

CONSTITUTION OF THE KINGBOROUGH LITTLE ATHLETICS CENTRE Inc.

Amended 3rd June 2002

1. NAME OF THE CENTRE

The name of the Centre shall be Kingborough Little Athletics Centre Inc. (herein after called the Centre)

2. INTERPRETATION

(a) In these rules unless the contrary intention appears "Committee" means the committee of management of the Centre in accordance with Rules 9 and 10.

(b) In these rules expressions referring to writing shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in visible form.

(c) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these rules are adopted by the Centre.

3. CENTRE'S OFFICE

The office of the Centre shall be the Secretary's house or such other place as the Committee may, from time to time, determine.

4. OBJECTS OF THE CENTRE

(a) To abide by the Tasmanian Little Athletics Association Incorporated (herein after called the Association) Constitution and Rules and any subsequent amendments.

(b) To register all competing boys and girls with the Association according to its Constitution and Rules.

(c) To provide athletic competition for boys and girls who are registered through the Centre.

(d) To promote the ideal of children competing for personal satisfaction

(e) To endeavour to conduct the events listed for the Tasmanian Little Athletics Championships.

(f) To organise and conduct Centre Championships for the events listed as Tasmanian Championships.

(g) To ensure that all prizes, trophies or inducements to Little Athletics competitors, do not contravene the Association's Constitution.

(h) To affiliate all competing clubs with the Centre in accordance with the Rules of the Association.

(i) To promote and assist the formation of new clubs in the area.

(j) To use all available means to place Little Athletics before the public.

5. POWERS OF THE CENTRE

(a) To organise and control the conduct of Little Athletic competition, affiliated Clubs and Members within the area of the Centre.

(b) To select teams of registered boys and girls to represent the Centre in T.L.A.A. Inc. special events.

(c) To appoint delegates according to the Constitution and Rules of the Association.

(d) To act alone, with the Association or other Centres and Clubs in the interests of the members and Clubs affiliated with the Centre.

(e) To suspend, disqualify, fine or otherwise deal with any Affiliated Club, which has committed a breach of this Constitution.

- (f) To suspend, disqualify, fine or otherwise deal with any member, registered competitor, or official, who has committed a breach of this Constitution.
- (g) To report to the Association of any breach of the Constitution and Rules of the Association, which in the opinion of the Centre, is contrary to the interests of Little Athletics.
- (h) To impose and collect levies, subscriptions, fees, and other charges from Affiliated Clubs and Members thereof.
- (i) To raise or borrow money with or without security, for the carrying out of this Constitution or for matters connected therewith.
- (j) To cause to be opened with such bank as the Centre selects, a banking account in the name of the Centre, into which monies received, shall be paid within the first banking day after receipt thereof.
- (k) To apply the income and property of the Centre to the promotion of the objects of the Centre.
- (l) To borrow or raise money in such manner and on such terms as the Committee may think fit or as may be approved or directed by resolution passed at a general meeting.
- (m) To purchase, take on lease, exchange, hire or otherwise acquire any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Centre.
- (n) To buy, sell, supply or deal in goods of all kinds.
- (o) To construct, maintain or alter buildings or works necessary or convenient.
- (p) To accept any gift whether subject to a special trust or not.
- (q) To take such steps from time to time as the Committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Centre; whether by way of donations, subscriptions or otherwise.
- (r) To print or publish newspapers, periodicals, books, leaflets or other documents as the Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Centre.
- (s) To make gifts, subscriptions, or donations to any of the funds, authorities or institutions to which paragraph (a) of sub-section (1) of section 78 of the "Income Tax Assessment Act 1936" of the Commonwealth relates.
- (t) To purchase, acquire or undertake all or any part of the property, assets, liabilities and engagements of any association with which the Centre may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Centre.

6. MEMBERSHIP OF THE CENTRE

The membership of the Centre shall consist of the members who are members or become members of the Centre in manner hereinafter provided:-

1. The membership of the Centre shall be as follows:

- (1) Voting Membership
 - (a) Members and Officers of the current Centre Committee of Management.
 - (b) One (1) Nominated Delegate from each affiliated Little Athletics Club, who are not a Member or Officer of the Centre Committee of Management.
- (2) Non Voting Membership
 - (a) Registered Little Athletes of the Kingborough Centre
 - (b) Parents and or Guardians of Registered Little Athletes of the Kingborough Centre
 - (c) All other members of The Kingborough Centre and Club Little Athletic Committees not included in above
 - (d) All appointed members to sub committees

(e) Life Members of the Centre, who are not a Member or Officer of the Centre Committee of Management.

