
KEILOR LITTLE ATHLETICS CENTRE

NOTICE OF CENTRE MEETING

Notice is hereby given to members of the Keilor Little Athletics Centre ("KLAC") of a Centre Meeting.

Date: Saturday 24 October 1998

Time: Noon (after completion of the morning's athletic events)

Place: Keilor Park Athletics track

i.e. at the KLAC competition venue

Agenda:

To vote on the attached Notice of Motion from Shane Johnson (President) and Tim Golder (Committee Member), received and signed by Susan Monaghan (Secretary), that a new Constitution be adopted by KLAC and that all previous Constitutions (if still in force) cease to have effect.

The reasons for introducing the new Constitution are:

- (a) to reflect the fact that KLAC now has no affiliated Clubs and needs a Constitution that caters for that new structure;
- (b) to bring the Constitution in line with matters introduced in recent years in the Model Constitution of The Victorian Little Athletics Association Incorporated ("VLAA"); and
- (c) to reflect current practices of KLAC as to matters such as criteria for Life Membership.

The attendance of all members of KLAC is encouraged. A copy of the proposed new Constitution is annexed to the attached Notice of Motion.

The proposed new Constitution has been approved by VLAA.

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Susan Monaghan
Secretary, KLAC

KEILOR LITTLE ATHLETICS CENTRE

NOTICE OF MOTION

We, as Members of the Keilor Little Athletics Centre, hereby give notice to the Centre Secretary, Susan Monaghan, of the following motions we intend to put to the Centre Meeting to be held at Noon on Saturday 24 October 1998 at Keilor Park Athletics track:

- "1. That the document annexed hereto forthwith be adopted as the Constitution of Keilor Little Athletics Centre.

2. That all previous Constitutions of Keilor Little Athletics Centre, if still in force, forthwith cease to have effect."

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Shane Johnson
(President)

.....
Tim Golder

Date: 9 September 1998

Notice Received:

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Susan Monaghan
(Secretary)
9 September 1998

CONSTITUTION
OF
THE KEILOR LITTLE ATHLETICS CENTRE
(the "Centre")
OF
THE VICTORIAN LITTLE ATHLETICS
ASSOCIATION INCORPORATED
(the "Association")

1. NAME

The Centre shall be known as the Keilor Little Athletics Centre.

2. AFFILIATION

2.1 The Centre shall affiliate with the Association each year, subject to the Constitution and Regulations of the Association, and shall pay any applicable affiliation fee.

2.2 The Centre shall be a member Centre of the Northern Metropolitan Region ("the Region"), subject to the Constitution and any Rules of the Region.

2.3 The Centre, at the discretion of the Region, may be a member Centre of a Division of the Region ("the Division"), subject to the Constitution and any Rules of both the Region and the Division.

3. MEMBERSHIP

3.1 Membership of the Centre shall comprise:-

3.1.1 Competitive members who are registered in accordance with the Registration Regulations of the Association.

3.1.2 Ordinary Members as defined in the Constitution of the Association and who assist in the conduct of the activities of the Centre, and are registered in accordance with the Register of Ordinary Members of the Association.

3.1.3 Life Members of the Centre as defined in Section 15 of this Constitution.

4. OBJECTS

The Objects of the Centre shall be:-

4.1 To abide by the Constitution, Regulations and Statement of Purpose of the Association.

4.2 To register competitive members in accordance with the Registration Regulations of the Association.

4.3 To provide athletic competition for competitive members who are registered through the Centre.

4.4 To provide for the development of children, with emphasis on positive attitudes and a healthy lifestyle, through athletic related activities.

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- 4.5 To promote the ideal of children competing for personal satisfaction through improved performances.
 - 4.6 To organise and conduct Centre Championships, if/when these are proposed by a Centre meeting.
 - 4.7 To use all available means to place Little Athletics before the public.
 - 4.8 To support and assist, where possible, the formation, and/or maintenance of a senior athletic club, to be affiliated with the Victorian Athletic Association, and co-operate with such a club to ensure continuity of athletic competition for children reaching the age of fifteen years.

