



SARCC GUIDELINES FOR OFFICE BEARERS



PRESIDENT:

- 1) **Constitution:** 5.3.1 President who shall act as Chairperson of the association. In the absence of the President, or if he or she declines to act as Chairperson, such other Person elected by the members present at the meeting shall act as Chairperson of any meeting.
- 2) SARCC President's Guidelines:
 - a) Facilitate four or more Executive Meetings per annum to manage the affairs of SARCC.
 - b) Ensure guidelines of the Executive Committee are efficiently and effectively discharged
 - c) Be the Club Spokesperson

d) Ensure the Clubs raisons d'être are upheld:

*The club is, first & foremost, a **recreational** cycling club. We aim to cater for all riders, from those who would like a relaxing ride on local bike paths, to those who would like to **Tour** Australia and Overseas, either supported or unsupported and we welcome all riders. SARCC is neither a competitive club nor a Cyclist Lobby Group; but SARCC do encourage our Members to be good cycling ambassadors and to speak out against anti-cyclist propaganda and inappropriate Council and Government decisions regarding cycling.*

- e) Facilitate Six Club Meetings per annum
 - i) Chair or appoint an Executive Member or be the Master of Ceremonies for each meeting.
 - ii) Chair the November Annual General Meeting (AGM).
 - iii) Ensure the Club meetings are interesting and informative.
- f) Be the Second Signatory on all Bank Accounts
- g) Be the final authorizer of presentations on the Web and broadcasts to Members.
- h) Be **innovative**: to boldly go where no cyclist has gone before – well almost. The President is encouraged to explore new challenges, to seek out new recreational rides and new tours. SARCC Constitution permits Presidents can only hold two consecutive terms in Office; this is to ensure SARCC are not stuck in a rut i.e. in a type of boring habitual behavior.

SECRETARY:

- 1) **Constitution:** 5.3.2 Secretary who shall maintain the official records of the association as required by the act, deal with incoming and outgoing correspondence as required, distribute minutes of all meetings (committee and general) & prepare and distribute agenda for meetings.
- 2) SARCC Secretary's Guidelines:
 - a) Be SARCCs advisor on the Club's Constitution and obligations of Legislation (*incl' S39A*).
 - b) Document and communicate the activities of SARCC Executive Committee.
 - c) Ensure an Agenda is prepared for each meeting
 - d) Ensure adequate Notice given of all Meetings of Executive Committee and the AGM

Associations Incorporation Act SA S 39 —*Annual general meeting (1) "Subject to this section, a prescribed association must hold an annual general meeting **within five months** after the end of the financial year of the association."*

- e) Maintain confidentiality on relevant matters
- f) Notify Banks of signatory changes.
- g) Notify Consumer and Business Affairs SA Government of changes to Public Officer (Form 10)

It is a breach of the Incorporations Act for an association to be without a Public Officer for a period longer than one month. The Public Officer's name and current residential address must at all times be registered with this office. If the Public Officer changes his or her residential address, or if the association changes its nominated Public Officer, this office should be notified within one month of the change on the prescribed form. (Late fees apply if lodged after the prescribed time). The appointment of a Public Officer is made by the association's committee of management.

- h) Receive and disseminate correspondence to and from the club.
- i) Maintain SARCCs historical records
- j) Be aware of section 5 of the Clubs Constitution **send notices by 15 October annually** calling for nominations of office bearers and maintain records of Office Bearers Terms

5.1 The affairs of the association shall be managed and controlled by a committee of 7 members,

5.5 The term of office of all committee members shall end at the date of the next annual general meeting.

5.6 The President of the committee shall not hold office for any more than 2 consecutive terms from the date of their first election and shall not stand again for election as President until a further 1 term has passed. The President may stand for election for any other position on the committee during that year.

5.8 Nominations for election to President, Treasurer, Secretary, Rides Coordinator and the 3 executive members can be by email from the member standing for election and be sent to sarccexec@gmail.com up to 7 days prior to the date of the proposed meeting. Notice of all persons seeking election to the committee shall be posted on SARCC website. The chairperson of the general meeting must also call for nominations from the floor of the meeting. All positions on the Committee must be elected by a Majority of Members present at the Annual General Meeting in a secret ballot regardless of the number of nominations received.

5.9 The committee may appoint a person to fill a casual vacancy and such a committee member shall hold office until the next annual general meeting of the association. There may only be a maximum of 2 casual vacancies filled by appointment by the committee at any one time.

5.10 Any member of the committee may be removed from office by a special resolution of the association. A new committee member to replace one removed from office under this sub clause may be elected at the same meeting.

5.13 The committee shall meet as often as shall be necessary to conduct the business of the association but shall meet at least once every 3 months. Any 2 members of the committee shall be entitled to call a meeting. A quorum at any meeting of the committee shall be at least four members.

