

**REGULATION 5**

**CONSTITUTION**

**OF**

**THE TEMPLESTOWE ALL SAINTS LITTLE ATHLETICS CLUB**  
**(the "Club")**

**OF**

**THE DONCASTER CENTRE**  
**(the "Centre")**

**OF**

**THE VICTORIAN LITTLE ATHLETICS**  
**ASSOCIATION INCORPORATED**  
**(the "Association")**

**1. NAME**

The Club shall be known as the *Templestowe All Saints Little Athletics Club* ("the Club").

**2. AFFILIATION**

The Club shall affiliate with the **Doncaster Centre** ("the Centre") each year, paying any applicable affiliation fee and notifying the Centre Secretary of the information required by the Centre and by the Association.

**3. MEMBERSHIP**

Membership of the Club shall comprise: -

- 3.1 Competitive Members who are registered in accordance with the Registration Regulations of the Association.
- 3.2 Ordinary Members as defined in the Constitution of the Association and who assist in the conduct of the activities of the Club, and are registered in accordance with the Register of Ordinary Members of the Association.
- 3.3 Life Members of the Club as defined in Clause 14 of this Constitution.

#### **4. OBJECTS**

The Objects of the Club shall be: -

- 4.1 To abide by the Constitution, Regulations and Statement of Purpose of the Association.
- 4.2 To abide by the Constitution and Rules of the Centre
- 4.3 To register Competitive Members with the Association, through the Centre, in accordance with the Registration Regulations of the Association.
- 4.4 To provide for the development of children, with emphasis on positive attitudes and a healthy lifestyle, through athletic related activities.
- 4.5 To promote the ideal of children competing for personal satisfaction through improved performances.
- 4.6 To use all available means to place Little Athletics before the public.

#### **5. POWERS**

The Powers of the Club shall be: -

- 5.1 To assist with the organisation and control of Competitive Members, registered through the Club, in the conduct of Little Athletics activities and competition.
- 5.2 To organise and conduct coaching and education for Competitive Members registered through the Club.
- 5.3 To ensure that the interests and rights of all Registered Members, regardless of ability or background, are in no way hindered or jeopardised.
- 5.4 To appoint Officials to act as Representatives of the Club in all Competitions organised by the Centre.
- 5.5 To appoint two Delegates to represent the Club at all Centre Meetings.
- 5.6 To appoint Representatives to any Sub-Committee formed by the Executive Council of the Centre.
- 5.7 To impose and collect levies, subscriptions, fees and other charges from members, as required to achieve the Objects of the Club and of the Centre.
- 5.8 To invest any monies of the Club, not immediately required for any of its Objects, in such a manner as may from time to time be determined by the Committee.
- 5.9 To apply the income and property of the Association in the care of the Club, to the promotion of the Objects of the Club and of the Centre, in accordance with the Financial Regulations of the Association.

#### **6. MANAGEMENT**

- 6.1 The Management of the Club shall be vested in an elected Committee.
- 6.2 Committee Members
  - 6.2.1 The Committee shall be composed of:
    - President
    - Secretary
    - Treasurer
    - Team Manager

- Registrar

6.2.2 The Committee might also be composed of:

- Parent Organiser
- Club Manager
- Past President
- Centre Executive Member of the Club
- General Committee Member of the Club

### 6.3 Committee

6.3.1 Members of the Committee shall be determined annually at a Club Meeting, by Club Members, acting in terms of Clause 8 of this Constitution.

6.3.2 Election to the Committee shall be open to any adult person who has been nominated by a Club Member, with the nomination to be submitted to the Club Secretary at least twenty-eight days before the Annual General Meeting.

6.3.3 If more than one nomination is received for a Committee position, and after the reading of any Statement available of the credentials of each nominee, the nominated names shall be listed on a ballot paper, suitably arranged so the voters can record preferences.