(3) Parents and or Guardians, as per 2 (b) and Life Members as per 2 (e) above are entitled to vote at the AGM and any General Meeting, provided they are eligible under Clause 15(d)

2. Each affiliated Little Athletic Club shall prior to the first Centre Committee meeting after the Annual General Meeting of the Centre give notice to the Secretary of the name of the persons nominated by it as its delegates who shall act and vote as club delegates at those meetings.(refer 37.5(c))

3. An affiliated Little Athletic Club may terminate the membership of its Committee delegate by giving notice in writing of such termination to the Centre.

4. A member shall cease to be a member of the Centre and the secretary shall make an appropriate entry in the Register of Members if the member :

(a) dies;

(b) resigns as a member by notice in writing to the Centre;

(c) being a delegate of an affiliated Little Athletic Club is not nominated by such affiliated Little Athletic Club to be its delegate for the following year;

(d) being a delegate ceases to be a delegate by virtue of the termination of the delegates membership or expulsion from the Centre;

(e) being a delegate of an affiliated Little Athletic Club if the right of such affiliated Little Athletic Club to representation and affiliation with the Centre is suspended, excluded or forfeited by the Centre.

5. If an affiliated Little Athletic Club shall be guilty of any conduct which in the opinion of the Centre is unbecoming of any affiliated Little Athletic Club or prejudicial to the interests of the Centre or of Little Athletics or fail to observe, perform or comply with any regulation of these rules of the Centre may by a resolution passed by three-fourths majority of members present at a meeting specially called for the purpose, suspend, exclude or forfeit the right of an affiliated Little Athletic Club to representation or affiliation with the Centre provided at least seven days before the meeting of the Centre at which the resolution is proposed the delegates of such affiliated Little Athletic Club shall have had notice of such meeting and that the delegate shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence they may think fit.

6. In the event of the Centre being wound up or dissolved :-

(a) every voting member of the Centre; and

(b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a voting member of the Centre, is liable to contribute to the assets of the Centre for payment of debts or liabilities of the Centre and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding one dollar (\$1.00) as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Centre, contracted after he ceased to be a member.

7.MANAGEMENT OF THE CENTRE

(1) The affairs of the Centre shall be vested in an elected Committee of Management of not more than Ten (10) Adults who may or may not be connected with an affiliated Club of the Centre, and constituted as provided in Rules 9 and 10.

(2) The Committee

(a) shall control and manage the business and affairs of the Centre;

(b) may, subject to these rules, exercise all such powers and functions as may be exercised by the Centre, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Centre; and

(c) subject to the Act and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Centre.

8. POWERS OF THE COMMITTEE

The Committee, in accordance with this Constitution and the Constitution and Rules of the Association shall :

- (a) Plan, organise and implement the athletic and related activities of the Centre in the best interests of Little Athletics.
- (b) Act on behalf of and for the Centre in all matters pertaining to the conduct of same.
- (c) Appoint sub-committees as required.
- (d) Register boys and girls and affiliate Clubs in accordance with the Constitution and Rules of the Association.
- (e) To administer the financial affairs of the Centre through the Treasurer.
- (f) To take action on behalf of the Centre after a majority of Committee members have voted in favour of such action.

9. OFFICERS OF THE CENTRE

(1) The officers of the Centre shall be : -

- (a) a President ;
- (b) a Secretary ;
- (c) a Treasurer ;
- (d) a Registrar ;

(e) a Public Officer to be appointed from within the Officers of the Centre by the Officers of the Centre.

(2) The provisions of Sub-Rules (e) (f) (g) of Rule 11 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the Officers mentioned in Sub-Rule (1) of this Rule.

(3) Each officer of the Centre shall hold office until the conclusion of the Annual General Meeting next after the date of his election but is eligible for re-election.

(4) In the event of a casual vacancy in any office mentioned in Sub-Rule (1) of this Rule, the Committee may appoint any person, other than one of the members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.

10. CONSTITUTION OF THE COMMITTEE

(1) The Committee of Management shall consist of : -

- (a) the Officers of the Centre;
- (b) a maximum of 6 other members to be known as ordinary committeemen :-
 - (i) a member for Arena Management
 - (ii) a member for Championships and Special Meetings
 - (iii) a member for Publicity and Public Relations
 - (iv) a member for Education
 - (v) a member for Technical Requirements
 - (vi) a member for Records and Ranking

all of whom shall be elected at the Annual General Meeting of the Centre each year.

