



CONSTITUTION

OF THE

SOUTHERN DISTRICTS

LITTLE ATHLETICS

CENTRE INC.

April 2011

Change history

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1. NAME

The name of the Centre shall be the "Southern Districts Little Athletics Centre Inc." (herein after referred to as the Centre) and shall compete under the competition name "Southern Stars".

2. AFFILIATION

a) The Centre shall be affiliated with West Australian Little Athletics Inc. (herein after referred to as the Association). Affiliation will be maintained with the Association (or its successor[s]) as long as the Centre remains in existence. The affiliation year is from 1st May until 30th April the following year upon payment of the affiliation fee and completion of the official Association form as set out by the Association Board of Management from time to time.

b) The Centre may, with the prior written approval of the Association, affiliate with other athletic or sporting bodies, provided that the purpose of the affiliation is substantially in accordance with the major aims and purposes of the Centre referred to below.

3. OBLIGATIONS TO THE ASSOCIATION

As a consequence of affiliation with the Association:

- a) The Centre shall be bound at all times to abide by the Constitution, Rules, Regulations & Bylaws of the Association,
- b) Should the Centre fail to fulfil its obligations to the Association by virtue of unduly neglecting, disregarding or abusing the aims and/or powers set out hereunder, or otherwise operate in a manner not in the best interest of Little Athletics as a whole, the Association Board of Management shall be empowered to arrange a meeting with the Centre Executive to resolve the problems,
- c) The Centre cannot change its name or part thereof without the expressed approval of the Association,
- d) The Association must approve the colour / configuration of the Centre uniform.
- e) The Centre shall complete and submit the affiliation form and pay the annual affiliation fee prior to 31 May each year before accepting registration from athletes for the relevant season.
- f) The Centre shall not have less than three (3) Clubs, excepting in circumstances where the Association Board of Management considers that the Centre can still be maintained with less than three (3) Clubs. These Clubs shall be affiliated with the Centre and have voting rights at Centre meetings.
- g) The Executive Committee shall submit to the Annual General Meeting of the Centre, the Annual Report, Audited Statement of Income and Expenditure, Auditors Report and Assets Schedule for adoption by the Club delegates. At least one (1) copy shall be forwarded to each Affiliated Club and one (1) copy to the Association within thirty (30) days of the date of the Annual General Meeting.

- h) The Centre shall ensure all Clubs execute and pay the relevant affiliation fee on the prescribed affiliation form.

4. OBJECTS AND PURPOSES

The major objects and purposes of the Centre are to:

- a) Provide recreational activity in the form of track and field competition for boys and girls within the age groups catered for by the Association and determined by the Centre Executive Committee.
- b) Carry out these objects and purposes without fear or favour with respect to race, creed, sex, socio-economic status or level of ability
- c) Promote, manage and control Little Athletics within the Centre area
- d) Encourage family and community involvement in Little Athletics as a means of furthering the development of youth
- e) Develop and maintain, the highest level of sporting endeavour and fair play
- f) Encourage the fullest participation by athletes and officials in all events conducted by the Association
- g) Provide an environment that allows for the easy transition from Little Athletics to senior athletics
- h) Co-ordinate the activities of all clubs affiliated with the Centre in accordance with the Constitution, Rules, Regulations and Bylaws of the Association,
- i) Promote the idea of children participating in Little Athletics for personal satisfaction through the improvement of their own level of performance in a wide range of events, and
- j) Apply the property and income of the Centre solely towards the promotion of the objects or purposes of the Centre and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Centre, except in good faith in the promotion of those aims and purposes

5. POWERS

The major powers of the Centre are to:

- a) Register boys and girls as little athletes in accordance with the Constitution, Rules, Regulations and Bylaws of the Association,
- b) Apply the property and income of the Centre solely towards the promotion of the objects and purposes of the Centre, with no part of the property or income to be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of these objects and purposes,

