



UPPER HAWKESBURY POWER BOAT CLUB

Governor Phillip Park, George St, Windsor

Postal Address: PO Box 161

Windsor NSW 2756

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Notice is hereby given that the **2018 ANNUAL GENERAL MEETING** of the **UPPER HAWKESBURY POWER BOAT CLUB** will be held at the **UHPBC Clubhouse, Governor Phillip Park, George St, Windsor** on **Wednesday 14th November 2018 commencing at 7:30 pm.**

Agenda:

1. Attendance and Apologies
2. Confirmation of the minutes of the 2017 annual general meeting
3. Business arising from the minutes of the 2017 annual general meeting
4. Correspondence – Only pertaining to the Annual General Meeting
5. Notices of Motion
 - i) New constitution of the UHPBC to be passed by Special resolution.
6. Annual Reports
7. Election of Office Bearers for 2018 – 2019
8. Consideration of Nominations for life membership
9. General Business - Only pertaining to the Annual General Meeting

PLEASE NOTE: All nominations for office bearers should be submitted on the nomination form available from the Secretary uhpbcsecretary@gmail.com seven (7) days prior to the meeting. All nominations must be endorsed by the nominee before being accepted and must have the printed name and signature of:

- a) The Proposer
- b) The Seconder
- c) The Second Seconder

Along with their membership number which must be current for the 2018 – 2019 financial year.



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AGM Nomination Form

I, _____ being a financial member of the Upper Hawkesbury Power Boat Club, nominate for the following position/s:

(Please circle the position/s you wish to nominate for)

Commodore	Director
Vice Commodore	Rear Commodore
Chairperson	Race Secretary
Secretary	Safety and Salvage Officer
Treasurer	Equipment Officer
Membership Officer	Race Committee Member
Canteen Coordinator	Senior Scrutineer
Purser/Bar	
Assistant Bar Coordinator	Events Co-Ordinator
	Social Committee
	Publicity Officer

APBA Delegate	APBA Co-Delegate
River Users Delegate	

Nominee's Name _____

Signature _____ Membership No. _____

Proposer's Name _____

Signature _____ Membership No. _____

First Seconder's Name _____

Signature _____ Membership No. _____

Second Seconder's Name _____

Signature _____ Membership No. _____



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LIST OF DUTIES

1. Commodore

- a. The duties of the Commodore shall be
 - i. Senior Club Officer, host to all visitors from other clubs and organisations
 - ii. To represent the club at other clubs and organisations
 - iii. They shall be assisted by a Vice Commodore and a Rear Commodore

2. Vice Commodore

- a. The duties of the Vice Commodore shall be
 - i. All matters pertaining to the Clubhouse, club grounds, social activities and sale of refreshments.
 - ii. They shall be assisted by a Social Secretary & a Purser

3. Rear Commodore

- a. The duties of the Rear Commodore shall be
 - i. All matters pertaining to the organisation and conducting of the racing events, including events conducted by this club on other race courses
 - ii. They shall be assisted by a Race Secretary and Race Committee members.

4. Chairman

- a. The duties of the Chairman shall be
 - i. To take the Chair at General and Board of Directors meetings. In his absence the Commodore shall take the Chair

5. Treasurer

- a. It is the duty of the treasurer of the Club to ensure:
 - i. The funds of the Club shall be banked at a Bank approved by the Directors. All withdrawals shall be made by cheque signed by any two, co-jointly of the Commodore, Secretary and Treasurer.
 - ii. that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
 - iii. that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
 - iv. Give a report on the Club's financial position at each Directors meeting.
 - v. Complete & submit the Club's financial reports in a timely manner and before the due date.
 - vi. Keep a copy of all bank statements, BAS and other financial records on file.
 - vii. Keep a copy of all financial reports given to external parties (ATO, Accountants, Council's etc).

- viii. Prepare financial reports as required by other Authorities or by Statute (eg. NSW Office of Fair Trading)
- ix. Where the Act requires an official audit, have the Club's financial records audited by a qualified accountant within 6 months of the end of the Club's financial year.

- b. The Clubs financial records include but are not limited to:
 - i. The Balance Sheet and Profit & Loss reports
 - ii. Bank & BAS Statements
 - iii. Supporting/Source documentation (receipts/invoices etc)
 - iv. Information kept electronically in any Accounting Software Package used by the Club.

6. Secretary

- a. The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- b. The duties of the Secretary are to take care of the Secretarial duties in the running of the Club.
- c. It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - i. all appointments of office-bearers and members of the committee, and
 - ii. the names of members of the Directors present at a Directors meeting, and
 - iii. all proceedings at Directors meetings.
- d. Minutes of proceedings at a meeting must be tables at the next succeeding meeting.

7. DIRECTORS

The duties of the Directors shall be

- 1. is to control and manage the affairs of the Club,
- 2. may exercise all the functions that may be exercised by the Directors, other than those functions that are required by the constitution to be exercised by a general meeting of members of the Club,
- 3. has power to perform all the acts and do all things that appear to the Directors to be necessary or desirable for the proper management of the affairs of the Club,
- 4. to formulate policy's and by laws in addition to the Constitution, to assist with the effecting running of the Club,
- 5. To make themselves available at all times possible to assist in the running of race meetings and functions.

8. RACE COMMITTEE

The duties of the Race Committee shall be

- To control all racing and draw up Rules and By-Laws pertaining to racing.

- A Committee member or Board member who absents himself from three consecutive meetings, on race days without leave from the Committee shall be deemed to be no longer a member of the committee and his position may be filled by one other member elected from the clubs financial members. The term committee relates to all committees formed within the Club.

1. POWERS AND DUTIES OF THE RACE COMMITTEE

- a. There shall be a Race Committee elected each year comprising of;
 - i. Rear Commodore
 - ii. Chairman – Who will act under the same regulations as the Chairman of Directors
 - iii. Race Secretary – Who will keep a record of all persons in attendance at the meetings and records of all matters pertaining to the said meetings
 - iv. Senior Scrutineer Inboards
 - v. Senior Scrutineer Outboards
 - vi. Safety and Salvage Officer
 - vii. Communications & Equipment Officer
 - viii. Six boat owner representatives

- b. The Race Committee shall be elected at the Annual General Meeting by the ordinary members.
- c. The Race Committee will meet on the 1st Wednesday of each month, Generally at the premises of the Club, or as deemed required by the Committee.
- d. The Race Committee shall control all racing events conducted by the Club and have the authority to make all pertinent decisions relevant to those events.
- e. The Race Committee shall draw up rules and by-laws pertaining to the racing.
- f. The racing season shall be as per the National APBA Race Calendar
- g. The race Committee meetings shall be conducted in an orderly manner and under the same guidelines as the Board of Directors meetings. A Chairman will be elected to take the Chair for the duration of the meetings. In his absence the Rear Commodore shall take the Chair.
- h. A race committee quorum must consist of 6 persons to conduct any race committee meeting called
- i. The Rear commodore shall report to the Board of Directors all matters pertaining to racing conducted by the Club and present any required expenditures for approval.