- (c) a Committee delegate from each affiliated Club.

(2) Each ordinary committeeman shall, subject to these rules hold office until the conclusion of the annual general meeting next after the date of his election but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of ordinary committeeman, the Committee may appoint any person other than a current member to fill the vacancy, and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.

11. ELECTION OF THE COMMITTEE

(a) The committee shall be elected at the Centre's Annual General Meeting and shall take office at the conclusion of the annual general meeting.

(b) Nominations for the committee shall be forwarded, on the nomination form provided by the Centre, to the Secretary, by the nominated closing date, which will be at least seven (7) days prior to the Annual General Meeting.

(c) Such nominations shall include the committee position for which the nominee is being nominated and signed by two (2) members of the Centre Committee and/or members of any club of the Centre.

(d) Nomination forms are to be accompanied by the written consent of the nominee (to be endorsed on the nomination form)

(e) If no nomination is received to fill the vacancy on the committee prior to the closing date for nominations, nominations shall be received at the Annual General Meeting.

(f) If only one nomination is received to fill each vacancy on the committee, the person nominated for that position shall be deemed to be elected.

(g) If more than one (1) nomination is received for the committee position, the nominated names shall be listed and suitably arranged on a ballot paper.

(h) The ballot for the election shall be conducted at the Annual General Meeting in such usual and proper manner as the current committee may direct.

(i) No person shall hold more than one (1) committee position.

12. VACATION OF OFFICE

For the purpose of these rules, the office of an officer of the Centre or of an ordinary committeeman becomes vacant if the officer or committeeman :-

(a) dies;

(b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors, or makes or any assignment of his estate, for their benefit;

(c) becomes of unsound mind;

(d) resigns his office by writing under his hand addressed to the committee;

(e) ceases to be a resident in this State;

(f) fails, without leave granted by the committee, to attend three (3) consecutive meetings of the committee;

(g) ceases to be a member of the Centre; or

(h) if his or her affiliated Little Athletic Club fails to pay all arrears of subscriptions, levies etc. within thirty (30) days after the Club has received a notice in writing signed by the Treasurer stating that the sums so owing are in arrears.

13. COMMITTEE MEETINGS

(a) The Committee shall meet on a set day each month (to be set by the current Committee) and on any additional occasions as deemed necessary by the President and/or Secretary, at a time and place to be decided by the Committee.

(b) Affiliated Clubs may appoint a maximum of two (2) delegates to represent the Club at Centre Meetings. Only one (1) delegate has Voting Power.

(c) For a Committee meeting to be a valid meeting, a quorum of six (6) elected members is necessary. Club delegates are ex-officio members. (Not to be included in quorum).

(d) No business shall be transacted unless a quorum is present and if within half an hour of the time for the meeting a quorum is not present the meeting shall stand adjourned to the same place, and at the same hour of the same day in the following week unless the meeting is a special meeting, in which case it lapses.

(e) At meetings of the Committee the President shall preside. If the President is absent from a Committee meeting, the members present shall elect one of their number to preside as chairman thereat.

(f) Questions arising at meetings of the Committee shall be determined on a show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

(g) Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one (1) vote, (excluding Club Delegates, whereby each Club has one (1) vote), and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(h) The Committee shall determine its next meeting date as its last item of business and such determination shall serve as notification to all committeemen of that meeting.

14. SPECIAL COMMITTEE MEETINGS

(a) Special meetings of the Committee may be convened by the President, Secretary or any nine (9) of its members.

(b) Notice shall be given to members of the Committee of any special meeting, specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.

15. ANNUAL GENERAL MEETING

(a) The Centre shall, in each year, hold an Annual General Meeting.

(b) The Annual General Meeting of the Centre shall be held within a maximum of twenty eight (28) days of the close of the financial year as provided in Rule 20, and shall be held on such day and location as the committee may determine.

(c) The Annual General Meeting shall be specified as such in the notice convening it.

(d) To be a valid meeting, the Annual General Meeting must be attended by a committee quorum and at least two (2) Parents / Guardians of registered athletes of the Centre. (minimum number to be eight (8) present).

(e) All attending the Annual General Meeting provided those individuals comply with Rule 15(d) shall be eligible to vote.

(f) The ordinary business of the Annual General Meeting shall be :-

(1) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

(2) to receive from the Committee, Auditor, and Servants of the Centre, reports upon the transactions of the Centre during the last preceding financial year;

(3) to elect the officers of the Centre and the ordinary committeemen;

(4) to appoint an auditor.

