



ASSOCIATIONS INCORPORATION ACT 1985 (SA)

HENLEY SAILING CLUB INC.

REGISTRATION NO. A1717

CONSTITUTION

3 June 2022

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ASSOCIATIONS INCORPORATION ACT 1985 (SA)

CONSTITUTION

of

HENLEY SAILING CLUB INC.

1. NAME OF ASSOCIATION

The name of the incorporated association is "Henley Sailing Club Inc" ("**Club**").

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

"Act" means the *Associations Incorporation Act 1985 (SA)*.

"Annual General Meeting" means a meeting of the kind described in clause 20.1.

"Appointed Committee Member" means a committee member appointed under clause 13.

"AS" means Australian Sailing.

"Committee" means the body consisting of the Committee Members and constituting the committee for the purposes of the Act.

"Constitution" means this constitution of the Club.

"Committee Member" means a member of the Committee and includes Elected Committee Members and Appointed Committee Members and any person acting in that capacity from time to time appointed in accordance with this Constitution.

"Elected Committee Member" means a committee member appointed under clause 12.

"Financial year" means the year ending on the next 30 April following incorporation and thereafter a period of 12 months commencing on 1 May and ending on 30 April each year.

"Flag Officers" are those Members who are elected to the positions of Commodore, Vice-Commodore and Rear-Commodore and shall be Members holding senior membership or life members.

"General Meeting" means a general meeting of Members and includes the Annual General Meeting or any Special General Meeting.

“Intellectual Property” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Club or any activity of or conducted, promoted or administered by the Club in South Australia.

“Life Member” means an individual appointed as a life member of the Club under clause 5.

“Member” means a member for the time being of the Club.

“Objects” means the objects of the Club in clause 3.

Senior“Ordinary Resolution” means:

- (a) at a meeting of Members, a resolution passed at a General Meeting by a majority of Members present, entitled to vote and voting; or
- (b) at a meeting of the Committee or a committee of the Committee, a resolution passed by a majority of those present, entitled to vote and voting.

“Regulation” means a rule, regulation, by-law or policy made by the Committee under this Constitution.

“Seal” means the common seal of the Club.

“Special General Meeting” means a general meeting of Members convened in accordance with clause 21.

“Special Resolution” means a resolution passed at General Meeting of the Members if:

- (a) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all Members; and
- (b) it is passed at a duly convened meeting of the Members by a majority of not less than three-quarters of Members present, entitled to vote and voting.

“Sport” means the sport of sailing.

2.2 Interpretation

In this Constitution:

- 2.2.1 a reference to a function includes a reference to a power, authority and duty;

- 2.2.2 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;
- 2.2.3 words importing the singular include the plural and vice versa;
- 2.2.4 words importing any gender include the other genders;
- 2.2.5 persons include corporations and bodies politic;
- 2.2.6 references to a person include the legal personal representatives, successors and permitted assigns of that person;
- 2.2.7 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 another legislative authority having jurisdiction); and
- 2.2.8 unless the contrary intention appears, a requirement that something is in writing will be met if it is produced by electronic, photographic, lithographic or other means by which it can readily be read and reproduced.

2.3 Resolutions

Where this Constitution requires or permits a decision to be made or a resolution to be passed by a General Meeting, the Committee or a sub-committee of the Committee, the decision may be made or the resolution may be passed by Ordinary Resolution unless either this Constitution or the Act requires otherwise.

2.4 The Act

- 2.4.1 Words and phrases which are defined in the Act and which are not specifically defined in clause 2.1 above have the same meanings in this Constitution as they do in the Act.
- 2.4.2 Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Objects of the Club are to:

- 3.1 encourage, promote and advance the Sport throughout South Australia;
- 3.2 encourage competitive sailing by the promotion of events, regattas and championship events and the giving of prizes and by other means which may from time to time be determined by the Committee;

- 3.3 to foster, encourage and promote junior sailing;
- 3.4 affiliate with the AS;
- 3.5 to provide and maintain a club-house and ancillary facilities and any other thing or service which the Committee may decide upon for the use of its members and guests of members;
- 3.6 to maintain and operate sea rescue facilities and any other service and equipment whether in or adjacent to the clubhouse or elsewhere, which may facilitate these Objects;
- 3.7 maintain and enhance the reputation of the Sport and the standards of participation and behaviour of Members; and
- 3.8 undertake and or do other things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

For furthering the Objects, the Club has:

- 4.1 the specific rights, powers and privileges conferred on it by section 25 of the Act; and
- 4.2 in addition, all the powers it would have if it were a company incorporated under the *Corporations Act 2001* (Cth).

5. MEMBERS

The membership of the Club shall comprise the following classes:

5.1 Senior Member

A Senior Member shall be a person admitted to membership in the manner and form prescribed herein. Such members shall have all rights of the Club including voting rights.

5.2 Concessional Member

A Concessional member shall be a person of less than 25 years of age, as at June 1st, a holder of a Pension Card (or other such concession card as may be approved by the Committee), or a non-sailing member, admitted to membership in the manner and form prescribed herein. Such members shall have voting rights and hold any office, and all other rights and privileges of membership.

