

The Australian Outrigger Canoe Racing Association
Queensland State Centre Incorporated

Constitution

INTERPRETATION

1. The Rules of the Australian Outrigger Canoe Racing Association - Queensland State Centre as required by the *Associations Incorporation Act 1981 (Qld)* ("the Act") shall mean this Constitution and all By-laws, Rules and Regulations as are from time to time adopted, repealed or amended by the Australian Outrigger Canoe Racing Association - Queensland State Centre.
2. The headings used in this Constitution are inserted for convenience only and shall not affect the meaning, interpretation or construction hereof or any part hereof.
3. In this Constitution unless the context shall otherwise require, the singular includes the plural and vice versa, a reference to any gender is a reference to every gender and a reference to a person is a reference to a natural person, Body Corporate, corporation, partnership, zone, firm, society, association or authority.
4. Where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning.
5. References:
 - a. A reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provisions substituted for, and any statutory instrument issued under that legislation or legislative provision.
 - b. A reference to the constitution of the Australian Outrigger Canoe Racing Association Incorporated shall mean the AOCRA Constitution and all By-Laws, Rules and Regulations as are from time to time adopted, repealed, or amended by AOCRA Incorporated.
 - c. A reference to a recital, clause, schedule or annexure is to a recital, clause or annexure to this Constitution.
 - d. A reference to any document is to that document (and, where applicable any of its provisions) as amended, notated, supplemented or replaced from time to time.
 - e. In this Constitution unless the contrary intention appears the following words shall mean: -
 - (i) A word or expression not defined in these rules, but defined in the *Associations Incorporations Act 1981* (hereinafter called "The Act") has, if the context permits, the meaning given by the Act.
 - (ii) "AOCRA" means the Australian Outrigger Canoe Racing Association Incorporated.
 - (iii) "Affiliated Zone" means a zone or group who is recognised by AOCRA as a Member of AOCRA and is recognised under the Constitution of AOCRA and formed for the purpose of conducting outrigger canoe training, participation, competition and enjoyment of the heritage and cultural experience of the outrigger canoe and outrigger paddling generally. The zone shall be an incorporated body.

- (iv) "Affiliated Club " means a club or group who is recognised by AOCRA as a Member of AOCRA and is recognised under this Constitution and formed for the purpose of conducting outrigger canoe training, participation, competition and enjoyment of the heritage and cultural experience of the outrigger canoe and outrigger paddling generally. The club shall be an incorporated body."Association" shall mean the Australian Outrigger Canoe Racing Association – Queensland State Centre (AOCRA QSC)
- (v) "Constitution" means this Constitution of the Australian Outrigger Canoe Racing Association - Queensland State Centre.
- (vi) "Individual Member" shall mean a person who has paid (if payment is a requirement of that type of membership with AOCRA or an Affiliated Zone) their membership of whatever type, category or capacity with, AOCRA or an Affiliated Zone. An Individual Member shall also include a person who is recognised by, AOCRA or an Affiliated Zone as a Member of, AOCRA or that Affiliated Zone and who is not required, by AOCRA or that Affiliated Zone to pay a membership fee.
- (vii) "Member" shall mean an Affiliated Zone located within the geographical boundaries of the State Centre
- (viii) "State" shall be deemed to mean a State of Australia and include the Northern Territory and Australian Capital Territory and any district territory or islands forming part of or in the region or environs of Australia.
- (ix) "State Centre" shall mean a group or division which has been created by the Association for the purpose of bringing together a group of Zones or Affiliated Zones within a State for the purpose of promoting, controlling, administering and running outrigger canoeing in a state, territory or region.
- (x) "Zone" shall extend to the expression "Branch" (as referred to and defined in the Act) and shall mean a group or division which has been created by the Association for the purpose of bringing together a group of Affiliated Clubs for the purpose of promoting, controlling, administering and running outrigger canoeing in a local region or geographical area.

NAME

6. The name of the incorporated Association shall be: –

Australian Outrigger Canoe Racing Association - Queensland State Centre Incorporated

The incorporated Association shall be known as AOCRA-QLD State Centre
The acronym shall be **AOCRA QSC INC.**

OBJECTS

7. The objects for which the Association is established are: -
- a. To take part in the uniform entity by AOCRA.
 - b. To administer and control all and any aspect of outrigger canoeing in liaison with any or all affiliated zones based in Queensland in accordance with the Rules of AOCRA.
 - c. To act in the interests of the Members and the Association objectively, properly, fairly, reasonably and without discrimination.

- d. To strive for State and Local Governmental recognition and for commercial, corporate and public recognition of the Association.
- e. To pursue through itself or such other commercial arrangements, (including government grants), sponsorship and marketing opportunities as are appropriate to further the interests and objects of the Association and outrigger canoeing in all or any Affiliated Zone
- f. To affiliate and/or otherwise liaise with AOCRA, other State Centres, zones or Affiliated Zones, or other groups in furtherance of these objects.
- g. To apply the property, assets and capacity of the Association towards the fulfilling and achieving of these objects.
- h. To undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.
- i. To abide by and implement any rules, policies, decisions, or directions of AOCRA with respect to the furtherance of these objectives or the objectives of AOCRA.

