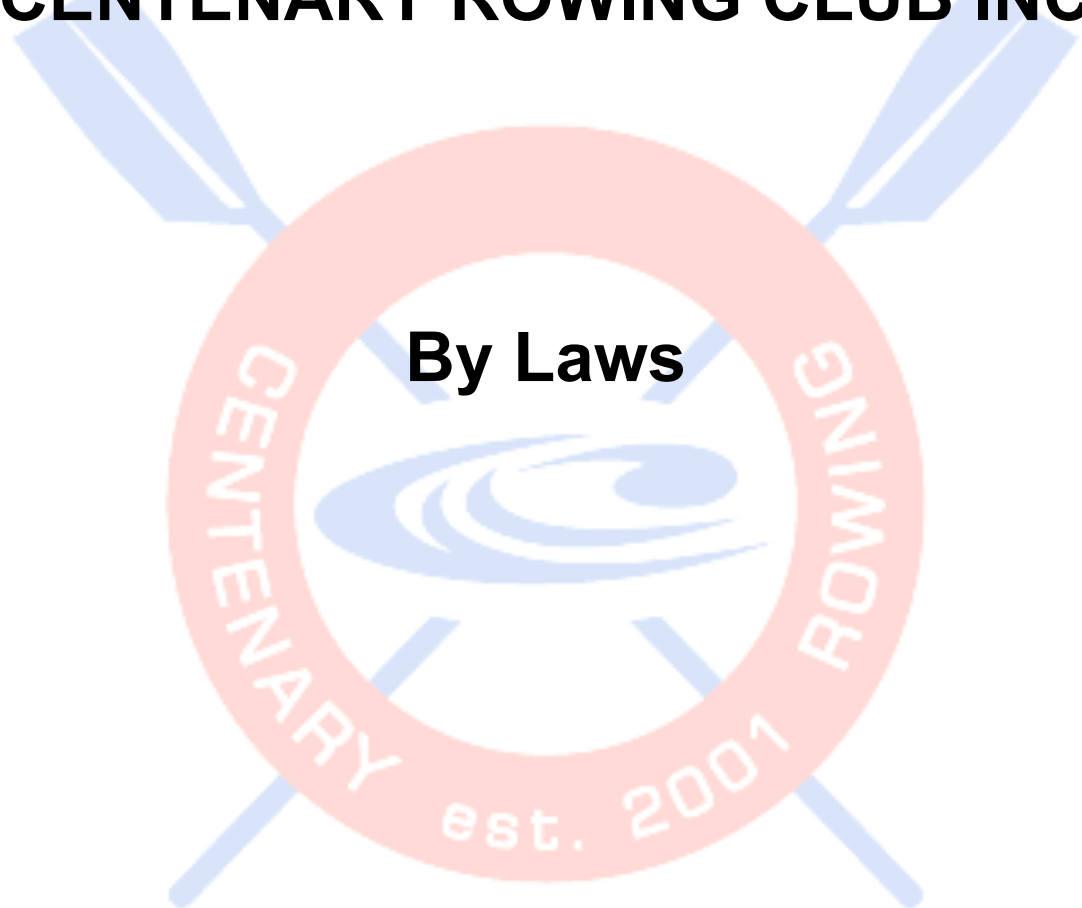


CENTENARY ROWING CLUB INC



11TH December 2012

The Management Committee of Centenary Rowing Club reserves the right to revoke, suspend, or vary any or all Club By Laws at its own discretion & without prior notice.

