

Northern Suburbs Little Athletics Centre



CONSTITUTION

April 2008

HOME GROUND

Rotary Athletic Field, Mowbray Road, Chatswood West, NSW 2067

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Constitution of Northern Suburbs Little Athletics Centre Inc.

1. NAME

The Centre shall be known as the "NORTHERN SUBURBS LITTLE ATHLETICS CENTRE INC.", which shall hereinafter in this Constitution be referred to as "The Centre".

2. DEFINITIONS (INTERPRETATIONS)

(a) In these rules, except in so far as the context or subject matter otherwise indicates or requires:

"Secretary" means:

- (i) The person holding office under these rules as Secretary of The Centre; or
- (ii) Where no such person holds that office - the Public Officer of The Centre.

"Special General Meeting" means:

A General Meeting of The Centre other than Annual General Meeting.

"The Act" means:

The Associations Incorporation Act, 1984.

"The Regulation" means:

The Associations Incorporation Regulation, 1994.

(b) In these rules:

- (i) a reference to a function includes a reference to a power, authority and duty; and
- (ii) A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (iii) The provisions of the Interpretations Act, 1987, 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.

3. OBJECTS OF THE CENTRE

The objects of The Centre shall be:

- (a) To provide athletic competition for children who are registered with The Centre;
- (b) To set down the basic requirements and rules for competition to be conducted by The Centre;
- (c) To encourage and promote the sport of athletics.
- (d) To abide by the rules of The Little Athletics Association of New South Wales Inc. (hereinafter referred to as "LAANSW"), with respect to competition and the conduct of events.
- (e) To affiliate annually with LAANSW.

4. POWERS OF THE CENTRE

The powers of The Centre shall be:

- (a) To act alone or with any other representative body in the interest of athletics;
- (b) To promote and manage athletics competitions as may from time to time be considered expedient;
- (c) To make such rules and by-laws (not being inconsistent with this Constitution or the Constitution of the LAANSW Inc) as may be deemed necessary;
- (d) To register boys and girls with The Centre in accordance with the requirements of the LAANSW Inc;

- (e) To select, appoint, finance and control individuals and teams of athletes and other persons to represent The Centre as may be deemed necessary;
- (f) To obtain by purchase, lease, hire or loan, property/equipment for the holding of athletic competitions and for training and otherwise for the use or promotion of athletics;
- (g) To meet the financial obligations of The Centre including the opening and operation of such banking accounts as The Centre shall require for that purpose;
- (h) To appoint delegates to represent The Centre at any meetings or discussions promoting Little Athletics;
- (i) To fix the annual fees and subscriptions of The Centre as hereinafter stated and to review the amount of fees and subscriptions as from time to time may be necessary;
- (j) To take all such steps as may be deemed necessary for the raising of money for the purpose of The Centre including, without limitation, sponsorship, investment of funds and receipt of donations;
- (k) To suspend, disqualify or otherwise deal with any member or officer of The Centre who has committed any breach of these rules and / or who, in the opinion of The Centre, has acted in a manner unbecoming or contrary to the interests of The Centre and Little Athletics.

5. MEMBERSHIP OF THE CENTRE

5.1. The membership of The Centre shall be:

- (a) Each of the Parents or Legal Guardians of such children as are registered with The Centre each athletics season, as notified on that season's registration documentation;
- (b) Life Members;
- (c) Such children as may be registered with The Centre, who are deemed junior and non-voting members;
- (d) Adults who have an interest in the activities of The Centre, who may not be connected with a junior non-voting member of The Centre, may make application for membership of The Centre in the form set out in Appendix 1:
 - (i) Such application should be lodged with the Secretary of The Centre;
 - (ii) As soon as practicable after receiving an application for membership the Secretary shall refer such application to The Management Committee, which shall determine whether to approve or to reject the application;
 - (iii) Where The Management Committee determines to approve an application for membership, the Secretary shall, as soon as practicable after that determination, notify the applicant of that approval;
 - (iv) The Secretary shall arrange for the Public Officer to enter the applicant's name in the register of members and upon the name being so entered, the applicant becomes a member of The Centre.