16. SPECIAL GENERAL MEETINGS

(a) Special General Meetings may be called:-

(1) By the Committee

(2) By the Secretary of the Centre upon the receipt of a petition signed by at least seventeen (17) adults of the Centre stating what business they desire to be discussed.

(b) No other business shall be discussed at any Special General Meeting unless at the discretion of the President.

(c) Special General Meetings shall be called within two (2) months of receipt of the petition calling for such.

(d) To be a valid meeting, Special General Meetings must be attended by a minimum of seventeen (17) adult members.

17. NOTICE OF MOTIONS

(a) Any affiliated Club may forward a notice, in writing, to the Centre at least twenty eight (28) days prior to a Centre meeting on any matter concerning the Centre, excepting the Constitution.

(b) Such motion to be signed by the President and Secretary of the affiliated Club.

(c) Such motion to be included on meeting notifications and agenda.

(d) Such motion shall be debated and carried or otherwise, by a simple majority of those members attending the meeting.(as provided in Rule 13 (g)).

18. MINUTES OF MEETINGS

Copies of minutes of all Centre meetings shall be distributed to the Secretaries of all affiliated Clubs of the Centre and to the Board of Management of the TLAA Inc.

19. INCOME AND PROPERTY OF THE CENTRE

1. The income and property of the Centre, however derived, shall be applied solely towards the promotion of the objects and purposes of the Centre and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus or otherwise to any member of the Centre.

2. The Centre shall not :-

(a) appoint a person who is a member of the committee to any office in the gift of the Centre to the holder of which there is payable any remuneration by way of salary, fees or allowances; or

(b) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of- pocket expenses).

3. Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant member of the Centre of:-

(a) remuneration in return for services actually rendered to the Centre by the servant or member or for goods supplied to the Centre by the servant or member in the ordinary course of business;

(b) interest at a rate not to exceed current rates on monies lent to the Centre by the servant or member; or

(c) a reasonable and proper sum by way of rent for premises let to the Centre by the servant or member.

20. FINANCIAL YEAR

The financial year of the Centre is the period beginning on the 1st of April in each year and ending on the 31st of March next following.

21. ACCOUNTS OF RECEIPTS, EXPENDITURE ETC.

(1) True accounts shall be kept :-

(a) of all sums of money received and expended by the Centre and the matter in respect of which the receipt or expenditure takes place ; and

(b) the property, credits, and liabilities of the Centre and subject to any reasonable restrictions as to the time and manner of inspecting them that may be imposed by the Centre for the time being, those accounts shall be open to the inspection of the members of the Centre.

(2) The Treasurer of the Centre shall faithfully keep all general records, accounting books, and records of receipts, and expenditures connected with the operations and business of the Centre in such form and manner as the Committee may direct.

(3) The accounts, books and records referred to in Sub-Rules (1) and (2) of this rule shall be kept at the Centre's office or at such other place as the Committee may decide.

22. BANKING AND FINANCE

(1) The Treasurer of the Centre shall, on behalf of the Centre, receive all monies paid to the Centre and forthwith after the receipt thereof issue official receipts therefor,

(2) The Committee shall cause to be opened with such Bank as the Committee selects, a banking account in the name of the Centre into which all monies received shall be paid by the Treasurer within one (1) banking day after receipt thereof.

(3) The Committee may receive from the Centre's bank or bankers for the time being the cheques drawn by the Centre or any of its accounts with the Bank or bankers and may release and indemnify the Bank or bankers from and against all claims, actions, suits or demands that may be brought against the Bank or bankers arising directly out of those cheques or the surrender thereof to the Centre.

(4) Except with the authority of the Committee, no payment of a sum exceeding twenty dollars (\$20) shall be made from the funds of the Centre otherwise than a cheque drawn on the Centre's Bank account.

(5) No cheques shall be drawn on the Centre's Bank account except for the payment of expenditure that has been authorised by the Committee.

(6) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) officers of the Centre.

23. AUDITOR

(1) At each annual general meeting of the Centre, the members shall appoint a person as the Auditor of the Centre.

(2) Such Auditor to be a recognised accountant that has been approved by the Department of Corporate Affairs as a person suitable to complete an audit for an incorporated body.

(3) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for reappointment.

(4) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Centre for the then current financial year of the Centre.

(5) The Auditor may only be removed from the office by special resolution.

