



Constitution

November 2019

Nordek Water Polo Club Constitution

1. Name

The name of the club shall be Nordek Water Polo Club.

2. Interpretation

1. "Club" shall mean "Nordek Water Polo Club" as constituted under this Constitution.
2. "Board" shall mean the Office Bearers of the Club constituted under this Constitution.
3. The financial year shall start on the 1st of July in one year and end on the 30th of June the following year.

3. Membership

1. Shall be open to all persons approved by the Board upon payment of the annual membership fee fixed under these rules.
2. All Members of the Club shall be subject to the direction, supervision and control of the Board in the attainment of the Club's objectives.
3. Refusal of application – The Board may at its discretion refuse to admit to membership of the Club any person whom they consider would not be desirable to have as a member of the Club.
4. Membership Classes
 1. Senior Members - Shall be those persons who have obtained the age of 18 years and who are actual players for the Club, have paid the Senior Membership subscription and have been elected to such Membership.
 2. Junior Members - Shall be those persons who have not attained the age of 18 years and who are actual players for the Club, have paid the Junior Membership subscription and have been elected to such Membership.
 3. Associate Members – Non-playing member of the club.
 4. Life Members - Shall be such persons as appointed from among members who have rendered extraordinary, exceptional or outstanding service to the Club.
 1. life member may be conferred by annual general meeting on the recommendation of the board upon any person who has for a period of not less than 10 years rendered outstanding service to the club.
5. Cessation of membership - A person ceases to be a member of the club if the person:
 1. dies, or
 2. resigns membership, or
 3. is expelled from the club, or
 4. becomes non-financial.
6. Resignation of a Member - A Member of the Club is not entitled to resign that Membership except in accordance with this Rule.
 1. A Member of the Club who has paid all amounts payable by the Member to the Club in respect of the Member's Membership may resign from Membership of the Club by first giving notice, being not less than two (2) weeks, (or not less than such other period as the Board may determine) in

writing to the Secretary of the Member's intention to resign and upon the expiration of the period of notice, the Member ceases to be a Member.

2. No Member shall be allowed to resign if they are in arrears for any entrance fee or annual subscription or any other unpaid due.

7. Fees

1. A member of the club must, on admission to membership, pay to the club a fee as determined by the board.
2. Membership of the Club shall be annual and shall cover the period of one financial year to the next.
3. A life member is exempt from paying the fees described in clause (a)
4. All subscriptions payable under these Rules shall be paid yearly in advance. If any fee or subscription or call or charge remains unpaid for a period of 28 days after it becomes due, the Member concerned shall be notified by the Secretary in writing of the default and if the sum due still remains unpaid for a further period of 14 days, after the date of issue of the default notice, the Board shall, unless it considers that there is sufficient reason for delay in payment, by resolution debar such Member from all privileges of Membership. The provision of Rule (Right of appeal) shall not apply to any such resolution.
5. The Board may, at any time or times, suspend the payment of membership fees either generally or in respect to individual cases and shall have discretionary power to fix and determine or waive the membership fee chargeable to any Member under any special circumstance that may arise.

8. Members' liabilities

1. The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by rule 9.

9. Expulsion of Members

1. Subject to this clause, the Board may expel a member (including a member of the Board) or holder of any position from the Club, if in the opinion of the Board the member or other person has been guilty of conduct detrimental to the interests of the Club.
2. Unless the person concerned lodges an appeal to the Board the expulsion shall take effect on the expiration of fourteen days after service of a notice in writing stating that the person has been expelled, specifying the grounds and informing them of their rights under this clause.

4. The Board

1. Powers and standards

1. Shall do all things necessary for the attainment of the Club's objectives and all things incidental hitherto as outlined by this constitution.
2. Board members will be expected to fulfil the minimum standards and duties of their role as outlined in the appendix. Further duties or assistance above minimum standards will be gratefully accepted, but not enforced.
3. The structure of the board is as outlined in the Board Charter.

2. Election and appointment of office bearers

1. The Board shall be elected at the Annual General Meeting.

2. Persons nominating for election to the Board must do so in writing and be received by the Board at least seven (7) days prior to the Annual General Meeting.
 3. Only Financial Members and Life Members are eligible for election as officers of the Club. Junior members cannot be elected to the Board.
 4. Each position on the Board shall be separately voted on at the Annual General Meeting.
 5. A Member elected to be an officer of the Club holds office until the conclusion of the following Annual General Meeting. A retiring office bearer shall be eligible for re-election.
 6. Voting for the election of the Board shall be by ballot, using the preferential system if there are more than 2 candidates for any position. If a nomination has not been received for any Board position by the prescribed time, nominations may be accepted from the floor of the meeting. Voting by proxy is not allowed.
3. Casual Vacancies
1. A casual vacancy in the office of a Member of the Board occurs if the Member-
 1. Ceases to be a financial member of the Club (except life members); or
 2. Resigns office by notice in writing given to the Secretary; or
 3. If, in the opinion of the Board, the member is continually absent from meetings or duties without good reason.
 2. Should a casual vacancy occur, the Board may appoint a successor to hold office until the next election by the Annual General Meeting and until such appointment is made, the continuing Members of the Board may act notwithstanding such vacancy.
4. Removal of Board member
1. The Board may by ordinary resolution passed at a Board meeting, remove an Officer before the expiration of their period of office.
 2. Should any vacancy in the Board so arise, the Board may appoint another member to fill such vacancy and such member shall hold office until the next Annual General Meeting.

