the fee is due, or
b. resigns membership, or
c. is expelled from the Club for conduct considered to be injurious or prejudicial to the character, reputation or interests of the Club, or
d. is convicted of a criminal offence, or
e. dies.

Upon cessation of membership for any reason the Member shall return all Club property to the Secretary within 1 week.

8. Suspension of Membership

A Club member may have their membership temporarily suspended for a period of time to be determined by the Committee but may still remain a member of the Club.

A suspended member must make payment of PSOCC and AOCRA membership fees when they fall due.

A suspended member:

a. is not entitled to use Club equipment, and
b. may not take part in Club activities, and
c. is not entitled to vote at any general meeting or annual general meeting, and
d. is not eligible to nomination as an office-bearer of the Club.

At the conclusion of the member's temporary suspension, the member may resume full participation in Club activities, is entitled to full, fair and reasonable use of Club equipment and has the rights, privileges and obligations associated with Club membership.

9. Membership Entitlements Not Transferable

A right, privilege or obligation that a person has by reason of being a member of the Club:

a. is not capable of being transferred or transmitted to another person, and

b. is suspended if a member is temporarily suspended, or

c. terminates on cessation of the person's membership.

10. Resignation of Membership

1. A member of the Club may resign from membership of the Club by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
2. If a member of the Club ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

11. Register of Members

1. The Registrar (or Public Officer) of the Club must establish and maintain a register of members of the Club specifying the name and postal or residential address of each person who is a member of the Club together with the date on which the person became a member.
2. The register of members must be kept in New South Wales:
   a. at the main premises of the Club, or
   b. if the Club has no premises, at the Club's official address.
3. The register of members must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
4. A member of the Club may obtain a copy of any part of the register on payment of a fee of not more than $1 for each page copied.
5. If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
6. A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
   a. the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Club or other material relating to the Club, or
   b. any other purpose necessary to comply with a requirement of the Act or the Regulation

12. Club and AOCRA Fees

1. A member of the Club must, on admission to membership, pay to the Club a membership fee as determined by the Committee from time to time. A schedule of fees for the various classes of membership is included in Appendix 2 of this Constitution.
2. All members of the Club must, on admission to membership of PSOCC, become affiliated members of AOCRA. The affiliation fee is included in Appendix 2 of this Constitution.

13. Members' Liabilities

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by clause 7.

14. Resolution of Disputes

1. A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
2. If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
3. The Commercial Arbitration Act 2010 applies to any such dispute referred to arbitration.

15. Disciplining of Members

1. A complaint may be made to the Committee by any person that a member:
    a. has refused or neglected to comply with a provision or provisions of this Constitution, or
    b. has willfully acted in a manner prejudicial to the interests of the Club, or
    c. breaches the Code of Conduct (See Appendix 5), or
    d. is found to have cheated, been dishonest or otherwise used unfair means to obtain an advantage over others, or
    e. breaches the rules, regulations, by-laws or any resolution or determination made or passed by AOCRA or the PSOCC Committee or any duly authorised committee or board, or
    f. conducts themselves in a manner that is injurious, prejudicial or unbecoming to the character, reputation or interests of the Club, AOCRA, AOCRA State Centre, AOCRA Zone, Affiliated Clubs, other members or outrigger canoeing generally.
2. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

3. If the Committee decides to deal with the complaint, the Committee:
    a. must cause notice of the complaint to be served on the member concerned, and
    b. must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
    c. must take into consideration any submissions made by the member in connection with the complaint.
4. The Committee may, by resolution, expel the member from the Club or temporarily suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
5. If the suspended member is a Committee member the suspended Committee member must step down from office and the resulting officer vacancy shall be considered to be a casual vacancy
6. If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal under clause 16.
7. The expulsion or suspension does not take effect:
    a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
    b. if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under clause 16, whichever is the later.

16. Right of Appeal of the Disciplined Member

1. A member may appeal to the Club in general meeting against a resolution of the Committee under clause 15, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
3. On receipt of a notice from a member under subclause (1), the Secretary must notify the Committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the Secretary received the notice.
4. At a general meeting of the Club convened under subclause (3):
    a. no business other than the question of the appeal is to be transacted, and
    b. the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
    c. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. The appeal is to be determined by a simple majority of votes cast by members of the Club.

