



# CONSTITUTION

3rd Issue

06.08.2007

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# BATEAU BAY FAMILY FISHING CLUB INC

## CONSTITUTION

3rd ISSUE 06/08/2007

**1. NAME:**

The club shall be known as Bateau Bay Family Fishing Club Inc.

**2. OBJECTIVES:**

- (a) to organise and interest people to go fishing
- (b) to provide and organise social gatherings for the benefit of members and members families.

**3. STATEMENT:**

The club shall be strictly non - sectarian and non – political.

**4. OFFICE BEARERS:**

The office bearers of the Club shall be: -

**EXECUTIVE MANAGEMENT COMMITTEE:**

- (a) The President
- (b) The Vice – President
- (c) The Secretary
- (d) The Treasurer
- (e) The Club Captain
- (f) Vice Captain

**MANAGEMENT COMMITTEE:**

- (g) The Publicity Officer
- (h) The Photographer
- (i) The Social Secretary
- (j) The Recorder
- (k) Weigh Master
- (l) Friday Fish Monger
- (m) Sunday Fish Monger

The Office Bearers shall be elected at the Annual General Meeting and hold office from the end of that Annual General meeting until the end of the next Annual General Meeting. If a position of Office Bearer falls vacant during the year, the appointment of an Office Bearer to fill that vacancy shall be made by the Committee, or they may refer to the Club Members for their decision.

**5. MANAGEMENT COMMITTEE:**

The management of the Club shall be by a committee consisting of the Executive Committee who shall be elected at the Annual General Meeting each year. The Executive Committee shall deal with all matters in connection with the management and conduct of the Club, financial or otherwise, in such a manner, as they deem best in the interest of the Club.

The committee shall have the right to appoint such sub – committees as it may deem necessary and shall have control over all sub – committees so appointed. Each sub – committee shall consist of as many members as the committee appoints. Sub – committee members may, but need not, be members of the Club's Management committee. Vacancies that may occur on any committee shall be filled at the discretion of the Management Committee.

**5. (a) ELIGIBILITY FOR A POSITION AS OFFICE BEARER:**

(a) To be eligible for the election as an office bearer a person shall be a financial member of the Club, and shall have been so for at least 12 months prior to such elections.

**5. (b) ELIGIBILITY FOR A POSITION AS A SUB – COMMITTEE MEMBER**

To be eligible for an election as a sub – committee member a person shall be a financial member of the club.

**6. POWERS OF THE EXECUTIVE MANAGEMENT COMMITTEE:**

To acquire by purchase, exchange or as a gift or donations, property of any kind which in the opinion of the Executive Management Committee shall be necessary and useful for the purposes of the Club.

To accept donations, legacies and bequests in money or in kind for the furtherance of any objectives of the Club and the benefits of its members.

To expend or use money received or property donated for the furtherance of the objectives of the club and the instruction, entertainment and benefit of members as in its discretion thinks fit, provided that the aggregate expenditure in any year shall not exceed the Club's available funds

The decision of the Executive Management Committee will be final and binding on all concerned with respect to all matters affecting the Club and the Management thereof and the control and discipline and entertainment of members

If any member of the Executive Management Committee fails to attend three consecutive meetings without approval of the Committee, the Executive Management Committee shall have the right to declare the seat vacant, provided that such member have the right of appeal to the Executive Management Committee who may restore or confirm such member as the case warrants.

**6. (a) QUORUM:**

At all Management Committee Meetings of the Club, Five (5) Officers present shall constitute a Quorum. At all Ordinary Annual and / or Extra Ordinary General Meetings, nine (9) members shall constitute a Quorum.

**7. SUSPENSION OR EXPULSION:**

At all Management Committee Meetings of the Club, Five (5) Officers present shall constitute a Quorum. At all Ordinary Annual and / or Extra Ordinary General Meetings, nine (9) members shall constitute a Quorum.

**7. (a) RESIGNATIONS:**

Resignations from an Office Bearer must be lodged in writing to the Executive Management Committee, reviewed and excepted or declined at the first Monthly Meeting.

**8. SPORTING ACTIVITIES:**

All sporting activities , i.e. Fishing etc, shall be conducted in the strict accordance with the rules of the amateur body controlling that particular sport.

**9. BANK ACCOUNT:**

The funds of the Club shall be banked at such bank or banks as may be determined from time to time by the Executive Management Committee in the name of the Club, with any two of the President, Secretary, Treasurer or any other persons appointed by the Executive Management Committee authorised to operate conjointly thereon.