5.2 Life Membership

- (a) The Centre may, on the recommendation of The Management Committee, grant life membership to any person who has served The Centre in such a manner as The Management Committee considers warrants such an honour being bestowed.
- (b) Nominations may be submitted to The Management Committee by a member of The Centre setting out the history of the nominee in The Centre and the reasons why it is considered Life Membership should be granted.
- (c) Irrespective as to whether any nomination is received from a member, The Management Committee may, if they consider there are special circumstances existing, forward the name of the particular person to the Annual General Meeting of The Centre for consideration of the granting of Life Membership.
- (d) One of the considerations for nomination must be that the nominee has served The Centre for at least five years.
- (e) All votes for Life Membership whether at a meeting of The Management Committee or at the Annual General Meeting shall be by three-quarter majority.

5.3. Cessation of Membership

A person ceases to be a member of The Centre and The Management Committee (creating a casual vacancy) if the person:

- (a) Dies; or

- (b) Ceases to be a member of The Centre; or
- (c) Is a junior member who ceases to be registered with The Centre under Clause 5.1(c); or
- (d) Resigns that membership (in the case of a Management Committee member - by notice in writing to the Secretary); or
- (e) Is expelled from The Centre or is removed from The Management Committee by resolution of The Management Committee; or
- (f) Becomes 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.

5.4 Register of Members

- (a) The Public Officer of The Centre shall cause to be established and maintained 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.
- (b) The register of voting members shall be kept at the principal place of administration of The Centre and shall be open for inspection, free of charge, by any member of The Centre at any reasonable hour.

5.5 Public Officer

- (a) The Management Committee shall ensure that a person is appointed as Public Officer.
- (b) The first Public Officer shall be the person who completed the application for incorporation of The Centre.
- (c) The Management Committee may at any time remove The Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales, and a member of The Centre.
- (d) The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - (i) death; or
 - (ii) resignation; or
 - (iii) removal by The Management Committee or at a General Meeting; or
 - (iv) bankruptcy or financial insolvency; or
 - (v) mental illness or incapacity; or
 - (vi) residency outside New South Wales
- (e) When a vacancy occurs in the position of Public Officer, The Management Committee shall within fourteen (14) days notify the Department of Fair Trading by the prescribed form, and appoints a new Public Officer.
- (f) The Public Officer is required to notify The Department of Fair Trading by the prescribed form in the following circumstances:
 - (i) appointment (within 14 days); or
 - (ii) a change of residential address (within 14 days); or
 - (iii) a change in The Centre's objects or rules (within one month); or
 - (iv) The Centre's financial affairs (within one month after the Annual General Meeting); or
 - (v) a change in The Centre's name (within one month).
- (g) The Public Officer may be an office bearer, Management Committee member or any other person regarded as suitable for the position by The Management Committee.
- (h) The Public Officer shall keep a register of members of The Management Committee which must:
 - (i) contain the name and residential address of each Management Committee member and the date on which they became a member of The Management Committee; and
 - (ii) be updated within one month of any change taking place; and
 - (iii) be made available for inspection by any member of The Centre, at all reasonable hours, free of charge.

6. CONTROL OF THE CENTRE

- 6.1 The control and management of The Centre shall be vested in a Management Committee (herein called "The Management Committee"), of not less than five (5) adults, all of whom must be at least 18 years of age, and a member of The Centre.

6.2 The Management Committee shall consist of:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Registrar
- (f) Track and Field Officer
- (g) Age Group Coordinator
- (h) Championships Officer
- (i) Events Officer
- (j) Results, Records and Ranking Officer
- (k) Equipment Officer
- (l) Uniforms Officer
- (m) Canteen and BBQ Officer
- (n) Coaching Co-Coordinator
- (o) Publicity Officer
- (p) Web Site Co-Coordinator