Table of Contents

1. Preliminary	1
1.1 Definitions	1
1.2 Interpretation.....	1
2. Additional Membership Classes	2
2.1 Voting.....	2
2.2 Non-Voting.....	2
3. Prerequisites of Entry for Membership Classes.....	3
3.1 Junior Member.....	3
3.2 Ordinary Member.....	3
3.3 Pioneer Life Member	3
3.4 Founding Life Member.....	3
3.5 Life Member.....	3
4. Benefits, Advantages & Privileges of Membership.....	4
4.1 Junior Member.....	4
4.2 Ordinary Member.....	4
4.3 Pioneer Life Member	4
4.4 Founding Life Member.....	5
4.5 Life Member.....	5
5. Non-Membership Fees	6
5.1 Registration Fees.....	6
5.2 Seat Fees	6
5.3 Other Fees.....	6
6. Management Committee	7
6.1 Responsibilities (General).....	7
6.2 President.....	7
6.3 Vice-President	8
6.4 Secretary	8
6.5 Treasurer	8
6.6 Other Management Committee members	9
7. Club Officers	10
7.1 Registrar	10
7.2 Director of Rowing	10
7.3 Building Director	11
7.4 Safety Officer	11
7.5 Member Protection Officer.....	11
7.6 Uniforms and Merchandise Coordinator	12
7.7 Grants Coordinator	12
7.8 Corporate Fundraising Coordinator	12
7.9 Fundraising Coordinator	13
7.10 Events Coordinator.....	13
7.11 Equipment Maintenance Coordinator	13
8. Rowing Australia and Rowing Queensland Affiliation.....	14

1. Preliminary

1.1 Definitions

In these By Laws, unless the contrary intention appears:

"By Laws" means the By Laws established by the Management Committee as set out in this document and amended from time to time by the Management Committee

"Policies" means the Policies established by the Management Committee as set out in the Centenary Rowing Club "Policies" document

"Rower" means any rower, sculler or member of a rowing or sculling crew

"Rowing" means rowing or sculling

"CRC" means Centenary Rowing Club

1.2 Interpretation

(a) In these By Laws, unless the contrary intention appears:

- (i) the singular includes the plural and vice versa and words importing a gender include other genders;
- (ii) words and expressions defined in the Rules have the same meaning in these By Laws;
- (iii) headings are for ease of reference only and do not affect the construction of these By Laws;
- (iv) a reference to the Rules is a reference to the Rules as modified, amended or re-enacted from time to time; and
- (v) words and expressions defined in the Rules have the same meaning in these By Laws

(b) Where any provision in these By Laws is invalid or unenforceable or conflicts with any provision of the Rules, it will be read and interpreted as being subject to the provisions of the Rules and will be ineffective, but only to the extent of any invalidity, unenforceability or conflict.

2. Additional Membership Classes

2.1 Voting

The following additional membership classes are established by the Management Committee with voting rights:

- (a) *no additional membership classes have been established*

2.2 Non-Voting

The following additional membership classes are established by the Management Committee without voting rights:

- (a) *no additional membership classes have been established*



3. Prerequisites of Entry for Membership Classes

3.1 Junior Member

Prerequisites of entry for Junior Membership in addition to any set out in the Rules:

- (a) to be a school aged person who will be in a minimum of grade eight (8) the following school term.

3.2 Ordinary Member

Prerequisites of entry for Ordinary Membership in addition to any set out in the Rules:

- (a) *no additional prerequisites of entry exist*

3.3 Pioneer Life Member

Prerequisites of entry for Pioneer Life Membership in addition to any set out in the Rules:

- (a) *no additional prerequisites of entry exist*

3.4 Founding Life Member

Prerequisites of entry for Founding Life Membership in addition to any set out in the Rules:

- (a) *no additional prerequisites of entry exist*

3.5 Life Member

Prerequisites of entry for Life Membership in addition to any set out in the Rules:

- (a) *no additional prerequisites of entry exist*

4. Benefits, Advantages & Privileges of Membership

4.1 Junior Member

General Benefits, advantages and privileges of Junior Membership in addition to any set out in the Rules:

- (a) *no additional General Benefits, advantages and privileges exist*

Additional benefits, advantages and privileges of Junior Membership in addition to any set out in the Rules if a Junior Member has paid the applicable registration, seat or other fee/s:

- (a) access to the Club pontoon during designated training times;
- (b) access and use of rowing equipment during prescribed training times (boat allocation will be subject to skill level as determined by the Director of Rowing);
- (c) opportunity to compete in time trials and regattas;
- (d) ability to enter Rowing Queensland and Rowing Australia regattas and events; and
- (e) eligibility for State and National representative teams.

