

THE AUSTRALIAN NATIONAL UNIVERSITY SAILING CLUB CONSTITUTION

1. NAME

The name of the Club shall be the "Australian National University Sailing Club".

2. AFFILIATION

The Club is an affiliated Club under the Australian National University Sports and Recreation Association "Affiliated Clubs Regulations" (Appendix A).

3. OBJECTS

- (a) to foster, promote, and develop the sport of sailing;
- (b) to participate in Inter-Varsity, Inter-Club and other such contests and activities as the Committee shall deem to be in the interests of the Club;
- (c) to co-operate with other persons or organisations of similar interest;
- (d) to act, as an affiliated Club of the Sports and Recreation Association, in accordance with its Constitution and By-laws, and to co-operate in its activities.

4. CONSTITUTION

- (a) The Club shall be conducted in accordance with this Constitution;
- (b) This Constitution may be added to, replaced or amended by resolution of any annual or special general meeting provided that due notice has been given, and that two thirds (2/3) of the members voting thereon save for clause 26 and this clause, amendment of which shall require a majority of at least three-fourths (3/4) of the total membership of the Club.

5. MEMBERSHIP

- (a) Membership is open to all persons who are members of the Australian National University Sports and Recreation Association and such others as the Sports and Recreation Association may approve;
- (b) Such persons are considered to be members of the Club who have paid the current subscription;
- (c) A General Meeting is empowered to elect any person Patron of the Club for a period not exceeding five years;
- (d) A General Meeting is empowered to elect persons to honorary life membership of the Club.

6. SUBSCRIPTION

- (a) The subscription to the Club shall be determined from time to time by a General Meeting, and shall be due and payable to the treasurer on or by dates specified by the Annual General Meeting. Where the Annual General Meeting does not specify a date the 31 March will apply by default.

- (b) Failure to pay the annual fee by the date specified in 5 (c) will result in the member being automatically suspended from participating in all activities under the control of the Club, until the fee is paid.

7. PENNANT

- (a) The pennant shall include the crest and colours of the Australian National University.

8. COMMITTEE

- (a) The Committee shall consist of a Commodore, Captain of Boats, Vice Captain of Boats, Secretary, Assistant Secretary, Treasurer, Windsurfing officer, Race Secretary, Social Secretary, Club House Officer, Assistant Club House Officer, Power Boat Officer, Training Officer, Assistant Training officer, Publicity Officer, Kayak Officer and General Members.

- (b)
 - 1. The Members of the Committee shall be elected at the Annual General Meeting to be held in March , or as otherwise stated in this Constitution, and will hold office until the next Annual General Meeting in the following March. A person may be nominated in absentia provided that he/she has consented in writing,

- 2. The names of the office bearers elected at that meeting shall be forwarded to the Australian National University Sports and Recreation Association.

- (c) A member of the committee shall vacate their office if they -
 - (i) ceases to be a member of the club
 - (ii) is absent without leave from any two consecutive Committee Meetings
 - (iii) tenders his resignation and such a resignation is accepted by the committee.
 - (iv) lose the support of a 2/3 majority of members at a General Meeting of the Club.

- (d) If any position on the Committee becomes vacant for any reason the Committee may elect any member of the Club to fill such a vacancy;

- (e) The quorum at a meeting of the Committee shall be five (5) members, which shall include two (2) of the Commodore, Captain of Boats, Treasurer and Secretary.

- (f) No General members will be elected till all other positions of the committee have been filled.

9. DUTIES OF THE COMMODORE

The Commodore shall inter alia:-

- (a) preside over the General and Committee Meetings of the Club and preserve order thereat so that the business may be conducted in accordance with standing orders;
- (b) sign all documents which require his/her signature as official head of the Club and sign all minutes of meetings of the Club after the same are duly confirmed;
- (c) convene or instruct the Secretary to convene all meetings of the Club or its Committee;
- (d) In association with the Captain of Boats organise racing and crews;
- (e) promote and effect the objects of the Club.

10. DUTIES OF CAPTAIN OF BOATS

The Captain of Boats shall, inter alia:-

- (a) assist the Commodore in the execution of his duty and in the leadership of the Club and, on behalf of the Commodore, carry out any duties which are assigned to him from time to time;
- (b) act as Commodore in absence of that officer and execute his duties and functions on the occasion of his absence;
- (c) organise crews, recruit members, maintain discipline and be responsible for the training and coaching of novice sailors;
- (d) supervise the use of the Club's yachts and their equipment;
- (e) ensure that the Club equipment is in good running order and direct members to the maintenance thereof.