5.3 Junior Member

A Junior Member shall be a person of less than twenty one (21) years of age as at June 1st admitted to membership in the manner and form prescribed herein.

Such members shall have no voting rights but shall have all other privileges of membership. A Junior Member may become a Senior Member upon payment of a Senior subscription.

5.4 Social Member

A Social Member shall be a person of eighteen (18) years of age or more admitted to membership in the manner and form prescribed herein. Such members shall have no voting rights or sailing rights or be entitled to hold any office but shall otherwise enjoy such privileges as may from time to time be determined by the Committee.

5.5 Life Member

- 5.5.1 Life Membership is the highest honour that can be bestowed by the Club for longstanding and valued service of a period of not less than ten (10) years to the Club.
- 5.5.2 Any Member may recommend a person for Life Membership by notice in writing to the Committee. A recommendation made under this clause must include a written report outlining the history of services of the nominee.
- 5.5.3 A person may be appointed a Life Member only by Special Resolution put to an Annual General Meeting by the Committee.
- 5.5.4 A Life Member has all the rights of a Senior Member.
- 5.5.5 A Life Member cannot be required to pay fees or subscriptions (other than fees that are required to be paid to play in a team representing the Club).

5.6 Family Membership

A Family Membership shall comprise one Senior Member and may include that member's spouse or partner as a social member and any number of children of dependent children of the senior member who are less than twenty one (21) years of age as of June 1st as junior members. The members comprising the Family Membership shall be admitted to membership in the manner and form prescribed herein. Only the Senior Member shall be entitled to vote and to hold office. Each member of the Family Membership shall have all other privileges of membership appropriate to their category.

5.7 All Sailing Family Membership

An All Sailing Family Membership shall comprise two Senior Members who are a married or defacto couple and any number of dependent children of wither senior members who are less than twenty on (21) years of age as of June 1st as junior members. The members comprising the Family Membership shall be admitted to membership in the manner and form prescribed herein.

Only the Senior Members shall be entitled to vote and to hold office. Each member of the All Sailing Family Membership shall have all other privileges of membership appropriate to their category.

5.8 Prior Life Members

Any person who prior to or at the time of the adoption of these amended rules had been conferred with life membership shall retain such life membership and all such rights privileges obligations and duties which attached to such membership prior to or at the time of adoption of the said amended rules.

5.9 Honorary Members

5.9.1 Any of the Flag Officers shall have the authority in their discretion to admit visiting members of any other sailing club to honorary membership of the Club for such a period as they shall see fit provided they are financial members of another sailing club. Honorary Members so admitted shall be issued with an Honorary Members Card, which shall display the member's name and the dates of duration of such membership. honorary membership shall entitle the holder to the use of the Club's facilities and to compete for sailing trophies, except in Club Championship events, but no other privileges or rights whatsoever and in particular such members shall possess no voting rights in relation to the Club or its operations.

5.9.2 Any person invited or permitted by the Club to take part in any regatta yachting series or other competition function or event organised by the Club shall be admitted to honorary membership of the Club for the period of the regatta yachting series competition function or event.

5.10 Temporary Members

To enable a skipper, who is a member to obtain a result in a club sailing event without a crew who is a member being present and available, a temporary membership will be granted under the following conditions.

5.10.1 Any person wishing to become a temporary member to crew on any sailing day shall complete and sign the prescribed application form and hand it to the bridge along with the prescribed temporary fee.

5.10.2 The application form shall be endorsed by the nominating skipper and signed by a flag officer or the PRO, at least one hour prior to the scheduled time of the first start.

5.10.3 Each application for temporary member shall apply to one sailing day only.

- 5.10.4 Any person may be a temporary member to a maximum of seven (7) different occasions in any one sailing season.

5.11 Casual Membership

To encourage sailors who through personal or business commitments are unable to participate in a full sailing season. A Casual Member shall be a person admitted to membership in the manner and form prescribed herein. Such members shall have no voting rights or be entitled to hold any office but shall have all other privileges of membership. A Casual Member may become a Senior Member upon payment of a Senior subscription.

5.12 Admission of Members

- 5.12.1 A candidate for membership must apply to the Committee in writing.
- 5.12.2 The application must:
 - 5.12.2.1 be in a form approved by the Committee;
 - 5.12.2.2 contain full particulars of the name and address and contact details of the applicant;
 - 5.12.2.3 be endorsed by at least two (2) financial members of the Club;
 - 5.12.2.4 be exhibited on the noticeboard of the Club or at any other such place as the Committee shall decide for at least fourteen (14) days prior to being submitted to the Committee; and
 - 5.12.2.5 contain any other information prescribed by Regulation for an application for membership.

5.13 Discretion to accept or reject application

- 5.13.1 The Committee Members may accept or reject an application whether the applicant has complied with the requirements in clause 5.12 or not. The Committee Members are not required, nor can they be compelled to provide, any reason for rejection.
- 5.13.2 Membership begins on the later to occur of:
 - 5.13.2.1 acceptance of the application by the Committee Members; or
 - 5.13.2.2 payment of any fees payable by the new Member.

