



2019

**Constitution
and Rules of
Bayswater Little
Athletic Centre Inc**

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1. NAME, OBJECTS, POWER AND RULES OF THE ASSOCIATION

1.1 NAME OF THE ASSOCIATION

Bayswater Little Athletic Centre Inc (hereinafter referred to as the 'Association')

1.2 AFFILIATION

- a. The Association shall be affiliated with Little Athletics Western Australia Inc. (herein after referred to as the Affiliate -1). Affiliation will be maintained with the Affiliation (or its successor(s) as long as the Association remains in existence. The affiliation year is from 1st April till 31st March the following year upon payment of the affiliation fee and completion of the official Association forms as set out by the Affiliations Board of Management.
- b. The Association shall be affiliated with Athletics Western Australia (AWA) Inc. (herein after referred to as the Affiliate – 2). Affiliation will be maintained with the Affiliate (or its successor(s) as long as the Association remains in existence. The Association year is from 1st April till 31st March the following year upon payment of the affiliation fee and completion of the official affiliate forms as set out by the Affiliates Board of Management.
- c. The Association athletes can be affiliated with Athletics Western Australia

1.3 OBLIGATIONS TO THE AFFILIATES

As a consequence of affiliation with LAWA (Affiliate 1) and AWA (Affiliate 2)-

- a) The Association shall be bound at all times to abide by the Constitution, Rules, Regulations & By-Laws of the Affiliates 1 & 2;
- b) Should the Association fail to fulfil its obligations to LAWA by virtue of unduly neglecting, disregarding or abusing the aims and/or powers set out hereunder, or otherwise operate in a manner not in the best interest of Little Athletics as a whole, the Affiliates 1 & 2's Board of Management shall be empowered to arrange a meeting with the Association Executive to resolve the problems.
- c) The Association cannot change its name or part thereof without the expressed approval of Affiliate 1 & 2
- d) Affiliate 1 & 2 must approve the colour/configuration of the Association uniform

1.4 OBJECTS OF THE ASSOCIATION

The objects for which the Association is established are to:

- (a) Provide recreational activity in the form of track and field competition for boys and girls within the age groups catered for by the Association and determined by

the Association Executive Committee. This will be carried out without fear or favour with respect to race, creed, sex, social-economic status or level of ability,

- (b) Should the Association fail to fulfil its obligations to LAWA by virtue of unduly rejecting, disregarding or abusing the aims and/or powers set out hereunder, or otherwise operate in a manner not in the best interest of Little Athletics as a whole, the LAWA Executive Committee of Management shall be empowered to arrange a meeting with the Association Executive to resolve the problems ;
- (c) The Association cannot change its name or part thereof without the expressed approval of LAWA,
- (d) The Association must approve the colour/configuration of the LAWA uniform.
- (e) Encourage the fullest participation by athletes and officials in all events conducted by the Association, promote and establish Clubs of the Association in Western Australia;
- (f) Provide an environment that allows for the easy transition from Little athletics to senior athletics,
- (g) Co-ordinate the activities of all clubs affiliated with the Association in accordance with the Constitution, Rules, Regulations and By Laws of the Association, and;
- (h) Promote the idea of children(members) participating in Little Athletics for personal satisfaction through the improvement of their own level of performance in a wide range of events.
- (i) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly to members, except in good faith in the promotion of those objects.

1.5 POWERS OF THE ASSOCIATION

Subject to the Act, the Association may do all things necessary or convenient for carrying out the Objects or related purposes in a lawful manner, such as:

- (a) Acquire, hold, deal with, and dispose of any real or personal property;
- (b) Open and operate bank accounts: accept any gift, subscription, donation, bequest or otherwise of any property;
- (c) Invest its money –
 - (i) In any security in which trust monies may lawfully be invested; or
 - (ii) In any other manner authorised by the rules of the Association
- (d) Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit; open and operate bank accounts, and borrow or raise

money, in such manner and upon such terms and conditions as the Association may think fit;

- (e) Appoint agents to transact any business of the Association on its behalf; provide and pay the salary, remuneration or maintenance of any person employed by or on behalf of the Association and other expenses incurred in the operations of the Association;
- (f) Enter into any other contract it considers necessary or desirable;
- (g) May act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, is done otherwise than as a trustee, would contravene this Act or the rules of the Association;
- (h) Apply the property and income of the Association solely towards the promotion of the aims of the Association, with no part of the property or income to be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of these aims;
- (i) Register boys and girls as little Athletes in accordance with the Constitution, Rules, Regulations and By Laws of the Association
- (j) Organise and control the conduct of little athletics competition arranged by the Association:
- (k) Encourage, aid and facilitate the formation of affiliated clubs;
- (l) Select teams of registered boys and girls to represent the Association in approved competitions;
- (m) Appoint delegates to Association meetings in accordance with the Constitution, Rules, Regulations and By Laws of the Association;
- (n) Receive and accept donations, sponsorship, endowments or gifts or any property or assets whatsoever, and subject, or not subject to any special trusts or conditions;
- (o) Sell, transfer, exchange, purchase, hire, lease or otherwise acquire athletic or associated equipment for the Association, and:
- (p) Impose and collect levies, subscriptions, fees and other charges from affiliated clubs and members as determined by the Association.

1.6 RULES OF THE ASSOCIATION

- (a) The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out -

- i. Subject to sub-rule 1.6 (a)iv AND 1.6 (a)v, THE Association may alter its rules by special resolution but not otherwise;
 - ii. Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the altered conform to the requirements of this Act.
 - iii. An alteration of the rules of the Association does not take effect until sub-rule 1.6(a)ii is complied with;
 - iv. An alteration of the rules of the Association having effect to change the name of the association does not take effect until sub-rules 1.6(a)i to 1.6 (a)iii are complied with and the approval of the Commissioner is given to the change of name;
 - v. An alteration of the rules of the Association having effect: to alter the objects or purposes of the association does not take effect until sub-rules 1.6 (a)i to 1.6 (a)iii are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- (b) These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions
 - (c) These Rules bind every Athlete/Member and the Association, and each Athlete/Member agrees to comply with these Rules.
 - (d) The Association must not affiliate itself with any political party and must be non-sectarian.
 - (e) A current copy of the Constitution must be available on the Centres Inc Website.
 - (f) The Association will make available, on request, a copy of any amended Rules to existing Members.
 - (g) The Association must keep a copy of the Rules in force from time to time.

