



Southern Storm Paddle Club Incorporated

CONSTITUTION RULES OF INCORPORATION

Revised: August 2019

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APPENDIX I

APPENDIX II

1. Name

The name of the Incorporated Association is the "SOUTHERN STORM PADDLE CLUB INCORPORATED" ("the Club")

2. Mission Statement

To field the most competitive teams possible in domestic and international competition whilst honouring the Club values of fun, fitness and friendship.

3. Objects

The objects for which the Club is established and maintained are to:

- train and race competitively to achieve the best possible long-term results;
- have fun while providing opportunities for people to enjoy dragon boat and potentially other paddling codes in a spirit of enthusiasm, support and involvement;
- assist teammates to reach their paddling, fitness and participation goals;
- emphasise form and process ahead of short-term results;
- actively recruit, develop and maintain a membership who are enthusiastic and passionate about the sport and committed to the Club achieving its mission statement;
- actively seek sponsorship, government support and achieve high levels of member participation in fund raising activities to support the ongoing financial viability of the Club;
- maintain an active off-water social and activity calendar for the Members; and
- maintain and develop mutually beneficial relationships with other sporting clubs and the relevant sports governing bodies

4. Powers

1. To incorporate and to manage the funds, assets and liabilities of the Club;

2. To subscribe to, become a member of and/or co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 42;
3. To purchase, take on lease or in exchange, hire and otherwise acquire any land, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club; provided that in case the Club shall take or hold any property which may be subject to any trusts, the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts;
4. To enter into any arrangements with any Government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or authority any rights, privileges and concessions which the Club may think it desirable to obtain: to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
5. To appoint, employ, remove or suspend such managers, agents, servants and other persons as may be necessary or convenient for the purposes of the Club;
6. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Club, or in or about the incorporated Club or promotion of the incorporated Club or in the furtherance of its objects;
7. To engage in such other activities of a like nature as may for the time being be permitted by law and determined by the Club;
8. To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit;
9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
10. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating

advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay-off any such securities;

11. In furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;
12. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others;
13. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in Rule 4.4;
14. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise;
15. To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects;
16. In the furtherance of the objects of the Club to amalgamate with any one or more incorporated associations whose objects are altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 42;
17. In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate;
18. In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;

19. To make donations for charitable or community purposes;
20. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

5. Indemnity

1. Every Committee Member and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Committee Member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
2. The Club shall indemnify its management committee officers, employees and members against all damages and losses (including legal costs) for which any such person may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - a. in the case of a Committee Member, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - b. in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.

6. Definitions

In this Constitution, unless the contrary intention appears:

“the Act” means the *Associations Incorporation Reform Act 2012* as amended;

“Committee” means the Committee of Management of the Club;

“eligible member” means an adult accepted to a class of membership which carries with it the eligibility to hold office or assume a position on the Committee;

“financial year” means the year ending 30 June;

“General Meeting” means a General Meeting of members convened in accordance with Rule 33;

“member” means a member of the Club;

“membership fees” means the entrance fee, annual subscription and/or any other Club fees levied from time to time;

“register” means membership register;

“Regulations” means Regulations under the Act:

“relevant documents” has the same meaning as in the Act;

“voting member” means an adult accepted to a class of membership which carries with it the entitlement to vote.

7. Interpretation

In this Constitution:

1. a reference to a function includes a reference to a power, authority and duty;
2. a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
3. words importing the singular include the plural and vice versa;
4. words importing any gender include the other genders;
5. references to persons include corporations and bodies politic;
6. references to a person include the legal personal representatives, successors and permitted assigns of that person;
7. a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
8. a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

8. Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

9. The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

10. Members

A person who applies for and is approved for membership as provided in Rule 12 is eligible to be a member of the Club.

11. Classes of Membership

1. Membership of the Club shall consist of the following classes of members:
 - a. active members
 - b. life members
 - c. honorary members
 - d. new categories of members, created in accordance with Rule 11.4 below.
2. Life membership may be conferred upon an existing member who has rendered outstanding service to the Club. Nominations, proposed by one member and seconded by another member, shall be submitted in writing to the Committee for consideration, and if approved by at least 75% of the committee members, referred to the next General Meeting of the Club for confirmation. Life members shall not be required to pay the annual subscription in perpetuity but shall enjoy all other privileges of membership. The maximum number of life members shall be as decided by members at any General Meeting.
3. Honorary members may be elected at the discretion of and on such terms as may be decided upon by at least 75% of the committee members. Honorary members shall not be required to pay the annual subscription, shall not be

eligible to hold office or assume a position on the Committee and shall not be entitled to vote but shall enjoy all other privileges of membership. The maximum number of honorary members shall be as decided by members at any General Meeting.

4. The Committee has the right and power from time to time to convert existing categories of membership and to create new categories of membership with such rights, privileges and obligations as, in the Committee's absolute discretion, are deemed applicable.

