

# **Constitution**

## **ILCA Australia Inc.**

**Incorporated under the Associations Incorporation Act 2009 NSW  
and based on the model constitution under the Act  
with amendments approved by members.**

# Table of Contents

<b>Part 1 - Preliminary</b>	<b>2</b>
1 Definitions	2
2 Objects	2
<b>Part 2 - Membership</b>	<b>3</b>
3 Membership generally	3
4 Nomination for membership	3
5 Cessation of membership	3
6 Membership entitlements not transferable	4
7 Resignation of membership	4
8 Register of members	4
9 Fees and subscriptions	4
10 Members' liabilities	5
11 Resolution of disputes	5
12 Disciplining of members	5
13 Right of appeal of disciplined member	6
<b>Part 3 - Committee and public officer</b>	<b>6</b>
14 Powers of the committee	6
15 Composition and membership of committee	7
16 Election of committee members and appointment of public officer	7
17 Secretary	7
18 Treasurer	8
19 Casual vacancies	8
20 Removal of committee members	8
21 Committee meetings and quorum	9
22 Delegation by committee to sub-committee	9
23 Voting and decisions	10
<b>Part 4 - General meetings</b>	<b>10</b>
24 Annual general meetings - holding of	10
25 Annual general meetings - calling of and business at	11
26 Special general meetings - calling of	11
27 Notice	11

---

28	Quorum for general meetings	12
29	Presiding member	12
30	Adjournment	12
31	Making of decisions	13
32	Special resolutions	13
33	Voting	13
34	Voting by District Representatives and proxies	14
35	Postal ballots	14

## **PART 6 – Sailing Championships** **14**

36	Championships	14
37	Liability and responsibility	15

## **Part 5 - Miscellaneous** **15**

38	Insurance	15
39	Funds - source	15
40	Funds - management	15
41	Change of name, objects and constitution	16
42	Custody of books etc	16
43	Inspection of books etc	16
44	Service of notices	16
45	Use of technology	16
46	Financial year	17

Appendix 1 - Application form

Appendix 2 - Proxy form

# ILCA Australia Inc.

## PART 1 - PRELIMINARY

### 1 Definitions

#### 1.1 In this constitution:

**Act** means the *Associations Incorporation Act 2009* NSW.

**Director-General** means the Director-General of the Department of Services, Technology and Administration.

**District Association** means a district ILCA association recognised by the ILCA International Laser Class Association and located within Australia.

**District Representative** means a person authorised to act on behalf of a District Association in respect of its membership of the association and recognised under this constitution.

**person** includes an association or other body corporate.

**Regulation** means the *Associations Incorporation Regulation 2010*.

**secretary** means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no such person holds that office - the public officer of the association.

**special general meeting** means a general meeting of the association other than an annual general meeting.

#### 1.2 In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

#### 1.3 The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

### 2 Objects

#### 2.1 The association's objects are to promote and develop sailing of the ILCA class in Australia and to arrange and/or conduct ILCA sailing competitions.

#### 2.2 The association may pursue any object which is ancillary or incidental to the above objects.

## **PART 2 - MEMBERSHIP**

### **3 Membership generally**

- 3.1 The membership of the association shall comprise the District Associations from time to time each of which shall be represented in respect of its membership by a District Representative.
- 3.2 At the date of adoption of this constitution the members are the following District Associations:
- (a) New South Wales & Australian Capital Territory
  - (b) Northern Territory
  - (c) Queensland
  - (d) South Australia
  - (e) Tasmania
  - (f) Victoria
  - (g) Western Australia

### **4 Nomination for membership**

- 4.1 A nomination for membership of the association:
- (a) must be made by a member of the association in writing in the form set out in Appendix 1 to this constitution, and
  - (b) must be lodged with the secretary of the association.
- 4.2 As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- 4.3 As soon as practicable after the committee makes that determination, the secretary must:
- (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription.
- 4.4 The secretary must, on payment by the nominee of the amounts referred to in subclause 4.3(b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

### **5 Cessation of membership**

- 5.1 A person ceases to be a member of the association if the person:
- (a) ceases to be a District Association, or
  - (b) resigns membership, or
  - (c) is expelled from the association, or

- (d) fails to pay the annual membership fee under clause 9.2 within 6 months after the fee is due.

## **6 Membership entitlements not transferable**

- 6.1 A right, privilege or obligation which a person has by reason of being a member of the association:
  - (a) is not capable of being transferred or transmitted to another person, and
  - (b) terminates on cessation of the person's membership.