6.3.4 In case of insufficient nominations being received for the Committee prior to the Annual General Meeting of the Club, nominations can be accepted from the floor of the Annual General Meeting, subject to the consent of the person nominated.

If any positions remain unfilled, and / or in case of a vacancy, occurring during the year, the Committee shall have the power to appoint a person to fill any such vacancy until the next Annual General Meeting.

6.4 Advice of the date of the meeting, at which the Committee shall be elected, is to be provided to all Club Members at least twenty-eight days before the meeting date.

6.5 The Club is to forward names and addresses of all Committee Members to the Centre Secretary within one month of the meeting at which the Committee is elected.

## 7. **RESPONSIBILITIES OF COMMITTEE MEMBERS**

7.1 **The President will:-**

7.1.1 Chair meetings of the Club.

In case of the President being absent, the Team Manager shall chair the meeting.

In the case of the Team Manager also being absent, the meeting shall appoint a chairperson from those attending the meeting.

7.1.2 Carry out additional duties, as allocated by the Committee and to maintain relations with the Centre and the public.

7.1.3 Provide overall leadership to the Club and its members by being pro-active in areas under the responsibility of the Club or its members.

7.2 **The Secretary will:-**

(4)

- 7.2.1 Take minutes and distribute notices pertaining to all meetings of the Club, receive and distribute correspondence and maintain a file of Club minutes and correspondence.
  - 7.2.2 Forward or advertise Notices of all Club Meetings in terms of Clause 8.3 of this Constitution and also forward, or advertise, Agendas and Notices of Motion relative to all Club Meetings in terms of Clause 10.1.1 (Second paragraph) of this Constitution.
  - 7.2.3 Forward Notices of all Committee Meetings in terms of Clause 9.2 of this Constitution and also forward Agendas and Notices of Motion relative to all Committee Meetings in terms of Clause 10.1.1 (Second paragraph) of this Constitution.
  - 7.2.4 Provide to the Centre Secretary, any information or details that are requested from time to time by the Centre.
- 7.3 **The Treasurer will:-**
- 7.3.1 Administer the financial affairs of the Club in accordance with this Constitution and with the Financial Regulations of the Association.
  - 7.3.2 Pay on invoice only, all Accounts passed by the Committee for payment.  
  
Such payments are to be made only by cheque.
  - 7.3.3 Pay all monies collected on behalf of the Association to the Centre for onforwarding to the Association.
- 7.4 **The Team Manager will:**
- 7.4.1 Ensure all competitive members have opportunity to compete in any and all events for which they are eligible.
  - 7.4.2 Ensure all competition rules and requirements are available for all members.
  - 7.4.3 Represent any member and the club in any disputations that may occur during competition.
  - 7.4.4 Assist the President in representing the Club at any Centre meetings.
- 7.5 **The Registrar will:**
- 7.5.1 Ensure that any athlete desiring to register with the Club is eligible to compete with regards to age limit.
  - 7.5.2 Ensure each athlete desiring to register with the Club is registered in accordance with the standing VLAA and Centre requirements.
  - 7.5.3 Ensure each registration is forwarded to the Centre Registrar in a timely manner.  
  
The athlete should not be disadvantaged in competition due to tardiness in forwarding the completed registration to the Centre Registrar
- 7.6 **The Parent Organiser will:**

(5)

- 7.6.1 Organise a roster made up of the parents or legal guardians of the registered athletes. This roster is to consist of at least one parent or legal guardian from each family registered
- 7.6.2 Coordinate the roster to ensure each family undertakes their rostered duty when allocated to do so
- 7.6.3 Ensure that each person that undertakes their rostered duty is duly credited for that duty and that the Centre Executive is notified of this if required
- 7.7 **The Past President** will undertake duties as may be determined by a Club Meeting as being appropriate to the needs of the Club.  
  