11. DUTIES OF THE SECRETARY

The Secretary shall-

- (a) record and promptly deal with all correspondence and submit same to the Committee;
- (b) keep minutes of meetings of the Club and the Committee;
- (c) give all necessary notice of meetings;
- (d) Upon request, forward to the Executive Officer of the Union the following:
 - the minutes of the Annual General Meeting
 - the names of office bearers elected at that meeting
 - the Annual Reports adopted by that meeting
 - the statements of accounts adopted at that meeting
 - a copy of all current by-laws and regulations of the Club;
- (e) Forward to the Executive Officer of the Union application for the Annual Grant, or for any additional or special grant, as directed by the Committee or a General Meeting;
- (f) prepare an annual report for submission to the Annual General Meeting of the Club;
- (g) carry out such other duties as the Committee or General Meeting shall direct.

12. DUTIES OF THE TREASURER

The Treasurer shall:-

- (a) keep a correct account of all monies received and expended;
- (b) under no consideration pay, lend or otherwise appropriate any of the funds of the Club to any person, purpose or cause whatsoever save when authorised by a General Meeting of the Club or the Committee;
- (c) receive all monies of behalf of the Club, and as soon as possible after receipt, deposit such monies to the credit of the Club's bank account; and have charge of the Statements of Accounts of the Club;
- (d) present to the Committee in each term a statement of the Club's finance and of the receipts and disbursements of the preceding term;
- (e) prepare and have presented at the Annual General Meeting a statement of Receipts and Expenditure, a Balance Sheet and a Financial Report for the preceding year, to a

standard which may be specified by the Union, and ensure that all accounts are an accurate record kept to a standard acceptable to the Union.

13. DUTIES OF THE RACE SECRETARY

The Race Secretary shall convene and preside over a Race Committee which shall:-

- (a) Prepare notifications of the Club's races and regattas;
- (b) Prepare sailing instructions for the Club's races and regattas;
- (c) Prepare courses for the Club's races and regattas;
- (d) Seek approval from relevant authorities to conduct races and regattas and co-ordinate with other sailing groups as necessary;
- (e) Conduct and supervise the clubs races and regattas.
- (f) To organise the club house to be open for all races.

14. DUTIES OF THE ASSISTANT SECRETARY

- (a) To assist the Secretary and be responsible for the areas of publicity and membership.

15. DUTIES OF THE PUBLICITY OFFICER

- (a) To promote the objectives of the club.
- (b) To maintain the website.

16. DUTIES OF THE SOCIAL SECRETARY

The Social Secretary shall, inter alia:-

- (a) Devise and arrange the Club's social activities;
- (b) Organise the social program for Club races and regattas.

17. DUTIES OF THE CLUBHOUSE OFFICER

The Clubhouse Officer shall, inter alia:-

- (a) Supervise the use of the boatshed and of the Club's tools;
- (b) Allocate boat storage space in the boatshed;
- (c) be responsible for the maintenance and tidiness of the boatshed;

18. DUTIES OF THE POWER BOAT OFFICER

The Power Boat Officer shall, inter alia:-

- (a) Supervise the use of the Power boat and its' maintenance;
- (b) Co-ordinate the use of the Power boat with other University Clubs;

- (c) Instruct the rescue crews in the use of the Power boat;
- (d) liaise with relevant authorities on the general use of the Power boat on the lake;

19. DUTIES OF THE TRAINING OFFICER

The Training Officers shall, inter alia:-

- (a) Conduct two (2) training courses, one early in the year and one late in the year, and other sessions when needed; and

20. THE RACE COMMITTEE

The Race Committee shall consist of the Race Secretary, the Power Boat Officer and three others.

21. AUDITORS

An auditor may be appointed by the committee or General Meeting. The auditor shall audit the accounts of the Club for each year and certify as to the correctness of the Financial Statements to be presented at the Annual General Meeting. If unable to certify he shall report to the Committee the particulars of any discrepancy.