(6) If a casual vacancy occurs in the office of the Auditor during the course of a financial year of the Centre, the Committee may appoint a person as the Auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

24. AUDIT OF ACCOUNTS

- (1) Once at least in each financial year of the Centre, the accounts of the Centre shall be examined by the Auditor.
- (2) The Auditor shall certify as to the correctness of the accounts of the Centre and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state :-
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Centre according to the information at his disposal and the explanations given to him and as shown by the books of the Centre; and
 - (c) whether the rules relating to the administration of the funds of the Centre have been observed.
- (4) The Auditor :-
 - (a) has a right of access to the accounts, books, records, vouchers and documents of the Centre;
 - (b) may require from the servants of the Centre such information and explanations as may be necessary for the performance of his duties as Auditor;
 - (c) may employ persons to assist him in investigating the accounts of the Centre; and
 - (d) may, in relation to the accounts of the Centre, examine any member of the Committee or any servant of the Centre.

25. NOTICE OF GENERAL MEETING

The Public Officer of the Centre shall at least fourteen days before the date fixed for the holding of the annual general meeting of the Centre, cause to be inserted in at least one newspaper published in this State an advertisement specifying the place, day and time for holding the meeting, and the nature of the business to be transacted thereat, PROVIDED HOWEVER if the Public Officer, Secretary or President of the Centre shall at least twenty one (21) days before the General Meeting have given notice in writing of the date, time and place of those meetings to the Secretary of the affiliated Little Athletic Clubs, it shall not be necessary to advertise notice of those meetings in a newspaper.

26. BUSINESS AND QUORUM AT GENERAL MEETINGS

- (1) All business that is transacted at special general meetings and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these rules, as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved, and in any other case it shall stand adjourned to the same day in the next week, at the same time (and unless another place is specified by the Chairman at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjournment meeting a quorum is not present within one (1) hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

27. PRESIDENT TO PRESIDE AT GENERAL MEETINGS

- (1) The President shall preside as Chairman at every general meeting of the Centre;
- (2) If the President is absent from a general meeting, the members present shall elect one of their number to preside as Chairman thereat.

28. ADJOURNMENT OF GENERAL MEETINGS

- (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

29. DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS

A question arising at a general meeting of the Centre shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Centre is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

30. VOTES

- (1) Upon any question arising at a general meeting of the Centre only voting members as per Section 6 (1) (3) may vote
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.

31. TAKING OF POLL

If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

32. WHEN POLL TO BE TAKEN

A poll that is demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

33. DISCLOSURE OF INTEREST IN CONTRACTS

- (1) A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Centre shall disclose his interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or in any other case, at the first meeting of the Committee after the acquisition of his interest.
- (2) If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the Committee after he becomes so interested.
- (3) No member of the Committee shall vote as a member of the Committee in respect to any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

34. SUBCOMMITTEES AND EXECUTIVE COMMITTEES

- (1) The Committee may at any time appoint a sub-committee from the Committee as it may think fit and shall prescribe the powers and functions thereof.
- (2) The Committee may co-opt as members of a sub-committee such person as it thinks fit, whether or not those persons are members of the Centre but a person so co-opted is not entitled to vote.
- (3) Two (2) appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.

(4) The Public Officer of the Centre is responsible for calling meetings of a Sub-Committee and these can be called verbally or in writing at the discretion of the Public Officer.

(5) The President, the Secretary, the Treasurer and the Registrar constitute an executive committee, which may issue instructions to the Public Officer and the servants of the Centre in the matters of urgency connected with the management of the affairs of the Centre during the intervals between meetings of the Committee, and where any such instructions are issued shall report thereon to the next meeting of the Committee.

35. NOTICES

A notice may be served by or on behalf of the Centre upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last known address.

36. RULES

(1) The Centre may make Rules not inconsistent with nor repugnant to the spirit of these presents for the purpose of giving full effect to the objects and purposes of the Centre, provided that not less than one (1) delegate from each club is personally present.

(2)

(a) The Secretary of the Centre shall keep at the registered office of the Centre (available for inspection by any member of the Centre at all reasonable times) an official Rules Book comprising these presents and all Rules made hereunder.

(b) As soon as may be after any amendment, alteration or repeal of or addition to any article or Rule the Secretary of the Centre shall cause a true printed or type-written copy of the full text thereof to be inserted and thereafter included and maintained in the Official Rules Book together with a note as to the date of the relevant resolution.

(3) No Rule of the Centre shall be rescinded or amended without the presence of not less than one (1) delegate from each club entitled to be present at a special general meeting called for that purpose or at an annual general meeting.

