

Constitution



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TASMANIAN SEA CANOEING CLUB INCORPORATED

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1. DEFINITIONS AND INTERPRETATIONS

1.1 Definitions

In this Constitution unless the context requires otherwise:

Act means the *Associations Incorporation Act 1964 (Tas)*.

AGM or Annual General Meeting means the annual General Meeting of the Club required to be held by the Club in each calendar year.

By-Law means a By-Law made under **clauses 6** and/or **19**.

Club means Tasmanian Sea Canoeing Club Incorporated.

Committee means all or some of the committee members of the Club acting as a committee.

Committee member means a person who has been elected to serve on the committee of the Club.

Constitution means this Constitution as amended from time to time, and a reference to a particular clause is a reference to a clause of this Constitution.

General Meeting means a general meeting of Members.

Life Member means a Member admitted to Life membership of the Club under **clause 4.4**.

Member means a natural person who satisfies the relevant membership criteria and who is over 18 years of age.

Objects mean the objects of the Club in **clause 2.1**.

Peer paddling framework means where a group of people are not dependent on any one person for leading the activity but which has, between the members of the group, the necessary skills, knowledge and experience for their planned programme and a shared responsibility for the safe conduct of the activity.

Public Officer means a person appointed as public officer under **clause 17**.

Special Resolution means a resolution that must be passed by a majority of 75% of votes exercisable by Members present and entitled to vote at the relevant General Meeting in accordance with this Constitution and/or the Act.

Sub-Committee means a working group established by the Committee under **clause 18**.

1.2 Interpretation

In this Constitution unless the context requires otherwise:

- (a) **(presence of a Member)** a reference to a Member present at a General Meeting means the Member present in person.
- (b) **(document)** a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement;
- (c) **(gender)** words importing any gender include all other genders;
- (d) **(person)** the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (e) **(successors)** a reference to an organisation includes a reference to its successors;
- (f) **(singular includes plural)** the singular includes the plural and vice versa;
- (g) **(instruments)** a reference to a law includes regulations and instruments made under it;
- (h) **(amendments to legislation)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a State or Territory or the Commonwealth or otherwise;
- (i) **(include)** the words **include, includes, including** and **for example** are not to be interpreted as words of limitation;
- (j) **(signed)** where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Territory or Commonwealth law relating to electronic transmissions or in any other manner approved by the Committee.
- (k) **(writing)** writing and written includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (l) **(headings)** headings are inserted for convenience and do not affect the interpretation of this Constitution.

1.3 The Act

- (a) In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (b) The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Club.

1.4 Amendment of Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by Special Resolution.

2. OBJECTS AND POWERS

2.1 Objects

The Objects of the Club shall be to:

- (a) Encourage all facets of blue water touring
- (b) Encourage and maintain high standards of safety and canoeing skills
- (c) Document and coordinate members' canoeing and related activities
- (d) Affiliate with other such bodies, associations and organisations as may from time to time be appropriate
- (e) Operate within a peer paddling framework, as per the Club Philosophy (see appendix 1) The Club Philosophy has the same protection as this constitution.
- (f) have regard to the public interest in its operations; and
- (g) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

2.2 Powers

Solely for furthering the Objects, the Club, in addition to any other powers it has under the Act, has the legal capacity and powers of a company limited by guarantee as set out under section 124 of the Corporations Act.

3. INCOME AND PROPERTY OF THE CLUB

3.1 Sole Purpose

The income and property of the Club will be applied only towards the promotion of the Objects.

3.2 Payments to Members

No income or property will be paid or transferred directly or indirectly to any Member except for payments to a Member:

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Club; or
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or

- (c) of reasonable rent for premises let by them to the Club.

4. MEMBERSHIP

4.1 Categories of Members

Members of the Club shall fall into one of the following categories:

- (a) Members; and
- (b) Life Members.