## **7 Resignation of membership**

- 7.1 A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- 7.2 If a member of the association ceases to be a member under subclause 7.1, and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## **8 Register of members**

- 8.1 The public officer of the association must establish and maintain a register of members of the association specifying the name and postal and email address of each person who is a member of the association together with the date on which the person became a member if that date is after the date this constitution was adopted.
- 8.2 The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- 8.3 The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- 8.4 A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- 8.5 If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- 8.6 A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

## **9 Fees and subscriptions**

- 9.1 A member of the association must, on admission to membership, pay to the association a fee of \$1 or, if some other amount is determined by the committee, that other amount.

- 9.2 In addition to any amount payable by the member under subclause 9.1, a member of the association must pay to the association an annual membership fee as determined by the committee:
- (a) except as provided by paragraph (b), before 1 July in each calendar year, or
  - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.
- 9.3 Without limiting other ways in which fees may be determined, the committee may set an annual membership fee for a District Association calculated according to the number of members of the District Association as advised by the District Association or in default of such advice as assessed by the committee.

## **10 Members' liabilities**

- 10.1 The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 9.

## **11 Resolution of disputes**

- 11.1 A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983* NSW.
- 11.2 If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- 11.3 The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

## **12 Disciplining of members**

- 12.1 A complaint may be made to the committee by any person that a member of the association:
- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- 12.2 The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 12.3 If the committee decides to deal with the complaint, the committee:
- (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- 12.4 The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied

that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

- 12.5 If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 13.
- 12.6 The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 13, whichever is the later.

### **13 Right of appeal of disciplined member**

- 13.1 A member may appeal to the association in general meeting against a resolution of the committee under clause 12, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 13.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 13.3 On receipt of a notice from a member under subclause 13.1, the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 13.4 At a general meeting of the association convened under subclause 13.3:
- (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 13.5 The appeal is to be determined by a simple majority of votes cast by members of the association.

## **PART 3 - COMMITTEE AND PUBLIC OFFICER**

### **14 Powers of the committee**

- 14.1 Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:
- (a) must include at least 3 members;
  - (b) is to control and manage the affairs of the association, and
  - (c) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
  - (d) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.



## **15 Composition and membership of committee**

- 15.1** The committee is to consist only of the office-bearers of the association.
- 15.2** The office-bearers of the association are as follows:
- (a) the president,
  - (b) the vice-president,
  - (c) the treasurer,
  - (d) the secretary.
- 15.3** Subject to the requirement as to the minimum number of committee members, a committee member may hold up to 2 offices (other than both the president and vice-president offices).
- 15.4** Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

## **16 Election of committee members and appointment of public officer**

- 16.1** The election of office-bearers is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 16.2** Nominations of candidates for election as office-bearers of the association:
- (a) must be made in writing, signed by a member of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the committee before the annual general meeting at which the election is to take place.
- 16.3** A person nominated as a candidate for election as an office-bearer must be a member of a District Association.
- 16.4** There must be a separate ballot for each office-bearer position, in the order appearing in clause 15.2.
- 16.5** If there is only one nomination for a position the person nominated is taken to be elected. Otherwise a ballot is to be held.
- 16.6** Any nominee who is not elected to an office-bearer position may stand for another position, whether or not he or she was nominated for that position.
- 16.7** If insufficient nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 16.8** The committee must appoint a public officer in accordance with the Act. The public officer must be a New South Wales resident aged 18 or more. The public officer may but need not be a committee member. If the public officer is not an office bearer then the public officer is not a committee member.

## **17 Secretary**

- 17.1** The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- 17.2** It is the duty of the secretary to keep minutes of:
- (a) all appointments of office-bearers and members of the committee, and

- (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- 17.3 Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

## **18 Treasurer**

- 18.1 It is the duty of the treasurer of the association to ensure:
  - (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
  - (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

## **19 Casual vacancies**

- 19.1 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of a District Association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- 19.2 A casual vacancy in the office of a member of the committee occurs if the member:
  - (a) dies, or
  - (b) ceases to be a member of a District Association, or
  - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 20, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

## **20 Removal of committee members**

- 20.1 The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 20.2 a member of the committee to whom a proposed resolution referred to in subclause 20.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are

not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **21 Committee meetings and quorum**

- 21.1 The committee must meet at least twice in each period of 12 months at such place and time as the committee may determine.
- 21.2 Additional meetings of the committee may be convened by the president or by any member of the committee.
- 21.3 Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 21.4 Notice of a meeting given under subclause 21.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 21.5 Any 2 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 21.6 No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 21.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 21.8 At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.
- 21.9 Committee meetings may be conducted by audio-conference, video-conference, internet meeting or by any other technology authorised by this constitution or the Act.