**10. BOOKS OF ACCOUNT:**

The Executive Management Committee shall cause proper books of account and / or records to be kept with respect to;

**(a)** All sums of money received and expended by the Club and all matter and manner in respect of which the receipt and expenditure takes place.

**(b)** All purchases and disposals of property of any kind by the Club and the liabilities of the Club.

**10. (a) INSPECTION OF BOOKS OF ACCOUNT:**

The account, books, documents, vouchers and records of the Club shall be open to inspection of the Executive Management Committee as they so determine from time to time.

**11. ANNUAL GENERAL MEETINGS:**

The books of the account and relevant records of the club, shall be closed of the 30th of June of each year and such books shall be audited prior to the Annual General Meetings of the Club. The Annual General Meeting of the Club shall be held as soon as possible after the 30th of June of each year and no later than two months from that date.

The business of the Annual General Meeting shall be to elect Officers consider a report by the Executive Management Committee as to the activities and progress of the Club and a report from the Honorary Treasurer setting out details of income and expenditure for the preceding financial year and of the assets and liabilities of the Club as of 30th June. Annual General Meetings shall be convened by notice per calendar.

**12. SPECIAL GENERAL MEETINGS:**

The Committee may at any time, for a special purpose, call a Special General Meeting, and it shall do so on request in writing by at least three club members, stating the special purpose of which the meeting is required.

Each member and office bearer, at least seven (7) days prior to the Special General Meeting, shall receive written notice of such meeting, and the agenda for the meeting (giving full details of the Special Business) shall be embodied in the notice. General Business shall not be transacted at a Special Meeting.

**13. COMMITTEE MEETINGS:**

Other than Annual General Meetings and Special General Meetings, the Club Committee shall meet at least monthly at a time and place decided by it's members.

**14. MEMBERSHIP:**

**(a)** That a family membership be made available to include all members of a family wishing to fish within the rules of the Bateau Bay Family Fishing Club Inc.

**(b)** The family membership will be paid by the principal fishing member allowing all members of the family to fish eg. Husband, Wife, Partner, Children

The principal member of the Club shall be any person 16 years and older who wishes to participate in the Club's activities and agrees with the Club's objectives and agrees to be bound by the rules and / or by the laws, determined by the Executive Management Committee of the Club from time to time.

**(c)** Junior membership shall be any person below the age of 16 years who wishes to participate in the Club's activities and agrees with the Club's objectives and agrees to be bound by the rules and / or by the laws, determined by the Executive Management Committee of the Club from time to time.

**(d)** Membership of the Club will be kept open until the 30th June in each year, any member wishing to remain financial and retain continuity of membership must be fully paid up by this date. Failure by any member to pay his or her contribution by 90 days after the due date will necessitate them making a new application for membership.

All new members must be moved and seconded on a prescribed membership form with full name and address supplied, plus any fee so determined at the time. The Executive Management Committee will then consider any applications at it's next available meeting.

**(e)** Membership fees are to be determined by the Executive Management Committee.

**15. LIFE MEMBERSHIP:**

In recognition of exceptional or meritorious service to the Club, an Executive Management Committee meeting by a two thirds majority vote, may confer life membership awards upon any member who has given outstanding service to the Club at Committee Level or over a period of time not less than five (5) years.

Life Membership will be a mark of the highest honour. A life member will be presented with a jacket signifying his achievement, and shall not be required to pay membership fees.

## 16. DUTIES OF OFFICE BEARERS:

### HONORARY PRESIDENT:

- (a) The President shall preside at all meetings at which he is present and preserve order so that business can be conducted in due form and with propriety, and upon Minutes being confirmed, shall sign same.
- (b) He can endorse all statements on a major policy as decided by the Committee.
- (c) He shall have the power to convene an Extraordinary or Special Meeting of the Club in accordance with these rules.
- (d) He may register, if necessary, a casting vote.

### HONORARY VICE-PRESIDENT:

- (a) The Vice-President shall assist the President at meetings, in the absence of the President, he will occupy the chair.
- (b) He shall carry out any specific duties assigned to him by the Committee

### HONORARY SECRETARY:

The Honorary Secretary shall be responsible for the performance of all secretarial duties required by the club  
He Shall;

- (a) Conduct all general correspondence and file all documents connected with the club.
- (b) Prepare an agenda of business for discussion with each meeting of the Club
- (c) Compile minutes of meetings and distribute copies to all committee members one week prior to the next meeting
- (d) Hand all monies and accounts received to the Honorary Treasurer forthwith.
- (e) he shall have the power to convene an Extraordinary and / or Special meeting of the Club in accordance with these rules.
- (f) He will ensure that a precis of incoming and outgoing correspondence that reflects the content of such correspondence is included in the Minutes of the Club meeting.

