

## Yachting Victoria

# Trailable Yacht Division

## Committee By Laws

### 1 Committee Objectives

- (a) The Committee shall have a set of Objectives, approved by the Executive, which are consistent with the Vision, Mission and Objectives of YV, and which shall be published to members.
- (b) The Objectives of the Committee appear as **Appendix 1** to these By Laws.

### 2 Committee Members

The Committee shall be comprised of the following persons:

- (a) voting Committee Members:
  - (i) up to ten Committee Members, unless otherwise approved by the Executive, who must be paid up members of Member Clubs or Associate Members, whose nomination to the Committee must be approved by their Member Club or Associate Member; and
  - (ii) the President or the Vice President of YV either of whom may attend and vote on any Committee.

A Member Club or Associate Member may have up to two voting Committee Members on the Committee.

- (b) non-voting Committee Members, comprising any one or more of:
  - (i) a member or members of the Executive;
  - (ii) up to two additional persons, unless otherwise approved by the Executive, who may not be members of a Member Club or an Associate Member, with relevant expertise and who is co-opted to the Committee;
  - (iii) the CEO; and
  - (iv) one additional staff member of YV.

The qualifications for Committee members are set out in **Appendix 2**, and must be approved by the Executive. **Appendix 2** will also record any increase in membership numbers in accordance with **clauses 2 (a) (i) and 2 (b) (ii)**.

Where there are more nominations for voting Committee Members positions than there are positions available, an election shall be held, with all nominees entitled to one vote to determine who will comprise the voting Committee Members. Where the membership of a Committee cannot be resolved in this manner, the Executive will determine who will be the voting Committee Members.

### **3 Appointments**

Appointments to the Committee must be approved by the Executive and made as follows:

- (a) each existing Committee will continue with its current Committee Members at the date of commencement of these Standard Committee By Laws. During the next 12 months the Committee must determine its Committee Members in accordance with **clause 2**;
- (b) within 30 days after each AGM, the Chairperson must nominate in writing to the CEO, any changes to the Chairperson, Vice Chairperson, Secretary and Committee Members for the next year;
- (c) the Executive will confirm the position of Chairperson, Vice Chairperson, Secretary and Committee Members for the next year, within 60 days after the AGM. Until the expiry of this 60 days the previous Chair, Vice Chairperson and Secretary will continue in the roles;
- (d) the officer positions on the Committee will be:
  - (i) Chairperson;
  - (ii) Vice Chairperson, who will act in the absence of the Chairperson; and
  - (iii) Secretary, who will be responsible for keeping all records and minutes, establishing meeting agendas, correspondence and other administrative tasks,none of whom will be an Executive representative, unless approved by the Executive and the Committee, and all of whom must be a member of a Member Club or an Associate Member;
- (e) the Chairperson or any other Committee position may be removed by vote of a two-thirds majority of the voting Committee Members; and
- (f) any member of a Committee who is absent for three meetings in a year without prior notice to the Chairperson or Secretary, shall cease to be a member of the Committee.

### **4 Changes during the Year**

- (a) At any time during the Year, the Executive may terminate any existing Committee or establish any new Committees as the Executive decides.
- (b) At any time, the Committee may submit to the Executive for approval:
  - (i) any recommended changes to the Committee Objectives;
  - (ii) any recommended changes to the By Laws of the Committee;
  - (iii) any recommended changes to the Chairperson, Vice Chairperson, Secretary, or other membership of the Committee; or
  - (iv) any other material changes concerning the Committee,and the Executive's approval or otherwise will be final.

## **5 Agreed Principles**

Committee Members shall :

- (a) uphold the Vision, Mission and Objectives of YV;
- (b) represent the interests of YV ahead of individual Member Clubs or Associate Members;
- (c) declare at any meeting or otherwise as the Chairperson requires, any sailing, business or personal interests which might in any way be in conflict with or relevant to the governance or decision making of the Committee or YV;
- (d) keep confidential any discussion required by the Committee or YV to be kept confidential;
- (e) obtain the prior approval of the Executive, via the CEO, for the nomination of any representatives to any YA committee; and
- (f) support the sponsors and stakeholders of YV.

