



WEST AUSTRALIAN LITTLE ATHLETICS INCORPORATED

Affiliated with Australian Little Athletics

CONSTITUTION RULES AND BY-LAWS

15 HARROGATE STREET,
LEEDERVILLE WA 6007

TELEPHONE (08) 9388 2339

FAX (08) 9388 2340

EMAIL hannah@walittleathletics.com.au

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 WEST AUSTRALIAN LITTLE ATHLETICS. INC

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SECTION ONE
CONSTITUTION
OF THE
WEST AUSTRALIAN LITTLE ATHLETICS INC

1. NAME:

The Association shall be called the West Australian Little Athletics Inc.
(hereinafter called the Association)

2. OBJECTS:

The objects of the Association shall be:

- (a) To promote and control athletic competition for boys and girls who are registered with the Association.
- (b) To promote athletics as a recreational and social activity for children.
- (c) To encourage and assist the West Australian communities to organise and conduct athletic competition.
- (d) To assist the Athletics Association of Western Australia to develop athletics in Western Australia.
- (e) To ensure that all athletic competitions and organised activities conducted for registered members of the Little Athletic Association do not in any way cause such members to infringe the International Amateur Athletic Federation definition of an amateur which states:

“An amateur is one who abides by the eligibility rules of the I.A.A.F.”
- (f) To seek and maintain affiliation with the Australian Little Athletics .
- (g) To join with any other youth organisation with similar or compatible objects and to assist and supplement the work of such organisation, wherever desirable.
- (h) The Association shall not espouse the cause of any political or religious beliefs and shall not in any way place limitations upon the persons entitled to benefit from membership of the Association.

3. POWERS:

The Association shall have and may exercise the following powers:

- (a) To act alone or with other representative bodies in the interests of Little Athletics.
- (b) To promote and sanction championships and any other athletic competition that may be deemed necessary for registered members of the Association from time to time.
- (c) To register those boys and girls who are eligible for competition as provided in Section 4.
- (d) To receive and accept donations, endowments and gifts of any property or assets whatsoever, and either subject, or not subject, to any special trusts or conditions.
- (e) To purchase, take on lease or in exchange, hire or otherwise acquire and hold, any real and personal property and any rights or privileges which the Association may think necessary or convenient for its purposes, and, in particular, any land, buildings, easements, machinery, plant and stock in trade.
- (f) To construct, improve, maintain, develop, work, manage, carry out or control any buildings, works, roads, ways, bridges, stores, plant and things which may seem calculated, directly or indirectly, to advance the Association's interests; and to contribute to subsidise, or otherwise assist, or take part in the construction, improvements, maintenance, development, working, management, carrying out, or control thereof.
- (g) To invest and deal with all moneys, funds, and assets of the Association, not immediately required for its purposes, in such manner as, from time to time, the Association may determine.
- (h) To borrow or raise money, with or without security, for any of the objects of the Association and to secure same, or the repayment or performance of any debt, liability, contract, guarantee or other engagement, incurred or entered into by the Association in any way, and, in particular by the issue of debentures charged upon all or any of the Association's property (both present and future) and to purchase, redeem or pay off any such securities.
- (i) To pay salaries, honoraria, gratuities and other sums in consideration or recognition of services as may, from time to time, be thought fit.
- (j) To draw, make, accept, endorse, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (k) To sell or dispose of any part of the assets of the Association for such consideration as the Association may think fit.

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- (l) To sell, improve, manage, develop, exchange, lease, dispose of, turn to account, or otherwise deal with, all or any part of the property and rights of the Association.
 - (m) To take or hold mortgages, liens and charges to secure payment of the purchase price, or any part of the Association's property, of whatsoever kind, sold by the Association, or any money due to the Association, from the purchasers or others.
 - (n) To apply for, secure, acquire (by grant, legislative enactment, assignment, transfer, purchase or otherwise) and to exercise, carry out and enjoy, any charter, licence, power, authority franchise, concession, right or privilege which any Government or Authority or any Corporation or other public body may be empowered to grant; and to pay for, aid in, and contribute towards, carrying the same into effect.
 - (o) To apply for and obtain any statute, order, regulation or other authorisation or enactment which may be deemed expedient for any of the purposes of the Association.
 - (p) To encourage, aid and facilitate the formation of affiliated Centres and Clubs or organisations and the enrolment as members or officers thereof, of persons of all ages.
 - (q) To accept and take by way of gift, and absorb upon any terms, the undertakings and assets of any society or body, whether incorporated or not, carrying on work similar to any work for the time being carried on by the Association and to undertake all, or any, of the liabilities of any such society or body.
 - (r) To make and carry out any arrangements for joint working or co-operation with any other society or body, whether incorporated or not, carrying on work similar to any work for the time being carried on by the Association.
 - (s) To undertake, execute and perform any trusts or conditions affecting any real or personal property of any description acquired by the Association.
 - (t) To enter into any arrangement with any educational authorities or any department of the Government of the Commonwealth of Australia or any of the States or Territories thereof or of the Government of any other country.
 - (u) To enter into contracts and to do all such other acts and things whatsoever as are incidental or conducive to the attainment of any of the objects or purposes of the Association or to the exercise of its said powers.
 - (v) To provide through recreational services effective opportunities for the personal and social development of young people in the State of Western Australia or elsewhere.
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- (w) To give special consideration and where possible assistance to any young people who may for any reason whatsoever require it.
- (x) Delegate any power to any person, committee or body corporation.

4. MEMBERSHIP:

- (a) Any boy or girl who is registered with an affiliated Centre or Club in accordance with this Constitution and the office bearers or such affiliated Centres or Clubs and members of the Board of Management may be a member of the Association.
- (b) Any boy or girl may be registered with an affiliated Centre or Club if in the opinion of the Committee of such Centre or Club he or she is likely to benefit from registration.
- (c) Any person who has interest in the promotion of the objects of the Association and is approved by the majority of the members of the Committee of a Centre or Club may be a member.
- (d) The Association reserves the right to terminate the membership of any person by resolution of a majority of the members of the Board of Management present at a duly convened meeting. A person expelled from the Association shall have a right of appeal to a general meeting of the Association called for this purpose.
- (e) Any Boy or Girl who is a resident of Western Australia and resides more than 200 Kilometers from an Affiliated Centre, may register as a remote athlete directly with the Association by the payment of the Remote Athlete registration fee.

Such athletes will be able to nominate via the Association to enter any State Run Event and State Country Championships. Further, via the Association and with the agreement of any Affiliated Centre of the Association, such athletes may compete at Centre competitions.

Athletes, who register with the Association via this Clause, will fall under the jurisdiction of the powers and controls of the Association's Board of Management.

Where aspects of this Clause conflict with any other part of the Association's Constitution in so far as the registration of athletes with the Association, the contents of this Clause will over ride any such conflicts with other Clauses.

