

CONSTITUTION

OF

**THE PRESTON RESERVOIR LITTLE ATHLETICS
CENTRE
(the "Centre")**

OF

**THE VICTORIAN LITTLE ATHLETICS ASSOCIATION INCORPORATED
("the Association")**

1. NAME

The Centre shall be known as the Preston Reservoir 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.

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 Register of Ordinary Members of the Association.

3.1.3 Life Members of the Centre as defined in Clause 13 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.



- 4.5 To promote the ideal of children competing for personal satisfaction through improved performances.
- 4.6 To organize 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, maintenance of a senior Athletic Club, to be affiliated with Athletics Victoria, and co-operate with such a Club to ensure continuity of athletic competition for children reaching the age of eighteen 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 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, 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 and Clubs (if any), 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 Committee.
- 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 Association, in accordance with the Financial Regulations of the Association.
- 5.11 To suspend, disqualify and/or otherwise deal with any members of the Association or Clubs (if any) associated with the Centre, who have committed any breach of the 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 Centre Committee, comprising not less than eight members.
- 6.2 The Centre Committee consisting of:-
- President
 - Secretary
 - Treasurer
 - Registrar
 - Championship and Special Events Co-ordinator
 - Centre Education Co-ordinator
 - Centre Publicity Co-ordinator
 - Marketing and Promotions Co-ordinator
 - Optionally, other individual Office Bearers as determined by a Centre Meeting, as appropriate to the needs of the Centre.

General Committee Members consisting of:-

- Vice President
- Assistant Secretary
- Records and Rankings
- Chief of Officials
- Team Manager
- Cross Country

- Technical
- Assistant Technical
- Fundraising
- Canteen
- Arena Manager

6.3

6.3.1 Members of the Centre Committee shall be determined by two year term by half, half at rotation annually at a Centre Meeting, by Centre Members, acting in terms of Clause 8 of this Constitution.

6.3.2 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.

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 at least thirty five days 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 shall:-

- 7.2.1 Chair meetings of the Centre and of the Centre Committee.

In the event of the President being absent, the meeting shall be chaired by the Vice President and/or in his or her absence a Chairperson will be nominated 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 (if any) and the public.

7.3 The Secretary and their assistant shall share the responsibility for the following:-

- 7.3.1 Take minutes and distribute notices pertaining to all meetings of the Centre and of the Centre Committee.
- 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 Centre Committee.
- 7.3.4 Forward or advertise Notices of all Centre Meetings in terms of Clause 8.3 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.
- 7.3.5 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 shall:-**

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 pre-approved and/or budgeted for by the Centre Committee, for payment.

Such payments are to be made only by cheque.

7.4.3 Collect and on forward all Registration Fees and any other fees or dues owing by members of Clubs (if any) to the Region or to the Association, as required by those bodies.

7.4.4 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.

7.5 **The Registrar** shall 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 Arena Manager shall :-**

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 interests of the athletes and of Little Athletics generally.

7.7 **The Centre Education Co-ordinator shall:-**

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 Programmes of the Association or of the Region to all Centre Members and Clubs (if any).
- 7.8 The Centre Publicity Co-ordinator shall ensure that all Centre, Region and Association activities are suitably promoted throughout the Centre, to all members and their families.
- 7.9 **Championship and Special Events Co-ordinator** shall co-ordinate Centre championships, trophies, awards and all special events as determined by the Centre Committee.
- 7.10 **General Committee Members** shall represent the needs and interests of the members of the Centre, and of Clubs (if any) and perform other duties as determined by the Centre and/or the Centre Committee.
- 7.11 **Centre Committee Members** shall also carry out any additional duties as allocated by the Centre Committee

8. CENTRE MEETINGS

- 8.1 A Centre Meeting:-
- 8.1.1 Shall be held on at least three occasions in each year
- 8.1.2 or be held on any additional occasions –
- as determined by the Centre Committee
 - as requested by at least twenty adult Members of the Centre
- 8.1.3 shall proceed as determined by the President or a majority (meaning 50% + 1) of the Centre Committee, 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 Centre Committee 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 Centre Committee shall be conducted, as per Clause 6.3.1.

- 8.2.3 at which the Annual Report and audited Financial Report shall be delivered.
- 8.2.4 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 8.9.1 of this Constitution.
- 8.3 Notices of Centre Meetings shall be distributed or advertised to all Members of the Centre by the Centre Secretary through the annual hand book calendar of events, and are held on the 4th Wednesday of every month excluding December. Any changes will be notified.
- 8.4 Attendance at Centre Meetings shall be open to any adult member of the Centre.
- 8.5 A Centre Meeting shall be a valid meeting only if it is attended by at least 50% + 1 Centre Committee Members and 50% + 1 of the General Committee Members.
- 8.6 For a Motion to be passed at a Centre Meeting, it shall require a majority of adult financial attendees.
- 8.7 The Centre Committee shall present a Report on proposed plans and actions to each Centre Meeting for the consideration of members and/or delegates and their approval or otherwise.
- 8.8 Adult members and/or Delegates attending a Centre Meeting –
- 8.8.1 may ask any question of the Centre Committee or its Members.
- 8.8.2 may debate all issues presented by the Centre Committee and/or put before the Chair.
- 8.8.3 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.
- 8.8.4 may record one Vote per Centre Committee member on all matters before the Chair.