POWERS

- 8. In furtherance of its objectives and in its absolute discretion the Association has, in the exercise of its affairs, all the rights, powers, and privileges of a natural person.
- 9. The powers of the Association are, subject to the Law, and the AOCRA constitution, but otherwise without limitation:-
 - a. To incorporate and to manage the funds, assets and liabilities of the Association.
 - b. To control and regulate the conduct, promotion, control, marketing, advancement, administration and safety of outrigger canoeing in affiliated zones in Queensland in accordance with the Rules, By-Laws and Regulations as made from time to time by AOCRA.
 - c. To subscribe to, affiliate, amalgamate, become a member of and/or cooperate with any association, zone or organisation, whether incorporated or not, whose objects are similar in whole or in part to those of the Association provided that such other association, zone or organisation, prohibits the distribution of income and property among its Individual Members at least to the extent provided under this Constitution.
 - d. To enter into any agreement or contract for the benefit of the Association (including, but without being limited to the following) to acquire, purchase, lease, construct, improve, maintain, develop, re-develop, manage, alter, dispose of or alienate or control any asset being real or personal property and whether directly or indirectly, or with a third party to contribute to, subsidise or otherwise assist and take part whether as a partner, joint venturer or associate in the acquisition, purchase, lease, construction, improvement, maintenance, development, management, alteration or control of any such assets.
 - e. To acquire, purchase, hold, mortgage, encumber, lease, charge, secure, dispose of, exchange, gift, or deal in any way with any property whatsoever whether or not subject to any charge or encumbrance and whether directly or indirectly or in partnership or joint venture and whether that property is real or personal.
 - f. To erect, replace, reconstruct, redevelop, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them to the fullest extent allowed by law.

- g. To make available at the request of AOCRA the whole or any part of any property (whether real or personal) belonging to the Association for AOCRA to take over, acquire, hold, deal or dispose of at the absolute discretion of AOCRA.
- h. To borrow and raise money in such lawful manner as the Association deems fit whether with or without the giving of any security.
- i. To enter into any arrangements with any government, semi governmental body, authority or association that are incidental to or conducive to the attainment of the Association's objects.
- j. To appoint, employ, contract with, remove or suspend such assistants, managers, clerks, secretaries, servants, professionals, advisers, workmen or any other persons as may be necessary from time to time or convenient for the purposes and advancement of the Association's objects and whether with the payment of remuneration or some other form of benefit or not.
- k. To invest and deal with the money or assets of the Association as the Association deems fit provided it is within the objects of the Association.
- l. To take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
- m. To guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- n. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of lading and other negotiable or transferable instruments.
- o. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price of any part of the Association's property of whatsoever kind sold by the Association, or to secure any money owed to the Association from any person.
- p. To take any gifts of property whether subject to any liability or special trust, for any one or more of the objects of the Associations.
- q. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, by way of grants, donations, annual subscriptions or otherwise.
- r. To advertise and market in any form and using any medium of whatever nature or kind, to promote and advance the sport of outrigger canoeing, including (without limitation) printing and/or publishing in any newspapers, periodicals, books, newsletter or leaflets, utilising radio, television or electronic mediums or the internet or any other medium that the Association may think desirable for the promotion of its objects.
- s. To make donations for patriotic, charitable or community purposes.
- t. To promote any other person or company for any purpose for the benefit of the Association.
- u. To purchase or otherwise acquire and deal with any undertaking or any part of the property, assets, liabilities of any company, institution, society or association whose activities or purposes are similar to those of the Association or generally for any purpose calculated to benefit the Association.

- v. To take and effect insurance or seek, obtain and in its discretion act on any professional advice necessary or appropriate.
- w. To do all such things as are incidental or conducive to the attainment of the objects of the Association and AOCRA.
- x. To amend this Constitution as allowed for by the terms of this Constitution and the constitution of AOCRA.

STATE CENTRE MEMBERSHIP

- 10. The membership of the Association shall consist of Affiliated Zones
- 11. To become a Member of the Association an Affiliated Zone must:
 - a. be incorporated or in the process of incorporation;
 - b. have a geographical boundary as determined by AOCRA, the majority of which is based in the state of Queensland;
 - b. forward to the Association:-
 - (i) a duly completed application for affiliation on the prescribed form;
 - (ii) all other information as may be required by the Association from time to time;
 - (iii) the zone's constitution or proposed constitution which must be acceptable to the Association and to AOCRA; and
 - (iv) the relevant application fee as prescribed by the Association from time to time.
- 12. An Affiliated Zone shall:-
 - a. Abide by AOCRA's constitution, rules, regulations, by-laws and directions.
 - b. Abide by this constitution, rules, regulations, by-laws and directions.
 - c. Pay on request all affiliation fees as determined by the Association from time to time.
 - d. Adopt the objects of the Association and adopt clauses and rules of this Constitution as required by the Association from time to time.
 - e. Do all that is reasonably necessary to enable its objects to be achieved.
 - f. At all times act in the interest of its members and in furtherance of outrigger canoeing generally.
 - g. Re-affiliate annually utilising the then current forms as required by the Association and pay the annual affiliation fee and any other fees as determined by the Association from time to time.
- 13. Notification of any amendments to an Affiliated Zone's constitution or changes to it's management committee must be made in writing within one month to the Association. An Affiliated Zone must ensure that any amendments to it's constitution result in the constitution remaining in conformity with this Constitution and the constitution rules of AOCRA. The Association may cancel or suspend affiliation in the event that an Affiliated Zone's