2. DEFINITIONS, INTERPRETATION AND NOTICES

2.1 DEFINITIONS

In these Rules, unless the contrary intention appears:

Accounting Records has the meaning given to it in the Act and includes:

- (a) invoices and receipts;
- (b) promissory notes and vouchers;

- (c) other documents of prime entry and
- (d) books, register and records (however compiled, recorded or stored) that record the documents and information necessary to explain the methods of calculations by which Financial Statements are made up.

Act means the *Associations Incorporation Act 2015 (WA)* Repealed.

Association – Bayswater Little Athletic Centre Inc

Affiliate – 1 means the Little Athletics Western Australia (LAWA) Inc.

Affiliate – 2 means Athletics Western Australia (AWA)

Annual General Meeting means an annual general meeting of the Association held in accordance with Rule 13.

Annual Membership Fee means the annual registration fee prescribed in accordance with Rule 4(a).

Auditor means the auditor appointed to that position in accordance with [Rule 13](#).

Executive Committee means the Centre management of the Association as elected under Rule 8.2 (a).

Executive Committee Meeting means a meeting of the Centre Committee convened in accordance with Rule 12.

Committee Member means a member of the Centre management.

Books means all of the records, books, minute books, documents and securities of the Association.

Club means a club of the Association established in accordance with Rule 20.1

Club Delegate means a Club delegate appointed in accordance with Rule 20.56(e).

Club Member means a Member of a Club under Rule 20.3.

Centre Delegate Meetings means the group established in accordance with Rule 20.7.

Chairperson means:

- (a) the Chairperson of the Association;
- (b) such person appointed as chairperson of any Sub-Committee; or
- (c) any person who holds the position of a chairperson at a meeting of the Association.

Chairperson, means the person appointed to that position in accordance with Rule 9.3.

Treasurer, means the person appointed to that position in accordance with Rule 9.4.

Secretary, means the person appointed to that position in accordance with Rule 9.3.

Commissioner means the person designated as the Commissioner from time to time under the Act.

Corporations Act means the *Corporations Act 2001 (Cth)*.

Delegate means a Club Member appointed as a delegate to the Central Delegates Council in accordance with Rule 20.5 (e) or a Centre Committee Member appointed as a delegate to Affiliate 1 or Affiliate 2

Vice Chairperson means the vice chairperson or vice chairperson of the Association appointed in accordance with Rule 10.

Due Date means the due date for payment of membership fees as determined accordance with Rule 4(e).

Eligible Person means any person who is:

- (a) a little athlete (rule as stipulated by LAWA);
- (b) an athlete , not less than 18 years of age
- (c) a little athlete parent (only one parent per family), or member of the Associations Club.

Financial Member means a Member who has paid the Annual Membership Fee

Financial Statements has the meaning given to it in the Act and means:

- (a) a statement of the income and expenditure of the Association recording its total income and expenditure based on the accrual method of accounting; and
- (b) a balance sheet, together with the statements, reports and notes, other than an auditor's report, attached to and intended to be read with the statement or balance sheet.

Financial Year means from the 1st day of April in each year to the 30th day of March of the following year.

General Meeting means a meeting of the Executive Committee where all delegated members are invited or an Annual General Meeting or a Special General Meeting.

General Member means a person who satisfies the requirements of .Rule 3.1.

Life Member means any person appointed to that position in accordance with Rule 21.1.

Member means any person who is a Registered Little Athlete, Executive Committee Member, Life Member or Member or Life Member of a Club of the Association.

Objects means the objects of the Association set out in Rule 1.4.

Association means Bayswater Little Athletic Centre, which has been incorporated in accordance with the Act.

Panel Member means a member of the Disciplinary Panel.

Principal Office means the Affiliate's office for the Association and the Associations office for Clubs.

Affiliation means the Association shall be affiliated with Affiliate 1 or 2 or a club shall be affiliated to the Association. Affiliation will be maintained with LAWA (or its successors) as long as the Association remains in existence.

Proxy Club Delegate means a proxy Club delegate appointed in accordance with Rule 20.5 (e).

Register means a register of Members kept and maintained as required by the Act.

Ordinary Resolution means resolution other than a special resolution Rule 15.2.

Special Resolution has the meaning given by section 51 of the ACT, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths (3/4s) of the members of the association who are entitled under the rules. If the association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the association by proxy or postal vote, at a general meeting of which notice specifying the intentions to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the association present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

Returning Officer means the Member responsible for the accuracy of the count of votes and the reading of the results of those votes at a General Meeting.

Rules means the Rules of the Association contained in this document (as amended from time to time).

Special Executive Committee Meeting means a special Executive Committee Meeting convened in accordance with Rule 12.1(c)

Special General Meeting means a meeting of Members that is not an Annual General Meeting in accordance with Rule 14.

Special Resolution means a resolution passed in accordance with Rule 15.1.

Standing Orders means the standing orders of the Association as determined by the Executive Committee from time to time.

Statutory Provision means a statute, regulation or provision of a statute or regulation.

2.2 INTERPRETATION OF THESE RULES

- (a) In these Rules, unless the contrary intention appears:
- (i) one gender includes the others;
 - (ii) the singular includes the plural and the plural includes the singular;
 - (iii) where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning;
 - (iv) terms defined in the Act have the same meaning when used in these Rules;
 - (v) 'writing' includes typing, printing, lithography and any other mode representing or reproducing words or figures displayed on an electronic screen'
 - (vi) a 'month' is a reference to a calendar month;
 - (vii) 'including' and similar expressions are not words of limitation; and
 - (viii) all monetary amounts are in Australian dollars.
- (b) A reference to a Statutory Provision includes:
- (i) the Statutory Provision as amended or re-enacted;
 - (ii) a statute, regulation or provision enacted in replacement of the Statutory Provision;
 - (iii) another regulation or other statutory instrument made or issued under the Statutory Provision.
- (c) The table of contents and any headings are for convenience only and do not affect interpretation of these Rules.

