

**VICTORIAN CANOE ASSOCIATION INCORPORATED**  
**A 000 3513 K**  
**(Trading as Canoeing Victoria)**

**CONSTITUTION**  
**10/10/2018**

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**ASSOCIATIONS INCORPORATION REFORM ACT 2012 (VICTORIA)  
CONSTITUTION**

**OF**

**VICTORIAN CANOE ASSOCIATION INCORPORATED**

**PART I – OBJECTS, POWERS AND INTERPRETATION**

**1. NAME OF ASSOCIATION**

The name of the association is **Victorian Canoe Association** Incorporated ("**Association**").

**2. PURPOSES OF ASSOCIATION**

The Association is the peak body for the administration of the sport of canoeing in **Victoria**. The objects for which the Association is established and maintained are to:

- (a) promote and develop competitive and recreational canoeing;
- (b) unite the recognised canoe organisations of Victoria;
- (c) issue rules and regulations to be followed in state competitions;
- (d) arrange for state championships and the selection of state teams and training squads;
- (e) recognise canoeing values and the implications on canoeing in recreational and natural resource planning and management;
- (f) be a means of liaison between Affiliated Organisations and other external organisations;
- (g) represent and promote the interests of Members to Australian Canoeing;
- (h) pursue high standards of safety, education and training in all aspects of the sport; and
- (j) make connections to the paddling community.

**3. POWERS OF ASSOCIATION**

Solely for the furthering of the Purposes under **Rule 2**, the Association, in addition to the Sporting Power and any other powers it has under the Act, has the legal capacity and powers of an association as set out in the Act.

## 4. INTERPRETATION

### 4.1 Definitions

In this Constitution unless the contrary intention appears, these words shall have the following meanings:

**“Act”** means the Associations Incorporation Reform Act 2012 (**Victoria**) or any other act under which the Association may be incorporated from time to time.

**“Affiliated Club”** means a club that is a member of the Association as defined in **Rule 8**.

**“Association”** means, Victorian Canoe Association Incorporated or Canoeing Victoria

**“Australian Canoeing”** means Australian Canoeing Limited , being the national peak body of canoeing in Australia.

**“Australian Canoeing Constitution”** means the constitution of Australian Canoeing as amended from time to time and any by-laws of Australian Canoeing as amended from time to time.

**“Board”** means the body consisting of the Directors under **Rule 25**.

**“By-Law”** means any by-law, regulation or policy made by the Board under **Rule 34**.

**“Canoeing”** refers to the sport of canoeing, including kayaking, in both its competitive and recreational forms.

**“Committee”** means any committee appointed by the Board under **Rule 32.3**, and includes discipline-based Committees.

**“Delegate”** means the person elected from time to time by an Affiliated Club to act for and on behalf of that Affiliated Club and represent the Affiliated Club at General Meetings or otherwise.

**“Director”** means a member of the Board elected or appointed in accordance with this Constitution and includes the Interested Directors and the Independent Directors.

**“Independent Director”** means a Director appointed under **Rule 27**.

**“Interested Director”** means a Director elected under **Rule 26**.

**“Executive Officer”** means the person who is appointed under this Constitution to carry out the duties set out in **Rule 31**, whether known as the Executive Officer, General Manager or otherwise.

**“Financial Year”** means the year commencing 1<sup>st</sup> July and ending 30<sup>th</sup> June.

**“General Meeting”** means the annual or any special general meeting of the Association.

**“Individual Member”** means a registered financial individual member of the Association or an Affiliated Club.

**“Intellectual Property”** means all rights or goodwill subsisting in copyright, business names, names, trade marks (or signs), logos, designs, patents or service marks (whether registered or able to be registered) relating to the Association or any event, competition or activity of or conducted, promoted or administered by the Association.

**“Life Member”** means an individual upon whom life membership of the Association has been conferred under **Rule 7.3**.

**“Member”** means a member for the time being of the Association under **Part III** of this Constitution.

**“Registered Canoeing Leader”** means an individual registered with Australian Canoeing as an Instructor, Guide, Lifeguard, Coach or Official. **“Seal”** means the common Seal of the Association and includes any official Seal of the Association.

**“Special Resolution”** means a resolution passed:

- (a) at a General Meeting of the Association of which forty (40) days notice, accompanied by notice of intention to propose a resolution as a special resolution, has been given to the Member in accordance with this Constitution; and
- (b) by at least three quarters of votes of those Members who, being entitled to vote, vote in person at the meeting

**“Sporting Power”** means that power delegated to the Association by Australian Canoeing for the exclusive control and management of the Sport in Victoria.

**“State Acts”** means the state associations incorporation legislation (by whatever name called) governing the Members, including the Act.

**“State Association”** means an entity recognised under the Australian Canoeing Constitution to administer the sport of canoeing in a particular State or Territory.

## 4.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) 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;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;

- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) 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 any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

#### 4.3 Severance

If any provision of this Constitution or any phrase contained in them is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If the rule or phrase can not be so read down it shall be severed to the extent of the invalidity or unenforceability. Such severance shall not affect the remaining provisions of this Constitution or affect the validity or enforceability of any provision in any other jurisdiction.

#### 4.4 Expressions in Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter dealt with by a particular provision of the Act has the same meaning as that provision of the Act.

## **PART II – ASSOCIATION AND AFFILIATED CLUB CONSTITUTIONS**

### **5. STATUS AND COMPLIANCE OF ASSOCIATION**

#### **5.1 Recognition of Association**

- (a) Affiliated organisations and individual members shall recognise the Association as being the peak state authority for the sport of canoeing in Victoria.
- (b) The Association, subject to the laws then existing in Victoria, shall administer the sport in conformity with the Purposes of the Association.
- (c) The Association shall recognise that Australian Canoeing is the national controlling body for the sport of canoeing in Australia.
- (d) The Association shall affiliate with Australian Canoeing and shall maintain that affiliation and, subject to the laws of Victoria, shall administer the sport of canoeing to further the Purposes of the Association.