4.2 Ordinary Member

General Benefits, advantages and privileges of Ordinary Membership in addition to any set out in the Rules:

- (a) *no additional General Benefits, advantages and privileges exist*

Additional benefits, advantages and privileges of Ordinary Membership in addition to any set out in the Rules if a Ordinary Member has paid the applicable registration, seat or other fee/s:

- (a) access to the Club pontoon during designated training times;
- (b) access and use of rowing equipment during prescribed training times (boat allocation will be subject to skill level as determined by the Director of Rowing);
- (c) opportunity to compete in time trials and regattas;
- (d) ability to enter Rowing Queensland and Rowing Australia regattas and events; and
- (e) eligibility for State and National representative teams.

4.3 Pioneer Life Member

General Benefits, advantages and privileges of Pioneer Life Membership in addition to any set out in the Rules:

- (a) no annual membership fee.

Additional benefits, advantages and privileges of Pioneer Life Membership in addition to any set out in the Rules if a Pioneer Life Member has paid the applicable registration, seat or other fee/s:

- (a) access to the Club pontoon during designated training times;

- (b) access and use of rowing equipment during prescribed training times (boat allocation will be subject to skill level as determined by the Director of Rowing);
- (c) opportunity to compete in time trials and regattas;
- (d) ability to enter Rowing Queensland and Rowing Australia regattas and events; and
- (e) eligibility for State and National representative teams.

4.4 Founding Life Member

General Benefits, advantages and privileges of Founding Life Membership in addition to any set out in the Rules:

- (a) no annual membership fee.

Additional benefits, advantages and privileges of Founding Life Membership in addition to any set out in the Rules if a Founding Life Member has paid the applicable registration, seat or other fee/s:

- (a) access to the Club pontoon during designated training times;
- (b) access and use of rowing equipment during prescribed training times (boat allocation will be subject to skill level as determined by the Director of Rowing);
- (c) opportunity to compete in time trials and regattas;
- (d) ability to enter Rowing Queensland and Rowing Australia regattas and events; and
- (e) eligibility for State and National representative teams.

4.5 Life Member

General Benefits, advantages and privileges of Life Membership in addition to any set out in the Rules:

- (a) no annual membership fee.

Additional benefits, advantages and privileges of Life Membership in addition to any set out in the Rules if a Life Member has paid the applicable registration, seat or other fee/s:

- (a) access to the Club pontoon during designated training times;
- (b) access and use of rowing equipment during prescribed training times (boat allocation will be subject to skill level as determined by the Director of Rowing);
- (c) opportunity to compete in time trials and regattas;
- (d) ability to enter Rowing Queensland and Rowing Australia regattas and events; and
- (e) eligibility for State and National representative teams.

5. Non-Membership Fees

5.1 Registration Fees

- (a) The Management Committee will set registration fees.
- (b) Payment of registration fees is required by the date set by the Registrar before any program participation or use of Club equipment / rowing facilities is permitted other than in approved “Try Rowing” events or for a trial period of no longer than fourteen (14) days.
- (c) For Junior Members, registration fees will be quarterly.
- (d) For non-Junior Members, registration fees will be annual with pro rata quarterly reductions based on the date of Registration as aligned to the calendar year as shown below:
 - (i) If the annual registration fee was \$4 then the registration fee would be:
 - A. \$4 if registration occurs from 1st January to 31st March;
 - B. \$3 if registration occurs from 1st April to 30th June;
 - C. \$2 if registration occurs from 1st July to 30th September;
 - D. \$1 if registration occurs from 1st October to 31st December.
- (e) The Management Committee in its sole and absolute discretion may offer scholarships that waive all (or a proportion thereof) Club registration fees for a set period of time to any Club member.
- (f) The Management Committee in its sole and absolute discretion may offer discounts that waive all (or a proportion thereof) Club registration fees for a set period of time to any Club member in return for significant services rendered to the Club as a volunteer.