6.3 Election of The Management Committee

- (a) The Management Committee shall be elected at The Centre's Annual General Meeting and shall take office at the conclusion of the Annual General Meeting, with the exception of the inaugural Management Committee which shall be elected at the earliest practical date and shall take office immediately.
- (b) Each member of The Management Committee 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.
- (c) Nominations for The Management Committee shall be forwarded to The Centre Secretary at least seven (7) days prior to the Annual General Meeting, such nomination to include The Management Committee position for which the nominee is being nominated and must be signed by two (2) members of The Centre as well as the nominee.
- (d) Only members of The Centre are eligible to vote for The Management Committee
- (e) In the event that only one nomination is received for a position, that nominee shall automatically be deemed to be elected to the position nominated.
- (f) In the event that no nominations are received to fill a vacancy on The Management Committee, nominations shall be taken from the floor at the Annual General Meeting.
- (g) The President, Secretary, Treasurer and Registrar shall hold no other positions on The Management Committee. Other members of The Management Committee may hold more than one position, although it is preferable to have one member for each Management Committee position.
- (h) When more than one nomination is received for a Management Committee position, voting for the persons nominated for the positions on The Management Committee shall take place by secret ballot.
- (i) At least two persons shall be appointed by the Chairman 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.
- (j) The person with the greatest number of votes shall be deemed the elected member of The Management Committee
- (k) The Chairman of the Annual General Meeting may call upon a person present at the meeting who is not a voting member to conduct in whole or in part the election of members of The Management Committee. Any such person so called upon shall have no right to vote for candidates for The Management Committee.

6.4 Filling Management Committee Vacancies

- (a) In the event of insufficient nominations being received for all the positions on The Management Committee at the Annual General Meeting of The Centre, or in the event of a vacancy during the year, The Management Committee shall have the power to appoint a member to fill the vacancy until the next Annual General Meeting, whether or not a position is already held by that person.

- (b) Where Management Committee positions are created by changes to the Constitution, then The Management Committee shall have the power to appoint a member to fill such position until the next Annual General Meeting.
- (c) The Centre may fill a vacant position by advertising the position or by co-opting a member to fill that position.

6.5 Powers of The Management Committee

The Management Committee, having regard to this Constitution shall be empowered to:

- (a) Control the affairs of The Centre in a manner that will attain the objects of The Centre and maintain the powers of The Centre.
- (b) Plan and implement the athletic and related activities of The Centre in the best interests of Little Athletics.
- (c) Act on behalf of The Centre in all matters pertaining to the conduct of it.
- (d) Appoint sub-committees as required.
- (e) Register boys and girls, who are of eligible age, with the Little Athletics Association of New South Wales Inc. (LAANSW).
- (f) To administer the financial affairs of The Centre through the Treasurer.
- (g) Present written reports on all actions taken and actions proposed, to each Centre meeting for endorsement or otherwise.
- (h) Meet at such time and at such place as The Management Committee may determine from time to time and on any additional occasions as deemed necessary by The Management Committee.
- (i) Take action on behalf of The Centre after The Management Committee have voted in favour of the action.

6.6 Management Committee Meetings

- (a) The Management Committee shall meet at such times as The Management Committee may determine and on any additional occasions as requested by the President or other members of The Management Committee.
- (b) For a Management Committee meeting to be a valid meeting, it shall be attended by 5 or more members of The Management Committee.
- (c) The Management Committee 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 one vote. In the case of an equality of votes the chairman of the meeting in addition to a deliberative vote shall have a casting vote.
- (d) Any member of The Management Committee who is absent from two (2) consecutive Management Committee Meetings without an acceptable apology or leave of absence shall forfeit his or her place on The Management Committee.
- (e) An apology from any member of The Management Committee for inability to attend any Management Committee Meeting shall be with the Secretary by noon before such meeting in order that it may be ascertained that a quorum will be in attendance.
- (f) The Secretary of The Centre shall give The Management Committee at least seven (7) days notice of each such meeting, either orally or in writing.

6.7 Powers of The Members of The Management Committee

Each Management Committee member shall have the responsibility to plan the details of a section of The Centre Administration and shall:

- (a) Present such plans to each meeting of The Management Committee for its consideration and approval or otherwise.
- (b) Have the power to act on behalf of The Centre to implement such plans (after approval in 6.7 (a) above).
- (c) Form sub-committees from affiliated members of The Centre when deemed necessary to assist in the preparation and implementation of plans.

6.8 Duties of The Members of The Management Committee

(a) President

The President shall:

- (i) Preside at each meeting of The Management Committee and any other meetings organised by The Centre.
- (ii) Ensure that all members of The Management Committee keep him/her informed of all Centre matters under their control.
- (iii) Perform such duties as may be required from time to time by The Centre.
- (iv) In the case of a tied decision, shall have the casting vote.
- (v) Represent The Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of The Management Committee or any other person deemed appropriate by the President.
- (vi) Submit a written report to the Annual General Meeting of The Centre.

(b) Vice President

The Vice President shall perform all duties of the President in the absence of the President or as directed by the President.