5. CENTRES AND CLUBS

5.1 AFFILIATED CENTRES AND CLUBS

In order to promote the aims of the Association groups of members may be identified as affiliated Centres and Clubs which shall be bound by this Constitution, the Rules and ByLaws and the directives of the Board of Management.

5.2 AMALGAMATION OF CENTRES AND CLUBS

Where Centres or Clubs amalgamate the equipment, funds and other assets of the amalgamation shall be common property of the newly formed Club or Centre. These must be turned over to the custody and control of the elected officers as soon as possible after meeting at which the amalgamation was approved.

5.3 SUSPENSION OF A CENTRE

A Centre will be suspended from speaking and voting at any Association meeting for the following:

- (a) If a Centre has not submitted a Statement of Income & Expenditure and an Auditor's Report for the Centre's previous financial year to the Association office fifteen (15) days prior to the Association Annual General Meeting.

A Centre may only be suspended if the following procedures have been followed:

- i. Centres who have not submitted the required Statement of Income Expenditure and Auditor's Report twelve (12) weeks before the Annual General Meeting must be notified in writing within two weeks of this date that they may be suspended for non-compliance with Section 2 Rules and By-Laws 7(g).
- ii. A Centre still failing to forward a Statement of Income & Expenditure and Auditor's Report eight (8) weeks prior to the Annual General Meeting to be sent a registered letter informing them the Centre is still in default.

This letter must be forwarded to the Centre at least six (6) weeks prior to the Annual General Meeting.

- iii. If the Centre still has not complied fifteen (15) days prior to the Annual General Meeting, a registered letter must be sent to the Centre Chairman notifying the Centre of their suspension.
Suspension commences from fifteen (15) days prior to the Annual General Meeting and continues until the requisite Statement of Income and Expenditure and the Auditor's report therein is received or until midnight of the day of the Annual General Meeting whichever is the later.

- (b) If a Centre fails to fulfil the requirements of the Constitution or the Rules and Bylaws of the Association or the directives of the Board of Management. A Centre may only be suspended if the following procedures have been taken:
 - i. Centre shall be notified in writing where they are contravening the Constitution or the Rules or Bylaws or the directive of the Board of Management and that the Centre may be suspended for non-compliance
 - ii. If the Centre has not complied within four weeks of the initial letter, a second letter by registered mail is to be sent indicating that the Centre will be suspended four weeks after the date of the letter.

5.4 LIMITATION OF SUSPENSION

- (a) A Centre can not be suspended in the period of seven (7) days prior to any Association meeting.

5.5 APPEAL AGAINST SUSPENSION

- (a) A Centre may appeal against suspension to an Appeals Board.
- (b) The Appeals Board will consist of a nominated member from each of the Multi Centre Zones.
- (c) Any Centre under suspension may not be their Zone representative on the Appeals Board.
- (d) Representative from Centre under suspension and representative from the Board of Management to attend meeting.
- (e) The decision of the Appeals Board is final.

6. MANAGEMENT

6.1 BOARD OF MANAGEMENT

The general management of the Association shall be vested in a Board of Management which shall consist of, a Chairman and executive of nine to be elected to the following offices, and who shall appoint a Executive Officer of the Association.

- (a) Chairman
- (b) Registrar
- (c) Officer for Athlete Development
- (d) Officer for Officials Accreditation & Development
- (e) Officer for Competition & Special Events
- (f) Officer for Coaches Accreditation & Development
- (g) Officer for Development & Administration of Centres

6.2 ELECTION OF THE BOARD OF MANAGEMENT

The Board of Management shall be elected at the Annual Meeting of the Association for a period of two (2) years as follows: Chairman, Registrar, Officer for Officials Development, Officer for Coaches Development, THEN, Officer for Athlete Development, Officer for Competition & Special Events, Officer for Development & Administration of Centres, in the manner set out in the following clauses:

- (a) The Board of Management shall be elected by postal votes from those Centres affiliated and eligible to vote at the closing date of voting.
- (b)
 - i Election to the Board of Management shall be open to any adult person who has been nominated by an affiliated Centre/Board of Management.
 - ii Nominations for the positions are to be called by advertising through all Centres 91 days prior to Annual General Meeting. All such nominations to be in writing, signed by the Nominee, Chairman and Executive Officer of the Centre/Board of Management. Nominations to be forwarded to the Executive Officer of the Association and to close at 4.00 pm, 63 days prior to the Annual General Meeting.
- (c) Election of persons nominated for the positions on the Board of Management shall take place by postal ballot. Ballot papers shall be prepared listing the name(s) of nominees in alphabetical order.

Each affiliated Centre shall indicate their preference for each candidate for each position that they wish to vote for by placing a mark in the box beside the candidate's name or by returning the Ballot paper without a mark in the box against any candidate.

An affiliated centre may choose to:

- (i) Vote for none of the candidates, in which case, no mark shall be recorded in the box against any candidate's name;
- (ii) Vote for one candidate, in which case one candidate shall have a mark in the box recorded against their name.

A candidate achieving a simple majority of valid votes cast shall be declared elected, provided 75% of eligible affiliated Centre's vote and register a valid vote.

Should less than 75% of eligible affiliated Centres register valid votes at the Annual General Meeting, then the election will be declared null & void and a new election conducted involving the Candidate(s) previously nominated using the same process as set out in this clause, however, Ballot papers are to be forwarded to Centres within 7 days of the Annual general Meeting, with postal

votes to be received at the Association office by 4.00 pm within 42 days of the Annual General Meeting.

On an interim basis, the current holder of the position on the Board of Management subject to the election may continue to fulfill that position pending the outcome of the new election.

In the event that there are not sufficient valid votes cast via this new election, then the Board of Management shall have the power to appoint a person to fill the vacancy until the position is due for re-election.

- (d) Affiliated Centres shall be entitled to one postal vote. Postal votes must be signed by the Chairman and Secretary of that Centre, Signature as those that appear on the affiliation form, to be received at the Association Office not later than 4 pm the Friday prior to the Annual General Meeting . Postal votes to be returned in official Association envelope provided marked – “Ballot Paper”. Envelopes are to be opened at the meeting.
- (e) Valid votes are to be counted and declared at the appropriate Association meeting. To be a valid vote, Metropolitan Centres must be represented by a Delegate at the meeting where the votes are counted.
- (f) Two persons shall be appointed by the Chairman of the meeting prior to the count to act as Returning Officers who shall examine each vote to determine its validity. One vote shall be recorded for each valid nomination that has been indicated with a tick and at the completion of such examination the Returning Officers shall count the votes recorded for each nomination and determine the person with the greatest number of votes who shall be elected to that position on the Board of Management.
- (g) Each candidate may nominate one scrutineer to be present at the counting of the vote.
- (h) Any person who is elected or appointed to the Board of Management shall not hold any position on a Centre Executive, but may hold a position for a Club or act as a Centre competition official.
- (i) For other than casual vacancies, the retiring Members of the Board shall cease to hold office as at midnight on the night of the AGM.

