



CONSTITUTION
OF
LITTLE ATHLETICS CHELSEA

A Centre of

LITTLE ATHLETICS VICTORIA

September 21st, 2011

1. NAME

- 1.1 The Centre shall be known as the Little Athletics Chelsea (the "Centre").
- 1.2 The Centre was previously known as Chelsea Little Athletics Centre. All operations, finances and administrative responsibilities from "Chelsea Little Athletics Centre" to "Little Athletics Chelsea" are to be considered the same and continuous.

2. AFFILIATION

- 2.1 The Centre shall affiliate with the Little Athletics Victoria (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 Southern 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 Clause 15 of this Constitution.
 - 3.1.4 The Club Members from Panthers, Redbacks and Roadrunners (the "Clubs") who together comprise the Centre and by affiliation with the Centre comply with the requirements of the Constitution of the Association.

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.

- 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 increase awareness of Little Athletics within the broader Community.

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 Registered 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 and the Region.
- 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 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 Committee.
- 5.9 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.
- 5.10 To suspend, disqualify and/or otherwise deal with any members of the Association or Clubs associated with the Centre, who have committed any breach of the LAC Constitution, or whose actions are deemed contrary to the interests of Little Athletics.

6. MANAGEMENT

- 6.1 The Management of the Centre shall be vested in an elected Executive Council, comprising not less than eight Members henceforth known as the Centre Committee.

6.2 The Centre Committee shall consist of:-

- President
- Vice President
- Secretary
- Treasurer
- The Presidents of the three affiliated Clubs of the Centre
- Other individual Office Bearers as determined by a Centre Meeting, as appropriate to the needs of the Centre
- A maximum of ten (10) General Committee Members of the Council.

6.3

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

6.3.2 Election to the Centre Committee shall be open to any Ordinary person who has been nominated by a Centre Member or by a Club, with the nomination to be submitted to the Centre Secretary on or before the Annual General Meeting.

6.3.3 If more than one nomination is received for a single Centre Committee position, and after reading of any Statement available of the credentials of each nominee, the voting members shall decide their preference by the showing of hands at the Annual General Meeting.

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

6.3.5 If any positions still remain unfilled, and / or in the event of a vacancy occurring during the year, the Centre 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 Centre Committee shall be elected is to be provided to all Centre Members with sufficient time to nominate before the meeting date.

6.5 The Centre is to forward names and addresses of all Centre Committee Members to the Association office, and also to the Region Secretary, within one month of the meeting at which the Centre Committee is elected.

7. POWERS AND RESPONSIBILITIES OF CENTRE COMMITTEE MEMBERS

7.1 Each Centre Committee 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 Present such Plans to each meeting of the Centre Committee for its consideration and approval or otherwise.

7.1.2 Present a Report on the Centre Committee 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.

7.2 **The President** will:-

7.2.1 Chair meetings of the Centre.

In the event of the President being absent, the Vice President will chair meetings. In the event both the president and Vice President are absent the meeting shall appoint a Chairperson from within its members.

7.2.2 Carry out additional duties, as allocated by the Centre Committee, to maintain relations with the Board of Management, the Region, and member Clubs and the public.

7.3 **The Vice President** will:-

7.3.1 Chair meetings of the Centre in the absence of the President.

7.3.2 Carry out additional duties, as allocated by the Centre Committee, to maintain relations with the Board of Management, the Region, and member Clubs and the public in assistance to the President.

7.4 **The Secretary** will:-

7.4.1 Take minutes and distribute notices pertaining to all meetings of the Centre.

7.4.2 Receive and distribute correspondence.

7.4.3 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 Centre Committee.

7.4.4 Forward or advertise Notices of all Centre Meetings in terms of Clause 8.5 of this Constitution, and also forward or advertise Agendas and Notices of Motion relative to all Centre Meetings in terms of Clause 9.1.1 (Third paragraph) of this Constitution.

7.4.5 Forward Notices of all Centre Committee Meetings in terms of Clause 10.2 of this Constitution and also forward Agendas and Notices of Motion relative to all Executive Council Meetings in terms of Clause 11.1.1 (Second paragraph) of this Constitution.

7.4.6 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.

7.5 **The Treasurer** will:-

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

7.5.2 Pay on invoice, all Accounts passed by the Centre Committee for payment.

Such payments are to be made only by cheque unless authorised by the Centre Committee

7.5.3 Collect and on-forward all Registration Fees and any other fees or dues owing by members or Clubs to the Region or to the Association, as required by those bodies.

7.5.4 Present a detailed Budget for Receipts and Expenditure for the following twelve months, to the next available Centre meeting after the end of the Centre's financial year.

7.6 **The Club Presidents** will:-

7.6.1 Assist with the organisation and control of Club Members, registered through their Club in the running of Little Athletics activities and competition.

7.6.2 Ensure that the interests and rights of their Club Members, regardless of ability or background, are not hindered or jeopardised.