#### **5.2 Compliance of Association as a State Association**

The Members acknowledge and agree the Association shall:

- (a) be an incorporated association in Victoria;
- (b) elect or appoint **1** Delegate to represent it at general meetings of Australian Canoeing in accordance with this Constitution and the Australian Canoeing Constitution;
- (c) provide Australian Canoeing with copies of its audited accounts, annual report and other associated documents within thirty (30) days of the Association's annual general meeting;
- (d) adopt in principle, the objects of Australian Canoeing and adopt rules which reflect and which are, to the extent permitted or required by the Act, generally in conformity with the Australian Canoeing Constitution;
- (e) apply its property and capacity solely in pursuit of the Purposes of Australian Canoeing, the Association and the sport of canoeing;
- (f) do all that is reasonably necessary to enable the objects of Australian Canoeing and the Association to be achieved
- (g) act in good faith and loyalty to ensure the maintenance and enhancement of Australian Canoeing, the Association of canoeing, its standards, quality and reputation for the collective and mutual benefit of the Members and the sport of canoeing;
- (h) at all times operate with, and promote, mutual trust and confidence between Australian Canoeing, the Association and the Members in pursuit of these objects;
- (i) at all times act on behalf of and in the interests of the Members and the sport of canoeing; and



- (j) abide by the Australian Canoeing Constitution to the extent allowed by Victorian law.

### 5.3 Operation of Australian Canoeing Constitution

The Association agrees:

- (a) that it is bound by the Australian Canoeing Constitution and that the Australian Canoeing Constitution is written to foster uniformity in the way in which the objects of Australian Canoeing and canoeing are to be conducted, encouraged, promoted and administered in Australia;
- (b) to act in good faith and loyalty to Australian Canoeing to ensure the maintenance and enhancement of canoeing, its standards, quality and reputation for the collective and mutual benefit of the Members and the sport of canoeing;
- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of canoeing, and its maintenance and enhancement;
- (d) to make full and proper disclosure to Australian Canoeing of all matters of importance to Australian Canoeing and the sport of canoeing;
- (e) not to acquire a private advantage at the expense of Australian Canoeing or any other State Association or canoeing.
- (f) to operate with mutual trust and confidence in pursuit of the objects of Australian Canoeing;
- (g) to promote the economic and sporting success, strength and stability of Australian Canoeing and the other State Associations and to act interdependently with each other in pursuit of the objects of Australian Canoeing;
- (h) to act for and on behalf of the interests of the sport of canoeing, Australian Canoeing and the Members; and
- (i) that should the Association have administrative, operational or financial difficulties, including but not limited to where the Association:
  - (i) takes or has taken or has instituted against it any action or proceeding, whether voluntary or compulsory, having as its object the winding up of the Association; or
  - (ii) enters into a composition or arrangement with its creditors, other than a voluntary winding up by members for the purpose of reconstruction or amalgamation; or
  - (iii) a mortgagee or other creditor takes possession of any of its assets;

Australian Canoeing may, in its absolute discretion act to assist the Association in whatever manner and on such conditions as Australian Canoeing considers appropriate, including, but not limited to the appointment of an administrator.

#### 5.4 Constitution of the Association

The constituent documents of the Association shall clearly reflect the objects of Australian Canoeing and shall be in a form acceptable to Australian Canoeing, with such incidental variations as are necessary or appropriate, having regard to the Act

- (a) The Association shall take all steps necessary to ensure its constituent documents and rules are in a form acceptable to Australian Canoeing and shall ensure its documents are amended in conformity with future amendments made to the Australian Canoeing Constitution, subject to any prohibition or inconsistency in the Act.
- (b) The Association shall provide to Australian Canoeing a copy of its Constitution and all amendments to the Constitution.

#### 5.5 Register of Members

The Association shall maintain, in a form and with such details as are acceptable to Australian Canoeing, a register of all Affiliated Clubs and Individual Members in Victoria. The Association shall provide a copy of the register at a time and in a form acceptable to Australian Canoeing, and shall provide prompt and regular updates of that register to Australian Canoeing when requested.

### 6. AFFILIATED CLUB CONSTITUTIONS

#### 6.1 Compliance of Affiliated Clubs

The Affiliated Clubs acknowledge and agree that each of them shall:

- (a) Subject to **Rule 8.5**, be incorporated in Victoria or New South Wales
- (b) elect 1 Delegate to represent it at General Meetings of the Association.
- (c) provide the Association with copies of its audited accounts, annual report and other associated documents within thirty (30) days of such request by the Association
- (d) recognise the Association as the State peak body for canoeing in Victoria and Australian Canoeing as the national peak body for the sport of canoeing in Australia
- (e) generally, have regard to the Purposes of the Association, and in particular the Purpose to create a single uniform entity for the conduct, promotion, encouragement and administration of canoeing, in any matters of the Affiliated Club pertaining to canoeing; and
- (f) abide by this Constitution and the Australian Canoeing Constitution.

## 6.2 Constitution of the Affiliate

- (a) The constituent documents of an Affiliated Club shall clearly reflect the objects of the Association and will conform with this Constitution, subject to any requirements in the Act, and at least to the extent of:
  - (i) the Purposes of the Association;
  - (ii) the structure and membership categories of the Association
  - (iii) recognising the Association as the State peak body for the sport of canoeing in Victoria and Australian Canoeing as the national peak body for the sport of canoeing in Australia
  - (iv) recognising the Association as the final arbiter on matters pertaining to canoeing in Victoria, including disciplinary proceedings and Australian Canoeing as the final arbiter on matters pertaining to canoeing in Australia, including disciplinary proceedings
  - (v) such other matters as are required to give full effect to the Association's Constitutionwith such incidental variations as are necessary having regard to the Act.
- (b) Each affiliated Club shall take all steps necessary to ensure its constituent documents conform with the Association's Constitution at least to the extent set out in **Rule 6.2(a)** and shall ensure its documents are amended in conformity with future amendments made to the Association's Constitution, subject to any prohibition or inconsistency in the Act.
- (c) Upon request, the Affiliated Clubs shall provide to the Association a copy of its constituent documents and all amendments to these documents. The affiliated Clubs acknowledge and agree that the association has the power to veto any provision in its constituent documents which, in the Association's reasonable opinion, is contrary to the objectives of the Association or Australian Canoeing

## 6.3 Availability of Affiliated Club Constitution

The constituent documents of each Affiliated Club shall, at the earliest available opportunity, but within two years of the commencement of this Constitution, recognise the Association as the state peak body for canoeing in Victoria and Australian Canoeing as the national peak body for canoeing in Australia, and their respective objects.

## 6.4 Affiliated Club Register

Each Affiliated Club shall maintain, in a form and with such details as are acceptable to the Association, a register of all Individual Members of the Affiliated Club. Each Affiliated Club shall provide a copy of the register at a time and in a form acceptable to the Association, and shall provide prompt and regular updates of the register to the Association when requested by the Association.

