

CONSTITUTION

1. THE NAME

The name of the club shall be **“THE POWERBLADES DRAGONBOAT RACING CLUB INCORPORATED”**.

2. AIMS AND OBJECTIVES

2.1 THE POWERBLADES DRAGONBOAT RACING CLUB INCORPORATED shall be accessible to any person 18 years of age or over who wants to take part in the sport of Dragon Boat racing and its related social activities.

2.2 To promote, foster and assist in the social and sporting interests of all members of the Club.

2.3 To fulfil the Club plan as set out in the Club Guidelines. These Guidelines may be varied from time to time at the discretion of the Committee.

3. COMMITTEES

(In this and other paragraphs “The Committee” refers to the POWERBLADES DRAGONBOAT RACING CLUB INCORPORATED Committee.)

3.1 COMPOSITION

3.1.1 The members at the AGM shall determine the structure of the Committee.

3.1.2 Office bearers including President, Secretary, Treasurer and Captain/Coach must be elected from the financial members at the time of AGM.

3.1.3 The Committee may co-opt non-committee members to act on sub-committees.

3.2 CONDUCT OF MEETINGS

3.2.1 Meetings shall be held at regular intervals to be determined by the Committee. Periods between meetings shall not exceed three calendar months.

3.2.2 Two thirds of the Committee shall form a quorum for such meetings.

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3. COMMITTEES (Cont)

3.2 CONDUCT OF MEETINGS (Cont)

- 3.2.3 The Annual General Meeting shall be held at a time determined by the Committee after the last race at the end of each local Dragon Boat racing season.

3.3 TERM OF OFFICE

- 3.3.1 The year of office or racing season shall end at the AGM. All Committee members will be eligible for re-election.

3.4 ELECTION OF COMMITTEE

- 3.4.1 The election of the Committee shall be conducted at the AGM
- 3.4.2 Nominations for the committee will be sought prior to the AGM but will also be accepted at the AGM.
- 3.4.3 Nominations must be in writing on an appropriate form, with the nominee signifying their willingness to stand for the position nominated.
- 3.4.4 A returning officer and scrutineers shall be appointed by the Committee to conduct all ballots.
- 3.4.5 The procedure for calling for nominations and the form of any ballot will be determined by the Committee.
- 3.4.6 If no nomination is received for a specific vacancy, the Committee may nominate a person to fill that vacancy. The nominee must signify willingness to stand for the position.

3.5 VACANCIES

- 3.5.1 If a vacancy occurs during the Committee year, the Committee shall call for nominations from the financial members of the club to fill that vacancy.
- 3.5.1.1 the remaining committee shall nominate an eligible person to fill a vacancy on the committee.

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3. COMMITTEES (Continued)

3.5.1.2 in the event of a committee member being absent from three (3) consecutive meetings without a satisfactory reason, the committee has the right to declare the position vacant.

3.5.1.3 a replacement member will hold office until the end of the committee year.

3.6 RECORDS

3.6.1 The Secretary shall keep proper minutes of all proceedings of the Committee. The Treasurer shall keep proper books or record of account that shall satisfy the requirements of the Auditor and the Committee as appointed at point 5.2 and 5.3.

3.7 PROPERTY AND FUNDS

3.7.1 The Committee shall on behalf of its members determine the purchase, management, use, allocation, storage, maintenance and disposal, of all assets, property, investments and funds in compliance with proper accounting asset management procedures which may be varied from time to time in accordance with directions and suggestions from the Auditor as appointed at 5.2.

4. CONSTITUTION

4.1 The Committee or any financial member may propose subsequent amendments to this constitution.

4.2 Any subsequent or proposed amendments to this Constitution must be approved at either a Special meeting comprising of at least two thirds of all financial members or at an Annual General Meeting.

5. FINANCIAL

5.1 The Committee shall operate a Bank or Credit Union account to handle all financial transactions. The President, the Treasurer, the Secretary, and one other member (to be determined by the Committee) shall be the signatories to the accounts. The signature of any two of these shall be required to effect a withdrawal.

5.2 A competent Auditor shall be appointed to audit the books, accounts and asset holdings of the Club and attest the Annual Financial Statements.

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5. FINANCIAL (Continued)

5.3 The Treasurer shall keep the books and accounts to the satisfaction of the Committee and of the Auditor.

5.4 All monies received are to be paid into the Bank or Credit Union accounts, except where a reasonable amount may be held by the Secretary or Treasurer for petty cash disbursements. Such payments are to be controlled by the Committee so as to be readily accounted for at any time. The Treasurer shall keep records of all financial transactions and shall present a current statement of Receipts and Expenditure at all committee meetings.

5.5 At the end of the Committee year, the Treasurer must prepare an Annual Statement of Receipts and Expenditure and a Balance Sheet.

5.5.1 Accounts shall be balanced to the end of the racing season or Committee year and shall be Audited for presentation at the Annual General meeting. A copy of the audited Annual Statement of Receipts and Expenditure and the Balance Sheet must be available to each financial member.

6. MEMBERSHIP

6.1 Membership to the POWERBLADES DRAGONBOAT RACING CLUB INCORPORATED is open to any person, provided they are not a current member of another team. If they are a member of a current team then an unconditional written clearance by their original team must be provided.

6.2 Membership Fees and method of payment shall be fixed at the AGM by the Committee, once DBSA Registration Fees have been advised.

6.3 Should a member be in arrears with their Membership Fees and after being notified of such arrears, fail to pay the full or nominated/agreed amount within the nominated/agreed time, they will be deemed to be unfinancial and may be barred from participating in the activities of the Club.

6.4 Should a member be deemed to be unfinancial in accordance with clause 6.3 and wish to rejoin the Club, the member must pay to the Club all arrears and fees and should the Committee deem appropriate a fee fixed as per clause 6.2.

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6. MEMBERSHIP (cont)

- 6.6 If a member is found guilty of an act, proceeding or practice, which the Committee considers to be dishonourable, or to bring discredit to the Club or its members, the member may be expelled from the membership of the Club, upon a majority vote of the Committee.
- 6.7 Should a member have an issue that they may wish to raise, the method of dealing with these issues are set out in Grievance procedure in the Club Guidelines. These Guidelines may be varied from time to time at the discretion of the Committee.

7. FUNDRAISING, SPONSORSHIP ETC.

- 7.1 Fundraising, Sponsorship and any other activities, whereby goods or services are purchased, items donated or monies granted to the Club or the Committee on behalf of the Club, for resale, raffle, subsidising of events or funding in any way, must be conducted using sound accounting practices and principles approved by the Auditor to ensure that no cause for dispute relating to the use of such items arises.

8. DISBANDING OR GOING INTO RECESS.

- 8.1 In the event that the Club disbands or goes into recess, all monies or assets held by the Committee, shall be disposed of at the discretion of the Committee, after the settlement of all outstanding debts.
- 8.2 Any Bank or Credit Union accounts operated by the Club or the Committee shall be closed. A final statement of Receipts, Expenditure and Balance sheet shall be prepared and Audited. Copies of these statements must be available to all members.

This is to attest to the ratified and amended Constitution of the POWERBLADES DRAGONBOAT RACING CLUB INCORPORATED passed by its members :-

this.....4th.....day of.....July.....2018.....

Signed

President

Date

J. C. Rosevear
.....
Secretary

Date

Geoffrey
.....
Treasurer

Date