37. AFFILIATED CLUBS

(1) The foundation affiliated Little Athletics Clubs of the Centre as at the date of incorporation of the Centre are :-

- (a) Blackmans Bay Little Athletics Club
- (b) Kingston Little Athletics Club
- (c) St. Aloysius (Parish) Little Athletics Club

(2) Any new Little Athletic Club which is formed within the Centre area shall be invited by the Public Officer to apply to become an affiliated club with the Centre as soon as practicable after the club has a membership of fifteen (15) Children.

(3) The application as detailed in Sub-Rule (2) of this rule shall be presented at the next committee meeting of the Centre by the Public Officer and approval for affiliation can be given by a simple majority of the Committee.

(4) The Public Officer shall advise the Secretary of the new Little Athletic Club in writing of the Committee decision within fourteen (14) days of the conclusion of that committee meeting at which the decision was taken.

(5) Little Athletic Clubs affiliated with the Centre shall be required:-

- (a) to maintain an active membership;
- (b) to elect committees to handle the affairs of the clubs prior to the Centre's annual general meeting in each year, to notify the Secretary of the Centre of the names of the committee positions held prior to the Centre's annual general meeting and provide an audited Financial Report prior to the Centre's Annual General Meeting;
- (c) prior to the first Centre committee meeting after the annual general meeting, to provide the names of the persons nominated by it as its delegates. i.e. delegates as members of the affiliated clubs for the period beginning the first day of May in that year and ending at the date of the Centre's Annual General Meeting in the following year.
- (d) Meet at least three (3) times a year.
- (e) Send minutes (copies) of their meetings to the Centre Secretary.
- (f) Each Club must have a constitution and such constitutions and any amendments must be approved by the Centre Committee.

38. DISPUTES WITH CLUBS OR OTHER CENTRES

In the event of any dispute caused by any parties, the area of the Centre shall be determined by a full committee of the Tasmanian Little Athletics Association Inc. by for all practical purposes shall be deemed to be those areas generally associated with the Clubs affiliated with the Centre.

39. EXPULSION OF MEMBERS

- (1) Subject to this Rule, the committee may expel a member from the Centre if, in the opinion of the committee, the member has been guilty of conduct detrimental to the interests of the Centre.
- (2) The expulsion of a member pursuant to Sub-Rule (1) of this Rule does not take effect :-
 - (a) until the expiration of fourteen (14) days after the service; on the member of a notice under Sub-Rule (3) of this Rule; or
 - (b) if the member exercises his right of appeal under this Rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.
- (3) Where the Committee expels a member from the Centre the Public Officer of the Centre shall, without undue delay, cause to be served on the member a notice in writing:-
 - (a) stating that the Committee has expelled the member;
 - (b) specifying the grounds for the expulsion;
 - (c) informing the member that if he so desires he may within fourteen days after the service of the notice on him, appeal against the expulsion as provided in this Rule.
- (4) A member on whom a notice under Sub-Rule (3) of this rule is served may appeal against expulsion to a special general meeting by delivering or sending by post to the Public Officer of the Centre within fourteen days after the service of that notice, a requisition in writing demanding the convening of a meeting for the purpose of hearing his appeal.
- (5) Upon the receipt of a requisition under Sub-Rule (4) of this Rule, the Public Officer shall forthwith notify the Committee of its receipt and the Committee shall thereupon cause a special general meeting of members to be held within twenty one (21) days after the date on which the requisition is received by the Public Officer.
- (6) At a special general meeting convened for the purpose of this rule:-
 - (a) no business other than the question of expulsion shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds of the expulsion and the Committee's reason for the expulsion;
 - (c) the expelled member shall be given an opportunity to be heard;
 - (d) the members present shall vote by secret ballot on the question, whether the expulsion should be lifted or confirmed.
- (7) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his membership of the Centre.
- (8) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Club or Centre.

40. DISPUTES

- (1) Subject to this Rule, a dispute between a member of the Centre, in his capacity as a member of the Centre shall be determined by arbitration in accordance with the provisions of the Arbitration Act 1892.
- (2) Nothing on this Rule effects the operation or effect of Rule 39.

41. SEAL OF THE CENTRE

- (1) The seal of the Centre shall be in the form of a rubber stamp, inscribed with the name of the Centre encircling the word "Seal".
- (2) The seal of the Centre shall not be affixed to any instrument except by the authority of the Committee, and the affixing thereof shall be attested by the signature of the Public Officer together with one signature from one of the Officers of the Centre, and that attestation is sufficient for all purposes that the seal was affixed by the authority of the Committee.
- (3) The seal shall remain in the custody of the Public Officer.