6.3 FILLING BOARD OF MANAGEMENT VACANCIES:

- (a) In the event that no nominations are received for a particular position on the Board of Management at the Annual General Meeting, or at a by-election as Clause 6.3 (b), or in the event of a vacancy with less than six months to the re-election of that vacancy the Board of Management shall have the power to appoint a person to fill the vacancy until the position is due for re-election.

- (b) In the event of a vacancy on the Board of Management where the term has more than six months before an election for that position, the Executive Officer shall conduct a by-election as follows:

- i Within seven (7) clear working days of the vacancy, nominations for the position to be advertised through all Centres, and nominations to be in writing and signed by the Nominee, Chairman and Secretary of Centre/Board of Management to be forwarded to the Executive Officer of the Association by 4.00 pm 28 days after the initial date of correspondence.
- ii Election of persons nominated for vacant positions on the Board of Management shall take place by postal Ballot. Ballot papers shall be prepared listing the name(s) of nominees in alphabetical order.

Each affiliated Centre shall indicate their preference for each candidate for each position that they wish to vote for by placing a cross (X) beside the candidate's name or by returning the Ballot paper without a cross (X) against any candidate.

An affiliated Centre may choose to:

- a) Vote for none of the candidates, in which case, no cross (X) shall be recorded against any candidate's name;
- b) Vote for one candidate, in which case one candidate shall have a cross (X) recorded against their name.

A candidate achieving a simple majority of valid votes cast shall be declared elected.

- iii Affiliated Centres shall be entitled to one postal vote. Postal votes must be signed by the Chairman or acting Chairman and Secretary of that Centre. Be received at the Association Office not later than 4 pm, 35 days after the close of nominations. Postal votes to be accompanied by a copy of the Centre minutes where the postal vote was resolved. Postal votes to be returned in official Association envelope provided. Envelopes are to be opened by Returning Officers at the count.
 - iv Valid votes are to be counted and declared immediately after 4pm on the closing date of the election or by-election.
 - v Two persons shall be appointed by the Chairman prior to the election or by-election to act as returning Officers who shall examine each vote to determine validity. After validating the votes, the returning officers shall count the votes
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indicated by a mark in the box against a candidate's name and the candidate with the greatest number of marks is the duly elected candidate for the position.

- vi Each candidate may nominate one scrutineer who is present at the counting of the vote.
- (c) Any person elected or appointed in the event of a vacancy during the year shall hold that position until it is due for re-election.

6.4 BOARD OF MANAGEMENT POWERS:

All the powers of all the Association shall be vested in the Board of Management who shall administer the policies and the affairs of the Association in a manner which will attain the objects of the Association and maintain the powers of the Association.

- (a) Appoint from time to time any person (whether a member of the Board of Management or not) as Executive Officer with such powers and duties and upon such terms as the Board of Management thinks fit, and from time to time as circumstances may require dismiss any person so appointed.
- (b) Acquire by the appointment of not less than three (3) trustees any real estate as may be considered advantageous and enter into any form of mortgage or other loan as may be necessary and transact all types of business matters relating to real estate as are considered beneficial to the Association.
- (c) Recommend new rules and alterations to existing rules and standing orders.
- (d) Establish and affiliate Little Athletics Competition Centres in the State of Western Australia and levy and charge membership and affiliation fees.
- (e) The Board of Management shall have the power to delegate any part of its duties to a sub-committee excepting the power of delegation, provided that the Board of Management shall at all times retain the right to review or revoke the actions of any such sub-committee with the Chairman and Executive Officer as ex-officio members and shall carry out only the functions stated in such resolution.
- (f) The Board of Management shall arrange appropriate suitable insurance to cover the members of the Board of Management and any persons who may act as an official for the Association or an affiliated Centre and employees of the Association.
- (g) The Deputy Chairman shall be elected from the Board of Management at the first Board Meeting after the Annual General Meeting.

6.5 BOARD OF MANAGEMENT MEETINGS:

- (a) The Board of Management shall meet monthly and on any other additional occasions as required by the Chairman and/or Executive Officer who shall

forward a meeting notice to each member of the Board of Management at least seven days before all such meetings.

- (b)
 - i Board of Management meetings shall only take place when there is a quorum of five (5) which may include the Executive Officer.
 - ii If for any reason the number of members of the Board of Management is reduced to less than the number required to constitute a quorum for a meeting of the Board of Management as stated in clause ^5 (b) i , the powers of the Board of Management shall be vested in the members of the Executive of Australian Little Athletics as defined by the Australian Little Athletics constitution until such time as a person(s) is elected or appointed to fill the vacant position(s) on the Board of Management, which enables meetings to be held with the requisite number to constitute a quorum.
- (c) Members of the Board of Management shall be responsible for the conduct of each meeting of the Association that may be held during their term of office and at such meetings each member shall not be entitled to vote.
- (d) The Chairman of the Board of Management shall hold such position for each Association meeting and each Board of Management meeting and in the event of the Chairman being absent from any such meeting the Deputy Chairman as appointed at the Annual General Meeting shall Chair the said meeting.
- (e) Any member of the Board of Management who is absent from two (2) consecutive Board of Management meetings without an acceptable apology or leave of absence, shall forfeit his or her place on the Board of Management.
- (f) An apology from any member of the Board of Management for inability to attend any Board of Management or Association meeting shall be with the Executive Officer by noon before any such meeting in order that it may be ascertained that a quorum will be in attendance.

7 ASSOCIATION MEETINGS:

Meetings of the Association shall be conducted in August, November, February, and May of each year, and on any additional occasions as required for special purposes by the Board of Management and all such meetings shall be conducted whenever practicable on a **Thursday** night in accordance with the following clauses:

- (a) The meeting held in the month of AUGUST shall be deemed the Annual Meeting at which the election of the Board of Management shall be conducted and the Annual Report of the Association delivered.