## PART III – MEMBERSHIP

### 7. MEMBERS

#### 7.1 Category of Members

The Members of the Association shall consist of:

- (a) Affiliated Clubs, who subject to this Constitution, shall be represented by their appointed Delegate/s who shall have the right to attend, debate and vote at General Meetings for and on behalf of the Affiliated Club;
- (b) Life Members, who subject to this Constitution, may attend and debate at General Meetings, but have no right to vote at General Meetings
- (c) Individual Members, who subject to this Constitution, may attend General Meetings, but have no right to vote at General Meetings
- (d) Registered Canoeing Leaders who reside in Victoria, who subject to this Constitution, may attend General Meetings, but have no right to debate or vote at General Meetings;
- (e) such new categories of Members, created in accordance with **Rule 7.2** below.

#### 7.2 Creation of New Categories

The Board has the right and power from time to time to create new categories of membership with such rights, privileges and obligations as are determined applicable (other than voting rights), even if the effect of creating a new category is to alter rights, privileges or obligations of an existing category of Members. No new category of membership may be granted voting rights.

#### 7.3 Life Members

- (a) Members may nominate a person who has rendered distinguished or special service to canoeing at the state level, for life membership. The nomination must be on the prescribed form (if any) and must be submitted to the Executive Officer at least forty five (45) days before the date set down for the Annual General Meeting.
- (b) The nomination for Life Member shall be considered at the Annual General Meeting. A resolution of the Annual General Meeting to confer life membership must be passed by Special Resolution. The vote on such resolution will be taken by secret ballot.
- (c) Conditions, obligations and privileges of life membership shall be as prescribed in the By-Laws.

## **8. AFFILIATED CLUBS AND INDIVIDUAL MEMBERS**

### **8.1 Affiliated Clubs**

- (a) A club seeking to become affiliated with the Association for the first time after the commencement of this Constitution must be incorporated.
- (b) For such time as an Affiliated Club is not incorporated, the secretary of any such unincorporated Affiliated Club shall be deemed to be the Member (on behalf of the unincorporated Affiliated Club), and shall be entitled to exercise the same voting and other rights and have the same obligations and shall follow such procedures on behalf of the unincorporated Affiliated Club as incorporated Affiliated Clubs, to the extent that this is possible.
- (c) Any dispute or uncertainty as to the application of this Constitution to an unincorporated Affiliated Club shall be resolved by the Board in its sole discretion.

### **8.2 Application for Membership**

An application for membership by an organisation or individual:

- (a) shall be in writing on the form prescribed from time to time by the Board, from the applicant or its nominated representative and lodged with the Association;
- (b) in the case of an application for Affiliated Club membership, accompanied by a copy of the applicant's constitution (which must be acceptable to the Association and be substantially in conformity with this Constitution) and register of members; and
- (c) must be accompanied by the appropriate fee, if any.

### **8.3 Discretion to Accept or Reject Application**

- (a) The Association may accept or reject an application. If the application for membership is rejected, the Board must provide in writing an explanation to the applicant within thirty (30) days of the rejection, as to the reasons for the rejection.
- (b) A rejected member has the option to present their case to the next General Meeting of the Association, where the decision to accept or reject is ratified by a vote of the members at that meeting
- (c) Where the Association accepts an application, the applicant shall become a Member. Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Executive Officer shall amend the register accordingly as soon as practicable.
- (d) Where the Association rejects an application the Association shall refund any fees forwarded with the application and the application shall be deemed rejected by the Association.

#### 8.4 Membership Renewal

- (a) Affiliated Clubs and individual members (if applicable) must reapply for membership with the Association in accordance with the procedures set down by the Association in By-Laws from time to time.
- (b) Upon request by the Association, an Affiliated Club must lodge with the Association an updated copy of its constitution (including all amendments) and provide details of any change in its Delegate, and any other information reasonably required by the Association. Each Affiliated Club is to ensure that its constitution is amended in conformity with amendments made to this Constitution and the Australian Canoeing Constitution.

#### 8.5 Deeming Provisions

- (a) All persons who were individual members or club members (howsoever described) of the Association prior to the time of approval of this Constitution under the Act, shall be deemed Individual Members or Affiliated Clubs from the time of approval of this Constitution under the Act, and will be entitled to such benefits as are conferred on them by the Association, whether directly or indirectly.
- (b) The Affiliated Clubs shall, whenever requested by the Association, provide to the Association, such details of Individual Members as are required by the Association under this Constitution.

#### 8.6 Membership with Australian Canoeing

In order to remain members of Australian Canoeing, Members and Affiliated Clubs must:

- (a) renew their membership with the Association in accordance with **Rule 8.4**;
- (b) otherwise remain registered financial members of the Association in accordance with the procedures set out in this Constitution.

### 9. SUBSCRIPTIONS AND FEES

9.1 The annual membership subscription (if any), fees and any levies payable by Members (or any category of members) to the Association, the basis of, the time for and manner of payment shall be as determined by the Board from time to time.

9.2 Any Member which or who has not paid all monies due and payable by that Member to the Association shall (subject to the Board's discretion) have all rights under this Constitution immediately suspended from the expiry of the time prescribed for payment of those monies. Such rights will be suspended until such time as the monies are fully paid or otherwise in the Board's discretion. In the meantime, the Member shall have no automatic right to resign from the Association, and shall be dealt with in the Board's discretion, which includes the right to expel, suspend, disqualify, fine, discipline or retain that Member as a Member, or impose such other conditions or requirements as the Board considers appropriate.

## **10. REGISTER OF MEMBERS**

### **10.1 Executive Officer to Keep Register**

The Executive Officer shall keep and maintain a register of Members in which shall be entered such information as is required under the Act from time to time.

### **10.2 Inspection of Register**

Having regard to confidentiality considerations, an extract of the register, excluding the personal information of any Delegate, Life Member, Individual Member, Registered Canoeing Leader or Director shall be available for inspection (but not copying by any means) by Members, upon reasonable request.

## **11. EFFECT OF MEMBERSHIP**

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the By-Laws
- (b) they shall comply with and observe this Constitution and the By-Laws and any determination, resolution or policy which may be made or passed by the Board or any duly authorised Committee
- (c) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association
- (d) this Constitution is made in pursuit of a common object, namely the mutual and collective benefit of the Association, the Members and canoeing
- (e) this Constitution and By-Laws are necessary and reasonable for promoting the objects of the Association and particularly the advancement and protection of canoeing; and
- (f) they are entitled to all benefits, advantages, privileges and services of Association membership.