22. POWERS OF THE COMMITTEE

The Committee shall have the power, subject to any direction by a General Meeting of the Club to:-

- (a) direct the Treasurer to pay the charges and expenses incidental to the conduct and management of the Club;
- (b) generally manage the affairs of the Club as to carry out its objects;
- (c) arrange the agenda for any General Meeting of the Club;
- (d) set up sub-committees to deal with or report on such matters as maybe referred to them by the Committee;
- (e) interpret any question arising out of this Constitution;
- (f) authorise the Secretary to apply for an Annual Grant, or any special grant, in accordance with the Union Affiliated Clubs Regulations, or any other requirement of the Union;
- (g) charge for use of Club equipment, admission to any function, or for any Club activity;
- (h) make, amend or repeal by-laws as they may deem necessary for the proper conduct of the Club. The Committee shall adopt such means as they think necessary to acquaint members with the making, amending or repeal of by-laws;
- (i) transact, or report on any business referred to it by any General Meeting of the Club.
- (j) suspend from membership of the Club any member failing to comply with the requirements of Clause 24 of this Constitution, and recommend to Sports Council that the suspended member be expelled from the Club.

23. PAYMENT OF CHEQUES

- (a) After authorisation of payments by a General Meeting or by the Committee all cheques drawn on the Club's bank accounts shall be signed by any two (2) of the Treasurer, Commodore, Secretary and Captain of Boats.

24. **DUTIES OF MEMBERS**

The members shall:-

- (a) assist in the maintenance of equipment as the Captain of Boats directs;
- (b) abide by the constitution and by-laws of the Club;
- (c) promptly pay Club fees and charges;
- (d) conduct their activities in such a manner as to not expose other members of the Club to any additional danger or undue risk.

25. **GENERAL MEETINGS**

- (a) The General Meeting of the Club shall be the controlling body of the Club.
- (b) The decision of any General Meeting of the Club shall be final and shall remain in force unless and until duly verified, amended or annulled at the subsequent General Meeting;
- (c) the Annual General Meeting of the Club shall be held in March each year before the date for submission of a budget to the Sports and Recreation Association;
- (d) General Meetings shall be convened by the Secretary at the direction of the Commodore and/or as considered necessary by the Committee;
or
within ten (10) days of the receipt of a requisition in writing stating the object and signed by not less than five (5) members.
- (e) The time and place of every General Meeting of the Club shall be given at least fourteen (14) days prior to the day appointed for the meeting. The Secretary shall inform members of the agenda for the meeting at least four (4) days prior to the day appointed for the meeting. A notice posted on the official notice board of the Club and distributed electronically to all members who have provided to the Club Secretary their current electronic mail address, shall be deemed sufficient notice to the members.
- (f) Notice of Motion for any General Meeting, including any notice of motion for the amendment of this Constitution shall be in writing and given to the Secretary at least ten (10) days prior to the day appointed for the meeting;
- (g) At all General Meetings of the Club the Chairman shall have a casting vote only.
- (h) a quorum at a General Meeting shall be ten (10) or 1/3 Club Members (which ever is least).

Procedure

- (i) If within half (1/2) an hour after the appointed time for the commencement of the general meeting a quorum is not present, the meeting shall be dissolved.
- (j) On any question arising at a general meeting of the club an Ordinary member has one vote only.
- (k) All votes must be given personally and proxies shall not be permitted.
- (l) Voting at general meetings shall be by show of hands unless a secret ballot is demanded.
- (m) All decisions at general meetings shall be made by a simple majority vote except for an issue where a different majority is required by this Constitution.
- (n) The Chairperson shall not be able to move motions and shall have a casting vote only.

- (o) All meetings of the Club shall be conducted in accordance with the Standing Orders for affiliated clubs (Appendix C).
- (p) All meetings of the club shall be conducted in accordance with the Standing Order Regulations of the Australian National University Sports and Recreation Association.

26. **DISSOLUTION**

- (a) The Club may be dissolved only by resolution of a majority of at least three-fourths (3/4) of total membership of the Club. Notice of such meeting shall be promulgated to all members at least two (2) weeks before the meeting, and shall include Notice to Dissolve the Club.
- (b) All Club assets will be transferred to the ANU Sports and Recreation Association on dissolution.

27. **COPIES OF THE CONSTITUTION**

Copies of the Constitution and Standing Orders shall be available on demand from the Secretary.

28. **RACING RULES**

The Club shall hold all yachting competitions according to the rules of the International Sailing Federation and the prescriptions of the Australian Yachting Federation.

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RULES and By-laws

- (a) wear approved life jackets whilst sailing.