



**SELAC**

**CONSTITUTION**

**Of**

**SOUTH EASTERN LITTLE ATHLETICS CENTRE INC**

Name	Title	Signature	Date
Garry Hartley	President		
Ted Larsen	Treasurer		
Melanie Kell	Secretary		

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## **1 NAME**

- 1.1 The Centre shall be known as "SOUTH EASTERN LITTLE ATHLETICS CENTRE INC" hereinafter called "the Centre".

## **2 OBJECTIVES OF THE CENTRE**

### *THE OBJECTS OF THE- CENTRE SHALL BE:*

- 2.1 To provide athletic competition for children who are registered with the Centre.
- 2.2 To promote the ideal of children, competing for personal satisfaction through improved performance.
- 2.3 To organise and conduct Centre Championships for these events.
- 2.4 To use all available means to place Little Athletics before the public.
- 2.5 To set down, the basic requirements and rules for competition to be conducted by the Centre.

## **3 POWERS OF THE CENTRE**

### *THE POWERS OF THE CENTRE SHALL BE:*

- 3.1 To organise and control the conduct of Little Athletics Competition, and registered members within the area of the Centre.
- 3.2 To select teams of registered children to represent the Centre in any other Competitions.
- 3.3 To appoint delegates to represent the Centre at any meetings or discussions promoting Little Athletics.
- 3.4 To act alone or with other Centres in the interests of members affiliated with the Centre.
- 3.5 To perform disciplinary actions such as disqualification, suspension or dismissal of any member or officer in breach of the rules or otherwise, who by the majority of the committee members, has been considered guilty of misconduct or acting contrary to the interest of the Centre).
- 3.6 To impose and collect levies, subscriptions, fees and other charges from members thereof, or to borrow or raise money with or without security for the carrying out of this Constitution or for matters connected therewith.
- 3.7 To apply the income and property of the Centre to the promotion of the objects of the Centre.
- 3.8 To enter into a contract with any bank, financial institution, person or persons for the purpose of raising or borrowing money for the advancement of Little Athletics within the Centre, on the recommendation of the Executive Council and passed by a majority of those attending and eligible to vote at an Annual General Meeting or Special General Meeting.

## **4.0 MEMBERSHIP OF THE CENTRE**

### *THE MEMBERSHIP OF THE CENTRE SHALL BE:*

- 4.0.1 The Executive Council of the Centre (as defined in 5.1)
- 4.0.2 The parents of each child as are registered with the Centre aged between five (5) and seventeen (17) years of age as calculated at midnight on 30 September each year.
- 4.0.3 Such children as may be registered with the Centre in accordance with Section 4(b) who are deemed junior and non voting members.
- 4.0.4
  - 4.0.4.1 Adults who have art interest in the activities of the Centre, who may or may not be connected with an affiliated member of the Centre, may make application for membership of the Centre in the form set out in Appendix 1.
  - 4.0.4.2 Such application shall be lodged with the Secretary of the Centre
  - 4.0.4.3 As soon as practicable after receiving an application for membership, the Secretary shall refer such application to the Executive Council which shall determine whether to approve or to reject the application.
  - 4.0.4.4 Where the Executive Council determines to approve an application for membership, the Secretary shall, as soon as practicable after that determination, notify the applicant of that approval.
  - 4.0.4.5 The Secretary shall, arrange for the Public Officer to enter the applicants name In the register of members and, upon the name being so entered, the applicant becomes a member of the Centre.

## **4.1 CESSATION OF MEMBERSHIP AND CREATION OF CASUAL VACANCIES**

### *A PERSON CEASES TO BE A MEMBER OF THE CENTRE AND EXECUTIVE COUNCIL (CREATING A CASUAL VACANCY) IF THE PERSON:*

- 4.1.1 Dies;
- 4.1.2 Ceases to be a member of the Centre
- 4.1.3 Is a junior member who ceases to be registered with the Centre under Section 4
- 4.1.4 Resigns that membership (in the Case of an Executive Council Member by notice in writing to the Secretary).
- 4.1.5 Is expelled from the Centre or is removed from the Executive Council by resolution of the Executive Council.
- 4.1.6 Become of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

## **4.2 REGISTER OF MEMBERS**

- 4.2.1 The Public Officer of the Centre shall establish and maintain a register of voting members of the Centre specifying the name and address of each person who is a member of the Centre together with the date on which the person became a member.

