

FLAMIN' DRAGONS PORT MACQUARIE Inc.

Association Regulation 2022

MEMBERSHIP

The members of the association shall consist of:

- Individual Members
- Life Members
- Junior Members
- Friends of the Dragons (supporter members)

Membership Fees and renewal:

The annual membership subscription and any fees or other levies payable by members to the association and the time for and manner of payment shall be determined by the board.

The board may grant part or full membership fee waiver to any Life Member at any time after conferring of Life Membership by the association membership.

Life Members

Nomination for Life Membership will be undertaken by the board or select sub-committee appointed by the board. Nomination of any member will be based on, but not limited to:

- significant continuous membership
- active service within the association and
- considerable contribution to the organisation and objectives of the association and dragon boating in Port Macquarie

Life Membership will be conferred to those members, upon nomination by the board or select sub-committee appointed by the board, once a resolution has been passed at an Annual General Meeting, and the nominee has accepted as such.

Aside from using the nominal title of Life Member, the association considers all life members as individual members and as such the payment of annual membership fees (unless otherwise advised) as per clause 8 of the Constitution, is required until that member resigns from the association.

Junior Members

Although not entitled to vote at any meeting as prescribed by the Constitution, Junior members are encouraged to actively participate in all aspects of association operations. A Junior member may address or ask a parent or guardian to address on their behalf, any meeting or, on invitation, the board. Junior members may also receive the support of a paddler with a current WWCC, who may be appointed to liaise direct with the association's board. The board, or their delegated sub-committees, may also invite Juniors and/or their parents or guardians for specific input into how they participate in association operations.

Friends of the Dragons (supporter members)

Supporter members are members who have demonstrated interest or investment in the FDPM and who the board consider appropriate to have as 'social' members. These members will be entered on the membership register on completion of the appropriate form and

payment of the appropriate fee as prescribed by the board. These members shall not have voting rights at any meeting.

DISCIPLINE

The board shall have power to reprimand, suspend, expel or accept the resignation of a member, if that member:

- in the reasonable opinion of the board, has wilfully refused or neglected to comply with any of the provisions of the Constitution or any Regulation; or
- is, in the reasonable opinion of the board;
 - guilty of any conduct prejudicial to the interests of the association; or
 - guilty of conduct which is unbecoming of a member or prejudicial to the purposes and interests of the association and/or Dragon Boating

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the association as per Clause 11 of the association Constitution.

CODE OF CONDUCT

Members agree to abide by the Code of Conduct adopted by the association. The association also supports the Australian Sports Commission's Play by the Rules procedures and training courses and is an active member of the Australian Alcohol and Drug Foundation's Good Sports program.

GRIEVANCE PROCEDURE

Grievance procedures apply to disputes between a member and:

- another Member; or
- the association.

In the first instance any member should consult a nominated and trained Member Protection and Information Officer (MPIO) with any grievance.

If parties are unable to solve grievances, those parties will adhere to the association's Constitution resolution of disputes clause, clause 10.

SAFETY

All paddlers must wear appropriate and properly fitting lifejackets unless:

- There are support craft in attendance
- They can demonstrate that they can swim 50 metres clothed in usual paddling attire or be in possession of a letter from a person authorised to measure swimming abilities under any State, Territory or Commonwealth Legislation, or designated by the association, advising as such.

The association requires all member paddlers to undertake a 50-metre swim test upon joining and then every three years thereafter, at a time prescribed by the board. A register of the successful completion of this test will be maintained by the association's safety officer. Those members who chose not to or are unable to swim 50m will be required to wear a life-jacket at any on water event.

All non-member paddlers must complete a SSO waiver and wear a lifejacket. Visiting paddlers, unless they are current financial members of their Dragon Boat State Sporting Organisation must sign a waiver and agree to waiver terms each time they paddle as well as paying any appropriate paddling levy (as determined by the board).

All association members, including those with the responsibility for paddling crews have the responsibility to act in a safe manner. The association follows safety procedures as set out by Dragon Boats NSW as per their policy documentation.

POLICIES AND GUIDELINES

All Members shall act in accordance with, and abide by, the policies and requirements as determined by the board. Members who do not comply with such policies and requirements are subject to disciplinary action as per the association Constitution.

