

# **CONSTITUTION**

## **Appendix I – By Laws**

**Adopted – 15 September 1993**

**Updated – 9 June 2007**

**Updated - 26 April 2008**

## **1. THE MANAGEMENT COMMITTEE**

### **(A) Members of the Management Committee**

The Chairman, Vice Chairman, Secretary, Treasurer, News letter Editor, Web Master, Training Coordinator, Measurer (if appointed) and Yachting Queensland delegates shall constitute the Management Committee of the Association which shall determine all matters. The Committee shall meet at least once every calendar quarter as advised by the Secretary and at a suitable venue. Association members are welcome to attend these meetings.

### **(B) QLA Officers Responsibilities**

#### **District Chairperson**

Duties as per the International Laser Class Association By-Laws:

“District Chairperson who shall be responsible for the co-ordination of all of the activities of the District Association within the District, shall represent the District at Annual General Meetings of the Region in accordance with the Constitution of the ILCA, shall chair all Annual Meetings of the District Association and shall otherwise perform the normal functions of the senior officer within the District.”

Further these duties will include:

- To represent the Queensland Laser Association Inc as its elected representative.
- To chair and ensure Executive Meetings are held monthly, General Meetings are held as required and the Annual General Meeting is held during the QLA State Titles; and that quorums are attained before the commencement of any meeting.
- To sign all Minutes; Reconciliation Statements presented by the Treasurer and passed by the meeting.
- To represent the Queensland Laser Association Inc or delegate representations at official functions; and address members and visitors at official functions.
- To liaise with clubs, Yachting Queensland, ALA, ILCA.
- To ensure all office bearers complete their responsibilities.

#### **District Vice Chairperson**

Duties as per the ILCA By-Laws:

“District Vice Chairperson who shall act in the instead of the Chairperson in the event of his inability or refusal to act and in addition he shall be the Sailing Secretary of the District and be responsible for the development of the of District sailing programmes of all kind, the supervision of sanctioned events, and co-ordination with other Sailing Secretaries of all inert-District racing.”

Further these duties will include:

- To act on behalf of the Chairperson in their absence.

- To attend Executive Meetings, General Meetings and the Annual General Meeting.
- To organise all QLA sailing events, including venue selection, competitors meetings and protest committees.
- To be responsible for the preparation and editing of the Notice of Race and Sailing Instructions for events in cooperation with the Executive Committee and event venue race officials.
- Prepare and publish the yearly sailing event calendar and have it published on the QLA website and in the QLA newsletter
- In conjunction with the Training Coordinator to organise training events and to publish a yearly training schedule

### **District Secretary**

Duties as per the ILCA By-Laws:

“District Secretary who shall be responsible for maintaining all membership and all other records and correspondence of the District Association, the preparation of the District Newsletter, if any, and shall otherwise carryout the such responsibilities as may be assigned to him by the District Chairperson.”

Further these duties will include:

- To prepare agendas, attend and record minutes of Executive, General, Annual General and Special General Meetings accurately and effectively.
- To collect and open all correspondence and forward to appropriate recipient.
- To reply to all correspondence as requested by office bearers.
- To ensure the Record of Attendance is signed by all members attending a meeting.
- To facilitate the election of office bearers at the Annual General Meeting.
- To publish the minutes of each meeting and file appropriately.
- To prepare and submit Incorporation Return to the Office of Fair Trading.
- To liaise with the Deputy Chairperson to organise trophy presentations.
- To maintain the QLA memberships register.

### **District Treasurer**

Duties as per the ILCA By-Laws:

“District Treasurer who shall be responsible for determination of the entitlement of applicants to membership in accordance with Paragraph 10 of the Constitution, the collection of dues to be levied for members in accordance with Section 11 of the said Constitution, the maintenance of all accounts to the District membership thereon and preparation of an annual financial statement for the membership.”

Further these duties will include:

- To facilitate all financial transactions for the Queensland Laser Association Inc including; organise floats, bank all money on behalf on the Association, cheque book, receipts, ensure all accounts are passed for payment at a meeting.
- Keep accurate records, reconcile accounts, and prepare financial reports to present to meetings.
- To report to members on the financial status of the Association.
- To liaise with the Auditor; by balancing books and preparing reports ready for audit.
- To ensure the Association is GST compliant including quarterly Business Activity Statements.
- To inform members of the financial performance of the Association at meetings.
- To attend Executive Meetings, General Meetings and the Annual General Meeting.
- To prepare and submit fees to YQ, ALA, ILCA as required.
- To provide documentation as required by office bearers.
- To maintain a register of QLA assets.

### **District Measurer**

Duties as per the ILCA By-Laws:

“District Measurer, if one is appointed by the Chief Measurer of ILCA, who shall carry out the responsibilities set forth in subparagraph (6) of paragraph 8 of the Constitution.”

