

**SUNSHINE COAST DRAGON BOAT &  
OUTRIGGER CANOE CLUB INC.**

**BY-LAWS  
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## 1. DUTIES OF OFFICE BEARERS

1.1 **The President** of the Association shall act as chairperson at Association meetings.

1.1.1 Ensure that standards of governance are acquitted in accordance with relevant legislation and the contents of this constitution;

1.1.2 Maintain order in the Association not only at committee meetings but in all activities in which the members of the Association participate;

1.1.3 Set the direction of the Association and oversee the strategic development of the Association through the development of plans, policies and procedures to meet the objects of the Association;

1.1.4 Be the official spokesperson for the Association at meetings, events and gatherings of members and also of non-members where issues relevant to the Association are raised be that at other sport associations, local, state or federal government, or in the media;

1.1.5 Refer matters, brought to the attention of the Committee that may result in disciplinary action, to the subcommittee as per section 19.2.

1.1.6 Preside at all meetings of the Club and direct where necessary.

1.1.7 Not be a convenor of a sub-committee.

1.1.8 Prepare a report for presentation to the Annual General Meeting.

1.2 **The Vice President** shall:

1.2.1 Deputies for the President in the absence of the President. In the event of the resignation of the President the Vice President will assume the role of President and the casual vacancy will be deemed to exist as Vice President.

1.2.2 Be the liaison with Government offices, Federal, State and Local Government Departments and other outside organisations.

1.2.3 Prepare and submit applications for Federal and State Grants and to other grant making bodies.

**1.3 The Secretary shall:**

1.3.1 act as correspondent for the Association;

1.3.2 Ensure that the legal reporting requirements of the relevant acts are met;

1.3.3 Take responsibility for the preparation of the agenda for committee and general meetings and ensuring the notification of meetings is in accordance with this constitution;

1.3.4 Ensure true and accurate records of all meetings are kept;

1.3.5 Ensure that the venue for all meetings is accessible to all persons who may be entitled to attend.

1.3.6 Record minutes of all meetings of the Association.

1.3.7 Deal with all inward and outward correspondence pertaining to the Association.

1.3.8 Forward a copy of all notices of any meetings (eg Management, Annual General, Special General Meeting) to all members.

1.3.9 Maintain an attendance book for General, Special General Meetings and Management Meetings.

1.3.10 Be responsible for the effective operation of the Incorporation Office.

**1.4 The Treasurer shall:**

1.4.1 Maintain an accurate and accountable record of the financial position of the Association and present the most recent figures at each meeting of the Association;

1.4.2 Submit these records to the accountant in accordance with the relevant legislation and the terms of this constitution;

1.4.3 Oversee the draft of the budget for the financial direction of the Association and present the draft budget to the Management Committee.

1.4.4 Keep a clear record of receipts and expenditure and produce same on request of the Management Committee.

1.4.5 Prepare a Financial Report for each Management Meeting.

1.4.6 Receive all monies payable to the Association and issue receipts as required.

1.4.7 Bank all monies within fourteen (14) days of receipt.

1.4.8 Pay accounts passed for payment by the due date.

1.4.9 Send accounts as required.

1.4.10 Present a Financial Statement annually.

**1.5 The Registrar shall:**

1.5.1 Maintain a register of all financial members;

1.5.2 Check registration forms to see that they are filled in correctly.

**1.6 The Head Coach shall:**

1.6.1 Be a financial member of the Association

1.6.2 Be a member of the Training Committee

1.6.3 Liaise with the Training Officer

1.6.4 Be a final court of appeal in all matters pertaining to the team whilst at regattas.

1.6.5 Organise the distribution and completion of Association registration forms for events;

1.6.6 Advise the Association of upcoming regattas, festivals, that the club will be participating in and collate nominations entries for same,

1.6.7 Organise resources, eg steerer's , drummers, number of teams participating in events, tents, paddles, tables and chairs.

1.6.8 Organise Regattas.

1.6.9 The head coach position is not open for re election until the presiding head coach resigns from the position

**1.7 The Training Officer shall:**

1.7.1 is the coordinator for all coaches and sweeps within the club;

1.7.2 ensure that all coaches and sweeps are encouraged to become accredited and are knowledgeable of forthcoming seminars and

courses and are provided the most beneficial coaching and sweeping experience for them to do this;

1.7.3 Act as liaison person with other water based disciplines

**1.8 The Publicity/Promotions Officer shall:**

- 1.8.1 Protect and enhance the reputation of the Club with the press, broadcast media Business & general public.
- 1.8.2 Assist in the development of an efficient and effective communications strategy
- 1.8.3 Implement and maintain the Club's communications strategy
- 1.8.4 Proactively promote the Club's role and present policies and decisions to the media
- 1.8.6 Monitor, evaluate and develop the Club's public and media profile
- 1.8.7 Develop and maintain positive and appropriate relationships between the Club and the media
- 1.8.8 Ensure effective briefing to the press and media and to other external enquiries
- 1.8.9 Assist in the broader communications activities of the Club as required. This may include working on the production and marketing of the Club and sponsor acquisition material (both printed and on line), stakeholder relations, events and reviewing the effectiveness of each publication.