(c) The Secretary

The Secretary shall:

- (i) Take detailed minutes of the business from all Management Committee and Centre meetings and distribute copies to all Management Committee members within 14 days of all such meetings.
- (ii) Compile all agenda for meetings with the assistance from The Management Committee.
- (iii) Assist all members of The Management Committee where required.
- (iv) Keep on file, all material that may assist the organisation of Little Athletics.
- (v) Forward notices of Management Committee meetings to members at least seven (7) days prior to the date of the meeting.
- (vi) Keep on file, all correspondence received and a copy of all correspondence forwarded on behalf of The Centre by each member of The Management Committee.
- (vii) Act on behalf of The Centre as directed by The Management Committee.
- (viii) Submit a written report to the Annual General Meeting of The Centre.

(d) The Treasurer

The Treasurer shall:

- (i) Keep a detailed ledger of all receipts and payments transacted for The Centre.
- (ii) Issue receipts for all monies received.
- (iii) Present at each meeting of The Management Committee, a full summary of receipts and expenses, as well as the bank balance, for ratification by The Management Committee.
- (iv) Present to each meeting of The Management Committee, accounts received by The Centre since the previous meeting to be passed for payment.
- (v) Pay on invoice only, all accounts passed by The Management Committee for payment.
- (vi) All payments to be made by cheque or by Internet direct deposit / payment.
- (vii) Arrange for the President, 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). Other members of The Management Committee may be made signatories at the approval of The Management Committee.
- (viii) Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within three (3) business days of receipt.
- (ix) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by The Centre.
- (x) Present to the Annual General Meeting detailed financial year end Accounts.
- (xi) Investigate all insurance policies required for The Centre and equipment.
- (xii) Maintain an account or accounts with a suitable Bank or Financial Institution in the name of Northern Suburbs Little Athletics Centre Inc.
- (xiii) At the completion of The Centre's financial year, arrange for an independent audit of accounts.
- (xiv) Submit a written report to the Annual General Meeting of The Centre.

- (e) The Registrar
The Registrar shall:
- (i) Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.
 - (ii) Receive each correctly completed registration form, accompanied by the fee set down by The Management Committee and proof of age of all new members.
 - (iii) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
 - (iv) Forward all registrations, together with appropriate fees, to LAANSW.
 - (v) Ensure the maintenance of a complete register of each junior non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by The Centre.
 - (vi) Liaise with local primary and secondary schools to promote The Centre.
 - (vii) Submit a written report to the Annual General Meeting of The Centre.
- (f) The Track and Field Officer
The Track and Field Officer shall:
- (i) Direct, plan and organise all competition and championship events for The Centre.
 - (ii) Be responsible for the organisation and conduct of The Centre's weekly Track and Field competition program.
 - (iii) Liaise with the representative from the local Council regarding track condition and requirements.
 - (iv) Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and The Centre.
 - (v) Prepare competition programs and timetables and submit it to The Management Committee for approval.
 - (vi) Submit a written report to the Annual General Meeting of The Centre.
- (g) The Age Group Coordinator
The Age Group Coordinator shall:
- (i) Recruit and organise age group managers for the safe and efficient conduct of Centre meetings.
 - (ii) Organise parents and age group managers for participation in instruction, training and examinations.
 - (iii) Assist the new and returning Age Group Managers in their responsibilities.
 - (iv) Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and The Centre.
 - (v) Conduct regular meetings or correspond to all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, Association directives and information and other matters affecting the operation of The Centre and its members.
 - (vi) Discuss any comments and ideas aimed at improving The Centre with the Age Group Managers and conveying those suggestions and discussions to the President for consideration and presentation to The Management Committee if warranted.
 - (vii) Submit a written report to the Annual General Meeting of The Centre.
- (h) The Championships Officer
The Championships Officer shall:
- (i) Organise officials for events conducted by LAANSW and other Centres, in which The Centre participates.
 - (ii) Complete and submit any entry forms for athletes to participate in LAANSW events of events at other Centres.
 - (iii) Represent and co-ordinate entries from The Centre at Zone, Regional and State Championships.
 - (iv) Represent The Centre at Zone meetings
 - (v) Ensure that all athletes are correctly nominated in their events for Representative carnivals and that the nominations are lodged by the closing date.
 - (vi) Assist with selection of athletes for Center representation
 - (vii) Submit a written report to the Annual General Meeting of The Centre.