42. DISSOLUTION OF THE CENTRE

The Kingborough Little Athletics Centre shall only be dissolved in conformity with the requirements of the Act, and also in so far as they shall not be contrary to the requirements of the Act the following sub-rules apply:-

- (1) The Committee may for reasons it considers satisfactory, record a resolution that the Centre be dissolved. However this resolution shall be taken only as a recommendation to be placed before a special general meeting of the Centre where the issue shall be finally decided.
- (2) The Secretary or the Public Officer of the Centre must within seven (7) days of the Centre Committee's decision as contained in sub-rule(1) of this Rule advise the Committee of the Tasmanian Little Athletics Association Inc. of the decision to dissolve the Centre.
- (3) The Secretary or the Public Officer of the Centre shall within twenty one (21) days of the Centre Committee's decision to dissolve the Centre call a special general meeting of the Centre at which meeting the only business to be discussed shall be that of dissolution of the Centre.
- (4) If a resolution be taken at the special general meeting to dissolve the Centre then any and all assets remaining after full settlement of all just debts and liabilities incurred by the Centre shall be disposed of by transfer to the Tasmanian Little Athletics Association Inc. which shall be requested to dispose of such net assets (including equipment) by transfer to any new Centre which may be formed in the same locality or by transfer to any other Little Athletic Centre in the State of Tasmania, which is thought by the Tasmanian Little Athletics Association Inc. may benefit by such transfer.

43. AMENDMENTS TO CONSTITUTION

- (1) Affiliated Clubs and the Committee of Management of the Centre shall be empowered to forward motions to change this Constitution and such Club motions shall be signed by the President and Secretary of the Club and shall be received by the Secretary of the Centre at least twenty eight (28) days prior to the Centre Committee Meeting.
- (2) Motions to change the Constitution shall be circulated to the Clubs at least twenty four (24) days prior to the next special general meeting of the Centre and appear on the notice paper convening the meeting.
- (3) All Centre members and club delegates (as provided in Rule 30 (1)) shall vote on Constitution changes. For the adoption of such changes, a two thirds (2/3) majority of all those eligible to vote, shall be obtained.
- (4) Before Constitutional changes, adopted at a special general meeting, becomes operable, approval shall be sought and obtained from the Tasmanian Little Athletics Association Inc. Board of Management.

44. POWERS AND RESPONSIBILITIES OF ELECTED COMMITTEE MEMBERS

Each Committee member shall have the responsibility to plan the details of a section of the Centre administration and shall :-

- (1) present such plans to each monthly Committee meeting for its consideration and approval or otherwise.
- (2) have power to act on behalf of the Centre to implement such plans.
- (3) form sub-committees from affiliated members of the Centre when deemed necessary to assist in the preparation and implementation of plans.

45. ADMINISTRATIVE DUTIES OF ELECTED COMMITTEE MEMBERS

The member of the Committee shall be responsible for the following administrative duties:-

(1) PRESIDENT

- (a) To preside over all Centre Committee meetings and any other meetings organised by the Centre.
- (b) To undertake specific tasks as required by the Committee.
- (c) To ensure that the Centre operates within the Centre and State Constitutions.
- (d) To guide the Centre Committee to ensure that it operates within the State Rules as laid down by the TLAA.
- (e) Be Chairman of the Finance Committee with rights to co-opt members or non members of the Centre for the purpose of negotiating Sponsorship or Finance.

(2) SECRETARY

- (a) Take detailed minutes of business from all Centre meetings.
- (b) Assist each member of the Committee where required.
- (c) Keep on file all correspondence received and a copy of each item of correspondence forwarded on behalf of the Centre by each member of the Committee.
- (d) Forward notices of Centre meetings to all Committee members at least seven (7) days prior to the date of the meeting.
- (e) Keep on file all material that may assist the organisation of Little Athletics.
- (f) Act on behalf of the Centre as directed by the Committee.

(3) TREASURER

- (a) Keep a detailed ledger of all receipts and payments transacted by the Centre.
- (b) Present at each monthly meeting of the Committee a summary of receipts and payments for ratification and / or approval by the Centre Committee.
- (c) Present at each Committee meeting accounts received by the Centre since the previous meeting, to be passed for payment by the Committee.
- (d) Pay on Invoice only, all accounts passed by the Committee.
- (e) Arrange for the Officers of the Centre to act as signatories, with any two (2) to sign, on all Centre cheques.
- (f) Collect all competition and miscellaneous fees owing to the Centre by Clubs and affiliated members.
- (g) Plan and implement, with Committee authorisation, all financial arrangements for Inter-Club competition, Championship Meetings, Special Meetings and any other.
- (h) Prepare annual operating budgets for approval of the Committee and regularly report upon the performance to actual.
- (i) Submit for approval recommendations as to investment of surplus funds of the Centre.