## **5.0 CONTROL OF THE CENTRE**

- 5.1 The control and management of the centre shall be vested in and Executive Council (hereinafter called the “The Executive”), of not less than ten (10) adults.

## **5.2 MANAGEMENT**

*THE GENERAL MANAGEMENT OF THE CENTRE SHALL BE VESTED IN AN EXECUTIVE COUNCIL WHICH SHALL CONSIST OF:*

- 5.2.1 PRESIDENT
- 5.2.2 SECRETARY
- 5.2.3 TREASURER
- 5.2.4 REGISTRAR
- 5.2.5 OFFICER FOR CHAMP IONSHIPS
- 5.2.6 OFFICER FOR ORGANISATION OF OFFICIALS
- 5.2.7 OFFICER FOR PUBLICITY AND PUBLIC RELATIONS
- 5.2.8 OFFICER FOR COACHING AND EDUCATION
- 5.2.9 OFFICER FOR EQUIPMENT AND TECHNICAL REQUIREMENTS
- 5.2.10 OFFICER FOR CATERING
- 5.2.11 OFFICER FOR SOCIAL ACTIVITIES

## **5.3 ELECTION OF THE EXECUTIVE COUNCIL**

- 5.3.1 The Executive Council shall be elected at the Centre’s Annual General Meeting and shall take office immediately, with the exception of the Inaugural Executive Council which shall be elected at the earliest practical date and shall take office immediately.
- 5.3.2 Each member of the Executive Council shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member’s election, but is eligible for re-election.
- 5.3.3 Nominations for the Executive Council shall be forwarded to the Centre Secretary at least fourteen (14) days prior to the Annual General Meeting, such nomination to include the Executive Council position for which the nominee is being nominated and signed by two (2) members of the Centre.

- 5.3.4 If insufficient nominations are received to fill all vacancies on the committee, the candidates' nominations shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 5.3.5 If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be casual vacancies.
- 5.3.6 If the number of nominations received is equal to the number vacancies to be filled, the Persons nominated shall be deemed to be elected.
- 5.3.7 Voting for the persons nominated for the positions on the Executive Council shall only take place by secret ballot when the number of nominations for each position exceeds one and after the reading of a statement of the credentials of each nominee and in such case ballot papers shall be prepared listing the names of the nominees in alphabetical order and on which each member shall record a valid vote by indicating the nomination preferred with a tick and striking out all others.
- 5.3.8 Two persons shall be appointed by the Chairperson of the meeting prior to the election to act as scrutineers who shall examine each valid vote and record one Vote for each nomination that has been indicated with a tick and at the completion of such count the votes recorded for each nomination and determine the person with the greatest number of votes who shall be deemed the elected member of the Executive Council.

## **5.4 FILLING EXECUTIVE COUNCIL VACANCIES**

- 5.4.1 In the event of insufficient nominations being received for the Executive Council at the Annual General Meeting of the Centre or in, the event of a vacancy during the year, the Executive shall have the power to appoint a person to fill the vacancy until the next Annual General Meeting, whether or not a position is already held by that person, The Chairperson, secretary, Treasurer and Registrar shall hold no other positions on the Executive Council. The Vice Chairperson and other members of the Executive may hold more than one position, although it is preferable to have one member for each Executive Council position.
- 5.4.2 Where Executive Council positions are created by changes to the Constitution (for the improvement of running the Centre), then the Executive Council shall have the power to appoint a person to fill such position until the next Annual General Meeting.
- 5.4.3 A vacant position, may be filled by the Centre by Advertising the position in the Centre newsletter or by co-opting a person to fill that position.