5. Annual General Meeting

1. The Club shall, in each year, hold an Annual General Meeting (AGM) with fourteen (14) days' notice provided.
2. The ordinary business of the AGM shall be:
 1. To confirm the minutes of the preceding AGM and any general meeting since the preceding AGM.
 2. To receive from the President and Treasurer their reports as prescribed by below.
 3. President shall present a report on activities of the club during the preceding year.
 4. Treasurer shall present an audited statement of accounts for the year of office.
 5. To elect the new Board.
 6. Any other business.

3. Ten members present in person (being members entitled under these rules to vote at an Annual General meeting) constitute a quorum for the transaction of the business of an Annual General meeting.
4. Procedure
 1. No item of business is to be transacted at an Annual General meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

6. Accounts

1. The funds to the Club shall be derived from annual subscriptions of Members, donations and subject to any resolution passed by the Club in a Board Meeting, such other sources as the Board determines.
2. All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
3. The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.
4. Subject to any resolution passed by the Club in a Board Meeting, the funds of the Club shall be used in pursuance of the objectives of the Club in such manner as the Board determines.
5. No disbursement of moneys shall be made unless authorised by the Board.
6. All payments by the Club must be authorised by two (2) Members of the Board being the Members authorised to do so by the Board.

7. Alteration of Constitution

1. This constitution may be altered at the Annual General Meeting of the Club by resolution passed by a two thirds majority of members present and voting.
2. Notice of the proposed amendment shall be included in the notice calling the Annual General Meeting.

Board Charter

Purpose

1. This Board Charter Sets out the role, responsibilities, structure and processes of the Board of Nordek Water Polo Club.

Roles and responsibilities

2. The role of the Board of Nordek Water Polo Club as outlined by the Constitution is to do all things necessary for the attainment of the Club's objectives and all things incidental hitherto.
3. Key responsibilities are
 1. Prepare and implement annual and five year club plan and annual budget
 2. Manage finances, including collecting fees
 3. Plan events, activities and functions in accordance with the goals of the Club
 4. Organise people and resources as required by motivating, instructing and encouraging those undertaking board responsibilities
 5. Monitor all Club activities, maintaining accurate records and keeping everyone informed at all times.

Management

4. Management of the Club's day to day operations is undertaken by the President
5. The President represents the Board to club members and communicates the Board's position.
6. Board members of the Club are to be:
 1. The President;
 3. The Treasurer;
 4. The Secretary and
 5. The Head Coach

Board Meetings

7. Meetings of the board
 1. The Board shall meet at least once each month during summer and as-required during winter.
 2. Quorum shall be 3 members.
 3. Any matter to be determined at a Board Meeting shall be decided by a majority of votes, but if there is an equality of votes, the President shall have a second or casting vote.
 4. Board members are expected to attend and participate in all Board meetings.
 5. The Secretary will provide at least three days' notice of any meeting convened by the President.
 6. Where a member is unavailable to attend the Board meeting, written apology is required prior to the meeting date.
 7. Where a member is unavailable to attend the Board meeting, they will provide a written update to the Secretary on any relevant agenda items, if appropriate.
 8. The President is responsible for the conduct of all Board meetings. This includes being satisfied that agendas are comprehensive, appropriate, and that recommendations and action items fit within the strategic direction of the Board

and Nordek Water Polo Club. If the President is not available the President will appoint an alternative Chair for that meeting, generally the Secretary.

Board Standards

8. The primary governance document for the Board is the Constitution. This outlines operational requirements for the Board. The Constitution is binding and must be adhered to by Board members when executing any and all duties.
 1. As representatives of Nordek, Board members are expected to observe the highest standards of ethical behaviour. Board members are role models for the club, and at all times are expected to promote the club favourably to members, potential members, sponsors and other stakeholders.
 2. Any member of the Board, subject to the direction and approval of the Board, will be empowered to use the resources of the club and Board to perform any duties assigned to them by the Board. The Board will work as a team to help each other.
 3. Board members are expected to make themselves available to all other members for general discussion and approval of Board issues. Board members should copy all other Board members on correspondence, where appropriate, to ensure that everyone is fully informed of decisions and plans.