TREASURER:

- 1) **Constitution:** 5.3.3 Treasurer who shall keep an account of all monies received and disbursed by the association, prepare a financial statement for each committee meeting and the annual general meeting and maintain the register of association members.
- 2) SARCC Treasurer's Guidelines:
 - a) Be the primary signatory on SARCC bank accounts
 - b) Report to AGM and to each Executive Committee Meeting, the following items:
 - i) Receipts and payments,
 - ii) Bank Balances,
 - iii) Number of Paid Member Subscriptions and number of unpaid Subscriptions,
 - iv) Event Profits & Losses,
 - v) List Club Assets.
 - c) Pay all accounts owing or incurred by executive Committee
 - d) Ensure the clubs Officers Liability and Public Liability Insurance Policy is current
 - e) Assist the Executive Committee to provide good financial governance of the club.
 - f) Prepare annual budgets when required for planning for the organization's financial future
 - g) Continuously monitoring the organization's revenue and expenditure.
 - h) Collect all Members Annual Subscriptions
 - i) Issue a request to all Members for annual subscriptions in June each year.
 - ii) Follow up unpaid subscriptions by direct contact to the Member.
 - iii) Issue a unique numbered paper or email receipt for paid Member of Subscriptions.
 - iv) Create/issue an annual laminated Membership Card (when/if requested)
 - i) Maintain a Membership Register.
 - j) Maintain SARCC's email "Contacts":
 - i) Each member of a partnership couple must be recorded as a contact.
 - ii) Enter the date of their subscription paid to record as "birthday". Note: American date *mm/dd/yyyy* i.e. 06/30/2018 is 30th June 2018
 - iii) Email Contacts must have Given Name, Family Name, email address, mobile or landline phone, Emergency Phone, group "SARCC Members", Post code, Birthday i.e. subscriptions 'paid to'.

RIDES COORDINATOR:

- 1) **Constitution:** 5.3.4 Rides Coordinator who shall coordinate the rides programme and distribute it to all members. (Distribution is accomplished via SARCC web site and Regular Newsletter)
- 2) SARCC Ride Coordinator's Guidelines:
 - a) Enlist and assist Ride Organisers – Ride Organisers are volunteer club members who contact and enlist Members to lead club rides.
 - b) Coordinate rides and list them by Ride Group in Chronological order and publish them on SARCC Web.
 - c) Each Announced ride must have:
 - i) A starting place and if different from start an end place
 - ii) Time ride commences
 - iii) Defined if lunch can be purchased or must be carried
 - iv) Preferably a brief description of where the ride is going
 - v) What are the Ride Challenges i.e. Hills, Gravel Roads, Single Track, unsealed trail etc.
 - d) Take cognisance of
 - i) The rides being offered to ensure variety and that the same ride isn't repeated in the same quarter by another leader or Group
 - ii) Other closely associated club rides e.g. Tuesday rides and ARPA
 - iii) Other SA big Events e.g. TDU, Amy's Ride, Coast to Coast etc. (encourage participation)
 - iv) Other Events conducted by SARCC i.e. Annual Tours etc.
 - e) Assist the Web Master and Tours Coordinator to design and maintain a Dynamic Web based comprehensive Calendar of events and Rides to include:
 - i) Month, List, Week, Day Views
 - ii) Popup short details



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- iii) Hyperlinked full details of Rides and events
- iv) Can have multiple events in a day
- v) May have links to maps

CLUB MEETING COORDINATOR:

(Role is appointed by the Executive Committee from “other members” of the Executive Committee)

- 1) **Constitution:** 5.3.5 3 other members of the association who shall undertake and perform all such duties as the committee shall direct.
- 2) SARCC Club Meeting Coordinator’s Guidelines:
 - a) Organise seven Club Member Meetings each year
 - b) Organise a venue without charges (Currently South West Community Centre)
 - c) Prefer meetings held Feb, Mar, May, Jun, Aug, Sep and AGM in Nov
 - d) Organise interesting and informative guest speakers for at least three meetings.
 - e) Run a Gold Coin Collection for tea/coffee and biscuits.
 - f) Ensure Guest Speakers are rewarded for their presentations where appropriate.
 - g) Be the primary key holder and security contact for the venue.

EVENTS COORDINATOR:

(Role is appointed by the Executive Committee from “other members” of the Executive Committee)

- 1) **Constitution:** 5.3.5 3 other members of the association who shall undertake and perform all such duties as the committee shall direct.
- 2) SARCC Events Coordinator’s Guidelines:
 - f) Recruit and assist event Organisers – Event Organisers are volunteer club members who design and lead rides in out of town locations. Events require accommodation & Transport.
 - g) Assist in detailing available Accommodation to members
 - h) Assist and promote sharing of Accommodation and Transport.
 - i) Manage the SARCC bicycle Trailer
 - j) Ensure Events/Tours are published in Chronological order on the SARCC Web
 - k) Each Announced event/tour must have:
 - i) An Accommodation base clearly identified and if multiple places then each place.
 - ii) Time and where each ride will commence from.
 - iii) Defined if lunch can be purchased or must be carried
 - iv) Preferably a brief description of where the ride is going
 - v) What are the Ride Challenges i.e. Hills, Gravel Roads, Single Track, unsealed trail etc.
 - l) Take cognisance of
 - i) Other tours and events being offered at the same time to spread available activities.
 - ii) Other SA big Events E.g. Tour Down Under, Amy’s Ride, Coast to Coast, bicycle Victoria etc. (encourage participation)
 - m) Assist the Web Master and Rides Coordinator to design and maintain a Dynamic Web based comprehensive Calendar of events and Rides to include:
 - i) Month, List, Week, Day Views
 - ii) Popup short details
 - iii) Hyperlinked full details of Rides and events
 - iv) Can have multiple events in a day
 - v) May have links to maps