- (i) The Events Officer
The Events Officer shall:
 - (i) Plan and coordinate special Centre events (other than the regular Saturday carnivals) such as, but not limited to, Ribbon Day, the Club Multi Event and Photo Day.
 - (ii) Coordinate the various aspects of attendance by athletes from The Centre at LAANSW events other than Zone, Region and State, such as The State Multi Event.
 - (iii) Submit a written report to the Annual General Meeting of The Centre.

- (j) The Results, Records and Ranking Officer
The Results, Records and Ranking Officer shall:
 - (i) Record all athlete performances in a suitably prepared set of books or computer program.
 - (ii) Compile and make available weekly result summaries.
 - (iii) Maintain and publish all Centre records/best performances.
 - (iv) Assist with selection of athletes for Centre representation.
 - (v) Organise the ranking of all athletes for competition.
 - (vi) Liaise with the Publicity Officer and Website Co-coordinator to ensure that they receive relevant results from competition.
 - (vii) Submit a written report to the Annual General Meeting of The Centre.

- (k) The Equipment Officer
The Equipment Officer shall:
 - (i) Determine the layout of the track and field for all competition held at The Centre.
 - (ii) Recommend the purchase and or repair of all equipment.
 - (iii) Ensure all equipment is maintained in safe and good working order.
 - (iv) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
 - (v) Provide details of equipment to the Treasurer or Secretary for insurance purposes.
 - (vi) Co-Ordinate and ensure equipment is set up for The Centre weekly competitions.
 - (vii) Submit a written report to the Annual General Meeting of The Centre.

- (l) The Uniforms Officer
The Uniforms Officer shall:
 - (i) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by The Management Committee.
 - (ii) Purchase, store and sell Centre uniforms.
 - (iii) Account to the Treasurer prior to the purchase of and following the sale of uniforms.
 - (iv) Submit a written report to the Annual General Meeting of The Centre.

- (m) The Canteen and BBQ Officer
The Canteen and BBQ Officer shall:
 - (i) Manage The Centre's canteen and BBQ facilities including purchasing, storage and sale of supplies.
 - (ii) Ensure adequate staffing of the canteen and BBQ at all competition meetings of The Centre.
 - (iii) Account to the Treasurer after each competition meeting of The Centre.
 - (iv) Submit a written report to the Annual General Meeting of The Centre.

- (n) The Coaching Coordinator
The Coaching Coordinator shall:
 - (i) Plan and implement coaching seminars for the education of coaches parents and athletes.
 - (ii) Co-ordinate a panel of coaches to organize coaching sessions which will be available to athletes of The Centre (approved by The Management Committee).
 - (iii) Plan and implement coaching of Centre teams for representative carnivals.
 - (iv) Assist and advise in the purchase of educational material related to athletics for use by members of The Centre.
 - (v) Submit a written report to the Annual General Meeting of The Centre.

- (o) The Publicity Officer
The Publicity Officer shall:
 - (i) Plan and implement the compilation and maintenance of publicity material for local media sources.
 - (ii) Co-ordinate and or prepare and distribute a Centre newsletter to all Centre members.
 - (iii) Advertise the activities of The Centre throughout the local community.
 - (iv) Organise promotional activities for The Centre.
 - (v) Keep sponsors informed.
 - (vi) Liaise with the Records and Ranking Co-ordinator to ensure that the local media receives relevant results from competition meetings in which athletes from The Centre are involved.
 - (vii) Submit a written report to the Annual General Meeting of The Centre.

- (p) The Web Site Coordinator
The Web Site Coordinator shall:
 - (i) Design, implement and manage The Centre's website.
 - (ii) In collaboration with the Records & Ranking officer, publish results, records and personal bests from weekly Centre competitions on the website.
 - (iii) Publish on the website relevant results from championship events in which athletes from The Centre have been involved.
 - (iv) Submit a written report to the Annual General Meeting of The Centre.

7. FEES AND SUBSCRIPTIONS

- 7.1. The Management Committee shall determine the amount of fees and subscriptions to be paid for the registration of children with The Centre. This amount will be determined after the Little Athletics Association of N.S.W. Inc. has set the fee payable to it to enable children to be registered and affiliated.

- 7.2. Such fees and subscriptions shall be determined on a yearly basis.