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- (b) Each Association meeting shall be attended by members of the Board of Management and delegates of affiliated Centres which shall forward to the Executive Officer of the Association the name and address of each delegate appointed by the Centre in accordance with Rules & ByLaws Clause 4. Alternatively the Chairman of the Association meeting shall accept as a delegate a person with the credentials signed by the Chairman or Secretary of the Centre.
- (c) The Executive Officer of the Association shall forward a written notice of each Association Meeting with an agenda and any notices of motion to the Secretary of each affiliated Centre at least thirty five days before the date set down for the ordinary meeting of delegates."
- (d)
- i Each delegate of an affiliated Centre attending an Association meeting shall be empowered to record one vote in a manner directed by the Meeting Chairman, on all matters upon which a vote of delegates is taken and raise any question and move any motion that is considered pertinent by the Chairman provided Clause 7 (g) is not contravened.
 - ii Affiliated Centres situated further than one hundred (100) kilometres from Perth and not represented at an Association meeting by their Centre Delegate(s) or their approved proxy delegate(s) (as per Rules & By Laws 4 (a) and (b), shall be entitled to two (2) postal votes on any Notice of Motion listed on an Association Meeting Agenda. Postal votes must be signed by Chairman or Acting Chairman and Secretary of that Centre, be received at the Association office no later than twenty four (24) hours before an Association meeting, and be accompanied by Copy of Notice of Centre Meeting listing Notice of Motion as per Association Meeting Agenda, together with copy of minutes of said meeting of Club Delegates or Centre Executive at which postal vote was resolved.
- (e) At each Association meeting the Board of Management shall submit a written report on the actions taken by the Board of Management in each area of responsibility of the Book Keeper shall submit a statement of receipts and expenditure incurred on behalf of the Association by the Board of Management during the period of time between Association meetings. All reports shall be reviewed by the delegates of affiliated Centres who shall vote in accordance with Standing Order 11 on a motion for the endorsement or otherwise of each action contained in the reports.
- (f) Delegates of affiliated Centres at Association meetings shall not be powered to move a motion to alter this Constitution; and as provided Clause 9 (f) shall not move an amendment to a motion submitted by affiliated Centre.

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- (g) The Board of Management may submit to Association meetings any recommendation for which it is considered that the approval and adoption by Centres is required.
 - (h) “An Association meeting shall only take place and be a valid meeting” if the number of Centres represented at least equals half the number of affiliated metropolitan Centres.
 - (i) An emergency meeting of the Association may be called at the request of at least one quarter of affiliated Centres or the Board of Management, and not less than seven (7) days notice given to Secretaries of Centres.

8 LIFE MEMBERSHIP

- a) An Association meeting may confer on a person the honour of Life Membership of the Association for meritorious service on a seventy-five percent (75%) majority vote of delegates attending and eligible to vote.
- b) Nominations with the Nominee’s credentials must be forwarded to the Association Executive Officer to arrive no later than forty-two days before the date set for the next Association meeting, for circulation of the nomination with the Agenda for that Meeting.
- c) Nominees must have served a minimum of eight (8) years with Little Athletics in Western Australia, at least four (4) at Centre and/or Club level and at least four (4) at Board of Management level, or have served exclusively on the Board of Management for ten (10) years or more.
- d) The vote will be taken at the Association Meeting immediately following the meeting at which the nomination was circulated.

9 RESCIND OF AWARD

The Board of the Management have the power to rescind Life Membership &/or Distinguished Merit Award &/or Award of Merit from any person in circumstances where it is considered that the said person has acted in an unbecoming nature which conflicts with the principles and standing of the sport of Little Athletes.

- 9.1 Centres may lodged an appeal against the decision to rescind any of the awards made by the Board of Management

10 AMENDMENTS TO THE CONSTITUTION:

Motions to amend this Constitution shall be submitted to Association meetings and shall:

- (a) Be proposed by an affiliated Centre

OR

- (b) The Board of Management
- (c) Be in writing and signed by the Chairman or acting Chairman and the Secretary of the meeting at which the amendment is proposed. The amendment shall be forwarded to the Association Executive Officer to arrive no later than forty-two days before the date set for each Association meeting. Such notice of motion shall appear on the notice paper convening the meeting.
- (d) Become an effective Special resolution of the Association and be passed by a majority vote consisting of at least seventy-five percent (75%) of delegates present and postal votes received as per Clause 7 (d1) and (d2).
- (e) 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.
- (f) Not be amended during the course of an Association meeting and shall be voted upon in the form submitted by the proposer.

11 FINANCE:

- (a) The financial year of the Association shall be from the first day of May to the thirtieth day of April in the following year and during this time the financial affairs shall be administered by the Executive officer with the Chairman.

- (a) The Executive officer shall receive all monies due to the Association and issue receipts for same, and pay by cheque all invoices which have been passed for payment by the Board of Management and shall keep a proper record of all such receipts and payments, and shall submit a financial report to each Board of Management meeting and Association meeting.

12 ASSETS:

The assets of the Association whether derived per medium of income or property shall not be given or transferred in any way to any member of the Association excepting that payment in good faith be made for goods supplied in the ordinary way of business, or

for reasonable out of pocket expenses incurred by an authorised person acting under directions from the Board of Management.

13 AUDIT:

At each Association Annual Meeting an auditor shall be appointed to audit all accounts of the Association including special and trust accounts and report on such to the next Annual Meeting with such auditor to be a current registered and qualified accountant holding membership with either of Institute of Chartered Accountants in Australia; CPA Australia or National Institute of Accountants and not be a member of the Board of Management.

14 SALARIED SERVANTS

- (a) The Board of Management shall engage or discharge servants or staff as required.
- (b) The Board of Management may remunerate any person's services rendered to the Association and while receiving salary from the Association such persons shall not be eligible to serve on the Board of Management or its sub-committees.

15 PROPERTY:

- (a) All properties acquired for the purpose of the Association shall be held in the name of the Association.
- (b) All property given to or purchased by an affiliated Centre or Club shall be the property of the Association subject to any rights of any such affiliated Centre or Club to use them.
- (c) If any affiliated Centre or Club disbands or dissociates itself from the Association all property and effects owned or held by it shall be immediately handed over to the Board of Management and shall be vested in the Association.

16 DISSOLUTION:

- (a) The Association shall not be wound up or dissolved except by a special resolution which is the consent of three-fourths of those present at a special general meeting of Board of Management and Centre delegates such meeting having been called for that purpose.
- (b) The Minister for the Administrative Services of Western Australia shall be informed of the intentions to hold such a meeting and their approval sought on the proposed realisation and distribution of the assets of the Association.
- (c) Any and all assets remaining after full settlement of all just debts and liabilities incurred by the Association shall be disposed of by transfer to some other incorporated association having similar objects to the Association which has in its Constitution a clause or paragraph prohibiting the gift of transfer of its

assets to any of its members or subscribers. Provided that where the Ministry of Youth Sport & Recreation has paid a capital building grant, or part thereof shall be taken into account when considering the disposal of assets.

- (d) No such dispersal shall be made until the written approval of the Commissioner of Taxation has been obtained.

17 SEAL:

- (a) The common seal of the Association shall be used in accordance with this Constitution, and shall be kept in safe custody.
- (b) The common seal shall only be used by the authority of the Board of Management.
- (c) The common seal shall only be affixed to an instrument in the presence of the Chairman and one member of the Board of Management personally present at the time of the resolution granting the authority for its use.

18 NOTICES:

- (a) Any notices shall be sufficiently served if posted in a prepaid envelope or wrapper addressed to the person to be served at his last known address. Any notice when so sent shall be deemed to have been duly given on the day after posting.
- (b) The non-delivery of any notice shall not invalidate the proceedings at such meeting.

SECTION TWO

RULES AND BYLAWS FOR CENTRE/CLUB
OF THE
WEST AUSTRALIAN LITTLE ATHLETICS INC.

