**SWAN CANOE CLUB (INC)**

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is given that the Annual General Meeting of the Club will be held at 7.00pm on Thursday, 21 June 2018 at the Club Rooms, 16 Johnson Parade, Mosman Park. All members are welcome and encouraged to attend.

**BUSINESS:**

# To receive the following reports:

### from the President, on the year’s activities;

### from the Treasurer, on the financial statements and financial position generally.

# Special Resolution – change of name

# To consider and, if thought fit, pass the following as a special resolution:

# “That, subject to approval of the Commissioner under the Associations Incorporation Act 2015:

### the name of the Club be changed to “Swan Paddle Club, Inc”; and

### clause 1 of the Constitution be deleted and replaced with:

### “The name of the Club is “Swan Paddle Club, Inc””.

### **Explanatory Note:**

### The above special resolution is proposed so as to remove the confusion that our current name implies, ie. that we have canoes rather than kayaks or skis. The word “paddle” embraces kayaks, skis, canoes and SUP’s. The proposed name is also consistent with Canoeing Western Australia’s recent change of name to “Paddle WA”.

### As the proposed resolution is a special resolution it is required to be passed by not less than three quarters of the members present at the meeting who cast a vote at the meeting.

# Expansion of committee

# To consider and, if thought fit, pass the following as a special resolution:

# “That clause 11.1(e) of the Constitution be deleted and replaced with:

# “up to 6 additional persons;”

# Note: The Club committee presently comprises a President, Vice President, Secretary, Treasurer and 4 additional persons with the requirement that one of the additional persons must be appointed by the committee as the Club Membership Officer.

# The effect of this change is to allow the committee to have two more members if desired and to remove the requirement that one of these persons must be the Membership Officer. The expansion of the number of committee members can enable tasks to be spread more widely and more backup for tasks if, as is often the case, committee members are unavailable through travel or work commitments.

# The removal of the requirement that one of the additional persons must be the Membership Officer simply provides more flexibility for the committee.

# As the proposed resolution is a special resolution it is required to be passed by not less than three quarters of the members present at the meeting who cast a vote at the meeting.

# Election of Office Bearers and Committee

# The positions of the current office bearers and committee members will fall vacant at the Annual General Meeting. Nominations are now called for each of those positions. Nominations can be made by advising the Club Secretary or at the meeting itself. The positions open for election are:

### President

### Vice President

### Secretary

### Treasurer

### 6 additional committee members (if the above special resolution is passed) or 4 additional committee members (if the above special resolution is not passed).

### This has been a busy year for the Club and some of the current committee have advised that they will not be standing again. This is the time for you to consider what you can do for the Club by standing for election. To assist you in deciding if you wish to stand for one of the Club positions or as a committee member, the following is an overview of the various roles:

### **President:** Co-ordinates and supervises the office bearers and committee and club activities. The President chairs the committee meetings and delegates roles and activities to other club members as necessary. The President also acts as a liaison between the Club, Paddle WA and other canoe clubs, by attending the three monthly Presidents meetings. The President replies to emails and telephone calls concerning the club from members, PWA and external individuals and if required represents the club at external meetings and social gatherings.

### **Vice President:** Supports the role of the President and stands in as chair atcommittee meetings if the President is unavailable and takes on tasks as required by the President. Being Vice President does not necessarily mean that the next year the individual becomes president, however it isseen asa good way of learning the role.

### **Secretary:** Responsible for recording the minutes of committee meetings, AGM and any special general meetings, to conduct and keep records of all Club correspondence and maintain the Club notice boards.

### **Treasurer:** Records and monitors the clubs' finances, updates the committee monthly on transactions and account balances and prepares the accounts yearly for auditing. Pays the Club's bills and outgoings as sanctioned by the committee.

### **Ordinary** **Committee**

### **Members:** All our committee members are extra-ordinary in giving up time for your Club. Usually committee members will have a specific role or area of responsibility.

### **Dated: 27th April 2018.**

### **By order of the Committee.**

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### **Geoffrey J Emery – Club Secretary**