12. Membership Application

An application for active membership shall be in writing in the form as set out and approved by the Committee from time to time, signed by the applicant and lodged with the Registrar;

13. Admission and Rejection of Members

1. At the next meeting of the Committee after the receipt by the Registrar of any application for membership and applicable fee, such application shall be considered by the Committee, who shall thereupon determine upon the admission or rejection of the applicant.
2. Any applicant who receives a majority of the votes of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
3. Upon the acceptance or rejection of an application for membership the Registrar must as soon as practicable give the applicant notice in writing of such acceptance or rejection.
4. The Committee shall not be required or compelled to provide any reason for such acceptance or rejection.
5. An applicant for membership becomes a member and is entitled to exercise the rights of membership upon written notification to them by the Registrar of the acceptance of their application for membership.
6. Should the application be rejected, the Registrar must, within twenty-eight (28) days of the meeting at which the application was rejected, refund any applicable fees submitted with the application.

7. Should the application be accepted, the Registrar must, within twenty-eight (28) days of the meeting at which the application was accepted, enter the applicant's name in the register.
8. The rights, privileges and obligations of a person by reason of membership of the Club:
 - a. are not capable of being transferred or transmitted to another person; and
 - b. terminate upon the cessation of membership whether by death, resignation, termination or otherwise.

14. Membership Fees

The membership fees payable by members to the Club and the time for and manner of payment shall be determined by the Committee.

15. Notice of Resignation

1. A member may resign from the Club at any time by giving notice in writing to the Registrar.
2. Such resignation shall take effect at the time such notice is received by the Registrar unless a later date is specified in the notice when it shall take effect on that later date.
3. A member is still liable for payment of any membership fees unpaid by them at the date of resignation. Should there be six (6) months or more remaining on a member's annual subscription at the date of resignation, then at the discretion of the Committee, a pro-rata refund, may be paid to the resigned member.

16. Discipline, Suspension and Expulsion of Members

1. If a member:
 - a. is convicted of an indictable offence; or
 - b. has membership fees in arrears for a period of two (2) months or more; or
 - c. subject to this Constitution, if the Committee is of the opinion that a member has refused or neglected to comply with this Constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club;

the Committee may by resolution:

- i. fine that member an amount not exceeding \$500; or
 - ii. suspend that member from membership of the Club for a specified period; or
 - iii. expel that member from the Club.
2. A resolution of the Committee under Rule 16.1 does not take effect unless:
 - a. at a meeting held in accordance with Rule 16.3, the Committee confirms the resolution; and
 - b. if the member exercises a right of appeal to the Club under this Rule, the Club confirms the resolution in accordance with this Rule.
3. A meeting of the Committee to confirm or revoke a resolution passed under Rule 16.1 must be held not earlier than fourteen (14) days, and not later than twenty-eight (28) days after notice has been given to the member in accordance with Rule 16.4.
4. For the purposes of giving notice in accordance with Rule 16.3, the Secretary must, as soon as practicable, cause to be given to the member a written notice:
 - a. setting out the resolution of the Committee and the grounds on which it is based; and
 - b. stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after the notice has been given to that member; and
 - c. stating the date, place and time of that meeting; and
 - d. informing the member that he or she may do one or both of the following:
 - i. attend that meeting;
 - ii. give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - e. informing the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than forty-eight (48) hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal against the resolution at a General Meeting of the Club.
5. At a meeting of the Committee to confirm or revoke a resolution passed under Rule 16.1, the Committee must:

- a. give the member, or his or her representative, an opportunity to be heard; and
 - b. give due consideration to any written statement submitted by the member; and
 - c. determine by resolution whether to confirm or to revoke the resolution.
6. If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than forty-eight (48) hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal against the resolution at a General Meeting of the Club.
7. If the Secretary receives a notice under Rule 16.6, he or she must notify the Committee and the Committee must convene a General Meeting of the Club to be held within twenty-one (21) days after the date on which the Secretary received the notice.
8. At a General Meeting of the Club convened under Rule 16.7:
 - a. no business other than the question of the appeal may be conducted; and
 - b. the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - c. the member, or his or her representative, must be given an opportunity to be heard; and
 - d. the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
9. A resolution is confirmed if, at the General Meeting, not less than two-thirds of the members vote in person, by proxy or by attorney, in favour of the resolution. In any other case, the resolution is revoked.

17. Register of Members

1. The Registrar shall keep and maintain a register in which shall be entered the names, residential postal address and electronic mail address (if applicable) of all persons admitted to membership of the Club and the dates of their admission.
2. Particulars shall also be entered into the register of resignations, terminations, reinstatements and deaths of members and any further particulars as the Committee or the members at any General Meeting may require from time to time.

3. Having regard to the Act, confidentiality considerations and privacy laws, an extract of the register, excluding the address or other contact details of any member, shall be available for inspection (but not copying) by members, upon reasonable request.
4. Subject to the Act, confidentiality considerations and privacy laws, the register may be used to further the objects, in such manner as the Committee considers appropriate.

18. Member Protection Policy

1. The Club recognises the requirement to have a transparent Member Protection Policy.
2. The Club has incorporated the Australian Sports Commission guidelines and the document “Southern Storm Paddle Club – Member Protection Policy” via this Constitution is formally incorporated into the By-Laws of the Club.
3. The Member Protection Policy covers items such as:
 - a. position statements on ethical issues in sport, including child protection, harassment, gender identity, pre-existing injuries and pregnancy;
 - b. organisational, Committee and individual responsibilities;
 - c. codes of behaviour;
 - d. guidelines on State/Territory ‘working with children check’ legislative requirements;
 - e. processes such as complaint handling, tribunals and investigations; and
 - f. reporting documents.

