



Geelong Canoe Club - By Law

Date: 4/07/2013

By Law #: 1

By Law Title: Life Membership

Date Created: 4/07/13

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To state the criteria by which a nomination for Life Membership of the Club will be judged and the process for nomination, assessment by the Executive Committee and election by the membership. Life Membership is the highest honour the Club may bestow on one of its members.

Qualification for Life Membership

Life membership may be bestowed on a member who has demonstrated outstanding service to the club and satisfied the following criteria:

1. At least 15 years membership, not necessarily continuous.
2. Undertaken leadership roles by providing at least ten years of excellent service in one or more committee positions.
3. Recommended to have held an executive position.
4. Exhibited initiative by driving projects or providing outstanding service to the club in a number of areas.

Election Procedure

1. Candidate must be nominated and seconded by current members via a notice of motion to the committee, prior to the meeting.
2. The nominator must give details and proffer evidence pertaining to the above four criteria at the committee meeting.
3. Committee members will be given an opportunity to speak for or against the nomination.
4. The nomination must be agreed by a majority vote of members on committee. It will then be forwarded to the AGM.
5. At the AGM, the nominator will provide the membership with details as mentioned in point 2 of procedure.
6. Members present will be given an opportunity to speak for or against the nomination.
7. A secret ballot will then take place amongst all members present. Proxy votes will be allowed. A majority vote is required for the nomination to succeed and Life Membership to be awarded.



Geelong Canoe club - By Law

Date: 4/07/2013

By Law #: 2

By Law Title: Social Media

Date Created: 4.7.2013

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To ensure that all members and associates of the club understand the club rules on the appropriate use of its social media and the consequences of inappropriate use.

Geelong Canoe Club is committed to keeping everyone associated with the club informed about club matters and to provide up-to-date details of forthcoming events, competitions, schedule changes etc. To achieve this the Geelong Canoe Club has developed a Facebook page.

BY LAW STATEMENTS

- The Club will attempt to keep its Facebook (or other source) current and informative as a service to members.
- The Club will from time to time, use the Facebook page to present members with sponsor information and special deals. This will not be offered to sponsors related to the sale of alcohol or junk food outlets.
- The Club will nominate a responsible person to manage the page who will not enter into any discussion using the club page. Any discussions or postings are to be conducted outside of the club page.
- The nominated person will be required to report any inappropriate use of the Facebook page to the Committee
- The nominated administrator will have the right to deny access to any person who is not associated with the club.
- The nominated administrator will also have the right to block access to any person who misuses the page.
- The Club Committee reserves the right to close down the social media page.
- The content of the club Facebook page or other electronic media will be determined by the Club Committee.

DETAILS OF INAPPROPRIATE USE OF TECHNOLOGIES

- Creating or exchanging messages that are offensive, harassing, obscene or threatening – any misuse of this nature will result in an instant block from the page and club disciplinary measures. Any breach of this nature is considered serious.
- Exchange of any confidential or sensitive information held by the club relating to individuals, other clubs, other community stakeholders will be considered serious and result in club disciplinary measures.



Geelong Canoe club - By Law

Date: 4/07/2013

By Law #: 3

By Law Title: Executive Committee Meeting Ground Rules

Date Created: 4th July 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To establish a code of conduct for Executive Committee Meetings which promotes equality and mutual respect, and facilitates the smooth running of meetings.

Meeting Ground Rules

- ☐ Meetings to commence and finish on time (2 hours maximum is the benchmark)
- ☐ Members to do the necessary preparation before the meeting ie to read previous minutes, agenda and attachments, and prepare brief written report for inclusion in minutes
- ☐ When issues are raised, the Committee will focus on the solution
- ☐ Committee members focus on the issues not individuals
- ☐ Committee members to always treat each other with respect
- ☐ Everyone is to be listened to, regardless of whether members agree
- ☐ Listening does not signal agreement
- ☐ Committee members to value that there are different perspectives in a Club
- ☐ One person to speak at a time
- ☐ When discussion becomes repetitive, the President/Chair can move it along without anyone feeling offended
- ☐ The Committee will refer back to the rules and the Constitution for guidance
- ☐ The Committee seeks *progress* not *perfection*



Geelong Canoe club - By Law

Date: 30/07/2013

By Law #: 4

By Law Title: Working With Children Checks

Date Created: 30th July 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To ensure and protect the physical, mental and emotional welfare of children (persons under the age of 18 years) who:

- Are members of the Geelong Canoe Club; and/or
- Participate in activities organised by the Geelong Canoe Club; and/or
- Participate in activities organised by outside groups using the Club's equipment and/or facilities.

WHO IS REQUIRED TO OBTAIN A WORKING WITH CHILDREN CHECK

- Members of the Executive Committee
- Discipline Delegates
- Coaches
- New member assessment officers
- Supervisors of outside groups comprising children who use the club's equipment and/or facilities

Exemptions from the above:

- Persons under the age of 18 years
- Parent volunteers whose child normally participates in the activity
- Sworn Victorian or Federal Police Officers
- Teachers currently registered with the Victorian Institute of Teaching

ADDITIONAL STATEMENTS

- Application forms for Working With Children checks are available from Post Offices.
- The checks are free for volunteers.

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ACCOUNTABILITY

The Discipline Delegate for School/Educational Groups is responsible for informing outside groups using the Club's facilities that the Club requires supervisors to have Working With Children Checks, unless they are exempt.