constitution is contrary to the objects, rules, regulations and by-laws of the Association or AOCRA.

MEMBERSHIP GENERALLY

14. The number of Affiliated Zones shall be unlimited.
15. The annual membership/registration fees for each class of membership or affiliation fee and the manner of the payment of the same shall be determined by the Association from time to time.

REGISTER OF MEMBERS

16. a. The Management committee shall cause a Register to be kept in which it shall enter the names, work and/or residential addresses, contact telephone and electronic address, date of admission, and any subsequent renewal, payment or outstanding account, relevant qualifications, disciplinary orders, competition results, and any other relevant or pertinent information of all persons admitted to Membership of the Association.
 - b. Particulars shall also be entered into the Register of deaths, resignations, terminations, cancellations, suspensions and reinstatement's of Membership and any further particulars as the Management Committee or the members at any general meeting may determine or require from time to time.
 - c. The Register, so far as it relates to the Member, shall be open for inspection to that Member who has, upon reasonable notice applied to the secretary for such inspection.

CESSATION OF MEMBERSHIP – AFFILLIATED ZONES

17. An Affiliated Zone may resign its membership by notice in writing to the Association's secretary.
18. Where resignation of an Affiliated Zone occurs during that Affiliated Zone's financial period that Affiliated Zone will forfeit any paid membership fee.
19. An Affiliated Zone shall cease to be a Member if:-
 - a. an Affiliated zone fails to forward to the Association the necessary affiliation fee together with the application for affiliation within one month of the due date;
 - b. a receiver or administrator is appointed to that zone pursuant to the Corporations Law.
20. The Association shall have the power at any time to require an Affiliated Zone to provide to it a statement setting out such information as the Association reasonably requires to enable it to decide where or not the Affiliated Zone has ceased to be or has become liable to cease to be a Member.

DISCIPLINING A MEMBER & SUSPENSION OR CANCELLATION OF A MEMBERSHIP

21. The Association may discipline or impose a penalty upon a Member or suspend or cancel the Member's membership upon a Member:
- a. breaching this Constitution or the Constitution of AOCRA;
 - b. breaching the rules, regulations, by-laws or any resolution or determination made or passed by the Management Committee of the Association or any duly authorised committee or board, or that of AOCRA;
 - c. being convicted of an indictable offence;
 - d. having membership fees in arrears for a period of two months or more; or
 - e. conducting themselves in a manner that is injurious, prejudicial or unbecoming to the character, reputation or interests of the Association, AOCRA, other members or outrigger canoeing generally.

The Association has absolute discretion subject to the rules of AOCRA, to determine whether to suspend or cancel the Members' membership or take disciplinary action or impose a penalty upon the Member.

22. Prior to the imposition of a penalty or disciplinary action or the suspension or cancellation of a Member's membership the Association must issue to the Member a Default Notice on the prescribed form:

The Default Notice shall:

- a. set out the conduct of the Member which has lead to the issue of the Default Notice;
 - b. set out the date, time and place of the alleged conduct;
 - c. request the Member to show cause in writing why a penalty should not be imposed or their membership should not be suspended or cancelled whether indefinitely, permanently or for a defined period.
 - d. set out the address of the Association to which the Member should reply.
23. Upon receipt of the Default Notice the Member shall have 30 days in which reply to the Default Notice.
24. The Member receiving a Default Notice shall be given a full, fair and reasonable opportunity to present his or her case to the Association.
25. The Association shall notify the Member in writing of the Association's decision by giving written notice of the Association's determination to the Member at the Member's last known address.
26. If a Member is suspended, whether indefinitely or for a defined period, they shall be deemed to be suspended (subject to any appeal or review by AOCRA) from the Association.
27. Nothing in this constitution shall prevent the Association from immediately suspending a Member's membership with the Association in circumstances considered by the Association to warrant such immediate action pending the issuing and determination of a Default Notice.

APPEALS

28. Where a Member has received a determination from the Association to reject, suspend or cancel a membership or take disciplinary action or impose a penalty upon the Member that Member may appeal to the State Centre in accordance with the Constitution of AOCRA.
29. A decision by AOCRA will be final.
30. An Appeal may be heard in the absence of a party if that party fails, refuses or cannot, after reasonable notice and without reasonable excuse, attend the Appeal.