### **Additional Officers appointed as per the ILCA By-Laws**

#### **Newsletter Editor**

The Newsletter Editor shall assist the District Secretary in the preparation of the QLA newsletter.

Duties will include:

- To publish the QLA newsletter – Laser Waves every two months.
- To gather articles from Office Bearers, members and other sources.
- To report on item and issues from meetings and advertise the closing date of the next newsletter.
- To publish QLA and other Laser regatta results.
- To ensure that all financial members receive the newsletter.
- To use the Internet to send newsletter where possible.
- Assist the Deputy Chairperson in organising training, including seeking support and financial assistance as appropriate.

**Web Master**

Duties will include:

- Maintain the QLA website.
- Post Notice of Races, regatta results and other notices relevant to QLA members.
- Post copies of QLA Laser Waves Newsletter

**YQ Delegates**

Duties will include:

- Represent the QLA at YQ meetings.
- Provide reports to the Office Bearers on YQ decisions affecting Lasers sailing in Queensland.
- At QLA general meeting provide reports to members on YQ decisions affecting Lasers sailing in Queensland.
- Support QLA training activities, including seeking support and financial assistance as appropriate.

**2. THE LASER CLASS DINGHY**

- (A) The Laser Class dinghy, refers to the sailing crafts as defined by the rules in the handbook of the International Laser Class Association.
- (B) It is the responsibility of the owner of a Laser class dinghy to ensure that at all times the boat and equipment conform to the required rules and specifications.
- (C) A person wanting to enter a QLA event must be a financial member of the QLA or another District based association with ILCA.

**3. OWNERSHIP**

Members disposing of their Laser Class dinghies should notify the Secretary accordingly, giving the name and address of the new owner, and the name of his or her club.

**4. AGE LIMITS**

Age limits for Master division shall be as per ILCA Handbook

To be eligible for Sub-junior and Youth categories, a skipper shall not turn the age shown in the table below in the year in which the Championship is being contested.

<b>Rig</b>	<b>Sub-junior maximum age</b>	<b>Youth maximum age</b>
<b>4.7</b>	<b>15</b>	<b>18</b>
<b>Radial</b>	<b>16</b>	<b>19</b>
<b>Standard</b>	<b>16</b>	<b>19</b>

## **5. CHAMPIONSHIP EVENTS**

### **(A) Queensland Championship**

A Queensland Championship for all divisions shall be conducted annually by a host club or clubs appointed by the Association for the purpose. Such appointments shall where practical, be on a rotational basis between clubs and regional areas. Appointments may only be made to those clubs who have made application in writing setting out available facilities and anticipated costs to the Association and can meet the QLA written criteria.

### **(B) Allocation of Cubes**

By definition in the ILCA Handbook the Queensland State Championship is a district event and therefore eligible for the awarding of cubes. It has been QLA policy to buy cubes without engraving and, when results are known, have the appropriate cubes engraved and forwarded to the winners. This document sets out how the entry numbers in the various categories are determined for the allocation of cubes. The number of cubes to be allocated is described in ILCA By- Law 5 Clause 3.

The Queensland State Championships are run as a combination of sub-juniors, youths, open and masters in the standard rigs, Radials and 4.7 fleets. The fleets are made up of women and men. The combining of fleets is necessary because of relatively low numbers in each of the divisions.

The following is the QLA policy for awarding cubes.

#### **Sub-Juniors.**

There are no sub-junior cubes. However sub-juniors are eligible for youth cubes and open cubes when this division is combined with the youth and/or open fleet and their placing in the youth or open division is high enough to win a cube. Their entries are counted towards the number of entries for both the youth and open division to determine number of cubes awarded for the respective fleets.

#### **Youths**

Youths are eligible for youth cubes and open cubes when this division is combined with the open fleet and their placing in the youth or open divisions are high enough to win a cube. Their entries are counted towards the number of entries for both the youth and open entries to determine the number of cubes awarded for the respective fleets.

#### **Open**

Sailors in the open age group as defined by the ILCA recommendations are only eligible for open cubes

**Masters**

Masters are eligible for open and master cubes when these divisions are combined in one fleet. When a master's overall placing is high enough in the open division to win a cube the master shall be awarded that cube. Their entries are counted towards the number of entries for both their master divisions and the open division to determine cube numbers.

For master divisions cubes, apprentice masters, masters, grand masters and great grand master are only eligible for masters cubes in their age division except that when there are less than 5 GGMs the GGMs will be combined with the GMs for determining the number of GM cubes awarded and be eligible for GM cubes

**Women**

Women sailors are eligible for cubes in the youth, open and masters divisions as described above.

Women's results may be determined from the overall results of the combined fleet or extracted and scored on a 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> etc basis. The method of scoring will be determined and advised in the sailing instructions.

These results will be used to awarded cubes on the same basis as set out above for the combined fleets.