## **12. DISCONTINUANCE OF MEMBERSHIP**

### **12.1 Notice of Resignation**

Subject to this Constitution any Member which has paid all monies due and payable to the Association and has no other liability (contingent or otherwise) to the Association may resign from the Association by giving 1 month's notice in writing to the Association of such intention to withdraw or resign and upon the expiration of that period of notice, the Member shall cease to be a Member. A Life Member who has paid all monies due and payable to the Association may resign by notice in writing with immediate effect.

## 12.2 Expiration of Notice Period

Subject to **Rule 12.5** upon the expiration of any notice period applicable under **Rule 12.1** an entry, recording the date on which the Member who or which gave notice ceased to be a Member shall be recorded in the register.

## 12.3 Forfeiture of Rights

A Member who or which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Association and its property including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

## 12.4 Membership may be Reinstated

Membership which has lapsed, been withdrawn or terminated under this Constitution may be reinstated at the discretion of the Board, on application in accordance with this Constitution and otherwise on such conditions as it sees fit.

## 12.5 Cessation of Membership

Where an Affiliated Club ceases to be a Member in accordance with this Constitution or the Act, the Individual Members of that Affiliated Club may cease or remain Members to the extent (if any) and for such time (if any) as is determined in the sole discretion of the Board.

# 13. DISCIPLINE OF MEMBERS

## 13.1 Disciplinary Action

Where the Board is advised or considers that a Member has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any resolution or determination of the Board or any duly authorised Committee; or
- (b) acted in a manner unbecoming of a Member or prejudicial to the Purpose and interests of the Association or the sport of canoeing; or
- (c) brought the Association or the sport of canoeing into disrepute

the Board may commence or cause to be commenced disciplinary proceedings against that Member in accordance with the following provisions:

## 13.2 Establishment of Disciplinary Tribunal

The Board shall establish a Disciplinary Tribunal as required to deal with all disciplinary actions and matters arising under Rule 13.1 of this Constitution.



### 13.3 Composition of Disciplinary Tribunal

- (a) A disciplinary Tribunal of three (3) persons shall be appointed by the Board for the purpose of hearing disciplinary actions and matters under Rule 13.1 of this Constitution. The Board shall also appoint a member of the Disciplinary Tribunal as Chair. The members of the Tribunal must not be biased against or in favour of the member concerned.
- (b) The Board may call for nominations to the Disciplinary Tribunal.
- (c) No member of the Disciplinary Tribunal shall be permitted to hold any office on the Board.
- (d) Three (3) members of the Disciplinary Tribunal shall constitute a quorum.
- (e) A vacancy on the Disciplinary Tribunal shall be filled by the Board.

### 13.4 Notice of Alleged Breach

- (a) Where the Board is advised or considers that a Member is in breach of one of the matters outlined in rule 13.1, the Board shall notify the Executive Officer and the Chair of the Disciplinary Tribunal in writing of the person's name and the alleged breach.
- (b) The Executive Officer, in consultation with the Chair of the Disciplinary Tribunal shall, as soon as practicable upon receipt of notice in accordance with (1) above, shall serve on the Member a notice in writing:
  - (i) Setting out the alleged breach of the Member and the grounds on which it is based;
  - (ii) stating that the Member may address the Disciplinary Tribunal at a hearing to be held not earlier than 14 and not later than 28 days after service of the notice;
  - (iii) stating the date, place and time of that hearing;
  - (iv) informing the Member that he or she may do one or more of the following:
    - i. attend the hearing;
    - ii. give the Disciplinary Tribunal, before the date of that hearing a written statement regarding the alleged breach.

### 13.5 Disciplinary Tribunal Procedures

- (a) At a hearing of the Disciplinary Tribunal, the Disciplinary Tribunal shall:
  - (i) give to the Member every opportunity to be heard;
  - (ii) give due consideration to any written statement submitted by the Member; and
  - (iii) by resolution determine whether the alleged breach occurred.
- (b) The Association and the Member shall not be entitled to legal representation at the hearing of the Disciplinary Tribunal.
- (c) The Disciplinary Tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.
- (d) If the Disciplinary Tribunal considers that the alleged breach occurred, it may impose any one or more of the penalties set out in Rule 13.6.
- (e) If the Disciplinary Tribunal considers that the alleged breach did not occur, the matter shall be dismissed.
- (f) Each party shall be responsible for their own costs associated with the Disciplinary Tribunal hearing. The Disciplinary Tribunal has no power to award costs to a party.

### 13.6 Penalties

If the Disciplinary Tribunal considers that the alleged breach occurred, the Disciplinary Tribunal may impose any one or more of the following penalties:

- (a) impose a warning;
- (b) fine the Member;
- (c) where there has been damage to property, direct the Member pay compensation to the relevant individual, company or organisation who or which owns, controls or has possession of the damaged property and the Tribunal may impose such dates for compliance with its decision as it deems appropriate;
- (d) direct that any funding granted or given to it by the Association cease from a specified date;
- (e) direct that any rights, privileges and benefits provided to that Member by the Association be suspended for a specified period and/or terminated;
- (f) direct that the Association cease to sanction events held by or under the auspices of that Member;

- (g) reprimand the Member;
- (h) suspend the Member from membership of the Association for a specified period;
- (i) expel the Member from the Association; or
- (j) any other such penalty as the Disciplinary Tribunal considers appropriate.

13.7 No Appeal from Decision of Disciplinary Tribunal

A disciplinary action and matter must be solely and exclusively resolved by the Disciplinary Tribunal and the decision is final and binding upon the Member subject to the proceedings. The Association and the Member have no right of appeal.

## **PART IV - GENERAL MEETINGS**

### **14. DELEGATES**

#### **14.1 Appointment of Delegates**

Each Affiliated Club shall appoint 1 Delegate **per club** for such term as is deemed appropriate by the Affiliated Club. A Delegate must:

- (a) be an Individual Member;
- (b) be appropriately empowered by the Affiliated Club to consider, make decisions and vote at General Meetings; and
- (c) not be a Director of the Association or Australian Canoeing.

#### **14.2 Affiliated Club to Advise**

Each Affiliated Club shall, at least seven (7) days prior to any General Meeting, advise the Executive Officer of its appointed Delegate

### **15. GENERAL MEETINGS**

15.1 An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and this Constitution and on a date and at a venue to be determined by the Board.