4.2 Admission to membership

Subject to clause 4.3 a person will become a Member, and their name recorded in the register of Members kept by the Club only upon meeting the criteria applicable to the relevant category of membership set out in this Constitution and/or the By-Laws and provided the person has signed a written application in which they undertake to:

- (a) be bound by this Constitution and the By-Laws of the Club (including By-Laws specific to the relevant category of membership); pay the fees and subscriptions determined to apply to the relevant membership category under **clause 7**; and
- (b) support the Club in the encouragement and promotion of the Objects.

4.3 Application process

- (a) As soon as is practicable after the receipt of an application under **Rule 4.2**, the Secretary shall refer the application to the Committee.
- (b) Upon an application being referred to the Committee, the Committee shall, as soon as practicable, determine whether to approve or decline the application.
- (c) If the Committee approves the application for membership, the Committee shall determine the appropriate category of membership and the Secretary shall, as soon as practicable, notify the applicant in writing that they are approved or declined. If approved, membership shall commence on entry into the Register in accordance with **Rule 4.3(e)**.
- (d) If the Committee does not approve an application for membership, the Secretary shall, as soon as practicable, notify the applicant in writing that they are not approved for membership. The Committee is not required to give reasons for its decision.
- (e) If the application for membership is approved, the Secretary shall enter the applicant's name in the Register, and upon the name of the applicant being so entered, the applicant becomes a Member. The Secretary shall also enter the category of membership afforded to the Member.

4.4 Life Members

- (a) Life Membership is the highest honour which can be bestowed by the Club for longstanding and valued service to the Club.
- (b) On the nomination of the Committee, any individual may be elected as a Life Member at any AGM, subject to **clause 4.2**.
- (c) Nominations for Life Membership shall include a written report outlining the history of services of any nominee, together with comments on the suitability of the honour.
- (d) The By-Laws will set out:
 - (i) current Life Members;
 - (ii) the criteria to be met by Life Members; and
 - (iii) the privileges and benefits of Life Membership which shall include the right to receive notice and attend, but not the right to vote at, General Meetings (unless the person is also a Member).
- (e) Subject to **clause 4.2**, at the time of adoption of this Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

4.5 Membership renewal

- (a) To remain a Member, all Members (other than Life Members) must:
 - (i) renew their membership with the Club in accordance with the procedures applicable from time to time;
 - (ii) otherwise remain a Member in accordance with the procedures applicable from time to time; and
 - (iii) pay such fees as may be prescribed by the Club in respect of their membership from time to time.
- (b) Renewal of membership is not automatic and an application for renewal of membership may be declined without reason.
- (c) In addition to the effect of membership set out in **clause 4.2**, a Member is bound by, and must comply with, this Constitution and the By-Laws.
- (d) A Member is entitled to any benefits of membership prescribed to apply to Members in this Constitution or By-Laws.

4.6 General

- (a) The Club must keep a register of all Members and Life Members.

- (b) No Member whose membership ceases has any claim against the Club or the Directors for damages or otherwise arising from cessation or termination of membership.
- (c) Membership is personal to each Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- (d) Members must treat all staff, contractors and representatives of the Club and all other Members with respect and courtesy at all times.
- (e) Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Club.

4.7 Limited Liability

Members have no liability except as set out in **clause 24**.

5. CESSATION OF MEMBERSHIP

5.1 Cessation

A person ceases to be a Member on:

- (a) resignation;
- (b) death;
- (c) the termination of their Membership according to this Constitution or the By-Laws; or
- (d) that Member no longer meeting the requirements for Membership according to this Constitution and/or the By-Laws.

5.2 Resignation

For the purposes of **clause 5.1(a)**, a Member may resign as a member of the Club by giving 30 days written notice to the Committee.

5.3 Forfeiture of Rights

A Member who ceases to be a Member shall forfeit all right in and claim upon the Club or the Committee Members for damages or otherwise, or claim upon its property including its intellectual property rights.

6. GRIEVANCES AND DISCIPLINE OF MEMBERS

6.1 Jurisdiction

All Members will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Club whether under the By-Laws or under this Constitution.

