



New Norfolk Rowing Club

Constitution and By-Laws

21-Sep-2021

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NEW NORFOLK ROWING CLUB INC.

CONSTITUTION

Name of the Association

1. The name of the Association shall be New Norfolk Rowing Club Incorporated (in these rules called "the Association").

2. Interpretation

(1) In these rules, unless the contrary intention appears:-

"Act" The Act In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

The model rules referred to under section 16 of the Act are expressly excluded, modified and displaced by this Constitution and accordingly do not apply to the Club.

"Committee" means the committee of management of the Association,

"General Meeting" means a general meeting of members convened in accordance with rule 13.

"Ordinary Committee person" means a member of the committee to whom paragraph (b) of sub-rule (2) of rule 23 relates.

(2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other including electronic modes of representing or reproducing words in a visible form.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these rules are adopted by the Association.

Association Office

3. The office of the Association shall be at 5 Page Avenue, New Norfolk, Tasmania or such other place as the committee may, from time to time, determine.

Objects and Purposes of the Association

4. (1) In addition to the basic objects of the Association, the objects and purposes of the Association shall be deemed to include:-

- a. to foster, encourage and advance the sport of rowing amongst amateurs in Tasmania, specifically within and linked to the New Norfolk area
- b. the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;

- c. the buying, selling and supplying of, and dealing in, goods of all kinds;
- d. the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
- e. the accepting of any gift, whether subject to a special trust or not, for anyone or more for the objects or purposes of the Association;
- f. the taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, preparation of grants, or otherwise;
- g. the printing and publishing, including electronically, of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
- h. the borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting;
- i. subject to the provisions of the Trustee Act 1898, the investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the committee may from time to time determine.
- j. the making of gifts, subscriptions, or donations to any of the funds, authorities, or institutions;
- k. the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- l. the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association;
- m. the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.
- n. to promote, manage and control any Regatta or other event allocated to it by Rowing Tasmania.
- o. to consider and deal with all matters from time to time submitted to the Club by Rowing Tasmania, or its constituent Associations and its parent body Rowing Australia.
- p. to make provision for the representation of the Club on Rowing Tasmania or any constituent Association as required.
- q. to adopt such alterations and revisions of the laws governing the sport as prescribed by the Rowing Tasmania.

(2) In this rule, "basic objects of the Association" means the objects and purposes of the Association, as stated in the application under subsection (2) of section 7 of the Act for the incorporation of the Association lodged with the Registrar pursuant to that section.

Membership

5. Membership of the Association

(1) Types of membership

- a. Senior Club Members - being members of 18 years of age and who are actively engaged in competitive rowing or who had actively been engaged in competitive rowing for the Association or who have been or had been involved in the promotion of the sport of rowing (in whatever capacity) for the Association.
- b. Junior Club Members - being members who are under 18 years of age and who are actively engaged in competitive rowing (may be either Club and/or school rowers)
- c. Life Members - being members who, on the recommendation of the Committee are elected by Members at a General Meeting, in consideration of special services rendered to the Association. Hon. Life Members shall have the right to hold office without paying a membership fee, but they are not exempt from the payment of entry fees for Regattas.
- d. Patron - being a member who, on the recommendation of the Committee, is elected by Members at a General Meeting as a Patron of the Association. In the event of a non-member being elected as a Patron such Patron shall be entitled during his or her term of office to all rights and privileges of Senior Membership.
- e. Social Members - Being members other than Senior Members, Junior Members, Life Members and Patrons that are not actively engaged in rowing for the Association.
 - i. Coaches and parents of rowers
 - ii. Affiliated Club or School rowers
 - iii. General Non-rowing social members

(2) Rights of Members

- a. Senior Members, Life Members and the Patron have the right to:
 - i. use the Association's equipment and property in accordance with the Purposes, By-laws and policies of the Association;
 - ii. take part in all the Association's proceedings and functions;
 - iii. vote at all General Meetings; and
 - iv. provided that they have been a Member of the Association for not less than one year, nominate to be elected to the Committee.
- b. Junior members have the same rights and privileges as Senior Members except will not be entitled to vote at General Meetings or to be elected to the Committee.
- c. Social Members [except for 5(1) e ii & iii] have the right to:
 - i. attend General Meetings; and
 - ii. provided they have been a member of the Association for one year, vote for and nominate to be elected as, Ordinary Members of the Committee.