2.3 NOTICES

- (a) Subject to this Rule 2.3, a notice or other communication connected with these Rules has no legal effect unless it is in writing and given as follows:
 - (i) delivered by hand to the nominated address of the addressees;
 - (ii) sent by post to the nominated postal address of the addressee;
 - (iii) sent by facsimile to the nominated facsimile number of the addressee;
or
 - (iv) sent by e-mail or any other method of electronic communication to the nominated electronic address of the addressee.
- (b) Any notice given to a Member under these Rules should be sent to the Member's address as set out in the Register.
- (c) Any notice given under this Rule 2.3 will be deemed to have been received:
 - (i) subject to Rule 2.3(d), if transmitted by e-mail, facsimile or delivered by hand before 5.00pm on a Working Day, at the time of transmission or on the day of delivery (as applicable), or otherwise, at 9.00am on the next Working Day; or
 - (ii) if sent by mail on the second Working Day after posting.
- (d) A facsimile or e-mail is not given and received if:
 - (i) at the conclusion of the facsimile transmission the sender's facsimile machine issues an error transmission report which indicates that the relevant number of pages comprised in the notice has not been sent; or
 - (ii) at the conclusion of the e-mail the sender receives an automated message stating that the e-mail was undeliverable.

3. MEMBERSHIP OF THE ASSOCIATION

3.1 REGISTERED ATHLETE

- (a) Any Eligible Person qualifies to be a General Member of the Association.

(See Rule 2.1 'Eligible Person' and 'General Member')
- (b) A Registered Athlete may:
 - (i) Be required for participation in Association events
 - (ii) If under the age of 18, not be eligible to vote.
 - (iii) Over the age of 18, serve on any Sub-Committee;

- (iv) vote at an Annual General Meeting and/or any Special General Meeting;
- (v) be appointed to the Central Delegates Council as a Club Delegate
- (vi) serve on the Disciplinary Panel; and
- (vii) be elected or appointed to, and hold any position in the Associations Club.

3.2 EXECUTIVE COMMITTEE MEMBER

- (a) An Executive Committee Member may:
 - (i) serve on any Associations sub-committee or Club Committee;
 - (ii) vote at an Annual General Meeting and/or any Special General Meeting; other than for the appointment of the Executive Committee;
 - (iii) be appointed to the Central Delegates Meeting as a Centre or Association Delegate; at the Affiliation (LAWA) meetings;
 - (iv) be elected or appointed to and hold any position at a Club;
 - (v) Open to supporters who have been elected to the Executive Committee.

3.3 LIFE MEMBER

- (a) This category may be bestowed upon those members or former members for meritorious service to the Association.
- (b) Conferring of Life membership should be in accordance with the Association's Trophy & Awards Policy.
- (c) Life Members do not have voting rights.

3.4 MEMBER CLUB

- (a) This category is available to each club affiliated with the Association in accordance with the Constitution.
- (b) A member club has rights to vote through two (2) delegates appointed by the Club.

3.5 ELIGIBILITY FOR MEMBERSHIP

Membership of the Association is open to:

- (a) Any person subscribing to the aims of the Association.

- (b) The Constitution, By-Laws and Rules of the Association shall bind each member of the Association.
- (c) Any person who satisfies the requirements of Rule 3 shall be admitted as a General Member of the Association.

4. ANNUAL FEES AND LEVIES

- (a) Upon the recommendation of the Affiliate 1&2, the Executive Committee will determine the annual membership (registration) fee to be paid by each Member prior to the commencement of each season.
- (b) The annual fee set shall consist of a portion for each of the following:
 - i. LAWA/AWA Registration Fee
 - ii. Association Registration Fee
 - iii. Club Registration Fee
- (c) Each Member must pay the Annual Membership Fee by the Due Date to the Club or Association.
- (d) Any application to be a Member of the Association received during the last three months (or after Christmas) of a membership year, may qualify the applicant for a reduce fee as a-determined by the Executive Committee and reviewed from time to time.
- (e) Any Member who has not paid the Annual Membership Fee by the due date of that membership year shall be deemed to be un-financial and such person's right as a Member will be suspended until payment of that person's Annual Membership Fee is received. This means that the individual will not be entitled to compete at Centre run or State run competitions.
- (f) The Annual Membership Fee must to be paid to the Principal Office by one of the methods listed on the website of the principal office (Affiliates 1 & 2).

5. LIABILITY OF MEMBERS

- (a) The liability of each Member is limited to the amount of any outstanding Annual Membership Fees.
- (b) A Member is not liable, by reason of the person's membership, for the liabilities of the Association, or the cost of winding up the Association.
- (c) A right, privilege or obligation that a person has because he or she is a Member of the Association:
 - (i) is not capable of being transferred to any other person; and

- (ii) ends when the person's Membership ceases.

6. CEASING TO BE A MEMBER

6.1 ENDING MEMBERSHIP

- (a) A person's Membership ends if that person:
 - (i) dies;
 - (ii) ceases to be a Member under this Rule 6;
 - (iii) resigns as a Member under Rule 6.2;
 - (iv) is expelled from the Association under Rule 6.3.
- (b) The Registrar must:
 - (i) record in the membership register the date on which a person ceases to be a Member under Rule 6.1(a); and
 - (ii) record in the membership register the reason the person ceases to be a Member
 - (iii) inform the Executive Committee.

6.2 RESIGNING FROM MEMBERSHIP

- (a) A Member may resign from the Association by giving written notice of resignation to the Centre Management or Club Management.
- (b) The Executive Committee must cause an acknowledgement of resignation to be forwarded to the Member.
- (c) The Member may retract the resignation within 14 days of the date of acknowledgement of resignation.
- (d) If the person is a Club Member, the Registrar must notify the secretary of the Club of the resignation.