AMENDMENTS TO RULES AND BYLAWS :

Amendments to these Rules and ByLaws shall be made at meetings of the Association when more than seventy five percent (75%) of the delegates attending such meeting vote in favour of a motion to amend the Rules and ByLaws, provided such motion has been proposed by the Board of Management or a Centre, and lodged with the Executive Officer of the Association no later than Forty Two days before the Association meeting, and which has appeared on the notice paper convening that meeting.

1. OBJECTS:

The Object of these Rules shall be

- (a) to set down the minimum requirements for the Affiliation of a Little Athletics Centre with the Association
- (b) to set down the minimum requirements for the Affiliation of a Little Athletics Club with a Centre
- (c) Any other considerations connected herewith.

2. AFFILIATION OF A CENTRE

The Affiliation year is from the 1st of May until the 30th April the following year upon payment of the Affiliation fee and completion of the official Association form as set out by the Board of Management from time to time

3. THE FORMATION OF A CENTRE:

A Little Athletics Competition Centre (hereinafter called a Centre) may be formed by interested members of the public in conjunction with the Association provided they comply with the following rules:

4. THE REQUIREMENTS OF A CENTRE

- (a) Abide by the Constitution and By-Laws and lawful directives of the Board of Management.
- (b) A Centre shall complete and submit the affiliation form and pay the Annual Affiliation fee as set by the Board of Management.
- (c) A Centre shall not have less than three (3) Clubs, excepting in circumstances where the Board of Management considers that a Centre can still be maintained with less than three (3) Clubs. These clubs shall be affiliated with the Centre and have voting rights at Centre Meetings.
- (d) Each Centre shall have a Controlling committee comprising at least ten (10) elected members and which shall be called an Executive Committee excepting in circumstances where the Board of Management considers that a Centre can still be maintained with less than ten (10) elected members.
- (e) Each Centre should adopt Rules and Bylaws which must be submitted to the Board of Management for approval before adoption by the Centre. Any amendments to the Rules and By Laws must be approved by the Board of Management before adoption by the Centre

5. CONTINUATION OF AFFILIATION BY A CENTRE

In order that a Centre shall continue to be accepted as Affiliated to the Association the following shall apply:

- (a) Complete and submit the Club Affiliation form for each affiliated Club, as set out by the Board of Management from time to time, to the Executive Officer of the Association by the 1st August each year .
- (b) Where a Centre fails to be represented at two (2) consecutive Association meetings without the provision of a suitable reason the Affiliation of the Centre shall be suspended for a period of time to be determined by the Board of Management and all Centres shall be notified in writing of the decision.
- (c) Where in the opinion of the Board of Management a Centre has contravened the Constitution or failed to fill the requirements of the Rules and By-Laws and/or not complied with Board of Management Directives the Centre may have its affiliation suspended or have its voting and speaking rights suspended for a period of time to be determined by the Board of Management and all Centres shall be notified in writing.
- (d) Centre Audited Statement of Income and Expenditure and the Auditors Report must be received in the Association office Fifteen (15) days prior to the Association Annual General Meeting. Should this requirement not be met suspension from voting and speaking at the Association Annual General Meeting will be imposed. The suspension continues until the requisite Statement of

Income and Expenditure and the Auditors Report are received or until midnight of the day of the Association Annual General Meeting whichever is the later.

6. ADMINISTRATION OF A CENTRE

Each Centre shall be organised and administered by an Executive Committee which shall conform to these Rules and By Laws and the Requirements of the Board of Management.

- (a) The Executive Committee shall be elected by delegates of affiliated Clubs at the Annual General Meeting of the Centre which shall be held at least once every Calendar year and not more than 15 months apart.
- (b) When elected the Executive Committee shall meet at least eight (8) times per annum and shall call delegates of affiliated Clubs to Centre meetings at least four (4) times a year, whereupon they will report on all matters acted upon by the Executive Committee.
- (c) The Executive Committee shall consist of not less than ten (10) adult persons whether an organiser or delegate of a Club or not, who consents to stand for election, excepting in circumstances where the Board of Management considers that a Centre can still be maintained with less than ten (10).
- (d) Each Centre shall elect a President, Secretary, Treasurer and Registrar who shall automatically be placed on the Executive Committee and all other elected persons expected to organise and control a section of the administration of the Little Athletics Centre.
- (e) The Executive Committee shall act on behalf of the Centre in all matters which are connected with the Association.
- (f) All matters acted upon by the Executive Committee shall be reported on to the delegates of Clubs at Centre meetings for discussion.
- (g) An Auditor shall be appointed annually to audit all accounts of the Centre and report on such to the next Annual General Meeting. The auditor is to be a qualified accountant or a person experienced in business practice but not a member of the Centre Executive Committee.
- (h) The Executive Committee shall submit to the Annual General Meeting of the Centre, the annual report, audited Statement of Income and Expenditure, auditors report and assets schedule for the adoption by Club delegates. At least one (1) copy shall be forwarded to each affiliated Club and two (2) copies to the Association, within thirty days (30) of the date of the Annual General Meeting of the Centre.

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- (i) Each Centre shall set an annual affiliation fee for the Clubs within a range as determined by the Board of Management from time to time.
 - (j) Centres may appoint or elect sub-committees under the control of members of the Executive Committee to carry out whatever functions are required for the conduct of Centre's affairs.
 - (k) Copies of the minutes of each Centre Meeting and Centre Executive Committee Meeting, together with a financial statement shall be forwarded to each affiliated Club and two (2) copies to the Association Office within thirty days (30) of the date of the meeting.
 - (l) Copies of the minutes of the Centre Annual General Meeting and each Special Meeting shall be forwarded to each affiliated club and to the Association office within thirty (30) days of the date of the meeting.
 - (m) The Centre shall pay all accounts by cheque which shall be signed by at least two (2) people. The authorised signatories to the account shall not be members of the same household.
 - (n) The annual registration fee shall be paid by each Centre to the Association for each boy and girl registering with the Association through that Centre, and such registration fee shall be determined at the Association Annual General Meeting from a recommendation of the Board of Management and passed by a simple majority.
 - (o) At least twenty-eight (28) days advice of the Centre Annual General Meeting must be circulated as widely as possibly but must include written notice to all current Centre Executive members, Affiliated Clubs and the Board of Management.
 - (p) At least seven (7) days written/verbal notice shall be given to all Centre Executive Committee members and affiliated Clubs of all Centre Executive Committee meetings and Centre meetings. The President and/or Secretary has the power to call a special meeting if deemed necessary at any time.
 - (q) At Centre Executive Committee meetings a quorum shall consist of at least one (1) member more than 50% of the Centre Executive Committee.
 - (r) At Centre Meetings and the Annual General Meeting of the Centre a quorum shall consist of at least 50% of the affiliated Clubs.
 - (s) In the event that no nominations are received for a position of the Centre Executive Committee or a vacancy is created, the Centre Executive Committee shall have the power to appoint a person to fill the vacancy until the next Annual General Meeting of the Centre.