5. POWERS

The Powers of the Centre shall be:-

- 5.1 To organise and control the competitive members, registered through the Centre, in the conduct of Little Athletics activities and competition within the general area of the Centre.
 - 5.2 To organise and conduct coaching and education for competitive members registered through the Centre.
 - 5.3 To ensure that the interests and rights of all competitive members, regardless of ability or background, are in no way hindered or jeopardised.
 - 5.4 To act alone or with other representative bodies in the interests of Little Athletics and the members of the Centre.
 - 5.5 To appoint delegates to represent the Centre at meetings of the Association, the Region and the Division (if applicable), and to nominate Centre members as Executive Council members of those bodies, in accordance with the respective Constitutions of the Association, the Region and the Division (if applicable).
 - 5.6 To select teams of competitive members to represent the Centre in Victorian Championships and any inter-Centre competition.
 - 5.7 To impose and collect levies, subscriptions, fees and other charges from members, as required to achieve the Objects of the Centre.
 - 5.8 Subject to the written approval of the Association, to borrow or lend money, with or without security, for promotion of the Objects of the Centre, in accordance with the Financial Regulations of the Association.
 - 5.9 To invest any monies of the Centre not immediately required for any of its Objects, in such a manner as may from time to time be determined by the Centre.
 - 5.10 To apply the income and property of the Association in the care of the Centre, to the promotion of the Objects of the Centre, in accordance with the Financial Regulations of the Association.
 - 5.11 To suspend, disqualify and/or otherwise deal with any members of the Association associated with the Centre, who have committed any breach of the Constitution, or whose actions are deemed contrary to the interests of Little Athletics.
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6. MANAGEMENT

- 6.1 The Management of the Centre shall be vested in an elected Executive Council, comprising not less than eight members.
- 6.2 The Executive Council might consist of:-
- Chairperson
 - Secretary
 - Treasurer
 - Registrar
 - Centre Competition Director
 - Centre Education Director
 - Centre Publicity and Public Relations Director
 - Optionally, other individual office bearers as determined by a Centre meeting, as appropriate to the needs of the Centre.
 - General Committee members of the Council.
- 6.3 6.3.1 Members of the Executive Council shall be determined annually at a Centre Meeting, by Centre members, acting in terms of Section 8 of this Constitution.
- 6.3.2 Election to the Executive Council shall be open to any adult person who has been nominated by a Centre member, with the nomination to be submitted to the Centre Secretary at least twenty-eight days before the Annual General Meeting.
- 6.3.3 If more than one nomination is received for an Executive Council position, and after reading of any statement available of the credentials of each nominee, the nominated names shall be listed on a ballot paper, suitably arranged so as the voters can record preferences.
- 6.3.4 In the event of insufficient nominations being received for the Executive Council at the Annual General Meeting of the Centre, or in the event of a vacancy occurring during the year, the Executive Council shall have the power to appoint a person to fill the 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 Centre members at least twenty-eight days before the meeting date.

7. POWERS AND RESPONSIBILITIES OF EXECUTIVE COUNCIL MEMBERS

- 7.1 Each Executive Council member shall have the responsibility to plan the details of a section of the Centre administration, relative to their respective portfolio, and shall:-
- 7.1.1 If requested by the Chairperson, present such plans to each meeting of the Executive Council for its consideration and approval or otherwise.
- 7.1.2 If requested by the Chairperson, present a report on the Executive Council approved plans and actions to each Centre meeting.
- 7.1.3 Have power to act on behalf of the Centre in implementing such plans.
- 7.1.4 Form sub-committees from members of the Centre, when deemed necessary to assist in the preparation or implementation of plans.
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7.2 **The Chairperson will:-**

7.2.1 Chair meetings of the Centre and of the Executive Council.

In the event of the Chairperson being absent, the meeting shall appoint a Chairperson from within its members.

7.2.2 Carry out additional duties, as allocated by the Executive Council, to maintain relations with the Board of Management, the Region and the public.

7.3 **The Secretary will:-**

7.3.1 Take minutes and distribute notices pertaining to all meetings of the Centre and of the Executive Council.

7.3.2 Receive and distribute correspondence.

7.3.3 Maintain a file of Centre minutes and correspondence, including copies of all items of correspondence generated on behalf of the Centre by members of the Executive Council.

