

# CONSTITUTION

## Annexure 1 — By-Laws

Adopted - 15 September 1993

Updated - 9 June 2007

Updated - 26 April 2008

Updated - 7 February 2009

Updated - 3 April 2010

Updated - 6 November 2010

Updated – 5 March 2018

Updated – 11 April 2018

## **1. THE MANAGEMENT COMMITTEE**

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

The Chairman, Vice Chairman, Secretary, Treasurer, Communications Officer, 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 four months 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 Management Committee Meetings are held each four months, General Meetings are held as required and the Annual General Meeting is held within six months of the end of financial year.;
- To chair and ensure a General Meeting is held in conjunction with the State Titles to elect office bearers.
- To ensure 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, ALCA, 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 District sailing programmes of all kind, the supervision of sanctioned events, and co-ordination with other Sailing Secretaries of all inter-District racing.”

Further these duties will include:

- To act on behalf of the Chairperson in their absence.
- To attend Management Committee 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 co-operation with the Management 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 maybe assigned to him by the District Chairperson.”

Further these duties will include:

- To prepare agendas, attend and record minutes of Management Committee, General, Annual General and Special General Meetings accurately and effectively.
- 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 collect and open all correspondence and forward to appropriate recipient.
- To reply to all correspondence as requested by office bearers.
- 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 of the Association, chequebook ,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 Management Committee Meetings, General Meetings and the Annual General Meeting.
- To prepare and submit fees to YQ, ALCA, 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:****Communications Officer**

The Communications Officer shall assist the District Secretary in the preparation of the QLA newsletter.

Duties will include:

- To publish the QLA newsletter—Laser Waves at a frequency agreed with the Management Committee.
- To post on the QLA facebook site, information and articles as agreed with the Management Committee.
- To gather content from Office Bearers, members and other sources.
- To report on items 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 communications where possible.

#### **Web Master**

Duties will include:

- Maintain the QLA website.
- Post regatta documents and regatta results.
- Post QLA communications and other notices relevant to QLA members.
- Post QLA documents including the Constitution and By-Laws.

#### **Australian Sailing Delegates**

Duties will include:

- Represent the QLA at Yachting Queensland meetings.
- Provide reports to the Management Committee on Yachting Queensland decisions affecting Laser sailing in Queensland.
- Support QLA training activities, including seeking support and financial assistance as appropriate.
- Represent the QLA at ALCA Masters sub-committee meetings.
- Provide reports to the Management Committee on ALCA decisions affecting Lasers Masters sailing in Queensland.

## **2. THE LASERCLASSDINGHY**

(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. 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 who can meet the QLA written criteria.

##### (B) Allocation of Cubes

The Queensland State Championship is a district event as defined in the ILCA Handbook and competitors are therefore eligible for cubes. Competitors in the Metropolitan and River Championships are not eligible for cubes.

The championship will invite entries across the three Laser class divisions, Laser 4.7, Laser Radial and Laser Standard and across the range of categories defined by the ILCA.

Typically fleets in the championship will comprise women and men, a range of age categories and possibly divisions with the composition being determined by the Race Officer depending on the number of entries in each division. The combining of categories within fleets is necessary because of the relatively low number of entries in each of the categories.

The following is the QLA policy for the awarding of cubes.

In the event of any conflict between the QLA policy and the ILCA By-Laws, the ILCA By-Laws shall apply.

##### Cube Allocation

As per ILCA By-Law 5 Clause 3

Category number of entrants	Cube allocation
5	1
10	2
20	3
30	4
40	5

The ILCA handbook is used to determine the competitor's category.

## Youth

The youth age categories are:

Division	Age categories	Further age categories
Laser 4.7	Under 16 Women	Under 18 Women
Laser 4.7	Under 16 Men	Under 18 Men
Laser Radial	Under17 Women	Under19 Women
Laser Radial	Under17 Men	Under19 men
Laser Radial	Under 21 Women	
Laser Standard	Under 21 Men	

The date used to determine the competitor's age is their age at 31 December in the year of the regatta. For example, for a 2018 regatta a person born in 2003 will be 15 years old at 31 December and will therefore qualify for under16 if in the 4.7 division or under17 if in the Radial division.

All youth categories are eligible for Youth (dark blue base) cubes. There are separate categories for male and female sailors. If there are less than 5 entries for the Under16 in the 4.7, the Under 17 in the Radial or the Under 19 Radial women, the competitor will compete for cubes in the next higher age category, subject to the combined categories having sufficient number of entries to warrant the awarding of cubes.

When youths sail in a combined fleet which including the open category then youths are eligible for Open (red base) cubes. Their entries are counted towards the number of entries for both the youth and open categories to determine the number of cubes awarded.

Under 21 Women's Radial and Under 21 Men's Standard categories are eligible for Youth (dark blue base) cubes provided there are sufficient entries. When the Under 21categories sail in a combined fleet which including the open category then the Under 21 competitor is eligible for Open (red base) cubes. Their entries are counted towards the number of entries for both the Under21 and open categories to determine the number of cubes awarded

## Masters

Master competitors are further classified into age categories as listed in the following table based on their age on the day before the first race day of the Regatta. (Note that the date used for master's age categories is different to that used for youth categories).

Category	Age
Apprentice Master	35 to 44
Master	54 to 54
Grand Master	55 to 64
Great Grand Master	65 to 74
Legend	75 and over

All masters are eligible for Masters (light blue base) cubes in their categories while women are also eligible for Women's Masters (light blue base) cubes.