- c) Organise and control the conduct of Little Athletics competition arranged by the Centre
- d) Encourage, aid and facilitate the formation of affiliated clubs,
- e) Select teams of registered boys and girls to represent the Centre in approved competitions,
- f) Appoint delegates to Association meetings in accordance with the Constitution, Rules, Regulations and Bylaws of the Association,
- g) Purchase, hire, lease or otherwise acquire athletic or associated equipment for the Centre,
- h) Acquire, hold, deal with and dispose of any real or personal property,
- i) Open and operate bank accounts,
- j) Invest and deal with, all monies, funds and assets of the Centre not immediately required for its objects and purposes, in such a manner as, from time to time, the Centre may determine,
- k) Borrow monies upon the terms and conditions as the Centre sees fit,
- l) Give security for the discharge of the liabilities incurred by the Centre,
- m) Appoint agents to transact any business of the Centre on its behalf,
- n) Enter into any other contract the Centre considers necessary or desirable to assist in achieving its aims
- o) Receive and accept donations, sponsorship, endowments or gifts of any property or assets whatsoever, and subject, or not subject to any special trusts or conditions, and
- p) Impose and collect levies, subscriptions, fees and other charges from affiliated clubs and members as determined by the Centre.
- q) propose and amend Bylaws in accordance with this Constitution from time to time.
- r) approve all affiliated Club constitutions and by-laws together with any changes made thereto.

6. MEMBERSHIP

- a) Membership shall be open to any person subscribing to the aims of the Centre.
- b) Each member of the Centre shall be bound by the Constitution and Bylaws of the Centre.
- c) Each member of the Centre shall be bound by the Constitution, Rules, Regulations and Bylaws of the Association.
- d) The Centre will provide for the following categories of membership:
 - Registered Little Athlete - Do not have voting rights
 - Ordinary Membership - Open to all active supporters of the Centre

- Executive Committee Membership - Open to ordinary members elected to the Executive Committee
- Life Membership:
 - i. This category may be bestowed upon those members or former members for meritorious service to the Centre provided a formal motion is passed by not less than 50% plus one of the Executive committee.
 - ii. Conferring of life membership should be in accordance with the Bylaws of the Centre.

e) The members of the Centre acknowledge and agree that this Constitution and any By-Laws constitutes a contract between each of them and the Centre and that they are bound by this Constitution and any By-Laws.

f) The members of the Centre shall have no liability to contribute towards the payment of debts and liabilities of the Centre or the costs, charges and expenses of winding up the Centre except to the amount of any unpaid membership or application fee.

7. TERMINATION OF MEMBERSHIP

- a) The Executive Committee may suspend or expel a person from being or becoming a member of the Centre if, in the opinion of the Executive Committee, that person has committed a breach of the Association or Centre rules, Constitution or Bylaws or, has undertaken any other action that is unbecoming or contrary to the interests of the Centre and/or Little Athletics.
- b) Membership can be withdrawn under Rule 7 a) above by a 50% plus one vote of the Centre Executive Committee.
- c) Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.

8. REGISTER OF MEMBERSHIP

- a) A register of members of the Centre and all their addresses shall be kept by the Centre and maintained in an up to date condition. Clubs will supply the new information to the Centre.
- b) Upon the request of a member of the Centre, the register shall be made available for inspection of the member.
- c) The register shall not be made available for third party marketing purposes.
- d) The register shall not be removed from the Centre.

9. MANAGEMENT OF THE CENTRE

The day-to-day administration of the Centre shall be entrusted to an Executive Committee.

a) The Executive Committee shall consist of at least ten (10) members (the “Core Committee”) as follows:

- Chairperson
- Executive Officer
- Treasurer
- Registrar
- Championships & Special Events Manager
- Officials and Development Manager
- Records & Results Manager
- Arena Manager
- Winter Competition Manager
- Equipment Manager

b) At the discretion of the Executive Committee prior to the AGM each year, the following additional positions may be sought for election to the Executive Committee for the following year:

- Publicity Manager
- Web Manager
- Uniform Manager
- Sponsorship and Fundraising Manager
- Any other position or role deemed necessary or expedient by the Executive Committee from time to time

c) At the discretion of the Executive Committee prior to the AGM each year, any of the above positions may be combined, provided that the Core Committee may never have less than ten (10) members in any one year.

d) Each Executive Committee member shall be elected at the Annual General Meeting (AGM) of the Centre for a term of one year.

e) Retiring Executive Committee members may re-nominate.

f) Election to the Executive Committee shall be open to any adult person who are Ordinary Members and who have been nominated by a member and upon acceptance by the said person nominated.

g) In the event that a member vacates a position on the Executive Committee, for any reason, the Executive Committee shall canvass the clubs initially, and appoint interested persons to fill the vacant position until the next AGM.

h) The Executive Committee may appoint or elect sub-committees under its control to carry out those functions required for the conduct of the affairs of the Centre.

i) For the sake of expediency and engendering a spirit of co-operation within the Centre, 2 or more people may share roles on the Executive Committee. However, only one person can be formally elected to fill a particular position on the Executive Committee and only that person has a voting right as an executive Committee member under this Constitution.

10. CASUAL VACANCIES

a) A casual vacancy of the Executive Committee occurs if a member

- I. Dies
- II. Resigns by giving notice in writing to the Executive Officer
- III. Is permanently incapacitated by mental or physical health
- IV. Ceases to be a member of the Centre
- V. Is subject to a resolution passed by a General Meeting of members terminating their appointment as an Executive Committee Member.

b) The Executive Committee can appoint a person to fill a vacant position, or nominate a member of the Executive Committee to fulfill the responsibilities and duties of a position that becomes vacant, until the next General Meeting or AGM.

11. RESIGNATIONS

a) Members of the Executive Committee may tender a resignation at any time.

b) In the event that a resignation occurs, the Executive Committee shall canvass clubs initially, and appoint interested persons to fill the vacant position until the next AGM.

c) If more nominations are received than vacant positions a Special General Meeting shall be conducted to consider the nominations and make the appointments.

12. SUB - COMMITTEES

a) Sub-committees may, from time to time, be established for a particular purpose. The chairperson on any sub-committee shall always be a member of the Executive Committee.

b) The sub-committee has sole authority to co-opt members onto the sub-committee.

c) All proposals prepared by the sub-committee must be ratified by the Executive Committee to be effective.

- d) The sub-committee is set up for a particular purpose; once that purpose has been achieved the sub-committee must be terminated.

13. CENTRE GENERAL MEETINGS

- a) The Centre shall conduct monthly meetings at a time and venue set by the Executive Committee to discuss all matters pertaining to the running of the Centre.
- b) Meetings should be conducted, as much as possible, on the same time and day of the month unless a minimum of fourteen (14) days notice has been issued to each of the members of the Executive Committee and the delegates of each affiliated club. However, the April meeting of the Centre shall be scheduled to take place immediately following the AGM each year.
- c) The method of conducting all monthly meetings is outlined in the Bylaws of the Centre.
- d) Membership of these meetings is open to:
 - I. All members of the Executive Committee
 - II. 2 nominated delegates from each affiliated club
 - III. Any interested member of an affiliated club
- e) Only Executive Committee Members and one (1) nominated delegate from each affiliated club shall be entitled to one vote each and proxy voting is not allowed.
- f) Authorised Club delegates must be advised, in writing, to the Executive Committee.
- g) Replacement club delegates (either temporary or permanent) must be advised to the Centre Executive Officer, in writing, at or prior to the first available meeting the replacement will be attending.
- h) Executive Committee Members cannot also be Club delegates
- i) The Chairperson does not vote unless a casting vote is required
- j) A majority of no less than 50% of members eligible to vote plus one (1) is required to pass a motion.
- k) The pro forma order of business at the monthly Centre General Meetings shall be as follows (with changes as appropriate to suit any special circumstances):
 - o Opening by the Chairperson - welcome any special guests
 - o Apologies - as per attendance book
 - o Confirmation of minutes of the previous Centre General Meeting
 - o Business Arising
 - o Reports
 - o Treasurer

- o Executive Officer (includes correspondence in and out)
- o Registrar
- o Championships & Special Events Manager
- o Officials and Development Manager
- o Records & Results Manager
- o Arena Manager
- o Winter Competition Manager
- o Publicity Manager
- o Web Manager
- o Equipment Manager
- o Uniform Manager
- o Agenda Items
- o General Business

Quorum

For a Centre General Meeting a quorum shall consist of one (1) person more than 50% of the Executive Committee members and at least 50% plus one (1) of affiliated clubs are represented by a voting delegate.