15.2 The Board must ensure that the Annual General Meeting is held within five (5) months after the end of each financial year.

15.3 All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

### **16. NOTICE OF GENERAL MEETING**

#### **16.1 Notice of General Meetings**

- (a) Notice of every General Meeting shall be given to the Affiliated Clubs at the address appearing in the register kept by the Association. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Notice of General Meeting shall be given at least sixty (60) days prior to the General Meeting and shall specify the place and day and hour of the General Meeting.
- (c) Notice of General Meeting shall be by email to the address designated by the Club. If no email address is designated, notice will be sent to the Club Secretary by ordinary mail.
- (d) The agenda for the General Meeting stating the business to be transacted at the General Meeting shall be given at least forty (40) days prior to the General Meeting, together with any notice of motion received from the Affiliated Clubs.

## 16.2 Entitlement to Attend General Meeting

Notwithstanding any other Rule, no Member shall be represented at, or take part in a General Meeting, unless all monies (set in accordance with **Rule 9**) then due and payable to the Association are paid.

## 17. BUSINESS

### 17.1 Business of General Meetings

- (a) The business to be transacted at the Annual General Meeting includes the consideration of accounts, reports of the Board (including in relation to the activities of the Association during the last preceding Financial Year) and auditors and the election of Directors and Life Members.
- (b) All business that is transacted at a General Meeting, and also all that is transacted at the Annual General Meeting, with the exception of those matters set out in **Rule 17.1(a)** shall be special business. "Special business" is business of which a notice of motion has been submitted in accordance with **Rule 18**.

### 17.2 Business Transacted

No business other than that stated on the notice shall be transacted at that meeting.

## 18. NOTICES OF MOTION

All notices of motion for inclusion as special business at a General Meeting must be submitted in writing (on the required form) to the Executive Officer not less than forty five (45) days (excluding receiving date and meeting date) prior to the General Meeting.

## 19. SPECIAL GENERAL MEETINGS

### 19.1 Special General Meetings May be Held

The Board may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this Rule more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

### 19.2 Requisition of Special General Meetings

- (a) The Board shall on the requisition in writing of 30% of the Affiliated Clubs convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Affiliated Clubs making the requisition and be sent to the Association. The requisition may consist of several documents in a like form, each signed by 1 or more of the Affiliated Clubs making the requisition.

- (c) If the Board does not cause a Special General Meeting to be held within 3 months after the date on which the requisition is sent to the Association, the Affiliated Clubs making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (d) A Special General Meeting convened by Affiliated Clubs under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

## **20. PROCEEDINGS AT GENERAL MEETINGS**

### **20.1 Quorum**

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Association shall be a minimum of six (6) Clubs represented by their Delegates.

### **20.2 Chair of Board Preside**

The Chair of the Board shall, subject to this Constitution, preside as Chair at every General Meeting of the Association. If the Chair is not present, or is unwilling or unable to preside, the Directors shall choose one of their number present who shall, subject to this Constitution, preside as chair for that meeting only.

### **20.3 Adjournment of Meeting**

- (a) If within half an hour from the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to such other day and at such other time and place as the Chair may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.
- (b) The Chair may, with the consent of any General 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.
- (c) When a General Meeting is adjourned for forty (40) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **Rule 20.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

### **20.4 Voting Procedure**

At any General Meeting a resolution put to the vote of the meeting shall 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:

- (a) by the Chair; or
- (b) by the majority of the Delegates.

## 20.5 Recording of Determinations

Unless a poll is demanded under **Rule 20.4**, a declaration by the Chair 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 Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

## 20.6 Where Poll Demanded

If a poll is duly demanded under **Rule 20.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chair directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

## 20.7 Resolutions at General Meetings

Except where a Special Resolution is required, all questions at General Meetings shall be determined by the majority of votes (as set out in **Rule 21**). Except as otherwise provided in this Constitution, in the case of an equality of votes on a question at a General Meeting, the President is entitled to a casting vote.

## 20.8 Minutes

The Executive Officer shall keep minutes of the resolutions and proceedings of each General Meeting in books provided for that purpose, together with a record of the names of persons present at all meetings.

# 21. VOTING AT GENERAL MEETINGS

Each Affiliated Club in attendance shall, subject to this Constitution, be entitled to the number of votes assigned to it under the provision of **Rule 14.1**. Only Club appointed delegates can vote, and each Club Delegate can only exercise one vote, irrespective of the number of votes held by the Club. No other Member shall be entitled to vote, but shall subject to this Constitution have, and be entitled to exercise, those rights set out in **Rule 7.1**.

# 22. PROXY AND POSTAL VOTING

## 22.1 Proxy Voting Not Permitted

Proxy voting shall NOT be permitted at General Meetings or Special General Meetings of the Association.

## 22.2 Postal Ballot

Should an issue arise between General Meetings which requires a decision or ratification by Affiliated Clubs the Board may call a postal vote in such manner as it considers necessary.

## **PART V - THE BOARD**

### **23. EXISTING BOARD MEMBERS**

Upon approval of this Constitution under the Act, the existing Interested Board members of the Association will continue their terms as elected and defined under Rule 26, and existing Independent Directors will continue their terms as appointed and defined under Rule 27.

### **24. POWERS OF THE BOARD**

Subject to the Act and this Constitution the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Board. In particular, the Board as the controlling authority of the Association shall be responsible for acting on all State issues in accordance with the objects of the Association and shall operate for the collective and mutual benefit of the Association of canoeing throughout Victoria and shall:

- (a) govern canoeing in Victoria in accordance with the objects of the Association;
- (b) determine major strategic directions and policies of the Association;
- (c) review the Association's performance in achieving its pre-determined aims, objectives and policies; and
- (d) manage State responsibilities.

### **25. COMPOSITION OF THE BOARD**

#### **25.1 Board Composition**

The Board shall comprise of:

- (a) the President (an Interested Director) elected by the Affiliated Clubs in accordance with **Rule 26**;
- (b) four (4) Interested Directors elected by the Affiliated Clubs in accordance with **Rule 26**; and
- (c) four (4) Independent Directors who may be appointed in accordance with **Rule 27**.

#### **25.2 Chair of Board**

The position of Chair shall be appointed by the Board from amongst the Directors as soon as practicable after each Annual General Meeting. The appointee will hold the position until the conclusion of the next Annual General Meeting following their appointment. A Director may be re-appointed as Chair.



