



BLUE MOUNTAINS DRAGON BOAT CLUB

REGULATIONS

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REGULATIONS

BLUE MOUNTAINS DRAGON BOAT CLUB

PREAMBLE

These Regulations are the key rule and policy documents and address a range of issues for the Club.

CLUB REGULATIONS

All matters not contained within the Constitution may be provided for in the Regulations of the Club.

Regulations as prescribed by the Board from time to time and affirmed by the Board shall have the same force as the Constitution.

If there is an inconsistency between a Regulation and the Constitution, the Constitution shall prevail.

Any alteration or addition to the Regulations may be determined by resolution of a simple majority of Directors eligible to vote at a Board meeting.

All Club members shall be given 28 days' notice if any proposed alternation or addition to the Regulations.

Any matter not specifically covered by the Constitution or the Regulations may be determined by resolution of a simple majority of those Directors eligible to vote at a Board meeting.

ELECTION OF DIRECTORS

The procedure for the election of Directors is set out in an Appendix.

DUTIES OF THE BOARD

The primary duty of the Board shall be to ensure the good governance of the Club. This includes ensuring that the Club has in place, and adheres to, appropriate governance policies and codes of conduct. The policies are set out in an Appendix to these Regulations. The titles and duties of Individual Directors shall be determined by the Board from time to time and be set out in an Appendix to these Regulations.

SUBCOMMITTEES

Subcommittees may be formed from time to time.

A subcommittee may be formed for the purposes of pursuing any of the objectives and aims of the Club and for any other purpose that the Board may determine from time to time. The President and one other Board member shall be ex-officio members of all subcommittees.

POLICIES

All members of the Club, shall act in accordance with and abide by the Club's Code of Conduct and Policies, and requirements determined by Dragon Boat New South Wales (DBNSW) the Australian Dragon Boat Federation (AusDBF) and the International Dragon Boat Federation (IDBF). Members who do not comply with such policies and requirements are subject to disciplinary action.

DISCIPLINE

In the event of a breach of conduct the President shall convene a Special Meeting of the Board to review the complaint. The Board may appoint a Judiciary Committee to deal with any disciplinary matter referred to it.

Possible forms of discipline are:

An Individual may be requested to make a verbal and/or written apology.

Suspension of the individual's membership.

Termination of the individual's membership with immediate effect.

When making a decision on disciplinary matters the Board or Judicial Committee will consider the nature and seriousness of the breach and any relevant prior misconduct.

Serious breaches will result in immediate expulsion from the Club.

LIFE MEMBERSHIP

Life Membership may be bestowed upon any active member who in the opinion of the Board has given outstanding service to the Club.

The essential criteria in which an individual must satisfy to be considered for recommendation by the Board are that he or she:

Has been an active member of the Club for a continuous 10 years.

Has served on the Board or a Club Committee.

Is a person of which other members see as a role model.

WORKING WITH CHILDREN CHECK (WWCC)

In accordance with the DBNSW Child Protection Policy, all members of the Club must comply with the requirements of the Working with Children (Criminal Record Checking) Act 2004 and associated legislation. This includes, but is not limited to obtaining a Working With Children Check (WWCC).

CLUB FEES

Club fees will be set by the outgoing Board annually prior to the Annual General Meeting. These fees will be subject to change from time to time.

CONFLICT OF INTEREST

All Directors will abide by the Constitution and declare any or all Conflicts of Interest which will be noted in the Minutes of the Meeting.

A Director who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such a person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

EMBLEM / LOGO

The emblem/logo of BMDBC is shown in an Appendix. The BMDBC emblem/logo shall be used on promotional material and club correspondence and club uniforms.

Appendix: Election of Directors Procedure

The procedure for the election of directors is set out in the Constitution Section 15 (Nomination and Term of Appointment) and Section 26 (Voting). In addition to these provisions and in accordance with Constitution clause 15.3 (d):

Nominations

The nomination form prescribed by the Club, see Constitution clause 15.2 (b), shall include a section for any candidate standing for the position of a named Director (e.g. President, Treasurer etc.) to indicate whether, in the event of not being elected to that position, he wishes to stand for a position as an Other Director, where a vacancy (or vacancies) exist for such a position.

