



Cockburn Power Boats

# Volunteer Involvement Program Rules

## Current as at 24 August 2021



**CHALLENGE**  
**MARINE**  
BOAT SALES



**Cockburn Power Boats Club**

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## **Foreword**

Cockburn Power Boats operates on a strong business model, but at its heart is a member's club. The Committee encourages new members to engage in club activities and functions to gain the maximum benefit from their membership. Volunteering or attending functions and events gives new members the opportunity to meet others, learn about club features and enjoy the social aspects of being a club member.

Your Committee considers it reasonable that applicants should demonstrate a commitment to being a Full Member by fulfilling the requirements of the Volunteer Involvement Program. The tasks are not onerous, requiring only those who seek Full Membership of the club to attend an induction and then complete 3 volunteering efforts. The Committee has discretion to amend the requirements, on a case by case basis.

These Volunteer Involvement Program Rules are developed by the Management Committee to comply with the Constitution of the Club in accordance with Rule 16.2(n) and to provide functional and behavioural guidance for all Members.

## **General Guidance**

1. Where there is any conflict between the Constitution or the House Rules, and these Volunteer Involvement Program Rules, the Constitution and then the House Rules will take precedence.
2. The Committee will assume responsibility for ensuring that the Volunteer Involvement Program Rules are complied with.
3. Committee Members, Club Management or Club Staff may sign logbooks.
4. The completion of logbooks is the responsibility of the Probationary Member, as is their safekeeping and return to the club on completion.
5. It is expected that Probationary Members will act in line with the standards expected under the Constitution and House Rules, when attending events to fulfil their Volunteer Involvement Program requirements.

## **Probationary Membership**

6. Under rule 19.6 of the Constitution, a person who has completed an application form and paid the required fees for Full Membership becomes a Provisional Member of the Club and may exercise all of the privileges of a Full Member, excluding voting rights.

7. Under rule 19.7(a) of the Constitution, the Management Committee must consider each application made at the next available meeting of the Management Committee, and must at that meeting or the next meeting vote to accept or reject that application.
8. Under rule 19.7(b) of the Constitution, applicants for the class of Full Member, if accepted, will become a Probationary Member of the Club, until such time as the member completes the Volunteer Involvement Program to the satisfaction of the Committee.
9. Under rule 19.7(c) of the Constitution, Probationary Members who complete the Volunteer Involvement Program to the satisfaction of the Committee, shall be ratified as Full Members at the next available Management Committee meeting.
10. Under rule 33.5 (c) of the Constitution, Probationary Members (as per Rule 19.7 b) may have an invitation to renew withheld at the sole discretion of the management committee, should they not have completed the requirements of the Volunteer Involvement Program.

### **Volunteering Efforts, Time Period and Options**

11. Probationary Members are required to attend an induction at their earliest opportunity.
12. Club events will be designated 'Volunteering Efforts' by the Management Committee or General Manager.
13. Within twelve months of induction, Probationary Members are required to participate in three 'Volunteering Efforts'.
14. The Management Committee may, at its sole discretion:
  - a. Extend the time period at rule 13 for an individual member;
  - b. Reduce the number of 'Volunteering Efforts' required by an individual member;
  - c. Enter into other arrangements to satisfy rule 13 (which may be a provision of services, a sponsorship or other meaningful arrangement).
15. Any variation made under Rule 14 will be recorded in Management Committee minutes.
16. Completion of the requirements of rules 11 through 14 will enable a Probationary Member to be recognised as a Full Member, and that status will be ratified at the next Management Committee meeting.

## **Volunteering Logbook**

17. A Volunteer Involvement Program Logbook will be issued to Probationary Members under this program.
18. Probationary Members issued a logbook will be entirely responsible for its safekeeping, completion and return to the Management Committee.
19. Club events designated 'Volunteering Efforts' may be entered in the logbook, but must be endorsed by Committee Members, Club Management or Club Staff.
20. A completed Logbook will be considered proof of Volunteer Involvement Program completion.

## **Volunteering Efforts**

21. The following events will be recognised as 'Volunteering Efforts' under these rules:
  - a. Attending a club General Meeting or Special General meeting as a non-voting member;
  - b. Attending an approved meeting or event for an activity group – Cruising, Fishing or Sailing;
  - c. Attending and assisting at a busy bee, assisting with administration tasks, or performing duties as a duty officer;
  - d. Attending or assisting with other club functions or activities that have been designated 'Volunteering Efforts' by the Management Committee or General Manager.

## **Failure to meet requirements**

22. Should a Probationary Member under this program fail to meet minimum requirements, an explanation will be sought by writing to the member, requesting a written response within 7 days. Electronic Mail (e-mail) to the member's last known email address is considered sufficient, as is e-mail response.
23. The Management Committee will at its next meeting:
  - a. consider any response received;
  - b. consider the known efforts of the Probationary Member to comply; and
  - c. decide whether to exercise an option under rule 10 or rule 14 of these rules.

## New Full Membership Flow Chart

