

BYLAWS

1. ORGANISATION OF THE EVENT

1.1 The event structure to organise the Avon Descent is

| BOARD OF DIRECTORS |
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| Chairperson, Director, Finance and Administration |
| Vice Chairperson, Director, Information and Communications |
| Director, Sport |
| Director, Marketing |
| Director, Logistics |
| Local Government Authorities Liaison Delegate |
| Avon Support Unit Delegate |
| Kayak Delegate |
| Ski Delegate |
| Power Delegate |
| OPERATIONS |
| EVENT MANAGEMENT - Chairperson |
| Sub Committees/Functions |
| FINANCE and ADMINISTRATION |
| MARKETING |
| INFORMATION and COMMUNICATIONS |
| LOGISTICS |
| MANAGEMENT PLANS |
| LGA LIAISON |
| SECRETARY |
| TREASURER |
| SPORT - Director, Sport |
| Sport Committee |
| Responsible for all technical aspects of the Race. Ensure Race Control Team has everything needed to conduct the Race. |
| Race Director |
| Deputy Race Director - Kayaks and Canoes |
| Deputy Race Director – Skis |
| Deputy Race Director - Power |
| Deputy Race Director - Rescue and Recovery |
| Information and Communications Director |
| Race Communications |
| Checkpoints |
| Timing/Results |
| Regulatory - Power Craft |
| Regulatory – Kayaks and Canoes |
| Regulatory – Skis |

1.2 The Chairperson is, ex officio, a member of every sub committee.

2. CONDUCT OF THE RACE

2.1 From midnight Thursday to midnight Sunday the Race Control Team is responsible for the conduct of the Race.

2.2 The Race Control Team is:

| RACE CONTROL TEAM |
|--|
| Race Director |
| Deputy Race Director – Kayaks and Canoes |
| Deputy Race Director – Skis |
| Deputy Race Director – Power |
| Deputy Race Director – Rescue and Recovery |

3. FINANCE COMMITTEE

3.1 The four ex officio members of the Finance Committee are:

Treasurer;
Director, Finance and Administration;
Chairperson;
Vice Chairperson.

3.2 Should a person hold two of these positions the number of persons on the Finance Committee shall be reduced to three.

3.3 The Finance Committee shall be responsible for the preparation of the Budget.

3.4 The members of the Finance Committee shall be the signatories and co-authorisers of NADA's bank account(s). The Board may appoint other members of the Board or Officers of the Association to be signatories and/or co-authorisers.

3.5 The Finance Committee shall oversee the Financial Management Policy.

4. FINANCIAL MANAGEMENT POLICY

4.1 The funds of the Association shall be managed in accordance with this Financial Management Policy.

4.3 The Board shall determine the necessary areas of expenditure in consultation with the chairpersons of sub committees who shall submit their budget requirements to the Finance Committee prior to the Budget being prepared.

4.4 Following Board approval of the Budget, expenditure indicated therein shall be referred to as 'authorised expenditure'.

4.5 A chairperson of a sub committee shall not commit to any expenditure that has not been authorised or has not been identified in the Budget, without the prior approval of the Board.

4.6 Further requirements of the Financial Management Policy are in the online Operations Manual.

5. PROCEDURE FOR ELECTION OF MEMBERS OF THE BOARD

In accordance with Constitution 10.2 the Board is comprised of ten members.

Four members are elected by members of the Association for two year terms; (Constitution 10.2.1)

Two members are appointed for a period decided by the Board. (Constitution 10.2.2). It should be noted that these positions are not voted on by the Association but rather elected/appointed by the Board.

One member from each of the following is appointed as a delegate (Constitution 10.2.3 to 10.2.6):

- Canoeing Western Australia;
- Power Dinghy Racing Club;
- Avon Descent Support Unit;
- Local Government Authorities.

The procedures in this Bylaw relate to the election of positions on the Board referred to in Constitution 10.2.1 and 10.2.2.

- 5.1 The Approval Method of voting shall be used. Further information may be found at https://en.wikipedia.org/wiki/Approval_voting.
- 5.2 The Chairperson of the meeting shall call for nominations and seconders until the process is exhausted.
- 5.3 Should there be only four persons nominated they shall be re-elected unopposed.
- 5.4 If there are more than four persons seeking election/re-election then the Chairperson of the meeting shall make known the names of the candidates.
- 5.5 Persons eligible to vote shall list on a ballot paper the names of the four people they want to fill the positions.
- 5.6 Four names only shall be listed on a ballot paper.
- 5.7 Ballot papers with less than or more than four names listed shall be ignored.
- 5.8 The persons with the most number of votes shall be elected.
- 5.9 If there is an equivalency of votes for the first position both people shall be elected. If there is an equivalency of votes for the second position both people shall be elected. If there is an equivalency of votes for the third position both people shall be elected and there shall be no further election of persons.
- 5.10 If there is an equivalency of votes for the fourth position a further round of voting shall take place. In this case a simple majority shall determine the result.