6.2 By-Laws

- (a) Subject to **clause 19**, the Committee may make By-Laws for the hearing and determination of:
- (i) grievances by any Member who feels aggrieved by a decision or action of the Club; and
 - (ii) disciplinary matters involving Members.
- (b) The Committee in its sole discretion may refer an allegation (which in the opinion of the Committee is not vexatious, trifling or frivolous) by a complainant (including but not only a Committee Member or a Member) that a Member has:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any other resolution or determination of the Committee or any duly authorised sub-committee; or
 - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club; or
 - (iii) prejudiced themselves, the Club or brought themselves, the Club into disrepute;
- for investigation or determination either under the procedures set down in the By-Laws or by such other procedure and/or persons as the Committee considers appropriate.
- (c) During any investigatory or disciplinary proceedings under this **clause 6**, a respondent, may not participate in the Club activities, pending the determination of such proceedings (including any available appeal) unless the Committee decides continued participation is appropriate having regard to the matter at hand.

7. FEES AND SUBSCRIPTIONS

7.1 Fees payable by Members

- (a) The Committee must determine from time to time:
- (i) the amount (if any) payable by an applicant for membership;
 - (ii) the amount of the annual membership fee payable by each Member,
 - (iii) any other amount to be paid by each Member, or any category of Members, whether of a recurrent or any other nature; and
 - (iv) the payment method and due date for payment.

7.2 Non-Payment of Fees

- (a) Subject to **clause 7.2(b)** but notwithstanding any other clause of this Constitution, the right of a Member to vote at a General Meeting is suspended while the payment of any subscription or other amount determined under **clause 7.1(a)(i)** or **clause 7.1(a)(ii)** is in arrears greater than 3 months.
- (b) Where a Member is in arrears greater than 6 months for any amount:
 - (i) the Committee may enter an arrangement with the Member for the payment of the amount; and
 - (ii) **clause 7.2(a)** does not suspend the right of a Member to attend and vote at a General Meeting provided that the Member has not breached the arrangement.

8. GENERAL MEETINGS

8.1 Annual General Meeting

AGMs of the Club are to be held:

- (a) according to the Act; and
- (b) otherwise as determined by the Committee (including date and venue).

8.2 Power to convene General Meeting

- (a) The Committee may convene a General Meeting when they think fit and must do so if required by the Act.
- (b) Members may convene a General Meeting in accordance with the Act.

8.3 Notice of General Meeting

- (a) Notice of a General Meeting of Members must be given:
 - (i) to all Members entitled to attend the General Meeting, the Committee Members, and;
 - (ii) in accordance with **clause 22** and the Act.
- (b) At least 45 days prior to the proposed date of the AGM, the Committee will request from Members notices of motions, which must be received no less than 28 days prior to the AGM.
- (c) At least 4 days' notice of the time and place of a General Meeting must be given, together with:
 - (i) all information required to be included in accordance with the Act;

- (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
- (iii) where applicable, any notice of motion received from any Member or Committee Member;
- (iv) where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

8.4 No other business

No business other than that stated in the notice of meeting may be transacted at a General Meeting, unless demonstrably urgent and of significance to club finances, operation or reputation, and agreed to by a majority of 75% of voting Members present at that meeting. Members are welcome to raise matters from the floor for discussion.

8.5 Cancellation or postponement of General Meeting

Where a General Meeting (including an AGM) is convened by the Committee, they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine. However, this clause does not apply to a General Meeting convened by:

- (a) Members according to the Act;
- (b) The Committee at the request of Members; or
- (c) a Court.

8.6 Written notice of cancellation or postponement of General Meeting

Notice of the cancellation or postponement of a General Meeting must state the reasons for doing so and be given to each:

- (a) Member entitled to attend the General Meeting; and
- (b) other person entitled to notice of a General Meeting under this Constitution or the Act;

at least five days prior to the date of the General Meeting.

8.7 Contents of notice postponing General Meeting

A notice postponing a General Meeting must specify:

- (a) the new date and time for the meeting;
- (b) the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and

- (c) if the meeting is to be held in two or more places, the technology that will be used to hold the meeting in that manner.

8.8 Number of clear days for postponement of General Meeting

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 8.6**.