Any voting papers prepared, see clause 15.3 (c), shall identify whether any candidate for the position of a named Director wishes to stand for a position as an Other Director. Voting papers for Other Directors shall clearly state whether any additional nominee may arise as a result of the election of named Directors.

At the time of voting for Other Directors, the names of all the candidates including those, if any, who may have been added by the above process, shall be re-stated to the Members attending before any vote is taken.

Voting Procedure

The sequence of voting shall be first for all named Directors (e.g. President, Treasurer etc. as set out in Regulations: Duties of Directors), then followed by any vacancies for Other Directors (i.e. those not named).

In accordance with Clause 15.3 (a) where only one nomination is received for any vacancy that nomination, if approved by the majority of members present at the AGM, will be declared elected.

Where two nominations are received for a vacancy, a vote will take place. The nominee with the greater number of votes will be declared elected.

Where three or more nominations are received for a vacancy, a vote will take place. The nominee with a majority of votes, being over 50% of those present and entitled to vote, will be declared elected. Failing this, there shall be a further ballot with the nominee receiving the least number of votes being withdrawn. This process shall be repeated until an election can be declared.

At any stage, in the event of a tied vote, the result will be determined by drawing lots.

Appendix: Duties of Directors

Five Directors of the Club shall be named, with specific functions:
President, Treasurer, Secretary, Membership Director, Operations Director.
Other Directors, if any, may have specific functions as determined by the Board.

President:

The President shall:

Be the official spokesperson of the Club.

Chair all meetings of the board and all or any other meetings of the Club as required.

Act as a Public Officer for the Club if one is not appointed.

Act as a signatory to the Club's bank accounts (with at least one other Director)

Mediate conflicts within the Club.

Undertake other duties as appropriate.

Treasurer

The Treasurer shall:

Maintain, or cause to be maintained, the accounting and other financial activities of the Club.

Ensure that adequate accounts and records exist regarding the Club's financial transactions and financial position, including accurate and up-to-date records of all income and expenditure.

Coordinate the preparation of a budget, monitor spending and advise the Board of any budgetary issues that may arise.

Act as the signatory to the Club's bank accounts (with at least one other Director).

Prepare and present regular financial reports to the Board and an annual report.

Undertake other duties as appropriate.

Secretary

The Secretary shall:

Attend to correspondence, including collection of mail, as needed.

Convene meetings as necessary.

Ensure distribution of information relevant to Board members and Club members.

Maintain, or cause to be maintained, an accurate record of all Minutes, Rules, and correspondence. These records shall be available for inspection by any Member of the Club at any reasonable hour.

Maintain, or cause to be maintained, a Register of all members of the BMDBC as listed on BMDBC's membership database held within Dragon Boats New South Wales (DBNSW).

Undertake other duties as appropriate.

Membership Director

The Membership Director shall:

Ensure all new Club members enter appropriate contact information in DBNSW records.

These records will be accepted as Club records of membership.

Information to be included:

Correct personal and contact information; an Emergency contact for the member; a photo.

Operations Director

The Operations Director shall:

Coordinate improvements and maintenance of the Club's dragon boats, equipment and sites.

Prepare and update the Club risk management plan, taking into account any injury and incidents.

Maintain the Club Key register.

Maintain the Club's Assets register.

Appendix: Code of Conduct

As a member of Blue Mountains Dragon Boat Club Inc. ("BMDBC") you must meet the following requirements in regard to your conduct during any activity held or sanctioned by BMDBC.

Respect the rights, dignity and worth of others.

Be fair, considerate and honest in all dealing with others.

Be professional in, and accept responsibility for, your actions.

Make a commitment to providing quality service.

Be aware of, and maintain an uncompromising adherence to, BMDBC standards, rules, regulations and policies.

Operate within the rules of the sport including national and international guidelines which govern BMDBC.

Do not use your involvement with BMDBC to promote your own beliefs, behaviours or practices where these are inconsistent with those of BMDBC.

Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.

Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible.

Refrain from any form of harassment of others.

Refrain from any behaviour that may bring BMDBC into disrepute.

Provide a safe, supported and encouraging environment, particularly for children and young persons.

Show concern and caution towards others who may be sick or injured.

Be a positive role model.

Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

Apply all of the above both in person and online including social media platforms.

Appendix: Club Emblem / Logo