19. Grievance Procedure

1. The grievance procedure set out in this Rule applies to disputes under this Constitution between:
 - a. a member and another member; or
 - b. a member and the Club.
2. A member may appoint any person to act on their behalf in the grievance procedure.

3. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.
4. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
5. The mediator must be:
 - a. a person chosen by agreement between the parties; or
 - b. in the absence of agreement:
 - i. in the case of a dispute between a member and another member, a person appointed by the Committee; or
 - ii. in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
6. A member of the Club can be a mediator.
7. The mediator cannot be a member who is a party to the dispute.
8. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
9. The mediator, in conducting the mediation, must:
 - a. give the parties to the mediation process every opportunity to be heard; and
 - b. allow due consideration by all parties of any written statement submitted by any party; and
 - c. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
10. The mediator must not determine the dispute.
11. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

20. Functions of Committee

1. The Committee:
 - a. shall have the control and management of the administration of the affairs business property and funds of the Club; and
 - b. shall have authority to interpret the meaning of this Constitution and any matter relating to the Club on which this Constitution are silent.
2. Subject to this Constitution, the Act and the Regulations and the resolutions of the members of the Club carried at any General Meeting, the Committee may exercise all the powers and functions of the Club:
 - a. to borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or pay off any such securities;
 - b. to borrow amounts from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club, and to provide and pay off any such securities;
 - c. to invest in such manner as the members of the Club may from time to time determine; and
 - d. perform all such acts and things as appear to the Committee to be essential for the proper management of the affairs and business of the Club.
3. In the exercise of Rule 20.2.b, the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by:
 - a. The financial institution for the Club; or
 - b. If there is more than one financial institution for the Club - the financial institution nominated by the Club.

21. Membership of Committee

Subject to s.72 of the Act, the Committee shall consist of:

1. the officers of the Club;
2. such number of other adult members as determined from time to time by the members of the Club at any General Meeting; and
3. a maximum of two appointed officers of the club, if any have been appointed as per Rule 25;

each of whom shall be elected at the Annual General Meeting of the Club in each year, with the exception of the Appointed Officers.

22. Office Bearers

1. The officers of the Club shall be aged eighteen (18) years or over and shall be as follows:
 - a. a President
 - b. a Vice-President
 - c. a Club Captain
 - d. a Treasurer
 - e. a Secretary;
 - f. a Registrar;
 - g. such new officer or officers, created by the Committee from time to time with such roles and duties as, in the Committee's absolute discretion, are deemed applicable.
2. Each elected officer of the Club shall hold office until the next Annual General Meeting after the date of his or her election, but is eligible for re-election.
3. Subject to Rule 22.4 in the event of a casual vacancy in any office referred to in Rule 22.1, the Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the next Annual General Meeting following the date of the appointment.
4. If a vacancy occurs in the office of Secretary, the Committee shall appoint one of its members as Secretary within fourteen (14) days after the vacancy occurs.

23. Other Committee Members

1. Each other member of the Committee shall hold this position until the next Annual General Meeting after the date of his or her election, but is eligible for re-election.
2. In the event of a casual vacancy in any Committee position referred to in Rule 22.1, the Committee may appoint any member of the Club to fill the vacancy and the member appointed shall hold this position up to and including the conclusion of the next Annual General Meeting following the date of the appointment.

24. Power for Committee to Act Notwithstanding Vacancy

The continuing members of the Committee may act notwithstanding any casual vacancy in the Committee, but if and for so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Committee, the continuing member or members may act for the purpose of increasing the number of members of Committee to the necessary quorum, or of summoning a General Meeting of the Club, but for no other purpose.

25. Appointed Officer

1. Appointed Officers need not be appointed every year. The principle behind it is to provide to the elected committee with additional skills that may facilitate or assist with a particular issue with time. For example, a Club may require marketing or lobbying skills. It can then approach and invite an appropriately skilled person to join the Committee as an Appointed Officer.
2. The elected Committee may appoint up to two (2) Appointed Officers.
3. The Appointed Officer may be appointed by the elected committee under this Constitution for a term of one year, which shall commence from the first Committee meeting after the Annual General Meeting until after the conclusion of the first annual general meeting that follows.
4. The Appointed Officer may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Board composition. They do not need to be Members.

26. Election of Committee Members

1. The election of officers and other members of the Committee shall take place in the following manner:
 - a. The nomination of an eligible member to serve as an officer or other member of the Committee shall be proposed by one member of the Club and seconded by another member;
 - b. The nomination, which shall be in writing and signed by the eligible member and that member's proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place;
 - c. A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the usual place of meeting of the Club for at least seven (7) days immediately preceding the Annual General Meeting;
 - d. Should, at the commencement of the Annual General Meeting, there be an insufficient number of candidates nominated to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be taken from the floor of the Annual General Meeting;
 - e. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected;
 - f. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held;
 - g. The ballot for the election of officers and other members of the Committee must be conducted at the Annual General Meeting. Balloting lists shall be prepared containing the names of the candidates in alphabetical order, and each member present who has voting rights shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

27. Resignation or Removal of a Committee Member

1. Any member of the Committee may resign from office or membership of the Committee at any time by giving notice in writing to the Secretary.

2. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
3. Any member of the Committee shall be removed from office or membership of the Committee at a General Meeting of the Club if that officer or Committee member:
 - a. ceases to be a member of the Club; or
 - b. becomes an insolvent under administration within the meaning of the Corporations Law.
4. Any member of the Committee may, by resolution at a General Meeting of the Club, be removed from office or membership of the Committee before the expiration of that member's term of office and another member appointed in his or her place to hold office until the expiration of the term of the first-mentioned member.
5. A member who is the subject of a proposed resolution referred to in Rule 27.3 may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
6. The Secretary or President may give a copy of the representations to each member of the club or, if they are not so given, the member may require that they be read out at the meeting.
7. Should a member of the Committee miss three (3) consecutive meetings without the consent of the Committee, his or her position may be declared vacant.
8. Notwithstanding their resignation or removal from office or membership of the Committee, the member so resigned or removed (except in the case of cessation of Club membership) may, at the Committee's discretion, remain a member of the Club.

28. Committee Meetings

1. The Committee shall meet at least once every two (2) calendar months to exercise its functions.
2. Notice of a meeting is to be given to each Committee member in the manner decided by the Committee. Unless all Committee members agree to hold a

- meeting at shorter notice (which agreement shall be sufficiently endorsed by their apology or presence), notice of the meeting must be given to each Committee member not less than fourteen (14) days before the date of the meeting.
3. A special meeting of the Committee may be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee, which requisition shall clearly state the reasons why such a special meeting is being convened and the nature of the business to be transacted thereat. No other business may be conducted at such a meeting.
 4. The Secretary shall give to each Committee member in the manner decided by the Committee not less than fourteen (14) days notice of a special meeting. Such notice shall specify the nature of the business to be conducted at the special meeting.
 5. Committee members may elect to phone or video conference call into a meeting or special meeting.
 6. At every meeting of the Committee a simple majority of a number equal to the number of members elected to the Committee as at the close of the last Annual General Meeting shall constitute a quorum.
 7. No business may be conducted unless a quorum is present.
 8. Subject as previously provided in this section, the Committee may meet together and regulate its proceedings as it thinks fit.
 9. Questions arising at any meeting of the Committee shall be decided by a majority of votes and each member of the Committee is entitled to one (1) vote. In the event of a tied vote, the chairperson may exercise a second, or casting, vote.
 10. Subject to s.81 of the Act, a member of the Committee who has a material personal interest in a matter being considered at a committee meeting must not:
 - a. be present while the matter is being considered at the meeting; or
 - b. vote on the matter
 11. The President shall preside as chairperson at every meeting of the Committee, or if there is no President, or if at any meeting the President is not present within fifteen (15) minutes after the time appointed for holding the meeting, the Vice-President shall be chairperson. If the Vice-President is not present at the meeting, then the members present shall choose one of their number to be chairperson of the meeting.

12. If within thirty (30) minutes from the time appointed for the commencement of a meeting a quorum is not present:

- a. in the case of a special meeting, the meeting shall lapse;
- b. in any other case, the meeting shall stand adjourned to the same day in the next week at the same time and place (or to such other day and at such other time and place as the Committee may determine), and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed, the meeting shall lapse.

29. Delegation of Powers of Committee

1. The Committee may delegate any of its powers to a Sub-Committee consisting of such members of the Club as the Committee thinks fit.
2. Any Sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.
3. A Sub-Committee may elect a chairperson of its meetings.
4. If no such chairperson is elected, or if at any meeting of a Sub-Committee the chairperson is not present within fifteen (15) minutes after the time appointed for holding the meeting, the members present shall elect one of their number to be chairperson of the meeting.
5. A Sub-Committee may meet and adjourn as it thinks proper.
6. Questions arising at any meeting of the Sub-Committee shall be decided by a majority of votes and each member of the Sub-Committee is entitled to one (1) vote. In the event of a tied vote, the chairperson may exercise a second, or casting, vote.

30. Acts not affected by Defects or Disqualifications

All acts as a result of or arising out of any meeting of the Committee, or of a Sub-Committee, or by any person acting as a member of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment or qualification of any such member of the Committee or person acting as aforesaid, or that the member of the Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Committee.

31. Resolutions of Committee without Meeting

1. A resolution in writing signed by all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.
2. Any such resolution may consist of several documents in like form; each signed by one (1) or more members of the Committee.

32. Minutes

1. The Secretary must keep full and accurate minutes of all questions, matters, resolutions and other proceedings of each General Meeting and Committee meeting, together with a record of the names of persons present at Committee meetings.
2. For the purposes of ensuring and verifying the accuracy of the recording of the minutes:
 - a. the chairperson of the next succeeding Committee Meeting shall sign the minutes of the preceding Committee Meeting; and
 - b. the chairperson of the next succeeding General Meeting shall sign the minutes of the preceding General Meeting.
3. The minute book shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for that inspection.