**Interstate and Overseas Visitors**

Interstate QLA members who reside within 100 km of the Queensland border are eligible for cubes. All other Interstate or Overseas visitors competing in the Queensland Laser Championship are not eligible for cubes and their entry shall not be counted towards total entries for the determination of the number of cubes awarded

**6. REGIONAL AREAS**

- To assist in overcoming the problems of distance, the Central Queensland and North Queensland areas may each nominate a delegate who will act as regional co-ordinator and liaise with the Association in regard to the specific problem and requirements of the members within that region.
- To help improve the standard of fleets in regional areas, the Association will make funding available for an accredited coach to visit each area annually. Such funds will cover half the cost of travelling plus coaching fees for one day in each area per annum. The regional areas would need to provide the other half of the required funding

**7. MEMBERSHIP FEES**

- The annual fees for membership of QLA will be reviewed and determined each year at a general meeting.

- For the 2007/8 financial year Membership fees will be \$75.00 with a discount of \$15.00 if paid within 2 months of the start of the new financial year. New members (i.e. people who were not members of the QLA during any part of the previous financial year) who join more than 3 months before the end of the financial year will pay a pro-rata fee of \$6.25 for each month remaining in the financial year. New members who join within the last 3 months of the financial will pay one full year's membership (\$75.00) which will entitle them to membership until the end of the following financial year.
- Life membership is free.
- For non-sailing members of the executive committee the discount shall be \$74.

## **8.0 POLICY AND REGULATIONS FOR THE USE OF 4.7 AND RADIAL RIGS**

### **Purpose**

The Queensland Laser Association (“QLA”) owns three (3) 4.7 rigs and one (1) Radial rig (hereinafter referred to as “Rigs”) for the purpose of use by the Association and other approved interested parties to promote and develop the class in Queensland. These guidelines govern the loan and use of these Rigs to individuals / clubs and their obligations regarding the care and maintenance of the Rigs.

The following should be read carefully, prior to the loan or use of the Rigs.

### **Equipment:**

Equipment provided with either the 4.7 or Radial rigs include the following:

- Sails (either 4.7 or Radial)
- Bottom mast section (either 4.7 or Radial)
- Battens (3 for each sail)

### **Regulations**

#### **Damage**

Individuals borrowing the equipment are accountable for the responsible use of the Rigs for the duration of use of the equipment. Should a Rig be damaged during the duration of the loan, the individual *may* be required to pay damages to cover any necessary repairs if said damage are deemed to be caused through negligence or miss-use. Any damage should be reported to the QLA or its designated representative immediately. Repairs must not be performed by the individual.

#### **Period of Use**

The boat shall be loaned to approved individuals at the discretion of the QLA or its designated representative, which may be for a duration of up to two (2) months. It is

the intention of the QLA that this period be used as an introduction to the class and not for the sole purpose of charter. If an extension of the period of use is sought, a decision that is satisfactory to both parties will be negotiated. The Rigs must not be used by a third party or individual without approval by the QLA or its designated representative. The rigs are not for use or charter at regattas.

Contact

Any enquiries or correspondence should be directed to the QLA or its designated representative.

Usage Register

The QLA will also maintain a usage register for the rigs such that all loans of equipment will be recorded with respect to person borrowing the rig, start date of loan, expected end date and contact details.

## **APPENDIX I – SCHEDULE OF TROPHIES**

### **Perpetual Trophies**

Queensland Championship Trophy - Standard Rig

Queensland Championship Junior Trophy - Standard Rig

Queensland Championship Trophy – Apprentice Masters - Standard Rig

Queensland Championship Trophy – Masters - Standard Rig

Queensland Championship Trophy – Grand Masters - Standard Rig

Queensland Championship Trophy – Open Radial

Queensland Championship Trophy – Women’s Division

Queensland Championship Trophy – 4.7 Rig

Metropolitan Championship Trophy - Radial

Metropolitan Championship Trophy - Standard Rig

River Championship Trophy – Standard Rig

River Championship Trophy – Radial

## APPENDIX II – List of Assets

Asus Laptop (Secretary)  
Epson Stylus C87 Printer (Secretary)  
1 Flag Roll (Secretary)  
Class Flags (Secretary)  
4 x 4.7 Bottom Sections  
4 x 4.7 Sails (1 x no numbers – (Danny Fuller), 3 x numbered QLA471, QLA472, QLA473 (Ken Hurling)  
1 x Radial Sail (Ken Hurling)  
1 x Radial Bottom Section (Ken Hurling)  
Trophies as per Appendix I (Recipients of previous event)  
Metal Container Frames (Brian Watson's Property)  
2 x Lead Weights (Training Manager)  
1 x Set of Scales (for weighing wet clothing) (Training Manager)  
1 x Large Yellow Bucket (to hold scales & weights) (Training Manager)  
3 x Small Orange Buoys (Training Manager)  
1 x Whiteboard (Training Manager)  
2 x VHF Handheld Waterproof radios