

**BY-LAWS**

**OF THE**

**KINGSWAY**

**LITTLE ATHLETICS**

**CENTRE**

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**1. DUTIES OF THE PRESIDENT**

- a) Chair monthly meetings of the Executive Committee,
- b) Chair Special General Meetings and Annual General Meetings (AGM's),
- c) Prepare an Annual Report for presentation at the AGM,
- d) be responsible for all committee members and ensure that their portfolios are effectively organised,
- e) Ensure that an annual income & expenditure report is prepared and audited,
- f) Monitor affiliated clubs and ensure that club meetings are held at least four (4) times, and that the club accounts are audited,
- g) Represent the Centre at any meeting undertaken by WALA that focus on policy or constitutional issues.

**2. DUTIES OF THE SECRETARY**

- a) Receive and answer correspondence.
- b) Prepare and distribute agendas of meetings.
- c) Take minutes of all meetings and issue copies of same to the Executive Committee, Club Delegates, WALA (2 copies), and
- d) Notify WALA Secretary of all accidents that could give rise to insurance claims

**3. DUTIES OF THE TREASURER**

- a) Receive and pay out money on behalf of the Centre,
- b) Keep a proper record and books for all transactions.
- c) Arrange a bank account and signatories to all cheques,
- d) Invest money in such a manner as the Executive Committee may think fit,
- e) Prepare a financial statement for each meeting, and
- f) Prepare an annual audited income and expenditure report.

**4. DUTIES OF THE REGISTRAR**

- a) Receive from the Association all registration material and issue forms and cards to affiliated clubs,
- b) Receive from affiliated clubs the required registration papers and fees,
- c) Issue Registration Numbers and Age Tags, and
- d) Forward one copy of the Registration Card, together with the required summary and remittance, to the Association Registrar, in accordance with instructions in the Association's Registration Booklet.
- e) Forward one copy of the registration card to the Centre's Officer responsible for maintaining the Centre's Results System.

**5. DUTIES OF THE COACHING/DEVELOPMENT OFFICER**

- a) Ensure adequate representation by the Centre at Association coaching courses,
- b) Where practicable, assist clubs by arranging one or more coaches or senior experienced athletes to attend one or more club training nights, and
- c) Undertake the duties of Kingsway's Relay Coaching Coordinator.
- d) Select coaches for all boys and girls teams in each age group from U8 to U17 age groups.
- e) Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams.

**6. DUTIES OF THE CHAMPIONSHIP & SPECIAL EVENTS OFFICER**

- a) Organise the Centre Championships and Special meetings events to be conducted, entry, key officials selection, program, venue and checking out the ground and other technical aspects. This will involve the arena manager, technical officer and controller of officials.
- b) Organise entry of athletes to State Championships events and the Centre uniforms for the teams, and
- c) Liaise with other centres in the Zone and assist in organising zone qualifying rounds of the State Track and Field Championships as per the Association

Championship manual.

**7. RESIGNATIONS**

- a) There may be any number of reasons why an Executive Committee member may feel the need to tender a resignation. Members of the Executive Committee may tender a resignation at anytime.
- b) In the event that only one resignation occurs, the Executive Committee may canvass and appoint interested persons to fill the vacant position until the next AGM.
- c) In the event that more than one resignation occurs, nominations shall be called for the vacant positions. If more nominations are received than vacant positions a Special General Meeting shall be conducted to consider the nominations and make the appointments.

**8. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING**

- a) The order of business at the Annual General Meeting of the Centre shall be as follows:

Opening by the President – Welcome any special guests  
Apologies  
Confirmation of minutes of the previous Annual General Meeting.  
President’s Report  
Treasurer’s Report  
Registrar’s Report  
Election of Officer Bearers

**Note: All positions on the Executive Committee are declared vacant and nominations sought. Written nominations may have been sought prior to the AGM, this however does not preclude nominations being accepted from the floor.**

**Once the new Executive Committee has been duly elected, the proceeding for the remainder of the meeting shall continue to be conducted by the outgoing President.**

Amendments to the Constitution and By-Laws  
General Business

**9. ORDER OF BUSINESS AT MONTHLY MEETINGS**

- a) The order of business at monthly meetings of the Executive Committee shall be as follows:  
Opening by the President – Welcome any special guests  
Apologies

Confirmation of minutes of the previous Executive Committee meeting  
Business Arising  
Adjourned Business  
Correspondence

**REPORTS:-**

Treasurer:  
Registrar:  
Coaching and Development  
Championships & Special Officer  
Controller of Officials  
Chief Equipment Officer  
Winter Officer  
Records & Rankings  
Seniors Delegate  
COW Delegate  
WALA Delegates  
Affiliated Clubs  
General Business

**10. QUORUM**

- a) There must be a minimum of seven (7) Executive Committee members present, including either the President or the Deputy Chairperson.
- b) If a quorum is not present within half an hour after the scheduled commencement time of the meeting members may either:
  - 1. Adjourn the meeting to another date, not being later than fourteen days from the date of the adjournment.
  - 2. Continue proceedings of the meeting. If the meeting proceeds, all decisions undertaken by the Executive Committee will not be valid until ratified by a meeting of the Executive Committee at which a quorum is present.