Competitors in each of the masters age categories are only eligible for Masters (light blue base) cubes in their age category unless there are less than 5 entries in their category in which case the entries in that category will be combined with those in the next youngest category to determine the number of cubes to be awarded to the younger category. Note that this doesn't apply to apprentice masters as there is no younger category.

Masters are also eligible for Open (red base) cubes when these categories are sailed in a combined fleet which includes the open category. Their entries are counted towards the number of entries for the open category to determine the number of cubes awarded.

### Open Categories

Open age categories are:

Open categories	Age range	Relevant date
4.7	18 to 34	The Open category is for competitors that are between the age ranges for Youth and Masters categories.
Radial women	21 to 34	
Radial men	19 to 34	
Standard men	21 to 34	

All sailors in the open age categories are eligible for Open (red base) cubes. Women sailors are also eligible for Womens (green base) cubes.

### Results

For fleets comprising multiple categories, the results for each category will be based on the results from the combined fleet. No re-scoring of any category will be carried out. Results for the various categories may be listed separately, but will be based on overall fleet positions.

For fleets comprising multiple divisions however, the results for each division will be extracted from the results from the combined fleet and each division will be scored separately.

### Visitors

Interstate or Overseas visitors competing in the Queensland Laser Championship are eligible for cubes and their entry shall be counted towards total entries for the determination of the number of cubes awarded.

### (C) Allocation of QLA Perpetual Trophies

QLA awards perpetual trophies in each of:

- Queensland Laser Championship;
- Metropolitan Championship; and
- River Championship.

A list of the QLA perpetual trophies is included in Appendix 1.



The Mark Paterson Memorial Trophy is awarded at the Queensland Laser Championship to the most improved Women's sailor (irrespective of age) for the season up to and including that championship as assessed by the Management Committee.

The Michael Read Memorial Trophy is awarded at the Queensland Laser Championship to the most improved male sailor in the Youth category for the season up to and including that championship as assessed by the Management Committee.

Eligibility for the perpetual trophies is limited to sailors from Queensland and northern NSW within 200km of the Queensland border.

For the purpose of determining sailors from Queensland and northern NSW within 200km of the Queensland border, the sailor must:

- a) be a member of the Queensland Laser Association; and
- b) be a permanent resident of Queensland or northern NSW but within 200km of the Queensland border.

If not a permanent resident of Queensland or northern NSW but within 200km of the Queensland border, the sailor should have at least competed regularly at a sailing club within Queensland or northern NSW but within 200km of the Queensland border for the majority of the current season.

Interstate and overseas visitors for the championship are not eligible for the perpetual trophies.

## **5. TRAINING**

To help improve the standard of fleets and to promote interest in Laser sailing in regional areas, the Association will make funding available to assist in organising an accredited coach to visit each area annually and will advise the regional delegates that this funding is available subject to sufficient level of demand for the coaching.

Such funds will cover a minimum of half the cost of travelling plus coaching fees for a minimum of one day in each area per annum. The participants will provide the other half of the required funding

## **6. REGIONAL AREAS**

To assist in overcoming the problems of distance, the Far North Queensland, North Queensland, Central Queensland, Wide Bay, Sunshine Coast and Gold Coast regional areas may each nominate a delegate who will act as regional co-ordinator and liaise with the Association in regard to the specific problems and requirements of the members within that region.

## 7. MEMBERSHIP FEES

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

For the financial year, (1 July to 30 Jun the following 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 6 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 6 months of the financial will pay one half of a full year's membership (\$37.50), which will entitle them to membership until the end of the current financial year.

New members who join within the last 2 months of the end of the financial year will pay the full membership fee (\$75) which will entitle them to membership for the rest of the current financial year AND for the following financial year.

Life membership is free.

For non-sailing members of the Management Committee the discount shall be the applicable membership fee less \$1.

**Appendix 1 – List of Perpetual Trophies:**

## List of QLA Perpetual Trophies

<b>Event</b>	<b>Division</b>	<b>Category</b>
Qld Championship	4.7	Open
Qld Championship	Radial	Open
Qld Championship	Radial	App Master
Qld Championship	Radial	Master
Qld Championship	Radial	G Master
Qld Championship	Radial	GG Master, Legend
Qld Championship	Radial	Women
Qld Championship	Standard	Open
Qld Championship	Standard	Youth
Qld Championship	Standard	App Master
Qld Championship	Standard	Master
Qld Championship	Standard	Grand Master
Metropolitan Championship	4.7	Open
Metropolitan Championship	Radial	Open
Metropolitan Championship	Standard	Open
River Championship	4.7	Open
River Championship	Radial	Open
River Championship	Standard	Open
Mark Paterson Memorial Trophy	Any Division	Most improved Female
Michael Read Memorial Trophy	Any Division	Most improved Male Youth

## Appendix 2 – List of Assets

Queensland Laser Association Inc. List of Assets		
HP Laptop	Treasurer	Peter Fell
1 only flag roll	Secretary	Phil Danks
Class flags	Secretary	Phil Danks
Perpetual trophies – awarded trophies	with recipients	various
Perpetual trophies – unawarded trophies	Secretary	Phil Danks
Cubes stock	Secretary	Phil Danks
Miscellaneous measurement equipment including set of scales for weighing of clothing	Measurer	George Meikle
White foam buoys with ropes, weights – 4 no.	Secretary	Phil Danks