6. VOTING ON MOTIONS VIA EMAIL

Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email doesn't provide the opportunity for discussion or amendment of the motion that is available in a face-to-face meeting. A Board member is free to say, 'I vote No, because I think we should discuss it'.

- 6.1. Any Board member may propose a motion via email.
- 6.2. The subject line should include the word 'Motion'.
- 6.3. The first line of the body of the email should include the words 'I move that the Board approve/authorise ...'
- 6.4. The motion will expire in seven days or at the start of the next board meeting – whichever comes first.
- 6.5. All Board members may vote.
- 6.6. Five affirmative votes are required to approve an email motion. The Board member who proposed the motion is automatically counted as an affirmative vote.
- 6.7. The Secretary is responsible for tallying the votes and informing the Board of the outcome. Votes are to be circulated to all Board members. If a member fails to CC: other Board members on their vote, the Secretary shall forward the email to the others.
- 6.8. Board members should include in the words "I vote No" or "I vote Yes" in the first line of their response.
- 6.9. Email motions can only be voted Yes or No. They can't be amended.
- 6.10. The Chairperson may veto a motion if he/she considers that it requires discussion at a face to face meeting.
- 6.11. The Board member who proposed the motion may withdraw it at any time prior to approval. A reason to withdraw a motion may be, for example, to amend it and re-propose it.
- 6.12. If the motion doesn't receive the required five votes by the deadline it fails.
- 6.13. The Board shall review any email motions, approved or unapproved, at the start of the next Board meeting.

7. LEGEND OF THE AVON DESCENT

7.1. An independent Selection Panel may annually select up to two persons for elevation to Legend of the Avon Descent status.

7.2. The Selection Panel shall comprise the Chairperson of the Board, and three other persons selected from:

- Freemen;
- past or present Board members;
- retired competitors who completed 20 or more events.

7.3. The Selection Panel shall have the power to interview Nominees, and/or nominators as well as seek advice from other parties as and when deemed necessary.

7.4. Selection Criteria

7.4.1. Number of years of participation in the Avon Descent as:

- a competitor;
- a support person for the event (not support for a competitor/s);
- a member of the executive/management of a canoeing club, surf lifesaving club, power dinghy racing club or other organisation supplying competitors to the Avon Descent;
- a member of the Association Board.

7.4.2 Level of achievement or nature of tasks undertaken as:-

- a competitor;
- a support person for the event (not support for a competitor/s);
- a member of the executive/management of a canoeing club, surf lifesaving club, power dinghy racing club or other organisation supplying competitors to the Avon Descent;
- a member of the Association Board.
- an interstate and/or international representative.

7.4.3 Initiatives / Developments, if any, attributed to the Nominee and subsequently brought to and/or used in any part of the event.

7.4.4 Any ambassadorial / public presentation / promotion/s made by the Nominee on behalf of the Avon Descent.

7.5 Attestation

7.5.1 Integrity, sportsmanship and character will be a consideration for any Nominee to Legend of the Avon Descent status.

7.5.2 A secondary party will be required to attest to these qualities on behalf of a Nominee if called upon by the Selection Panel.

7.6 Operational

7.6.1 All nominations will remain on a 'live' listing for inclusion in future years' selection deliberations.

7.6.2 Nominators will be able to update a nominee's details, as necessary.

7.6.3 The announcement of any new inductees to Legend of the Avon Descent status will be made at an event.

8. AVON DESCENT SUPPORT UNIT

- 8.1 The Avon Descent Support Unit is a sub committee of NADA, answerable to, and funded by the NADA Board.
- 8.2 It is managed by a Manager elected by the members of the Avon Descent Support Unit and this person is, ex officio, a member of the NADA Board of Directors.
- 8.3 The Avon Descent Support Unit provides a Rescue and Recovery service for competitors in the Avon Descent.

9. ALTERNATE DELEGATES

- 9.1 Board members specified in Constitution 10.2.3-10.2.5 may be represented at a Board meeting by an Alternate Delegate appointed at the Annual General meeting.
- 9.2 When representing the Delegate the Alternate Delegate may vote on any matter as if they were the Delegate.
- 9.3 An Alternate Delegate may attend a Board meeting at the invitation of the Chairman but shall not vote if the Delegate is present.

10. AMENDMENT TO BYLAWS

- 10.1 These Bylaws may be amended by a simple majority of the Board.
- 10.2 A Bylaw shall not contradict the provisions of the Constitution.

11. CHANGE OF ADDRESS

- 11.1 Should the Association change its address it will comply with the requirements of the Association Incorporation Act 2015 that requires a change of address be notified to the Commissioner within 28 days of it occurring.
- 11.2 This is done at AssociationsOnline:

<https://associations.commerce.wa.gov.au/associations/public/publicHomePage.aspx>