Part 4 – AOCRA Affiliation

17. Club Affiliation

1. AOCRA is the governing body for the sport of outrigger canoe racing within Australia. AOCRA is in turn affiliated with other outrigger canoe racing associations around the world.
2. Port Stephens Outrigger Canoe Club is required to be affiliated to the Australian Outrigger Canoe Racing Association in order to engage in the sport of outrigger canoe racing in Australia.
3. As an affiliated Club of AOCRA, PSOCC is entitled to indemnity and public liability protection for accidents, injuries and damages associated with engaging in the sport of outrigger canoe activities in Australia.
4. An annual affiliation fee is payable to AOCRA as determined from time to time by the Management Committee of AOCRA.
5. PSOCC is bound by the Constitution, rules and by-laws of AOCRA.

Part 5 - The Committee

18. Powers of the Committee

Subject to the Act, the Regulation and this Constitution and to any resolution passed by the Club in general meeting, the Committee:

a. is to control and manage the affairs of the Club, and
b. may exercise all such functions as may be exercised by the Club, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Club, and
c. has power to elect, suspend or expel members of the Club; and
d. has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

19. Composition and Membership of Committee

1. The Committee is to consist of:
   a. the office-bearers of the Club,
   b. Club Coach, and
   c. at least one (1) ordinary Committee member to be elected at the annual general meeting of the Club under clause 20.
2. The total number of Committee members is to be seven (7).
3. The office-bearers of the Club are as follows:
   a. the President,
   b. the Vice-President,
   c. the Treasurer,

d. the Secretary,
e. the Registrar.

4. A role description for each office is included in Appendix 4.
5. A Committee member may hold up to two (2) offices (other than the offices of both President and Vice-President).
6. Each member of the Committee is, subject to this Constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
7. A member of the Committee may hold office for no more than 4 years consecutively in any one position except for the office of Club Coach which does not have a specified term.

   The Club Coach will be nominated and endorsed, along with office bearers at the AGM. An Assistant Coach may be nominated by the Club Coach, provided they meet the qualifications and experience mandated by AOCRA. The Assistant Coach will not form part of the committee, but may attend meetings where appropriate.

20. Election of Committee Members

1. Nominations of candidates for election as office-bearers of the Club or as ordinary Committee members:
   a. must be made in writing, signed by two (2) members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
   b. must be delivered to the Secretary of the Club at least seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
2. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
3. If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
6. The ballot for the election of office-bearers and ordinary Committee members of the Committee is to be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
7. A person nominated as a candidate for election as an office-bearer or as an ordinary Committee member of the Club must be a member of the Club.
8. A person who has had their membership temporarily suspended may not be nominated as an office-bearer of the Club.

21. Secretary

1. The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address.
2. The Secretary's functions include, but are not limited to:
    a. calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Club; and
    b. keeping copies of all correspondence and other documents relating to the association;
3. It is the duty of the Secretary to keep minutes of:
    a. all appointments of office-bearers and members of the Committee, and
    b. the names of members of the Committee present at a Committee meeting or a general meeting, and
    c. all proceedings at Committee meetings and general meetings.
4. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

22. Treasurer

It is the duty of the Treasurer of the Club to ensure:

a. that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
b. that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

23. Casual Vacancies

1. In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.
2. A casual vacancy in the office of a member of the Committee occurs if the member:
    a. dies, or
    b. ceases to be a member of the Club, or
    c. has their Club membership temporarily suspended, or
    d. becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
    e. resigns office by notice in writing given to the Secretary, or
    f. is removed from office under clause 8, or

g. becomes a mentally incapacitated person, or

h. is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or

i. is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three (3) months, or

j. is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

24. Removal of Committee Members

1. The Club in general meeting may by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

2. If a member of the Committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

25. Committee Meetings and Quorum

1. The Committee must meet at least three (3) times in each period of twelve (12) months at such place and time as the Committee may determine.

2. Additional meetings of the Committee may be convened by the President or by any member of the Committee.

3. Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.

4. Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.

5. Any 3 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.

6. No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

8. At a meeting of the Committee:
    a. the President or, in the President's absence, the Vice-President is to preside, or
    b. if the President and the Vice-President are absent or unwilling to act, such one of the remaining members of the Committee as may be chosen by the members present at the meeting is to preside.

