



BURLEIGH POINT OUTRIGGER CANOE CLUB INCORPORATED

ABN: 74 226 271 643

BY-LAWS

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SECTION B

By-Laws

Appendix “A” Judiciary Procedure

Appendix “B” Rules of Debate

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BY-LAWS

1. DISCIPLINARY PROVISIONS

- (1) If a member:-
 - (a) fails to comply with any rule, by-law, resolution or direction of the Club or
 - (b) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interest of the Club.

The Management Committee shall consider whether such member shall be suspended for such period of time as is deemed proper in the circumstances from competing in any Governed or Sanctioned Regatta or from Membership of the Club.

- (2) This by-law shall apply equally to all Members in any Governed or Sanctioned Regatta regardless of whether such member is a current member or not.
- (3) The Management Committee of the Club may call upon any member to show cause why he/she should not be suspended for a period of time or why he/she should not have his/her Membership cancelled.
- (4) A member so called upon shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to penalise or suspend the member it shall instruct the Secretary to advise the member in writing accordingly.
- (5) The member may within one month of receiving written notification thereof, lodge with the Secretary of AOCRA written notice of his/her intention to appeal to the Management Committee of AOCRA against the suspension or penalty imposed by the Club.
- (6) The Management Committee of AOCRA shall determine such appeal. The member and the Club shall be given the opportunity to fully present his/her or its case. The appeal shall be determined by the vote of the Members of the Management Committee of AOCRA present at such meeting. The Management Committee of AOCRA may uphold or set aside the suspension or penalty imposed by the Club.
- (7) The member and the Club shall accept and abide by the determination of the Management Committee of AOCRA which shall be final.

2. AFFILIATION

In accordance with AOCRA inc (Page 15) the Club shall affiliate annually with the Australian Outrigger Canoe Racing Association Inc.

3. CLUB COLOURS

The Club colours shall be Royal Blue, Sky Blue and Gold in whatever design is decided upon from time to time. However other colour combinations may be employed in racing uniforms, subject to Management Committee approval.

4. CLUB LOGO

The Club Logo shall consist of a representation of Burleigh Headland, above an outrigger canoe and surrounded by “Burleigh Point Outrigger Canoe Club” Gold Coast, Australia.

5. COACHES

The Management Committee must in accordance with AOCRA coaching manual, appoint a Head Coach and / or Section Coaches or assistants to assist in development of the skills of Outrigger Paddling. Such persons shall possess or be undertaking training to obtain a minimum of “Level One Coaching Certificate” and shall be subject to the supervision and as defined by the Management Committee.

6. TEAM SELECTIONS

Teams shall be selected on ability, dedication and training attendance at sessions arranged by Section Coaches or the Management Committee. Any member shall have the right of appeal to the Club Selection Committee.

7. CANOE ALLOCATIONS

- (a) Canoes shall be allocated for regattas on the basis of the placings of teams at the competition immediately preceding the allocation. Highest placed team in each category shall have first choice, next placed team second choice, and so on. In the event of categories being combined in one event, allocation shall be on the basis of highest place in any category having first choice, next highest place in any category second choice, and so on.
- (b) Canoes shall be available on a rotation basis at training sessions. All teams attending shall take turns if desired with the canoes currently available. Should a dispute arise on allocation of canoes for whatever reason, the Management Committee and / or Head Coach shall have the power to decide on such allocation, this decision being final.
- (c) Canoe allocation for training purposes shall be made on a first choice basis to the teams training at their restored session. Teams from other categories attending shall only use such canoes available after all restored crews have chosen their craft, on a first-in first-served basis.

8. TRANSPORT OF CANOES

The Committee shall appoint a Transport Officer to arrange for the transport of canoes to Regattas. The Transport Officer shall establish a roster of members with suitable vehicles and shall arrange for each to transport the trailer and canoes to and from competitions in an equitable manner.

9. LOADING, UNLOADING AND RIGGING OF CANOES

All members shall, when called upon to do so, assist in loading, unloading and rigging of canoes both before and after competitions. Members shall endeavour to learn the art and techniques of rigging canoes

for varying conditions and events.