6.3 SUSPENSION AND EXPULSION OF MEMBERS AND DISCIPLINARY PANEL (Disputes and mediation) PROCEDURE

- (a) The Executive Committee may suspend or expel a person from being or becoming a member of the Association or holding office in the Association, if, in the opinion of the Executive Committee that person has committed a breach of Association rules, the Association's constitution or By-Laws or, has undertaken any other action that is unbecoming or contrary to the interests of Affiliate - 1 and Affiliate - 2.
- (b) The grievance procedure applies to disputes under these rules between:

- (i) A member and another members; or
- (ii) A member and the Association; or
- (iii) If the Association provides services to non-members, those non-members who receive services from the Association, and the Association.

6.4 RIGHT OF APPEAL

Where a Member who has been expelled, suspended or censured, subsequently obtains new evidence that directly relates to the matter which was the subject of a Disciplinary Panel's determination, the Member may seek to have the matter reconsidered. The Executive Committee shall refer any new material evidence to the Disciplinary Panel for reinvestigation.

This clause shall not apply to a Member Club. Member Clubs cease to be members only by disaffiliation in accordance with this Constitution.

6.5 REINSTATEMENT OF A MEMBER

- (a) Should the decision to suspend or expel a Member be revoked following new material evidence (under Rule 6.4), the Executive Committee shall inform the Member of his/her reinstatement, under the original terms of Membership, within 14 days.
- (b) Any loss of voting privileges during the period of suspension or expulsion will not affect any decisions made by any part of the Association during the period of suspension or expulsion.
- (c) The Executive Committee shall inform the Central Delegates Council and any Club involved, of the reinstatement.

6.6 WHEN A MEMBER IS SUSPENDED

- (a) If a Member is suspended under Rule 6.3, the Chairperson must record in the membership register:
 - (i) the name of the suspended Member;
 - (ii) the date on which the suspension took place;
 - (iii) the length of suspension; and
 - (iv) the reason for suspension.
- (b) A Member suspended under Rule 6.3 cannot exercise any rights or privileges of membership, including voting rights, during the period of suspension.
- (c) Upon the expiry of the suspension, the Chairperson must record in the membership register, that the Member is no longer under suspension.

7. MEMBERSHIP REGISTER

7.1 KEEPING THE REGISTER

- (a) The Secretary, on behalf of the Association, must comply with section 53 of the Act by keeping and maintaining:-
 - (i) In an up to date condition, a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but: shall have no right to remove the register for that purpose.
- (b) The Register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.

7.2 INSPECTING THE REGISTER

- (a) A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.
- (b) Any Member is able to inspect the Register at such time and place as is mutually convenient to the Association and the Member.
- (c) The Member may copy by hand details from the Register but has no right to remove the Register for that purpose.

7.3 WHEN USING THE REGISTER INFORMATION IS PROHIBITED

A Member may not use or disclose the information on the Register:

- (a) to gain access to information that a Member has deliberately denied them (that is, in social, family or legal differences or disputes);
- (b) to contact or send material to the Association or a Member for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (c) for any other purpose, unless the use of the information is approved by the Association and for a purpose that is:
 - (i) directly connected with the affairs of the Association; or
 - (ii) related to administering the Act.

8. POWERS AND COMPOSITION OF THE EXECUTIVE COMMITTEE

8.1 POWERS OF THE EXECUTIVE COMMITTEE

- (a) The governing body of the Association is to be called the Executive Committee and it has authority to control and manage the affairs of the Association.

- (b) Subject to the Act, these Rules and any lawful Resolution or Special Resolution passed by the Association in General Meeting, the Executive Committee:
 - (i) may exercise all powers and functions as may be exercised by the Association, other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members; and
 - (ii) has the power to perform all acts and do all things as appear to the Executive Committee to be necessary or desirable for the proper management of the business and affairs of the Association.

8.2 EXECUTIVE COMMITTEE (Committee of Management)

- (a) The Executive Committee is to consist of:
 - (i) the Chairperson; and/or the Vice Chairperson
 - (ii) the Secretary;
 - (iii) the Treasurer; and
 - (i) the Registrar
 - (ii) Administrator of Clubs
 - (iii) Records and Results Manager
 - (iv) Team Manager
 - (v) Arena Manager
 - (vi) Technical Manager
 - (vii) Publicity Manager
 - (viii) Seniors Manager
 - (ix) Coaching & Development Manager
 - (x) Controller of Officials
 - (xi) Winter Competition Manager
 - (xii) Canteen Manager

Note: - One position will also fulfil the role of Vice Chairman

- (b) An Executive Committee Member must:
 - (i) be a natural person;
 - (ii) be a member of the Association;

- (c) At the discretion of the Executive committee after the AGM each year, any of the above positions may be combined, provided that the Executive Committee has no less than 7 members in any one year.

9. ROLE AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

9.1 OBLIGATIONS OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee must take all reasonable steps to ensure that the Association complies with its obligations under the Act and these Rules.
- (b) The Executive Committee must pass a solvency statement by Resolution not more than 30 days before each Annual General Meeting which:
 - (i) states that the Executive Committee has examined the affairs of the Association; and
 - (ii) states whether or not the Executive Committee is of the opinion there are reasonable grounds for believing that the Association will be able to pay or meet its debts and liabilities as and when they become payable.

9.2 CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson of the Association:

- (a) Must preside at all general meetings and Committee meetings;
- (b) In the event of the absence from a general meeting of-
 - (i) The Chairperson, the Vice-Chairperson; or
 - (ii) Both the Chairperson and the Vice-Chairperson, a member elected by the other members present at the general meeting, must preside at the general meeting.
- (c) In the event of the absence from a Committee meeting of-
 - (i) The Chairperson, the Vice-Chairperson; or
 - (ii) Both the Chairperson and the Vice-Chairperson, a Committee member elected by the other Committee members present at the Committee meeting, must preside at the Committee meeting.

9.3 THE SECRETARY

- (a) Co-ordinate the correspondence of the Association;
 - (iii) preparing and issuing all meeting notices;
 - (iv) ensuring an agenda is prepared for each meeting;
 - (v) attending to all correspondence;

- (vi) recording correct minutes of all meetings; and
 - (vii) performing any other duties required by the Executive Committee.
- (b) keep full and correct minutes of the proceedings of the Committee and of the Association comply on behalf of the Association with-
- i. section 53 of the Act with respect to the register of members of the Association as referred to in rule 6:
 - ii. section 54 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose: and
 - iii. section 53 of the Act by maintaining record of –
 - a) the names and residential or postal addresses of the persons who hold the office of the Association provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 22; and
 - b) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose:
- (c) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association.
- (d) but other than those required by rule 7 to be kept and maintained by, or in the custody of, the Treasurer; and,
- (e) perform such other duties as are imposed by these rules on the Secretary.