33. Annual General Meeting

1. The first Annual General Meeting must be held within eighteen (18) months after the date the Club is incorporated.
2. The Committee shall determine the date, time and place of the first Annual General Meeting and all subsequent Annual General Meetings.
3. Each subsequent Annual General Meeting must be held:
 - a. At least once each year; and
 - b. Within five (5) months after the end of the Club's previous financial year.

4. The notice convening an Annual General Meeting must specify that the meeting is an Annual General Meeting.
5. Only adult financial members of the Club may vote at Annual General Meetings.

34. Business to be Transacted at Annual General Meeting

1. The ordinary business of the Annual General Meeting shall be:
 - a. confirmation by the members and signing by the chairperson of the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting;
 - b. the receiving and submission to members of the statement of income and expenditure, assets and liabilities, mortgages, charges and securities affecting the property of the Club for the last financial year;
 - c. the presentation of the financial statement to the meeting for adoption;
 - d. the election of officers and other members of the Committee.
2. The Annual General Meeting may conduct any special business of which notice has been given in accordance with this Constitution.

35. Special General Meeting

1. In addition to the Annual General Meeting, any other General Meetings may be held in the same year.
2. All General Meetings other than the Annual General Meeting are Special General Meetings.
3. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
4. If but for this sub-Rule more than fifteen (15) months would elapse between Annual General Meetings, the Committee must convene a Special General Meeting before the expiration of that period.
5. The Secretary shall convene a Special General Meeting by sending out notice of the meeting within fourteen (14) days, or if a special resolution has been proposed at least twenty-one (21) days, of:
 - a. being directed to do so by the Committee;

- b. receiving a requisition in writing signed by not less than one-third of the members presently on the Committee or not less than the number of active members of the Club which equals double the number of members presently on the Committee plus one (1); or
 - c. being given a notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership.
- 6. A requisition pursuant to Rule 37.5 shall clearly state the reasons why such Special General Meeting is being convened, the nature of the business to be transacted thereat and be signed by the members requesting the Special General Meeting.
- 7. All business that is conducted at a Special General Meeting and all business that is conducted at an Annual General Meeting, except for business conducted under the Rules as ordinary business of the Annual General Meeting, is deemed to be special business.

36. Quorum at General Meeting

- 1. At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Committee plus one (1).
- 2. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 3. For the purposes of this Rule "member" includes a person attending as a proxy or attorney for a voting member.
- 4. If within thirty (30) minutes from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee or the Club, shall lapse.
- 5. In any other case the meeting shall stand adjourned to the same day in the next week at the same time and place (or to such other day and at such other time and place as the Committee may determine at the time of the adjournment), and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present (being not less than five (5)) shall be a quorum.
- 6. The chairperson may, with the consent of a majority of members present at any meeting at which a quorum is present (and shall if so directed by the majority of

members present), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

7. When a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
8. Save as aforesaid it shall not be necessary to give any notice of the business to be transacted at an adjourned meeting.

37. Notice of General Meeting

1. The Secretary shall convene all General Meetings of the Club by giving not less than fourteen (14) days, or if a special resolution has been proposed at least twenty-one (21) days notice of any such meeting to the members of the Club.
2. The notice must state place, date and time of the meeting and the nature of the business to be conducted at the meeting.
3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
4. A member intending to bring any business before a meeting shall notify that business to the Secretary in writing or by facsimile or electronic transmission, and the Secretary must include that business in the notice calling the next General Meeting.

38. Procedure at General Meeting

1. Unless otherwise provided by this Constitution, at every General Meeting:
 - a. the President shall preside as chairperson, or if there is no President, or if the President is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the chairperson or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be chairperson of the meeting;
 - b. the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

- c. every question, matter or resolution shall be decided by a majority of votes of the voting members present;
 - d. every voting member present shall be entitled to one (1) vote upon any question, matter or resolution arising and in the case of an equality of votes the chairperson shall have a second or casting vote;
 - e. no member shall be entitled to vote at any General Meeting unless all moneys due and payable by the member to the Club (if any) have been paid and that member's annual subscription is no more than one month in arrears at the date of the meeting;
 - f. voting shall be by show of hands unless no less than three (3) of the members present demand a ballot, in which event there shall be a secret ballot;
 - g. the chairperson shall appoint two (2) members to conduct the secret ballot at that meeting in such manner as the chairperson may direct and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting on that question;
 - h. a ballot that is demanded on the election of a chairperson or on a question of an adjournment must be taken immediately and a ballot that is demanded on any other question must be taken at such time before the close of the meeting as the chairperson may direct;
 - i. a voting member may vote in person, by proxy or by attorney and on a show of hands every person present who is a voting member or a representative of a voting member shall have one vote, and in a secret ballot every voting member present in person, by proxy or by attorney shall have one vote;
 - j. each voting member is entitled to appoint another member as a proxy by notice given to the Secretary at least twenty-four (24) hours prior to the commencement of any meeting or adjourned meeting at which the voting member named in the instrument proposes to vote;
 - k. the notice appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and
 - l. where it is desired to afford voting members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the form set out in Appendix 1.
2. If a question, matter or resolution arising at a General Meeting is determined on a show of hands:

a. A declaration by the chairperson that a resolution has been:

- i. carried;
- ii. carried unanimously;
- iii. carried by a particular majority; or
- iv. lost; and

b. an entry to that effect in the minutes

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, the resolution.