5.2 Seat Fees

- (a) The Director of Rowing will set seat fees for regattas or other Club rowing events (such as rowing camps). This includes seat fees for all Club and non-Club organised regattas, which may be greater than the gazetted Rowing Queensland or Rowing Australia seat fees.
- (b) Payment of seat fees is required by the date set by the Director of Rowing before regatta or other Club rowing event participation is permitted. The date set by the Director of Rowing shall be at least one (1) week prior to the regatta or other Club rowing event.

5.3 Other Fees

- (a) The Management Committee may, from time to time as it sees fit, set other fees or charges that are payable in the method and by the date set by the Management Committee in its sole and absolute discretion.

6. Management Committee

6.1 Responsibilities (General)

Management Committee members manage the Club and to make executive decisions for and on behalf of the Club. They should develop a long term strategic management plan for the club and should lead the Club on behalf of all members. Collectively they are responsible for:

- (a) acting bona fide in the interests of the Club;
- (b) exercising powers given to them for their proper purpose;
- (c) avoiding conflicts of interest;
- (d) establishing and working towards long term goals for the Club;
- (e) ensuring the Rules, objects, aims, regulations, code of conduct and decisions and By Laws made by the Management Committee are respected and observed at all times and have a discipline procedure in place to deal with exceptions;
- (f) understanding or committing to education and training to know the requirement of Queensland's Incorporation laws, the Club's constitutional (Rules) requirements, associated responsibilities and rules and requirements of relevant peak bodies;
- (g) being aware of the Club's Duty of Care to members and volunteers and co-operate with peak bodies to ensure the welfare and interests of those persons are catered for;
- (h) making sure all decisions made by the Management Committee and key office bearers are fair and just to all and have been researched properly and will not embarrass or place the Club in jeopardy with peak bodies, the Office of Fair trading and the Law in general;
- (i) ensuring there is free and open two-way communication throughout the club and with peak bodies (Rowing Queensland and Rowing Australia);
- (j) actively encouraging club members' involvement as Club Officials, on the Operational Committee or in providing assistance as needed; and
- (k) advising the Secretary if unable to attend meetings of the Management Committee

6.2 President

The President is the principal leader of the Club and has overall responsibility for the Club's administration. The President helps the Management Committee prioritise its goals and then keeps the Management Committee on track by working within that overall framework. The President is responsible for:

- (a) being well informed about all Club activities including the financial position;
- (b) being aware of the future directions and plans of club members for the Club;
- (c) representing the Club at local, regional, state and national levels;
- (d) having a good working knowledge and understanding of the Club Rules, Club By Laws and the duties of all office holders and Sub Committees; and

- (e) chairing the Management Committee and General Meetings ensuring that the meeting agenda is followed, the meeting is conducted according to accepted meeting procedures, all relevant Club matters are discussed and the best decisions are made in a timely manner.

6.3 Vice-President

The Vice-President is the deputy leader of the Club. The Vice-President is responsible for directly assisting the President in the management of the club and performing the role of the President in the President's absence. The Vice-President is responsible for:

- (a) working closely with the President;
- (b) assuming the President's duties if necessary; and
- (c) having a good working knowledge and understanding of the Club Rules, Club By Laws and the duties of all office holders and Sub Committees.

6.4 Secretary

The Secretary is the chief administration officer of the Club. They provide the coordinating link between members, Management Committee and outside agencies. The Secretary is responsible for:

- (a) organising Management Committee, General and Annual General Meetings;
- (b) taking full and accurate minutes at General and Management Committee meetings of all questions, matters, resolutions and other proceedings, and making copies available upon request;
- (c) writing and distributing the minutes to members of the Management Committee as soon as possible after each Management Committee meeting;
- (d) writing and distributing the minutes to members of the Club as soon as possible after each AGM;
- (e) following up progress with Meeting Action Items;
- (f) calling for nominations for Club positions prior to the AGM;
- (g) monitoring the Club general email address;
- (h) distributing correspondence received to the Management Committee, Operational Committee or to relevant Sub-Committee;
- (i) holding all current and historical Club records;
- (j) reading, replying and filing correspondence promptly; and
- (k) maintaining files of legal documents such as Rules, By Laws, leases and titles and maintaining custody of the Common Seal of the Club.