## **5.5 POWERS OF THE EXECUTIVE COUNCIL**

*THE EXECUTIVE COUNCIL, HAVING REGARD TO THIS CONSTITUTION SHALL BE EMPOWERED TO:*

- 5.5.1 Control the affairs of the Centre in a manner which will attain the objects Of the Centre and maintain the powers of the Centre.
- 5.5.2 Plan and implement the athletic and related activities of the Centre in the best interest of Little Athletics.
- 5.5.3 Act on behalf of the Centre in all matters pertaining to the conduct of it
- 5.5.4 Appoint sub—committee as required.
- 5.5.5 Register children with the Little Athletics Association of New South Wales (Inc) (LAANSW).
- 5.5.6 To administer the financial affairs of the Centre through the Treasurer.
- 5.5.7 Present written, reports on all actions taken and actions proposed to each Centre meeting for endorsement or otherwise.
- 5.5.8 Meet at such time and at such Place as the Executive Council may determine from time to time and on any additional occasion as deemed necessary by the Executive Council.
- 5.5.9 Take action on behalf of the Centre after a majority of the Executive members have voted in favour of the action.
- 5.5.10 To refuse any applicant, for membership which is considered by the Executive Council not to be in the best interests of Little Athletics.

## **5.6 EXECUTIVE COUNCIL MEETINGS**

- 5.6.1 The Executive Council shall meet at such times as the Executive Council may determine and on any additional occasions as requested by the Secretary.
- 5.6.2 For an Executive Council meeting to a valid meeting, it shall be attended by more than half of the Executive Council members.
- 5.6.3 Members of the Executive Council shall be responsible for the conduct of each meeting of the Centre that may be held during their term of office and at such meetings each member shall be entitled to vote.
- 5.6.4 Any member of The Executive Council who is absent from two consecutive meetings without an acceptable apology or leave of absence shall forfeit his or her place on the Executive Council.
- 5.6.5 An apology from any member of the Executive Council for inability to attend any Executive Council Meeting shall be with the Secretary by noon before any such meeting in order that it may be ascertained that a quorum will be in attendance.
- 5.6.6 The Secretary of the Centre shall give the Executive Council members at least seven (7) days notice of each such meeting either orally or in writing.

## **5.7 POWERS AND DUTIES OF THE EXECUTIVE COUNCIL**

### **5.7.1 POWERS**

Each Executive Council member shall have the responsibility to plan the details of a section of the Centre Administration and shall:

- 5.7.1.1 Present such plans to each meeting of the Executive Council for its consideration and approval or otherwise.
- 5.7.1.2 Have power to act on behalf of the Centre to implement such plans.
- 5.7.1.3 Form sub-committee from affiliated members of the Centre when deemed necessary to assist in the preparation and implementation of plans.

### **5.7.2 PRESIDENT**

*PRESIDENT SHALL:*

- 5.7.2.1 Chair each meeting of the Executive Council and any other meetings organised by the Centre.
- 5.7.2.2 Be informed of all areas by the Secretary.
- 5.7.2.3 May be called upon for whatever duties the Centre may require.
- 5.7.2.4** In the case of a tied decision, shall have the cast voting.

### **5.7.3 SECRETARY**

*THE SECRETARY SHALL:*

- 5.7.3.1 Take. Detailed minutes of the business from all Executive Council and Centre Meetings and distribute copies to all Executive Council Members and compile all agendas' for meetings with the assistance from the Executive Council.
- 5.7.3.2 Assist all members of the Executive Council where required.
- 5.7.3.3 Keep on file, all correspondence received and, a copy of all correspondence forwarded on behalf of the Centre by each member of the Executive Council.
- 5.7.3.4 Forward notices of Executive Council meetings to members at least seven (7) days prior to the date of the meeting.
- 5.7.3.5 Keep on file, all material that may assist the organisation of Little Athletics.
- 5.7.3.6 File all results of Little Athletics competitions conducted by the Centre.
- 5.7.3.7 Act on behalf of the Centre as directed by the Executive Council
- 5.7.3.8 Be responsible for all Keys, Stock, Uniforms and Books and conduct Annual Stock take.