26. Use of technology at committee meetings

(1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.

(2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

27.Delegation by Committee to Sub-committee

1. The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
    a. this power of delegation, and
    b. a function which is a duty imposed on the Committee by the Act or by any other law.
2. A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
3. A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
4. Despite any delegation under this clause, the Committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Committee.
6. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
7. A sub-committee may meet and adjourn as it thinks proper.

28. Voting and Decisions

1. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
2. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to clause 25 (5), the Committee may act despite any vacancy on the Committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

Part 6 - General Meetings

29. Annual General Meetings - Holding of an AGM

1. The Club must hold its first annual general meeting within 18 months after its registration under the Act.
2. The Club must hold its annual general meetings:
   a. within 6 months after the close of the Club's financial year, or
   b. within such later time as may be allowed by the Director-General or prescribed by the Regulation.

30. Annual General Meetings - Calling an AGM

1. The annual general meeting of the Club is, subject to the Act and to clause 29, to be convened on such date and at such place and time as the Committee thinks fit.
2. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
   a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
   b. to receive from the Committee reports on the activities of the Club during the last preceding financial year,
   c. to elect office-bearers of the Club and ordinary Committee members,
   d. to receive and consider any financial statement or report required to be submitted to members under the Act.
3. An annual general meeting must be specified as such in the notice convening it.

31. Special General Meetings - Calling an SGM

1. The Committee may, whenever it thinks fit, convene a special general meeting of the Club.
2. The Committee must, on the requisition in writing of at least five per cent (5%) of the total number of members, convene a special general meeting of the Club.
3. A requisition of members for a special general meeting:
   a. must state the purpose or purposes of the meeting, and
   b. must be signed by the members making the requisition, and
   c. must be lodged with the Secretary, and
   d. may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Committee fails to convene a special general meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
5. A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

32. Notice

1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
3. If the meeting is an annual general meeting, the Secretary must, at least 21 days before the date fixed for the holding of the AGM, cause notice to be given to each member and to request nominations from members for the office-bearers of the Committee.
4. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 30 (2).
5. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

33. Quorum for General Meetings

1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
2. Five members present (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
    a. if convened on the requisition of members, is to be dissolved, and
    b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three (3) are to constitute a quorum.

34. Presiding Member

1. The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Club.
2. If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

35. Adjournment

1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in sub clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

36. Making of Decisions

1. A question arising at a general meeting of the Club is to be determined by either:
    a. a show of hands, or

b. if on the motion of the chairperson or if five (5) or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.

2. If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
3. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

37. Special Resolutions

A special resolution may only be passed by the Club in accordance with section 39 of the Act.

38. Voting

1. On any question arising at a general meeting of the Club a member has one vote only.
2. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
3. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
4. A member is not entitled to vote at any general meeting of the Club if the member is under 18 years of age.
5. voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot;
6. if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides;
7. the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held;
8. a member may vote in person or by approved electronic means from another location, and:
   a. on a show of hands, each person present who is a member has 1 vote; and
   b. in a secret ballot, each member present in person has 1 vote;

39. Proxy Votes Not Permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

40. Postal or Electronic Ballots

1. The Club may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 16).
2. A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

41. Use of technology at general meetings

(1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.

(2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 7 – Miscellaneous

42. Insurance

The Club may affect and maintain insurance in addition to that available through its affiliation with AOCRA.

43. Funds - Source

1. The funds of the Club are to be derived from annual subscriptions of members, race entrance fees, donations, sponsorship and, subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.
2. All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's general bank or other authorised deposit-taking institution account.
3. All money received by the Club for a specific purpose shall be deposited into a Club account other than the Club's general account.
4. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

   If the money received is a gift, the receipt issued must state:

   i. The Club's name, and
   ii. the Australian Business Number ("ABN") of the Club if it has been issued with an ABN, and
   iii. the fact that the receipt is for a gift.

44. Funds - Management

1. Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Committee or employees of the Club, being members or employees authorised to do so by the Committee.

45. The Club is non-profit

Subject to the Act and the Regulation, the club must apply its funds and assets solely in pursuance of the objects of the club and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

46. Distribution of property on winding up of the club

(1) Subject to the Act and the Regulations, in a winding up of the club, any surplus funds or property of the club is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

(2) In this clause, a reference to the surplus property of the club is a reference to that property of the club remaining after satisfaction of the debts and liabilities of the club and the costs, charges and expenses of the winding up of the club.