10. FUND RAISING

All members shall when called upon to do so, assist in such fundraising ventures as arranged by the Committee from time to time. Members shall be subject to the direction of Committee Members or others empowered to conduct any such venture. Ventures would include but not limited to:

- (a) Sausage Sizzle – BBQ
- (b) Events or Prize Money Awarded

11. SAFETY REQUIREMENTS

- (a) All paddling members shall be required to undertake a swimming ability test prior to the first regatta of each season to the satisfaction of the Club Captain, Head Coach or Section Coach. Requirements of this test shall be as set by the Committee from time to time, or as set by A.O.C.R.A. In addition all paddlers are to undertake practice in roll over and righting of canoes prior to the commencement of ocean training.
- (b) Canoes are to carry a minimum of one white light when training at night or early morning.
- (c) Canoes are to carry a minimum of one bailer (calm water) or two bailers (open water) and such other equipment required by AOCRA and/or QLD Marine Safety when used for training
- (d) The following requirements are to be adhered to when canoes are used for ocean training:
 - (1) Canoes are to paddle in company whenever possible when training in open ocean and are always to remain within one (1) kilometre of the coast line.
 - (2) Canoes are not to venture outside the Tallebudgera Creek entrance without a minimum of two (2) bailers aboard
 - (3) Before venturing through the Tallebudgera Creek entrance, permission must be given by the Club President and/or Club Captain.
 - (4) Caution must be exercised when approaching Tallebudgera bar, particularly on an outgoing tide.

(e) Powered Craft

Club powered craft are to be used whenever practical as escort or accompaniment for Club canoes. Powered craft are to carry at least the minimum safety equipment required by QLD. Transport. All operators of Club powered craft must hold the relevant licence required by QLD. Transport to operate such craft. Use of powered craft is subject to the direction of the Club Captain, Head Coach and /or Section Coach.

12. DUTIES OF OFFICE BEARERS

(a) **President**

- (i) Chair all Committee, General and Annual General Meetings with a deliberative and casting vote.
- (ii) Convene all Executive Committee and Special Meetings
- (iii) Supervise the duties of all Officers.
- (iv) Submit a written report to the Club Secretary 2 days prior to the Annual General Meeting.
- (v) Be available for official duties, regattas and functions of Burleigh Point Outrigger Canoe Club Inc. and liaise with Club sponsors and Patrons.

(b) **Vice-President**

- (i) Carry out the President's duties in his/her absence.
- (ii) Be available for official duties, regattas and functions of Burleigh Point Outrigger Canoe Club Inc.

(c) **Secretary**

- (i) Attend all meetings of the Burleigh Point Outrigger Canoe Club Inc.
- (ii) Cause full and accurate minutes of all questions, matters resolutions and other of every Management Committee. General and Annual General Meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for than inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson of the meeting or the Chairperson of the next succeeding Management Committee Meeting verifying their accuracy. Similarly, the minutes of every General and Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the succeeding general Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general of Annual General Meeting.
- (iii) Carry out all directions as given at such meetings.
- (iv) Keep inward and outward correspondence.
- (v) Conduct the correspondence of the Burleigh Point Outrigger Canoe Club Inc. and keep in proper files as Burleigh Point Outrigger Canoe Club Inc. records and reports.
- (vi) A week prior to all General Meetings, distribute copies of previous General Meeting Minutes and Agenda of the forthcoming meeting to the Members and Management

Committee.

- (vii) Forward additions and amendments to the By-Laws to all Management Committee and Members at least 14 days prior to the General Meeting.
- (viii) Issue all notices of General Meetings and Agenda in accordance with the Constitution and By-Laws.
- (ix) Forward a list of all nominations for office bearers together with any additions and amendments to the Constitution and By-Laws to all Management Committee and Members at least 14 days prior to the Annual General Meeting.
- (x) Maintain and issue copies of the Constitution and By-Laws as prescribed by the Constitution.
- (xi) Keep a record of all member's names and addresses.
- (xii) Notify all Canoe Captains and Transport Officer of regatta dates.
- (xiii) Submit a written report to the President 21 days prior to the Annual General Meeting.

