

CONSTITUTION
OF
THE LEOPOLD LITTLE ATHLETICS CLUB
(the “Club”)
OF
THE GEELONG LITTLE ATHLETICS CENTRE
(the “Centre”)
OF
THE VICTORIAN LITTLE ATHLETICS
ASSOCIATION INCORPORATED
(the “Association”)

1. NAME

The Club shall be known as the Leopold Little Athletics Club

2. AFFILIATION

The Club shall affiliate with the Geelong Little Athletics Center ("the Center") each year, paying any applicable affiliation fee and notifying the Center Secretary of the information required by the Center and by the Association.

3. MEMBERSHIP

Membership of the Club shall comprise:-

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

4. OBJECTS

The Objects of the Club shall be:-

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

5. POWERS

The Powers of the Club shall be:-

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

6. MANAGEMENT

6.1 The management of the Club shall be vested in an elected Committee.

6.2 Committee Members will consist of a minimum of the following positions:-

- President
- Secretary
- Treasurer
- Team Manager
- General Committee Members of the Club

6.3

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

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

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

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

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

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

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

7. RESPONSIBILITIES OF COMMITTEE MEMBERS

7.1 The President will:-

7.1.1 Chair meeting of the Club.

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

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

7.2 The Secretary will:-

7.2.1 Take minutes and distribute notices pertaining to all meetings of the Club, receive and distribute correspondence and maintain a file of Club minutes and correspondence.

7.2.2 Forward or advertise Notices of all Club Meetings in terms of Clause 8.3 of this Constitution and also forward, or advertise, Agendas and Notices of Motion relative to all Club Meetings in terms of Clause 10.1.1 (Second paragraph) of this Constitution.

7.2.3 Forward Notices of all Committee Meetings in terms of Clause 9.2 of this Constitution and also forward Agendas and Notices of Motion relative to all Committee Meetings in terms of Clause 10.1.1 (Second paragraph) of this Constitution.

7.2.4 Provide to the Center Secretary, any information or details that are requested from time to time by the Center.

7.3 The Treasurer will:-

7.3.1 Administer the financial affairs of the Club in accordance with this Constitution and with the Financial Regulations of the Association.

7.3.2 Pay on invoice only, all Accounts passed by the Committee for payment.

Such payments are to be made only by cheque.

7.3.3 Pay all monies collected on behalf of the Association to the Center for on forwarding to the Association.

7.4 General Committee Persons will represent the needs and interests of the members of the Club, and perform other duties as determined by the Club and/or the Club Committee.

7.5

7.6 All Committee Members shall also carry out any additional duties as allocated by the Club Committee.

8. CLUB MEETINGS

8.1 A Club Meeting:-

8.1.1 Shall be held on at least two occasions in each year.

8.1.2 Or be held on any additional occasions as determined by the Committee or requested by at least fifteen members of the Club.

8.1.3 Shall proceed as determined by the President, or a majority of the Committee, and be held at a mutually suitable time and place, decided by the Secretary.

8.2 One Club Meeting shall be the Annual General Meeting:-

8.2.1 Which shall be organized by the Committee for a time and place best suited to the Club's Members and its method of operation.

8.2.2 At which the election of the Committee shall be conducted

8.2.3 At which the Annual Report and audited Financial Report shall be delivered.

8.3 Notices of Club Meetings shall be distributed or advertised to all members of the Club by the Club Secretary at least fourteen days prior to the date set down for such meeting including the Annual General Meeting.

8.4 Attendance at Club Meetings shall be open to:

8.4.1 Any member of the Club

8.4.2 Any persons interested in the affairs of the Club, and who is acceptable to the Meeting.

8.5 A Club Meeting shall be a valid meeting only if it is attended by at least fifty percent of the Committee Members.

8.6 For a Motion to be passed at a Club Meeting, it shall require to be supported by more than half of the Club Members present.

8.7 The Committee shall present a Report on proposed plans and actions to each Club Meeting for the consideration of members, and their approval or otherwise.

8.8 Members of the Club attending a Club Meeting may:-

8.8.1 Ask any questions of the Committee or its members.

8.8.2 Debate all the issues presented by the Committee and/or put before the Chair.

8.8.3 Remove or censure, by means of a Motion and majority vote, any action or actions proposed or carried out by the Committee, which are considered not to be in the interest of Little Athletics or unconstitutional.

8.8.4 Record one Vote on all matters before the Chair

8.9 Copies of the Minutes of all Club Meetings including the Annual General meeting, and the Club Annual Report and audited Financial Report shall be distributed to:-

8.9.1 Committee Members

8.9.2 The Secretary of the Center

8.9.3 And shall be made available on request to any member of the Club, or to the Association.

9. COMMITTEE MEETINGS

9.1 A committee Meeting:-

9.1.1 Shall be held as required to carry out the Objects of the Club as outlined on Clause 4 of the Constitution.

9.1.2 Shall proceed as determined by the President or a majority of the Committee, and be held at a mutually suitable time and place, decided by the Secretary.

9.2 Notices of Committee Meetings shall be forwarded to the Committee Members by the Club Secretary at least fourteen days prior to the date set down for such meeting.