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47. Change of Name, Objects and Constitution

An application to the Department of Fair Trading for registration of a change in the Club's name, objects or Constitution in accordance with section 10 of the Act is to be made by the public officer or a Committee member.

48. Custody of Books and Other Records

Except as otherwise provided by this Constitution, the Secretary (or the Public Officer) must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

49. Inspection of Books and Other Records

1. The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:
   a. records, books and other financial documents of the Club,
   b. this Constitution,
   c. minutes of all Committee meetings and general meetings of the Club.

2. A member of the Club may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than $1 for each page copied.

50.Service of Notices

1. For the purpose of this Constitution, a notice may be served on or given to a person:
   a. by delivering it to the person personally, or
   b. by sending it by pre-paid post to the address of the person, or
   c. by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
2. For the purpose of this Constitution, a notice is taken, unless the contrary is proved, to have been given or served:
   a. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
   b. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
   c. in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

51.Interpretation and Amendment of This Constitution

1. Interpretation of the Constitution

   Issues relating to the interpretation of this Constitution which arise at a meeting of the Club must be decided in the first instance by a ruling of the chairperson of the meeting.

   If a motion of dissent is carried to the ruling of the chairperson, the matter must be adjourned and the question referred to the Committee for determination.

2. Review and Amendment of the Constitution

   The Committee must review this Constitution at least every four years (or following advice from the Department of Fair Trading) to determine whether it should be amended.

   In determining whether the Constitution should be amended the members must take into account any relevant changes to the Act.

   Any proposal to amend this Constitution must be consistent with the provisions of the Act, the purposes and requirements of the Club.

   A motion for the amendment of this Constitution must not be considered unless each member is given at least 21 days' notice in writing that the amendment will be considered at the annual general meeting or a general meeting.

   A motion amending this Constitution must be carried by no less than two-thirds of the members who are present at the meeting and who vote on the motion.

No amendment to this Constitution will take effect until it is approved by the Department of Fair Trading.

52. Club Rules

The Club may make particular rules provided that they are consistent with:

a. this Constitution; and
b. the Act.

The Club rules do not form part of this Constitution.

The Club rules include but are not limited to the following:

a. Code of Conduct (See Appendix 5); and
b. Risk Management Plan.

A copy of any motion to make or amend a Club rule must be sent to each member at least 21 days before the meeting at which the motion will be considered.

A motion to make or amend a Club rule must be passed by at least two thirds of the members who are present at the meeting and who vote on the motion.

53. Financial Year

The financial year of the Club is each period of 12 months after the expiration of the previous financial year of the Club, commencing on 1 July and ending on the following 30 June.

Appendix 1

41.Application for Membership - Port Stephens Outrigger Canoe Club

☐ Ordinary Member ☐ Social Member ☐ Junior Member

I, ...

[*full name of applicant*]

of .....

[*address*]

.....

[*occupation*]

hereby apply to become a member of Port Stephens Outrigger Canoe Club Incorporated (incorporated under the *Associations Incorporation Act 2009*)

In the event of my admission as a member, I agree to be bound by the Constitution of the Club for the time being in force.

....
Signature of applicant Date

I, ...

[*full name*]

a member of the Port Stephens Outrigger Canoe Club, nominate the applicant for membership of the Club.

....
Signature of proposer Date

I, ...

[*full name*]

a member of the Port Stephens Outrigger Canoe Club, ***second*** the nomination of the applicant for membership of the Club.

....
Signature of seconder Date

☐ Acceptance ☐ Rejection	Committee:

Appendix 2

Annual Membership Fees

Fees will be subject to an annual review by The Committee.

The following PSOCC Club membership fees will apply as of 1 October 2016.

Ordinary Member: $180 per annum.

A person 18 years of age or over who is a racing member of Port Stephens outrigger Canoe Club.

Social Member: $144 per annum.

A person 18 years of age or over who is a non-racing member of Port Stephens Outrigger Canoe Club. Note than non-racing members are entitled to participate in no more than two (2) races each year, one of which must be PSOCC's own Regatta.