If a quorum is not present within half an hour after the scheduled commencement time of the meeting, members may either:

- I. Adjourn the meeting to another date, not being later than fourteen days from the date of the adjournment.
- II. Continue proceedings of the meeting. If the meeting proceeds, all decisions undertaken by this meeting will not be valid until ratified by the next Centre General meeting at which a quorum is present.

14. ANNUAL GENERAL MEETINGS

- a) The AGM of the Centre will be held on the 3rd Tuesday of April each year.
- b) It is the responsibility of the outgoing Executive Committee to determine the time and venue of the AGM. The AGM should be held at the Centre unless otherwise informed to all members.
- c) Executive Committee Members, Life Members and Ordinary Members have voting rights at the AGM.
- d) The purpose of the AGM is to:
 - Receive the Chairperson's report on the activities and business of the Centre over the preceding 12 months,

- Receive the Treasurer's report on the financial activities of the Centre over the preceding twelve (12) months including the results of the Auditors report incorporating the Audited Statement of Income and Expenditure, and Assets Schedule for. At least one (1) copy shall be forwarded to each of the Clubs and one (1) copy to the Association within thirty (30) days of the date of the AGM.
 - Elect or appoint an Auditor or Auditors.
 - Announce the new Executive Committee based on the election ballot.
 - Transact any other business.
- e) Notice for the scheduled AGM shall be given to all members, affiliated clubs, Executive Committee Members and honorary life members at least twenty one (21) days prior to the AGM.
- f) Any notice of an AGM may be sent by electronic form.

Quorum

For an AGM, a quorum shall consist of one (1) person more than 50% of Executive Committee members and at least 50% plus one of affiliated clubs are represented by at least one club member.

If a quorum is not present within half an hour after the scheduled commencement time of the AGM, members shall adjourn the meeting to another date, not being later than fourteen (14) days from the date of the adjournment.

Voting at Annual General Meetings

- a) The right to vote at these meetings will be restricted only to Ordinary members, members of the Executive Committee and honorary life members. No member shall be entitled to more than one vote and proxy voting is not allowed.
- b) Little Athletes will not be entitled to a vote.
- c) Voting will be in accordance with the Bylaws.

15. NOMINATIONS AND ELECTION FOR POSITIONS ON THE EXECUTIVE COMMITTEE

- a) Nominations for positions must be in writing to the Executive Officer by the 2nd Tuesday in March to coincide with the March Centre General meeting and must be signed by the nominee and the nominator (there is no standard nomination form).
- b) At this March General meeting the nominations shall be collated onto a summary sheet. In the event of two or more nominations for a position then a Club ballot sheet will be prepared and forwarded to each Club

for them to vote on their preference for each position. Each club shall bring their vote ballot sheet to the AGM and present it in sealed envelope for opening at the ratification of office bearer's agenda item. In the case of a Club not submitting their ballot sheet on time, their vote becomes null and void.

The successful nominees will be endorsed during the course of AGM.

In the case of a tied result after the Club ballot then secret ballot of all voting members at the AGM shall be held controlled by the Executive Officer and 2 nominated voting members. The majority votes wins.

- c) In the event of insufficient nominations to fill positions on the Executive Committee, the Centre shall call for nominations from the members at the AGM. If there is only a single nomination, that nominee is elected. If there are multiple nominations, a vote shall be taken by a show of hands of all members present. However, if this is unsuccessful in proving a clear majority, a secret ballot will be conducted, controlled by the Executive Officer and 2 Club delegates (the method of casting to be determined on the day). If there are no nominations the position will remain vacant until it is filled or assigned to a Club.