### **5.7.4 TREASURER**

*THE TREASURER SHALL:*



- 5.7.4.1 Keep a detailed ledger of all receipts and payments transacted for the Centre.
- 5.7.4.2 Issue receipts for all monies received for Banking from the Secretary, Registrar, Canteen, Championships, Social, Financial Affairs, etc., and arrange for those members to issue receipts for all monies they received.
- 5.7.4.3 Present at each Meeting of the Executive Council, a full summary of receipts and expenses for ratification by the Executive Council
- 5.7.4.4 Present to each Executive Council Meeting, accounts received by the Centre since the previous meetings to be passed for payment.
- 5.7.4.5 Make payments only against receipt or invoice as approved by the committee. Where practicable payments should be made by cheque.
- 5.7.4.6 Arrange for Chairperson, Secretary and Treasurer to act as signatories, with any two to sign on all Centre Cheques, (except where two may be members of the same household.)
- 5.7.4.7 Collect all competition and miscellaneous fees owing to the Centre by affiliated members and bank within forty-eight (48) hours or arrange with Secretary to Bank if commitments are as such.
- 5.7.4.8 Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- 5.7.4.9 Present to the Annual General Meeting a detailed budget of Receipts and Expenditure for the twelve (12) months commencing 1st April and ending 31st March the following year. Such budget to include methods raising finance.
- 5.7.4.10 All Account Books including Petty Cash Book to be audited by one or more suitable persons, appointed by the Executive Council prior to the Annual Meeting or upon request by the Executive Council at any other time during the Little Athletics active season.
- 5.7.4.11 Investigate all Insurance Policies required for the Centre and equipment.
- 5.7.4.12 Establish an account or accounts with a suitable bank.

#### **5.7.5 REGISTRAR**

##### *THE REGISTRAR SHALL:*

- 5.7.5.1 Obtain and distribute Registration Cards to distribute to former and prospective members, for completion in accordance with the Centre rules.
- 5.7.5.2 Receive each correctly completed registration card accompanied by the fee set down by the Executive Council and proof of age of all new members joining.
- 5.7.5.3 Distribute Centre Registration and Age Numbers and Record Book to each child as registered.

- 5.7.5.4 Forward all Registrations, together with appropriate fee to the Little Athletics Association of New South Wales Inc. The first to be forwarded ONE MONTH after the first Registration Day then monthly thereafter. No-prior passing of Association Fee is required.
- 5.7.5.5 Keep a complete Register of each member, (junior and non-voting), showing Registration number, Name, Age Group, Date of Birth, Proof of Age, plus Re or New or Transfer Registration.
- 5.7.5.6 File all Centre Copies of Registration Cards in order of Age Group Boys then Girls and alphabetical order. – Forward Association Copy in same order. Give Club Copy to Secretary.
- 5.7.5.7 Forward only the Yellow and Green Copies to Association, keep Pink copy on file with Secretary. On return from Association, file copy.

#### **5.7.6 OFFICER FOR CHAMPIONSHIPS AND SPECIAL MEETINGS**

*THE OFFICER FOR CHAMPIONSHIPS AND SPECIAL MEETINGS SHALL PLAN AND IMPLEMENT:*

- 5.7.6.5 The fixtures, programmes and timetables for all Centre Championship events.
- 5.7.6.6 The preparation of Entry Forms for Centre Championship events.
- 5.7.6.7 The collating of entries for Centre Championships and Special Meetings and the organisation of printed programs.
- 5.7.6.8 The purchase of trophies with the assistance of the Secretary and one other member of the Executive Council.
- 5.7.6.9 The Presentations of Centre Championships and Special Meetings.
- 5.7.6.10 Convene a Special Meetings as soon as possible after the Centre Championships and/or End of Season Competition with Age Managers and Executive Council to determine the Awards to be made at the Annual General Meeting.
- 5.7.6.11 With the assistance of all Age Managers, select the Athletes on performance and reliability for representative carnivals such as Relays and Zone Championships.

#### **5.7.7 OFFICER FOR ORGANISATION OF OFFICIALS**

*THE OFFICER FOR OFFICIALS SHALL PLAN AND IMPLEMENT:*

- 5.7.7.5 The organisation of Officials to conduct Weekly Competitions, Centre Championships and Special Meetings conducted by The Centre.
- 5.7.7.6 Check that Officials are carrying out their position in the best manner to assist the athletes and not slow down the program.
- 5.7.7.7 Report to the Executive Council on the availability and standard of Officials and submit a list of Officials present at the Centre Championships.

5.7.7.8 The organisation of Officials for attendance at Zone, Region and State Championships on behalf of the Centre.

#### **5.7.8 OFFICER FOR PUBLICITY AND PUBLIC RELATIONS**

##### *THE OFFICER SHALL PLAN AND IMPLEMENT:*

- 5.7.8.5 The maximum local press coverage of Centre activities and results and arrange through local business displays.
- 5.7.8.1 Prepare and distribute a Centre Newsletter at least fortnightly to all competitors and Officials highlighting past and future events and acknowledge sponsors.
- 5.7.8.2 Keep sponsors informed where possible.
- 5.7.8.3 Submit a report to the Annual General Meeting.

