

**B
Y
L
A
W
S**

**AUSTRALIAN
CAPITAL
TERRITORY
ROWING
ASSOCIATION
INCORPORATED**

Chamberlains
LAW FIRM



TABLE OF CONTENTS

AUSTRALIAN CAPITAL TERRITORY ROWING INCORPORATED BY-LAWS	3
PART I – DEFINITIONS AND INTERPRETATION	3
DESCRIPTION	3
These By-Laws are made pursuant to rule 39 of the of the Australian Capital Territory Rowing Association Incorporated’s Constitution. The By-laws set out the obligations of Members.	3
1. DEFINITIONS	3
1.1 ‘ACTAS’ means the Australian Capital Territory Academy of Sport.	3
1.2 ‘Chair’ means the person presiding at any meeting of a specialist sub-committee.	3
1.3 ‘Selector’ means the person or persons appointed pursuant to By-Law 18(b).	3
1.4 A reference to a person includes an individual, a corporation, a government body and any other entity the law recognises.	3
1.5 Words and phrases have the same meaning as in the ACTRA Constitution, unless otherwise specified.	3
PART II – MANAGEMENT	3
2. TRANSFERS	3
3. FEES	3
4. ACTRA COLOURS	4
5. CLUB COLOURS	4
6. ROLE OF HONORARY RECORDER	4
7. SPECIALIST SUB COMMITTEES	4
8. APPOINTMENT OF PATRON	5
9. DUTIES OF COMMITTEE MEMBERS	5
10. APPEALS OF COMMITTEE DECISIONS	5
11. BANK ACCOUNT	5
12. ACTRA PLAN AND BUDGET	6
13. MEETING SCHEDULE	6
PART III – REGISTRATION	6
14. CONDITIONS OF ENTRY TO ACTRA POINT SCORE COMPETITION	6
15. REGISTRATION	6
16. CODE OF CONDUCT	7

PART IV – REGATTAS & COMPETITION	7
17. CONDUCT OF REGATTA	7
18. PARTICIPANTS TO INTERSTATE REGATTAS	7
19. UNION OF BOAT RACE OFFICIALS	7
20. DETAIL OF PREMIERSHIP COMPETITION	8
PART V – POSITIONS	8
21. ACTRA POSITIONS	8

AUSTRALIAN CAPITAL TERRITORY ROWING INCORPORATED BY-LAWS**PART I – DEFINITIONS AND INTERPRETATION****Description**

These By-Laws are made pursuant to rule 39 of the of the Australian Capital Territory Rowing Association Incorporated's Constitution. The By-laws set out the obligations of Members.

1. Definitions

- 1.1 'ACTAS' means the Australian Capital Territory Academy of Sport.
- 1.2 'Chair' means the person presiding at any meeting of a specialist sub-committee.
- 1.3 'Selector' means the person or persons appointed pursuant to By-Law 18(b).
- 1.4 A reference to a person includes an individual, a corporation, a government body and any other entity the law recognises.
- 1.5 Words and phrases have the same meaning as in the ACTRA Constitution, unless otherwise specified.

PART II – MANAGEMENT**2. Transfers**

- (a) A rower may only transfer from one registered Club to another registered Club if they have not been actively registered for the previous 12 months.
- (b) The Club from which the rower is transferring is entitled to refuse to agree to the transfer for whatever reason.
- (c) An exception to by-law 1(a) applies where the person seeking the transfer does so because they have changed their place of education.
- (d) There is a further exception to by-law 1(a) where both Club s agree to the transfer.
- (e) In the event that a dispute arises as a result of a transfer application, the matter may be resolved by a three Member panel appointed by the Committee to review the decision.
- (f) Once the matter has been reported to the panel, they will have 14 days to report back to the Committee with a decision.

3. Fees

- (a) Fees will be set by the Committee following a recommendation by the Treasurer.
- (b) The fees will be set annually by the 1st September of each year.
- (c) The Committee will set the following fees:
 - (i) Ordinary Member Affiliation;
 - (ii) Adult Registration;

- (iii) Student Registration;
- (iv) Coxswains and Associates Registration; and
- (v) Seat Fees.

4. ACTRA Colours

- (a) ACTRA colours will be those colours determined by the ACT Legislative Assembly, as it exists from time to time, as the official colours of the ACT.

5. Club Colours

- (a) Each Club will register its colours with the Secretary of the Association.