### 25.3 Gender Equity

- ~~(a) The Board will strive for true gender equity in Board representation.~~
- ~~(b) No one gender is to constitute less than 25% of the Board numbers at any one time.~~
- ~~(c) Should any casual vacancy arise which operates to cause the representation of any gender to constitute less than the requirement set out in Rule 25.3b, the remaining Directors will act to fill the casual vacancy in accordance with Rule 28.3 and using best endeavours to restore genuine gender equity but at a minimum of 25%. For the avoidance of doubt, where despite its best endeavours, the Board is unable to achieve gender equity in filling a casual vacancy, the Board can fill the casual vacancy as it considers appropriate and will not be in breach of Rule 25.3b.~~

At any given time a minimum of 40% of the Board must be of each gender.

## 26. ELECTION OF DIRECTORS

### 26.1 Qualifications for Directors

- (a) Nominees for Director positions on the Board must meet the qualifications as prescribed from time to time by the Board and set out in the By-Laws.
- (b) Nominees for Director positions on the Board must declare any position they hold in an Affiliated Club or Discipline-based Committee, including as an office bearer, director or a paid appointee. If the nominee is elected they must resign from any management position in the Affiliated Club or Discipline-based Committee, including but not limited to a position as officer, director or a paid appointee.

### 26.2 Elections of Interested Directors

- (a) The Executive Officer shall call for nominations a minimum of sixty (60) days before the date of the Annual General Meeting. All Affiliated Clubs shall be notified of the call for nominations.
- (b) Nominations for **Interested** Directors must be:
  - (i) in writing
  - (ii) on the prescribed form (if any) provided for that purpose
  - (iii) signed by an authorised Delegate of an Affiliated Club; and
  - (iv) certified by the nominee (who must be a Member) expressing his or her willingness to accept the position for which he or she is nominated.
- (c) Nominations must be received by the Executive Officer at least forty five (45) days prior to the Annual General Meeting.

- (d) If the number of nominations received for the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall only be elected if they are elected by the Members by secret ballot in such usual and proper manner as the Chair directs. If the nominees are not elected or if there are vacancies to be filled, further nominations shall be called for at the Annual General Meeting from the floor.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a secret ballot shall be taken in such usual and proper manner as the Chair directs.
- (f) The voting shall be conducted by exhaustive ballot, the procedure for which will be detailed in By-Laws.

### 26.3 Term of appointment

- (a) **Interested** Directors shall be elected in accordance with this Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (b) The President and 2 Interested Directors shall be elected in each year of even number and 2 Interested Directors shall be elected in each year of odd number.
- (c) Should any adjustment to the term of Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. Elections to subsequent Boards shall then proceed in accordance with the procedures in this Constitution with approximately half the Board retiring each year.

## 27. APPOINTMENT OF INDEPENDENT DIRECTORS

### 27.1 Appointment of Independent Directors

The Interested Directors may appoint a maximum of **four (4)** Independent Directors.

### 27.2 Qualifications for Independent Directors

The Independent Directors may have specific skills in commerce, finance, education, marketing, law or business generally or such other skills which compliment the Board composition, but need not have experience in or exposure to canoeing. They do not need to be Members of the Association.

### 27.3 Term of Appointment

- (a) Independent Directors may be elected by the Interested Directors in accordance with this Constitution for a term of 2 years, which shall commence six weeks after the Annual General Meeting until six weeks after the conclusion of the second Annual General Meeting following.

- (b) Two (2) Independent Directors may be elected in each year of odd number and 2 Independent Directors may be elected, in each year of even number.
- (c) Should any adjustment to the term of Independent Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. Appointments to subsequent Boards shall then proceed in accordance with the procedures in this Constitution with approximately half the Board retiring each year.
- (d) The term of office for an Independent Director may be reduced by resolution of the Board.

## **28. VACANCIES OF BOARD MEMBERS**

### **28.1 Grounds for Termination of Director**

In addition to the circumstances (if any) in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to the Association;
- (e) is absent without the consent of the Board from 2 consecutive meetings of the Board;
- (f) holds any office of employment of the Association;
- (g) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- (h) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (i) is removed from office by Special Resolution under **Rule 28.2**; or
- (j) would otherwise be prohibited from being a director of a corporation under the Corporations Act or is disqualified from office under the Act.

### **28.2 Removal of a Director**

- (a) The Association in a General Meeting may by Special Resolution remove any Director, before the expiration of their term of office. If a Director is removed in accordance with this Rule the office of the Director becomes vacant and shall be filled in accordance with the procedure set out in **Rule 28.3**.

- (b) Where the Director to whom a proposed resolution referred to in **Rule 28.2(a)** makes representations in writing to the Executive Officer and requests that such representations be notified to the Members, the Executive Officer may send a copy of the representations to each Affiliated Club or, if they are not so sent, the Director may require that they be read out at the meeting, and the representations shall be so read.

### 28.3 Casual Vacancies

- (a) A vacancy in the position of President shall be filled by the Members by way of postal vote. Any other Interested Director casual vacancy shall be filled by the Directors until the next Annual General Meeting of the Association. If the term of the Director has not expired, the Members shall fill the vacancy for the remainder of the Directors term.
- (b) Any Independent Director casual vacancy may be filled by the remaining Directors from among appropriately qualified persons, for the remainder of the Director's term.

### 28.4 Remaining Directors May Act

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

## 29. MEETINGS OF THE BOARD

### 29.1 Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business and may adjourn and, subject to this Constitution otherwise regulate, its meetings as it thinks fit. The Executive Officer shall, on the requisition of 2 Directors, convene a meeting of the Board within a reasonable time.

### 29.2 Decisions of Board

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Board. All Directors shall have 1 vote on any question. The President shall also have a casting vote where voting is equal.

### 29.3 Resolutions not in Meeting

- (a) A resolution in writing, signed or assented to by facsimile, electronic mail or other form of visible or other electronic communication by all the Directors shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by 1 or more of the Directors.
- (b) Without limiting the power of the Board to regulate their meetings as they think fit, a meeting of the Board may be held where 1 or more of the Directors is not physically present at the meeting, provided that:

- (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication;
- (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board and such notice specifies that Directors are not required to be present in person;
- (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held, then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated;
- (iv) any meeting held where 1 or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the Association office.

#### 29.4 Quorum

At meetings of the Board the number of Directors whose presence (or participation under **Rule 29.3**) is required to constitute a quorum is the majority of the Directors but shall be a minimum of 3 Directors.

