



# Terms of Delegation By-Law

## Technical Committees

---

*Version 1 - Approved 17 Aug 2016.*

**Queensland Canoeing Incorporated**

PO Box 745

Morningside QLD 4170

Tel: (07) 3899 1667

E: [qld@canoe.org.au](mailto:qld@canoe.org.au)

W: [qld.canoe.org.au](http://qld.canoe.org.au)

: [Facebook.com/QldCanoeing](https://www.facebook.com/QldCanoeing)

---

## CONTENTS

<b>Overview</b> .....	<b>3</b>
<b>Definitions</b> .....	<b>3</b>
<b>Appointment of members of the Technical Committee</b> .....	<b>3</b>
<b>Duration of Terms of Delegation</b> .....	<b>3</b>
<b>Technical Committee Members</b> .....	<b>3</b>
<b>Part A: Technical Committee Responsibilities</b> .....	<b>4</b>
1. Operational Plan .....	4
2. Budget .....	4
3. Calendar .....	4
4. Event Sanctioning .....	4
5. Queensland State and Schools Championships .....	4
6. Queensland State Teams .....	5
<b>Part B: Technical Committee Meetings</b> .....	<b>5</b>
7. Technical Committee to Meet .....	5
8. Technical Committee Decisions .....	5
9. Resolutions not in Meeting .....	5
10. Minutes and Resolutions of the Technical Committee .....	6
11. Quorum .....	6
12. Notice of Technical Committee Meetings .....	6
13. Validity of Technical Committee Decisions .....	6
14. Chair of the Technical Committee Meeting .....	6
<b>Part C: Conflict of Interest</b> .....	<b>7</b>
15. Committee Member Interests .....	7
16. Conflict of Interest .....	7
17. Disclosure of Interests .....	7
18. General Disclosure .....	7
19. Recording Disclosures and .....	7
<b>Part D: Board Authority</b> .....	<b>7</b>

## OVERVIEW

The Queensland Canoeing Technical Committees (“Technical Committee”) have been established by the Board under Rule 35 of the Queensland Canoeing Incorporated (“QC”) Constitution. The following by-law outlines the terms of delegation from the QC Board to the Technical Committee for the conduct of the respective disciplines.

## DEFINITIONS

In this Terms of Delegation the following words will have the following meaning:

“**Board**” means the QC Board of Directors.

“**Chair**” means the Chair of the Technical Committee who is appointed by the Board.

“**Host Agreement**” means the executed host agreement for the conduct of Queensland Canoeing State Championships.

“**State Teams**” means any team or group selected through a QC State Team Selection Policy.

“**Technical Committee**” means the technical committees established by the Board under Rule 35.3(a) of QC Constitution, and any other technical committees established by the Board from time to time.

## APPOINTMENT OF MEMBERS OF THE TECHNICAL COMMITTEE

The following procedure shall apply in relation to the appointment of the members of the Technical Committee:

- (a) The Board shall call for nominations for members of the Technical Committees from QC members.
- (b) Nominations shall be called for the position of Chair and general committee members.
- (c) The Board is to appoint the Chair, and after considering the recommendations of the Chair, the other members of the Technical Committee.
- (d) If insufficient nominations are received from QC members or the nominations are considered inappropriate by the Board, the Board shall appoint the positions on the Technical Committee in its discretion.

A Director of the Board or the QC Executive Officer shall be ex-officio members of any committees so appointed. An ex-officio member, shall be entitled to notice of, attend and participate in debate at, all meetings of the Technical Committee, and shall be entitled to vote.

The Technical Committee, with the approval of the QC Board, may nominate a non-member into an Advisory Role on Technical Committee to provide technical advice/expertise, however this person has no voting rights.

The QC Operations Officer shall act as and carry out the duties of secretary of the Technical Committee.

## DURATION OF TERMS OF DELEGATION

The members of the Technical Committee are appointed under these Terms of Delegation. The Board may vary, replace or amend the Terms of Delegation at any time. The Technical Committee, through the Chair, is encouraged to suggest potential new committee members to the Board.

## TECHNICAL COMMITTEE MEMBERS

A full list of the Technical Committee members can be found at [qld.canoe.org.au/about-us/technical-committees](http://qld.canoe.org.au/about-us/technical-committees).