## **6 Decision making process**

The Committee shall :

- (a) present all resolutions that have effect outside the Committee and on YV policies through the CEO to the Executive as recommendations;
- (b) work through any assigned member of YV staff to the CEO, or where there is not an assigned member of staff communicate directly with the CEO;
- (c) refrain from any communications directly with the media, and refer the media to the CEO;
- (d) in relation to YA:
  - (i) make recommendations to the Executive on the appointment of Victorians to YA committees having similar objectives to the Committee; and
  - (ii) ensure that any motions moved or to be voted on by Victorian delegates at any YA committee meeting have the approval of the Committee and are communicated to the Executive via the CEO prior to attending the meeting ;
- (e) recommend to the CEO any budget or expenditure of the Committee, and not commit any YV funds without the approval of the Executive of a budget for or the expenditure of those funds;
- (f) direct to the YV office all funds received by the Committee;
- (g) if any business comes to the Committee that is the business of another committee, refer the business to that committee, and if there is not another Committee established for that business, refer it to the CEO; and
- (h) deal in good faith with all directions from the CEO or the Executive.

## **7 Conduct of meetings**

The Committee must conduct its meetings in accordance with the following principles:

- (a) meetings will be conducted in accordance with commonly accepted governance principles including providing notice of meeting and business of the meeting at least seven days prior to the meeting, keeping of minutes, and publishing proposed regular meeting dates well in advance;
- (b) meetings must not be scheduled on the night of an Executive meeting;
- (c) operate with a quorum of at least 50% of the number of voting members. Where 50% of the voting members are not present, the meeting should be held and minutes kept, but all decisions must be ratified by email after the meeting, or by the next meeting with a quorum;
- (d) make decisions based on a show of hands. Where there is an equal number of votes on any matter, including that of the Chairperson, the Chairperson will have a second casting vote;
- (e) in relation to minutes of each meeting:
  - (i) each set of minutes must summarise any item of business to be referred to the Executive; and
  - (ii) provide a copy to the Committee Members and the YV office within one week.

The YV office will then publish the minutes to Members.

- (f) provide a report in writing to the CEO of any matter requiring Executive approval or decision at least seven days prior to the next Executive meeting; and
- (g) the Chairperson or a nominee of the Chairperson must be available to present to the Executive at any Executive meeting.

## **8 Sub-Committees**

The Committee may appoint one or more sub-committees to address any matters, and each sub-committee must:

- (a) operate in accordance with the by laws of its Committee; and
- (b) have all decisions ratified by the Committee before the decision becomes effective.

## **9 Reports**

The Committee shall provide to the Executive for presentation to Member Clubs and Associate Members, two reports in writing each year of its achievements relative to its Committee Objectives and all other important issues and plans for the next six months:

- (a) for half year ending 31 December – by 28 February; and
- (b) for the half year ending 30 June – by 31 August,

## **10 Expenses**

YV will reimburse, subject to the prior approval of the CEO:

- (a) all out of pocket expenses for the Committee's operation, eg room hire and the like;
- (b) training costs for Committee Members which are relevant to their role on the Committee; and
- (c) interstate travel costs in accordance with YA policies which are not reimbursed by YA. This includes the attendance of one person at the meeting of each YA committee which is relevant to the business of the Committee.

