

WYNNUM MANLY SAILING CLUB INC.

P O BOX 200, WYNNUM QLD 4178

CONSTITUTION

NOVEMBER 2019

WYNNUM MANLY SAILING CLUB INC. CONSTITUTION

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Interpretation

In these rules;

Act means the *Associations Incorporation Act (Queensland) 1981*.

That,

- (a) the CEO is the Chief Executive Officer of the Office of Fair Trading;
- (b) the masculine gender shall include the feminine gender;
- (c) the singular and plural and vice versa apply where applicable.

1. NAME

The name of the incorporated association shall be Wynnum Manly Sailing Club Inc. (in these Rules called "the Association").

2. OBJECTS

The objects for which the Association is established are:

- 2.1 To encourage and further the recreation and sport of yachting, sailing and boating.
- 2.2 To provide and maintain facilities for the use of Association members.

3. POWERS

The powers of the Association are:

- 3.1 The association has the powers of an individual.
- 3.2 The association may, for example;
 - (a) enter into contracts (example - enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the association; and
 - (b) open and operate bank accounts; and
 - (c) do other things necessary or convenient to be done in carrying out its affairs.

Note that all times, Powers shall be consistent with the Rules of the Association.

4. CLASSES OF MEMBERS

- 4.1 The membership of the Association shall consist of:
- a) Ordinary members, who must also be current financial full, associate or family members of Wynnum Manly Yacht Club Inc.;
 - b) Introductory members, provided that the cumulative total of such membership does not exceed ten weeks in any period of twelve months; and
 - c) Junior members, who must be current family members of Wynnum Manly Yacht Club Inc. who are under the age of eighteen years.
- 4.2 The number of members shall be limited to that number determined from time to time by the Management Committee to be in the best interests of the Association but shall generally be unlimited.
- 4.3 In the event of limitation of numbers in Membership, a waiting list (or lists) shall be established in each class and applicants names entered thereon in date sequence whence the applicant shall be brought forward for consideration as vacancies occur.

5. NEW MEMBERSHIP

- 5.1 Every applicant for membership of the Association shall be proposed by one financial member of the Association and seconded by another such member. The application for membership shall be made in writing, signed by the applicant together with their proposer and seconder and be in such form as the Management Committee shall from time to time prescribe.

6. MEMBERSHIP FEES

- 6.1 The nomination and membership fees for membership shall be such sum as the members shall from time to time at any General Meeting so determine.
- 6.2 The membership fees for membership for which fees are payable shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

7. ADMISSION AND REJECTION OF MEMBERS

- 7.1 The management committee must consider an application for membership at the next committee meeting held after it receives—
- (a) the application for membership; and
 - (b) the appropriate membership fee for the application.

- 7.2 Any applicant who received a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 7.3 Upon the acceptance or rejection of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

- 8.1 A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 8.2 If a member -
- (a) is convicted of an indictable offence, or
 - (b) fails to comply with any of the provision of these Rules or By-Laws or Wynnum Manly Sailing Club Incorporated's Rules or By-Laws or;
 - (c) has membership fees in arrears for two months or more, or;
 - (d) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether the membership shall be terminated.
- 8.3 The Member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.
- 8.4 Resignation or Termination of membership shall not affect the repayment of any debt owing to the Association or payment of subscription fees due.

9. APPEAL Against REJECTION or TERMINATION of MEMBERSHIP

- 9.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of their intention to appeal against the decision of the Management Committee.
- 9.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by them of such notice, a general meeting

to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

- 9.3 Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.
- 9.4 Rejected candidates shall not be entitled to re-apply for membership until six (6) months has elapsed from the date of their rejection.

10. REGISTER OF MEMBERS

- 10.1 The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- 10.2 Particulars shall also be entered into the Register of deaths, resignations, terminations and re-instatements of membership details of boat owned and further particulars as the Management Committee or the members at any general meeting may require from time to time.
- 10.3 The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.
- 10.4 However, the Management Committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm, unless required to do so by law.

11. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 11.1 The Management Committee of the Association shall consist of:
- Chairperson
 - Vice Chairperson
 - Secretary
 - Treasurer

- One Flag Officer of the Wynnum Manly Yacht Club Inc.,

all of whom shall be members of the Association and such number of other members as the members of the Association at any General Meeting may from time to time elect or appoint.
- 11.2 At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- 11.3 The election of officers and other members of the Management Committee, excluding the Flag Officers of Wynnum Manly Yacht Club Incorporated shall take place in the following manner:
 - (a) Members of the management committee shall be elected at each annual general meeting or any general meeting of the Association in accordance with these Rules.
 - (b) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
 - (c) The nomination, which shall be in writing and signed by the member and their proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place.
 - (d) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting.
 - (e) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 - (f) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting, PROVIDED THAT where the nomination is of a member not present, their acceptance of nomination must be produced in writing.
- 11.4 For the election of Management Committee members of the Association the Secretary shall be the returning officer.

12. RESIGNATION OR REMOVAL FROM MANAGEMENT COMMITTEE

- 12.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a Special General Meeting of the Association where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such Special general meeting.

13. VACANCIES ON THE MANAGEMENT COMMITTEE

- 13.1 The Management Committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- 13.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or member's may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

14. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 14.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association, and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- 14.2 The Management Committee may exercise all the powers of the Association.

15. MEETINGS OF MANAGEMENT COMMITTEE

- 15.1 The Management Committee shall meet at least once every three calendar months to exercise its functions.

- 15.2 A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 15.3 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meetings of the members shall constitute a quorum.
- 15.4 Subject as previously provided in this rule, the Management committee may meet together and regulate its proceedings as it thinks fit; PROVIDED THAT questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 15.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising therefrom, and if they do so vote the vote shall not be counted.
- 15.6 Not less than 7 days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee, PROVIDED THAT such notice shall clearly state the nature of the business to be discussed thereat.
- 15.7 The Chairperson shall preside at every meeting of the Management Committee, or if there is no Chairperson, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the Vice Chairperson shall be Chairperson. If both the Chairperson and the Vice Chairperson are not present at the meeting then the members may choose one of their number as Chairperson of the meeting.
- 15.8 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meetings a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

- 15.9 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee. Such documents may be delivered by electronic mail, in which case they shall be deemed to have been signed by the sender.

16. DELEGATION OF POWERS - SUB-COMMITTEE

- 16.1 The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- 16.2 A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairperson of the meeting.
- 16.3 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

17. ALL ACTS VALID

- 17.1 All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- 17.2 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

18. ANNUAL GENERAL MEETINGS

18.1 The annual general meeting shall be held within two months of the close of the Associations financial year.

18.2 The business to be transacted at every annual general meeting shall include:

- (a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
- (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (c) the election of members of the Management Committee;
- (d) the election of members of sub-committees;
- (e) the appointment of an auditor.

19. SPECIAL GENERAL MEETINGS

19.1 The secretary shall convene a special general meeting;

- (a) when directed to do so by the Management Committee; or
- (b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than 20% financial members of the Association. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat: or
- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

20. GENERAL MEETINGS

20.1 There shall be not less than two general meetings conducted each year, one of which may be the Annual General Meeting.

21. ANNUAL GENERAL, SPECIAL & GENERAL MEETINGS - NOTICE OF

21.1 The secretary shall convene all annual, special and general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association. Notice in the Wynnum Manly Yacht

Club Incorporated official magazine shall be deemed as being given sufficient notice.

- 21.2 The manner by which such notice shall be given shall be determined by the Management Committee. PROVIDED THAT notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing. Notice in writing of a general meeting shall clearly state the nature of the business to be discussed thereat.

22. ANNUAL GENERAL, SPECIAL & GENERAL MEETINGS - CONDUCT OF/VOTING AT

- 22.1 Unless otherwise provided by these Rules, at every Annual General Special and General meeting -
- (a) the Chairperson shall preside or if there is no Chairperson, or if the Chairperson is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice Chairperson shall be the Chairperson or if the Vice Chairperson is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;
 - (b) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
 - (c) every question, matter or resolution shall be decided by a majority of votes of the members present;
 - (d) every ordinary member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote; PROVIDED THAT no member shall be entitled to vote at any meeting if her annual subscription is more than one month in arrears at the date of the meeting.
 - (e) voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
 - (f) a member may only vote in person on a show of hands and every member shall be entitled to one vote in a secret ballot.

- (g) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting; PROVIDED THAT the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual meeting.
- 22.2 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting verifying their accuracy.
- 22.3 Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the chairperson of the next succeeding general meeting.
- 22.4 However, the minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

23. QUORUMS

- 23.1 (a) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus one.
(b) However, if all members of the association are members of the management committee, the quorum is the total number of members less one.
- 23.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 23.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may

determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

- 23.4 The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of and adjournment or of the business to be transacted at an adjourned meeting.