9.3 Attendance at Committee Meetings shall be open only to Members of the Committee.

9.4 A Club Committee Meeting shall be a valid meeting only if it is attended by more than fifty percent of the Committee members.

9.5 For a Motion to be passed at a Committee Meeting, it shall require to be supported by more than half of the Committee Members present.

9.6 Members of the Committee attending a Committee Meeting may:-

9.6.1 Ask any question of any Member of the Committee.

9.6.2 Debate all issues put before the Chair

9.6.3 Record one Vote on all matters before the Chair

9.7 Copies of the Minutes of Committee Meetings shall be distributed to Committee Members and shall be made available on request to any member of the Club, to the Centre or to the Association.

9.8 Any Committee Member who is absent from two consecutive meeting, be they Club Meetings or Committee Meetings, without and acceptable apology lodged prior to the meeting, shall be liable to forfeit their place on the Committee.

10. MEETING AGENDA

10.1 Items for the Agenda of the Club Meeting or Club Committee Meetings:-

10.1.1 Shall be drawn from Notices of Motion, from any person eligible to attend the respective meeting in terms of Clauses 8.4 and 9.3 of this Constitution, which have been provided to the Club Secretary at least fourteen days before the meeting date including the Annual General Meeting.

Such Notices of Motion are then to form part of the written Agenda of the relevant meeting and advertised in writing by the Club Secretary to all Club Members at least seven days prior to the meeting date including the Annual General Meeting.

10.1.2 Can include Motions presented from the floor of the meeting, which in turn are accepted by the meeting Chairperson.

10.1.3 Can include Motions relative to Clause 8.8.3 of this Regulation

10.2 Along with Notices of Motion, the Club Secretary's advertising of Club Meetings and of Committee Meetings shall include:-

- proposed format of the meeting
- Executive Council Reports for consideration.

11. FINANCE

- 11.1 The Committee, through the Treasurer, shall be responsible for administration of the financial affairs of the Club, and the maintenance of proper books of account in accordance with the Financial Regulations of the Association.
- 11.2 The Treasurer shall open a Bank account in the name of the Club and arrange for the Treasurer and at least two other Committee members, preferably the President and the Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.
- 11.3 The Treasurer will present to each Committee Meeting, and to each Club Meeting, an itemized summary of Receipts and Expenditure.
- 11.4 A summary of Accounts received for payment shall be presented to each Committee Meeting, and approval for payment of same, or otherwise, shall be determined by the meeting.
- 11.5 The books of account and all financial records shall be available, on request, to the Centre or the Association, and supplied within seven days of such request.
- 11.6 The assets of the Association in the care/or custody of the Club shall not be given or transferred in any way, excepting that payment in good faith may be made for expenses/goods or services supplied in the ordinary course of business.
- 11.7 The Club at a Club Meeting shall appoint an independent Auditor to audit all accounts of the Club and to provide a report of the Audit.

The Auditor must not be a member of, or associated with the Club. He/she must have a working knowledge of Accounting and be a person of standing within the Community (e.g. preferably an Accountant or Tax Agent, or alternatively, a Bank Manager, Town Clerk, etc.)

12. EXPENSES

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

13. INSURANCE

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

14. LIFE MEMBERS

14.1 The Club may from time to time bestow upon individuals, the honour of Life Membership of the Club.

14.2 Life members shall be entitled to attend all meetings and activities organized by the Club.

14.3 The criteria for Life Membership of the Club shall be:-

14.3.1 Outstanding service to the Club for at least seven years

14.3.2 Including at least five years on the Club Committee

14.4 Nominations for Life Membership:-

14.4.1 May be submitted by a member of the Club

14.4.2 Must be submitted to the Club Secretary in writing, at least fourteen days prior to a Club Meeting and/or the Annual General Meeting and shall include details of the Nominee and justification of the criteria.

14.5 The awarding of Life Membership shall be decided at a Club Meeting, by a secret ballot, with a two-thirds majority required.

14.6 Presentation of the Award shall be at a time and place, and in a manner deemed suitable by the Committee in consultation with the Nominee.

15. STANDING ORDERS

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

16. APPEALS AGAINST DECISIONS

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

17. AMENDMENTS TO CONSTITUTION

Motions to amend this Constitution shall:

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

18. DISSOLUTION OF THE CLUB

18.1 The Club shall only be dissolved provided that:-

18.1.1 The Club Secretary or an Acting Secretary has advised the Centre Secretary in writing that insufficient members can be found to form a suitable Committee, or

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

Reasons for such a decision should be included.

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

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

18.2 After full settlement of all just debts and liabilities incurred by the Club, the Executive Council of the Center shall take immediate possession of all books and papers of the Club and of all assets of the Association that had been in the care/or custody of the Club. All remaining assets of the Club shall be passed over to the Leopold Primary School.

19. DEFINITIONS

19.1 Except where the contrary is otherwise expressed:-

“the Association” means The Victorian Little Athletics Association Incorporated.

“Board of Management” means the Board of Management of The Victorian Little Athletics Association Incorporated.

“The Association Constitution” means the Financial Regulations of The Victorian Little Athletics Association Incorporated.

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

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