## **11 Terminology**

To assist in reading this document, the following words and expressions are defined:

**AGM** means the Annual General Meeting of YV, held in September each Year.

**Associate Member** is an Class Association or other body which is an Associate Member of YV.

**CEO** means the Chief Executive Officer of YV.

**Chairperson** means the chairperson of the Committee.

**Class Association** is an Associate Member which is a class association.

**Committee** means a committee of YV.

**Committee Member** means a member of a Committee.

**Committee Objectives** means the objectives established by a Committee and posted on the YV website.

**Constitution** means the Constitution of YV.

**Executive** means the elected Executive of YV.

**Member** means a member of YV.

**Member Club** means a yachting or other club which is a member of YV.

**Secretary** means the secretary of the Committee.

**Vice Chairperson** means the vice-chairperson of the Committee.

**Year** means the period of 12 months following each AGM.

**YA** means Yachting Australia Incorporated.

**YV** means Yachting Victoria Incorporated.

## **The Objectives of the YV Trailable Yacht Committee are:**

### **VISION**

Trailable Yacht sailing will be recognised as an enjoyable, accessible, safe activity and lifetime recreation for everyone

### **MISSION**

To have more people participating more successfully, and more enjoyably, in trailable yacht sailing through member clubs and associations

### **Objectives**

#### **1. Participation**

To encourage the trailer sailer community to increase participation in social and competitive boating activities through member clubs and associations

- Ensuring the trailer sailer community is aware of member club activities
- Social boating events for members of all clubs and associations
- Facilitating subsidised boating training and accreditation activities through member clubs and associations
- Expanding club and association membership through promotion of boating activities

#### **2. Boating Representation**

To ensure the interests of the trailer sailer community, member clubs and associations are adequately recognised by government and authorities in the development of regulations and infrastructure for safe and comfortable boating.

- Ensure participation by member clubs and associations wherever possible in government development and planning of future boating facilities.
- Encourage government policies to assist re-negotiation of long term club leases and encourage potential for future expansion
- Input to all reviews of regulations affecting trailer sailers such as community facilities, boat safety, licensing, accreditation, etc for example BCAP, PFD's, 9 kg fire extinguishers, Gippsland Lakes review, Boating Safety & Facilities Program.
- Regular communication with Parks Victoria, Marine Safety Victoria, Port of Melbourne, Department of Sustainability and Environment, etc. to ensure on-going dialogue maintained on relevant issues such as Blue Park project, Crown Land Use Working Group.

### **3. Maintain Register of Trailable Yacht Classes and Calculation of Class Basic Handicaps**

Maintain a register of trailable yacht classes and the relevant Class Basic Handicaps (CBH) for each class of boat.

- Conduct measurements on new classes of boats
- Conduct measurements on modified boats within a recorded class
- Conduct regular reviews of CBHs eg. at the end of each sailing season

### **4. Training and Safety issues**

To maximise the number of people trained in trailer sailer safety and on-water operation by facilitating appropriate training courses through member clubs and associations

- 'Train the trainer' programs for clubs to conduct in-house training at no cost
- Demonstrations and courses to improve club and associations member's boat handling skills and boating safety
- Provision of community facilities for training and accreditation by clubs – boat licences, radio licences, safety, navigation etc.
- Nominate person or persons with practical knowledge of trailable yachts to the YV Safe Boating Committee

### **5. Promotion**

To arrange participation by member clubs and associations in events and activities to encourage new member enquiries for club and associations membership growth.

- Promotional literature and displays at public boating events
- BIA Summer Boat Show at Sandringham YC
- Clubs promotion to marinas and Open Days

Encourage community events to be associated with clubs. To encourage and assist clubs to develop, promote and arrange social boating activities and events for the enjoyment of club members and the trailer sailer community

- Annual Trailable Yacht Festival
- Annual Racing events such as: Marlay Point Overnight Race, Steamboat Cup, etc.

### **6. Services to Member Clubs and Associations**

To provide services and advice through Yachting Victoria to improve member clubs efficiency and effectiveness in operation

- MyClub management database tool for effective member communication and information referral
- Website access service
- Common insurance policies
- Risk Management information and advice

## **Appendix 2**

### **The Membership of the YV Trailable Yacht Division Committee shall be constituted as:**

The Committee will be comprised of up to Thirty Committee Members who must be current members of Member Clubs or Associate Members, whose nomination to the Committee must be approved by their Member Club or Associate Member.

One member with an appreciation and knowledge of safety will be appointed to be a representative to the Safe Boating Policy Committee.