## PART A: TECHNICAL COMMITTEE RESPONSIBILITIES

The Technical Committee has been established to administer and perform some of the obligations of QC in relation to the discipline, as per QC Constitution. The Technical Committee shall have the following duties, functions and powers:

### 1. OPERATIONAL PLAN

In consultation with the QC, provide an Operational Plan annually by **30 April** detailing plans for growth and development of the discipline in line with the QC Strategic Plan focusing on Participation, People, Pathways and Places. The Operational Plan will include strategic objectives/priorities, initiatives, key result areas, timelines and financial implications. QC shall provide a template to the technical committee for the discipline Operational Plan.

### 2. BUDGET

In consultation with the QC, provide a budget annually by **30 May** for QC Board approval for the activities of the technical committee for the next financial year based on the objectives of the Operational Plan. QC shall provide a template for the technical committee budget. Any non-budgeted expenditure must be approved by QC Board.

### 3. CALENDAR

In consultation with the QC, compile an annual calendar of events by **30 May** (including club, state, national, and international), officiating and coaching courses and development camps in relation to their discipline for the next 12 months. Where possible, calendars shall reflect a two (2) year planning cycle whereby consideration is made for rotation of state events, including dates and/or venues. Annual calendars shall be submitted to the Board for ratification, & once approved will be published on the QC website.

Consideration should also be made of potential clashes of dates/venues with other disciplines, other state associations, Australian Canoeing, competing sporting events, so as to maximise participation in all activities and events.

### 4. EVENT SANCTIONING

- 4.1. In conjunction with QC, the Technical Committee will be responsible for sanctioning of respective discipline events hosted within Queensland, excluding Queensland Canoeing State Championships.
- 4.2. The requirements for sanctioning of events are outlined in the QC Event Sanctioning Policy available at [qld.canoe.org.au/club-resources/](http://qld.canoe.org.au/club-resources/).

### 5. QUEENSLAND STATE & SCHOOLS CHAMPIONSHIPS

- 5.1. Develop criteria for the selection of the host venue for the Queensland Canoeing State & Schools Championships for the respective discipline that meet the requirements outlined in the Host Agreement and any applicable Bylaws and/or policies. Such criteria are subject to approval by the Board.
- 5.2. Assess applications from QC affiliated clubs to host the Queensland Canoeing State & Schools Championships against the established criteria and make recommendations to the Board on appropriate host club or other organisations to host the Championships. Technical Committees may host the State or Schools Championships in their own right by appointing an Event Coordinator.
- 5.3. In conjunction with QC, Technical Committees will be responsible for monitoring the planning, organisation delivery and review of Queensland Canoeing & Schools State Championships as outlined in the Host Agreement. Further, the Technical Committees shall provide regular updates and recommendations for action to the Board.

## 6. QUEENSLAND STATE TEAMS

- 6.1. Provide advice to the Board on policies relating to the operations of Queensland State Teams, including:
  - 6.1.1. Prepare Queensland State Team Selection Policies / Criteria for ratification by the Board no less than 3 months prior to selection event/s;
  - 6.1.2. Recommend selectors for Queensland Canoeing State Team for approval by the Board;
  - 6.1.3. Provide a report to the QC Board on all Queensland Canoeing State Team tours for respective discipline.
- 6.2. Monitor the conduct of Queensland State Team selection events to ensure that selection is undertaken fairly and equitably and in accordance with the QC Team Selection Policy as approved by the QC Board available at [qld.canoe.org.au/about-us/public-documents-and-policies/](http://qld.canoe.org.au/about-us/public-documents-and-policies/)

## PART B: TECHNICAL COMMITTEE MEETINGS

The proceedings of the Technical Committee shall be as follows, in line with QC constitution:

### 7. TECHNICAL COMMITTEE TO MEET

The Technical Committee shall meet **no less than four (4) times in every calendar year**, or more frequently if deemed necessary for the dispatch of business and may adjourn and, subject to these Terms of Delegation, otherwise regulate its meetings as it thinks fit. The Chair shall, on the requisition of two committee members, or the QC EO, convene a meeting of the Technical Committee within a reasonable time.

### 8. TECHNICAL COMMITTEE DECISIONS

Subject to these Terms of Delegation, questions arising at any meeting of the Technical Committee shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Technical Committee. All committee members shall have one vote on any motion put to the Technical Committee. The Chair shall also have a casting vote where voting is equal.