5.14 Obligations of Members

Each Member must:

- 5.14.1 treat all staff, contractors and representatives of the Club and the AS with respect and courtesy at all times;
- 5.14.2 maintain and enhance the standards, quality and reputation of both the Club and the Sport; and
- 5.14.3 not act in a manner unbecoming of a Member or prejudicial to the Objects or the interests or reputation of the Club, the AS or the Sport.

5.15 Register of Members

- 5.15.1 The Club must keep and maintain a register of Members in accordance with the Act.
- 5.15.2 In addition to the information required by the Act, the Register may contain such other information as the Committee considers appropriate.
- 5.15.3 Members must provide the Club with the details required by the Club to keep the register complete and up to date.

5.16 Effect of Membership

- 5.16.1 This Constitution constitutes a contract between each of the Members and the Club and each Member is bound by this Constitution and the Regulations.
- 5.16.2 Each Member is also bound by the rules and regulations governing competitions in which the Member participates.
- 5.16.3 Each Member authorises the Club to apply on the Member's behalf for the Member to be admitted to membership of the AS.

6. CESSATION OF MEMBERSHIP

6.1 General

A Member ceases to be a Member of the Club if:

- 6.1.1 the Member dies;
- 6.1.2 the Member is dissolved, wound up or bankrupted;
- 6.1.3 the Member resigns from membership in accordance with clause 6.2; or
- 6.1.4 the Member is expelled from the Club under clause 6.3.

6.2 Notice of Resignation

A Member may resign from membership of the Club on one month's notice in writing to the Club. A resigning Member is liable for any outstanding fees or subscriptions which may be recovered as a debt due to the Club.

6.3 Expulsion for breach

- 6.3.1 Subject to clause 6.3.3 but despite anything contained in any Regulation made under clause 7.1, the Committee may expel a Member from membership of the Club if, in the opinion of the Committee, the Member has materially breached any of its obligations under this Constitution or the Regulations.
- 6.3.2 The Committee may, in its discretion, convene a judiciary committee under clause 7.3 to hear and determine an allegation that a Member has materially breached one or more of its obligations under this Constitution or the Regulations and to make recommendations to the Committee about the appropriate consequences of its findings. The Committee may rely on the findings and recommendations of the judiciary committee.
- 6.3.3 A member may not be expelled under clause 6.3.1 unless the Member has been afforded natural justice.

6.4 Return of Property

A Member who ceases to be a Member must not thereafter use any property of the Club (including, without limitation, its Intellectual Property) and must immediately return to the Club all of the Club's documents, records or other property in the possession, custody or control of the former Member.

6.5 Membership may be Reinstated

- 6.5.1 Nothing in this clause 6 prevents a former Member from applying for readmission to Membership but, in considering the readmission application the Committee is entitled to take into account the facts and circumstances in which the prior membership (or memberships) ceased.
- 6.5.2 Membership which has ceased under this clause 6 may be reinstated at the discretion of the Committee without an application having been made under clause 6.5.1, with such conditions as it deems appropriate.

6.6 Refund of Membership Fees

Membership fees or subscriptions paid by the former Member may, at the Committee's discretion, be refunded on a pro-rata basis to the Member on cessation of the membership.

7. DISCIPLINE

- 7.1 The Committee may make Regulations governing the hearing and determination of disputes, protests or complaints by or against Members or Participants and any other matter involving the enforcement of this Constitution or the Regulations against Members or Participants.
- 7.2 A Regulation made under clause 7.1 may:
 - 7.2.1 provide for one or more judiciary committees or tribunals to hear and resolve cases falling under clause 7.1;
 - 7.2.2 prescribe penalties for breaches of this Constitution or the Regulations;
 - 7.2.3 invest a judiciary committee or tribunal with power to impose penalties;
 - 7.2.4 and otherwise prescribe the procedures for dealing with cases falling under clause 7.1.
- 7.3 Despite any Regulation made under clause 7.1, the Committee may itself deal with any disciplinary matter referred to it or appoint a judiciary committee to do so.
- 7.4 All proceedings relating to cases falling under clause 7.1 must be conducted according to the rules of natural justice.

8. SUBSCRIPTIONS AND FEES

- 8.1 The Committee will:
 - 8.1.1 fix annual membership subscriptions;
 - 8.1.2 fix such other fees or levies as the Committee considers prudent for the effective and sustainable management of the affairs of the Club; and
 - 8.1.3 determine the time for and manner of payment of the subscriptions, fees and levies by Members to the Club.
- 8.2 On admission to membership a new Member must pay the current full year's subscription unless the Committee agrees to accept payment in instalments.
- 8.3 The Committee may waive all or part of a Member's subscriptions, fees or levies and may agree terms of payment for a Member different from those applicable to other Members if the Committee is satisfied that there are special reasons to do so.
- 8.4 Payment

All subscriptions shall become due and payable on the first day of July in any calendar year. Any member whose subscription has not been paid by 30 September in any calendar year shall not be entitled to vote or to take part in any regatta yachting series competition function or event administered or organised by the Club or to receive any benefit including championship points and trophies or to take advantage of any privileges provided by the Club until such subscription shall be paid to the Secretary. Any member whose subscription is paid after 30 September in any calendar year shall forfeit any championship points and trophies from sailing events conducted prior to the date of payment.