7.6.3 Collect registration information and member's fees.

7.7 **General Committee Members** shall represent the needs and interests of the members of the Centre, and of Clubs and perform other duties as determined by the Centre and/or the Centre Committee.

7.8 **Centre Executive**

7.8.1 The Centre President; Centre Vice-President; Centre Secretary and Treasurer shall form a Centre Executive.

7.8.2 The Centre Executive shall have powers to make decisions in good faith on behalf of the Centre Committee if the making of such a decision by the full Centre Committee is not practicable.

7.8.3 Any decision made under clause 7.8.2 shall be presented to the next meeting of the Centre Committee for ratification.

8. CENTRE MEETINGS

8.1 Centre Meeting shall be of two types

8.1.1 A General Centre Meeting where all Members of the Centre are invited to attend

8.1.2 A Centre Committee Meeting which is generally closed to Centre Members.

GENERAL CENTRE MEETINGS

8.2 A General Centre Meeting shall be open to All Members of the Centre

8.3 **General Centre Meetings**

8.3.1 Shall be held on at least one occasion in each year

8.3.2 may be held on any additional occasions -

- as determined by the Centre Committee
- as requested by a majority of Club Committees or
- as requested by at least twenty Ordinary Members of the Centre

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

- 8.4 One General Centre Meeting shall be the Annual General Meeting:-
- 8.4.1 which shall be organised by the Centre Committee for a time and place that best suits the Centre Members and its operations, between 1 March and 31 July each year. This would be gazetted in the Centre Handbook at the start of the season.
- 8.4.2 at which the election of the Centre Committee shall be conducted.
- 8.4.3 at which the following shall be delivered in accordance with the Regulations of the Association:
- Annual Report;
 - Audited Financial Report from the last completed Financial Year of the Centre;
 - Auditor's Report from the last completed Financial Year of the Centre, and;
 - Financial Compliance & Well-Being Declaration.
- 8.4.4 Copies of Minutes of the Annual General Meeting, the Annual Report and the audited Financial Report shall be forwarded to the Region Secretary and to the Chief Executive Officer of the Association and shall also be distributed to the parties referred to in Clauses 8.10.1 and 8.10.2 of this Constitution.
- 8.5 Notices of General Centre Meetings shall be distributed or advertised to all Members of the Centre by the Centre Secretary at least twenty eight days prior to the date set down for such meeting, or thirty five days in the case of the Annual General Meeting.
- 8.6 Attendance at General Centre Meetings shall be open to -
- 8.6.1 any Ordinary member of the Centre
- 8.7 A General Centre Meeting shall be a valid meeting only if it is attended by:-
- 8.7.1 at least fifty percent of the Centre Committee plus at least at least one Delegate from two of the affiliated Clubs
- 8.8 For a Motion to be passed at a General Centre Meeting, it shall require the support of a majority of the Ordinary members present.
- 8.9 Ordinary members and/or Delegates attending a General Centre Meeting -
- 8.9.1 may ask any question of the Centre Committee or its Members.
- 8.9.2 may debate all issues presented by the Centre Committee and/or put before the Chair,
- 8.9.3 may remove or censure, by means of a Motion and majority vote, any action or actions proposed or carried out by the Centre Committee, 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 Centre Committee or properly before the meeting by Notice of Motion in accordance with Clause 9 of this Constitution.
- 8.10 Copies of the Minutes of all General Centre Meetings apart from the Annual General Meeting (which is covered under Clause 8.4.4 of this Constitution) shall be distributed to -

8.10.1 Centre Committee Members

8.10.2 the President or Secretary of all affiliated Clubs

8.10.3 and shall be made available on request to any Member of the Centre, to the Region or the Association.

9. GENERAL CENTRE MEETING AGENDA

9.1 Items for the Agenda of the General Centre Meetings:-

9.1.1 shall be drawn from Notices of Motion from any Centre Member, or Club if applicable which have been provided to the Centre Secretary or President, in writing, at least twenty one days before the meeting date, or twenty eight days in the case of the Annual General Meeting.

Notices of Motion from Clubs where applicable are to be submitted to the Centre Secretary or President.

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, and Clubs at least fourteen days prior to the meeting date, or twenty one days in the case of the Annual General Meeting.

9.1.2 can include Motions relative to Clause 8.9.3 of this Constitution.

9.2 Along with Notices of Motion, the Centre Secretary's advertising of Centre Meetings shall include:-

- Proposed format of the meeting.

10. CENTRE COMMITTEE MEETINGS

10.1.1 The Centre Committee shall meet separately as required, to carry out the Objects of the Centre as outlined in Clause 4 of this Constitution.

10.1.2 Centre Committee Meetings shall be conducted at least monthly unless otherwise determined at the Annual General Meeting of the Centre. The date for the Centre Committee meetings to be the day following SMR meetings, where possible, and in any case shall proceed on not less than seven occasions each year.

10.1.3 As far as possible, the proceedings of Centre Committee Meetings shall be determined by the President or a majority of the Centre Committee and be held at the Clubrooms unless decided by the President or the President's delegate.