The Club Secretary is responsible for

- informing relevant Club Officers of their need to obtain a Working With Children Check
- keeping a file of copies of checks when they are obtained
- ensuring that expired checks are updated as appropriate



Geelong Canoe Club - By Law

Date: 3/10/2013

By Law #: 5

By Law Title: Formal Training Sessions and PFD Provisions

Date Created: 3rd Oct 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To ensure paddler safety and to comply with the GCC Risk Management Plan and regulations under the Marine Safety Act.

STATEMENT

PFD = approved personal flotation device level 1, 2, or 3

FORMAL TRAINING SESSION TIMES

Monday – Friday: 600 am to 9.00 am and 3.00 pm to 6.00 pm (to 6.30 pm during Eastern Daylight Saving Time)

Weekends – 8.00 am to 12.00 noon

PFD PROVISIONS

- During formal training times full members (registered with CV) in senior, veteran and U18 age categories are exempt from wearing PFD's provided they qualify according to the appropriate swimming ability test (see below)
- Outside formal training times, all paddlers must wear PFD's
- Recreational and dragon boat paddlers have no exemption and must wear PFD's on the water at all times

SWIMMING ABILITY TESTS (refer GCC Risk Management Plan)

- **The 200m in open water test** - those unable to complete do not have exemption and must wear PFD's on the water at all times
- **The 100m in open water test** – those unable to complete may not use club boats

REFERENCES

- Marine Safety Act



Geelong Canoe Club Constitution - By Law

Date: 13/08/2013

By Law #: 6

By Law Title: Canoeing Victoria Affiliation

Date Created: 5th September 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

Purpose

This By Law relates to requirements connected to the Club's affiliation with Canoeing Victoria

Compliance of The Geelong Canoe Club

The Club acknowledges and agrees that:

- ☐ It maintains its incorporated status in Victoria
- ☐ The President of the Club (or delegate) represents it at General Meetings of Canoeing Victoria.
- ☐ It will provide Canoeing Victoria with copies of its accounts, annual report and other associated documents within 30 days of such request.
- ☐ It recognises Canoeing Victoria as the state peak body for canoeing in Victoria and Australian Canoeing as the national peak body for the sport of canoeing in Australia
- ☐ It will have general regard to the objectives of Canoeing Victoria and Australian Canoeing and their constitutional documents

Constitutional Documents of the Geelong Canoe Club

The constituent documents, including this Bylaw, of The Geelong Canoe Club shall reflect the objectives and generally conform with the Canoeing Victoria Constitution, at least to the extent of:

- ☐ The objectives of Canoeing Victoria;
- ☐ The structure and membership categories of Canoeing Victoria
- ☐ Recognising Canoeing Victoria 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.



Geelong Canoe Club - By Law

Date: 3/10/2013

By Law #: 7

By Law Title: Unclaimed Boats

Date Created: 3rd October 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To describe procedures for handling of unclaimed boats.

PROCEDURE

- On Boat Registration Day boats are placed in quarantine if they
 - belong to members who are non-financial, or
 - are unidentified and ownership cannot be determined.
- Non-financial members whose boats have been quarantined are contacted and notified of the quarantine and that their boats will be released from quarantine on payment of \$30 annual storage fee, or renewal of membership at the full annual rate plus \$30 storage fee, within 3 months of notification. Membership renewal entitles the member to storage space in the boat rack, subject to availability.
- If no response is received, final notification is given with a further deadline of 3 months.
- Boats belonging to non-financial members which remain unclaimed 9 months after the Boat Registration Day are deemed to have been abandoned, become the property of the Club and may be disposed of or retained as Club property at the discretion of the Executive Committee. See By Law 8.
- For unidentified boats, efforts to determine ownership will include, but may not be limited to:
 - publication of a description of the boat and its rack location in the Club newsletter and on the Club Facebook page, and
 - an email to all members, both financial and non-financial, which includes an appeal for information from any member which may assist in identification. Deadline 3 months.
- If boats remain unidentified publication as above is repeated with a further deadline of 3 months.
- Boats which remain unidentified 9 months after the Boat Registration Day are deemed to have been abandoned, become the property of the Club and may be disposed of or retained as Club property at the discretion of the Executive Committee. See By Law 8.
- Members who claim an unidentified boat as their property must provide proof of ownership.

ACCOUNTABILITY

Boat Captain authorises quarantine of boats on Boat Registration Day and reports to Executive Committee via Facilities Management Officer.



Geelong Canoe Club - By Law

Date: 3/10/2013

By Law #: 8

By Law Title: Disposal of Acquired Boats

Date Created: 3rd October 2013

Date Reviewed:

To: Geelong Canoe Club Members

From: Geelong Canoe Club Committee

PURPOSE

To describe the procedures for disposal of boats acquired by the Club according to Bylaw 7 – Unclaimed Boats.

PROCEDURE

- At its May meeting, the Facilities Management Officer will provide the Executive Committee with a list of boats quarantined at the previous year's Boat Registration Day which remain unclaimed, including details of ownership if known.
- The Executive Committee will vote for or against deeming these boats as abandoned and thereby acquired as Club property. Where the ownership of acquired boats is known, the owner of the boat/s shall be notified of the acquisition.
- The Executive Committee will determine whether to dispose of by sale or to retain as club property, each boat acquired.
- For boats designated for sale, the Executive Committee shall determine the asking price, and
 - Advertise for sale to members via the Club newsletter, website and Facebook page, with a deadline of 3 months, and
 - If the boat/s remain unsold, the Executive Committee may advertise outside the Club or decide to retain the boat/s as Club property or otherwise dispose of at its discretion.
- For boats designated for retention as Club property, the Executive Committee shall assign a value and add to the list of Club assets.