Junior Member: $85 per annum.

A person under the age of 18 years who is a member of Port Stephens Outrigger Canoe Club.

In addition to the above-mentioned Club membership fees, an annual fee of $70 per year is to be paid for membership of AOCRA (Australian Outrigger Canoe Racing Association). This fee covers affiliation with the National body that governs outrigger canoe racing in Australia and contributes to insurance cover that indemnifies the Club and the member for damage and injury occurring in the course of PSOCC and AOCRA-endorsed activities.

AOCRA Fee: $70 per annum for senior membership (18 years & over)

$45 per annum for junior membership (under 18 years)

Appendix 3

Club Officer Role Descriptions

PRESIDENT

Overall Role

The President is the principle leader of the Club and has overall responsibility for the management of all Club matters.

The President sets the overall annual agenda for the Committee (consistent with the views of members), helps the Committee prioritise its goals and keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Committee meetings and provide overall leadership of the club.

Responsibilities and Duties

The President is elected by PSOCC Club members and is responsible for representing the views of the all members.

The President is expected to:

- Provide overall leadership for the good governance of the club.
- Manage committee meetings.
- Manage the annual general meeting.
- Represent the club at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure timely and effective planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Nominate tasks to committee members
- Nominate the Public Officer

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively, lead and motivate people Is well informed of all organisation activities Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all Club members
- Can maintain confidentiality on relevant matters
- Can work productively with other club management officers

Time Commitment and Period of Appointment

The estimated time commitment required as the President of PSOCC is approximately 2-6 hours per week.

The President is appointed for a term of one year and may hold up to two (2) offices including President except that of both President and Vice-President.

A Club member may be a Committee member for no more than 4 years consecutively in any one position.

VICE PRESIDENT

Overall Role

In the absence of the President, this person provides overall leadership to the club.

The Vice President is also the officer responsible for business-related matters of the Club. This person provides leadership and coordination of club marketing, public relations, media and sponsorship activities of the club.

Responsibilities and Duties

The Vice President is elected by PSOCC Club members and is answerable to the President and all Club members.

The Vice President is expected to:

- Attract and maintain new and existing club sponsors
- Foster the public profile of the club through marketing (including web site), media contact and other public relations activities.
- Be responsible for the development and maintenance of the club 'brand' including club logos/uniforms.
- Public communication of club mission, vision and values.
- In conjunction with the Committee, organise membership drives, including juniors.
- In conjunction with the Committee, organise fundraising activities.
- Work with the Club Coach on club and sponsorship signage

Knowledge and Skills Required

Ideally the Vice President is someone who:

- Is an excellent communicator and is business savvy.
- Has a good understanding of club sponsorship, marketing and public relations matters.
- Can broker sponsorship agreements.
- Has, or can develop media contacts.
- Is highly organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Can work productively with other Committee members and Club officers.

Time Commitment and Period of Appointment

The estimated time commitment required as the Vice President of PSOCC is approximately 3 – 5 hours per week.

The Vice President is appointed for a term of one year and may hold up to two (2) offices including Vice President except that of both Vice President and President.

A Club member may be a Committee member for no more than 4 years consecutively in any one position.

SECRETARY

Overall Role

The Secretary is the chief administration officer of the Club. This person provides the coordinating link between Club members, the Committee and outside agencies.

Responsibilities and Duties

The Secretary is elected by PSOCC Club members and is answerable to the President and all Club members.

The Secretary is expected to:

- Fulfill responsibilities as outlined in the Club Constitution.
- Prepare the agenda for Committee and Club meetings in consultation with the President.
- Make arrangements including venue, date, times and hospitality for Committee and Club meetings and send adequate notice of all relevant Committee/Club members.
- Collect and collate reports from Club office bearers.
- Call for and receive nominations for Committee and other positions for the Club AGM.
- Take the minutes of meetings and write up these minutes as soon as possible after the meeting.
- Receive, read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain files of legal documents such as constitutions, leases and titles.
- Represent PSOCC at AOCRA and NSW Zone meetings where required.
- Communicate information between AOCRA/NSW AOCRA and PSOCC members.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Is able to allocate regular time periods to carry out administrative functions.
- Is able to keep appropriate and thorough administrative records.
- Aware of relevant sources of information, which needs to be kept for the annual report.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the Constitution and rules of the Club.
- Can work productively with other Committee and Club members.