USE OF EQUIPMENT

Outside of regular training, all equipment users must have prior approval from the board or delegated sub-committee, accepting and acknowledging that they will pay for any replacement value of damaged equipment.

Members must abide by all requirements, set by the board, in use of any association owned equipment, understanding the association has a duty of care to association members and members of the public.

MEETINGS HELD

At least twenty-one (21) days' notice of an Annual General Meeting shall be given to those Members entitled to receive notice. Information about candidates for election to the board shall be provided.

All general meetings will be held at a notified venue, on a regular basis with a minimum of 4 meeting per calendar year. All financial members excluding juniors and supporters are entitled to vote at a general meeting. No member shall hold proxy votes for any general meeting. Special General Meetings shall be held at a notified venue, with notice to those members entitled to receive notice as per the association Constitution. Special General Meetings shall include only nominated special resolutions for discussion and action.

ELECTED DIRECTOR POSITIONS

As per the association Constitution, at the Annual General Meeting a Board of 7 Directors is elected. The Board shall comprise: President, Vice President, Treasurer, Secretary, and 3 ordinary members. Nomination and acceptance of nomination will be taken from individual members of the association upon advice of the annual general meeting of the association. Financial membership is determined as having paid the association admission fee as well as the SSO insurance and membership component.

The Board of Directors shall be elected annually as per Clause 15 of the association Constitution. The elected board will determine office bearers and any portfolios held at the first board meeting post election.

Duties of Officer Bearers and their portfolios are described in the association's Role Statement document.

The resignation of any board member must be provided in writing to the board.

The board may appoint up to 2 appointed directors to the board who have a specialty knowledge of specific areas that will benefit the association. These board members will have tenure before and up to the approaching AGM.

APPOINTED POSITIONS

The board has the power to appoint and allocate sub-committees, which will be led by a board member.

CONFLICT OF INTEREST

Any Director shall declare their interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. That Director shall, unless otherwise determined by the board, absent themselves from discussions of such matters and shall not be entitled to vote in respect of such matters. If the Director casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent themselves from discussions and refrain from voting, the issue should be immediately determined by vote of the Board. If this is not possible, the matter shall be adjourned or deferred.

TRAINING AND ACCREDITATION

Any member undertaking courses pertaining to the more efficient running of the association shall have their registration fee paid by the association, provided the board has approved the course and the use of funds.

In the case of a newly qualified applicant member, payment will be the onus of said member, with half the registration fee refunded to the member on completion of the training, and the remaining half after 12 months of active association participation in the role the training was undertaken.

For reaccrediting members, where there is genuine continuity of association membership and participation in said role, the association shall pay for training in advance.

In the case of workshops and training courses, a report is to be made to all members at the next convenient general meeting. Consideration will be given to limiting the number of association participants at any one course. For those members undertaking association funded accredited training, they should be prepared to maintain the currency of that training.

FUND RAISING

All fund raising must be approved by the board.

PURCHASE APPROVAL

Any purchases made on behalf of the association must be pre-approved by a majority and in writing by the board. Receipts must be presented for any out-of-pocket expenses pre-approved by the board.

MERCHANDISING

All merchandise must be ordered through the Merchandising Officer or agreed delegate/sub-committee.

MEDIA STATEMENTS

All media statements must be directed, in the first instance, to the chairperson of the board, or delegate for approval.

CONTACT WITH SPONSORS

The board or their delegate will appoint person or persons to make contact with sponsors or potential sponsors.

INTELLECTUAL PROPERTY

The association shall own any original design or wording devised specifically for the association. Upon resignation from the association, previous members shall not use association Intellectual Property for commercial benefit.

REGISTER OF ASSETS

The association shall keep a register of assets with a value of over \$50, updated annually for insurance purposes.

PRIVACY

The association provides member information to Dragon Boats NSW and The Australian Dragon Boat Federation to comply with safety and insurance requirements. The association complies and abides with the Commonwealth Privacy Act (2000) regarding security and personal data and will not provide personal information to any other third party outside the requirements of the association's constitution.