8.9 Business at postponed General Meeting

The only business that may be transacted at a postponed General Meeting is the business specified in the notice originally convening the meeting.

8.10 Non-receipt of notice

The non-receipt of a notice convening, cancelling or postponing a General Meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the cancellation or postponement of the meeting.

8.11 No proxy voting

Proxy voting is not permitted at General Meetings of the Club.

9. PROCEEDINGS AT GENERAL MEETING

9.1 Number for a quorum

Ten Members must be present and eligible to vote for a quorum to exist at a General Meeting, including at least 2 committee members.

9.2 Requirement for a quorum

An item of business may not be transacted at a General Meeting unless a quorum is present and remains throughout the General meeting.

9.2 Quorum and time – Special General Meetings

If within 30 minutes after the time appointed for a Special General Meeting, or at any other time during the meeting, a quorum is not present, the meeting:

- (a) if convened by, or on requisition of, Members is dissolved; and
- (b) in any other case stands adjourned to such other day, time and place as the Chairperson determines.

9.3 Quorum and time – AGMs

- (a) If within 30 minutes after the time appointed for an AGM, or at any other time during the meeting, a quorum is not present, the AGM stands

adjourned to such other day, time and place as the Chairperson determines.

- (b) Where an AGM has been adjourned under **clause 9.3(a)**, such Members as are present on the adjourned date shall constitute a quorum.

9.4 Commodore to preside over General Meetings

- (a) The Commodore is entitled to preside as Chairperson at General Meetings.
- (b) If a General Meeting is convened and the Commodore is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, one of the Committee members present will preside.

9.5 Conduct of General Meetings

- (a) The Chairperson:
 - (i) has charge of the general conduct of the meeting and of the procedures to be adopted;
 - (ii) may require the adoption of any procedure which in their opinion is necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and
 - (iii) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever they consider it necessary or desirable for the proper conduct of the meeting.
- (b) A decision by the Chairperson under this **clause 9.5** is final.

9.6 Adjournment of General Meeting

- (a) The Commodore may with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.
- (b) The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and place agreed by vote of the members present.
- (c) Only unfinished business is to be transacted at a meeting resumed after an adjournment.

9.7 Notice of adjourned meeting

- (a) It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for 30 days or more.

- (b) In that case, at least the same period of notice as was originally required for the meeting must be given for the adjourned meeting.

9.8 Questions decided by majority

Subject to the requirements of the Act (if any) and except in the case of a Special Resolution, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

9.9 Equality of votes

Where an equal number of votes are cast in favour of and against the resolution, the resolution is not carried. For the avoidance of doubt the Chairperson does not have a casting vote where voting is equal.

9.10 Declaration of results

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- (b) A declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of the meetings of the Club, is conclusive evidence of the fact.
- (c) Neither the Chairperson nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

9.11 Poll

- (a) If a poll is properly demanded in accordance with the *Corporations Act 2001 (Cth)* or by the chairperson of the meeting, it must be taken in the manner and at the date and time directed by the Chairperson and the result of the poll is the resolution of the meeting at which the poll was demanded. On a poll each Member entitled to vote will have the number of votes fixed under **clause 10.1**.
- (b) A poll demanded on the election of a Commodore or on a question of adjournment must be taken immediately.
- (c) A demand for a poll may be withdrawn.
- (d) A demand for a poll does not prevent the General Meeting continuing for the transaction of any business other than the question on which the poll was demanded.

9.12 Objection to voting qualification

- (a) An objection to the right of a person to attend or vote at a General Meeting (including an adjourned meeting):

- (i) may not be raised except at that meeting; and
 - (ii) must be referred to the Chairperson, whose decision is final.
- (b) A vote not disallowed under the objection is valid for all purposes.

9.13 Chairperson to determine any poll dispute

If there is a dispute about the admission or rejection of a vote, the Chairperson must decide it and the Chairperson's decision made in good faith is final.

10. VOTES OF MEMBERS

10.1 Votes of Members

- (a) At a General Meeting, on a show of hands and on a poll, each Member shall have one vote.
- (b) Only financial Members are entitled to vote at General Meetings.