THE JUDICIAL COMMITTEE

31. A Judiciary Committee shall be appointed by the Association's Management Committee and shall consist of no less than three representatives. It is required that all representatives are Individual Members of AOCRA.
32. A Judiciary Committee shall operate under the principles expressed from time to time in accordance with the Regulations provided by AOCRA, which shall give all relevant parties the opportunity to be heard and submit their own facts and submissions.
33. Any person who was a party to the determination under appeal shall be expressly excluded from the Judiciary Committee for that appeal.
34. A Judiciary Committee may make an order that it considers reasonable and appropriate in the circumstances including, but not limited to: -
 - a. Upholding a decision;
 - b. Reversing a decision;
 - c. Amending a decision;
 - d. Imposing a penalty;
 - e. Taking of disciplinary action;
 - f. Rejecting an application for membership;
 - g. Suspending a Member's membership for a stated period of time or indefinitely; and
 - h. Cancelling the Member's membership.
42. Any penalty or disciplinary action imposed by a Judiciary Committee may include, but is not limited to, the payment or repayment of money to any person or group or the supply, return or replacement of any item, asset or object to any person or group or the rejection, cancellation or suspension of membership with the Association.
43. Any appeal may be recorded by electronic or any other means and this Constitution shall be deemed to be every Member's consent and agreement to the electronic or other recording of any appeal to which they attend or participate.
44. The Association may from time to time make Regulations as to the conduct of appeals and the penalties or disciplinary action it may take including, but not limited to, the requirement to pay costs of the appeal, or the payment of a security deposit or bond (which may be forfeited) prior to the hearing of the appeal.

MANAGEMENT COMMITTEE

45. The Association shall have a Management Committee: -
- a. The Management Committee shall consist of a President, Secretary and Treasurer (elected at the Annual General Meeting of the State Centre, but who's final appointment is determined by AOCRA) and four other committee persons (or such other number as otherwise directed by the Association) all of who shall each have an equal vote and who shall be appointed as follows:-
 - i. Each Affiliated Zone located within the State will appoint at their Annual General Meeting an equal number of members for the Committee positions available, to ensure an equal representation from each zone
 - ii The remaining committee member will be a person nominated and approved by each Affiliated Zone within the State.
 - iii All committee members shall be an Individual Member of an Affiliated Club
 - iv A ballot shall be conducted to determine the positions of President, Secretary and Treasurer
 - v The ballot may be by secret vote or show of hands at the determination or consent of a majority of the representatives of the Affiliated Zones entitled to vote;
 - vi AOCRA reserves a power of veto over any such appointment.
 - b. All Members of the Management Committee shall retire from office at the Association's Annual General Meeting but shall be eligible upon nomination for re-election.

SECRETARY OF THE ASSOCIATION

46. Whilst the Association is Incorporated in Queensland and there is a Legislative requirement that the Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, then the secretary of the Association shall be a person who is:
- a. An Individual Member of an Affiliated Club appointed to that position at the Annual General Meeting; or
 - b. An Individual Member of an Affiliated Club appointed by the Management Committee as secretary to fill a vacancy; and
 - c. Resides in Queensland; or
 - d. Resides in another State but not more than 65 km from the Queensland border.
 - e. The Association shall not put as a condition of being the secretary (or any other position) of the Association a requirement for the location of their residence if there is no such legislative requirement;
47. If a vacancy happens in the office of secretary, the members of the Management Committee must appoint or elect a secretary within 1 month after the vacancy happens.

48. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary and such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice at which time when it shall take effect.

REMOVAL OF A COMMITTEE MEMBER

49. The removal of any member of the Management Committee shall be determined at a general meeting called for that purpose, and/or any other purpose by a majority of the members of the Management Committee.
50. Any member of the Management Committee who fails to attend three consecutive meetings without the consent of the Management Committee or reasonable excuse may be removed from office by the vote of the majority of the members of the Management Committee after that member has been given the opportunity to fully present his or her case.

VACANCIES ON THE MANAGEMENT COMMITTEE

51. a. The Management Committee shall have power at any time to appoint any Individual Member of AOCRA willing to fill any casual vacancy on the Management Committee until the next annual general meeting. The Management Committee shall have unfettered discretion as to the method of, or whom it so appoints;
- b. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Management Committee, the continuing member may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

52. Except as otherwise provided by this Constitution or the Constitution of AOCRA and subject to resolutions of the members of the Association carried at any general meeting the Management Committee shall:
- a. Have the general control and management of the administration of the affairs, property, assets, books and funds of the Association; and
- b. Have authority to interpret the meaning of this Constitution or any Rules, Regulations or By-Laws and any matter relating to the Association on which this Constitution is silent;
- c. Provide for the safe custody of books, records, documents, instruments of title and securities of the Association.

POWERS OF THE MANAGEMENT COMMITTEE

General

53. The Management Committee shall exercise all such powers and do all such things as may be exercised or done by the Association to save those that are required by these rules or by any statute for the time being in force to be exercised or done by the Association in general meeting.

