



CLUB COMMITTEE ADMINISTRATION

Guidelines, Roles, and Responsibilities

FEBRUARY 2024



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1. TABLE OF CONTENTS

1.	TABLE OF CONTENTS	2
2.	INTRODUCTION	3
1.	Objectives	3
2.	The Club	3
3.	Club Membership	3
4.	Entry and Membership Fees	3
5.	Race Entry and Membership Form	3
6.	Termination of Membership	4
7.	Scrutineering and Scrutineering Form	4
8.	Appeals and Protests.....	4
3.	CLUB ADMINISTRATION COMMITTEE ROLES AND RESPONSIBILITIES	4
1.	President	5
2.	Vice President	5
3.	Treasurer	5
4.	Secretary	5
5.	Commodore	5
4.	SUBCOMMITTEES.....	5
5.	RACING OFFICIALS	5
6.	ANNUAL GENERAL MEETING	5
7.	COMMITTEE MEETINGS	6
8.	CLUB MEETINGS.....	6
9.	MINUTES.....	6
10.	NOTICES AND COMMUNICATIONS	6
11.	ACCOUNTS AND AUDIT	6
12.	ALTERATIONS OF THE RULES OF THE CLUB.....	6
13.	WINDING UP	7

2. INTRODUCTION

1. OBJECTIVES

To control, govern and administer, to formulate and enforce all racing and safety rules for each event hosted by The Mackay Power Boat Club (MPBC) for power boat racing and ski racing.

To promote and encourage power boat and ski racing in the Mackay and surrounding districts.

To print and publish any, newsletter, book, leaflet, or other information that the Club may think desirable for the promotion of the sport and/or the interest and information of the members.

To enter contracts, agreements, assignments, and any other documents for the sole purpose of purchasing, acquiring, leasing, renting, or otherwise deal with all property and assets for the benefit of the Club and its members.

2. THE CLUB

- The Club is “Mackay Power Boat Club Incorporated”
- Established September 2018.
- All correspondence to be directed via club secretary as elected at each Annual General Meeting.

3. CLUB MEMBERSHIP

- It is a prerequisite of racing to be a member of The Mackay Power Boat Club.
- To become a member of the club, club membership must be completed electronically on the Mackay Power Boat Club website. You will be issued an invoice for your membership and any boat registration fees that are applicable. Payment for the invoice must have been paid prior to entering a MPBC event.
- Membership is taken as being completed once the applicant has been added to the club register.
- The club committee may, at its sole discretion, accept or reject member applications as it sees fit from time to time.
- All club members are required to have an email contact to ensure club reports, notices, alerts, and general correspondence can be distributed.

4. ENTRY AND MEMBERSHIP FEES

- Race entry or nomination fees may be changed from time to time according to the type and style of meeting being held.
- Entry Fees are not refundable once the vessel has entered the water on race day.
- Club membership fees will be set by the committee at each AGM.
- Club membership fees can be changed at any time by passing a motion at any general meeting.
- Club membership year will run from January 1st of any year to December 31st of any year.
- 6-month memberships are available.
- Refer to the Mackay Power Boat website for fees & requirements.

5. RACE ENTRY AND MEMBERSHIP FORM

- All race entries must be lodged via the Mackay Power Boat Club Website.
- All membership applications must be lodged via the Mackay Power Boat Club Website.
- Indemnity Forms are embedded within the electronic membership application and the enter a MPBC event.
- Depending on the event location you may be required to fill in additional Maritime Indemnity Forms.

6. TERMINATION OF MEMBERSHIP

The Club in a General Meeting will have the power to expel, suspend and/or fine any member who wilfully refuses or neglects to comply with the provisions of these Rules and/or the Racing and Safety Rules (Rule Book) or any other regulation of the Club, or is guilty of any conduct that in the opinion of the Club is unbecoming of a member. At least 7 days before the General Meeting at which the resolution for expulsion, suspension, warning, or fining is moved, a member will be given notice of such resolution and particulars of allegations.

If expulsion, suspension, warning, or fining are moved, a member will have at such meeting an opportunity to reply to the allegations made and to explain or defend its or their actions.

Any resolution for expulsion, warning, suspension or fining must be passed by a two-thirds majority vote of those members present and eligible to vote at that meeting.

Any person, wishing to resign from the Club will give notice in writing to the Secretary to that effect.

7. SCRUTINEERING AND SCRUTINEERING FORM

- The only scrutineering forms that are acceptable are the Mackay Power Boat Club "Scrutineering Forms" which may be amended from time to time.
- All boats will be scrutineered prior to the days racing.
- The scrutineer shall be the person or persons as decided by the Club from time to time.
- Scrutineers will not be held responsible or accountable for the accuracy of the scrutineering done.
- Any boat, which fails to meet the acceptable levels of safety or class acceptability, may not be able to compete until such items are made good to the acceptable level(s).
- Where a boat is unacceptable, the Meeting Director must have the final say and sign off.

8. APPEALS AND PROTESTS

Any appeal or protest can only be completed by the boat owner/driver participating in the event from which the appeal or protest originates from. The appeal or protest is to be submitted in writing to the President of the Mackay Power Boat Club. The appeal or protests will be presented at the next committee meeting for resolution.

The result of the appeal or protest will be in written form to the complainant.

Drivers that display intentional or blatant bad driving behaviour will be cautioned and / or penalised. Drivers that display repeated intentional or blatant bad driving behaviour may be suspended from racing for the rest of that meeting and penalised as per the Rule Book (PENALTIES).