10.2 Resolutions not in General Meeting

- (a) If the required majority of Members entitled to vote sign a document (that has been circulated to all Members entitled to notice of a General Meeting) containing a statement that they are in favour of a resolution in terms set out in the document, a resolution in those terms is deemed to have been passed at a General Meeting of the Club held at the time on which the document was signed by the last Member to achieve the required majority.
- (b) For the purposes of **clause 10.2(a)**, two or more separate documents containing statements in identical terms each of which is signed by one or more Members entitled to vote are deemed together to constitute one document containing a statement in those terms signed by those Members on the respective days on which they signed the separate documents.
- (c) A facsimile transmission or other form of visible or other electronic communication purported to be signed by a Member for the purpose of this clause is deemed to be a document in writing signed by that Member.

11. COMMITTEE MEMBERS

11.1 Composition of the Committee

The committee shall consist of:

- (a) the Commodore;
- (b) the Secretary;
- (c) the Treasurer; and

(d) up to four other committee members.

all of whom will be elected under **clause 12.3**.

11.2 Qualifications

(a) The Committee may determine from time to time duty descriptions and qualifications for Committee Members.

(b) Only Members are eligible to be elected as a Committee Member.

11.3 Remuneration of Committee Members

A Committee Member may not be paid for services as a Committee Member but, with the approval of the Committee and subject to the Act, may be:

(a) paid by the Club for services rendered to it other than as a Committee Member; and

(b) reimbursed by the Club for their reasonable travelling, accommodation and other expenses when:

(i) travelling to or from meetings of the Committee, a Sub-Committee or the Club; or

(ii) otherwise engaged on the affairs of the Club.

12. COMMITTEE MEMBERS

12.1 Nomination for Committee

Nominations for Committee Members should be called for 45 days prior to the General Meeting at which the election is to be held (usually the AGM).

12.2 Form of Nomination

Nominations must be:

(a) in writing on the prescribed form (if any);

(b) signed by two Members;

(c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and

(d) delivered to the Club prior to the holding of the general meeting, or, if insufficient nominations are received prior to the general meeting, received from the floor at the meeting and agreed by the nominee.

12.3 Election of Committee Members

(a) If the number of nominations received for positions on the Committee is equal to the number of vacancies to be filled or if there are insufficient

nominations received to fill all vacancies on the Committee, then those nominated shall be declared elected.

- (b) If there are insufficient nominations received to fill all vacancies on the Committee, the positions will be deemed casual vacancies under **clause 13.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, a vote shall be held for each vacancy on the Committee. The voting shall be conducted using such ballot method as is determined by the Committee. Raising of hands is an acceptable way of polling. For the avoidance of doubt, a candidate must receive 50% plus 1 of the total votes at a General Meeting to be elected.
- (d) If voting is equal for two or more candidates a further ballot will be held. If voting is still equal after the further ballot the election will be declared null and void and the positions will be declared casual vacancies.
- (e) The positions of Commodore, Secretary and Treasurer shall be appointed by the Committee from amongst its number as soon as practicable after each Annual General Meeting.
- (f) Committee members including the Commodore shall be elected for a term of two years, and are subject to provisions in this Constitution relating to early retirement or removal of Directors.

12.4 Term of Appointment

- (a) Each elected Committee Member shall hold office until the second Annual General Meeting following the declaration of their election, but are eligible for re-election
- (b) For each two year interval, three elected Committee Members shall be elected in the first year and four elected Committee Members shall be elected in the second year.
- (c) Any adjustment to the term of a Committee Member elected under this Constitution necessary to ensure rotational terms in accordance with this Constitution, shall be determined by the Committee. Elections to subsequent Committees shall then proceed in accordance with the procedures in this Constitution.

13. VACANCIES ON THE COMMITTEE

13.1 Casual Vacancies

- (a) Any casual vacancy that occurs in the position of a Committee Member may be filled by the remaining Committee Members from among appropriately qualified persons.
- (b) Any casual vacancy may only be filled for the remainder of the vacating Committee Member's term under this Constitution.