(3) Nomination for membership

- a. A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription prescribed in, or fixed under, these rules.
- b. A nomination of a person is for rowing or social membership of the Association.
- c. After the receipt of a nomination, the Public Officer, or other committee member, shall refer the nomination to the Committee. Following approval by the NNRC committee, rowers and volunteers must register with Rowing Tasmania and pay necessary RT fees directly to RT
- d. Upon a nomination being approved by the committee, the Public Officer shall, with as little delay as possible, notify the nominee, in writing, or other means that he/she has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the nominee as his/her first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.
- e. A member of the Association may, at any time, resign from the Association by delivering or sending by post or by electronic means to the Public Officer a written notice of resignation.
- f. Upon receipt of a notice of resignation the Public Officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- g. A right, privilege, or obligation of a person by virtue of his membership of the Association:
 - i. is not capable of being transferred or transmitted to another person; and
 - ii. terminates upon the cessation of his/her membership, whether by death, resignation, or otherwise.
- h. In the event of the Association being wound up:
 - i. every member of the Association; and
 - ii. every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributories amount themselves such sum, not exceeding an amount equivalent to the then annual subscription, as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after he/she ceased to be a member.

Income and Property of the Association

6. (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- (2) The Association shall not:-
- a. appoint a person who is a member of the committee to any office of the Association to the holder of which there is payable any remuneration by way of salary, fees, or allowances; or
 - b. pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of:-
- a. remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business:
 - b. a reasonable and proper sum by way of rent for premises let to the Association by the servant or member.

Accounts of Receipts, Expenditure etc.

7. (1) True accounts shall be kept:-
- a. of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - b. of the property, credits, and liabilities of the Association, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the committee may direct.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the committee may decide.

Banking and Finance

8. (1) The Treasurer of the Association shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- (2) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Association into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (3) The committee may receive from the Association's bank or bankers for the time being the cheques drawn or other direct payment means used by the Association on any of

its accounts with the bank or bankers. The Association may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or other direct payment means or the surrender thereof to the Association.

(4) Except with the authority of the committee, no payment of a sum exceeding one dollar shall be made from the funds of the Association otherwise than by cheque or other direct payment means drawn on the Association's bank account. The committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.

(5) No cheques or other direct payment means shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the committee or the executive committee.

(6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the President or the Treasurer or, in his/her absence, by two such other members of the committee as the committee may nominate for that purpose, and shall be countersigned by the President, or other designated bank signatories of the Association.

Auditor

9. (1) At each annual general meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he/she is appointed, and is eligible for re-appointment.
- (3) If an appointment is not made at an annual general meeting the committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (4) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

Audit of Accounts

10. (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In his/her report, and in certifying to the accounts, the auditor shall state:-
- a. whether he/she has obtained the information required by him/her;
 - b. whether, in his/her opinion, the accounts are properly drawn up so as to exhibit

a true and correct view of the financial position of the Association according to the information at his/her disposal and the explanations given to him/her and as shown by the books of the Association; and

- c. whether the rules relating to the administration of the funds of the Association have been observed.

(4) The Treasurer of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.

(5) The auditor:-

- a. has a right of access to the accounts, books, records, vouchers, and documents of the Association;
- b. may require from the servants of the Association such information and explanations as may be necessary for the performance of his/her duties as auditor;
- c. may employ persons to assist him/her in investigating the accounts of the Association; and
- d. may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

Annual General Meeting

11. (1) The Association shall, in each year, hold an annual general meeting.

(2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Association) as the committee may determine.

(3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

(4) The annual general meeting shall be specified as such in the notice convening it.

(5) The ordinary business of the annual general meeting shall be:

- a. to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
- b. to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
- c. to elect the officers of the Association and the ordinary committeemen;
- d. to appoint the auditor and determine his/her remuneration.

(6) The annual general meeting may transact special business of which notice is given in accordance with these rules.

(7) All general meetings other than the annual general meeting shall be called special general meetings.

Special General Meetings

12. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than five members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee.

Notices of General Meetings

13. The Public Officer of the Association shall, at least fourteen days before the date fixed for holding a general meeting of the Association, cause to be advertised including by electronic means specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.

Business and Quorum at General Meetings

14. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Five members personally present (being members entitled under these rules to vote thereat, including by ZOOM or any other electronic means) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of the members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

President to Preside at General Meetings

15. (1) The President, or in his/her absence, a suitable designate shall preside as chairman at every

general meeting of the Association.

- (2) If the President and or designate are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

Adjournment of General Meetings

- 16. (1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Determination of Questions Arising at General Meeting

- 17. A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

Votes

- 18. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

Taking of Poll

- 19. If at a meeting a poll on any question is demanded, it shall be taken at that meeting in such a manner as the chairman may direct, and the result of the poll be deemed to be the resolution of the meeting on that question.
- 20. A poll that is demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

Affairs of Association to be Managed by a Committee

- 21. (1) The affairs of the Association shall be managed¹ by a committee of management constituted as provided in rule 22.