10.2 Notices of Centre Committee Meetings shall be forwarded to the Centre Committee Members by the Centre Secretary or President prior to the date set down for such meeting.

10.3 Attendance at Centre Committee Meetings shall be open only to Members of the Centre Committee, unless invited by the President or President's delegate to attend.

- 10.4 A Centre Committee Meeting shall be a valid meeting only if it is attended by more than fifty percent of Centre Committee Members.
- 10.5 For a Motion to be passed at a Centre Committee Meeting, it shall require to be supported by more than fifty percent of the Centre Committee Members present.
- 10.6 Copies of the Minutes of Centre Committee Meetings shall be distributed to Centre Committee Members and shall be available on request to any Member of the Centre, the Region or the Association.
- 10.7 Any Centre Committee Member, who is absent from three consecutive meetings, be they General Centre Meetings or Centre Committee Meetings, without an acceptable apology being lodged prior to the meeting, shall be liable to forfeit their place on the Centre Committee.

11. CENTRE COMMITTEE MEETING AGENDA

- 11.1 Items for the Agenda of Centre Committee meetings shall be drawn from:-
 - 11.1.1 Notices of Motion from any Centre Committee Member, which has been provided to the Centre Secretary or President prior to the meeting date.

Such Notices of Motion are then to form part of the written Agenda of the meeting.
 - 11.1.2 Motions presented from the floor of the meeting, which in turn are accepted by the Meeting Chairperson.

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 Centre Committee members, preferably the President and Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.
- 12.3 The Treasurer will present to each Centre Meeting, an itemised summary of Receipts and Expenditure.
- 12.4 A summary of Accounts received for payment shall be presented to each Centre Committee 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 remainder of the Financial Year of the Centre shall be presented to the next available Committee 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 Centre at a Centre Meeting shall appoint an independent Auditor to audit all accounts of the Centre and to provide a report of the audit.

The Auditor 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, etc.).

12.9 The Financial Year of the Centre shall Commence at the conclusion of the Annual General Meeting and conclude at the completion of the following Annual General Meeting.

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 a Centre Committee Meeting.

14. INSURANCE

The Centre shall arrange suitable Insurance cover for all equipment which is either owned by the Centre or which is on loan from another Centre or the Association.

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 Outstanding service to the Centre for at least eight years, including at least five years on the Centre Committee; or

15.3.2 Outstanding general service to the Centre for a period exceeding ten years.

15.4 Nominations for Life Membership:-

15.4.1 May be submitted (a) by the Centre Committee or (b) by Members of the Centre with such Nomination accepted by the Centre Committee.

15.4.2 Must be submitted to the Centre Secretary in writing, at least twenty one days prior to a Centre Meeting, or twenty eight days in the case of the Annual General Meeting and shall include details of the Nominee and justification of the criteria.

15.5 The awarding of Life Membership shall be decided by a secret ballot at a Centre Meeting, 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 Centre Committee in consultation with the Nominee.

16. STANDING ORDERS

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

17. UNIFORM

- 17.1 A Centre uniform approved by the Centre Committee and Little Athletics Victoria is to be worn by Competitive Members representing the Centre outside of the Centre. The Centre uniform shall be a yellow, white, red and black top with the Little Athletics Chelsea logo emblazoned and plain black shorts. Centre tops will be made available for purchase from the Centre.
- 17.2 Club uniforms determined by each Club Committee and approved by the Centre Committee are to be worn by all Competing Members during Centre competition and will be made available for purchase from the Centre.
- 17.3 Official Association chest patch to be worn at all times during Centre competition unless availability of such patches precludes the wearing.

18. APPEALS AGAINST DECISIONS

In the event of a Centre Member being dissatisfied with a decision or decisions brought down at a Centre Meeting, and the matter cannot be resolved by referring it to the Region, the matter may be appealed 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 or by an affiliated Club.
- 19.2 Be in writing and signed by the Proposer, or in the case of a proposal from an affiliated Club, by the President or Chairperson and Secretary of the Club after the proposed Amendment or Amendments have been approved by a Meeting of that Club.
- 19.3
 - 19.3.1 Be forwarded to arrive with the Centre Secretary no later than twenty one days before the date set for the Centre Meeting, or twenty eight days in the case of the Annual General Meeting
 - 19.3.2 Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded or advertised by the Centre Secretary to all Centre Members and all Club Secretaries, if applicable, at least fourteen days prior to the meeting date or twenty one days in the case of the Annual General Meeting.
- 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 Association.

- 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 Clause 19.6 above, 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 Little Athletics Victoria Incorporated.
- "Board of Management" means the Board of Management of Little Athletics Victoria Incorporated.
- The "Association Constitution" means the Constitution of Little Athletics Victoria Incorporated.
- "Financial Regulations of the Association" means the Financial Regulations of Little Athletics Victoria 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 Clubs, Centres, Divisions and Regions shall have the same meaning as ascribed in Sections 4(b)(iii), (iv), (v) and (vi) respectively of the Association Constitution.