(4) REGISTRAR

- (a) Obtain from the Association in each year, registration cards which shall be distributed to affiliated clubs for further distribution to prospective and former club members for completion in accordance with Association Rules.
- (b) Following receipt of correctly completed registration cards accompanied by the fee set down in the Association Rules, forward such registration card and fee in accordance with the Association Rules.
- (c) Ensure TLAA Rules of registration are strictly adhered to.
- (d) Arrange timely distribution of registration material to registered Little Athletes.
- (e) Keep accurate records of registrations and forward to the TLAA.
- (f) Ensure sufficient stocks of registration material is maintained.
- (g) Keep accurate records and arrange distribution of Achievement Awards.

(5) ARENA MANAGER

- (a) To organise, plan and implement weekly programmes of Competition.
- (b) Ensure that Rules of interclub track & field competition are met.
- (c) Announcer at Centre Meetings.
- (d) Notification to radio of meeting cancellations after consultation with the Weather Committee.

(6) CHAMPIONSHIPS & SPECIAL MEETINGS

- (a) The fixtures, programmes and timetables for all Centre Championships and Special Meetings approved by the Centre.
- (b) The preparation of entry forms for Centre Championship events.
- (c) The collating of entries for Centre Championships and Special Meetings.
- (d) The purchase of medals and trophies.
- (e) The presentation of medals and trophies.
- (f) The organisation of officials for Centre Championships, Special Meetings and the Tasmanian Championships as required.

(7) PUBLICITY AND PUBLIC RELATIONS

- (a) To advise and arrange weekly competition results to newspapers.
- (b) The notification of meeting arrangements (excluding cancellations) and athletic performance to the press, radio and television.
- (c) Prepare promotional material for schools, business firms and the general public.
- (d) Advertising for Special Meetings.
- (e) Representation by the Centre to organisations for the promotion of Little Athletics.

(8) EDUCATION

- (a) To encourage parents from the Centre to undertake coaching courses for AT&FCA accreditation.
- (b) Arrange seminars at Centre level for the purpose of educating parents in the correct methods of officiating.

(9) TECHNICAL REQUIREMENTS

- (a) The layout of the track and field for Centre competition.
- (b) The use of the correct track and field equipment for all meetings.
- (c) Recommendations for the purchase of track and field equipment.
- (d) Maintenance of Centre assets and equipment.

(10) RECORDS AND RANKING

- (a) The recording of all results created at Centre competition in a suitable book.
- (b) The organisation of the ranking of all athletes for Centre competition as required by the Committee.
- (c) The preparation of the details of records for publicity purposes including the Annual Report.
- (d) The investigation, recording and arrangement of ratification of all records created in the Centre and TLAA Inc. conducted competitions in a suitable book.
- (e) Selection of athletes for participation in State organised meetings.
- (f) The preparation of event sheets.

Annexe A to Constitution

That the Kingborough Little Athletics Centre provide an award for Life Membership of the Centre.

Life membership is the highest Centre award and by restricting the recipients to a very small number and to people who have given of themselves highly meritorious service to our Centre.

Recommendations for this award must be made by the Centre Management Committee or Club of the Centre, and if the latter, the recommendations need to be the subject of a motion which is passed at a Club Committee meeting.

All recommendations need to be submitted to the Centre Management Committee by the 28th February of each year and be supported by full details of the basis on which the recommendation was made, as well as the history of the person under consideration and accompanied by a copy of the minutes of the meeting from which the recommendation came.

Recipients to be ratified at the Annual General Meeting each year or Special General Meeting called for that purpose, and awards to be presented on a suitable occasion.

Award to be in the form of a Metal Centre Badge with the words "Life Member" inscribed.

Life members shall be entitled to the following:

- To receive copies of all Centre Committee Meeting Minutes
- To have recognition as such, in the TLAA Information Manual and any relevant Centre documentation
- To be invited to attend all Centre Annual General Meetings
- To be invited to attend Centre Competition Meetings
- To be invited to attend Centre Championship days
- To be invited to any other events that the Management Committee deem appropriate
- Have voting powers at the Annual General Meeting and General Meetings of the Centre as per Clause 6.1 (3)