



Minutes from Byford BMX club special general meeting (SGM) held on Friday 13th May 2016 at the Byford BMX track.

Meeting opened: 6.20pm

Present: Amanda Bowden, Kevin Morrow, Anthony Brown, Joe D'Agostino, Dan Lander, James Thorley, Clint Taylor, Russ Lightfoot, Kerry Visser, Cheryl Morgan, Meg Botha, Holly Marshall Wood, Lyn Williamson, Lisa Gravalin, Hayley Edwards, Rose Williamson, Steve Edwards, Vicki Smith, Teresa Churchill, Tania Winwood, Mal Winwood, Tina Witheridge, Tracey Thompson, Kelly Deadman, Karen Dowson, Mathew Gibbs, Bodie Letchford, Jeremy Adams, Neil Williams, Wade Barr, Dion Dennison, Monique Carvalho, Allan King, Dione McDonald, Christine Leisfield, Kayci Bray, Kirsty Lagden, Mitchell Lagden, Daryl Dawes, Bec Morrow and Garry Wilson.

The purpose of this meeting is to update our club constitution to bring it up to date and to vote in an interim committee.

Motion: Alterations to constitution as per the following:

1. Remove point 4.2 ("Any person seeking membership shall make application to the management committee and the management committee shall determine whether the application is successful or not. Applications denied membership shall be advised in writing") as this is no longer relevant with all membership applications being handled through BMX Australia.
2. Alter point 4.5 ("The management committee shall appoint a member of the management committee to maintain an up to date register of members of the club") to read "The club registrar must maintain an up to date register of members of the club."
3. Alter point 6.1 to include the following positions:
 - a. Track Manager
 - b. Canteen Manager
 - c. Mini Wheelers Coordinator
 - d. Registrar
 - e. Shire Liaison
4. Alter point 6.1 to remove the following:
 - a. A minimum of three (3) committee members

- b. Club delegates
- 5. Alter point 8.1 (“The Annual General Meeting shall elect or appoint an auditor or auditors”) to read “The Annual General Meeting shall appoint an independent external auditor”
- 6. Add point to section 8 which reads “the management committee shall advertise forty five (45) days prior to the annual general meeting for expression of interest for an independent external auditor that has sufficient qualifications and experience to audit the clubs financial position”
- 7. Alter point 9.1.5 to remove the following:
 - a. Determination of Annual Membership Fee
- 8. Alter point 11.2 (“All accounts due by the club shall be paid by cheque after having been passed for payment at the management committee meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next management committee meeting.”) to read “All accounts due by the club shall be paid;
 - 11.2.1 Purchases under \$200 for operational expenditure
 - 11.2.1.1 After approval from two (2) club signatories
 - 11.2.2 All other purchases
 - 11.2.2.1 After having been passed for payment at the management committee meeting
 - 11.2.2.3 When immediate payment is necessary or payment terms require earlier payment, accounts shall be paid and the action endorsed at the next management committee meeting.
- 9. Alter point 11.3 (“The secretary shall not spend more than a set amount of petty cash without the consent of the management committee, and shall keep a record of such expenditure in a petty cash book.”) to read “The canteen manager shall not spend more than a set amount of petty cash without the consent of the management committee, and shall keep a record of such expenditure in a petty cash book.”
- 10. Alter point 11.7 (“The signatories to the clubs accounts will be the treasurer and any one (1) from the following”) to read “The signatories to the clubs accounts will be any two (2) from the following”
- 11. Alter point 11.7 to include the following:
 - a. Registrar
- 12. Add point to section 11 which reads “Where there is related parties (For example, Parent & child, Husband & Wife, etc) the financial institution holding the clubs accounts must be instructed to not accept signatures from the related parties on the same transaction. Where the financial institution is unable or unwilling to have this measure in place, only one (1) of the related parties is allowed to be a signatory on the clubs accounts”

Moved: Hayley Edwards

Seconded: Lisa Gravalin

Vote count: 35

Motion: To move the end of the club financial year from 30th June to 31st December. This will allow the club to hold its AGM in January rather than mid-year.

Moved: Steve Edwards

Seconded: Lyn Williamson

Vote count: 35

Motion: Due to vacant positions on the committee we need to vote in an interim committee. All positions will be vacant.

Moved: Daryl Dawes

Seconded: Hayley Edwards

Positions advertised and new incumbents voted in as follows:

President: Daryl Dawes

Vice President: Garry Wilson

Treasurer: Lyn Williamson

Secretary: Amanda Bowden

Registrar: Hayley Edwards

Track Manager: Anthony Brown

Canteen Manager: Kirsty Lagden

Mini Wheelers Coordinator: Kerry Visser

Fundraising Coordinator: Stacey Bridson

Shire Liaison: Garry Wilson, Steve Edwards

Assistant Registrars: Karen Dowsen, Lisa Gravolin

General Committee: Jeffery Bowden, Steve Edwards, Daniel Lander, Rose Williamson

- Lyn Williamson will be away from 17th September for 2 months so will need someone to help out with her treasurer position during that time.
- Thanks to all outgoing committee members.

Meeting closed: 6.35pm