8. MEMBERSHIP LIABILITIES

The liability of a member of The Centre to contribute towards the payment of the debts and liabilities of The Centre or the costs, charges and expenses of the winding up of The Centre is limited to the amount, if any, unpaid by the member in respect of membership of The Centre as required by Clause 7.1 above.

9. RESOLUTION OF INTERNAL DISPUTES

- 9.1. Disputes between members of the Centre are to be resolved by the Management Committee, or by some other suitable person or sub-committee, under delegation from the Management Committee, by means of a process of mediation or conciliation, but in the event that the dispute cannot be resolved after all reasonable attempts to do so have been made, then by arbitration. The same sub-committee or person may conduct both conciliation and arbitration processes, in the same dispute. The same sub-committee or person may not conduct both mediation and arbitration processes, in the same dispute. A record of the terms of resolution or arbitration shall be entered into the records of The Centre.

- 9.2. Disputes between members of The Centre and The Centre are to be resolved by a suitable person or sub-committee, appointed under delegation by the Management Committee and in the interests of procedural fairness, by agreement between The Centre and the other party or parties to the dispute. A record of the terms of resolution or arbitration shall be entered into the records of The Centre. If agreement cannot be reached as to the person or subcommittee to be appointed to resolve a dispute, in accordance with the procedures set out in clause 9.1 of this Rule, the matter is to be referred to a Community Justice Centre for resolution in accordance with the prevailing Community Justice Centres Act.

10. COMPLAINTS AND DISCIPLINARY ACTION

- 10.1 Any member of The Centre may lodge with the Management Committee a complaint, which must be in writing, and preferably in the first person, that some other member or members of The Centre:
- (a) has persistently refused or failed to comply with, or breached a provision or the provisions of these Rules, or
 - (b) has persistently and willfully acted in a manner detrimental or prejudicial to the interests of The Centre or one, or some or all of the members of The Centre, or
 - (c) is guilty of conduct, or has acted in a manner which, in the opinion of the Management Committee, is demonstrably unfair, unbecoming or contrary to the interests of the Centre and its objects. Such conduct would include abusive conduct or language, or conduct that may bring into disrepute The Centre, any member or official of The Centre or any team or person associated with a team, sponsored by or representative of The Centre.

10.2 Disciplining of Members

- (a) On receiving such a complaint, The Management Committee must:
 - (i) Cause notice of the complaint to be served on the member concerned, and
 - (ii) give the member at least fourteen (14) days from the time the notice is served within which to make submissions to The Management Committee in connection with the complaint, and
 - (iii) take into consideration any submissions made by the member in connection with the complaint.
- (b) The Management Committee may, by resolution, expel the member from The Centre or suspend the member from membership of The Centre if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (c) If The Management Committee expels or suspends a member, the Secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by The Management Committee for having taken that action and of the member's right of appeal under Clause 10.3 below.
- (d) The expulsion or suspension does not take effect:
 - (i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (ii) if within that period the member exercises the right of appeal, unless and until The Centre confirms the resolution under Clause 10.3 (f) below, whichever is the latter.

10.3 Right of Appeal of Disciplined Members

- (a) A member may appeal to The Centre in General Meeting against a resolution of The Management Committee which is confirmed under Clause 10.2 (c) above, within seven (7) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect. The notice may, but not need be, accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal
- (b) Upon receipt of a notice from a member under Sub-Clause 10.3 (a), the Secretary must notify The Management Committee which is to convene a General Meeting of The Centre to be held within twenty eight (28) days after the date on which the Secretary received the notice.
- (c) At a General Meeting of The Centre convened under Sub-Clause 10.3(b) above, no business other than the question of the appeal is to be transacted.
- (d) The Management Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both.
- (e) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (f) If at the General Meeting, The Centre passes a Special Resolution in favour of the confirmation of the resolution, the resolution is confirmed.

10.4. Removal of a Member of The Management Committee

- (a) The Centre in General Meeting may by resolution remove any member of The Management Committee from office, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the term of office of the member so removed.
- (b) The Secretary shall notify the member in writing of the proposed motion for removal at least twenty eight (28) days before the General Meeting of The Centre called for that purpose.
- (c) Where a member to whom a proposed motion referred to in clause 10.4 (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of The Centre, the Secretary or the President may send a copy of the representations to each voting member of The Centre or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the motion is considered.