(2) The committee:-

- a. shall control and manage the business and affairs of the Association;
- b. may, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
- c. subject to the Act and these rules, have power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

Officers of the Association

22. (1) The officers of the Association who also constitute a Committee shall be:-

- a. President;
- b. Treasurer;
- c. Secretary;
- d. Public Officer;
- e. Captain;
- f. Vice-Captain;
- g. Patron;
- h. Ordinary committee members (up to 6).

(2) The provisions of sub-rules (2), (3) and (4) of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.

(3) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

(4) The committee shall be elected at the Annual General Meeting of the Association in each year.

(5) Each ordinary committee person shall, subject to these rules, hold office until the Annual General Meeting next after the date of his/her election, but is eligible for re-election.

Election of Members of Committee

23. (1) Nominations of candidates for election as officers of the Association or as ordinary committee persons-

- a. shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate, which may be endorsed on the form of nomination; and
- b. shall be delivered to the Public Officer of the Association at the Annual General

Meeting.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting or a following General Committee Meeting.

(3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(5) The ballot for the election of officers and ordinary committee persons shall be conducted at the Annual General Meeting in such usual and proper manner as the committee may direct.

Vacation of Office

- 24 (1) For the purposes of these rules, the office of an officer of the Association or of an ordinary committee person becomes vacant if the officer or committee person:-
- a. dies;
 - b. becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his/her creditors, or makes any assignment of his/her estate for their benefit; ;
 - c. resigns his/her office by writing under his/her hand, including by electronic means addressed to the committee
 - d. ceases to be resident in the State;
 - e. fails, without leave granted by the committee to attend three consecutive meetings of the committee;
 - f. ceases to be a member of the Association; or
 - g. fails to pay all arrears of subscription due by him/her within fourteen days after he/she has received a notice in writing signed by the Public Officer stating that he/she has ceased to be a financial member of the Association.

Meetings of the Committee and of Sub-Committees

- 25 (1) The committee Shall meet at least once in each month during the rowing season and at least once in each two month period during the off-season at such place and at such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) Any five members of the committee constitute a quorum for the transaction of the

business of a meeting of the committee.

(5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.

(6) At meetings of the committee:-

- a. the President, or in his/her absence the Treasurer, or in the absence of both the President and the Treasurer , Captain and Secretary ; or
- b. if the President and other executive committee members are absent, such one of the remaining members of the "committee as may be chosen by the members present, shall preside.

(7) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

(8) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(9) Written notice, including by electronic means, of each committee meeting shall be served on each member of the committee by delivering it to him/her at a reasonable time before the meeting or by sending it by post in a prepaid letter addressed to him/her at his/her usual or last-known place of abode, including his/her email address, in time to reach him/her in due course of post before the date of the meeting.

Disclosure of Interest in Contracts

26. (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his/her interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his/her interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his/her interest.

(2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he/she shall disclose his/her interest at the first meeting of the committee after he/she becomes so interested.

(3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he/she is interested and if he/she does so vote his/her vote shall not be counted.

Sub-Committees and Executive Committee

27. (1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.

(2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so

co-opted is not entitled to vote.

(3) Three appointed members of a sub-committee constitute a quorum at a meeting of the subcommittee.

(4) The Public Officer of the Association is responsible for calling meetings of a sub-committee.

(5) Written notice of each sub-committee meeting shall be served on each member of the sub-committee by delivering it to him/her at a reasonable time before the meeting or by sending it by post in a pre-paid letter addressed to him/her at his/her usual or last-known place of abode in time to reach him/her in due course of post before the date of the meeting.

(6) The President, Patron, Club Captain, Treasurer, Public Officer and Secretary constitute an executive committee, which may issue instructions to the business suppliers of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the committee. Where any such instructions are issued the executive committee shall report thereon to the next meeting of the committee

Membership Subscription

28. (1) The annual membership subscription will be determined from time to time by the Committee and shall become due and payable on the first day of October in each year.

(2) Membership will terminate if a member has not paid, or has not indicated a genuine intention to pay, the annual subscription by 1 January each year.

Financial Year

29. The financial year of the Association is the period beginning on 1st June in each year and ending on the 31st May next following.

By-Laws

30. (1) Making and amending By-Laws

a The committee may from time to time make By-Laws (however named or described) which in their opinion are necessary or desirable for the control, administration and management of the Association's affairs and may amend, repeal and replace those By-Laws.

b Interpretation of the By-Laws is solely the responsibility of the committee.

(2) Effect of By-Laws

A By-Law:

- a. is subject to this Constitution;
- b. must be consistent with this Constitution and
- c. when in force, is binding on all Members and has the same effect as a provision in this Constitution.

Notices

- 31 (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his/her usual or last-known place of abode, and including electronic address.

Expulsion of Members

32. (1) Subject to this rule, the committee may expel a member from the Association if, in the opinion of the committee, the member has behaved in a manner detrimental to the interests of the Association.

(2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect

- a. Until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
- b. if the member exercises his/her right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.