6. Role of Honorary Recorder

- (a) The Committee will appoint the Honorary Recorder to perform the following:
 - (i) Maintain database of registered rowers;
 - (ii) Managing the regatta entries;
 - (iii) Managing the regatta program;
 - (iv) Record results of regattas; and
 - (v) Progress the inter Club point score/competition.

7. Specialist Sub Committees

- (a) The ACTRA will include the following sub-committees:
 - (i) Regatta;
 - (ii) Union of Boat Race Officials and Equipment; and
 - (iii) Coaching and Development.
- (b) Each specialist sub-committee, with the exception of the Union of Boat Race Officials and Equipment will include at a minimum:
 - (i) 1 Member of the committee; and
 - (ii) 2 Registered Members.
- (c) The specialist sub-committees will meet as required by their Chair.
- (d) The duties of the specialist sub-committees will be defined by the Committee and documented in a charter.
- (e) A representative from ACTAS may be appointed to any sub-committee that the Committee deems appropriate.

8. Appointment of Patron

- (a) The Committee will annually appoint a Patron of the ACTRA.
- (b) Persons elected as Patrons will be appointed to promote and advance the ACTRA and to assist it to attain its aims and objectives.

9. Duties of Committee Members

- (a) The Committee will be made up of the following positions:
 - President: The person elected to this position will be responsible for chairing all meetings of the Committee and the Association.
 - Deputy President: The person elected to this position will have the same responsibility as the President, in the absence of the President.
 - Treasurer: The person elected to this position will:
 - (i) Keep all books and papers relating to the finance of ACTRA, bank all moneys and keep the bank passbook;
 - (ii) Keep property accounts; and
 - (iii) At each meeting of the Committee, submit a short statement of the financial position of ACTRA;
 - (iv) Prepare the annual balance sheet and profit and loss account of ACTRA.
 - Secretary: The person elected to this position will:
 - (i) Keep minutes of each meeting of the Committee;
 - (ii) Be responsible for the custody of the papers belonging to ACTRA;
 - (iii) Keep the records of ACTRA;
 - (iv) Conduct correspondence on behalf of the Committee and ACTRA;
 - (v) Prepare the annual report of the Committee.

10. Appeals of Committee Decisions

- (a) An appeal of a decision of the Committee will be sent in writing to the Chairman and Secretary for consideration at the next general meeting of the Association.
- (b) The decision made at the general meeting will be final.

11. Bank Account

- (a) Proper accounts will be kept of all monies received and spent by ACTRA and of the property, credits and liabilities of ACTRA.
- (b) Subject to reasonable conditions, these accounts will be open to inspection by registered Members of ACTRA.
- (c) The Treasurer may pay any invoice up to \$200 by electronic funds transfer when they are in receipt of a paper copy of an invoice which has been counter signed by a Member of the Committee other than themselves.

- (d) Invoices exceeding \$200 will be paid by cheque. Such a cheque is only valid when signed by two of the approved signatories.
- (e) The Honorary Recorder, the Chair, Treasurer and the Secretary are the approved signatories to all bank accounts held by the ACTRA.

12. ACTRA Plan and Budget

- (a) The Committee is required to draft the ACTRA annual plan and budget on an annual basis.
- (b) The annual plan and budget will be presented to the October Members' Meeting for agreement.

13. Meeting Schedule

- (a) Pursuant to rule 25 of the Constitution, the Association will hold Annual General Meetings on the 3rd Thursday of July.
- (b) Pursuant to rule 27.1 of the Constitution general meetings of the Association will be held on the 3rd Thursday of October/February and May.
- (c) Ordinary general meetings will have a business list drawn up and distributed to Members. In addition to any other business which may be transacted at an Annual General Meeting, the business of an ordinary general meeting will be:
 - (i) To confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - (ii) To receive from the Committee reports on the activities of the Association during the last quarter;
 - (iii) Transact any business determined by the Committee to be considered at the meeting;
 - (iv) Transact any business notified to the Secretary by a Club or delegate not less than 14 days prior to the general meeting.

PART III – REGISTRATION

14. Conditions of Entry to ACTRA Point Score Competition

- (a) Each competitor will be registered with ACTRA, and will have paid the appropriate registration and seat fees to their Club.
- (b) Each Club will pay to the ACTRA the fees promptly on receipt of the invoice.

15. Registration

- (a) Rowers and associates are registered with ACTRA by:
 - (i) Rowing in an ACT point score regatta;
 - (ii) Representing the ACT in an interstate regatta;

- (iii) Rowing in a regatta that requires all participants to be registered with their Club 's host association;
- (b) It is mandatory for rowers and associates to be Members of a Club in order to be registered with ACTRA.
- (c) Clubs are responsible for maintaining the registration details of their Members.
- (d) Registration lasts for one calendar year from date of registration.
- (e) All registrants will receive an ACTRA Registrant Handbook when issued. Other benefits of registration will be listed in the handbook and on the website - www.rowingact.org.au.