9.4 TREASURER

The Treasurer must –

- a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;

- c) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee:
- d) comply on behalf of the Association with the respective sections of the act with respect to the accounting records of the Association by-
 - I. keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association in accordance with section 66 of the Act;
 - II. keeping its accounting records in such manner as will enable true and Financial transactions and financial position of the Association in accordance with section 68, 71 and 74 of the Act;
 - III. keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - IV. submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year in accordance with section 70, 73 and 76 of the Act .
- e) whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in Accordance with that direction in accordance with section 66 of the Act;
- f) unless the members resolve otherwise at a general meeting, have Custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- g) perform such other duties as are imposed by these rules on the Treasurer.

10. ELECTING EXECUTIVE COMMITTEE MEMBERS

10.1 TERMS OF OFFICE

- (a) Each Executive Committee member must be elected to membership of the Committee at an annual general meeting for a term of one year
- (b) Retiring Executive Committee members may re-nominate but the President shall not be eligible for re-election to the same position for more than 3 years consecutively.
- (c) Election to the Executive Committee shall be open to any adult person who has been nominated and seconded by a member, other than a person whose membership has been terminated under Clause 9, and upon acceptance by the said person nominated.

- (d) In the event of nominations for a position exceeding the number of positions to be elected, voting for those persons nominated shall take place by way of secret ballot. The person receiving the most votes will be elected.
- (e) A further two (2) persons may be elected to the Executive Committee should the Annual General meeting so decide
- (f) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled:-
 - A. The Secretary must report accordingly to; and
 - B. The Chairperson must declare those persons to be duly elected as members of the Committee at, the annual general meeting concerned
- (g) If a vacancy remains on the Committee, or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee-
 - A. The Committee may appoint a member to fill that vacancy; and
 - B. A member appointed under this sub-rule will-
 - a) Hold office until the election referred to in sub-rule (2); and
 - b) Be eligible for election to membership of the Committee, at the next following annual general meeting.

10.2 EXECUTIVE COMMITTEE NOMINATIONS

- (a) All Members must be notified of impending elections 28 days before the closing date for nominations.
- (b) Nominations for membership of the Executive Committee must be received (in writing) by the Returning Officer by the advertised closing date.
- (c) Following the closing of nominations for an election, the Returning Officer must ensure all nominees are eligible for election in accordance with Rule 2.1.
- (d) If there are insufficient valid nominations to fill the relevant vacancies, the candidates who nominated (if any) shall be deemed to be elected and further nominations may be received from the floor of the Annual General Meeting and elected.
- (e) Where the number of nominations from the floor exceeds the remaining number of vacancies, elections for those positions must be conducted. It shall be competent for the Annual General Meeting to decide the method of election to fill any vacancy.

10.3 VOTING IN ELECTIONS FOR EXECUTIVE COMMITTEE POSITIONS

- (a) The election of Office Holders or general Executive Committee Members is to be conducted at the Annual General Meeting.
- (b) The Executive Committee shall appoint an independent person of high repute or a Life Member of the Association to oversee the election of the Executive Committee.
- (c) Each Member present and eligible to vote at the Annual General Meeting may vote for one candidate for each vacant position on the Executive Committee.
- (d) The Returning Officer shall declare the result of the election, when decided, at the Annual General Meeting.

11. CEASING TO BE AN EXECUTIVE COMMITTEE MEMBER

11.1 CHAIRPERSON VACANCY

- (a) In the event that the position of Chairperson becomes vacant during his/her term of office, for any reason, the Vice Chairperson shall assume the functions, role and title of Chairperson and complete the Chairperson's term of office.
- (b) In the event that the position of Vice Chairperson becomes vacant during his/her term of office, for any reason, the position shall be filled by one of the executive committee members and complete the Vice Chairperson's term of Office.

11.2 ANY OTHER VACANCY

- (a) Any other vacancy occurring on the Executive Committee when a Executive Committee Member:
 - (i) dies;
 - (ii) ceases to be a Member;
 - (iii) becomes insolvent under administration within the meaning of the Corporations Act;
 - (iv) becomes permanently incapacitated by mental or physical ill-health;
 - (v) resigns from office under Rule 11.3;
 - (vi) is removed from office under Rule 11.4; or
 - (vii) is absent for more than:
 - (A) three consecutive Association Meetings without a good reason, or
 - (B) three Association Meetings in the same Financial Year without tendering an apology to the person presiding at each of those Committee Meetings, of which meetings the Member received

notice, and the Executive Committee Member has resolved to declare the office vacant.

- (b) If a position on the Executive Committee is declared vacant under Rule 11.2(a), the continuing Executive Committee Members may:
 - (i) appoint a General Member to fill that vacancy until the conclusion of the vacant Executive Committee Member's term of office; or
 - (ii) subject to Rule 12.4, act, despite the vacant position on the Executive Committee.
- (c) If the number of Executive Committee Members is less than the number fixed under Rule 12.4 as the quorum for Executive Committee meetings, the continuing Executive Committee Members may act to:
 - (i) Notwithstanding Rule 12.4(b) increase the number of Executive Committee Members on the Executive Committee to the number required for a quorum; or
 - (ii) convene a Special General Meeting of the Association.

11.3 RESIGNING FROM THE EXECUTIVE COMMITTEE

- (a) A Executive Committee Member may resign from the Executive Committee by giving written notice of resignation to the Secretary, or to the Chairperson.
- (b) The Executive Committee Member's resignation is effective at the time the notice is received by the Secretary or Chairperson under Rule 11.3(a).