By-Laws, Rules and Regulations

54. Subject to this Constitution, and of AOCRA's constitution, the Management Committee shall have power to make, alter and repeal any such By-Laws, Rules and Regulations as they may deem necessary, expedient or convenient for the proper conduct and management of the Association and in particular but not exclusively they may by such By-Laws, Rules and Regulations regulate:-
- a. Entrance fees, subscriptions and other charges;
 - b. Penalties for the breach of any By-Laws or any Rules or Regulations of the Association;
 - c. The procedure at general meetings, meetings of the Management Committee and meetings of any class of members (but not so as to conflict with any provisions of these Rules or the constitution of AOCRA); and
 - d. Generally all such matters as are commonly the subject matter of Association Rules.
55. The Management Committee shall in accordance with clause 61 (Notices) of this Constitution, bring to the notice of Members the Association's By-Laws, Rules and Regulations together with any amendments and/or repeals.
- a. All By-Laws, Rules and Regulations shall be binding upon all Members of the Association so long as they are in force;
 - b. No By-Law, Rule or Regulation shall be inconsistent with or shall affect or repeal anything contained in this Constitution or Rules of the Association, or the Constitution of AOCRA; and
 - c. Any By-Law, Rule or Regulation may be set aside by a special resolution of a general meeting of the Association, or at the direction of AOCRA.

FURTHER POWERS OF THE MANAGEMENT COMMITTEE

56. Management Committee shall have the following further powers:-
- a. To borrow, raise or secure the payment of money in such manner as the Management Committee may think fit and secure the same for the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association including the issue of debentures charged upon all or any of the Association's property and to purchase, redeem or pay off any such securities;
 - b. To borrow money from Members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge the Associations property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities;
 - c. To invest in such manner as the Members of the Association may from time to time determine;
 - d. To buy, lease, rent, borrow, receive or in any other way obtain any asset for the advancement or betterment of the Association,
 - e. To open bank or any other account and control funds on behalf of the Association;

- f. To take, resume and control any money or assets of any Affiliated Zone who disbands or ceases;
 - g. To complete any required reports, documents, returns or any other paperwork or other record as required by law;
 - h. To obtain and keep records, photos or any other memorabilia for the prosperity of the Association and outrigging in Australia, its environs and/or Internationally;
 - i. To keep the Association up to date with technological advances in all aspects of its' administration and control of the sport of outrigging and utilise any such technological advantage wherever possible;
 - (i) notwithstanding this provision the Association shall at all times consider and take into account the traditions, history and equality amongst Affiliated Zones and Members when considering technological advances relating to outrigging craft and vessels.
 - (ii) This provision shall not be taken as a deemed requirement for the Association to take advantage of and utilise any technological advancements in the production, building, repair or design of outrigger canoes, craft or vessels.
57. To exercise any other power, right or obligation that the Association may have at any time pursuant to any other rule or law.
58. To institute, conduct, defend, compound or abandon any legal proceedings by or against the association or its members or otherwise concerning its affairs and also to compound and to allow time for payment or satisfaction of any debts due and of any claims or demands by the Association.
59. To refer any claims or disputes by or against the Association to arbitration.
60. To pay accounts payable by and receive accounts payable to the association and make and give receipts, releases and other discharges for monies payable to the Association and for the claim and demands of the Association;
61. To refer and deal with any moneys of the Association not immediately required for the purposes thereof in such manner as they may think fit and from time to time to vary or realise such investments;
62. Subject to all restrictions contained in this Constitution, and the Constitution of the Parent Association, to enter into all negotiations and contracts and rescind and vary all such contracts and exclude and do all such acts deeds and things in the name and on behalf of the Association as they may consider expedient for, or in relation to, any of the matters aforesaid or otherwise for the purpose of the Association;
63. The Management Committee may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. It shall not be necessary to give notice of a meeting to a member thereof whom the Secretary, when giving notice to the other members, reasonably believes to be outside Australia;

MEETINGS OF THE MANAGEMENT COMMITTEE

64. a. The Management Committee shall meet at least once every four (4) months to exercise its functions;

- b. The Management Committee shall perform all duties and functions as are required by this Constitution, or the Constitution of AOCRA, to be performed by the Association;
- c. All acts performed or things done which are subsequently ratified by a meeting of the Management Committee or of a sub-committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any member of the Management Committee or sub-committee will be deemed valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee or sub-committee;
- d. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee;
- e. A special meeting of the Management Committee shall be convened by the secretary on a request in writing signed by not less than one-third of the members of the Management Committee and shall clearly state the reasons why a special meeting is being convened and the nature of the business to be transacted;
- f. A quorum for the Management Committee shall be the members elected and/or appointed to the Management Committee less 1
- g. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse;
- h. The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he or she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting;
- i. Subject to this Constitution, the Management Committee may meet together and regulate its proceedings as it thinks fit provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative;
- j. A member of the Management Committee shall not vote in respect of any contract or proposed contract or matter or dealing with the Association in which he or she or any relative is interested, or any matter arising therefrom, or on any matter where a conflict of interest could be possible;
- k. Not less than fourteen (14) days notice shall be given by the secretary of the Association to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed;