16. Code of Conduct

All ACTRA Members will abide by the Code of Conduct adopted by Rowing Australia. In particular it is to be noted that ACTRA intend to strictly enforce the Code as it relates to Drugs in Sport. A copy of that Rowing Australia Code of Conduct and the Rowing Australia Doping Policy are attached to these By-Laws.

PART IV – REGATTAS & COMPETITION

17. Conduct of Regatta

- (a) All point scoring regattas held under the sponsorship of ACTRA will be conducted strictly in accordance with the ACTRA Laws of Boat Racing, Status Rules and Regulations.
- (b) Where an appeal is lodged to the Committee against any decision relating to the conduct of a regatta the committee will meet within 7 days to hear submissions from all parties and make a decision.
- (c) The ACTRA Laws of Boat Racing, Status Rules and Regulations will be published and available from the Secretary of ACTRA.

18. Participants to Interstate Regattas

- (a) The Committee of the Association will have the discretion to choose representative crews from amongst duly registered Members of the Clubs.
- (b) The Committee will appoint selectors for the selection of crews to represent the Association.
- (c) A selection policy for state representation will be drafted with input from the ACTAS head coach by the 1st September each year.

19. Union of Boat Race Officials

- (a) All persons who hold a full umpire licence issued by the ACTRA will automatically be a Member of the Union of Boat Race Officials.
- (b) In June of each year the Union will elect three people from among its Members to be Members of the specialist sub-committee referred to in Rule 9 of the Constitution for the following 12 months.
- (c) The sub-committee will furnish a written report with recommendations as to the status of Boat Race Officials in July of each year.

- (d) Based on the recommendations of the sub-committee, the Committee may impose restrictions on an umpire's licence.
- (e) Similarly, the Committee may order that such a restriction be removed if that is the recommendation of the sub-committee.
- (f) Any licence issued under this by-law will automatically be revoked if the holder fails to officiate at an ACTRA regatta in any two year period.

20. Detail of Premiership Competition

- (a) There will be four premiership competitions in each regatta season for which competition points will be scored in regattas conducted under the sponsorship of the ACTRA.
- (b) Points will only be scored in events sanctioned by the committee as point scoring events.
- (c) The four competitions to be held will be decided upon and defined at the beginning of each year at an Annual General Meeting.
- (d) There will be trophies awarded for these competitions.
- (e) Championship races may be held for such classes and grade boats as the Committee may determine, provided that in each season not more than one championship race will be held for the same class and grade of boat.

PART V – POSITIONS

21. ACTRA Positions

Position	Appointment Method	Duration	Notes
President	Vote at AGM	One Year	Member of Committee
Deputy President	Vote at AGM	One Year	Member of Committee
Treasurer	Vote at AGM	One Year	Member of Committee
Secretary	Vote at AGM	One Year	Member of Committee
Ordinary Committee Member	Vote at AGM	One Year	Member of Committee (4 in all)
Sports Development Officer	Appointment by Committee	As determined by the Committee from time to time	Competitive application for salaried post
ACTAS Head Coach	By Committee after consultation with Joint Management Committee	As per Contract	Salaried post

Recorder	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers (2)
President of Regatta Committee	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Chairman of BROs	Appointment by Committee	As determined by the Committee from time to time	Elected by BROs or selection from volunteers (2)
Boats' Officer	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Equipment Officer	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Coach of Territory Crew(s)	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Manager of Territory Team	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Masters' Commission Representative	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Website Manager	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
Publicity and Sponsorship Officer	Appointment by Committee	As determined by the Committee from time to time	Selection from volunteers
ACTRA Committee Officer	Appointment by Committee	As determined by the Committee from time to time	Competitive application for salaried post (1)

- Note:
1. The ACTRA Committee Officer is a standby provision where volunteers for Recorder, Boats Officer, Equipment Officer, Web Manager and Publicity and Sponsorship Officer are not forth coming. The ACTRA Committee Officer assumes some of these roles in return for a salary. The impact on the budget would be a substantial increase in affiliation, registration and seat fees. The ACTRA Committee Officer is an ex-officio Member of the Committee and also undertakes many of the Secretary and Treasurer tasks.
 2. If hours are excessive, suitable remuneration may be provided.