8.5 Subscriptions in Arrears

Any member whose subscription has not been paid by the opening day of each season in each year and who shall have been provided with one (1) month's notice in writing requiring payment of such subscription may at the discretion of the Committee be struck off the roll of members whereupon that member shall cease to be a member and that member's rights to benefit from or utilise the privileges of the Club shall be absolutely forfeited.

8.6 Admission during year

Any member admitted to membership on or after 1 January in any year and before 1 June in any year shall upon admission to such membership pay any entrance fee, levy or other cost in full if applicable and one half of the annual subscription fee.

8.7 Discretion as to Entrance Fees

The Committee shall have a complete discretion as to whether or not entrance fees are required as a pre-requisite to membership as a matter of general principle and application.

9. **ELECTION OF FLAG OFFICERS**

Flag Officers namely the Commodore, Vice Commodore and Rear Commodore, shall be elected by secret ballot at the annual general meeting each year. Such officers shall hold office until the next succeeding annual general meeting. Such officers shall be eligible for re-election. It is generally desirable that a member shall have served successive terms as Rear Commodore and then as Vice Commodore before nomination to the position of Commodore. The General Committee shall have power to fill any casual vacancy of any Flag Officer position from time to time. Such appointee shall hold office on the same tenure as if elected.

10. **POWERS OF THE COMMITTEE**

10.1 General powers of Committee

- 10.1.1 Subject to the Act and this Constitution, the business and affairs of the Club must be managed by the Committee which may exercise the powers of the Club for that purpose.
- 10.1.2 The Committee must perform its functions in the pursuit of the Objects and in the interests of the Club as a whole, having regard to the Club's responsibility to the governing body for the Sport in South Australia and therefore as a custodian of the Sport's reputation in the State.

10.2 Limitation

The Committee may not cause the Club to disaffiliate from the AS without an Ordinary Resolution of the Members in General Meeting.

11. COMPOSITION OF THE COMMITTEE

11.1 Composition of the Committee

The Committee will comprise:

- 11.1.1 The Flag Officers;
- 11.1.2 up to four (4) Elected Committee Members elected under clause 12 for the positions of Treasurer, Secretary, Assistant Treasurer and Assistant Secretary;
- 11.1.3 up to five (5) Appointed Committee Members appointed under clause 13; and
- 11.1.4 the immediate past Commodore for the first 12 months from the date on which he ceased to hold the office of Commodore.

The positions of Assistant Secretary and Assistant Treasurer may, at the discretion of the Committee, be combined into one role in any given Financial Year.

12. ELECTED COMMITTEE MEMBERS

12.1 Nominations

- 12.1.1 The Committee must call for nominations for Flag Officers and Elected Committee Members at least twenty one (21) days prior to the Annual General Meeting.
- 12.1.2 The Committee may, when it calls for nominations, indicate which positions on the Committee it wishes to fill, the job descriptions for those positions and the qualifications or experience it considers desirable for those positions.

12.2 Form of Nomination

Nominations must:

- 12.2.1 be in writing;
- 12.2.2 be in the prescribed form (if any) provided for that purpose;
- 12.2.3 be signed by the nominee; and
- 12.2.4 be delivered to the Club not less than seven (7) days before the date fixed for the Annual General Meeting.

12.3 Elections

- 12.3.1 If the number of nominations received for the Committee does not exceed the number of vacancies to be filled, then those nominated will be declared elected at the Annual General Meeting.
- 12.3.2 If there are insufficient nominations received to fill all vacancies on the Committee, nominations for the remaining Elected Committee Member positions may be made from the floor of the Annual General Meeting. If the number of nominations received from the floor does not exceed the number of vacancies to be filled, then those nominated will be declared elected at the Annual General Meeting.
- 12.3.3 If at any stage the number of nominations for the Committee exceeds the number of vacancies then to be filled, an election must be conducted at the Annual General Meeting.
- 12.3.4 Elections must be conducted by secret ballot or in such manner and by such method as may be determined by the Committee from time to time or if the Committee has not made a determination, by the method determined by the chairperson of the Annual General Meeting.
- 12.3.5 If at the close of the Annual General Meeting, vacancies on the Committee remain unfilled, the vacant positions will be casual vacancies under clause 14.1.

12.4 Term of Appointment for Elected Committee Members

- 12.4.1 Subject to clause 12.4.2, the term of office of each Elected Committee Member begins at the conclusion of the Annual General Meeting at which their election occurs.
- 12.4.2 If the law requires the Elected Committee Member to have a particular qualification or clearance (for example, police clearance), the Elected Committee Member's term will not begin until the qualification or clearance has been established.

- 12.4.3 The term of office of each Elected Committee Member ends at the conclusion of the Annual General Meeting following their election, but the Elected Committee Member is eligible for re-election.

13. APPOINTED COMMITTEE MEMBERS

13.1 Appointment of Appointed Committee Members

The Elected Committee Members may appoint up to five (5) Appointed Committee Members.

13.2 Qualifications for Appointed Committee Members

In appointing Appointed Committee Members, the Elected Committee Members should have regard to which personal skills and experience the Committee thinks will complement the Committee composition.

13.3 Term of Appointment

- 13.3.1 The term of office of each Appointed Committee Member is twelve (12) months.
- 13.3.2 An Appointed Committee Member whose term of office ends is eligible for re-appointment.