Time Commitment and Period of Appointment

The estimated time commitment required as the Secretary of PSOCC is approximately 3 - 10 hours per week.

The Secretary is appointed for a term of one year and may hold up to two (2) offices on the Committee.

A Club member may be a Committee member for no more than 4 years consecutively in any one position.

TREASURER

Overall Role

The Treasurer is the chief financial management officer of the Club.

Responsible To

The Treasurer is elected by PSOCC Club members and is answerable to the President and all Club members.

Responsibilities and Duties

The Treasurer is expected to:

- Fulfill responsibilities as outlined in the Club constitution.
- Maintain Club financial records, including monthly reconciliation against bank statements
- Notify the registrar at monthly intervals of the financial status/fees payed by members
- Send out accounts.
- Pay monies owing by the Club.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure financial reports are available and understood at all committee meetings.
- Prepare a Summary of the Club's financial affairs is each financial year to present at the AGM.
- Send a Summary of the Club's financial affairs to the Department of Fair Trading within one (1) month of the AGM.
- Work with other Committee members to ensure all financial matters are adequately attended to in pursuit of their Club duties.
- Collect regatta entry and transport fees, membership fees and work with the Registrar to manage any casual membership fees.

Knowledge and Skills Required

Ideally the Treasurer is someone who:

- Has accounting, bookkeeping or financial administration skills
- Is well organised and can work in a logical, orderly manner.
- Is able to allocate regular time periods to maintain the books.
- Is able to keep appropriate and thorough financial and other administrative records.
- Aware of relevant sources of information, which needs to be kept for the annual audit.
- Can maintain confidentiality on relevant matters.
- Can work productively with other Committee members and Club officers.

Time Commitment and Period of Appointment

The estimated time commitment required as the Treasurer of PSOCC is approximately 3 - 6 hours per week.

The Treasurer is appointed for a term of one year and may hold up to two (2) offices on the Committee.

A Club member may be a Committee member for no more than 4 years consecutively in any one position.

REGISTRAR

Overall Role

The Registrar is the Club officer responsible for all membership and member service-related matters of the Club including racing team nominations. This person provides leadership and coordination of information and record keeping relating to Club membership and race co-ordination.

Responsibilities and Duties

The Registrar is elected by PSOCC Club members and is answerable to the President and all Club members.

The Registrar is expected to:

- Maintain club membership records.
- Ensure AOCRA individual member registration and any transfers are up to date.
- Ensure waiver forms are completed by non-Club members and maintain relevant records for visitors.
- In collaboration with the Treasurer, collect any 'casual paddling' fees.
- With the Vice President, organise membership drives, including juniors.
- Supervise organisation of Club social activities.
- With the Vice President, organise fundraising activities.

Knowledge and Skills Required

Ideally the Registrar is someone who:

- Is a good communicator and is welcoming of new members.
- Understands what is required to gain and maintain club members.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the Constitution and rules of the club.
- Is an excellent record keeper and is highly organised.
- Can organise people, delegate tasks and coordinate social activities.
- Can work productively with other club management officers.
- Can work productively with other Committee and Club members.

Time Commitment and Period of Appointment

The estimated time commitment required as the Registrar of PSOCC is approximately 3 - 6 hours per week.

The Registrar is appointed for a term of one year and may hold up to two (2) offices on the Committee.

A Club member may be a Committee member for no more than 4 years consecutively in any one position.

CLUB COACH

Overall Role

The Club Coach is the officer responsible for all paddling activities of the Club. This person provides leadership and coordination of all coaching, training and competition-related activities of the Club. This person helps provide Club members with opportunities to enhance their outrigger canoeing experience whatever their level.

Responsibilities and Duties

The Club Coach is elected by PSOCC Club members and is answerable to the President and all Club members.

The Club Coach is expected to:

- Develop training programs
- Manage training sessions and maintain attendance records.
- Ensure compliance with safety requirements for Club activities, regattas etc.
- Conduct and maintain annual records of mandatory water skills test for Club members including 400m swim tests and “huli” drills.
- Manage all canoe and equipment maintenance.
- Manage canoe and equipment storage, site maintenance and facilities development.
- In association with assistant coaches; regatta team selection and entry.
- Steerer training and record keeping.
- Work with the Vice President on Club and sponsorship signage relating to canoes, canoe storage sites and other appropriate Club equipment.