11. GENERAL MEETINGS

11.1 Annual General Meeting

- (a) The Annual General Meeting of The Centre shall be held by May 31st of each year and shall be organised by The Management Committee in a manner best suited to entertain Centre members and friends and advertise and promote The Centre.
- (b) The meeting shall be convened on such date, time and place as The Management Committee thinks fit.
- (c) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - (i) to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since that meeting.
 - (ii) to receive from The Management Committee reports upon the activities of The Centre during the last preceding financial year.
 - (iii) to elect The Management Committee of The Centre.
 - (iv) to receive and consider the statement which is required to be submitted to members under Section 26 (6) of The Act.
 - (v) to consider any other business properly brought before the meeting by Notice.
- (d) An Annual General Meeting shall be specified as such in the notice convening it.

11.2 Special General Meetings - Calling Of

- (a) The Management Committee may, whenever it thinks fit, convene a Special General Meeting of The Centre.
- (b) The Management Committee shall, on the requisition in writing of not less than 5% of the total number of members, convene a Special General Meeting of The Centre.
- (c) A requisition of members for a Special General Meeting:
 - (i) Must state the purpose or purposes of the meeting; and
 - (ii) Must be signed by the members making the requisitions; and
 - (iii) Must be lodged with the Secretary; and
 - (iv) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) If the Management Committee fails to convene a Special Meeting to be held within one 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.
- (e) A Special General Meeting convened by a member or members shall be convened as near as is practicable in the same manner as General Meetings are convened by The Management Committee.

11.3 Notice

- (a) Except if 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, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) If the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Centre, the Secretary must, at least twenty one (21) days before the date fixed for the holding of the General Meeting, cause notice to be given to each member specifying, in addition to the matter required under Clause 11.3 (a), the intention to propose the resolution as a Special Resolution.
- (c) 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 Clause 11.1 (c).
- (d) A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

11.4 Procedure

- (a) No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (b) At least six (6) of The Management Committee 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.
- (c) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
 - (i) if convened upon the requisition of members, is to be dissolved; and
 - (ii) in any other case is to 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 at the meeting or communicated by written notice to members given the day before the day to which the meeting is adjourned) at the same place.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the commencement of the meeting, the members present (being not less than seven (7) members) is to constitute a quorum.

11.5 Presiding Member

- (a) The President of The Management Committee or, in the President's absence, the Vice President, shall preside as chairman at each General Meeting of The Centre.
- (b) If the President and the Vice President are absent from, or unwilling to act, the members present must elect one of their number to preside as chairman at the meeting.

11.6 Adjournment

- (a) The chairman 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 to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary must give notice of the adjourned meeting to each member of The Centre stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. This notice should be in the prescribed method for giving notice of General Meetings.
- (c) Except as provided in Sub-Clauses (a) and (b), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

11.7 Making of Decisions

- (a) A question arising at a General Meeting of The Centre is to 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 chairman 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 or proportion of the votes recorded in favour of or against that resolution.
- (b) At a General Meeting of The Centre, a poll may be demanded by the Chairman or by not less than three (3) members present in person at the meeting.
- (c) If a poll is demanded at a General Meeting, the poll must be taken:
 - (i) immediately in the case of a poll which relates to the election of the chairman of the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the chairman directs,
 - (iii) and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

11.8 Special Resolution

A resolution of The Centre is a Special Resolution if:

- (a) 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 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; or
- (b) where it is made to appear to the Director-General, Fair Trading that it is not possible or practicable for the resolution to be passed in Sub-Clause (a) – the resolution is passed in a manner specified by the Director-General, Fair Trading.

12. VOTING RIGHTS

- (a) On any question arising at a General Meeting of The Centre a member has one vote only.
- (b) All votes shall be given personally or by proxy, but no member may hold more than five (5) proxies except the President.
- (c) In the case of an equality of votes on a question at a General Meeting, the Chairman of the meeting is entitled to exercise a second or casting vote.
- (d) 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.

13. APPOINTMENT OF PROXIES

- (a) 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.
- (b) The notice appointing the proxy shall be in the form set out in Appendix 2 to these rules.