(d) **Treasurer**

- (i) Keep all financial books, records and accounts of the Burleigh Point Outrigger Canoe Club Inc.
- (ii) Prepare a statement of receipts and expenditure for representation to General, Annual General and Management Committee Meetings.
- (iii) Receive and issue receipts for all incoming money and deposit intact into the Burleigh Point Outrigger Canoe Club Inc. account/s.
- (iv) Keep an accurate record of all receipts.
- (v) Present all accounts for payment to Committee or General Meetings for approval and/or ratification in accordance with the Constitution.
- (vi) Prepare estimated budget for the following year for discussion as last Management Committee Meeting before that year's Annual General Meeting.
- (vii) Prepare annual financial statements, including receipts, expenditure and balance sheet for audit and presentation to the Annual General Meeting and for distribution to all Members.
- (viii) Arrange for audit of the Burleigh Point Outrigger Canoe Club Inc. financial books and

records.

- (ix) Submit a copy of the audited report to the Secretary 21 days prior to the Annual General Meeting.
- (x) Perform such other duties as may be required by the Constitution and By-Laws or as directed by the Burleigh Point Outrigger Canoe Club Inc. Members and/or Management Committee from time to time.

(e) **Club Captain**

The Club Captain shall be responsible for overseeing all safety and disciplinary aspects of the Club. The Captain may direct other Members of the Club to assist in fulfilling these tasks. He/she shall oversee section coaches and report to the Selection Committee on the progress of teams under their control.

(f) **Head Coach**

The Head Coach shall be responsible for overseeing the competitive training aspects of all the Members & Teams according to AOCRA coaching manuals. The Head Coach will possess the level a “Level One Coaching Certificate”.

(g) **Section Coach**

The Section Coach shall assist the Head Coach with the competitive training of teams / Members and will need to have or undertaking the “Level One Coaching Certificate”

(h) **Registrar**

- i. Prepare and keep all team registrations
- ii. Sight and record proof of age as required in this Constitution and By-Laws
- iii. Receive and record consent forms as required in this Constitution and By-Laws
- iv. Keep an accurate record of all competition results, points, disqualifications
- v. Submit a written report to the Secretary for inclusion in his/her report at each committee or general meeting.

(i) **Transport Officer**

The Transport Officer shall establish a register of Members with suitable vehicles to assist in transport of Club Trailers and canoes to and from competitions. He/she shall arrange a roster of these Members to transport Club craft in an equitable manner, and may call upon other Members to assist in loading and unloading of canoes.

13. SUB-COMMITTEES

(a) **Judiciary Committee**

The Judiciary Committee shall be comprised of the President, Secretary, Captain of the Club, plus two (2) Members elected from the floor at the Annual General Meeting. The Judiciary Committee shall decide disciplinary issues and impose such penalties or suspensions as it sees fit. All Members have the right of appeal against such decisions as set down in the Rules and By-Laws.

(b) **Selection Committee**

The Selection Committee shall be comprised of the President, Club Captain, Head & Section Coach. In the event of an appeal by a Member on team selection, the Selection Committee shall assess the appeal and if necessary arrange for a series of tests to determine the most effective composition of the team.

(c) **Social Committee**

The Social Committee shall be comprised of any five-(5) member elected at the Annual General Meeting. The Social Committee shall arrange such social and/or fundraising ventures as approved by the Management Committee, and may call upon other member for assistance in such ventures.

(d) **Awards Committee**

The Awards Committee shall be comprised of the President, Secretary, Head & Section Coaches. They shall convene prior to the annual Presentation Dinner to decide the awards for the year. They may seek information from Coaches and/or other Members in order to allocate such awards.

(e) **Executive Committee**

The Executive Committee shall be comprised of the President, Secretary and Treasurer. It shall be empowered to make decisions on matters of urgency to the Club, provided that such decisions shall be ratified at the next Meeting of the Club.

Sub-Committees may report to meetings on issues relevant to their section.

14. MEETINGS

The following Agenda shall be followed at Club Meetings:

(a) **Annual General Meeting**

- (i) Apologies
- (ii) Reading and Confirmation of Minutes of Previous Annual General Meeting
- (iii) Presentation of the Annual Report
- (iv) Election of Officers and Committees
- (v) Appointment of an Auditor
- (vi) Special Business
- (vii) Method of Management for ensuing year
- (viii) General Business

(b) General Meetings and Management Committee Meetings

The following are guidelines for conduct of Meetings of the Club:

- (i) President's Opening Remarks
- (ii) Apologies
- (iii) Minutes of the Previous Meeting
- (iv) Business Arising from the Minutes
- (v) Correspondence (inwards and outwards)
- (vi) Reports
 - (a) President's Report
 - (b) Treasurer's Report
 - (c) Captain's Report
 - (d) Transport Officer's Report
 - (e) Coaches Reports
 - (f) Sub-Committee Reports
- (vii) Adjourned business from Previous Meeting
- (viii) Special Business
- (ix) General Business
- (x) Date of next meeting
- (xi) Close

(c) Voting

Generally voting will be by show of hands however when a secret ballot is required, the following procedure will be followed:

- (i) Blank ballot papers will be handed to each member at the meeting entitled to vote.
- (ii) Two scrutineers to count the votes will be appointed.
- (iii) Each member voting will mark her/his ballot paper in an appropriate manner as advised by the Chairperson and handed to the scrutineers.
- (iv) The scrutineers will report the results to the Chairperson.
- (v) Any member supported by not less than three others may call for a division in which case Members shall move to the right or left of the chairman, as directed by him/her.
- (vi) In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his/her vote counted in the negative.

- (vii) The Chairman may appoint tellers to assist him/her in counting a vote.
- (viii) Junior members are ineligible to vote at any meetings of Burleigh Point Outrigger Canoe Club Inc but may speak on any issue.

(d) **Method of Management of the Club**

The Club affairs shall be run by either a General Meeting or Management Committee Meeting. The Annual General Meeting shall determine the method of Management for the ensuing year.

15. TEAM AND PADDLER REGISTRATIONS

- (a) A competition team Member registration must be submitted by ?? via the AOCRA Inc line systems by the required date and accompanied by the team's nomination fee.
- (b) All Members in age divisions must produce proof of age which must be presented to the Registrar by the date required. The following documents are accepted as proof of age:
 - Birth Certificate or extract there from
 - Passport
 - Driver's Licence

16. FEES

- (a) The following fees shall be levied by the Burleigh Point Outrigger Canoe Club Inc.:-
 - (i) Club Membership Fee (Ordinary, Junior, Honorary Members)
 - (ii) Associate Member Fee
 - (iii) Initial Joining Fee
 - (iv) Regatta Fees
- (b) Membership fees shall be payable at the Annual General Meeting for continuing Members and upon joining for new Members. Regatta fees shall be additional to all other fees and shall be payable separately according to regatta requirements.
- (c) Team nomination fees are payable in full prior to the commencement of relevant regatta.
- (d) The Management Committee shall set all fees referred to in 16(a) prior to the Annual General Meeting where they will be tabled.
- (e) Payment of all fees associated with Burleigh Point Outrigger Canoe Club Inc shall be paid by the nominated date set by the Management Committee. Monies to be paid into the Club bank account by direct debit.
- (f) Should any fees be levied separately during a seasonal fixture by any body with which Burleigh Point Outrigger Canoe Club Inc. is affiliated, then such levy shall be additional to those fees set by the Management Committee under By-law 16(a).
- (g) Failure to pay fees by the date set down by the Management Committee shall render the

member unfinancial and shall cease the right of such member to the rights, privileges and benefits conferred as a member of the Burleigh Point Outrigger Canoe Club Inc. In the event of a team's fees not being paid by the specified date said Club team/teams shall be deemed unfinancial and will no longer be eligible to participate in relevant competition until fees are paid.

17 ANNUAL PRESENTATIONS

The Club shall present awards in the following categories at the annual Presentation Dinner.

- (a) Most Improved Male Paddler
- (b) Most Improved Female Paddler
- (c) Most Improved Male Junior Paddler
- (d) Most Improved Female Junior Paddler
- (e) Best Rookie Female Paddler
- (f) Best Rookie Male Paddler
- (g) Most Improved Team
- (h) Best Performance by a Mixed Team
- (i) Best Performance by a Male Team
- (j) Best Performance by a Female Team
- (k) Best Performance by a Junior Team
- (l) Club Person of the Year.

Plus any other awards the Committee shall deem appropriate from time to time. Recipients of awards shall be determined by the Awards Committee, excepting that the Club Person of the Year shall be chosen by the President alone.