11.4 REMOVAL OR SUSPENSION OF EXECUTIVE COMMITTEE MEMBERS

- (a) Where a Executive Committee Member acts in a manner that is considered to be in breach of the code of conduct or prejudicial to the interests of the Association, the Executive Committee Member may, by resolution of the Members present at a Executive Committee Meeting called for the purposes of considering the alleged actions, refer the matter to the Disciplinary Panel.
- (b) Any Executive Committee Member who is the subject of such a resolution shall stand down from their elected position until the matter has been resolved.
- (c) The Disciplinary Panel shall consider the matter and make a determination within 90 days of receipt of the resolution of the Executive Committee.
- (d) The person who is the subject of the resolution shall have the right to be heard by the Disciplinary Panel. The Disciplinary Panel shall have the right to request other persons to appear before the Disciplinary Panel or obtain other documentation and information to enable it to consider the matter fully.

- (e) The Disciplinary Panel shall recommend that:
 - (i) the Executive Committee Member be expelled from the Association; or
 - (ii) the Executive Committee Member be removed from their elected position; or
 - (iii) the Executive Committee Member be suspended from their elected position for a specified period up to 90 days; or
 - (iv) the Executive Committee Member be censured; or
 - (v) no action be taken.
- (f) Where appropriate, the Disciplinary Panel shall make recommendations to the Executive Committee to prevent further such actions occurring in the future.
- (g) Any Life Member who is expelled from the Association shall not be entitled to retain his or her Life Membership award.

12. ASSOCIATION EXECUTIVE MEETINGS

12.1 ASSOCIATION MEETINGS

- (a) The Executive Committee shall conduct monthly meetings at a time and venue set by the Executive Committee
- (b) The Executive Committee shall meet for the dispatch of business not less than ten times each year and the Chairperson, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- (c) Special Executive Committee Meetings may be convened by:
 - (i) the Chairperson; or
 - (ii) any two Executive Committee Members; or
 by giving notice of Special Executive Committee Meeting under Rule 12.2(a).
- (d) The Executive Committee may meet using electronic means that allows the active and equal participation of all Committee Members.

12.2 NOTICE OF SPECIAL EXECUTIVE COMMITTEE MEETINGS

- (a) Seven days notice of all monthly meetings shall be given to all affiliated clubs and executive committee members.
- (b) Subject to these rules, the procedure of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.

- (c) Notice of a Executive Committee Meeting must specify the general nature of the business to be transacted at the meeting.
- (d) Subject to Rule 12.2(d), only the business specified on the notice of the Executive Committee Meeting is to be conducted at that meeting.
- (e) Urgent business may be conducted at Executive Committee Meetings if the Executive Committee Members present at the meeting unanimously agree to treat the business as urgent.

12.3 CHAIRING EXECUTIVE COMMITTEE MEETINGS

- (a) The Chairperson or, in the Chairperson's absence, the Vice Chairperson is to preside as Chairperson of each Executive Committee Meeting.
- (b) If the Chairperson and the Vice Chairperson are absent or unwilling to act, the remaining Executive Committee Members must choose one of their members to preside as Chairperson at the Executive Committee Meeting.

12.4 QUORUM FOR EXECUTIVE COMMITTEE MEETINGS

- (a) At a Committee Meeting a quorum shall consist of one (1) person more than 50% of the number of persons entitled to vote at a meeting of the Association.
- (b) The Executive Committee cannot conduct business unless a quorum is present.
- (c) If, within half an hour after the time appointed for the meeting, a quorum is not present:
 - (i) in the case of a Special Executive Committee Meeting, the meeting lapses; or
 - (ii) in any other case, the Executive Committee Meeting is to stand adjourned to another date, not being later than fourteen (14) days from the date of the adjournment.
 - (iii) Continue proceedings of the meeting. IF the meeting proceeds, all decisions undertaken by that body will not be valid until ratified by a meeting of that body at which a quorum is present
- (d) If at a Executive Committee Meeting adjourned under Rule 12.4(c)(ii), a quorum is not present within half an hour after the time appointed for the Executive Committee Meeting, the Committee Meeting lapses.

12.5 PROCEDURE OF THE EXECUTIVE COMMITTEE MEETING

- (a) The method of conducting all monthly meetings is outlined in the by-laws.
- (b) All Committee Members have the right to attend and vote at Committee Meetings.

- (c) All Members, or other guests, may attend Committee Meetings if invited by the Executive Committee but the person shall not have any right to comment without invitation, or any right to vote, or to be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (d) Executive Committee Members shall not be eligible to be Delegates to the Centre Delegates Meeting.

12.6 VOTING AT EXECUTIVE COMMITTEE MEETINGS

- (a) Only Executive Committee Members have voting rights at the normal monthly meetings of the Executive Committee.
- (b) A question arising at a Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the Chairperson of the Committee Meeting is entitled to exercise a casting vote.
- (c) Decisions may be made by general agreement or a show of hands.
- (d) A secret ballot may be used if the Committee prefers to determine a matter in this way and the person presiding over the Committee Meeting is to oversee the ballot.

13. ANNUAL GENERAL MEETING

1. The Committee-

- (a) The Annual General Meeting of the Association shall be held after the completion of the summer athletic season at the Association.
- (b) It is the responsibility of the outgoing Executive Committee to determine the time, date and venue of the AGM.

2. The Secretary-

- A. The Secretary must give to all affiliated clubs, Executive Committee Members and Member Clubs (Seniors) not less than 21 days notice of an annual general meeting and that notice must specify:-
 - (i) When and where the annual general meeting is to be held;
 - (ii) The particulars and order in which business is to be transacted, as follows-
 - a) Must confirm the minute of the preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - b) Must receive the Association's Financial Statements for the last Financial Year, which must include the Auditor's report and the

solvency statement referred to in Rule 9.1 (c); And Reports of the Committee over the preceding 12 months;

- c) the consideration of the accounts and reports of the Committee over the preceding 12 months:
 - d) receive reports from each Member Club.
 - e) the election of Committee members to replace outgoing Committee Members; and
 - f) any other business requiring consideration by the Association at the general meeting
3. Only those General Members being Club Delegates, being Financial Members in good standing, present and specifically registered at the Annual General Meeting, shall be entitled to vote on a motion.
4. If a Quorum is not present, the Annual General Meeting will be adjourned to a time, date and place to be advised by the Chairperson.