39. By-Laws

The Committee may from time to time make, amend or repeal By-Laws, not inconsistent with this Constitution, for the internal management of the Club and a General Meeting of members may set any By-Law aside.

40. Alteration of Constitution

1. Subject to the provisions of the Act, this Constitution and Statement of Purposes may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.
2. However, an amendment, recision or addition does not take effect unless and until it is approved by the Registrar pursuant to s.50 of the Act.

41. Common Seal

1. The common seal of the Club must be kept in the safe custody of the Secretary.
2. The common seal must not be affixed to any instrument except by the authority of the Committee and every instrument to which the seal is affixed shall be signed by either two (2) members of the Committee or by one (1) member of the Committee and the Public Officer of the Club.

42. Funds and Accounts

1. The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.
2. Management of funds
 - a. The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
 - b. Subject to any restrictions imposed by a general meeting of the Club, the Committee may approve expenditure on behalf of the Club.
 - c. The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
 - d. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
 - e. All funds of the Club must be deposited into the financial account of the Club no later than 5 working days after receipt.
 - f. With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
3. Financial records
 - a. The Club must keep financial records that:
 - i. correctly record and explain its transactions, financial position and performance; and
 - ii. enable financial statements to be prepared as required by the Act.
 - b. The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
 - c. The Treasurer must keep in his or her custody, or under his or her control:
 - i. the financial records for the current financial year; and
 - ii. any other financial records as authorised by the Committee.
4. Financial statements
 - a. For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.
 - b. Without limiting sub-Rule (1), those requirements include:
 - i. the preparation of the financial statements;

- ii. if required, the review or auditing of the financial statements;
 - iii. the certification of the financial statements by the Committee;
 - iv. the submission of the financial statements to the annual general meeting of the Club;
 - v. the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.
5. The income and property of the Club howsoever derived shall be used solely in promoting the Club's objects and exercising the Club's powers and no portion thereof shall be paid to or transferred directly or indirectly to the members of the Club provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or member of the Club for any services actually rendered to the Club, or reimbursement of expenses incurred on behalf of the Club.

43. Custody and Inspection of Books and Records

1. Except as otherwise provided in this Constitution, the Secretary must keep in his or her safe custody and under his or her control all books, documents instruments of title and securities of the Club.
2. All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.
3. A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.

44. Notice to Members

Any notice that is required to be given to a member in writing may be given by:

1. delivering the notice to the member personally;
2. sending it by ordinary post addressed to the member at that member's address as shown in the register;
3. facsimile transmission, if the member has requested that notice be given to him or her in this manner; or
4. electronic transmission if the member has requested that notice be given to him or her in this manner.

45. Winding Up

If the Club shall be wound up or the incorporation cancelled in accordance with the provisions of the Act, and there remains, after satisfaction of all its debts and liabilities, and the costs charges and expenses of the winding up any surplus assets whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions that have objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Rule 20.1, such institution or institutions to be determined by the members of the Club.

APPENDIX I

FORM OF APPOINTMENT OF PROXY

I,(full name),
of(address)
being a member of the Southern Storm Paddle Club
appoint(full name of proxy holder)
of(address of proxy holder)
also being a member of the Southern Storm Paddle Club, as my proxy to vote for me on my behalf at the *Annual/Special* * General Meeting of the Southern Storm Paddle Club to be held on(date of meeting), and at any adjournment of that meeting.

I authorise my proxy to vote *in favour of/against* * the following resolution

.....
.....
.....
... (insert details of resolution)

.....
Signature

.....
Date

* Delete whichever is not applicable

APPENDIX II

DUTY STATEMENTS (as per Attachment 4 in Member's Protection Policy)

SOUTHERN STORM PADDLE CLUB – PRESIDENT

BRIEF DESCRIPTION

- Chair Committee meetings
- Make all reasonable attempts to require understanding of governing documents, rules, legislation.
- Represent club in professional manner as and when required.
- Behave in a manner that supports the club ethos.
- Actively support and promote all objectives as outlined in the constitution.
- Provide lead role in development of the strategic plan.
- Liaise with members in regard to the club objectives and strategies to ensure communication of club goals.
- Attend State Association meetings or ensure at least two representatives have agreed to attend as per committee determination.
- Act as a signatory for club's bank account(s)
- Communication with bodies outside the club

RESPONSIBLE TO

- Responsible to Members, Executive Committee and Coach

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at a minimum of two training sessions per week especially at the start of the season for
- introductions, support and information dissemination
- Attendance at meetings as required with Coach to progress strategic plan

KEY TASKS AND RESPONSIBILITIES

- Contact point for members
- Act as a facilitator for member/group activities
- Member representative at committee meetings
- Club/member spokesperson at social and regatta occasions

- Attend any disciplinary hearings with club member/s if required
- Introduction of new members to key club personnel
- Enforce club code of conduct with member group
- Work in conjunction with the Coach to achieve the Club Mission Statement
- Sit on at least one sub-committee

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills essential
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Complete club exit and appraisal forms
- Act as mentor for successor

SOUTHERN STORM PADDLE CLUB – VICE PRESIDENT

BRIEF DESCRIPTION

- Support the President and Committee in relevant aspects of club administration and management.
- Participates and assists with committee meetings as required, acting as Chair in the absence of the President.
- As an elected committee member, provide efficient administrative, financial, social and on water activity support.
- The Vice President is elected by the club members for a period of 12 months.