#### **5.7.9 OFFICER FOR COACHING AND EDUCATION**

##### *THE OFFICER SHALL PLAN AND IMPLEMENT:*

- 5.7.9.1 Coaching seminars for the education of coaches and athletes.
- 5.7.9.2 An examination system for coaches, officials and administrators.
- 5.7.9.3 A coordinated panel of coaches to organise the coaching of selected squads of athletes.
- 5.7.9.4 The selection of athletes for coaching squads.
- 5.7.9.5 The coaching of Centre teams for representing carnivals.

#### **5.7.10 OFFICER FOR EQUIPMENT AND TECHNICAL REQUIREMENTS**

##### *THE OFFICER SHALL-PLAN AND IMPLEMENT:*

- 5.7.10.1 The layout of the Track and Field for all competitions held at the Centre.
- 5.7.10.2 Recommend the purchase and or repair of all equipment.
- 5.7.10.3 Ensure all equipment is properly maintained and keep inventory of the same.
- 5.7.10.4 Give a list of equipment to the Secretary for Insurance purposes when required.
- 5.7.10.5 Submit a report to the Annual General Meeting.

#### **5.7.11 OFFICER FOR CATERING**

##### *THE OFFICER FOR CATERING SHALL PLAN AND IMPLEMENT:*

- 5.7.11.1 The management of all activities in the Catering whenever Competition is held at the Centre.
- 5.7.11.2 Be responsible for all ordering of stock within the Canteen, with financial arrangements as decided upon by the Executive Council.
- 5.7.11.3 Arrange cash Float for the weekly running of the Canteen.
- 5.7.11.4 Arrange a suitable help and replacement in his/her absence.

- 5.7.11.5 Present a Menu and Price List for ratification, by the Executive Council.
- 5.7.11.6 Count proceeds nightly with the Treasurer (or Secretary) and receive a receipt for the same.
- 5.7.11.7 Keep a clear record of all orders and takings with a profit and loss account and present a report at each Executive Council Meeting.
- 5.7.11.8 Present a report at the Annual General Meeting.

#### 5.7.12 **OFFICER FOR SOCIAL ACTIVITIES**

*THE OFFICER FOR SOCIAL ACTIVITIES SHALL PLAN AND IMPLEMENT:*

- 5.7.12.1 The raising of finance when required.
- 5.7.12.2 Arrange a programme or Social Functions.
- 5.7.12.3 Arrange for entertaining and/or accommodation for any visitors to the Centre.
- 5.7.12.4 Ensure that during fund raising activities, monies raised are handed promptly to the Treasurer (or Secretary) and receive a receipt for the same.
- 5.7.12.5 Assist the Centre Secretary as required

## **6 SUBSCRIPTIONS**

- 6.1 The Executive Council shall determine the amount of fees and subscriptions to be paid by members for the registration of their children with the Centre. This amount will be determined after the Little Athletics Associations of New South Wales Inc. has set the subscription which is payable to It to enable children to be registered and affiliated with the Association.
- 6.2 Such subscription is to be determined on a yearly basis.

## **7 MEMBERSHIP LIABILITIES**

- 6.3 The liability of a member of the Centre to contribute towards the payment of the debts and liabilities of the Centre of the costs, charges and expenses of the winding up of the Centre is limited to the amount, if any, unpaid by the member in the respect of membership of the Centre as required by Rule 6 (Subscriptions).

## **8 DISCIPLINING OF MEMBERS**

- 8.1 Where the Executive Council is of the opinion that a member of the Centre:
  - 8.1.1 Has persistently refused or neglected to comply with a provision or provisions of these rules (or)
  - 8.1.2 Has persistently and wilfully acted in a manner prejudicial to the interests of the Centre.  
The Executive Council may by resolution,:
  - 8.1.3 Expel the member from The Association (or)
  - 8.1.4 Suspend the member from membership of the Centre for a specified period.