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- (t) A special meeting of the Centre shall be called by the Centre President at the request of at least half of the affiliated clubs of the Centre and not less than seven (7) days written notice given to the Secretary of each affiliated club, all Centre Executive Committee members and the Board of Management

7. APPOINTMENT OF DELEGATES

- (a) Metropolitan Centres shall appoint (2) delegates who shall be the President and/or Secretary and one other Centre executive Committee member to represent the Centre at Association meetings
- (b) Country Centres may appoint one (1) delegate from the metropolitan area to represent that Centre at Association meetings. Each metropolitan Centre may only represent one (1) Country Centre at any given time. The delegate shall have two (2) votes for that Country Centre.
- (c) Each affiliated Centre should be represented at Association meetings by at least one appointed delegate.
- (d) Each Centre may appoint proxy delegates.
- (e) Proxy delegates other than those stated on the Affiliation form, shall have written permission from the Centre President and/or Centre Secretary, to be submitted to the Executive Officer of the Association before the commencement of the Association Meeting.

8. VOTING RIGHTS OF DELEGATES.

- (a) Only Delegates or in their absence Proxy Delegates stated on the Affiliation form are eligible to vote at Association Meetings except in accordance with 9 (d)
- (b) Each Delegate is entitled to one (1) vote
- (c) A maximum of two (2) votes per Centre is allowed.
- (d) A Motion shall not be moved and seconded by delegates from the same centre
- (e) Centre delegates shall only vote in accordance with directives of their Centre Executive Committee on any matter where notice has been given

9 DISSOLUTION OF A CENTRE

- (a) In the event of a Centre not having functioned for a period of one year, or is in serious difficulties, a meeting should be called to consider re-vitalisation or dissolution. The last available lists of Officials of the Centre Executive and the Club delegates to the Centre meetings shall be used to give effect to the provisions of this clause. The Centre shall not be dissolved except by the consent of a majority of those present at this meeting.
- (b) A member from the Board of Management preferably the Development & Administration Officer will call and Chair such meetings for this purpose.
- (c) The Centre shall be dissolved, unless a working committee is selected at this meeting.
- (d) In the event of a decision being made to dissolve the Centre all assets owned by the Centre shall forthwith be placed in the custody or control of the Board of Management to be vested in the Association.

1. FORMATION OF A CLUB:

A Little Athletics Competition Club (hereinafter called a Club) may be formed by interested members of the public in conjunction with the Centre provided they comply with the following rules:

2. REQUIREMENTS OF A CLUB

- (a) A Club shall not have less than ten (10) athletes registered with the Centre, excepting in circumstances where the Centre considers that a Club can still be satisfactorily maintained with less than ten (10) athletes.
- (b) Each Club shall have a controlling Committee comprising at least two (2) members who shall be elected by interested persons, parents or guardians of registered athletes. For voting purposes, membership will be restricted to one (1) Little Athletic Club.
- (c) Each Club may adopt Rules & Bylaws which shall be approved by the Centre Executive Committee.
- (d) Competitors attached to a Club shall be duly registered through the Club.
- (e) Each Club shall pay the annual registration fee as determined by the Centre Executive Committee..

3. ACCEPTANCE OF THE AFFILIATION OF A CLUB

Each new Club shall at the earliest possible date submit to the Secretary of the Centre for approval and subsequent acceptance.

- (a) A name and uniform to be approved by the Centre Executive Committee which shall be used at all Centre Competitions.
- (b) The names and addresses of at least two (2) administrators of the Club who shall be responsible for the Club.

4. CONTINUATION OF AFFILIATION BY A CLUB

- (a) In order that a Club shall continue to be accepted as Affiliated with a Centre, they continue to meet the requirements as set down in Clause 2.
- (b) Where a Club fails to be represented at two (2) consecutive Centre meetings without provision of a suitable reason, the Affiliation of the Club may be suspended or suspended from voting and speaking at Centre meetings, for a period of time to be determined by the Centre Executive Committee.
- (c) Where in the opinion of the Centre Executive Committee, a Club has contravened the Constitution and/or Rules and Bylaws of the Association the Club may have its Affiliation suspended or suspended from voting and speaking at Centre meetings, for a period of time to be determined by the Centre Executive Committee.
- (d) A Club failing to fill the requirements of the Rules and Bylaws of the Centre may have its Affiliation suspended or suspended from voting and speaking at Centre meetings until such time as these requirements have been met.
- (e) Any Club suspended has the right of appeal to the Board of Management.
- (f) Complete and submit a Club Affiliation form to the Secretary of the Centre by the 1st August each year or such earlier date as decided by the Centre Executive as set out by the Board of Management from time to time.

5. ADMINISTRATION OF A CLUB

Each Club shall be organised and administered by a Committee which shall conform as far as practicable to these Rules and Requirements of the Centre Executive Committee.

- (a) The Committee shall be elected by members at the Annual General Meeting of the Club, which shall be held at least once every calendar year and not more than 15 months apart.

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- (b) When elected the Committee shall meet at least four (4) times per annum.
 - (c) The Committee shall consist of not less than two (2) adult persons.
 - (d) Each Club shall elect a President, Secretary, Treasurer and Registrar, where numbers demand a member may hold more than one position.
 - (e) The Committee shall act on behalf of its members on all matters which are connected with the Centre.
 - (f) The Committee shall submit to the Annual General Meeting of the Club an audited Statement of Income & Expenditure, an Auditors Report and an assets schedule for the adoption by its members and shall forward at least one (1) copy to the Centre Executive Committee within thirty (30) days of the date of the meeting.
 - (g) Copies of the minutes of Club meetings with a financial statement shall be forwarded to Club Committee members and one (1) copy to the Centre Executive Committee within thirty (30) days of the date of the meeting.
 - (h) The Club shall pay all accounts by cheque which shall be signed by at least two (2) people. The authorised signatories to the account shall not be members of the same household.
 - (i) A special meeting of the Club shall be called at the request of the Centre Executive Committee or at least five (5) members of the club. Not less than seven (7) days notice of the special meeting shall be given to all members of the club and Centre Executive Committee

6. APPOINTMENT OF DELEGATES

- (a) Each affiliated Club shall be represented at Centre Meetings or Centre Special Meetings by at least one appointed delegate .
- (b) Clubs shall appoint two (2) delegates who shall be the President and/or Secretary and one Committee member to represent the Club at Centre meetings, Centre Special Meetings and Centre Annual General Meeting
- (c) Each Club shall be entitled to one vote at each Centre meeting and Centre Annual General Meeting

7. DISSOLUTION OF A CLUB

- (a) In the event of a Club failing to revitalise its members to function according to the requirements of a Club, or is in serious difficulties a meeting shall be called to consider re-vitalisation or dissolution. The last available list of Club members shall be used to give effect to the provision of this clause.