14. FINANCE OF THE CENTRE

- (a) The financial year of The Centre shall be from the first day of April to the thirty-first day of March in the following year.
- (b) The Management Committee shall appoint each year, an auditor who shall be appointed to audit all accounts of The Centre including, special and trust accounts and report on such to the next Annual General Meeting with such auditor to be a recognised accountant or person qualified in business practice and not a member of The Management Committee.

15. WINDING UP (DISSOLUTION)

- (a) 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 Centre after twenty-one (21) clear days notice in writing is given to the financial members of The Centre at their last known address.
- (b) 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 Clause.
- (c) Any and all assets remaining after full settlement of all just debts and liabilities incurred by The Centre shall be appropriately disposed of, after consultation with LAANSW.

16. GENERAL

16.1 Insurance

- (a) The Centre must effect and maintain insurance pursuant to Section 44 of The Act.
- (b) In addition to the insurance required under Sub-Clause (a), The Centre may effect and maintain other insurance.

16.2 Funds – Source

- (a) The funds of The Centre shall be derived from annual fees and subscriptions of members, donations, sponsorships, hire and sale of Centre regalia, refreshments, sale of programs and, subject to any resolution passed by The Centre in General Meetings, such other sources as The Management Committee determines.
- (b) All money received by The Centre must be deposited as soon as practicable and without deduction to the credit of The Centre's bank account.
- (c) The Centre must, as soon as practicable after receiving any money, issue an appropriate receipt.

16.3 Funds – Management

- (a) Subject to any resolution passed by The Centre in General Meetings, the funds of The Centre are to be used in pursuance of the objects of The Centre in such manner as The Management Committee determines.
- (b) All cheques, drafts, bills of exchange, promissory notes, direct bank debits and other negotiable instruments must be signed or authorized by two (2) members of The Management Committee (except where two may be members of the same household).

16.4 Custody of Books

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

16.5 Inspection of Books, etc.

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

16.6 Services of Notices

- (a) For the purpose of these rules, a notice may be served by or on behalf of The Centre upon any member:
 - (i) by delivering it to the person personally, or
 - (ii) by sending it by pre-paid post to the address of the person or
 - (iii) by sending it by facsimile transmission, e-mail or some other form of electronic transmission to an address as shown on that season's registration documentation and as recorded in the register of members.
- (b) If a document is sent to a person by properly addressing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the document would have been delivered.

17. AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution shall:

- (a) Be made only at an Annual General Meeting or a Special Meeting.
- (b) 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.
- (c) 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 if amended.
- (d) Any amendments to this Constitution to be notified to the Department of Fair Trading for that Department's approval and information.

APPENDIX 1
Rule 5.1 (d)

APPLICATION FOR MEMBERSHIP OF THE CENTRE (Northern Suburbs Little Athletics Centre Inc)

I,
(Full name of applicant)

of
(Address)

.....
(Occupation)

Hereby apply to become a member of the above named Little Athletics Centre. In the event of my admission as a member, I agree to be bound by the rules of The Centre for the time being in force.

.....
Signature of applicant

Date

I, (full name)....., a member of The Centre, nominate the applicant, who is personally known to me, for membership of The Centre.

.....
Signature of proposer

Date

I, (full name)....., a member of The Centre, second the nomination of the applicant, who is personally known to me, for membership of The Centre.

.....
Signature of seconder

Date

**APPENDIX 2
Rule 13 (b)**

APPOINTMENT OF PROXY

I,
Please print full name

of
Please print full address

Being a member of Northern Suburbs Little Athletics Centre Inc, hereby appoint as my proxy

.....
(Please print full name of proxy)

who is also a member of Northern Suburbs Little Athletics Centre, to vote for me on my behalf in accordance with my instructions endorsed below, or if there are no instructions so endorsed, then as my proxy shall decide in his/her absolute discretion at the General Meeting (Annual General Meeting or Special General Meeting, as the case may be) of The Northern Suburbs Little Athletics Centre, to be held on theday ofof 20....., and at any adjournment of that General Meeting

My proxy is authorized to vote (please delete as applicable):

At their own absolute discretion

In accordance with the specific instructions detailed below

.....
Signature of person appointing proxy

.....
Date

.....

.....
Signature of person appointing proxy

.....
Date

Names, registration numbers and age groups of registered children of person appointing proxy:

Name	Reg. #	Age Group
.....
.....
.....
.....

Names, registration numbers and age groups of registered children of person holding proxy:

Name	Reg. #	Age Group
.....
.....
.....
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