### 9. RESOLUTIONS NOT IN MEETING

- 9.1. A resolution by electronic mail that has been signed or assented to by all the Technical Committee members shall be as valid and effectual as if it had been passed at a meeting of the Technical Committee duly convened and held.
- 9.2. Without limiting the power of the Technical Committee to regulate their meetings as they think fit, a meeting of the Technical Committee may be held where one or more of the committee members is not physically present at the meeting provided that:
  - 9.2.1. All persons participating in the meeting are able to communicate with each other effectively, whether by means of telephone or other form of communication;
  - 9.2.2. Notice of the meeting is given to all the committee members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Technical Committee and such notice specifies that committee members are not required to be present in person;

9.2.3. In the event that a failure in communications prevents the condition set out in paragraph 9.2.1 from being satisfied by that number of committee members which constitutes a quorum, and none of such committee members are present at the place where the meeting is deemed by virtue of further provisions of this paragraph to be held, then the meeting shall be suspended until the condition set out in paragraph 9.2.1 is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated.

9.2.4. Any meeting held where one or more of the committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a committee member is there present and if no committee member is there present the meeting shall be deemed to be held at the place where the Chair is located.

## 10. MINUTES AND RESOLUTIONS OF THE TECHNICAL COMMITTEE

The Technical Committee shall keep minutes of the resolutions and proceedings of each Technical Committee meeting, together with a record of the names of persons present at all meetings.

Within **seven (7) days** of any meeting of the Technical Committee, a copy of the minutes and any supporting documents will be sent to all committee members, the QC EO and other relevant QC personnel.

A copy of Technical Committee minutes, including any recommendations requiring ratification and/or approval, and supporting documents shall be submitted to bi-monthly Board meetings.

## 11. QUORUM

At meetings of the Technical Committee the number of committee members whose presence (or participation under paragraphs is required to constitute a quorum shall be no less than the majority of the total number of committee members.

## 12. NOTICE OF TECHNICAL COMMITTEE MEETINGS

Unless all committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven days' oral or written notice of the meeting of the Technical Committee shall be given to each committee member by the Chair. The agenda shall be forwarded to each committee member not less than three days prior to such meeting.

## 13. VALIDITY OF TECHNICAL COMMITTEE DECISIONS

A procedural defect in decisions taken by the Technical Committee shall not result in such decision being invalidated.

## 14. CHAIR OF THE TECHNICAL COMMITTEE MEETING

The Chair appointed by the Board shall preside at every meeting of the Technical Committee. If the Chair is not present, or is unwilling or unable to preside, the committee members shall choose one of their number to preside as chair for that meeting only.

## PART C: CONFLICT OF INTEREST

The following paragraphs will apply in relation to conflicts of the committee members

### 15. COMMITTEE MEMBER INTERESTS

A committee member, other than ex-officio members, is disqualified from holding any place of profit or position of employment in QC, any Affiliate Club or in any company or incorporated association which QC is a shareholder or otherwise interested or from contracting with QC either as a vendor, purchaser or otherwise, except with express resolution of approval of the Board.

### 16. CONFLICT OF INTEREST

A committee member shall declare his or her interest in any:

- contractual matter;
- selection matter;
- disciplinary matter; or
- other matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Technical Committee, absent him/herself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the committee member votes, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a committee member to absent himself/herself from discussions and refrain from voting, the issue should be determined immediately by vote of the Technical Committee, or if this is not possible, the matter shall be adjourned or deferred.

### 17. DISCLOSURE OF INTERESTS

The nature of the interest of such committee member must be declared by the committee member at the meeting of the Technical Committee at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Technical Committee after the acquisition of the interest. If a committee member becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Technical Committee held after the committee member becomes so interested.

### 18. GENERAL DISCLOSURE

A general notice that a committee member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under paragraph 16 as regards such committee member and the said transactions. After such general notice it is not necessary for such committee member to give a special notice relating to any particular transaction with that firm or company.

### 19. RECORDING DISCLOSURES AND

Any declaration made or any general notice given by a committee member in accordance with paragraph 17 and 18 must be recorded in the minutes of the Technical Committee.

## PART D: BOARD AUTHORITY

The Board may by instrument in writing, revoke wholly or in part any delegation made under these Terms of Delegation and may amend, repeal or veto any decision made by the Technical Committee under these Terms of Delegation.