## **22 Delegation by committee to sub-committee**

- 22.1 The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of a District Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- 22.2 A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 22.3 A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

- 22.4 Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- 22.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- 22.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- 22.7 A sub-committee may meet and adjourn as it thinks proper.

## **23 Voting and decisions**

- 23.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 23.2 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 23.3 Subject to clause 21.5, the committee may act despite any vacancy on the committee.
- 23.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
- 23.5 If all of the members of the committee required to be given notice of a meeting, being not less than the number required to constitute a quorum for a meeting, have signed a document containing a statement that they are in favour of a resolution in terms set out in the document a resolution in those terms will be deemed to have been passed at a meeting of the committee held on the day and at the time at which the document was last signed by a member of the committee. For these purposes:
  - (a) 2 or more separate documents containing statements in identical terms each of which is signed by one or more committee members will together be deemed to constitute one document containing a statement in those terms signed by the committee;
  - (b) a reference to all the committee does not include a reference to a committee member who, at a meeting of the committee, would not be entitled to vote on the resolution.
- 23.6 If all of the members of the committee required to be given notice of a meeting, being not less than the number required to constitute a quorum for a meeting, have sent to the secretary and each other committee member an email containing a statement that they are in favour of a resolution in terms set out in the email, a resolution in those terms will be deemed to have been passed at a meeting of the committee held on the day and at the time at which an email was sent by the last member of the committee.

## **PART 4 - GENERAL MEETINGS**

### **24 Annual general meetings - holding of**

- 24.1 The association must hold its annual general meetings:

- (a) within 6 months after the close of the association's financial year, or
- (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

## **25 Annual general meetings - calling of and business at**

- 25.1 The annual general meeting of the association is, subject to the Act and to clause 24, to be convened on such date and at such place and time as the committee thinks fit.
- 25.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association;
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- 25.3 An annual general meeting must be specified as such in the notice convening it.

## **26 Special general meetings - calling of**

- 26.1 The committee may, whenever it thinks fit, convene a special general meeting of the association.
- 26.2 The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- 26.3 A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 26.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 26.5 A special general meeting convened by a member or members as referred to in subclause 26.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

## **27 Notice**

- 27.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 27.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the

date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause 27.1, the intention to propose the resolution as a special resolution.

- 27.3 No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 25.2.
- 27.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **28 Quorum for general meetings**

- 28.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- 28.2 Four members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 28.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 28.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

## **29 Presiding member**

- 29.1 The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- 29.2 If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

## **30 Adjournment**

- 30.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 30.2 If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- 30.3 Except as provided in subclauses 30.1 and 30.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **31 Making of decisions**

- 31.1 A question arising at a general meeting of the association is to be determined by either:
- (a) a show of hands, or
  - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- 31.2 If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 31.3 If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **32 Special resolutions**

- 32.1 A special resolution may be passed by the association in accordance with section 39 of the Act.
- 32.2 A resolution is passed by an association as a special resolution:
- (a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or
  - (b) in a postal ballot conducted by the association, or
  - (c) in such other manner as the Director-General may direct,  
if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.
- 32.3 A notice of a meeting at which a special resolution is to be considered must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.
- 32.4 A postal ballot as provided for in this constitution may be conducted in relation to a special resolution as well as any other resolution.

### **33 Voting**

- 33.1 On any question arising at a general meeting of the association a member has one vote only.
- 33.2 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 33.3 A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.

### **34 Voting by District Representatives and proxies**

- 34.1 A member shall be represented for voting and all other purposes in respect of membership by a District Representative, who must be a member of the relevant District Association. Each member must from time to time on request by the secretary advise the secretary of the identity of their District Representative. In default of any advice the District Representative shall be the chairman or president of a District Association.
- 34.2 In the event of any doubt the determination in good faith by the chairman of the identity and authority to act of a District Representative shall be final and binding.
- 34.3 Each member is entitled to appoint a member of any District Association as proxy by notice given to the secretary before the time of the meeting in respect of which the proxy is appointed. The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.
- 34.4 For the avoidance of doubt:
- (a) if a member has appointed a proxy to vote in respect of a meeting the proxy and not the District Representative must exercise any rights in respect of voting at that meeting; and
  - (b) A member shall be counted as present for the purposes of any requirement of quorum if the member is present by a proxy or District Representative.