These needs will primarily be (but not limited to) being able to ensure a smooth transition from one Presidency to another, by advising the incoming President where appropriate.
- 7.8 **The Club Manager** will undertake duties as may be determined by a Club Meeting as being appropriate to the needs of the Club.
- 7.9 **General Committee Persons** will represent the needs and interests of the members of the Club, and perform other duties as determined by the Club and/or the Club Committee.
- 7.10 **All Committee Members** shall also carry out any additional duties as allocated by the Club Committee.

## 8. **CLUB MEETINGS**

- 8.1 A Club Meeting:-
  - 8.1.1 Shall be held on at least one occasion in each calendar year.
  - 8.1.2 Can be held on any additional occasions as determined by the Committee or requested by at least 1/3 (one third) of the ordinary members of the Club.
  - 8.1.3 Shall proceed as determined by the President, or a majority of the Committee, and be held at a mutually suitable time and place, decided by the Secretary.
- 8.2 One Club Meeting shall be the Annual General Meeting:-
  - 8.2.1 Which shall be organised by the Committee for a time and place best suited to the Club's Members and its method of operation.
  - 8.2.2 at which the election of the Committee shall be conducted
  - 8.2.3 At which the Annual Report and audited Financial Report shall be delivered.
- 8.3 Notices of Club Meetings shall be distributed or advertised to all members of the Club by the Club Secretary at least twenty one days prior to the date set down for such meeting, or twenty eight days in the case of the Annual General Meeting.
- 8.4 Attendance at Club Meetings shall be open to:
  - 8.4.1 Any member of the Club
  - 8.4.2 Any person interested in the affairs of the Club, and who is acceptable to the Meeting.
  - 8.4.3 Any Competitive member of the Club

(6)

- 8.5 A Club Meeting shall be a valid meeting only if it is attended by at least fifty percent of the Committee Members plus at least five other members.
- 8.6 For a Motion to be passed at a Club Meeting, it shall be required to be supported by more than ½ (one half) of the Club Members present.
- 8.7 The Committee shall report on proposed plans and actions to each Club Meeting for the consideration of members, and their approval or otherwise.
- 8.8 Members of the Club attending a Club Meeting may:-
- 8.8.1 Ask any questions of the Committee or its members.
  - 8.8.2 Debate all the issues presented by the Committee and/or put before the Chair.
  - 8.8.3 Remove or censure, by means of a Motion and majority vote, any action or actions proposed or carried out by the Committee, which are considered not to be in the interests of Little Athletics or unconstitutional.
  - 8.8.4 Record one Vote on all matters before the Chair.
- 8.9 Copies of the Minutes of all Club Meetings including the Annual General Meeting, and the Club Annual Report and audited Financial Report shall be distributed to:-
- 8.9.1 Committee Members
  - 8.9.2 The Secretary of the Centre
  - 8.9.3 Shall be made available on request to any member of the Club, or to the Association.

Minutes of meetings shall be distributed to the committee members within 2 (two) weeks of any meeting, and available for others on request.

## **9. COMMITTEE MEETINGS**

- 9.1 A Committee Meeting:-
- 9.1.1 Shall be held as required to carry out the Objects of the Club as outlined on Clause 4 of this Constitution.
  - 9.1.2 Shall proceed as determined by the President or a majority of the Committee, and be held at a mutually suitable time and place, decided by the Secretary.
- 9.2 The Club Secretary shall forward notices of Committee Meetings to the Committee Members at least seven days prior to the date set down for such meeting.
- 9.3 Attendance at Committee Meetings shall be open to all members; however, only committee members may vote.
- 9.4 A Club Committee Meeting shall be a valid meeting only if it is attended by more than fifty percent of the Committee Members.
- 9.5 For a Motion to be passed at a Committee Meeting, it shall be required to be supported by more than half of the Committee Members present.
- 9.6 Members of the Committee attending a Committee Meeting may:-
- 9.6.1 Ask any questions of any Member of the Committee.