14. SPECIAL GENERAL MEETING

The Committee-

- (a) May at any time convene a special general meeting of the Association may be called at any time subject to members being given twenty one (21) days notice;
- (b) A Special General Meeting of the Association may be requested by a the Executive Committee or by a minimum of ten (10) General Members,
- (c) Advice to all affiliated clubs of the pending special general meeting is considered suitable advice to members.
- (d) Voting rights at a Special General Meeting shall be the same as at an AGM.

14.1 PROCEDURE FOR GENERAL MEETINGS

- (a) At a General meeting:-
 - i. An ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
 - ii. A special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and , if a poll is demanded, in accordance with sub-rules (9) and (11)
- (b) Declaration by the Chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact

unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).

- (c) At a General Meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and if so demanded, must be taken in such manner as the Chairperson directs.
- (d) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- (e) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

14.2 QUORUM

- (a) At a general meeting a quorum shall consist of one person more than 50% of the number of persons entitled to vote at a meeting of that body. Refer Rule 3.4 (b).
- (b) If within 30 minutes after the appointed time for the commencement of a General Meeting a quorum is not present:
 - (i) in the case of a Special General Meeting, the meeting lapses; and
 - (ii) in the case of an Annual General Meeting, the Meeting is to stand adjourned to the same time, day and place in the following week. Any alteration must be within the specified time of the Act.

14.3 PRESIDING MEMBER

- (a) The Chairperson or, in the Chairperson's absence, the Vice President is to preside as Chairperson of each General Meeting.
- (b) If the Chairperson and Vice Chairperson are absent or unwilling to act, the remaining Committee Members must choose one of their members to preside as Chairperson at the General Meeting.

14.4 ADJOURNMENT OF GENERAL MEETINGS

- (a) The person presiding over a General Meeting at which a quorum is present, may adjourn the General Meeting from time to time and place to place, with consent of a majority of the Members present at the General Meeting.
- (b) No business may be conducted at an adjourned General Meeting other than the unfinished business from the General Meeting that was adjourned.
- (c) The Chairperson may, with the consent of a General Meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.

- (d) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.

15. MAKING DECISIONS AT GENERAL MEETINGS (AGM OR SPECIAL GENERAL)

15.1 SPECIAL RESOLUTIONS

- (a) A Special Resolution must be moved either at a Special General Meeting or at an Annual General Meeting, however the Secretary must give to all members no less than 21 days notice of the meeting at which a special resolution is to be proposed. The notice must also include the resolution to be proposed and the intention to propose the resolution as a Special Resolution.
- (b) The Secretary must give a notice by-
 - (i) Serving it on a member personally; or
 - (ii) Sending it electronically by e-mail; or
 - (iii) Sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.
- (c) When a notice is sent by post, sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

15.2 ORDINARY RESOLUTIONS

- (a) Subject to these Rules, a simple majority of votes will determine an ordinary resolution.
- (b) Subject to these Rules, each Member properly registered, financial and in good standing, has only one vote and must be present at the Special General Meeting to vote, or by electronic means.
- (c) In the case of an equality of votes at a Special General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is only entitled to vote at a Special General Meeting if the Member's name is recorded in the Register as at the date the notice of the Special General Meeting was sent out under these Rules.

15.3 DETERMINING WHETHER RESOLUTION CARRIED

- (a) If a question arising at a Special General Meeting of the Association is determined by general agreement or a show of hands, a declaration must be made by the Chairperson of the Special General Meeting that the Resolution has been:
 - (i) carried unanimously;

- (ii) carried by a particular majority; or
 - (iii) lost.
- (b) If the declaration relates to a Special Resolution then, subject to Rule 15.3(a), the declaration should state that a Special Resolution has been determined.
 - (c) The Declaration made under Rule 15.3(a) must be entered into the minute book of the Association.
 - (d) The entry in the minute book of the Association under Rule 15.3(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

16. MINUTES OF MEETINGS

- (a) The Secretary must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
- (b) The President (or Chairperson) must ensure that the minutes of a General Meeting or Executive Committee Meeting under Rule 16(a) are reviewed and signed as correct by:
 - (i) the Chairperson of the General Meeting or Executive Committee Meeting to which those minutes relate; or
 - (ii) the Chairperson of the next General Meeting or Executive Committee Meeting as the case requires.
- (c) When minutes have been entered and signed as correct under this Rule, they are, until the contrary is proved, evidence that:
 - (i) the General Meeting or Executive Committee Meeting to which they relate was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the General Meeting or Executive Committee Meeting did in fact take place at the meeting; and;
 - (iii) all appointments or elections purporting to have been made at the Meeting have been validly made.

17. FUNDS AND ACCOUNTS

17.1 CONTROL OF FUNDS

- a) Two signatories, not being from the same household, shall be required to sign all Association cheques or authorise electronic funds transfers.

- b) All monies received by the Centre shall be banked in the Association's Working account.
- c) It is recognised that as a Tier 1 Association it is not a formal requirement however, an Audit of Accounts are to be conducted at least once in each financial year of the Association. The accounts of the Association shall be examined by an independent auditor,
- d) The Treasurer of the Association shall deliver to the auditor a list of all the accounts, books and records of the Association.
- e) Each Club is to submit a financial statement at the end of each season to the Association Secretary.
- f) This audit should occur as close as possible to the AGM, following the financial year of the Association,
- g) The auditor shall certify as to the financial integrity of the accounts of the Association,
- h) In their report, and in certifying the accounts, the auditor shall state:
 - i. Whether they have obtained the information required by them;
 - ii. Whether in their opinion, the accounts have been maintained so as to exhibit a true and correct view of the financial position of the Centre according to the information at their disposal and the explanations given to them and as shown by the financial records of the Centre; and
 - iii. Whether the rules relating to the administration of the funds of the Centre have been observed.

17.2 FINANCIAL YEAR

- (a) The Association's Financial Year will be a period of 12 months commencing on 1 April and ending on 31 March of each year

17.3 ACCOUNTING RECORDS AND FINANCIAL STATEMENTS

- (a) The Association Treasurer must keep Accounting Records for at least seven years in accordance with the Act for the purposes of:
 - (i) preparing true and fair Financial Statements of the Association; and
 - (ii) conveniently and properly auditing the Financial Statements of the Association.