Review of Charter

9. This Board Charter will be reviewed yearly before the AGM, or, as required.

Appendix

Role of the President

The President role carries the most responsibility in the club; to make decisions keeping the needs of Nordek members in mind at all times when ensuring the efficient, effective and impartial running of the club.

The minimum duties of a President are outlined as follows:

- preside over the Board meetings, using a knowledge and understanding of meeting procedures;
- oversee and co-ordinate the activities and administration of the club;
- ensure elected office bearers perform their duties as determined by the Club Constitution and adopted club position descriptions (below);
- to ensure all other tasks necessary for the running of club activities are performed by doing it themselves or delegating to others;
- have a knowledge of the Club Constitution, ensuring its compliance and preparation for any necessary changes;

The specific duties which are expected of the Nordek President are outlined as follows:

- manage the Nordek email address;
- prepare annual President's Report;
- communicate with other clubs regarding fixtures and general admin; and
- represent the club at ACT Water Polo Board meetings.

The attributes required by a good President include:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the constitution, rules and the duties of all office holders; and
- is a supportive leader for all Nordek members.

Role of the Secretary

The Secretary is responsible for the effective administration of the club. The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in co-ordinating club events.

The minimum duties of a Secretary are outlined as follows:

Meetings

- prepare an agenda in consultation with the President and book meeting venue;
- keep record of supporting papers required for meeting;
- take minutes including a list of attendances and apologies. Minutes include all action items, amendments, decisions and correspondence plus brief notes on discussions;
- type up and circulate minutes of each meeting to all Board members; and
- issue lists of action items to relevant parties.

Correspondence

- monitor club emails daily/as needed. Inform relevant Club Board members of any correspondence needing urgent attention or action;
- circulate all relevant correspondence to President and Board; and
- arrange typing and keep copies of all outgoing electronic and non-electronic correspondence on behalf of club.

General

- manage player and officials' registration in Revolutionise,
- keep records of minutes, agendas and action items;
- maintain, with Revolutionise, club membership records; and
- keep calendar of club activities.

The specific duties which are expected of the Nordek Secretary are outlined as follows:

- maintenance of Nordek website; and
- maintenance of Nordek email account.

The attributes required by a good Secretary include:

- organisation; task and time efficient;
- communication; word processing and telephone skills;
- understanding of office systems and procedures;
- decision making and delegation;
- management and supervision of other staff/volunteers;
- initiative
- tact and discretion;
- good understanding and knowledge of the organisation and its activities;
- reliability and trustworthiness; and
- problem solving.

Role of the Treasurer

The Treasurer is required to manage and record all incoming and outgoing expenditure of the club accurately.

The minimum duties of the Treasurer are outlined as follows:

- to prepare, in consultation with President and board, an annual club budget;
- to be aware of financial policy;
- report to the Board on the up-to-date financial status of the club;
- prepare and submit all payment requisition forms with supporting documentation on behalf of the club;
- keep accurate and up-to-date internal financial records. Issue and collect receipts for club income and expenditure; and
- to prepare Club accounts to be submitted for audit, and to attend the audit as required.

The specific duties which are expected of the Nordek Treasurer are outlined as follows:

- manage payments of receipts;
- issue refunds and reimbursements as required;
- prepare Budgets and future cash flows for consideration of the Board;
- conduct audits of club accounts as requested by Executive Board;
- preparation of the club accounts for AGM;
- act as signatory for club accounts.

The attributes required by a good Treasurer include:

- honesty and integrity;
- good organisational skills/ time management;
- eye for detail;
- decision making;
- ability to work in a logical and orderly manner;
- ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books;
- ability to keep good records; and
- awareness of procedures for handling cash, cheques and other financial transactions.

Role of the Head Coach

The Head Coach is principally responsible for assisting the coaching team in executing their responsibilities by providing administrative and strategic support. The Head Coach acts as a liaison between the Board and the coaching team; representing the coaches and their specific interests at Board meetings.

The specific duties which are expected of the Head Coach are outlined as follows:

- coordinate the management of shared issues across the coaching team;
- work with the Board on medium-term planning for coaching requirements;
- provide reports to the coaches/Board on key performance indicators;
- assist with the development of all coaches where appropriate;
- facilitate feedback from players to the coaches/Board as required;
- work as a representative of the Board (as directed by the Board) for interactions with ACT Water Polo on coaching related matters;
- execution of the clubs policies regarding player selection and injury management;
- ensure adherence to ACT Water Polo rules and manage player eligibility for finals; and
- be an additional general resource for coaches in terms formulating and executing their responsibilities as coaches

The attributes required by a good Head Coach include:

- effective communication and good interpersonal skills;
- knowledge of the club and its procedures;
- knowledge of ACT Water polo rules, protocols, systems and governance;
- knowledge of Water Polo, including of rules, tactics, history;
- some knowledge of coaching;
- positive and enthusiastic; and
- well organised.