

Upper Hawkesbury
Power Boat Club
Po Box 161, Windsor 2756
uhpbcsecretary@gmail.com
www.uhpbc.net



August 2020

RE: 2020 Annual General Meeting

Notice is hereby given that the **2020 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 16 September 2020 commencing at 7:30 pm.**

Agenda:

1. Attendance and Apologies
2. Confirmation of the minutes of the 2019 annual general meeting
3. Business arising from the minutes of the 2019 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 2020 – 2021
8. Consideration of Nominations for life membership
9. General Business - Only pertaining to the Annual General Meeting

PLEASE NOTE: All nominations for office bearers must be submitted on electronic nomination form as first preference or the paper nomination form available from the Secretary uhpbcsecretary@gmail.com NLT seven (7) days prior to the meeting.

All nominations must contain the full particulars of the nominee, along with their membership number which must be current for the 2020 – 2021 racing year.

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Members:

Due to the current Covid-19 Pandemic, the Board of Directors have decided that this year's AGM will be held both in person and electronically.

With Social distancing requirements, the Club House has a limited capacity. Therefore attendance at the Club house will be restricted to Members of the committee, new nominees and life members first. Those in addition will have the opportunity to register to attend the club house until we reach capacity.

The remainder of members will be able to participate in the AGM via a zoom meeting. Those wishing to attend in this manner will also be required to register electronically, so access details can be forwarded as these will not be made public for security reasons.

All those wishing to nominate for positions must complete the online nomination form 7 days prior to the AGM.

2020 has certainly seen a shift in the way we do things in our daily lives and I wish to personally thank the outgoing board and volunteers for their assistance in keeping us on the water.

We are not out of the woods and the current pandemic will change the way we do things for some time to come.

You will also notice in the Agenda a motion to update the current Constitution. The proposed change is a quite simple change to remove the Race Committee and return the running of events to the Directors. A trend which has emerged over the past few years is that both the Race Committee and Directors consists of predominately the same people. So, reverting back to a single committee will assist the club in streamlining the decision making process and will reduce the toll on volunteers from attending multiple meeting a month to discuss the same issues. There is a power in the constitution for the Directors to delegate authority to sub-committees, should a change be required.

If you are interested in getting involved in the running of your club, please don't hesitate to nominate for a position.

Yours in Racing

Sean Walker
Commodore

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LIST OF POSITIONS

1. The Board of Directors is to consist of:
 - i. the Flag-Officers of the Club
 - ii. the Office Bearers of the Club
 - iii. not less than 6 Directors

2. The Flag-Officers of the Club are as follows:
 - i. the Commodore
 - ii. the Vice-Commodore
 - iii. the Rear-Commodore
 - iv. the Treasurer
 - v. the Secretary

3. The Office Bearers of the Club are as follows:
 - i. The Chairman,
 - ii. Recording Secretary
 - iii. Safety Officer
 - iv. Event's Co-Ordinator,
 - v. Membership Officer,
 - vi. Publicity Officer,
 - vii. Bar Co-Ordinator,
 - viii. Canteen Co-Ordinator,
 - ix. Senior Scrutineer Inboards,
 - x. Senior Scrutineer Outboards,
 - xi. Junior representative

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LIST OF DUTIES

1. Commodore:

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

2. Vice Commodore:

The duties of the Vice Commodore shall be

- i. All matters pertaining to the Clubhouse, club grounds, social activities and sale of refreshments.

3. Rear Commodore:

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 racecourses

4. Chairman:

The duties of the Chairman shall be

- i. To take the Chair at General and Board of Directors meetings.

5. Treasurer:

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.
- 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.

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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. (assisted by recordings secretary)

7. Directors:

The duties of the Directors shall be:

- i. is to control and manage the affairs of the Club,
- ii. may exercise all the functions that may be exercised by the Directors, other than those functions that are required by this constitution to be exercised by a special general meeting of members of the Club,
- iii. 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,
- iv. to formulate policy's and by laws in addition to the Constitution, to assist with the effecting running of the Club,
- v. **control all racing events conducted by the Club and make all pertinent decisions relevant to those events.**
- vi. **To make themselves available at all times possible to assist in the running of race meetings and functions.**

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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	Vice Commodore
Rear Commodore	Treasurer
Secretary	

Chairman	Recording Secretary
Safety Officer	Events Co-Ordinator
Membership Officer	Publicity Officer
Bar Co-Ordinator	Assistant Bar Co-Ordinator
Canteen Co-Ordinator	Assistant Canteen Co-Ordinator
Senior Scrutineer Outboards	Senior Scrutineer Inboards
Junior Representative	Director

APBA Delegate	APBA Co-Delegate
River Users Delegate	River Users Co-Delegate

Nominee's Name _____

Signature _____ Membership No. _____

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Life Member Nomination Form

I, _____ being a financial member of the Upper Hawkesbury
Power Boat Club, nominate the following person as a life member:

Nominee's Name _____

Membership No. _____

Note: Must be submitted to the Secretary seven (7) days prior to the meeting

Supporting reasons for nomination:

Proposer's Name _____ Date: _____

Signature _____ Membership No. _____