- (c) Any casual vacancy appointment will be need to be ratified at the next general meeting.

13.2 Grounds for Termination of Committee Member

In addition to the circumstances in which the office of a Committee Member becomes vacant by virtue of the Act, the office of a Committee Member becomes vacant if the Committee Member:

- (a) dies;
- (b) becomes bankrupt or insolvent under administration or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns their office in writing to the Club;
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of six months;
- (f) is an employee of the Club;
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of his their interest;
- (h) if after reasonable consideration by the Committee, the Committee determines the Committee Member has:
 - (i) acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Club, or
 - (ii) brought their self or the Club into disrepute;provided the Committee Member is first given the opportunity to make written or oral submissions to the Committee before a determination is made;
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act*.

13.3 Committee May Act

In the event of a casual vacancy or vacancies in the office of a Committee Member or Committee Members, the remaining Committee Members may act but, if the number of remaining Committee Members is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Committee Members to a number sufficient to constitute such a quorum or to convene a General Meeting.

14. POWERS AND DUTIES OF COMMITTEE MEMBERS

14.1 Committee Members to manage the Club

The Committee Members are to manage the Club's business and may exercise those of the Club's powers that are not required, by the Act or by this Constitution, to be exercised by the Club in General Meeting.

14.2 Expenditure and Investment

(a) The Committee shall have the power to make such expenditure and investment in the interests of the Club on any matters connected therewith, but shall not pledge the club to any single extraordinary expenditure exceeding that specified in the Club by laws unless the consent of members at a General Meeting has first been obtained.

(b) The committee shall arrange for the finances of the club to be examined by an appropriately qualified auditor at the end of each calendar year. The auditor's report shall then be presented at the AGM.

14.3 Time, etc.

Subject to the Act, where this Constitution requires that something be done by a particular time, or within a particular period, or that an event is to occur or a circumstance is to change on or by a particular date, the Committee may in their absolute discretion extend that time, period or date as they think fit.

14.4 Code of Conduct

The Committee Members should:

- (a) adopt a code of conduct for Committee Members; and if adopted
- (b) periodically review the code of conduct in light of the general principles of good corporate governance.

15. PROCEEDINGS OF COMMITTEE

15.1 Committee meetings

The Committee Members should meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.

15.2 Questions decided by majority

A question arising at a Committee meeting is to be decided by a majority of votes of the Committee Members present in person and entitled to vote. Each Committee Member present has one vote on a matter arising for decision by the Committee.

15.3 No casting vote

The chairperson of the meeting will not have a casting vote.

15.4 Quorum

Four Committee Members present in person constitutes a quorum.

15.5 Convening meetings

- (a) A Committee Member may convene a Committee meeting.
- (b) Notice of a Committee meeting must be given individually to each Committee Member (except a Committee Member on leave of absence approved by the Committee.). Notice of a Committee meeting may be given in person, or by post or by telephone, facsimile or other electronic means.
- (c) A Committee Member may waive notice of a meeting of the Committee by giving notice to that effect to the Club in person or by post or by telephone, facsimile or other electronic means.
- (d) A person who attends a Committee meeting waives any objection that person may have in relation to a failure to give notice of the meeting.
- (e) The non-receipt of a notice of a Committee meeting, or the accidental omission to give notice, of a meeting to a person entitled to receive notice does not invalidate anything done (including the passing of a resolution) at that Committee meeting.

15.6 Chairperson

The Commodore will preside at Committee meetings and General Meetings. If the Commodore is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, one of the Committee Members will preside.

15.7 Circulating resolutions

- (a) The Committee may pass a resolution without a Committee meeting being held if the required majority of the Committee Members who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document as long as the resulting resolution is recorded and endorsed at a subsequent Committee meeting
- (b) Separate copies of the document may be used for signing by the Committee Members if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Committee Member required to achieve the required majority signs.