18. AUTHORITY REQUIRED TO BIND THE ASSOCIATION

18.1 EXECUTING DOCUMENTS

The Association may execute a document without using a common seal if the document is signed by:

- (a) any two Executive Committee Members; or
- (b) one Executive Committee Member and a person authorised by the Executive Committee.

18.2 USE OF THE COMMON SEAL

The Association must have a common seal on which its corporate name appears in legible characters.

The common seal of the Association must not be used without the express authority of the Executive Committee and every use of that common seal must be recorded

- (a) The Association executes a document with its common seal, if the fixing of the seal is witnessed by:
 - (i) any two of the Chairperson, the Secretary and the Treasurer.
- (b) Every use of the common seal must be recorded in the Executive Committee's minute book
- (c) The common seal of the Association must be kept in the custody of the Secretary or as such other person as the Committee from time to time decides.

19. DISSOLUTION OF THE ASSOCIATION

- (a) Should it be resolved to dissolve the Association, then all property or money remaining to the credit of the Association after satisfaction of all debts and liabilities of the Association as well as all costs, charges and expenses of the Dissolution shall be distributed:
 - (i) In the first instance Affiliate 1
 - (ii) to another incorporated Association under the Act which has similar objects to the Objects, which is entitled to the benefits of similar exemptions to that of the Association in terms of the *Income Tax Assessment Act 1997 (Cth)*;

20. AFFILIATING CLUBS

20.1 ESTABLISHING A CLUB

- (a) If an interested person or group wish to become affiliated shall advise the Secretary in writing and the request shall be considered by the Association at the next Executive Committee Meeting notice of which shall be included in the notice of meeting.

- (b) A club may be affiliated by an absolute majority of the persons entitled to vote at a General Meeting.
- (c) Upon establishment of a Club, a certificate of registration is issued.

20.2 STRUCTURING A CLUB

All affiliated Clubs are formed as part of this Association and operate under the Association's Rules. A Club may alter its Club Rules to cover local situations or conditions.

20.3 JOINING A CLUB

Any Member of the Association may attend a meeting of a Club and the Club Management may permit any other person (whether or not eligible for membership) to attend meetings of the Club.

20.4 FINANCING A CLUB

The Executive Committee may donate to CLUBS for special occasions or projects, but the main revenue is from Club membership levies and fundraising.

20.5 DISAFFILIATING CLUBS

- (a) An affiliated Club may be disaffiliated:
 - i. At its request; or
 - ii. By an absolute majority of the persons entitled to vote at a General Meeting of which motion, notice of motion has been given in accordance with this provision.
- (b) A motion for disaffiliation of a club may not be moved unless notice of motion has been given by either:
 - i. The Executive Committee; or
 - ii. A Club,and included in the notice of General Meeting.
- (c) Proposal to dissolve the Club shall be forwarded to all Club Members not less than 28 days prior to the date for a meeting called for this purpose by the Club committee.
- (d) The Club may be dissolved by a resolution passed by a 75% majority of Members entitled to vote and present in person at a Club's General Meeting. The resolution must then be formally presented to the Executive Committee for their endorsement.

- (e) If the Executive Committee fails to endorse the resolution, a meeting must be arranged with the Association Committee and the Club committee to discuss any alternatives.
- (f) If the meeting results in Club closure, any property of the Members Club there remains after the satisfaction of all its debts, liabilities and the costs, charges and expenses of the winding up, ownership of that property shall be transferred to:
 - (i) The Bayswater Little Athletic Association Inc for consideration by the Association Executive Committee and the following procedure must occur:
 - (A) The Club shall surrender all financial records, books, documents, registers, papers, securities and funds to the Centre Secretary, immediately on closure of the Club.
 - (ii) The same must not be paid to or distributed among the members , or former members but transferred to the Association:

20.6 DELEGATES

- (a) Meetings of delegates of Member Clubs shall be held every 2 months during the period of the Athletics Summer season at the times specified in the Association's annual program and at such other times as may be required as determined by the Executive Committee.
- (b) The time and venue of Delegate Meetings shall be set by the Chairperson and notified by the Secretary
- (c) Delegate Meetings shall consider any matters arising out of the conduct of the Athletics Season and make recommendations to the Executive Committee which shall be binding on the Executive Committee.
- (d) The Delegate Meetings may consider any nomination from a club for the appointment of a Life Member and shall have power to appoint Life Members in accordance with the Trophy & Awards Policy.
- (e) Each Club is entitled to appoint two elected General Member as their Club Delegate and a Proxy Delegate to the Central Delegates Council. The Proxy Delegate is to attend meetings in the absence of the Club Delegate.

20.7 CENTRE DELEGATE MEETINGS

- (a) The Centre Delegate Meetings shall comprise:
 - (i) the President;
 - (ii) the Secretary;

- (iii) the Treasurer
- (iv) The Executive Committee
- (v) elected Club Delegates; or Proxy Club Delegates

21. AWARDS

21.1 LIFE MEMBERSHIP OF ASSOCIATION

- (a) Any Member who has rendered outstanding or meritorious services of benefit to the Association, or to athletics generally, may be nominated by a General Member/Club as a Life Member of the Association.
- (b) The person nominated must have served a minimum of ten (10) years, five (5) at Club and five (5) at Centre Executive Level.
- (c) Any nomination as a Life Member must be made in writing to the Chairperson on the approved form no later than the 31st of April each year.
- (d) The Chairperson will refer nominations for Life Membership to the Executive Committee for a final determination.
- (e) A Life Member shall be entitled to all those rights and privileges of a General Member and be exempt from annual fees.

21.2 REVOCATION OF LIFE MEMBERSHIP AWARD

Should a Life Member act in a manner that causes, or has the potential to cause harm to a Club or the Association, the Club by Resolution of 75% of the Members present at a meeting called for that purpose, recommend to the Executive Committee, or the Executive Committee acting on its own account in conjunction with the Chairperson, declare, that the Life Membership award to that person be revoked.