RESPONSIBLE TO

- Southern Storm Paddle Club Executive Committee, sub-committees, Coach and club members.

TIME REQUIREMENTS

- Attendance at Committee Meetings as required by the Constitution.
- Provide mentorship for successor as required.
- Provision of written reports to the committee as required.
- Participate in club activities including training, competition and social events.

KEY TASKS AND RESPONSIBILITIES

- Attend committee meetings; act as Chair in the absence of the President.

- In the absence of the president, provide input into the agenda and assist the Secretary with development prior to distribution.
- Tender apologies for any inability to attend Committee meetings within a reasonable timeframe prior to the meeting date.
- Be liaison between sub-committees and Committee
- Sit on at least one sub-committee
- Have reasonable knowledge of governing documents, rules and legislation which may be required in the absence of the President.
- Assist the President in issues requiring mediation as required.
- Actively support and promote all objectives as outlined in the constitution.
- Assist in the development of the Strategic Plan.
- Liaise with members with regard to club objectives and strategies to ensure communication of club goals.
- Attend Victorian State Association meetings or ensure at least two representatives have agreed to attend as per committee determination.
- Act as signatory for club bank account as required.
- Communicate with external bodies in the absence of the president.
- Represent the club in a professional manner as required.

REQUIREMENTS OF THE POSITION

- Written and verbal communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills beneficial
- Leadership skills beneficial
- Knowledge of club policies and procedures

SOUTHERN STORM PADDLE CLUB – SECRETARY

BRIEF DESCRIPTION

- The Secretary operates as the primary coordinator of internal and external communications and records with the club.
- As an elected position the Secretary supports all committee members in alignment with the achievement of the club's Mission Statement.
- The Secretary records and stores club assets where appropriate.
- The Secretary ensures the club complies to relevant policies as set by Victorian State Association, AUSDBF and IDBF where necessary.
- The Secretary is elected for a period of 12 months by the members.

RESPONSIBLE TO

- Responsible to Members and Executive Committee

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at meetings as required

KEY TASKS AND RESPONSIBILITIES

- Organise meetings and distribute notices informing members of the time, place and venue.
- In conjunction with the Chair prepare and in a timely manner distribute the agenda – no later than one week prior to any scheduled general meeting.
- Distributes committee member reports, action items, updated planning calendar and draft minutes prior to meetings.
- Record minutes of meetings for committee approval at the following meeting (or out of session), including records of motions, the mover/seconder of motions and action items.
- Assist the Chair during meetings.
- Attend to any correspondence internally or externally to the Victorian State Association or other association/organisation.
- Communicate newsletters, updates and relevant information to Club members.
- Maintain records of all the activities of the Club.
- Keep an updated register of Club assets.
- Caretaker for Club trophies.
- Participation on some sub-committees.
- Be a signatory for the Club bank account(s).
- Fulfil legal obligations under the Associations Incorporation Reform Act 2012 (Vic) as amended and other laws.

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Organisational & coordination skills essential
- Knowledge of club policies and procedures
- Act as mentor for successor

SOUTHERN STORM PADDLE CLUB – TREASURER

BRIEF DESCRIPTION

- The Treasurer is elected by the Members or as otherwise allowed for in the Constitution.
- The Treasurer supports all Committee Members to achieve the Club's Mission Statement.

- The Treasurer is responsible for receiving monies, banking, and maintaining financial records for the Club.

RESPONSIBLE TO

- The Committee and Members of the Club.

TIME REQUIREMENTS

- Tenure is from the date of election until the next Annual General Meeting.
- Required to attend Committee meetings (at a minimum, to satisfy requirements of the Constitution).
- Attendance at any other meetings as reasonably required.
- Mentor role for successor as required.

KEY TASKS AND RESPONSIBILITIES

- Ensure that adequate accounts and records exist regarding the Club's financial transactions including accurate and up-to-date records of all income and expenditure.
- Assist in the preparation of a budget and monitor it carefully.
- Collect all Club, Victorian State Association and any other membership fees/
- Issue receipts and promptly deposit all monies received in the Club's bank account.
- Make all approved payments and invoice groups/members promptly.
- Only withdraw funds from the Club bank account(s) when approved by the Committee at a meeting or in writing with general consensus.
- Act as a signatory to the organisation's bank accounts, cheque accounts, investments and loan facilities.
- Manage the Club's cash flow and be accountable for the Club's petty cash.
- Prepare and present regular financial statements to the Committee at meetings.
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the Committee.
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- Prepare financial accounts for an annual audit and provide the auditor with information as required.
- Prepare an annual financial report.
- At each Annual General Meeting present an audited and signed complete set of financial statements.
- Arrange access to all financial information to Members of the Club on request within a reasonable period.
- Fulfil legal obligations under the Associations Incorporation Reform Act 2012 (Vic) as amended and any other relevant laws.