**1.9 Other roles within the Management Committee** may be distributed to committee members as deemed appropriate including but not limited to:

- Club Grants Officer
- Club Manager
- Events Officer
- Web Site Administrator
- Social Media Administrator
- Merchandise Officer

**2. SUB COMMITTEES**

2.1 A report must be submitted to the Management Committee for ratification after each meeting of sub-committee. Copies of

reports should be given to Association President, Secretary and Treasurer.

- 2.2. Each sub-committee has the power to co-opt members when necessary.
- 2.3 At least three (3) elected members form a quorum.
- 2.4 President, Secretary and Treasurer are ex-officials on all sub-committees.
- 2.5 Sub-committees shall be elected annually to carry out such duties as defined by the Management Committee:
  - 2.5.1 Training – Training Officer, Head Coach and two (2) members
  - 2.5.2 Maintenance and Safety – an Exec committee member and Two (2) members

### **3. FUNDRAISING**

- 3.1 Teams wishing to fundraise must seek Management Committee approval prior to any activities taking place.
- 3.2 All functions are to be sanctioned by the Management Committee.

### **4. SWEEPS / STEERERS**

The sweep/ steerer is the one who is in control of the boat and has the most responsibility for the safety of the crew.

- 4.1 The sweep/ steerer is the only person that can issue paddling commands that control the boat. The coach can give commands to the paddlers, but when it comes to controlling the boat, the sweep/steerer is the one in the best position to make these calls.
- 4.2 The sweep/steerer must issue commands in a loud voice.
- 4.3 Paddlers must be disciplined to listen and obey the sweeps /steerer's commands.
- 4.4 Sweeps /steerer's must be trained carefully in their skills and their responsibilities.
- 4.5 The sweep/ steerer should be aware of boats around them. All boats should be given a wide birth. The sweep should

periodically be looking behind them to be aware of any boats approaching from behind.

- 4.6 The sweep/steerer is responsible for doing head counts and appointing a second in charge before training.

**5. TEAM COACHES** shall:

- 6.1 Be appointed by the Head Coach
- 6.2 Be a financial member of the Association
- 6.3 Organise such training sessions, as he/she deems necessary for the conditioning of paddlers.in conjunction with the Club Head Coach

**6. INJURY**

- 7.1 The Association takes no responsibility for any injuries sustained whilst paddling either at Regatta's or training.
- 7.2 All incidents to be reported and an incident report lodged

**7. STANDING ORDERS**

- 8.1 The Chairperson shall:
  - a. Make sure that a quorum is present at all times throughout the meeting.
  - b. Conduct the meeting in accordance with the rules.
  - c. Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
  - d. Terminate any discussion, which is not at that time, relevant to the business before the meeting.
- 7.2 The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried 'That the Chairperson's ruling be disagreed with'. The mover may speak briefly in support of their motion and the Chairperson explains why his/her ruling was given. The Chairperson takes the vote.
- 7.3 There shall be no limit on the number of speakers for or against a motion providing the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate

shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

- 7.4 Any member may move without debate that the question 'now be put' and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.
- 7.5 Any mover may move that the meeting 'now proceed to the next business'. This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion, except that the mover shall have the right of reply.
- 7.6 Any member may move that the motion before the Chair be deferred.
- 7.7 A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at subsequent meetings.
- 7.8 Upon evidence of a mistake in facts that have been presented to the meeting or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.
- 7.9 An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment, which is carried becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment they can accept it and may seek leave to alter the motion accordingly.
- 7.10 No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
- 7.11 Voting on motions before the Chair shall be by show of hands, except that a secret ballot shall be taken if any one member requests it.
- 7.12 Voting for all positions shall be by nomination and a show of hands and shall be decided, in order:

- a. For positions to which only one person is to be elected. Members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.
- b. For sub-committees or for positions to which more than one person is to be elected:

One nomination shall be taken and members shall vote for the number of candidates required to fill the position or sub-committee. The candidate/s with the greatest number of votes shall be declared elected.

## **8. MEMBERSHIP**

### **8.1 Acceptance and Rejection of New and Renewal Membership**

- a. A probationary period of six months from acceptance of a new membership application is mandatory and a condition of membership application acceptance
- b. At the end of probation period the management committee has the authority to accept or reject the membership application

### **8.2 Application for annual renewal of membership can be rejected by the management committee without notice and with no appeal**

### **8.3 It is required by The Sunshine Coast Dragon Boat & Outrigger Canoe Club that ALL members ensure that SCDB&OC club is their first priority for competing. Members must contact the club's head coach for their category for any exemption request to be considered**

### **8.4 All members are required where possible to volunteer for a minimum of 3 fundraisers per year**

## **9. ALTERATIONS TO BY-LAWS AND STANDING ORDERS**

These By-Laws and Standing Orders may be altered by resolution passed by a majority of at least three quarters (3/4) of the members present and voting at a Special General Meeting or an Annual General Meeting of which not less than twenty one (21) days notice specifying the resolution to be proposed has been given.