14. VACANCIES ON THE COMMITTEE

14.1 Casual Vacancies

Any casual vacancy occurring in the position of Elected Committee Member may be filled by the remaining Elected Committee Members. A person appointed to fill a casual vacancy holds office only until the end of the next Annual General Meeting irrespective of the term of office of the person whom he or she replaces.

14.2 Grounds for Termination of Committee Member

The office of a Committee Member becomes vacant if the Committee Member:

- 14.2.1 dies;
- 14.2.2 becomes bankrupt or makes any arrangement or composition with his or her creditors generally;
- 14.2.3 suffers from mental or physical incapacity;
- 14.2.4 is disqualified from office under section 30 of the Act;
- 14.2.5 resigns his or her office by notice in writing to the Club;

- 14.2.6 is absent without the consent of the Committee from meetings of the Committee held during a period of six (6) months;
- 14.2.7 holds any office of employment with the Club;
- 14.2.8 is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of his or her interest;
- 14.2.9 in the case of an Appointed Committee Member, is removed from office by the Elected Committee Members;
- 14.2.10 is removed by the Members in General Meeting; or
- 14.2.11 would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

If a Committee Member is removed by resolution of the Members, the Committee Member cannot be reappointed to the Committee as an Appointed Committee Member without a further resolution of Members authorising the appointment.

14.3 Committee May Act

If there are any vacancies on the Committee, 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 Committee, they may act only for the purpose of increasing the number of Committee Member to a number sufficient to constitute a quorum.

15. DUTIES OF OFFICERS

15.1 Commodore

Subject to rule 16.3 of this Constitution the Commodore shall preside at all meetings of the Club and in his absence, at the appointed time, the Vice Commodore shall preside and in his absence the Rear Commodore shall preside.

The Commodore shall be the nominal head of the Club unless the Committee decides otherwise.

15.2 Vice Commodore

The Vice Commodore shall oversee/preside over all sailing activities and issues including the sailing program.

15.3 Rear Commodore

The Rear commodore shall oversee/preside over the management and maintenance of the Club premises including non sailing related activities.

15.4 Secretary

The Secretary shall convene and attend all meetings of the Club and keep or cause to be kept regular and correct minutes of such meetings, conduct the correspondence according to directions the Secretary may receive from the General Committee and attend generally to all the clerical business of the Club. The Secretary shall maintain a register of Club members and the Secretary shall maintain also a register of Club yachts and power boats and in these registers shall be entered the names of all yachts and boats belonging to the Club and all registered numbers and other particulars (if any) and the owner's name. The Secretary shall pay over to the Treasurer all monies he may receive on behalf of the Club.

15.5 Assistant Secretary

The Assistant Secretary shall act as Minute Secretary and shall act for the Secretary and officiate during the absence or incapacity of the Secretary.

15.6 Treasurer

The Treasurer shall in the name of the Club open accounts at a bank as directed by the General Committee and all moneys received by the Treasurer shall be deposited by the Treasurer to the credit of those accounts. Funds raised or received for sea-rescue purposes shall be kept in a separate account from other funds of the Club. The Treasurer shall submit to the annual general meeting a signed statement of the Club's Balance Sheet as at 30 April and Profit and Loss Statement for the last preceding financial year. The Treasurer shall have in the hands of the auditor or auditors the books of the Club within fourteen (14) days of the end of the financial year (if required under the Associations Incorporation Act 1985 (SA)). All cheques and electronic payments authorized for payment by the Committee shall be signed by any two of the following - Commodore, Vice Commodore, Rear Commodore, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

15.7 Assistant Treasurer

The Assistant Treasurer shall carry out financial transactions and maintain financial records on behalf of the Club as directed by the Treasurer and shall act for the Treasurer during the absence or incapacity of the Treasurer.

16. MEETINGS OF THE COMMITTEE

16.1 Committee to Meet

- 16.1.1 The Committee must meet as often as it considers necessary in every calendar year for the dispatch of business (and must meet at least as often as is required under the Act). Subject to this Constitution, the Committee may adjourn and otherwise regulate its meetings as it thinks fit.

- 16.1.2 Any Committee Member may at any time convene a meeting of the Committee on reasonable notice to the other Committee Members.

16.2 Attendance by Telephone

A Committee Member may attend a meeting by telephone or other electronic means by which he or she can hear and be heard.

16.3 Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Committee may be decided by Ordinary Resolution. Each Committee Member has one (1) vote on any question. The Flag Officer presiding at the meeting is entitled to have a casting vote if required

16.4 Resolutions not in Meeting

- 16.4.1 Subject to clause 16.4.4, the Committee may pass a resolution without a Committee meeting being held if all the Committee Members 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. The resolution is passed when the last Committee Member signs.
- 16.4.2 For the purposes of clause 16.4.1, separate copies of a document may be used for signing by those entitled to vote if the wording of the resolution and statement is identical in each copy.
- 16.4.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 16.4.4 A resolution may not be passed under clause 16.4.1 if, before it is circulated for voting under clause 16.4.1, the Committee resolves that it can only be put at a meeting of the Committee.
- 16.4.5 A resolution passed under this clause must be recorded in the minute book.