- 8.2 A resolution of the Executive Council under Clause (1) is of no effect unless the Executive Council at a Meeting held not earlier than fourteen (14) days and not later than twenty eight (28) days confirms the resolution in accordance with this rule.
- 8.3 Where the Executive Council passes a resolution under Clause (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
- 8.3.1 Setting out the resolution of the Executive Council and the grounds on which it is based.
  - 8.3.2 stating that the member may address the Executive Council at a meeting to be held not earlier than fourteen (14) days and not later than twenty eight (28) days after service of the notice,
  - 8.3.3 stating the date, place and time of that meeting; and
  - 8.3.4 informing the member that the member may do either of the Following:
    - 8.3.4.1 Attend and speak at the meeting;
    - 8.3.4.2 Submit to the Executive Council at or prior to the date of that meeting written representations relating to the resolution.
- 8.4 At a meeting of the Executive-Council held as referred to in Clause 8.3 the Executive Council shall:
- 8.4.1 give to the member an opportunity to make oral representations;
  - 8.4.2 give due consideration to any written representations submitted to the Executive Council by the member at or prior to the meeting; and
  - 8.4.3 By resolution determine whether to confirm or to revoke the resolution.
- 8.5 Where the Executive Council confirms a resolution under Clause (4), the Secretary shall , within seven (7) days after that confirmation, by notice in writing inform the member of the fact and of the member's Right of Appeal under Rule 9.
- 8.6 A resolution confirmed by the Executive Council I under Clause (4) does not take effect:
- 8.6.1 until the expiration of the period within which the member Is entitled to appeal against the resolution where the member does not exercise the right of Appeal within that period (or)
  - 8.6.2 Where within that period the member exercises the right of Appeal, unless and until the Centre confirms the resolution pursuant to Rule 9.

## **9 RIGHT OF APPEAL OF DISCIPLINED MEMBERS**

- 9.1 A member may appeal to the Centre in a General Meeting against a resolution of the Executive Council which is confirmed under Rule 8(4) within seven (7) days after notice of the resolution is served on the member by lodging with the Secretary a notice to that effect.

- 9.2 Upon receipt of a notice from a member under Clause (1), the Secretary shall notify the Executive Council which shall convene a General Meeting of the Centre to be held within twenty one (21) days after that date on which the Secretary received the notice.
- 9.3 At a General Meeting of the Centre convened under Clause (2):
- 9.3.1 No business other than the question of the appeal shall be transacted.
- 9.3.2 The Executive Council and the member shall be given the opportunity to state their respective cases orally or, in writing, or both.
- 9.3.3 The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 9.4 If at the General Meeting, the Centre passes a special resolution In favour of the confirmation of the resolution, the resolution is confirmed.

## **10 GENERAL MEETINGS**

### **10.1 GENERAL MEETINGS**

- 10.1.1 The Annual General Meeting of the Centre shall be held prior to the Associations Annual General Meeting in May at the close of the Track and Field Season and shall be organised by the Executive Council in a manner best suited to entertain Centre members and friends and advertise the Centre.
- 10.1.2 The meeting shall be convened on such date and at such place and time as the Executive Council thinks fit.
- 10.1.3 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- 10.1.3.1 To confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting.
- 10.1.3.2 To receive from the EXECUTIVE COUNCIL reports upon the activities of the Centre during last preceding financial year:
- 10.1.3.3 To elect the EXECUTIVE COUNCIL of the Centre and
- 10.1.3.4 To receive and consider the statement which is required to be submitted to members pursuant to Section 26(6) of the Act.
- 10.1.4 An Annual General Meeting shall be specified as such in the notice convening it.

### **10.2 SPECIAL GENERAL MEETINGS – CALLING OF**

- 10.2.1. The Executive Council may, wherever it thinks fit, convene a Special General Meeting of the Centre.
- 10.2.2. The Executive Council shall, on the requisition in writing of not less than 5 Percent of the total number of members, convene a Special General Meeting of the Centre.

- 10.2.3. A requisition of members for a Special General Meeting:
- 10.2.4. Shall state the purpose or purposes of the meeting.
- 10.2.5. Shall be signed by the members making the requisition.
- 10.2.6. Shall be lodged with the Secretary.
- 10.2.7. May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 10.2.8. If the Executive Council fails to convene a Special General Meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
- 10.2.9. A Special General Meeting convened by a member or members as referred to in Clause 9(d) shall be convened as near as is practicable in the same manner as General Meetings are convened by the Executive Council.