24. BY-LAWS

- 24.1 The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association any by-law be set aside by a general meeting of members.

25. ALTERATION OF RULES

- 25.1 Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting; PROVIDED THAT no such amendment, rescission or addition shall be valid until the same shall have been submitted to and approved by the CEO.
- 25.2 The provision at section 47(1) of the Associations Incorporation Act 1981 does not apply.

26. COMMON SEAL

- 26.1 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used on the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee.

27. FUNDS AND ACCOUNTS

- 27.1 The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.
- 27.2 Proper books and accounts shall be kept and maintained either in electronic, written or printed form in the English language showing

- correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- 27.3 All monies shall be banked as soon as practicable after receipt thereof.
- 27.4 All amounts in excess of one hundred dollars (\$100) or such amount as the Management Committee may from time to time decide shall be paid by cheque or electronic funds transfer (EFT) signed by any two of the; Chairperson, Vice Chairperson, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- 27.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- 27.6 The Management Committee shall determine that amount of petty cash which shall be kept on the imprest system.
- 27.7 All expenditure shall be approved or ratified at a Management Committee meeting.
- 27.8 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- (a) the income and expenditure for the financial year just ended;
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 27.9 All such statements shall be examined by the auditor who shall present the report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
- 27.10 The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to them or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or overpayment to any member of out of pocket expenses, money lent, reasonable and

proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

28. DOCUMENTS

28.1 The Management Committee shall provide for the safe custody of computer records, books, documents, instruments of title and securities of the Association.

29. FINANCIAL YEAR

29.1 The financial year of the Association shall close on 30 June in each year.

30. DISTRIBUTION OF SURPLUS ASSETS

30.1 If the Association shall be wound up in accordance with the provisions of the Association Incorporation Act 1981, and there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to the Wynnum Manly Yacht Club Inc.

DECLARATION

We.....
Secretary of Wynnum Manly Sailing Club Inc. and

.....

(Office)

hereby certify the within document to be a true and correct copy of the constitution of the Association, save having been compared by us with the original.

Dated this.....day of.....20.....

.....

SECRETARY

.....

.....

(OFFICE)

COMMON SEAL

WYNNUM MANLY SAILING CLUB INC.

BY-LAWS

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WYNNUM MANLY SAILING CLUB INC.

BY-LAWS

1. APPLICATION FOR MEMBERSHIP

- 1.1 Application for membership may be received from members of Wynnum Manly Yacht Club Inc. of good moral character and exercise an active interest in competitive sailing and/or have interests not incompatible with the general objects of the Association.
- 1.2 Application for membership shall be made on the form prescribed from time to time by the Management Committee and shall be accompanied by the nomination and subscription fee applicable to the class of membership applied for.
- 1.3 Application for membership forms shall be available from the secretary, and upon completion are to be forwarded to the secretary together with the relevant fees.

2. FEES

- 2.1 Subscription fees for the financial year shall be due 1 July each year.
- 2.2 Any member who subscription is in arrears for one month and who shall have been sent one months notice in writing requiring payment of same, may at the discretion of the Management Committee be excluded from the privileges of the club until the sum shall have been paid or may be struck off the register of members whereupon he/she shall cease to be a member, and his/her rights to enjoy or participate in the privileges of the Association shall be forfeited, but any liabilities or obligations to the Association shall not be extinguished by such striking off.
- 2.3 No member who is in arrears with their subscription shall be eligible for any office or for committee of the Association or to nominate an office bearer or committee member, vote at any meeting or sign any requisition under the Constitution.

3. CLASSIFICATION OF MEMBERS

- 3.1 Membership of the Association may include a registered firm or body corporate or incorporate in which case its representative shall be regarded as a Member. The Management Committee may require the proposer and seconder of such a firm or body to provide a character reference in respect of such representative nominated. Members shall be entitled to vote and stand for election to committee(s).

4. RIGHTS AND PRIVILEGES OF MEMBERS

- 4.1 Members shall be entitled to use all of the Associations property and facilities excepted as and where stated and posted.

5. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 5.1 In addition to the Officers listed in Clause 1.1 of the Constitution the following may attend meetings of the Management committee:

St Helena Cup Race Sub-Committee Chairperson.