16.5 Quorum

At meetings of the Committee the number of Committee Members whose presence is required to constitute a quorum is:

- 16.5.1 if the number of Committee Members then in office is an even number, half of the number of Committee Members plus one; or
- 16.5.2 if the number of Committee Members then in office is an odd number, half of the number of Committee Members rounded up to the next whole number.

16.6 Chairperson

The Committee must appoint one of the Committee Members as its chairperson. The chairperson will act as chair of any Committee meeting or General Meeting at which he or she is present. If the chairperson is not present, or is unwilling or unable to chair at a particular Committee meeting the remaining Committee Members must appoint another Committee Member to assume the role as chair for that meeting only.

16.7 Committee Members' Interests

The Committee Members must comply with sections 31 and 32 of the Act regarding disclosure of interests and voting on contracts in which a Committee Member has an interest.

17. EXECUTIVE

The Committee may, from time to time, employ a chief executive and other personnel it considers necessary or appropriate, in each case for such period and on such conditions as the Committee determines.

18. DELEGATIONS

The Committee may, in writing, establish subcommittees and delegate to each of them the exercise of the functions of the Committee that are specified in the instrument of delegation, other than:

- 18.1 this power of delegation; and
- 18.2 a function that is a function imposed on the Committee by the Act, by any other law, or by resolution of the Club in General Meeting.

19. SEAL

- 19.1 The Club will have a Seal on which its corporate name appears in legible characters.
- 19.2 The Seal may not be used without the express authorisation of the Committee and every use of the Seal must be recorded in the minute books of the Club. The affixing of the Seal must be witnessed by two (2) Committee Members or by one Committee Member and another person authorised by the Committee for that purpose.

20. ANNUAL GENERAL MEETING

- 20.1 An Annual General Meeting of the Club must be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Committee.
- 20.2 All General Meetings other than the Annual General Meeting will be Special General Meetings.

21. SPECIAL GENERAL MEETINGS

21.1 Special General Meetings may be held

The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.

21.2 Requisition of Special General Meetings

- 21.2.1 On the requisition in writing of not less than five per cent (5%) of the total number of Members, the Committee must, within one month after the receipt of the requisition convene a Special General Meeting for the purpose specified in the requisition.
- 21.2.2 Every requisition for a Special General Meeting must be signed by requisitioning Members, state the purpose of the meeting and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- 21.2.3 If the Committee does not cause a Special General Meeting to be held within one month after the receipt of the requisition, the Members making the requisition may convene a Special General Meeting to be held not later than three (3) months after the receipt of the requisition.
- 21.2.4 A Special General Meeting convened by Members under this Constitution must be convened in the same manner, or as nearly as practical to the same manner, as a meeting convened by the Committee and for this purpose the Committee must ensure that the Members making the requisition are supplied free of charge with particulars of the Members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting must be borne by the Club.

22. ATTENDANCE AND VOTING AT GENERAL MEETINGS

- 22.1 Each Senior, Concessional and Life Member is entitled to attend and vote at General Meetings.
- 22.2 Each of the Committee Members and the auditor (if any) is entitled to attend General Meetings, but not to vote unless he or she is a Senior, Concessional or Life Member.

23. NOTICE OF GENERAL MEETING

- 23.1 Notice of every General Meeting must be given to every Member, the auditor and the Committee Members by the means authorised in clause37.

- 23.2 A notice of a General Meeting must specify the place, day and hour of the meeting and state the nature and order of the business to be transacted at the meeting.
- 23.3 At least twenty-one (21) days' notice of a General Meeting must be given to those Members entitled to receive notice, together with:
- 23.3.1 the agenda for the meeting;
 - 23.3.2 any notice of motion received from Members entitled to vote.

24. **BUSINESS**

- 24.1 The ordinary business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Committee and auditors, the election of Committee Members under this Constitution and the appointment of the auditors.
- 24.2 All business that is transacted at a General Meeting or an Annual General Meeting, other than those matters referred to in clause 24.1, is special business.
- 24.3 No business other than that stated on the notice for a General Meeting may be transacted at that meeting.

25. **PROCEEDINGS AT GENERAL MEETINGS**

25.1 Quorum

No business may be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. Subject to clause 25.3.1.2, a quorum for General Meetings is 5 Members.

25.2 Chairperson to preside

The chairperson of the Committee will, subject to this Constitution, preside as chairperson at every General Meeting except:

- 25.2.1 in relation to any election for which the chairperson of the Committee is a nominee; or
- 25.2.2 where the chairperson of the Committee has a conflict of interest.

If the chairperson of the Committee is not present or is unwilling or unable to preside, the Members present must appoint another Committee Member to preside as chair for that meeting only.

25.3 Adjournment of meeting

- 25.3.1 If within half an hour from the time appointed for the General Meeting a quorum is not present, the meeting must be adjourned

until the same day in the next week at the same time and place or to such other day, time and place as the chairperson determines. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the adjourned meeting

25.3.1.1 if the meeting was convened on the requisition of Members under clause 21.2, the meeting will lapse; and

25.3.1.2 in any other case, those Members present will constitute a quorum.