REQUIREMENTS OF THE POSITION

- Organisational and financial skills, including the ability to prepare and maintain regular, accurate financial records, is essential.
- Willingness to learn new skills if necessary, in order to meet the Club's financial requirements.
- Knowledge of Club policies and procedures.

SOUTHERN STORM PADDLE CLUB - REGISTRAR

BRIEF DESCRIPTION

- The Registrar is elected by the Members or as otherwise allowed for in the Constitution.
- The Registrar supports all Committee Members to achieve the Club's Mission Statement.
- The Registrar records all relevant details of all Members, such as contact details, type of membership, photographs, any fees outstanding, etc.
- The Registrar works closely with the Secretary ensuring club documentation is kept up to date and information flows are efficient.

RESPONSIBLE TO

- The Committee and Members of the Club.

TIME REQUIREMENTS

- Tenure is from the date of election until the next Annual General Meeting.
- Required to attend Committee meetings (at a minimum, to satisfy requirements of the Constitution).
- Attendance at any other meetings as reasonably required.
- Mentor role for successor as required.
- Some personal time required at beginning season and prior to Nationals to load members onto Victorian State Association website.

KEY TASKS AND RESPONSIBILITIES

- Keep accurate records of Members in the Victorian State Association database. In particular, ensure that all Members as at 31 December are on this database as at that date.
- Maintain records of all Member's membership numbers and logins/passwords for the Victorian State Association membership system
- Liaise with the Victorian State Association with regard to the provision of identity tags for Members.
- Act as the primary point of contact for all potential member enquiries.

- Answer, or arrange to be answered, all electronic queries received via the Club's website.
- Responsible for meeting new paddlers and introductions to the members at training sessions
- In conjunction with Treasurer keep up to date list of paid membership
- Liaise with all potential and new Members, including regular follow-up of any potential or new
- Members who have not been attending training.
- Fulfil legal obligations under the Associations Incorporation Reform Act 2012 (Vic) as amended and any other relevant laws.

REQUIREMENTS OF THE POSITION

- Communication skills essential.
- Organisational and coordination skills essential.
- Planning and accurate record keeping essential.
- Knowledge of Club policies and procedures.
- Knowledge of Excel.

SOUTHERN STORM PADDLE CLUB – CAPTAIN

BRIEF DESCRIPTION

- Facilitate effective representation on the Committee for the members
- Operate as the in-session (land or water) leader of the Club in conjunction with the Coach
- As an elected position the Club Captain takes responsibility for leading, directing, communicating, addressing and actioning member needs in alignment with the achievement of the clubs Mission Statement.
- The Club Captain is elected for a period of 12 months by the members

RESPONSIBLE TO

- Responsible to Members, Executive Committee and Coach

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at a minimum of two training sessions per week especially at the start of the season for introductions, support and information dissemination
- Attendance at meetings as required with Coach to progress training/racing program.

KEY TASKS AND RESPONSIBILITIES

- Contact point for members
- Act as a facilitator for member/group activities
- Member representative at committee meetings
- Club/member spokesperson at social and regatta occasions
- Attend any disciplinary hearings with club member/s if required
- Introduction of new members to key club personnel
- Enforce club code of conduct with member group
- Work in conjunction with the Coach to select race configurations
- Work in conjunction with the Coach to achieve the Club Mission Statement
- Work in conjunction with the Coach to monitor progress of paddler fitness and paddler development
- Work in conjunction with event coordinators
- Work in conjunction with the Coach to progress the on-going development of the SOUTHERN STORM On-water Ops Manual, incorporating routine roles and responsibilities, training, development and race strategy development
- Responsible for commencement and completion of training sessions, boat prep co-ordination etc
- In the case of absence from a training session, Captains role will transfer to Coach and another paddler will be appointed to assist the Coach in the Captains absence

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills beneficial
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Progression towards full sweep accreditation
- Complete club exit and appraisal forms
- Act as mentor for successor

SOUTHERN STORM PADDLE CLUB – COACH

BRIEF DESCRIPTION

- Organise and run training sessions in accordance with the club's mission statement whilst promoting the Club's core values of fun, fitness and friendship.
- Encourage teamwork.
- Encourage desire and hunger by displaying a positive attitude and promoting a positive culture among the paddlers.

RESPONSIBLE TO

- Responsible to Members and Executive Committee.

TIME REQUIREMENTS

- One season
- Time at the start of the season to prepare a detailed training programme for the year
- Attendance at all training sessions. If unavailable the Coach must appoint and brief a deputy to run the session.

KEY TASKS AND RESPONSIBILITIES

- Develop a full year training programme before the start of the season.
- Fostering positive attitudes and teamwork.
- Be fair and treat every paddler the same way
- Building and developing new paddlers.
- Overseeing and guiding coaching strategies.
- Understanding of the ethos of the club and that of dragon boat racing.
- Focus on as participation and growth of the club

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Must have or be working towards AusDBF Coaching Accreditation.
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Progression towards full sweep accreditation
- Act as mentor for assistant coaches