6.5 Treasurer

The Treasurer is the chief financial officer for the Club. The Treasurer is responsible for:

- (a) ensuring that the Club remains financially viable by the effective and transparent management of Club funds;

- (b) maintaining the Club Financial Records and producing accurate financial reports at Management Committee and General Meetings;
- (c) managing Club funds in accordance with the Club Rules and Management Committee Decisions, ensuring that all income is banked and all payments are authorised;
- (d) preparing and monitoring the yearly budget, providing a written Treasurer's report at each Management Committee meeting and at other times when required;
- (e) keeping proper records of all payments and monies received
- (f) sending out accounts, invoicing groups or members for rentals, e.g. Equipment and signs;
- (g) the club's petty cash;
- (h) showing evidence that money received is banked and documentation provided for all money paid out (Issuing receipts and promptly depositing all monies received); and
- (i) arranging the audit of the Clubs financial records and ensure that the information is prepared for each years AGM.

6.6 Other Management Committee members

Other Management Committee members are responsible for:

- (a) (where appropriate) assisting the other members of the Management Committee;
- (b) participating fully in all Management Committee work and, based on the member's knowledge and experience, assisting other Management Committee members where possible;
- (c) pursuing the objectives of the members, to be impartial, and broadly represent member interests; and
- (d) modelling and reinforcing the policies and practices of the Club.

7. Club Officers

7.1 Registrar

- (a) The Secretary may appoint a Registrar. The appointment as Registrar shall cease on a date determined by the Secretary in their sole and absolute discretion unless the appointed person resigns as Registrar. If there is no Registrar, the Secretary assumes the duties and responsibilities of the Registrar.
- (b) The Registrar reports to the Secretary.
- (c) Registrar duties, responsibilities & procedures:
 - (i) liaising with the Secretary regarding Management Committee approval, suspension and expulsion of members;
 - (ii) maintaining membership & registration records;
 - (iii) maintaining current contact information for members & program participants;
 - (iv) maintaining records of relevant licences & qualifications held by volunteers / staff ;
 - (v) overseeing the program registration process of club rowing programs;
 - (vi) approving, waitlisting or rejecting program participants who have applied to register for acceptance into club rowing programs based on Club policies and the number of positions available for each session; and
 - (vii) submitting a quarterly written report to the Management Committee

7.2 Director of Rowing

- (a) The Management Committee shall appoint a Director of Rowing. The appointment as Director of Rowing shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Director of Rowing.
- (b) The Director of Rowing reports to the Management Committee.
- (c) Director of Rowing duties, responsibilities & procedures:
 - (i) developing training pathways for rowers;
 - (ii) developing training pathways for coaches;
 - (iii) developing and setting squad / team selection criteria;
 - (iv) overseeing all rowing and sculling programs at the Club;
 - (v) appointing Session Coordinators for each rowing session (this includes Junior Rowing sessions, Under 23 Rowing sessions, Seniors Rowing sessions and Masters Rowing sessions if these session types exist);
 - (vi) appointing Senior Coaches to assist Session Coordinators (and inexperienced Coaches) where necessary and informing the Management Committee of the appointment of a Senior Coach;

- (vii) overseeing all coaching volunteers / staff at the Club;
- (viii) setting training session times and maximum session participant limits;
- (ix) designating session / squad / team / individual use of the Club fleet;
- (x) submitting requests for the purchase of new Rowing Equipment; and
- (xi) submitting a quarterly written report to the Management Committee

7.3 Building Director

- (a) The Management Committee shall appoint a Building Director. The appointment as Building Director shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Building Director.
- (b) The Building Director reports to the Management Committee.
- (c) Building Director duties, responsibilities & procedures:
 - (i) overseeing the development and building of the Centenary Rowing Club Complex; and
 - (ii) submitting a quarterly written report to the Management Committee

7.4 Safety Officer

- (a) The Management Committee shall appoint a Safety Officer. The appointment as Safety Officer shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Safety Officer.
- (b) The Safety Officer reports to the Management Committee.
- (c) Safety Officer duties, responsibilities & procedures:
 - (i) liaising with Rowing Queensland (RQI) and Rowing Australia (RA) regarding safety policies;
 - (ii) developing safety policies and procedures and submitting them to the Management Committee for approval;
 - (iii) monitoring and enforcing safety policies and procedures at the Club and
 - (iv) submitting a quarterly written report to the Management Committee.