#### 29.5 Notice of Board Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days' written notice of the meeting of the Board shall be given to each Director by the Executive Officer. The agenda shall be forwarded to each Director not less than three (3) days prior to such meeting.

#### 29.6 Validity of Board Decisions

A procedural defect in decisions taken by the Board shall not result in such decision being invalidated.

#### 29.7 Chair of Board Meeting

The Chair established under **Rule 25.2** shall preside at every meeting of the Board. if the Chair is not present, or is unwilling or unable to preside, the Directors shall choose one of their number to preside as chair for that meeting only.

### 30. CONFLICTS

#### 30.1 Directors' Interests

A Director is disqualified by holding any place of profit or position of employment in the Association, any Affiliated Club or in any company or incorporated association in which the Association is a shareholder or otherwise interested or from contracting with the Association either as vendor, purchaser or otherwise except with express resolution of approval of the Board. Any such contract or any contract or arrangement entered into by or on behalf of the Association in which any Director is in any way interested will be voided for such reason.

### 30.2 Conflict of Interest

A Director shall declare his or her interest in any:

- (a) contractual matter;
- (b) selection matter;
- (c) disciplinary matter; or
- (d) other financial matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Director votes, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

### 30.3 Disclosure of Interests

The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a Director becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Board held after the Director becomes so interested.

### 30.4 General Disclosure

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **Rule 30.3** as regards such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

### 30.5 Recording Disclosures

It is the duty of the Executive Officer to record in the minutes any declaration made or any general notice given by a Director in accordance with **Rule 30.2, Rule 30.3 and 30.4.**

## 31. EXECUTIVE OFFICER

### 31.1 Appointment of Executive Officer

- (a) The Executive Officer shall be appointed by the Board for such term and on such conditions as it thinks fit. The Executive Officer, shall be entitled to notice of, attend and participate in debate at, all meetings of the Board, but shall have no entitlement to vote.
- (b) If an Executive Officer is not appointed by the Board, the Board shall appoint a member of the Board to fulfil the obligations of the Executive Officer under this Constitution.

### 31.2 Executive Officer to Act as Secretary

The Executive Officer shall carry out or manage the duties of secretary (and unless prohibited by law), public officer of the Association and shall administer and manage the Association in accordance with this Constitution.

### 31.3 Specific Duties

The Executive Officer shall:

- (a) as far as practicable attend all Board meetings and General Meetings;
- (b) prepare the agenda for all Board Meetings and all General Meetings;
- (c) have recorded and prepared minutes of the proceedings of all meetings of the Board and the Association; and
- (d) regularly report on the activities of, and issues relating to, the Association.

### 31.4 Broad Power to Manage

Subject to the Act, this Constitution, the By-Laws and any directive of the Board, the Executive Officer has power to perform all such things as appear necessary or desirable for the proper management and administration of the Association.

### 31.5 Executive Officer may Employ

The Executive Officer may only appoint Full and Part Time Staff with the approval of the Board. The Executive Officer may employ such Casual Staff as the Executive Officer deems necessary.

### 31.6 Removal of Executive Officer

The Board may by ordinary resolution remove the Executive Officer from Office should they decide that it is in the best interests of the Association to do so.

## **PART VI – MISCELLANEOUS**

### **32. DELEGATIONS**

#### **32.1 Board may Delegate Functions to Committees**

The Board may by instrument in writing create or establish from among its own members, the Members, or otherwise, Committees to carry out such duties and functions, and with such powers, as the Board determines.

#### **32.2 Delegation by Instrument**

The Board may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Board by the Act or any other law, or this Constitution

#### **32.3 Committees**

The Board shall establish Committees as deemed necessary under this power of delegation.

- (b) The following procedure shall apply in relation to the appointment of members of the Committees:
  - (i) The Board shall call for nominations for members of the Committees from Members and any other person offering the required skills or experience.
  - (ii) Nominations shall be called for the position of Chair and Committee members.

The Board is to appoint the Chair, and the other members of the Committee after considering the nominations.

If insufficient nominations are received from the Members or the nominations are considered inappropriate by the Board, the Board shall appoint persons to the Committee in its discretion.

#### **32.4 Delegated Function Exercised in Accordance With Terms**

A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains un-revoked, be exercised from time to time in accordance with the terms of the delegation.

#### **32.5 Procedure of Delegated Entity**

- (a) The operating procedures and guidelines for any Committee established by the Board shall be specified by the Board in By-Laws under Rule 34 of this Constitution.,
- (b) A Director or the Executive Officer shall be nominated by the Board to be ex-officio members of any Committee so established.



- (c) Within fourteen (14) days of any meeting of any Committee, the Committee shall send a copy of the minutes and any supporting documents to the Executive Officer.

**32.6 Delegation may be Conditional**

A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

**32.7 Revocation of Delegation**

The Board may by instrument in writing, revoke wholly or in part any delegation made under this Rule, and may amend, repeal or veto any decision made by such Committee under this Rule where such decision is contrary to this Constitution, the By-Laws, the Act, the objects of the Association or the Committee's delegation.

**33. STRATEGIC FORUM OF ASSOCIATION**

**33.1 The Association shall hold a strategic forum of the Association at least once per year which is to meet to:**

- (a) inform the Board of significant membership issues;
- (b) assist the Board to design or review the organisation's strategic direction;
- (c) discuss state wide issues;
- (d) provide feedback to the Board on the results of its governance decisions in practice at the member level.

**33.2 Attendees at Strategic Forum**

The following persons shall be invited to attend the annual strategic forum of the Association:

- (a) Affiliated Club Delegate or representative;
- (b) Discipline-based Committee chair or representative;
- (c) Directors;
- (d) CEO of Australian Canoeing who may delegate attendance to a representative.

## **34. BY-LAWS**

### **34.1 Board to Formulate By-Laws**

The Board may (by itself or by delegation to a Committee) formulate, approve, issue, adopt, interpret and amend such by-laws, regulations and policies ("By-Laws") for the proper advancement, management and administration of the Association, the advancement of the objects of the Association and canoeing as it thinks necessary or desirable. Such By-Laws must be consistent with this Constitution.

### **34.2 By-Laws Binding**

All By-Laws made under this Rule shall be binding on the Association and Members.

### **34.3 By-Laws Deemed Applicable**

All by-laws, regulations and policies of the Association in force at the date of the approval of this Constitution under the Act insofar as such by-laws, regulations and policies are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this Rule.