### **10.3 NOTICE**

- 10.3.1 Except where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Centre, the Secretary shall, at least Fourteen (14) days before the date fixed for the holding of the General Meeting; cause to be sent by pre-paid post to each member at the member's address appear in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 10.3.2 Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Centre, the Secretary shall, at least twenty one (21) days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in clause (a) specifying the addition to the matter required under Clause (a), the intention to propose the resolution as a special resolution.
- 10.3.3 No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 10.1(c).
- 10.3.4 A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

### **10.4 PROCEDURE**

- 10.4.1 No item of business shall be transacted at a General Meeting unless a quorum of members entitled under the rules to vote is present during the time the meeting is considering that item.

- 10.4.2 At least half of the Executive Council and ten (10) members present. In person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- 10.4.3 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 shall stand adjourned to the same day in the following week, at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or Communicated by written notice to the members given before the day to which the meeting is adjourned) at the same place.
- 10.4.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than ten (10), including half of the Executive Council) shall constitute a quorum.

## **10.5 PRESIDING MEMBER**

- 10.5.1 The President of the Executive Council, or in the Chairperson's absence, the secretary shall preside as Chairperson at each General Meeting of the Centre.
- 10.5.2 If the President and the Secretary are absent from a General Meeting or unwilling to act, the members present shall elect one of their number to preside as Chairperson at the Meeting.

## **10.6 ADJOURNMENT**

- 10.6.1 The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place and 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.
- 10.6.2 Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the association stating place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 10.6.3 Except as provided in Clauses (10.6.1) and (10.6.2), notice of an adjournment of a General Meeting or of business to be transacted at an adjourned meeting is not required to be given.



## **10.7 MAKING OF DECISIONS**

- 10.7.1 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 show of hands a poll is demanded, a declaration by the Chairperson that: a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the Minute Book of the Centre, is evidence of the fact without proof of the number of proportion of the votes recorded in favour of or against that resolution.
- 10.7.2 At a General Meeting of the Centre, a poll may be demanded by the Chairperson, or by not less than three (3) members present in person or by proxy at the Meeting.
- 10.7.3 Where a poll is demanded at a General Meeting, the poll should be taken:
  - 10.7.3.1 Immediately in the case of a poll which relates to the election of the Chairperson of the meeting or to the question of an adjournment.
  - 10.7.3.2 In any other case, in such manner and at such time before the close of the meeting as the Chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

## **10.8 SPECIAL RESOLUTION**

- 10.8.1 A resolution of the Centre is a special resolution if:
  - 10.8.1.1 it is passed by a majority which comprises not less than three quarters of such members of the Centre as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.
  - 10.8.1.2 Where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (10.8.1) the resolution is passed in a manner specified by the Commission.

## **11 VOTING RIGHTS**

- 11.1 Upon any question arising at a General Meeting of the Centre a member has only one vote.
- 11.2 All votes shall be given personally or by proxy but no member may hold more than five (5) proxies.
- 11.3 In the case of an equality of votes on a question at a General Meeting, the Chairperson of the Meeting is entitled to exercise a second or casting vote.
- 11.4 A member or proxy is not entitled to vote at any General Meeting of the Centre unless all money due and payable by the member or proxy to the Centre has

been paid, other than the amount of the Annual Subscription payable in respect of the then current year.

## **12 APPOINTMENT OF PROXIES**

- 11.2.1 Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty Four (24) hours before the time of the meeting in respect of which the proxy is appointed.
- 11.2.2 The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

## **12 FINANCE OF THE CENTRE**

- 12.1 The Financial Year of the Centre shall be from the first (1st) day of April to the thirty first (31st) day of March in the following year.
- 12.2 The Executive Council shall appoint each year, one or more auditors who shall audit all accounts of the Centre including, special and trust accounts and report on such to the next Annual General Meeting.

## **13 WINDING UP (DISSOLUTION)**

- 13.1 The Centre may be wound up and dissolved If a special resolution is passed by three quarters of the financial members present at a Special Meeting called for the purpose of dissolving and winding up of the
- 13.2 Centre after twenty one (21) clear days notice in writing is given to the financial members of the Centre at their last known address.
- 13.3 in the event of the Centre not having functioned for a period of two (2) years, dissolution shall be compulsory and the last available list of Officials shall be used to give effect to the provisions of the
- 13.4 Clause.
- 13.5 Any and all assets remaining after full settlement of all Just debts & liabilities incurred by the Centre shall be disposed of by transfer in full to the LITTLE ATHLETICS ASSOCIATION OF NEW SOUTH WALES INC.