7.5 Member Protection Officer

- (a) The Management Committee shall appoint a Member Protection Officer. The appointment as Member Protection Officer shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Member Protection Officer
- (b) The Member Protection Officer reports to the Management Committee.
- (c) Member Protection Officer duties, responsibilities & procedures:

- (i) working to ensure the protection of Club members from inappropriate interactions with adult members / program participants / volunteers / community members;
- (ii) maintaining records of volunteer and staff working with children checks; and
- (iii) reporting immediately to the Management Committee on any youth protection issues or concerns at the Club.

7.6 Uniforms and Merchandise Coordinator

- (a) The Management Committee shall appoint a Uniforms and Merchandise Coordinator. The appointment as Uniforms and Merchandise Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Uniforms and Merchandise Coordinator
- (b) The Uniforms and Merchandise Coordinator reports to the Management Committee.
- (c) Uniforms and Merchandise Coordinator duties, responsibilities & procedures:
 - (i) overseeing uniform & merchandise stock and sales for the club; and
 - (ii) submitting a quarterly written report to the Management Committee

7.7 Grants Coordinator

- (a) The Management Committee shall appoint a Grants Coordinator. The appointment as Grants Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Grants Coordinator.
- (b) The Grants Coordinator reports to the Management Committee.
- (c) Grants Coordinator duties, responsibilities & procedures:
 - (i) overseeing grant application and acquittal processes for the Club; and
 - (ii) submitting a quarterly written report to the Management Committee

7.8 Corporate Fundraising Coordinator

- (a) The Management Committee shall appoint a Corporate Fundraising Coordinator. The appointment as Corporate Fundraising Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Corporate Fundraising Coordinator .
- (b) The Corporate Fundraising Coordinator reports to the Management Committee.
- (c) Corporate Fundraising Coordinator duties, responsibilities & procedures:
 - (i) approaching organisations and high net-worth individuals on behalf of the Club seeking philanthropic donations of cash, goods or services; and
 - (ii) submitting a quarterly written report to the Management Committee

7.9 Fundraising Coordinator

- (a) The Management Committee shall appoint a Fundraising Coordinator. The appointment as Fundraising Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Fundraising Coordinator.
- (b) The Fundraising Coordinator reports to the Management Committee.
- (c) Fundraising Coordinator duties, responsibilities & procedures:
 - (i) overseeing and coordinating general fundraising for the Club; and
 - (ii) submitting a quarterly written report to the Management Committee

7.10 Events Coordinator

- (a) The Management Committee shall appoint a Events Coordinator. The appointment as Events Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Events Coordinator.
- (b) The Events Coordinator reports to the Management Committee.
- (c) Events Coordinator duties, responsibilities & procedures:
 - (i) overseeing and coordinating Events for the Club; and
 - (ii) submitting a quarterly written report to the Management Committee

7.11 Equipment Maintenance Coordinator

- (a) The Management Committee shall appoint a Equipment Maintenance Coordinator. The appointment as Equipment Maintenance Coordinator shall cease on a date determined by the Management Committee in its sole and absolute discretion unless the appointed person resigns as Equipment Maintenance Coordinator.
- (b) The Equipment Maintenance Coordinator reports to the Management Committee.
- (c) Equipment Maintenance Coordinator duties, responsibilities & procedures:
 - (i) overseeing and coordinating Equipment Maintenance for the Club; and
 - (ii) submitting a quarterly written report to the Management Committee

8. **Rowing Australia and Rowing Queensland Affiliation**

As an affiliate of Rowing Queensland and Rowing Australia the Club requires all members and program participants to comply with all policies and procedures as set, revoked, varied or modified from time-to-time by both Rowing Queensland and Rowing Australia.