25.3.2 The chairperson may, with the consent of any meeting at which a quorum is present, and must, if directed by the meeting, adjourn the meeting from time to time and from place to place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

25.3.3 When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.

25.3.4 Except as provided in clause 25.3.3, it is not necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

25.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

25.4.1 the chairperson; or

25.4.2 a simple majority of Members present at the meeting.

25.5 Recording of Determinations

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 book containing the minutes of the proceedings of the Club is conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

26. VOTING AT GENERAL MEETINGS

26.1 Members entitled to vote

Each Senior, Concessional and Life Member is entitled to one (1) vote at General Meetings.

26.2 Chairperson may not exercise casting vote

The chair of a General Meeting does not have a casting vote.

26.3 Presiding Flag Officer

The Flag Officer presiding at a General Meeting is entitled to exercise a casting vote if required.

27. **DISPUTE RESOLUTION PROCEDURE**

27.1 The dispute resolution procedure set out in this clause applies to disputes between a Member and:

27.1.1 another Member; or

27.1.2 the Club.

27.2 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 parties.

27.3 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 after the scheduled meeting, refer the dispute to the State Sport Dispute Centre for resolution.

27.4 The Committee may prescribe additional grievance procedures in Regulations consistent with this Rule 27.

27.5 In this clause 'Member' includes any former Member who was a Member not more than six months before the dispute occurred.

28. **RECORDS AND ACCOUNTS**

The Club must comply with its obligations under of the Act in respect of accounts, records and minutes.

29. **AUDITOR**

29.1 An auditor may be appointed at each Annual General Meeting as the Club's auditor for the then current Financial Year.

29.2 If the Annual General Meeting appoints an auditor, any vacancy occurring during the year in the office of auditor must be filled by the Committee.

29.3 The auditor has power at any time to call for the production of all books, accounts and other documents relating to the affairs of the Club.

30. APPLICATION OF INCOME

- 30.1 The income and property of the Club must be applied solely towards the promotion of the Objects.
- 30.2 Except as prescribed in this Constitution or the Act, no portion of the income or property of the Club may be paid or transferred, directly or indirectly or whether by way of dividend, bonus or otherwise, to any Member or any associate of a Member.
- 30.3 Subject to clause 30.4, nothing in clauses 30.1 or 30.2 prevents a payment in good faith to any Member:
 - 30.3.1 in accordance with clauses 3 and 30.1 where that Member is a not-for-profit entity with a similar purpose to the Club;
 - 30.3.2 for any services actually rendered to the Club whether as an employee, Committee Member or otherwise;
 - 30.3.3 for goods supplied to the Club in the ordinary and usual course of operation;
 - 30.3.4 for interest on money borrowed from any Member;
 - 30.3.5 for rent for premises demised or let by any Member to the Club;
 - 30.3.6 for any reasonable out-of-pocket expenses incurred by the Member on behalf of the Club.
- 30.4 No payment made under clause 30.3 may exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

31. WINDING UP

Subject to this Constitution, the Club may be wound up or deregistered in accordance with the Act.

32. DISTRIBUTION OF ASSETS ON WINDING UP

- 32.1 If, on winding up, dissolution or deregistration of the Club and after satisfaction of all the Club's debts and liabilities, there remain surplus assets (as defined in the Act) those surplus assets must not be paid to or distributed amongst the Members but must be distributed to another organisation or organisations which has objects similar to the Objects and a constitution which prohibits the distribution of income and property to Members, or other such not for profit sporting or community based organisation preferably within the local community area.
- 32.2 The organisation or organisations to whom the distribution is to be made under clause 32.1 may be determined by the Members in General Meeting at or before the time of winding up, dissolution or deregistration,

and in default a determination by the Members, by a judge of the Supreme Court of South Australia or any other Court that has jurisdiction in the matter.

33. **CONSTITUTION**

33.1 Alteration of Constitution

33.1.1 Subject to clause 33.1.2, this Constitution may be repealed or altered or a new provision may be added by Special Resolution passed at a duly convened General Meeting.

33.1.2 If, in the opinion of the Committee, it is necessary to amend this Constitution:

33.1.2.1 to achieve or maintain affiliation of the Club with the AS;

33.1.2.2 to comply with the AS constitution and regulations; or

33.1.2.3 to achieve or maintain a particular tax status,

the Committee may, by Ordinary Resolution, make the amendments that it considers necessary for the purpose.

34. **REGULATIONS**

34.1 Committee to formulate Regulations

34.1.1 The Committee may make and amend rules, regulations, by-laws or policies (**Regulations**) for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and the Sport in South Australia as it thinks necessary or desirable, including without limitation regulations governing:

34.1.2 the conduct of competitions (including but not limited to the rules of competition and codes of conduct);

34.1.3 the conduct of meetings;

34.1.4 the resolution of disputes;

34.1.5 discipline of Members for breaches of this Constitution or the Regulations; and

34.1.6 any other matter in respect of which this Constitution authorises the Committee to make Regulations or which the Committee considers is necessary or appropriate for the good governance of the Club and its affairs.

The Regulations must be consistent with the Constitution, the AS constitution and any regulations made by the AS.

34.2 Regulations Binding

All Regulations are binding on the Club and all Members.