APPENDIX “A”

JUDICIARY COMMITTEE

Rules of Procedure

1. DEFINITIONS

In these Rules

- 1.1 “The Committee” means the Judiciary Committee
- 1.2 “Secretary” means the Secretary for the time being of the Judiciary Committee.
- 1.3 “Member” means a member of the Club subject to the jurisdiction of the Club by which the committee shall have been appointed.
- 1.4 “Reference” includes any complaint against a member of the Club brought by any person and any dispute under this Constitution.

2. JURISDICTION

- 2.1 Any interested party may submit a reference to the Executive upon any matter touching the affairs of the club and its members.
- 2.2 Every reference shall be in writing setting out clearly the matter sought to be investigated by the Executive, and the Executive shall then decide where such reference shall be directed.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee in terms of Rule 3 set out below
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that
 - a) he/she has an interest in the subject matter of the reference;
 - b) his/her reference is in clear and unambiguous terms.

3. PROCEDURE

The following procedures shall be followed by the committee having conduct of a reference under Rule 2 hereof:

- 1.1 Upon receipt of a reference, the Chairman of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 1.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee
- 1.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the committee. He/she shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form

Burleigh Point Outrigger Canoe Club Inc.

To.....

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at on.....20..at.....a.m./p.m. to enquire into the following matter, referred to the Committee by the Club.

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Mrs..... has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.)- Optional.

The Secretary will, upon receipt of your request in writing , at least five(5) days before the day appointed for the investigation setting out the names and addresses of the members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing to be in my hands at least three (3) days before the time appointed.

You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

Secretary
Judiciary Committee

- 1.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing and that he/she is required to attend.
- 1.5 In the case of a complaint against a member of the Club who has been suspended, he/she shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- 1.6 The independent investigator if appointed by the Chairman of the Committee shall make enquiries within a reasonable time.
- 1.7 The committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 1.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian to be invited to attend at all material times, and every effort shall be made to encourage these persons to be in attendance in the interests of the minor (U18) member.

- 1.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 1.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him/her by the Secretary shall be subject to such action as the Executive of the Club, shall on the report of the Committee think fit.

2. AT THE HEARING

- 2.1 All interested parties shall be present at the hearing
- 2.2 A quorum of the Committee shall be three (3) members
- 2.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 2.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 2.5 The reference to the Committee shall be read by the Chairman
- 2.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him/her, shall be given whatever weight the Committee sees fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.
- 2.7 The person, the subject of the reference shall then present relevant evidence on his/her own behalf.
- 2.8 In all cases, witnesses called shall be examined by the party (if any) on whose behalf he/she is called, and then cross-examined by other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairman.
- 2.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 2.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the committee in such speaking order as the chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

3. AT THE CONCLUSION OF THE HEARING

- 3.1 The Committee shall meet in camera after the hearing has been completed and if the reference is found to be proved, may deliberate upon an appropriate order of penalty
- 3.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

- 3.3 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointed authority shall become effective forthwith.
- 3.4 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 3.5 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration of the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated
- 3.6 A person exonerated by the Committee may start under protest at any Regatta or A.O.C.R.A. event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

4. **APPEALS**

Any person aggrieved by a decision of the Committee may appeal to the Management Committee of A.O.C.R.A. as set down in By-Law 1 (5), (6) and (7).

APPENDIX “B” RULES OF DEBATE

1. GENERAL

- 1.1 The undermentioned rules shall apply to the conduct of all meeting of the Club, and Committees.
- 1.2 For the purpose of these Rules, the word “member” shall refer to members of the Club.

2. CHAIRMAN’S AUTHORITY

- 2.1 Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his/her seat
- 2.2 In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon the speaker to withdraw and apologise.
- 2.3 The Chairman may call a member to order. If such member persists in being disorderly, he/she may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairman’s rulings, or move a motion of dissent from his/her ruling, on matter of procedure and points of order.

3 DEBATE

- 3.1 Any member desiring to speak shall stand up and address the Chairman
- 3.2 If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated
- 3.4 No member shall interrupt another while speaking except to raise a point of order
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his /her seat until the point of order has been decided
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairman’s ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairman only may then speak to the motion.
 - a) At any time during the debate, a member may move “that the question be now put” provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate- it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move “that the question now be put”.
 - b) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the

right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4 MOTIONS AND AMENDMENTS

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he/she may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of his/her seconder and the approval of the meeting, before making any alteration to the wording of his/her motion
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent state of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal

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