7.3.4 Forward or advertise Notices of Motion pertaining to Centre meetings to all members of the Centre at least twenty one days prior to such meetings (or twenty eight days prior in the case of the Annual General Meeting).

7.3.5 Forward Notices pertaining to Executive Council meetings to members of the Executive Council at least twenty one days prior to such meetings.

7.3.6 Forward to the Association office and/or to the Region Secretary, any information or details that are requested from time to time by those bodies.

7.4 **The Treasurer will:-**

7.4.1 Administer the financial affairs of the Centre in accordance with this Constitution and with the Financial Regulations of the Association.

7.4.2 Pay on invoice only, all accounts passed by the Executive Council for payment.

Such payments are to be made only by cheque.

7.4.3 Collect and onforward all Registration fees and any other fees or dues owing by members to the Region or to the Association, as required by those bodies.

7.5 **The Registrar will ensure that all competitive members of the Centre are registered in accordance with the Registration Regulations of the Association, and that all ordinary members of the Centre are registered in accordance with the Register of Ordinary Members of the Association.**

7.6 **The Centre Competition Director will:-**

7.6.1 plan, organise and co-ordinate the conduct of the athletic activities of the Centre, bearing in mind the Objects of the Centre and the Statement of Purpose of the Association.

7.6.2 Ensure that all activities are in the best interest of the athletes and of Little Athletics generally.

7.7 **The Centre Education Director will:-**

7.7.1 Plan, organise and co-ordinate the conduct of programs undertaken by the Centre to educate athletes, parents and other adults, with the aim to increase personal skills.

7.7.2 Promote active participation and the ideal of children competing for personal satisfaction through improved performances.

7.7.3 Assist in promoting any education programs of the Association or of the Region to all Centre members.

7.8 **The Centre Public Relations Officer shall:-**

7.8.1 Ensure that all Centre, Region and Association activities are suitably promoted throughout the Centre, to all members and their Families.

7.8.2 Encourage all families of competitive members within the Centre to assist with the promotion of all activities.

7.9 **General Committee Members** (if any) shall represent the needs and interests of the members of the Centre, and perform other duties as determined by the Centre and/or the Executive Council.

7.10 **Executive Council Members** shall also carry out any additional duties as allocated by the Executive Council.

8. CENTRE MEETINGS

8.1 a Centre meeting:-

8.1.1 shall be held on at least one occasion in each year

8.1.2 or be held on any additional occasions -

- as determined by the Executive Council or
- as requested by at least twenty adult members of the Centre

8.1.3 shall proceed as determined by the Chairperson or a majority of the Executive Council, and be held at a mutually suitable time and place, decided by the Secretary.

8.2 One Centre meeting shall be the Annual General Meeting:-

8.2.1 which shall be organised by the Executive Council for a time and place that best suits the Centre members and its operations, between 1 March and 31 July each year,

8.2.2 at which the election of the Executive Council shall be conducted,

8.2.3 at which the Annual Report and Financial Report shall be delivered.

8.3 A copy of the Annual Report and audited Financial Report shall be forwarded to the Region Secretary and to the Chief Executive Officer of the Association.

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- 8.4 Notices of Centre Meetings shall be distributed or advertised to all members of the Centre by the Centre 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.
- 8.5 Attendance at Centre Meetings shall be open to any adult member of the Centre.
- 8.6 A Centre meeting shall be a valid meeting only if it is attended by at least fifty percent of the Executive Council plus at least twenty other adult members.
- 8.7 For a motion to be passed at a Centre meeting, it shall require the support of a majority of the adult members present.
- 8.8 The Executive Council shall present a report on proposed plans and actions to each Centre Meeting to members for consideration and approval or otherwise.
- 8.9 Adult members attending a Centre meeting -
- 8.9.1 may ask any question of the Executive Council or its members,
 - 8.9.2 may debate all issues presented by the Executive Council and/or put before the Chair,
 - 8.9.3 may remove or censure, by means of a majority vote, any action or actions proposed or carried out by the Executive Council, which are considered not to be in the interests of Little Athletics or unconstitutional,
 - 8.9.4 may record one vote on all matters before the Chair,
 - 8.9.5 shall not have the power to introduce, put alternative proposals or amend by means of a motion, business other than that proposed by the Executive Council or properly before the meeting by Notice of Motion in accordance with Section 9 of this Constitution.
- 8.10 Copies of the minutes of all Centre Meetings and Centre Annual Reports and Financial Reports shall be distributed to -
- 8.10.1 Executive Council members
 - 8.10.2 and shall be made available on request to any member of the Centre, to the Region or the Association.