## **14 GENERAL**

### **14.1 INSURANCE**

- 14.1.1 The Centre shall effect and maintain insurance pursuant to Section 44 of The Act.
- 14.1.2 In addition to the insurance required under Clause (14.6), the Centre may effect and maintain other insurance.

### **14.2 FUNDS SOURCE**

- 14.2.1 The funds of the Centre shall be derived from entrance fees and Annual Subscriptions of members, donations, -sponsorships, sale of Centre regalia

and, subject to any resolution passed by the Centre in General Meetings, such other sources as the Executive Council determines.

14.2.2 All money received by the Centre shall be deposited as soon as practicable and without deduction to the credit of the Centre's bank account.

14.2.3 The Centre shall, as soon as practicable after receiving any money, issue an appropriate receipt.

#### 14.2 FUNDS MANAGEMENT.

14.2.1 Subject to any resolution passed by the centre in General Meetings, the funds of the Centre shall be used in pursuance of the objects of the Centre in such manner as the Executive Council determines.

14.2.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two (2) members as defined in 5.7.4 (TREASURER).

#### 14.3 COMMON SEAL.

14.3.1 The Common Seal of the Centre shall be kept in the custody of the Public Officer.

14.3.2 The Common Seal shall not be affixed to any instrument except by the authority of the Executive Council and the affixing of the Common Seal shall be attested by the signatures either two (2) members of the Executive Council or of one (1) member of the Executive Council and of the Public Officer or Secretary.

#### 14.4 CUSTODY OF BOOKS, ETC.

14.4.1 Except as otherwise provided by these rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Centre.

#### 14.5 INSPECTION OF BOOKS. ETC.

14.5.1 The records, books and other documents of the Centre shall be open to inspection, free of charge, by a member of the Centre at any reasonable hour.

#### 14.6 SERVICE OF NOTICES

14.6.1 For the purpose of these rules, a notice may be served by or on behalf of the Centre upon any member either personal or by sending it by post to the member at the member's address shown in the register.

14.6.2 Where a document is sent to a person by properly addressing, pre paying and posting to the person, a letter containing the document, the document shall unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered In the ordinary course of post.

## **15 AMENDMENTS TO THE CONSTITUTION**

*AMENDMENTS TO THIS CONSTITUTION SHALL:*

- 15.1 Be made only at an Annual General Meeting or a Special Meeting called by the Executive Council.
- 15.2 Affiliated adult members and the Executive Council shall be empowered to forward motions to change this Constitution and such motions shall be signed by two (2) members and shall be received by the Secretary of the Centre at least fourteen (14) days before the Executive Council Meeting.
- 15.3 To become an effective resolution of the Centre, be passed by a majority vote consisting of at least three quarters of members present and voting at the Centre Annual General Meeting or Special General Meeting.
- 15.4 Be specific and shall refer to the Clause or Clauses concerned specifying the deletion, insertion or addition of words that are required and followed by the Clause as it would appear amended.
- 15.5 Any amendments to this Constitution to be notified to the Corporate Affairs Commission for that Department's approval and information.

## **16 DEFINITIONS (INTERPRETATIONS)**

*IN THESE RULES, EXCEPT IN SO FAR AS THE CONTEXT. OR SUBJECT MATTER OTHERWISE INDICATES OR REQUIRES:*

- 16.1 "Secretary" means:
  - 16.1.1 The person holding office under these rules as Secretary of the Centre; or
  - 16.1.2 Where no such persons hold that office the Public Officer of the Centre.
  - 16.1.3 "Special General Meeting" means a General Meeting of the Centre other than Annual General Meeting.
  - 16.1.4 "The Act" means the Associations Incorporation Act, 1984.
  - 16.1.5 "The Regulation" Means the Associations Incorporation Regulation, 1985.
  - 16.1.6 In these rules:
    - 16.1.7 A reference to the function includes a reference to power authority and duty.
    - 16.1.8 A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
  - 16.1.9 The provision of the Interpretation Act 1897, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.