DELEGATION OF POWERS OF THE MANAGEMENT COMMITTEE

65. a. The Management Committee may delegate any of its powers to a sub-committee consisting of such Individual Members of AOCRA as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the delegated powers conform to any regulations that may be imposed on it by the Management Committee.
- b. A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be Chairperson of the meeting.
- c. A sub-committee may meet and adjourn as it thinks proper.
- d. Questions arising at any meeting of a sub-committee shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

NOTICES

66. A notice shall be deemed to be given by the Association to any member where such notice is given personally in writing or by sending it by post, fax or e-mail addressed to them at the address shown on the membership register or the address given by them within Australia for the purpose of:
- a. Committee Management Meetings;
- b. General Meetings;
- c. Annual General Meetings;
- d. Special General Meetings;
- e. the Association's business;
- f. any new By-Law, Rule or Regulation and or amendment or repeal.
67. A Notice by post will be deemed given 48 hours after posting by properly addressing, preparing and posting such notice in a prepaid envelope to the address on the membership register or the address given by them within Australia.

Time For Giving Notices

68. In the case of an:
- a. Annual General Meeting twenty-one (21) days clear notice must be given.
- b. In the case of a Special General Meetings fourteen (14) days clear notice must be given.
- c. In the case of a General Meeting fourteen (14) days clear notice must be given.
- d. In respect of all other meetings the Management Committee may decide the time and manner in which the notice of the meeting shall be given.

69. All notices of meetings must specify the date, time, place and business to be transacted at that meeting.
70. The accidental omission to give notice to or the non-receipt of notice by any member entitled thereto, shall not invalidate the proceedings of any general meetings.

ANNUAL GENERAL MEETINGS

71. a. The Annual General Meeting of the Association shall be at such time and at such place as the Management Committee may determine from time to time;
- b. The Secretary shall convene such meetings by giving at least 21 days notice to Members;
- c. The Association shall determine in its absolute discretion the method for the holding of such meeting;
- d. The Annual General Meeting shall be held, at least once every year and not more than six (6) months after the end of the Associations previous financial year;
- e. The business to be transacted at every Annual General Meeting shall be: -
 - (i). The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and balance sheets, list of assets, and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
 - (ii). The receipt of any report from any sub-committee or any other report considered appropriate to keep the Members fully informed of the activities of the Association during the year;
 - (iii). The receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (iv). The election of members of the Management Committee;
 - (v). The appointment of an auditor.

Persons Entitled To Vote at Annual General Meetings

72. a. Each Affiliated Zone shall be entitled to appoint three (3) people who shall be an Individual Member of that Affiliated Zone to represent the Affiliated Zone and who shall be entitled to speak and to vote upon the election of officers and any other motion raised in that Annual General, General or Special Meeting;
- b. The appointment of an Affiliated Zone's delegate must be in writing on the approved form and submitted to the Association fourteen (14) days before the Annual General Meeting;
- c. Voting may be in person or by proxy;
- d. Each person present and entitled to vote is entitled to one (1) vote only;
- e. A Member is not entitled to vote at an Annual General Meeting if the Member's annual subscription is in arrears at the date of the meeting.

Conduct Of Annual General Meetings

73. The President shall appoint a person (who does not have to be an Individual Member) to chair the meeting during the election of office bearers.
74. a. If a quorum is not present within 30 minutes after the time fixed for a annual general meeting, the meeting is to be adjourned to: -
 - (i) the same time and place in the next week; or
 - (ii) to a day, time and place as decided by the Management Committee
- b. If at an adjourned meeting, a quorum is not present within 30 minutes after the time fixed for the meeting, the Members present shall be deemed to form a quorum;
- c. The chairperson may, with the consent of any annual general meeting at which a quorum is present, and must if directed by a majority of the meeting, adjourn the meeting from time to time and from place to place;
- d. If an Annual General Meeting is adjourned under at the request of a majority of the meeting only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting;
- e. The secretary is not required to give the Members or any other party notice of an adjournment or of the business to be conducted at an adjourned Annual General Meeting unless it is adjourned for more than 30 days;
- f. If an Annual General Meeting is adjourned for more than 30 days, notice of the adjourned Annual General Meeting must be given in the same way notice is given for the original meeting.

SPECIAL AND GENERAL MEETINGS

75. A general meeting of the Association shall be at such time and at such place as the Management Committee may determine from time to time;
76. The Secretary may only call a special general meeting by giving Members at least 14 days notice of the holding of such a meeting.
77. The Association shall determine in it's absolute discretion the method for the holding of special and general meetings.
78. A special meeting must be called by the Secretary: -
 - a. within 14 days after being directed to call a general or special meeting by the Management Committee; or
 - b. after being given a written request signed by: -
 - (i) AOCRA; or
 - (ii) at least 30% of the members of the Management Committee; or
 - (iii) at least 30% of the Affiliated Zones..
79. A notice to call a special meeting must clearly state the reasons why such a special general meeting is being convened and the nature of the business to be conducted or transacted thereat and any motions proposed to be put to such meeting.