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- (b) The President of the Centre shall call and Chair such meetings for this purpose.
 - (c) The Club shall be dissolved unless a working Committee is elected at this meeting.
 - (d) All assets of a defunct Club are to be held in trust by a Centre for a period of 24 months and thereafter will be transferred to the control of the Centre to be used at their discretion.
 - (e) The Centre President shall have the power to call a special meeting of the Club where the Centre executive Committee considers it appropriate.

SECTION THREE
RULES OF THE REGISTRATION OF BOYS AND GIRLS
WITH THE
WEST AUSTRALIAN LITTLE ATHLETICS INC.

1. Object:

The object of these rules shall be to set down the minimum requirements for the registration with the Association of boys and girls who are of eligible age.

2. Registration:

Boys and girls may apply through a Club for registration with the Association provided that they are eligible for competition as provided in the Rules for Competition Clause 2 and as provided in the Centre Constitution Rules for Registration. Registration if granted will terminate on September 30 each year.

3. Method of Registration:

a. Method of Registration for Track & Field Season

The organisers of each Club affiliated with a Centre shall complete annually the officials registration forms of the association for each boy and girl and forward such forms to the Registrar of the Centre

b. Method of Registration for the Winter Season.

Centres shall complete registration forms supplied by the Association Winter Officer or Board appointed representative for each girl/boy not currently registered.

c. Method of Registration for Country Centre for Winter Season

Non Metro centres running Cross Country runs and Road Walks wishing to register athletes not currently registered will have to request registration forms/numbers from the Association office and complete this form and return it to the Association office.

4. Registration Fees:

The annual registration fee shall be paid by each Centre to the Association for each boy and girl registering with the Association through that Centre, and such registration fee shall be determined at the Association Annual General Meeting.

5. Allocation of Registration Numbers to Centres:

Each Centre on being granted affiliation with the Association shall be allocated by the Board of Management a set of registration numbers for distribution to registered boys and girls.

6. Distribution of Registration Numbers by Centres:

(a) Registration numbers shall be distributed by the Registrar of each Centre in consecutive order to registered boys and girls who shall wear such number affixed on four (4) corners to the front of his or her Club singlet or blouse in all competitions staged by the Centre, the Association or any other Centre during the period of time in which he or she is eligible to compete in Little Athletics competition.

(b) Under age tags shall be stitched on the left front shoulder of the Little Athlete's Club singlets or blouse.

7. Forwarding Registration Fees and Information to Association:

(a) Forwarding Registration Fees and information to Association for Track & Field Season

Each affiliated Centre shall forward to the Registrar of the Association the completed official forms together with a cheque to cover the registrations, in accordance with the instructions in the Registration Booklet.

(b) Forwarding Registration Fees for the Winter Season.

Centres will be forwarded an account by the Association for registrations received by the Association Winter Officer or Board appointed nominee. This account is to be paid by the Centre immediately.

(c) Forwarding Registration Fees for Country Centres for the Winter Season

The appropriate fee is to be forwarded with each completed registration form to the Association office.

8. Any athlete who registers with a centre and then wishes to transfer to another centre during that registration season must complete the appropriate transfer form. The transfer must state the reasons for the transfer and will not take effect until approved by the Board of Management at a normally constituted Board of Management meeting. No special meeting will be called to consider transfers.

SECTION FOUR

RULES FOR COMPETITION OF THE WEST AUSTRALIAN LITTLE ATHLETICS INC

1. Objects:

The objects of these rules shall be to set down the basic requirements for competition to be conducted by the Association and affiliated Centres.

2. Age Groups:

(a) The age groups for all competition conducted by the Association and Centres shall be selected from the Under seven, Under eight, Under nine, Under ten, Under eleven, Under twelve, Under thirteen, Under fourteen, Under fifteen, Under sixteen, Under seventeen years for both boys and girls with all ages calculated each year on the commencement of a season.

(b) The season commences on the 1st October in one year and ceases on the 30th September the following year.

i.e. if an athlete has turned ten (10) before the season commences then that athlete competes in the Under eleven (11) age group for that season.

An athlete who turns ten (10) after the 30th September competes in the Under ten (10) age group for that season.

3. West Australian Championships:

The West Australian Championships shall be held each year at a venue and time and under rules to be devised by the Board of Management in events selected from those listed below:

BOYS

U8

70m run, 100m run, 200m run, shot, discus, javelin, long jump – 4 x 100 relay, 4 x 200m relay

U9

70m run, 100m run, 200m run, 800m run, 60m Hurdles, 700m walk, shot, discus, javelin, long jump– 4 x 100 relay, 4 x 200m relay

U10

100m run, 200m run, 400m run, 800m run, 60m hurdles, 1100m walk. shot, discus, javelin, long jump, triple jump, high jump– 4 x 100 relay, 4 x 200m relay

GIRLS

U8

70m run, 100m run, 200m run, shot, discus, javelin, long jump– 4 x 100 relay, 4 x 200m relay

U9

70m run, 100m run, 200m run, 800m run, 60m Hurdles, 700m walk, shot, discus, javelin, long jump– 4 x 100 relay, 4 x 200m relay

U10

100m run, 200m run, 400m run, 800m run, 60m hurdles, 1100m walk. shot, discus, javelin, long jump, triple jump, high jump– 4 x 100 relay, 4 x 200m relay

U11

100m run, 200m run, 400m run, 800m run, 1500m run, 60m Hurdles, 1100 walk, shot, discus, javelin, long jump, triple jump, high jump, - 4 x 100m relay, 4 x 400m relay

U12

100m run, 200m run, 400m run, 800m run, 1500m run, 60m hurdles, 1500 walk, shot discus, javelin, long jump, triple jump, high jump- 4 x 100m relay, 4 x 400m relay

U13

100m run, 200m run, 400m run, 800m run, 1500m run, 80m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U14

100m run, 200m run, 400m run, 800m run, 1500m run, 90m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U15

100m run, 200m run, 400m run, 800m run, 1500m run, 100m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U16

100m run, 200m run, 400m run, 800m run, 1500m run, 100m hurdles, 1500m & 3000m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U17

100m run, 200m run, 400m run, 800m run, 1500m run, 110m hurdles, 1500m & 3000m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump.

U11

100m run, 200m run, 400m run, 800m run, 1500m run, 60m Hurdles, 1100 walk, shot, discus, javelin, long jump, triple jump, high jump, - 4 x 100m relay, 4 x 400m relay

U12

100m run, 200m run, 400m run, 800m run, 1500m run, 60m hurdles, 1500 walk, shot discus, javelin, long jump, triple jump, high jump- 4 x 100m relay, 4 x 400m relay

U13

100m run, 200m run, 400m run, 800m run, 1500m run, 80m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U14

100m run, 200m run, 400m run, 800m run, 1500m run, 80m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U15

100m run, 200m run, 400m run, 800m run, 1500m run, 90m hurdles, 1500m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U16

100m run, 200m run, 400m run, 800m run, 1500m run, 90m hurdles, 1500m & 3000m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump. - 4 x 100m relay, 4 x 400m relay

U17

100m run, 200m run, 400m run, 800m run, 1500m run, 100m hurdles, 1500m & 3000m walk, 200m hurdles, shot, discus, javelin, long jump, triple jump, high jump.