(3) Where the committee expels a member from the Association, the Public Officer of the Association shall, without undue delay, cause to be served on the member a notice in writing:-

- a. stating that the committee has expelled the member;
- b. specifying the grounds for the expulsion; and
- c. informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her, appeal against the expulsion as provided in this rule.

(4) A member on whom a notice under sub-rule (3) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Public Officer of the Association, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing his/her appeal.

(5) Upon receipt of a requisition under sub-rule (3) of this rule, the Public Officer shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the Secretary.

(6) At a special general meeting convened for the purpose of this rule:-

- a. no business other than the question of the expulsion shall be transacted;
- b. the committee may place before the meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;
- c. the expelled member shall be given an opportunity to be heard; and
- d. the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

(7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his/her membership of the Association.

(8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Association.

Disputes

33. (1) Subject to this rule, a dispute between a member of the Association, in his/her capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the Arbitration Act 1892.

(2) Nothing in this rule affects the operation or effect of rule 32.

Seal of the Association

34. (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".

(2) The seal of the Association shall not be affixed to any instrument except by the authority of the committee, and the affixing thereof shall be attested by the signatures of either of two members of the committee or of one member of the committee and of the Public Officer of the Association or such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.

(3) The seal shall remain in the custody of the Public Officer.

NEW NORFOLK ROWING CLUB INC.

BY-LAWS

1. The racing colours shall be yellow with a black Maltese cross.
2. Any member may resign from the Club upon making written application to the Committee, but no clearance to row elsewhere shall be granted until all monies due to the Club have been paid.
3. Members for Boating Clubs visiting New Norfolk shall, upon the introduction of two members, be entitled to the privileges of full members with regard to the use of the Clubhouse and boats, without payment, for a period of one month from the date of such introduction, but not allowed to use a boat to the exclusion of members. Such visiting members shall not vote or be eligible for office.
4. All cheques/other payment means shall be signed/approved by any two of the following (where they are able to):-
 - a) Hon. Treasurer,
 - b) President and/or
 - c) Captain
 - d) and countersigned by the Public Officer, or other Officers.
5. The decision of the Captain, or in his absence that of the members of the Committee present at the Club Room, shall be final in all cases of dispute as to priority of selection or right of any crew to a particular boat.
6. Any member or members in whose charge any boat or other property of the Club may happen to be shall be responsible for the safe return to their proper positions in the shed of such boat or boats or other property.
7. Any member or members in whose custody any boat or other property of the Club has sustained any damage shall forthwith report the same to some member of the Committee.
8. No boat shall be absent from the boat shed after dark unless the appropriate designated lights are fitted and by special consent of the Committee.
9. Any member or members through whose gross negligence or want of reasonable care damages any boat or other property of the Club shall have sustained any injury shall repair the same at his/her or their own expense. All accidental damage shall be borne by the Club, if the Committee, upon due inquiry, shall be satisfied that no blame or want of reasonable care attached to the member or members in whose charge the boat or property may have been at the time of being injured. Members shall immediately report any damage to the property of the Club, however caused.
10. The Captain of the Club shall always be the captain of any crew of which he/she may be a member, otherwise the stroke shall be captain of the crew.
11. No member or crew shall enter for any public regatta in the name of the Club except through a coach and the executive of the association, and everyone having received such sanction shall be provided by the Club with a boat for his/her or their use during the training and for the race, when a suitable boat is in the possession of the Club.
12. All prize money won by crews shall become the property of the Club and shall be used to defray any normal running expenses.
13. The Committee shall have the management of all Club or other races which may be rowed by

the Club under its direction.

- 14 The Treasurer shall keep posted in the Club Room a list of the members, in which the names of those members whose subscriptions have been paid shall be distinguished from the names of those whose subscriptions are in arrear, such a list is to be revised periodically.
- 15 The last crew or Club member on the Club premises each evening shall see that the sheds and clubrooms are properly secured.
- 16 Any member of a crew wilfully causing, by his/her absence or otherwise, the disqualification or scratching of the crew in any race may be held liable for the entrance fees of the whole crew.
- 17 The coxswains shall be such as the Selection Committee shall appoint for the race.
- 18 Every member, on landing from a Club boat, shall assist in housing such boat and their coach boat, and in doing so, follow the directions of the Club Captain or their coach other officer or stroke.
- 19 Substitutes may be allowed to row in races when a member of a crew is unavoidably absent. The substitute must be approved by those of the Committee present. A substitute, having once rowed, must remain a member of the crew in the remaining heats.
- 20 Members of Ancillary Clubs and Schools will be eligible for and expected to apply for Social membership of the Association.
- 21 By-law 20 above entitles Members of Ancillary Clubs and Schools to retain boat racks within NNRC-DVBH, with annual racking fees to be as agreed by the Committee.