Where a driver is penalised, that driver may not receive points for that race.

3. CLUB ADMINISTRATION COMMITTEE ROLES AND RESPONSIBILITIES

- The Committee shall consist at minimum of a President, Vice President, Treasurer, Secretary and Commodore.
- The Committee at any Club meeting can introduce new committee positions as deemed necessary for the running of the club.
- Committee members may resign from position at any time by giving 14 days written notice to the committee.
- Committee positions contested at an AGM will be decided by a majority vote.
- Only committee positions being contested will go to vote at an AGM, all other positions will remain in office by current position holders.
- Nominations for committee positions will only be accepted by use of the Mackay Power Boat Club "Committee Nomination Form".

The committee is responsible for managing all club affairs and events. Specific duties as listed by position include the following:

1. PRESIDENT

- to oversee all club events/activities to ensure all rules and regulations are maintained.
- will have final say in any decisions not resolved by a majority vote.
- will chair all meetings held by the Mackay Power Boat Club.
- will be the spokesperson for all local media interactions.

2. VICE PRESIDENT

- to assist the President where necessary in all club events/activities.
- to fulfil the role of president in their absence from meetings, events, or general proceedings of the club.

3. TREASURER

- will maintain all financial requirements of the Mackay Power Boat Club.
- will maintain a register of all club assets.
- Maintain the club's asset register.

4. SECRETARY

- minute keeper at all club meetings.
- maintains club member register and member contact details.
- circulation of all member information as required from club meetings and/or club events.
- initial contact for all club correspondence.

5. COMMODORE

- an honorary position to stand up in the absence of the committee's presence.
- mediator in the event of controversy within the committee.
- to chair and uphold club management in between committees.

4. SUBCOMMITTEES

Club subcommittees will be decided and implemented at any time as deemed necessary by the Club Committee.

5. RACING OFFICIALS

The Club shall decide by vote at its appropriate meeting who shall be the designated officials at any or all race meetings. The Meeting Director shall have sole final say on all items of the race meeting, format, classes, seeding, entries, boats, contestants, scrutineering, and prizes.

6. ANNUAL GENERAL MEETING

The Annual General Meeting will be held prior to the end of the club year and before the commencement of the next club year. All current committee members must be present at the AGM. The quorum for an AGM will be the committee x 2 + 1 member.

The business of the AGM will include, but not limited to:

1. To confirm the minutes of the previous Annual General Meeting.
2. To receive Committee member reports for the preceding financial year.
3. To elect the next years committee members if any position is being contested.
4. To decide the date and venue for the next Annual General Meeting.
5. To propose the next years racing calendar /events.
6. Any other business that is requested or may be transacted in accordance with these Rules.

7. COMMITTEE MEETINGS

The Committee will meet as often as is considered necessary and these meetings can be called by any current committee member. The minutes of such meetings will be recorded by the Secretary and circulated to all members of the club. The quorum for a committee meeting will be three (3).

8. CLUB MEETINGS

- Club meetings will be held bi-monthly, at the minimum, at a location/date/time as determined by committee.
- Club meetings calendar will be distributed to club members at the beginning of each club year.
- Club meeting dates may be changed / called by the committee as deemed necessary. At such an occurrence, all club members will be advised no later than 14 days prior to set meeting date.

9. MINUTES

- Club Secretary will record and maintain all minutes from club meetings at each level.
- Minutes will be forwarded to all financial club members after each meeting.
- Amendments required to the minutes will be forwarded in writing to the secretary no later than 14 days after the meeting.
- Minutes will remain accessible to all financial club members at any time their membership remains current.

10. NOTICES AND COMMUNICATIONS

- Club notices/communications will be forwarded to financial club members via e-mail.
- Club event details will be circulated to financial club members annually by a proposed event calendar.
- The committee can change/cancel any event as deemed necessary by giving club members 14 days' notice. Unless weather is the predicting factor for the change/cancellation, notice will be given as soon as practical.
- Current individual event details will be emailed to financial members and published via social media leading up to each event.

11. ACCOUNTS AND AUDIT

The financial running of The Mackay Power Boat Club will be managed and maintained in a legal manner by the Treasurer. An annual audit will be undertaken by an external party as chosen by the committee each year prior to the AGM.

A detailed Income/Liability report will be presented at each AGM as reported by an independent auditor.

All financial information will be available and reported to the committee members as determined by the committee. Club members will receive a simple financial report bi-monthly at each club meeting.

A Bank Account at a banking institution will be maintained by the treasurer and authorised by 2 signatories from the committee.

The assets and income of the club shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the members of the club except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

12. ALTERATIONS OF THE RULES OF THE CLUB

Alterations to the Club racing rules or administration rules can be made by the committee any time as deemed necessary for the safe and viable running of the club. Changes must be presented at any club meeting at any level and voted for by a majority vote.

Requests for changes to rules both racing, and administration may only be submitted via Mackay Power boat Clubs "Request for Rule Amendment form".

13. WINDING UP

The Club may be wound up or dissolved only after a resolution passed by a three-quarters majority of the members present and eligible to vote at a meeting called for that purpose.

If upon winding up or the dissolution of the Club, there remains after satisfaction of all its debts and liabilities any property whatsoever, it will not be paid to or distributed among the members of the Club but will be given or transferred to some other institution or organisation having objectives similar to those of the Club at the discretion of the exiting committee.