8.8.5 may record one vote per parent, guardian/carer on all matters before the Chair.

8.8.6 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.

8.9 Copies of the Minutes of all Centre Meetings apart from the Annual General Meeting (which is covered under Clause 8.2.4 of this Constitution) shall be distributed to:-

8.9.1 Centre Committee Members

8.9.2 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 Members, or Club (if applicable) which have been provided to the Centre Secretary, in writing, at least twenty one days before the meeting date, or twenty eight days in the case of the Annual General Meeting.

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 (if applicable), 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 8.8.3 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.
- Centre Committee Reports for consideration.

10 FINANCE

- 10.1 The Centre Committee, 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.
- 10.2 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. No two members of the same family can be signatories.
- 10.3 The Treasurer will present to each Centre Meeting, an itemised summary of Receipts and Expenditure, and any high yield/investment accounts.
- 10.4 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.
- 10.5 The books of account and all financial records shall be available, on request, to the Region or the Association, and supplied within fourteen days of such request.
- 10.6 A detailed Budget for Receipts and Expenditure for the following twelve months shall be presented to the third Centre Meeting following the Annual General Meeting.
- 10.7 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.
- 10.8 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 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 (e.g. preferably an Accountant or Tax Agent, or alternatively, a Bank Manager, Town Clerk, etc.)
- 10.9 The financial year shall close 45 days prior to the Centre Annual General Meeting. (Refer Clause 8.2.1).



11. 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. The maximum amount of such expenses shall be determined at the first Centre Committee Meeting following the Annual General Meeting. Recipients of such expenses shall be determined by the Centre at Centre Meeting.

12. 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.

13. LIFE MEMBERS

13.1 The Centre may from time to time bestow upon individuals, the honour of Life Membership of the Centre.

13.2 Life Members shall be entitled to attend all meetings and activities organised by the Centre, but have no voting rights.

13.3 The criteria for Life Membership of the Centre shall be:-

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

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

13.4 Nominations for Life Membership:-

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

13.4.2 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.

13.5 The awarding of Life Membership shall be decided by a confidential ballot at a Centre Meeting, with a two-thirds majority required.



13.6 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.

14. CENTRE UNIFORM

The Centre uniform approved by the Association and to be worn by Competitive Members representing the Centre, shall be:

A red singlet with white piping around the neck and arms, black insert on each side panel with PRLAC printed in white. The number 22 (Centre number) printed in white on the right hand side of the front with the Centre logo on opposite side and the number 22 printed in white on the back. Black shorts with no logos to be worn with singlet.

15. STANDING ORDERS

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

16. APPEALS AGAINST DECISIONS

In the event of a Centre Member, or Club (if applicable), 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.

17. AMENDMENTS TO CONSTITUTION

Motions to amend this Constitution shall:-

17.1 Be submitted to a Centre Meeting and shall only be proposed by a Centre Member.

17.2 Be in writing and signed by the Proposer.

17.3 17.3.1 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.

- 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 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.
- 17.4 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.
- 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 President 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 President, with respect to Clause 17.6 above, will enable such Motion to be put to the meeting.

18. DISSOLUTION OF THE CENTRE

- 18.1 The Centre shall only be Dissolved provided that:-
 - 18.1.1 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
 - 18.1.2 That a Centre Meeting, by simple majority, has recommended dissolution.

Reasons for such a decision should be included.
 - 18.1.3 The Board of Management, in consultation with the Centre's Region has endeavoured to hold a Special Reformation 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 Centre.



- 18.2 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.

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.

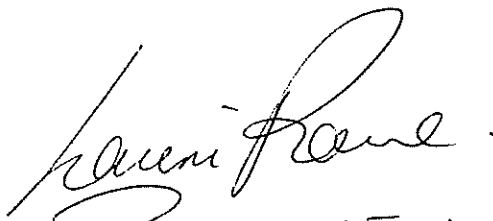
"The Association Constitution" means the Constitution of the Victorian Little Athletics Association incorporated.

"Financial Regulations of the Association" means the Financial Regulations of the Victorian Little Athletics Association incorporated.

- 19.2 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.

- 19.2 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.

- 19.3 "Parent, guardian/carer" means adult person responsible for financially registered athletes.


PRESIDENT
25TH Oct 2005