6. STANDING SUB-COMMITTEES

- 6.1 There shall be a St Helena Cup Race Sub-Committee, PROVIDED THAT Members in General Meeting may from time to time appoint further sub-committee's or delete any of those existing.

7. DUTIES OF OFFICE BEARERS

- 7.1 Chairperson

It shall be the duty of the Chairperson to:

- (a) preside at all meetings of the Management Committee;
- (b) formulate a racing calendar
- (c) organize relevant racing permits
- (d) attend Australian Sailing meetings

- (e) inspect boats for safety and registration
- (f) organize and promote racing events.

7.2 Vice Chairperson

It shall be the duty of the Vice Chairperson to assist the Chairperson in the discharge of duties, to officiate in the Chairperson's absence, and to promote safety and training programs to the membership of the Association.

7.3 Secretary

It shall be the duty of the secretary:

- (a) to give notice of all meetings;
- (b) to keep a true record of the proceedings of all meetings;
- (c) to keep a register of members;
- (d) to conduct all correspondence and to file relevant documents connected with the Association's business;
- (e) to prepare the order of business of each meeting;
- (f) to attend all meetings of the Association with the necessary books and papers and in case of the Secretary's inability to do so to cause such books and papers to be conveyed to the place of the meeting.
- (g) to co-ordinate for submission to the Annual General Meeting a report of the doings of the association during the preceding year;
- (h) in the exercise of duties to be subject generally to the direction of and controlled by the Chairperson.

7.4 Treasurer

It shall be the duty of the Treasurer:

- (a) to exercise general supervision over the accounts of the Association subject to the direction of the Management Committee and to issue receipts for all monies received and to bank all such monies in the Association's bank accounts.
- (b) to present to the Annual General Meeting an audited and certified Balance Sheet and Statement of Assets and Liabilities and Income and Expenditure up to 30 June and at each Management meeting a statement of the receipts and expenditure during the period since the previous Management meeting and of the balance then in hand.

- (c) to oversight the preparation of accounts and collection of monies related to membership fees, hardstand rental and use of facilities. In the exercise of the Treasurers duties to be subject generally to the direction of and controlled by the Chairperson;
- (d) in the exercise of the Treasurer's duties to be subject generally to the direction of and controlled by the Chairperson.

8. GENERAL MEETINGS

- 8.1 The business to be discussed at each general meeting shall be that included on the agenda for each meeting - no other discussion or business shall be allowed.
- 8.2 Business to be included on the agenda of a meeting must be in the hands of the secretary twenty eight (28) days prior to the date of the meeting.

9. RULES FOR PROCEDURE AT ALL MEETINGS

- 9.1 No discussion shall take place except on a motion moved and seconded, and put in writing if so demanded by the chairperson, **PROVIDED THAT** at any General Meeting notice shall have been given of any motion.
- 9.2 Only one amendment shall be entertained at one time. If the amendment be carried, it shall become the substantive motion, the original motion lapsing and there will be no necessity to put the original motion to the meeting. It will be competent, whether the amendment is carried or not, to receive other amendments, one at a time, to be decided in like manner until the subject is finally disposed of by putting the amended motion.

10. SUSPENSION OF MEMBERSHIP

- 10.1 The Management Committee may at its discretion suspend a member who has conducted him/herself in a manner considered to be injurious to the interest of the Association.
- 10.2 The member concerned shall have the right to appear personally before the Management Committee prior to the vote on his/her suspension being

taken. To this end the member shall be given at least seven days notice of any such meeting of the committee.

11. APPEAL AGAINST SUSPENSION OF MEMBERSHIP

- 11.1 A member who has received from the secretary notice of his suspension may within twenty eight days lodge an appeal against such suspension with the secretary nominating a representative, who shall be a member, to sit upon the appeals board.
- 11.2 The Management Committee shall appoint another member to sit upon the board and that member together with the suspended members nominee shall elect a third member who shall Chair the board.
- 11.3 The board shall meet with the member within fourteen days of the receipt of an appeal at a time and place determined by its Chairperson and its findings shall be final and binding.

12. ASSOCIATION MANAGEMENT

- 12.1 Members must also comply with:
 - (a) rules and regulation as laid down by the Wynnum Manly Yacht Club Marina Limited and by the controlling authorities of the Manly Harbour and the Constitution and By-Laws of Wynnum Manly Yacht Club Inc.

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