**11. DEPUTY CHAIRPERSON**

- a) A Deputy Chairperson shall be appointed from the elected Executive Committee members at the first monthly meeting after the Annual General Meeting.
- b) Where the President is unable to be present at a meeting, the Deputy Chairperson shall preside.
- c) If both the President and the Deputy Chairperson are not present, the other Members of the Executive Committee present shall select one of their numbers to act as Chairperson.

**12. FAILURE TO ATTEND MONTHLY MEETINGS**

Executive Committee members cannot abrogate their responsibilities to attend meetings. Failure to attend three (3) consecutive meetings may result in membership of the Executive Committee being terminated.

### **13. BUSINESS CONDUCTED WITH OPEN/CLOSED DOORS**

- a) The business of the Executive Committee shall be conducted with open doors, except upon such occasions as the Executive Committee by resolution may otherwise decide, and which resolution may be moved without notice.
- b) Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee members to leave the meeting room.
- c) The business of the meeting shall proceed with closed doors until the Executive Committee decides by resolution to proceed with open doors and which resolution may be moved without notice.

### **14. OPEN VOTING**

- a) Questions arising at a meeting of the Executive shall be decided, in open voting, by a simple majority of executive members present.
- b) The President, or person chairing the meeting, is not permitted to vote on a motion before the Executive Committee unless that person has moved the motion under consideration.
- c) If the votes of Executive Committee members or the combined votes of the Executive Committee members and affiliated club delegates (refer Clause 14 (a)) are equally divided the President or person chairing the meeting shall declare the motion lost.
- d) Notwithstanding sub-clause (b), the President or person chairing the meeting shall be granted leave to vote on any motion pertaining to the election of Centre Captains, nominations for awards and trophies or casual vacancies on the executive Committee.

### **15. AFFILIATED CLUB VOTING.**

- a) If the Executive Committee decide that affiliated clubs will be given leave to vote on a question, then the votes of the attending club delegates are to be counted.
- b) A Club Delegate must vote as directed to do so by the affiliated club.

### **16. PROXY VOTING**

Proxy voting will not be allowed. Executive Committee members and club delegates must be in attendance at the meeting at which a vote is to be taken.

**17. FAMILY INTEREST**

A member of the Executive Committee **can** vote on a question that has a direct bearing on the member's child or legal guardian.

**18. PRESIDENT'S RULINGS**

The President when deciding a point of order or practice shall give a decision and no argument shall be permitted and the decision shall be final.

**19. DEPUTATIONS**

- a) Deputations wishing to attend an Executive Committee meeting shall first submit a request, either verbal or in writing, to the Centre President or Secretary.
- b) The Centre Secretary must obtain the approval of the President before including the deputation on the Executive Committee agenda.
- c) A deputation shall not exceed a number which shall be determined by the President.
- d) After the deputation has put their case, no further discussion shall be entered into until the deputation has withdrawn.

**20. CENTRE UNIFORM**

- a) The Centre uniform shall consist of a lime/apple green singlet with navy blue printed design and navy blue trim and worn with navy blue shorts, bloomers or cycle pants and short socks.

**21. USE OF CENTRE EQUIPMENT**

- a) The Centre's athletics equipment may be used outside of authorised training and competition times in accordance with the Centre's Equipment Hire policy published in the Centre's annual handbook.

**22. RULES FOR COMPETITION**

- a) The Centres Rules of Competition shall be published on the Centre's Website and in the Centre's annual handbook that is distributed to one (1) per family, Life Members,



Executive Committee Members, Club Delegates, and all WALA Board Members.  
Replacement handbooks will incur a cost to be determined by the Centre.

### **23. 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.
- (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 Auditor's 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

### **24. 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

## **25. MEMBERSHIP ADMISSION**

- a) Eligibility for Kingsway LAC membership is subject to our receipt of;
- a written application form;
  - payment of membership fee (payable at the time of application); and
  - proof of qualifications (ie proof age documents, valid working with children card etc)
- b) The Kingsway LAC Committee must consider applications for membership made under sub-rule 25a and accept or reject that application.
- c) The Kingsway Committee may make such enquiries as are necessary to satisfy itself whether in its opinion the applicant is;
- of good character and repute; and
  - the person's status or conduct has not been detrimental to the Objects, interests or standing of the Centre, including (without limitation) if the person has brought the Centre, their Club or the Sport of Athletics into disrepute.
- d) If the Committee considers that an applicant should be accepted to membership of the Centre, the Committee must communicate in writing a copy of the Centre Rules as confirmation of membership.
- e) If the Committee considers that an applicant should be rejected, the Committee must communicate the decision in writing within seven (7) days of the decision being made.
- f) Any applicant whose membership request is rejected may, upon payment of such fee as may be determined by the Committee, submit a written request that the Committee reconsider their application. This request must be received by the Committee within seven (7) days of membership rejection notification.
- g) Upon a written request to reconsider a rejected membership application, the Committee must consider the appeal at the next Committee meeting held. The applicant is to be advised in writing of the Committee decision. Such decision will be final and no further applications for membership will be considered from the applicant for a period of two (2) years from the date of the Committee's rejection of the application.