- 9.6.2 Debate all issues put before the Chair.
- 9.6.3 Record one Vote on all matters before the Chair.
- 9.7 Copies of the Minutes of Committee Meetings shall be distributed to Committee Members and shall be made available on request to any member of the Club, to the Centre or to the Association within 2 (two) weeks of the meeting.
- 9.8 Any Committee Member who is absent from two consecutive meetings, be they Club Meetings or Committee Meetings, without an acceptable apology lodged prior to the meeting, shall be liable to forfeit their place on the Committee.

## **10. MEETING AGENDA**

- 10.1 Items for the Agenda of Club Meetings or Club Committee Meetings:-
- 10.1.1 Shall be drawn from Notices of Motion, from any person eligible to attend the respective meeting in terms of Clauses 8.4 and 9.3 of this Constitution, which have been provided to the Club Secretary at least five days before the meeting date, or twenty one days in the case of the Annual General Meeting.
- Such Notices of Motion are then to form part of the written Agenda of the relevant meeting and be advertised in writing by the Club Secretary to all Club Members at least three days prior to the meeting date, or fourteen days in the case of the Annual General Meeting.
- 10.1.2 Can include Motions presented from the floor of the meeting, which in turn are accepted by the meeting Chairperson.
- 10.1.3 Can include Motions relative to Clause 8.8.3 of this Regulation.
- 10.2 Along with Notices of Motion, the Club Secretary's advertising of Club Meetings and of Committee Meetings shall include:-
- Proposed format of the meeting.
  - Executive Council Reports for consideration.

## **11. FINANCE**

- 11.1 The Committee, through the Treasurer, shall be responsible for administration of the financial affairs of the Club, and the maintenance of proper books of account in accordance with the Financial Regulations of the Association.
- 11.2 The Treasurer shall open a Bank account in the name of the Club and arrange for the Treasurer and at least two other Committee members, preferably the President and the Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.
- 11.3 The Treasurer will present a report to each Committee Meeting, and to each Club Meeting, an itemised summary of Receipts and Expenditure.
- 11.4 A summary of Accounts received for payment shall be presented to each Committee Meeting, and approval for payment of it, or otherwise, shall be determined by the Meeting. The books of account and all financial records shall be available, on request, to the Centre or the Association, and supplied within seven days of such request.
- 11.5 A detailed Budget for Receipts and Expenditure for the following twelve months shall be presented to the next available Club Meeting after the end of the Club's financial year.

- 11.6 The assets of the Association in the care/or custody of the Club shall not be given or transferred in any way, excepting that payment in good faith may be made for expenses, goods or services supplied in the ordinary course of business.
- 11.7 The Club at a Club Meeting shall provide all information requested by the Centre Executive with regards to audits.

## 12. **EXPENSES**

Out-of-pocket expenses may be paid to a person incurring such expenses while acting on behalf of the Club in an official capacity and the amount and recipients of such expenses shall be decided from time to time by the Club and approved by a Committee Meeting.

In all cases, written evidence of such expenses shall be furnished prior to any reimbursements.

## 13. **INSURANCE (the centre should carry the insurance – rw)**

The Club shall ensure that it maintains a relationship with the Centre that enables it to have a continuous insurance cover as provided by the Centre.

## 14. **LIFE MEMBERS**

The Club may from time to time bestow upon individuals, the honour of Life Membership of the Club. Life Membership is a recognition for dedicated and outstanding service to the Club: -

- Above and beyond the normal duties of parent helpers and Club Committee, or over an extended period of time.
- Life members shall be entitled to attend all meetings and activities organised by the Club.

The criteria for Life Membership of the Club shall be at least one of the following:-

- Outstanding service to the Club for at least seven years
- four years Outstanding Service on the Club Committee.
- Life membership as bestowed by the Centre on any regular member of the Club.
- For the purposes of this section 14, Outstanding Service is defined as the outstanding dedication, commitment and involvement in service to the Club which is significantly in excess of normal parent helper and Committee duties.