Knowledge and Skills Required

Ideally the Club Coach is someone who:

- Is a good communicator and motivator.
- Is an AOCRA accredited outrigger canoe Coach.
- Can organise people and delegate tasks where required.
- Has a strong background in Health & Safety.
- Has a good knowledge of the physical and mental requirements, techniques training aspects and equipment used in outrigger canoeing.
- Has a good working knowledge of regatta rules and regulations.
- Can maintain confidentiality on relevant matters
- Can work productively with other Committee and Club members.

Time Commitment and Period of Appointment

The estimated time commitment required as the Club Coach of PSOCC is approximately 6 - 12 hours per week.

The Club Coach is appointed annually and may hold another office on the Committee.

The Club Coach role is not limited to the 4-year term applied to office bearers

Appendix 5

Code of Conduct

This Code of Conduct aims to set out the minimum standards expected by Port Stephens Outrigger Canoe Club for anyone involved in the sport of outrigger canoe paddling. It shall apply when training, racing, travelling or taking part in any club-sanctioned activities.

PSOCC expects all Club members to:

- Act within the rules and in the spirit of outrigger canoe paddling.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches, steerer/captains and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

Paddlers

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other players, coaches and officials.

Coaches

- Place the safety and welfare of the paddlers and crew above all else.
- Help each person (paddler, steerer, official, etc.) to reach their potential.
- Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Ensure that any physical contact with another person is appropriate to the

situation and necessary for the person's skill development.

Race Officials

- Place the safety and welfare of the athletes above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other paddlers and officials.

Club Officers and Administrators

- Ensure quality supervision and instruction for paddlers.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

Parents

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach or officials at training and races, where possible.
- Model appropriate behaviour, including respect for other players and officials.

Spectators

- Respect the effort and performances of players and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or paddlers.

Paddler Acknowledgement

Port Stephens Outrigger Canoe Club requires all members to acknowledge that they have read and understand this Code of Conduct.

The relevant ***Paddler's Acknowledgement Form*** can be found in Appendix 4 of the PSOCC Risk Management Plan. This form acknowledges that the nominated member has read, understands and agrees to abide by the Club's Code of Conduct and the PSOCC Risk Management Plan and must be signed by all new members prior to final acceptance into the Club.

APPENDIX 6

Committee Member Nomination Form

In accordance with the Constitution of the Port Stephens Outrigger Canoe Club (PSOCC), all Committee Member positions will become vacant at the next Annual General Meeting. Nominations are called for the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- One (1) Ordinary Member

- Club Coach

Please note that a person may hold up to two (2) offices except those of both President and Vice President. The total number of Committee Members must be seven (7).

If you wish to nominate a member of the Club to any of the above positions, please fill out the form below and forward it to the Club Secretary.

PLEASE NOTE that only full and financial members of the Club are eligible to nominate, be nominated or vote at the AGM. Proxy votes are allowed and must be advised on a separate proxy vote form.

Position: ..... **Name:** .....
(Print Name)

Nominated by: ....
(Print Name) (Signature)

Seconded by: ....
(Print Name) (Signature)

I, _____ hereby accept / decline my nomination to the above position.
(Nominee to Print Name) (circle one)

.....
(Nominee Signature)

APPENDIX 7

FACT SHEETS AND SUPPORTING DOCUMENTATION

The following forms, fact sheets and other supporting information can be found on the Department of Fair Trading Website: -

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations.page?

FORMS

1. Checklist for incoming committee
2. Sample Register of Committee Members
3. Annual Summary of Financial Affairs
4. Notice of appointment of public officer
5. Application to register change of constitution

FACT SHEETS

1. About Associations
2. Running Associations
3. Association Records
4. Public Officer
5. Annual General Meetings
6. Postal or Electronic Ballots
7. Financial Reporting Requirements
8. Resolutions
9. Resolving Disputes
10. Closing an association

MODEL CONSTITUTION

Legislation (Associations Incorporation Act 2009 No 7) underpinning this constitution can be found at the following address: -

https://www.legislation.nsw.gov.au/#/view/act/2009/7