9. CENTRE MEETING AGENDA

- 9.1 Items for the agenda of the Centre Meetings:-
- 9.1.1 shall be drawn from Notices of Motion from any Centre member which have been provided to the Centre Secretary, in writing, at least twenty eight days before the meeting date. Such Notices of Motion are then to form part of the written agenda of the meeting and be advertised in writing by the Centre Secretary to all Centre members at least twenty one days prior to the meeting date.
 - 9.1.2 can include Motions relative to Section 8.9.3 of this Constitution.

10. EXECUTIVE COUNCIL MEETINGS

- 10.1 10.1.1 The Executive Council shall meet separately as required, to carry out the Objects of the Centre as outlined in Section 4 of this Constitution.
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- 10.1.2 Executive Council meetings shall proceed on not less than seven occasions each year.
 - 10.1.3 As far as possible, Executive Council meetings shall proceed as determined by the Chairperson or a majority of the Executive Council and be held at a mutually suitable time and place, decided by the Secretary.
 - 10.2 Notices of Executive Council meetings shall be forwarded to the Executive Council members by the Centre Secretary at least twenty one days prior to the date set down for such meeting.
 - 10.3 Attendance at Executive Council meetings shall be open only to members of the Executive Council.
 - 10.4 An Executive Council meeting shall be a valid meeting only if it is attended by more than fifty percent of Executive Council members.
 - 10.5 For a motion to be passed at an Executive Council meeting, it shall require to be supported by more than fifty percent of the Executive Council members present.
 - 10.6 Copies of the Minutes of Executive Council meetings shall be distributed to Executive Council members and shall be available on request to any member of the Centre.
 - 10.7 Any Executive Council member, who is absent from two consecutive meetings, be they Centre meetings or Executive Council meetings, without an acceptable apology being lodged prior to the meeting, shall be liable to forfeit their place on the Executive Council.

11. EXECUTIVE COUNCIL MEETING AGENDA

- 11.1 Items for the agenda of Executive Council meetings shall be drawn from:-
 - 11.1.1 Notices of Motion from any Executive Council Member, which have been provided to the Centre Secretary, in writing, at least twenty eight days before the meeting date.

Such Notices of Motion are then to form part of the written agenda of the meeting and be forwarded in writing by the Centre Secretary to members of the Executive Council at least twenty one days before the meeting date.
 - 11.1.2 Motions presented from the floor of the meeting, which in turn are accepted by the meeting Chairperson.
 - 11.1.3 Items identified by the meeting Chairperson from Minutes of previous meetings.

12. FINANCE

- 12.1 The Executive Council, through the Treasurer, shall be responsible for administration of the financial affairs of the Centre, and the maintenance of proper books of account in accordance with the Financial Regulations of the Association.
 - 12.2 The Treasurer shall open a Bank account in the name of the Centre and arrange for the Treasurer and at least two other Executive Council members, preferably the Chairperson and Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.
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- 12.3 The Treasurer will present to each Executive Council meeting and to each Centre meeting, an itemised summary of receipts and expenditure.
 - 12.4 A summary of accounts for payments received shall be presented to each Executive Council meeting, and approval for payment of same, or otherwise, shall be determined by the meeting.
 - 12.5 The books of account and all financial records shall be available, on request, to the Region or the Association, and supplied within seven days of such request.
 - 12.6 A detailed budget for receipts and expenditure for the following twelve months shall be presented to the next available Centre meeting after the end of the Centre's financial year.
 - 12.7 The assets of the Association in the care/or custody of the Centre 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.
 - 12.8 The Executive Council shall appoint an independent auditor to audit all accounts of the Centre and to provide a report of the audit.