### HONORARY TREASURER:

The Honorary Treasurer shall be responsible for the maintenance of the financial records of the Club  
He Shall;

- (a) Take charge of all monies belonging to the Club and deposit same to the credit of the Club with an approved Bank or Society
- (b) Issue receipts for monies received and forward same upon request
- (c) Keep a correct account of all monies received and expended
- (d) Be responsible for payment from Club funds of all accounts approved for payment. Cheque cleared through the approved bank shall be sufficient evidence of correct payment, receipts are not necessary.
- (e) Be a signatory to negotiable instruments drawn by the Club and register the authorised signatories with the Club's bankers or other organisations at the term of commencement of office
- (f) Keep the books regularly posted and make them available for inspection if required at Executive meetings, and produce or hand them over on demand whenever required by the Committee or Honorary Auditor
- (g) Prepare and table regular statements of receipts and expenditure together with a schedule of accounts for payment at each management meeting. These statements shall cover the period from the previous meeting to the currently convened
- (h) An Honorary Auditor shall be appointed if so required by the Executive Management Committee
- (i) Prepare an annual statements of receipts and expenditure and balance sheet for inclusion in their annual report to the Annual General Meeting
- (j) A past Treasurer or Secretary of the Club will be accepted as Honorary Auditor if required by Executive Management Committee

### HONORARY CLUB CAPTAIN:

The Honorary Club Captain shall:

- (a) Patrol and be responsible for the Weigh In Area
- (b) Liaise and co-ordinate boat owners and boat crews to achieve the maximum number of members fishing at all outings
- (c) Act as a member of the disputes committee
- (d) Be official time keeper at all competitions and declare start and finish times
- (e) Be a safety officer and have the power to inspect boats, reels and safety gear prior to the commencement of any competition
- (f) Have the power to disqualify any members catch if, fishing, weigh-in or safety rules are breached
- (g) Have the power to draft up following 12 months calendar for acceptance by the Management Committee

## **16. DUTIES OF OFFICE BEARERS: (Continued)**

### **HONORARY VICE CAPTAIN:**

The Honorary Vice Captain shall:

- (a) Assist the Club Captain as required in the performance of his duties
- (b) Report any breach of Rules direct to the Club Captain
- (c) Be a member of the disputes committee

### **HONORARY RECORDS REGISTRAR:**

The Honorary Records Registrar shall:

- (a) Compile records of all Club outings
- (b) Be responsible for the update of point score board and Club notice board
- (c) Maintain and keep up to date the register of all record fish captures and issue regular revision advices
- (d) Report to the Club committee on all record claims lodged and present for ratification all valid claims
- (e) Prepare records certificates for record captures for signature and issue as sanctioned by the Club Committee

### **HONORARY PUBLICITY OFFICER:**

The Honorary Publicity Officer shall be responsible for the issue of Bulletins and promotional data to the media, local and state wide. He shall aim to secure satisfactory publicity for all outings and Club functions, and seek to further promote the Club as an entity. He shall carry out any specific duties assigned by the Club Committee

### **HONORARY WEIGH MASTER:**

The Honorary Weigh Master shall be responsible for the control and performance of weighing-in fish captured at the Club outings.

He shall:

- (a) Ensure that sufficient weighers and recorders are available for each outing
- (b) Be conversant with the By-Laws governing Club outings and apply same rigidly and without favour or exemption
- (c) Refuse to accept doubtful captures, carry out checks on fish lengths where deemed necessary and report immediately to the Club Captain of any undersized captures presented by competitors
- (d) Be fully conversant with all Club acceptable minimum lengths and eligible fish
- (e) Accept responsibility, if required, for the transportation and safe keeping of all weighing equipment
- (f) Be a member of the disputes committee

### **PUBLIC OFFICER:**

The Executive Management Committee shall ensure that a person is appointed as Public Officer. This person must be at least 18 years of age and be a resident of NSW.

The duties and responsibilities of the person so appointed shall be in accordance with the requirements of the relevant Government Department responsible for determining these matters.

## **17. DISTRIBUTION OF ASSETS:**

If the Club should disband, whether voluntarily or otherwise, any surplus assets after meeting costs of disbandment and satisfaction of any creditors claims, shall be realised and the proceeds donated to the Central Coast Branch Of The Volunteer Patrol