15.8 Validity of acts of Committee Members

Everything done at a Committee meeting, or by a person acting in good faith as a Committee Member is valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

15.9 Committee Member's interests

- (a) A Committee Member shall declare to the Committee that Committee Member's interest in any matter in which any material personal interest or related party transaction arises as defined by the *Corporations Act 2001 (Cth)*, and that Committee Member must absent them self from discussion of such matter and shall not be entitled to vote in respect of such matter.
- (b) In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Committee Members or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- (c) The Committee shall maintain a register of declared interests.

15.10 Minutes

The Committee must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001 (Cth)*.

16. TELECOMMUNICATION MEETINGS OF THE CLUB

16.1 Telecommunication meeting

- (a) A General Meeting or a Committee Meeting may be held by means of a telecommunication meeting, provided that:
 - (i) the number of Members or Committee Members (as applicable) participating is not less than a quorum required for a General Meeting or Committee Meeting (as applicable);
 - (ii) the meeting is convened and held in accordance with the Act.
- (b) All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this **clause 16**.

16.2 Conduct of telecommunication meeting

The following provisions apply to a telecommunication meeting of the Club:

- (a) all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- (b) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement

of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;

- (c) at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- (d) a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chairperson;
- (e) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the Chairperson of leaving the meeting; and
- (f) a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the Chairperson.

17. PUBLIC OFFICER

- (a) There must be a Public Officer who will be appointed by the Committee under the Act
- (b) In addition to the manner in which the office of public officer becomes vacant under the Act the Committee may suspend or remove the Public Officer from that office.
- (c) The Public Officer holds office on the terms and conditions and with the powers, duties and authorities, determined by the Act and the Committee. Subject to this Constitution the Public Officer is not entitled to remuneration.

18. SUB-COMMITTEES

18.1 Sub-committees

The Committee may by written instrument delegate any of their powers to Sub-committees consisting of such persons they think fit (including Committee Members, individuals and consultants), and may vary or revoke any delegation.

18.2 Powers delegated to Sub-committees

- (a) A Sub-committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Committee. A Sub-committee is responsible to and reports to the Committee.
- (b) Powers delegated to and exercised by a Sub-committee are taken to have been exercised by the Committee.

18.3 Sub-committee meetings

Sub-committee meetings are governed by the provisions of this Constitution dealing with Committee meetings, as far as they are capable of application.

19. BY-LAWS

19.1 Making and amending By-Laws

- (a) In addition to By-Laws made under **clause 6** the Committee may from time to time make By-Laws which in their opinion are necessary or desirable for the control, administration and management of the Club and may amend, repeal and replace those By-Laws.
- (b) Interpretation of the By-Laws is solely the province of the Committee.

19.2 Effect of By-Laws

A By-Law:

- (a) is subject to this Constitution;
- (b) must be consistent with this Constitution; and
- (c) when in force, is binding on all Members and has the same effect as a provision in this Constitution.

19.3 Existing By-Laws

All existing By-Laws of the Club in force at the time of the adoption of this Constitution shall remain in force unless replaced by this Constitution.

20. KEEPING AND INSPECTION OF RECORDS

- (a) The Committee will cause Association records to be kept for a period of seven years from their creation.
- (b) Subject to privacy and confidentiality obligations Members shall have the right to inspect documents of the Club as permitted by the Act.
- (c) The Committee may impose conditions on a Member's inspection of the Club documents under this clause or may refuse such inspection where the Committee reasonably considers that the Member is not seeking and/or undertaking the inspection in good faith and/or for a proper purpose.

21. ACCOUNTS

- (a) The Committee will cause proper accounting and other records to be kept and will distribute copies of financial statements as required by the Act.
- (b) All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall

be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Committee determine from time to time.

22. SERVICE OF DOCUMENTS

22.1 Document includes notice

In this **clause 22**, document includes a notice.

22.2 Methods of service on a Member

The Club may give a document to a Member:

- (a) personally;
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- (c) by sending it to a fax number or electronic address nominated by the Member.

22.3 Methods of service on the Club

A Member may give a document to the Club:

- (a) by delivering it to the Club's registered office. In the incorporations form the club's official residence is that of the nominated Club's Public Officer where an office is not held.
- (b) by sending it by post to the Australia Post post-box, or alternative specified in the by-laws, established by the Committee for this purpose.
- (c) by sending it to an electronic address nominated by the Club.