Nominations for Life Membership:-

- May be submitted by a member of the Club
- Must be submitted to the Club Secretary in writing, at least twenty-one days prior to a Club Meeting, or twenty-eight days in the case of the Annual General Meeting and shall include details of the Nominee and justification of the criteria.
- The awarding of Life Membership shall be decided at a Club Meeting, by a secret ballot, with a two-thirds majority required.
- Presentation of the Award shall be at a time and place, and in a manner deemed suitable by the Committee in consultation with the Nominee.

The Club's Annual General Meeting shall acknowledge all life member awards made during that competition season. To ensure continuity of this award, the AGM shall also mention all past life members of the Club.

**15. STANDING ORDERS**

The Standing Orders for the Club shall be the Standing Orders of the Association, and shall apply for all Club Meetings and Committee Meetings.

**16. APPEALS AGAINST DECISIONS**

In the event of a Club member being dissatisfied with a decision or decisions brought down at a Club Meeting or a Committee Meeting, and the matter cannot be resolved by referring it to the Centre, the matter may be appealed in writing to the Board of Management of the Association whose decision shall be final.

**17. AMENDMENTS TO CONSTITUTION**

Motions to amend this Constitution shall:

- 17.1 Be submitted to a Club Meeting and shall only be proposed by a Club Member.
- 17.2 Be in writing and signed by the Proposer.
- 17.3
  - 17.3.1 Be forwarded to arrive with the Club Secretary no later than twenty-one days before the date set for the Club Meeting, or twenty eight days in the case of the Annual General Meeting.
  - 17.3.2 Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded, or advertised, by the Club Secretary to all Club Members at least fourteen days prior to the meeting date, or twenty one days in the case of the Annual General Meeting.
- 17.4 To become an effective Resolution of the Club, it must be passed by a majority vote consisting of at least two-thirds of voting Members and approved by the Centre Executive Committee.
- 17.5 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.
- 17.6 Not be amended in a manner that in the opinion of the Chairperson is contrary to the original aim of the Motion.
- 17.7 Be only amended from the floor of the meeting by addition or removal of a word or words to or from the motion which in the opinion of the Chairperson, with respect to Clause 17.6 above will enable such Motion to be put to the meeting.

**18. DISSOLUTION OF THE CLUB**

- 18.1 The Club shall only be dissolved provided that:-
  - 18.1.1 The Club Secretary or an Acting Secretary has advised the Centre Secretary in writing that insufficient members can be found to form a suitable Committee, or

18.1.2 That a Club Meeting, by simple majority, has recommended dissolution.

Reasons for such a decision should be included.

18.1.3 The Centre, in consultation with the Association, has considered whether to hold a Special Reformation Meeting, and if so agreed, has endeavoured to hold such a meeting

18.1.4 If a Special Reformation Meeting is held, at least three fourths of those attending the special meeting vote for dissolution of the Club.

18.2 After full settlement of all just debts and liabilities incurred by the Club, the Executive Council of the Centre shall take immediate possession of all books and papers of the Club and of all assets of the Association that had been in the care/or custody of the Club.

## 19. **DEFINITIONS**

19.1 Except where the contrary is otherwise expressed:-

- "the Association" means The Victorian Little Athletics Association Incorporated.
- "Board of Management" means the Board of Management of the Victorian Little Athletics Association Incorporated.
- "The Association Constitution" means the Constitution of the Victorian Little Athletics Association Incorporated.
- "Financial Regulations of the Association" means the Financial Regulations of the Victorian Little Athletics Association Incorporated.

19.2 Except where the contrary is otherwise expressed, references to any word or phrase in the Constitution shall have the same meaning as is ascribed to it in the Association Constitution.

19.3 In this Constitution reference to Clubs, Centres, Divisions and Regions shall have the same meaning as ascribed in Sections 4(b)(iii), (iv), (v) and (vi) respectively of the Association Constitution.