The auditor must not be a member of, or associated with the Centre. He/she must have a working knowledge of accounting and be a person of standing within the community (eg. preferably an Accountant or Tax Agent, or alternatively, a Bank Manager, Town Clerk, etc).

13. EXPENSES

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

14. INSURANCE

The Centre shall arrange suitable insurance cover for all equipment which is the property of the Association in the care/or custody of the Centre.

15. LIFE MEMBERS

- 15.1 The Centre may from time to time bestow upon individuals, the honour of Life Membership of the Centre.
 - 15.2 Life Members shall be entitled to attend all meetings and activities organised by the Centre.
 - 15.3 The criteria for Life Membership of the Centre shall be:-
 - 15.3.1 membership (as a competitive member) of the Centre for at least seven consecutive years or at least ten years (non-consecutive); or
 - 15.3.2 membership of the Centre Executive Council for at least five years; or
 - 15.3.3 outstanding general service to the Centre for a period exceeding seven years.
 - 15.4 Nominations for Life Membership:-
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15.4.1 May be submitted (a) by the Executive Council or (b) by members of the Centre with such nomination accepted by the Executive Council.

15.4.2 Must be submitted to the Centre Secretary in writing, at least twenty-eight days prior to a Centre meeting, and shall include details of the nominee and justification of the criteria.

15.5 The awarding of Life Membership shall be decided by the Executive Council, with a two-thirds majority required.

15.6 Presentation of the award shall be at a time and place, and in a manner deemed suitable by the Executive Council in consultation with the nominee.

16. CENTRE UNIFORM

The Centre uniform approved by the Association and to be worn by competitive members representing the Centre shall be:

Singlet: Black and white quadrants, with number 46 on left breast (in black on white background);

Shorts: Black.

17. STANDING ORDERS

The Standing Orders for the Centre shall be the Standing Orders of the Association, and shall apply for all Centre meetings and Executive Council meetings.

18. APPEALS AGAINST DECISIONS

In the event of a Centre member being dissatisfied with a decision or decisions brought down at a Centre meeting or an Executive Council meeting, and the matter cannot be resolved by referring it to the Region, the matter may appeal in writing to the Board of Management whose decision shall be final.

19. AMENDMENTS TO CONSTITUTION

Motions to amend this Constitution shall:

19.1 Be submitted to a Centre meeting and shall only be proposed by a Centre member.

19.2 Be in writing and signed by the Proposer.

19.3 Be forwarded to arrive with the Centre Secretary no later than twenty eight days before the date set for the Centre meeting, and such notice of motion shall be advised, or advertised to all ordinary members at least twenty one days before the meeting date.

19.4 To become an effective resolution of the Centre, be passed by a majority vote consisting of at least two-thirds of voting members and approved by the Board of Management.

19.5 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.

19.6 Not be amended in a manner which in the opinion of the Chairperson is contrary to the original aim of the motion.

- 19.7 Be only amended from the floor of the meeting by the addition or removal of a word or words to or from the motion which in the opinion of the Chairperson, with respect to sub-section 19.6, will enable such motion to be put to the meeting.

20. DISSOLUTION OF THE CENTRE

- 20.1 The Centre shall only be dissolved provided that:-
- 20.1.1 The Centre Secretary or an Acting Secretary has advised the Region Secretary and the Association in writing that insufficient members can be found to form a suitable Committee, or
- 20.1.2 that a Centre meeting, by simple majority, has recommended dissolution.
- Reasons for such a decision should be included.
- 20.1.3 The Board of Management, in consultation with the Centre's Region has endeavoured to hold a special reformation meeting.
- 20.1.4 If a special reformation meeting is held, at least three fourths of those attending the special meeting vote for dissolution of the Centre.
- 20.2 After full settlement of all just debts and liabilities incurred by the Centre, the Association will dispose of any and all remaining assets and the books and papers of the Centre as it sees fit.

This is likely to involve the Association transferring care and/or custody of the assets and books and papers to a new Centre formed in the same locality or to a local organisation under advice from a locally nominated body.

21. DEFINITIONS

- 21.1 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.
- 21.2 Except where the contrary is otherwise expressed references to any word or phrase in this Constitution shall have the same meaning as is ascribed to it in the Association Constitution.
- 21.3 In this Constitution reference to 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.