### **35 Postal ballots**

- 35.1 The association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 13).
- 35.2 A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

## **PART 6 – SAILING CHAMPIONSHIPS**

### **36 Championships**

- 36.1 The association shall annually arrange the conduct of the Australian ILCA Championships which shall be open, either directly or through qualification, to any financial member of a District Association.
- 36.2 The committee may also:
- (a) allow persons who are members of other ILCA associations in the world to participate in the championships; and
  - (b) determine the eligibility of such participants for the award of trophies.
- 36.3 The championships will be held at such place or places within Australia and at such times as the committee may determine.
- 36.4 Normally the championships will be conducted by the District Association of the State or Territory where the championships are held.
- 36.5 The Oceania and Australian ILCA Championships shall normally incorporate the following championships
- (a) ILCA 7;
  - (b) ILCA 6;
  - (c) ILCA 4;
  - (d) ILCA Womens;



- (e) ILCA Youths;
- (f) ILCA Masters;

and such other championships as may be determined by the committee.

- 36.6 The events will be held at such place within Australia and at such time as the committee shall determine. The committee may, with the consent of the relevant District Association(s) conducting the championships, decide to hold any of the constituent championships, including but not limited to the Australian ILCA Masters Championship, separately from any of the other championships.
- 36.7 Events shall normally be conducted in accordance with the rules and by-laws of the ILCA International Laser Class Association and the current racing rules of the International Sailing Federation (ISAF) with the prescriptions of Yachting Australia (YA).

### **37 Liability and responsibility**

- 37.1 The association does not accept responsibility nor liability for the safety of boats or helmspersons or their crew in any event, formal or informal, organised or sponsored by the association.
- 37.2 Competitors must be responsible themselves for their own safety and that of their boat's crew.

## **PART 5 - MISCELLANEOUS**

### **38 Insurance**

- 38.1 The association may effect and maintain insurance.

### **39 Funds - source**

- 39.1 The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- 39.2 All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- 39.3 The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **40 Funds - management**

- 40.1 Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- 40.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members or employees authorised to do so by the committee.

#### **41 Change of name, objects and constitution**

- 41.1 An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

#### **42 Custody of books etc**

- 42.1 Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

#### **43 Inspection of books etc**

- 43.1 The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
- (a) records, books and other financial documents of the association,
  - (b) this constitution,
  - (c) minutes of all committee meetings and general meetings of the association.
- 43.2 A member of the association may obtain a copy of any of the documents referred to in subclause 43.1 on payment of a fee of not more than \$1 for each page copied.

#### **44 Service of notices**

- 44.1 For the purpose of this constitution, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- 44.2 For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### **45 Use of technology**

- 45.1 Subject to the Act and without limiting any other provision in this constitution allowing use of any particular technology for any purpose, where under this constitution, the Act or any other law:
- (a) a notice may or must be given;
  - (b) an appointment may or must be made;
  - (c) a document or action must be signed or authorised;

- (d) a document or file must be accessed, retained or inspected;
- (e) a resolution may or must be made or voted on; and/or
- (f) a meeting may or must be held,

that may be done, given, made or held, as the case may be, by use of such electronic or other technology (including the internet, videoconference and audio conference) as may be available and permitted by the committee, provided that:

- (g) the use of such electronic or other technology must not be contrary to law; and
- (h) the use of such technology must not, in the case of:
  - (i) a notice, cause any person who was entitled to receive the notice to be unable to receive it;
  - (ii) a resolution, cause any person who was entitled to vote on the resolution, to be unable to do so; or
  - (iii) a meeting, cause any person who was entitled to be present at the meeting, to be unable to hear the proceedings of the meeting and see any documents which need to be shown at the meeting or to speak or make submissions to the meeting, as the case may be.

## **46 Financial year**

46.1 The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Appendix 1

**Application for membership of association**

**ILCA AUSTRALIA Inc.**

Incorporated (incorporated under the *Associations Incorporation Act 2009*)

.....  
[full name of applicant]

of .....

hereby apply to become a member of the abovenamed incorporated association. In the event of admission as a member, we agree to be bound by the constitution of the association for the time being in force.

.....  
Signature of authorised representative Date

, .....  
[full name]

nominate the applicant for membership of the association.

.....  
Signature of authorised representative Date

I, .....  
[full name]

second the nomination of the applicant for membership of the association.

.....  
Signature of authorised representative Date

## Appendix 2

### Form of appointment of proxy

.....  
being a member of

ILCA Australia Inc. hereby appoints (full name of proxy)

of (address)

as its proxy to vote on its behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the

day of..... 20

and at any adjournment of that meeting.

\* The proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

[to be inserted if desired]

.....  
Signature of authorised officer of the member appointing proxy

Date.....