QUORUM FOR MEETINGS

80. A quorum shall be a simple majority of those persons eligible to vote at any meeting of the State Centre. Where the vote is equally divided the President shall have the casting vote.
81. No business shall be transacted at any general or special meeting unless a quorum of members is present at the time when the meeting proceeds to business.
82.
 - a. If a quorum is not present within 30 minutes after the time fixed for a general or special meeting called on the request of Management Committee, the Members present will be deemed a quorum.
 - b. If a quorum is not present within 30 minutes after the time fixed for a general or special meeting called by Affiliated Zones of the Association, the meeting will be deemed to have lapsed is to be adjourned to: -
 - (i) the same time and place in the next week; or
 - (ii) to a day, time and place as decided by the Management Committee
83. The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by a majority of the meeting, adjourn the meeting from time to time and from place to place.
84. If a meeting is adjourned either with consent or at the request of a majority of the meeting only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
85. The secretary is not required to give the members or any other party notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for more than 30 days.
86. If a meeting is adjourned for more than 30 days, notice of the adjourned meeting must be given in the same way notice is given for the original meeting.
87. If at an adjourned meeting, a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting shall be deemed to have lapsed.

CONDUCT OF MEETINGS GENERALLY

88. The President shall preside as Chairperson of every, or if there is no President, or if he or she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairperson or if the Vice-President is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the people who are present and entitled to vote shall elect one of their number to be Chairperson of the meeting.
89. The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
90. Every person present, and entitled to vote shall be entitled to one vote only and if the votes, are equal the Chairperson has casting vote as well as an initial primary vote.

91.
 - a. Each Affiliated Zone shall be entitled to appoint three (3) members of that Affiliated Zone, to represent the Affiliated Zone and who shall be entitled to speak and to vote upon the election of Officers or any other motion raised in that Annual General, General or Special Meeting;
 - b. The appointment of an Affiliated Zone's delegate must be in writing on the approved form and submitted to the Association fourteen (14) days before the Annual General Meeting;
 - c. Voting may be done in person or by proxy;
 - d. Each person present and entitled to vote is entitled to one (1) vote only;
 - e. Every proxy shall be taken as one (1) vote only to the maximum of two (2) votes per Affiliated Zone;
 - f. A Member is not entitled to vote at an Annual General Meeting if the Member's annual subscription is in arrears at the date of the meeting.
92. Voting may be by show of hands or a division of peoples, unless at least 20% of the people present and who are entitled to vote demand a ballot, in which event there shall be a secret ballot.
93. If a secret ballot is held, the chairperson must appoint 2 people who do not necessarily have to be entitled to vote at the meeting to conduct the secret ballot in the way the chairperson decides.
94. The result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting of which the ballot was held.
95. A member who is entitled to vote may vote in person or by proxy and on a show of hands every person present who is a Member and entitled to vote or a representative of a member who is entitled to vote shall have one vote and in a secret ballot every Member present and entitled to vote who is present in person or by proxy shall have one vote, except proxy votes shall not be used to elect officer bearers of the Management Committee. Postal Voting shall be used for election of officers and Committee
96. The instrument appointing a proxy shall be in writing, in the form approved by the Association from time to time, and signed by the appointor or, if the appointor is a body corporate the proxy shall be signed in such a manner as authorised by the body corporate Constitution. A proxy does not need be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
97. Subject to any variation by the Association the instrument appointing a proxy shall be in writing in the following form or a form as near thereto as circumstances permit.

GENERAL PROXY

AUSTRALIAN OUTRIGGER CANOE RACING ASSOCIATION - QUEENSLAND STATE CENTRE INC.
PROXY FORM

I,

PLEASE PRINT

of,

being a nominated representative of the Zone, hereby appoint,

as my proxy to vote for me on my

behalf at the (annual/special*) general meeting of the Association to be held on

day of

, 200 or at any adjournment of the meeting.

Signed this, day of .200

SIGNATURE

Motion/s (as known)

1

in favour / against*

2

in favour / against*

(Strike out whichever is not desired. (Unless otherwise instructed the proxy may vote as the proxy considers appropriate);

98. Each instrument appointing a proxy must be deposited with the secretary prior to the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
99. The secretary must ensure full and accurate minutes of all questions, matters, business, resolutions voting results (including abstentions) and other relevant proceedings of each meeting are entered in a minutes book.
100. The secretary must ensure that the minute book for each meeting is open for inspection by any financial member who previously applies to the secretary for the inspection. A member (except as required by law - in which case the member shall pay the reasonable costs of such copying) shall not be entitled to copy such minute book.
101. To ensure the accuracy of the minutes as recorded: -
 - a. the minutes of each meeting must be signed by the chairperson of the meeting or in the case of the minutes being distributed by any electronic or other means the chairperson may verify their accuracy by any other acceptable means approved by the Association from time to time;
 - b. Any meeting (no matter how it is held) may be recorded by electronic or any other means and this Constitution shall be deemed to be every Members consent and agreement to the electronic or other recording of any meeting to which they attend or participate.
102. Nothing in this Constitution shall be taken to prevent a Member from attending at an annual, general or special meeting subject always to proper procedures and the right of the chairperson to control such meeting which shall include, inter alia, the right to eject a person or Member from such meeting and any other reasonable order, request, power or direction of the chairperson.
103. In this division a Member includes a person attending as a proxy or representing an Affiliated Zone.