34.3 Publication of Regulations

Regulations and any amendments, alterations or other changes to or interpretations of the Regulations may be communicated to Members by a notice on the Club's website or in any journal or publication which is published by or on behalf of the Club and which is circulated by the Club to the Members.

35. **SAILING ARRANGEMENTS**

35.1 Sailing Events

The General Committee may arrange such sailing events as it thinks fit from time to time and may appropriate to the provision for suitable prizes therefore out of the funds of the Club such sums, as it shall think fit.

35.2 Sailing Rules

The sailing rules shall be those of the International Yacht Racing Union as incorporated by AS with the prescriptions approved by AS together with the Club's sailing instructions.

35.3 Arrangements for Regattas

Subject to the rules of AS all arrangements and regulations for regattas and sailing matches shall be made by the General Committee and all disputes arising out of the same shall be referred to the General Committee whose decision thereon shall be final provided that no member of the General Committee shall take part in the determination of any dispute in which he is personally interested. Any member who refuses to abide by such decision or persists in wilfully disobeying any such regulations thereby renders himself liable to such disciplinary action by resolution of the General Committee, as it shall think fit.

35.4 Sailing Committee

The General Committee may depute all or any of its duties under rules 35.1 and 35.3 hereof or in respect of hearing protests or for the purpose of determining handicaps or preparing programmes to a sailing committee consisting of such members of the Club as the General Committee shall appoint or of such other body or bodies as the General Committee shall appoint.

35.5 Race Committee

- 35.5.1 The conduct of each sailing event at the Club shall be vested in a Race Committee.
- 35.5.2 For regular sailing events the Race Committee shall be composed of the Principal Race Officer (PRO), the Senior Bridge Officer and the Senior Rescue Boat Officer present at the Club and the Chairman of the Sailing Committee.
- 35.5.3 For a special event such as a heat of a State Championship series conducted by the Club on behalf of a Class Association, the Class Association may nominate a representative to the Race Committee before the Event.
- 35.5.4 For a special event such as a National Championship series conducted by the Club on behalf of a Class Association, the composition of the Race Committee shall be printed in the Official Programme for that event.

36. VISITORS

36.1 Invitations for Visitors

Subject to relevant by-laws promulgated pursuant to these rules no member may invite more than three persons to such areas of the Club as are from time to time prescribed.

36.2 Prior Permission

Prior to any such social privileges being extended to such visitor the inviting member shall record or have recorded the visitor's name and address in the Club's visitors book and this entry shall be signed by a senior member. While the visitor is present at the Club the inviting member shall be present also and be responsible for the conduct and behaviour of the visitor.

36.3 Visitor's Sailing Privileges

A visitor may at the discretion of any Flag Officer or other member of the Club Executive be granted sailing privileges provided that he does not participate in more than three separate events in any one sailing season. Whenever a visitor participates in any such event the Bridge Log shall be noted accordingly and the entry signed by a Flag Officer. The result will not count towards a club trophy or award. If the visitor becomes a member in the same season, the result be reinstate on written application to the General committee.

37. NOTICE

- 37.1 Any notice required or authorised by this Constitution to be given to a Member may be served on the Member personally or by sending it

through the post in a prepaid envelope addressed to the Member at the Member's last known place of business or by facsimile, email or other electronic means or by its insertion on the Club's website or in any journal or publication which is published by or on behalf of the Club and which is circulated by the Club to its members.

37.2 Any notice required or authorised by this Constitution to be given to the Club may be served by delivering it personally to the Club at its registered office or by sending it through the post in a prepaid envelope addressed to the Club at the registered office.

37.3 A notice served by post will be taken to have been received by the recipient on the second working day after it was posted.

37.4 A notice served by facsimile, email or other electronic means will be taken to have been received by the Member two hours after it was sent.

38. PATRONS AND VICE PATRONS

The Club at its Annual General Meeting may appoint annually on the recommendation of the Committee a chief patron and as many vice patrons as it considers necessary, subject to approval of that person or persons.

39. INDEMNITY

39.1 Every Committee Member and employee of the Club is entitled to 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, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any proceedings in which relief is granted by the Court.

39.2 The Club must indemnify its Committee Members and employees against all damages and losses (including legal costs) for which any such Committee Member or employee may be or become liable to any third party in consequence of any act or omission:

39.2.1 in the case of a Committee Member, performed or made in good faith whilst acting on behalf of and with the authority, express or implied of the Club; and

39.2.2 in the case of an employee, performed or made in good faith in the course of, and within the scope of their employment by the Club.

40. TRANSITIONAL PROVISIONS

40.1 Continuing Membership

Each person who is a Member on the day on which this Constitution is adopted, will automatically be admitted to membership in the category that,

in the reasonable opinion of the Committee, is the category most appropriate for that Member.

40.2 Committee Members

For the purpose of determining when the term ends for each Committee Member in office on the day on which this Constitution is adopted, time served in the Committee Member's current term will be counted as if this Constitution had been in place at the commencement of that term.

40.3 Regulations deemed applicable

All rules, by-laws, policies and regulations of the Club in force at the date of the approval of this Constitution are to be deemed to be Regulations and continue to apply unless they are inconsistent with, or have been replaced by this Constitution.