### **34.4 Notices Binding on Members**

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Affiliated Clubs by means of notices approved by the Board and prepared and issued by the Executive Officer. Affiliated Clubs shall be obliged to draw such notices to the attention of their respective Members. Notices are binding upon all Members.

## **35. RECORDS AND ACCOUNTS**

### **35.1 Executive Officer to Keep Records**

The Executive Officer shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Board and shall produce these as appropriate at each Board meeting or General Meeting. The Executive Officer shall also keep in his or her custody all securities and other relevant documents of the Association.

### **35.2 Records Kept in Accordance with Act**

Proper accounting and other records shall be kept in accordance with the Act, generally accepted accounting principles and/or any applicable code of conduct. The books of account shall be kept in the care and control of the Executive Officer.

### **35.3 Association to Retain Records**

The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

#### 35.4 Board to Submit Accounts

The Board shall submit to the Annual General Meeting the accounts of the Association in accordance with the Act.

#### 35.5 Negotiable Instruments

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by 2 persons authorised in writing by the Board.

#### 35.6 Member's access to records, securities and other relevant documents

Members of the Association may apply in writing to the Board to gain access to and make copies of the records, securities and relevant documents of the Association. Upon receiving such a request, the Board may, in its absolute discretion, determine to permit or refuse the request. In permitting a request, the Board may grant access subject to restrictions that it deems necessary.

#### 35.7 Member's access to minutes of the Association

- (a) Members of the Association may on request inspect and make copies of the Minutes of the Annual General Meeting of the Association free of charge.
- (b) Members of the Association may request to access the Minutes of Board meetings. Upon receiving such a request, the Board may, at its absolute discretion, decide to permit or refuse the request.

### 36. AUDITOR

A properly qualified auditor or auditors shall be appointed and the remuneration of such auditor or auditors fixed by the Board. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with generally accepted accounting principles and/or any applicable codes of conduct.

### 37. NOTICE

#### 37.1 Manner of Notice

- (a) Notices may be given by the Executive Officer to any Member by sending the notice by post or facsimile transmission or where available, by electronic mail, to the Member's registered address, facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing and posting the notice. Service of the notice is deemed to have been effected 2 business days after posting.

(c) Where a notice is sent by facsimile or electronic transmission, delivery of the document is taken to:

(i) be effected by properly addressing and transmitting the facsimile or electronic transmission; and

(ii) have been delivered on the business day following its transmission.

#### 37.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised and to the persons entitled to receive notice under this Constitution.

### 38. SEAL

#### 38.1 Safe Custody of Seal

The Executive Officer shall provide for safe custody of the Seal.

#### 38.2 Affixing Seal

The Seal shall only be used by authority of the Board and every document to which the Seal is affixed shall be signed by 2 Directors or a Director and the Executive Officer.

#### 38.3 Director's Interest

A Director may not sign a document to which the seal of the Association is fixed where the Director is interested in the contract or arrangement to which the document relates.

### 39. ALTERATION OF CONSTITUTION

**39.1** This Constitution shall not be altered except by Special Resolution.

**39.2** In addition, there shall be no alteration or amendment to **Rules 41** or **42** without the consent of the relevant Minister or other authority under the Act.

### 40. INDEMNITY

#### 40.1 Directors to be Indemnified

Every Director, auditor, manager, employee or agent of the Association shall be indemnified to the extent provided under the directors and officers insurance policy of the Association (if any) against any liability incurred by him/her in his/her capacity as Director, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him/her by the Court.

#### 40.2 Association to Indemnify

The Association shall indemnify its Directors and employees to the extent provided under the directors and officers insurance policy of the Association (if any) against all damages and costs (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Director performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- (a) in the case of an employee, performed or made in the course of, and within the scope of his/her employment by the Association.

### 41. WINDING UP

#### 41.1 Winding Up of the Association

Subject to this **Rule 41**, the Association may be wound up in accordance with the provisions of the Act.

#### 41.2 Liability of Members

The liability of the Members of the Association is limited.

#### 41.3 Members' Contributions

Every Member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while a Member, or within 1 year after ceasing to be a Member for payment of the debts and liabilities of the Association contracted before the time at which he or she ceases to be a Member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributors among themselves, such amount as may be required not exceeding \$1.00.

#### 41.4 Distribution of Property on Winding Up

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members of the Association but shall be given or transferred to some body or bodies having objects similar to the objects of the Association and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution and which is also not carried on for profit and which is similarly exempt (or entitled to be exempt) from income tax. Such body or bodies to be determined by the Members of the Association at or before the time of dissolution, and in default thereof by such judge of the relevant Supreme Court or such other court as may have or acquire jurisdiction in the matter.

## **42. AUTHORITY TO TRADE**

The Association is authorised to trade in accordance with the Act.

## **43. SOURCE OF FUNDS**

The funds of the Association may be derived from annual membership subscriptions, fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Board determines.

## **44. APPLICATION OF INCOME**

### **44.1 Income and Property Applied to Objects**

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set out in this Constitution.

### **44.2 No Income to Members**

Except as prescribed in this Constitution:

- (a) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

### **44.3 Payments in Good Faith**

Nothing contained in **Rule 44.2** shall prevent payment in good faith of or to any Member for:

- (a) any services actually rendered to the Association whether as an employee or otherwise
- (b) goods supplied to the Association in the ordinary and usual course of operation
- (c) interest on money borrowed from any Member
- (d) rent for premises demised or let by any Member to the Association
- (e) any out-of-pocket expenses incurred by the Member on behalf of the Association; or
- (f) any other reason

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

## **45. GRIEVANCE PROCEDURE**

### **45.1 Grievances, Disputes and Mediation**

The grievance procedures apply to disputes under these rules between:

- (a) a member and another member, or
- (b) a member and Canoeing Victoria.

### **45.2 Grievance Procedures and Member Protection**

- (a) Canoeing Victoria will maintain a comprehensive and well-publicised Member Protection By-Law which will assist members in resolving grievances.
- (b) As part of the Member Protection By-Law a suitable person(s) will be designated as Member Protection Officer(s).
- (c) The Member Protection By-Law will provide detailed advice concerning the resolution of grievances, and step-by-step procedures to be followed in resolving grievances.
- (d) If a grievance is not resolved by Canoeing Victoria's procedures, then the Member Protection By-Law will provide advice concerning external agencies that may be helpful to the complainant.