INCORPORATION

104. The Association shall be incorporated
105. The registered address of the Association shall be that address notified from time to time by the Secretary to the Department of Fair Trading (Qld) or such other department or organisation authorised to control the registration of the Association and similar other groups.
106. The association shall apply for and obtain an ABN from the Australian Taxation Office in accordance with the NEW TAX SYSTEM (Goods and Services Tax) Act 1999.

FINANCES AND THE APPLICATION OF INCOME

107. Subject to this Constitution, the income and property of the Association shall be applied solely towards the promotion of the objects of the Association.
108. Except as prescribed in this Constitution: -
 - a. the income, property or assets (nor any portion of the same) of the Association shall never be paid, transferred, given or in any way distributed, whether directly or indirectly and whether by way of dividend, bonus or otherwise to any Member;
 - b. Nothing contained in this clause shall prevent payment in good faith to any Member:-
 - (i) For any services actually rendered to the Association whether as an employee, volunteer or otherwise;
 - (ii) For goods supplied to the Association in the ordinary and usual course of business;
 - (iii) Reimbursement for any cost, expense or liability incurred by any Member;
 - (iv) To cover any cost, expenditure, allowance or liability a member may be required to incur in undertaking anything on behalf of the Association;
 - (v) For interest on money borrowed from any Member provided that such interest is charged and calculated at no more than normal commercial rates;
 - (vi) For rent or other consideration for premises demised or let by any Member to the Association;
 - (vii) Or any out-of-pocket expenses incurred by a member on behalf of the Association;
 - (viii) For any other reasons;
109. For the purpose of this clause the Association shall be deemed to be acting 'in good faith' if such payment is for an amount being reasonably comparable to normal commercial rates or arrangements or lesser and after taking into account any urgency.
110. All moneys shall be deposited as soon as practicable after receipt thereof.

111. All amounts of one hundred dollars or over shall be paid by cheque or electronic transfer signed or electronically authorised by any two of the President, Secretary, Treasurer or other person authorised from time to time by the Management Committee.
112. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances, reimbursement or petty cash recoupment which may be open.
113. The Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest or such other acceptable and proper accounting system.
114. All expenditure shall be approved prior to payment or it must be subsequently ratified by the Management Committee for such payment to constitute an approved and proper payment or expense of the Association.

FUNDS AND ACCOUNTS

115. The funds of the Association shall be deposited in the name of the Association in such bank, building society or financial institution as the Management Committee may, from time to time, direct.
116. Proper books and accounts shall be kept and maintained in either written, printed, electronic or any other acceptable form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books, accounts and statements of a like nature. All records shall be of sufficient detail to enable the Association to comply with all its' legal, including taxation responsibilities and obligations.
117. The Association shall keep and maintain as required by the New Tax System (Goods and Services Tax) Act 1999 all necessary records, reports and documents.
118. As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of: -
 - a. the income and expenditure for the financial year just ended; and
 - b. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
119. If, at any Annual General Meeting it is decided to appoint an Auditor for the Association the auditor shall have access to all books, accounts, records and documents of the Association and shall provide an audit report to the secretary relating to the finances of the Association. The report must be provided to the secretary before the next annual general meeting following the financial year for which the audit was made.

FINANCIAL YEAR

120. The financial year of the Association shall close on the last day of June in each year.

COMMON SEAL

121. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by and with the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

122. The Association may execute any document or thing in any other manner as otherwise allowed by law.

ADDITION, ALTERATION, AMENDMENT OR REPEAL OF THIS CONSTITUTION

123. No addition, alteration, amendment or repeal shall be made to this Constitution unless the same has been approved by AOCRA and approved and ratified by Special Resolution at a General meeting of the Association and approved by and registered by the Queensland Department of Fair Trading or such other Department as may be required from time to time.

DISTRIBUTION OF SURPLUS ASSETS UPON WINDING UP

124. This section applies if the Association is wound-up under part 10 of The Act and it has surplus assets.

- a. The surplus assets must not be distributed among Individual Members of AOCRA.
- b. The surplus assets must be equally divided amongst Affiliated Zones who are Members of the Association, or given to another entity having objects similar to the Association's objects; and
- c. that entity has a constitution and rules which prevent the distribution of that entity's income and assets to its Individual Members.

125. In this section "surplus assets" has the meaning given in section 92(3) of The Act.

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