22.4 Post

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

and in either case is taken to have been received either:

- (a) two weeks after the date of its posting, or
- (b) By the latest date specified in the mailing method chosen.

22.5 Electronic transmission

If a document is sent by any form of electronic transmission, delivery of the document is taken to:

- (a) be effected by properly addressing and transmitting the electronic transmission; and
- (b) have been delivered on the business day following its transmission.

23. INDEMNITY

23.1 Indemnity of officers

Every person who is or has been:

- (a) a Committee Member; or
- (b) Public Officer,

is entitled to be indemnified out of the property of Club against:

- (c) every liability incurred by the person in that capacity (except a liability for legal costs); and
- (d) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity, unless:
 - (i) the Club is forbidden by statute to indemnify the person against the liability or legal costs; or
 - (ii) an indemnity by the Club of the person against the liability or legal costs would, if given, be made void by statute.

23.2 Insurance

The Club may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Committee Member or Public Officer against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- (a) the Club is forbidden by statute to pay or agree to pay the premium; or
- (b) the contract would, if the Club paid the premium, be made void by statute.

24. WINDING UP

24.1 Winding up

The Club may only be wound up by Special Resolution and/or otherwise in accordance with the Act.

24.2 Contributions of Members on winding up

- (a) Each Member must contribute to the Club's property if the Club is wound up while they are a Member or within one year after their membership ceases.
- (b) The contribution is for:
 - (i) payment of the Club's debts and liabilities contracted before their membership ceased;
 - (ii) the costs of winding up; and
 - (iii) adjustment of the rights of the contributories among themselves;and the amount is not to exceed \$1.00.
- (c) No other Member must contribute to the Club's property if the Club is wound up.

24.3 Excess property on winding up

- (a) If on the winding up or dissolution of the Club, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies:
 - (i) having objects similar to those of the Club; and
 - (ii) whose constitution prohibits (or each of whose constitutions 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 under this Constitution.
- (b) That body is, or those bodies are, to be determined by the Members at or before the time of dissolution or, failing that determination, by a judge who has or acquires jurisdiction in the matter.

25. COMMON SEAL

- (a) If the Club has a common seal it shall:
 - (i) be kept in the custody of the Secretary; and
 - (ii) not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two Committee Members.
- (b) A Committee Member may not sign a document to which the seal of the Club is fixed where the Committee Member is interested in the contract or arrangement to which the document relates.

26. APPENDIX 1: CLUB PHILOSOPHY

The Tasmanian Sea Canoeing Club comprises a group of people who enjoy canoeing (kayaking) on many different water environs, particularly the sea and open waters. Members offer their knowledge and experience on a voluntary basis and any person taking part in a Club activity, or using Club equipment, or acting on the advice of a Club member does so entirely at their own risk. All Members should take the time to research and understand the degree of physical risk involved in each activity. Participants should use all the required equipment and make sure that it works.

We organise and offer activities on our Club programme on the understanding that the organiser is a co-ordinator and not a leader. Each participant on a Club trip is responsible for his or her decision to participate and to make an assessment of the risk involved. We stress that on a Club activity each participant has a responsibility for the safety of the group and should at all times be mindful of the safety of the group.

Activities listed in the Club's programme will often have some indication of the expected difficulty or exposure, and the experience required of the participating paddler. This advice is given in good faith, but there is no such thing as a completely safe canoeing activity, and even those aimed at the inexperienced and on our most sheltered waters can become difficult or dangerous in adverse weather. Such weather is not necessarily predictable, and adverse changes can occur suddenly.

Members should participate whenever possible in any training, rescue and safety activities to enhance their skills and maximise the safety of their canoeing.

Above all, we share a philosophy of mutual benefit and co-operation in canoeing and related activities. Members organise trips and training to help other Members and visitors gain enjoyment from the sport of canoeing and are pleased to share accumulated experience with those who are interested in taking up the sport. We trust that in turn these people will also make a contribution to the benefit, progress and success of the Club.