- 4 x 100m relay, 4 x 400m relay

- 4 x 100m relay, 4 x 400m relay

4. Centre Competitions:

Each affiliated Centre shall endeavour to conduct during its competition season:

- (a) EACH of the events listed for the West Australian Championships
- (b) a premiership competition for Clubs
- (c) INDIVIDUAL Centre Championships for boys and girls in each age group as shown in Clause 2 above.

5. Competition between Centres:

Competition between Centres shall be arranged by Centres on terms agreeable to competing Centres, with details of venue and date to be forwarded in writing to the Executive Officer of the Association.

6. Attire:

- (a) All boys and girls registered with the Association shall compete in the Centre approved Club uniform.
- (b) Centre uniform, approved by the Board of Management, must be worn at all State Championships. Any change to approved Centre uniforms must be submitted to the Board of Management for approval.

SECTION FIVE
STANDING ORDERS FOR MEETINGS
OF THE
WEST AUSTRALIAN LITTLE ATHLETICS

STANDING ORDERS:

The standing orders shall apply to all GENERAL MEETINGS of the Association and to EXECUTIVE MEETINGS and all MEETINGS OF SUB-COMMITTEES.

1. PARLIAMENTARY RULES:

In all cases not provided for, resort shall be had to the rules, forms and usages for Parliament, which shall be followed so far as the same are applicable.

2. SELECTION OF SPEAKERS

After a motion has been duly moved and seconded, speakers shall only be heard alternately for and against the motion excepting for the purpose of moving or seconding any amendments or further amendment and failing any speaker rising for the other side the motion shall be put unless otherwise determined by the meeting.

3. CHAIRMAN'S RULING

If the Chairman rises to call a member to order or for any purposes connected with the proceedings, the member speaking shall thereon resume his seat and no other member shall rise until the Chair is resumed.

If any member is dissatisfied with the Chairman's ruling the following procedures shall be observed:

- (a) A motion shall be moved and seconded in the following terms, "that the Chairman's ruling be dissented from".
 - (b) The Chairman must then ask another member of the Executive or committee to take the chair.
 - (c) Only the mover shall be permitted to speak, except the Chairman, who may subsequently state his reasons for the ruling given.
 - (d) The motion shall then be put to the meeting by the acting Chairman without discussion.
 - (e) The Chairman shall then resume the chair and apply the ruling of the meeting.
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4. SPEECHES

- (a) No member shall be permitted to speak more than once upon any subject before the meeting unless on a point of order or explanation or to ask a question except the mover of the original motion.
- (b) On any amendment being moved, any member even though he has spoken on the original motion may speak again on the amendment.
- (c) A member may formally second any motion or amendment and reserve his speech until a later period in the debate.
- (d) The mover of a motion shall be allowed five (5) minutes, subsequent speakers three (3) minutes and the Mover three (3) minutes in reply.
- (e) A member when speaking shall not be interrupted unless called to order when he shall sit down until the member calling to order has been heard thereon and the question or order disposed of when the member in possession of the floor may proceed with the subject.

5. POINTS OF ORDER

Members wishing to raise points of order must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred and put the point of order in the form of a question.

POINTS OF ORDER MAY BE MADE ON THE FOLLOWING GROUNDS:-

- (a) The offender is not speaking to the subject.
- (b) The offender is using unseemly language.
- (c) The offender is breaking a rule of the Association.
- (d) The offender is infringing standing orders.

6. MOTIONS AND AMENDMENTS

- (a) The first proposition on any subject shall be known as the original Motion and all succeeding propositions on that subject shall be called amendments.
- (b) Every motion or amendment must be moved and seconded by members actually present at the meeting before any discussion may take place except that a seconder is not necessary in committee nor when nominations for office are being taken.

- (c) The Chairman shall disallow amendments which:-
 - i. Are irrelevant to the subject matter of the original motion.
 - ii. Are contrary to the original motion.
 - iii. Conflict with decisions already made.
- (d) When an amendment is moved to an original motion, no further amendment shall be discussed until the first amendment has been determined.

7. SUBSTANTIVE MOTIONS

If an amendment is carried, it displaces the original motion and itself becomes the motion whereupon any further amendment relating to any portion of the motion, may be moved provided it is consistent with the business and has not been covered by any amendment or motion which has been rejected previously.

After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the motion.

8. WITHDRAWALS

No motion or amendment which has been accepted by the chair shall be withdrawn without the unanimous consent of the meeting.

9. RIGHT OF REPLY

The mover of every original motion, but not of any amendment shall have a right to reply immediately before the question shall be put by the chair except that in such reply, no new subject matter shall be introduced.

10. VOTING

- (a) Voting shall be a show of hands, or, if any three members entitle to vote or if required by the Chairman, shall be by division by ballot or by postal ballot.
- (b) In all cases where voting is equal, the motion shall not be carried.
- (c) If votes are equal and the Chairman fails to exercise his vote, he must declare the motion “not carried”.

11. CLOSING DEBATE

- (a) A motion to close the debate taking the form “that the question be now put” may be moved by any member who has not spoken previously at any time during the debate.
- (b) No discussion is allowed on a closure motion however the Chairman may refuse to accept such a motion if he feels that the subject has not been sufficiently debated.
- (c) In the event of the closure being carried, the mover of the original motion shall have the right to reply in accordance with standing order ten (10) before the question is put.
- (d) If the closure motion is moved on an amendment such motion applies to the amendment only.
- (e) Should a closure motion be defeated 30 minutes shall elapse before it can be accepted again by the Chairman unless he is of the opinion that the circumstances have changed materially in the meantime.

12. ADJOURNMENT DEBATE

- (a) A motion to adjourn the debate may be moved by any member who has not spoken previously at any time during the debate.
- (b) The mover of the motion upon which the adjournment has been moved shall be allowed the right of reply on the question of adjournment but such right will not prejudice his right to reply to his own motion.
- (c) In the event of the adjournment being carried, the mover of the original motion shall have the right to re-open the debate on its resumption.
- (d) Should an adjournment motion be defeated, 30 minutes shall elapse before it can be accepted again by the Chairman unless he is of the opinion that the circumstances have changed materially in the meantime.

14. RESCINDING OF RESOLUTION

A resolution of a meeting may be rescinded by that meeting provided such rescission is carried by two-thirds of the members present.

15. SUSPENSION OF STANDING ORDERS

Any member may move the suspension of the standing orders to discuss a matter of urgent importance to the Association and such a motion of suspension shall be declared carried if supported by two-thirds of the members present.

16. AMENDMENTS TO STANDING ORDERS

Standing orders shall be amended in accordance with the provisions laid down for amendments to the Constitution of the Union.