16. CENTRE EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall conduct meetings as required at a time and venue set by the Executive Committee to discuss matters that need only be discussed by the Executive Committee. Such meetings are expected to occur rarely.
- b) Only Executive Committee Members present have voting rights at Centre Executive Committee Meetings.
- c) Seven (7) days notice of any meetings shall be given to each Executive Committee Member along with a copy of the agenda specifically stating the matters for discussion. However, if all the Executive Committee members agree, a shorter notice period may be allowed.

Quorum

For a Centre Executive Committee Meeting, a quorum shall consist of one (1) person more than 50% of Executive Committee Members.

Voting at Centre Executive Committee Meetings

- a) The right to vote at these meetings will be restricted only to members of the Executive Committee and no member of the Executive Committee shall be entitled to more than one vote.
- b) Voting will be by show of hands unless a ballot be called for by the Chairperson or be demanded by a simple majority of those present and entitled to vote at the meeting.

A majority of no less than 50% plus 1 of members eligible to vote is required to pass a motion. The Chairperson does not vote unless a casting vote is required

17. SPECIAL GENERAL MEETINGS

- a) A Special General Meeting of the Centre may be called when the majority of the Executive Committee agree.
- b) A Special General Meeting of the Centre may also be called when the Executive Officer receives the written requests by more than half of the clubs, requesting a Special General Meeting and giving a reason for this meeting. The Chairperson and Executive Officer of these clubs must have signed the request.
- c) A Special General Meeting of the Centre may be called at any time subject to members being given twenty one (21) days notice.
- d) Notice must also be given to all affiliated clubs of any Special General Meeting.
- e) Any notice of a Special General Meeting may be sent by electronic form.

Quorum

For a Special General Meeting, a quorum shall consist of one (1) person more than 50% of Executive Committee members and at least 50% of affiliated clubs are represented by at least one club member.

Voting at Special General Meetings

- a) The right to vote at these meetings will be restricted to Executive Committee members, Life members and Ordinary members present at the meeting and no member shall be entitled to more than one vote, and proxy voting is not allowed.
- b) Little Athletes will not be entitled to a vote.
- c) Voting will be in accordance with the Bylaws.

18. REGISTRATION FEES

- a) At the Centre General Meeting in August or thereabouts each year, an annual registration fee for the Centre's Athletes shall be set.
- b) The annual fee set shall consist of a portion for each of following:
 - Association Registration Fee
 - Centre Registration Fee
 - Charges per Athlete for maintaining the Centre's Results System, Equipment and any other applicable cost to be incurred.

19. AMENDMENTS TO THE CONSTITUTION

- a) Amendments to the Constitution may be made at the Annual General Meeting or a Special General Meeting called for the purpose of amending the Constitution provided that twenty one (21) days notice of this intention is given to the Executive Committee members and affiliated clubs.
- b) Amendments to the Constitution require a 75% majority of members present and willing to exercise their right to vote, and proxy voting is not allowed.
- c) Amendments to the Constitution, which have been passed at an Annual General Meeting or Special General Meeting, shall be forwarded to the Board of Management of the Association for approval, and shall only take effect once that approval is given.
- d) Amendments to the Constitution may also cause changes to be made to the Centre Bylaws.

20. AMENDMENTS TO THE BYLAWS

- a) Amendments to the Centre Bylaws may be made at a Centre General Meeting or the Annual General Meeting provided that twenty one (21) days notice of this intention is given to the Executive Committee members and affiliated clubs.
- b) Amendments to the Centre Bylaws require a 75% majority of members present and willing to exercise their right to vote and proxy voting is not allowed.
- c) Amendments to the Centre Bylaws, which have been passed at a Centre General Meeting, shall be forwarded to the Board of Management of the Association for approval, and shall only take effect once that approval is given

21. DISSOLUTION

If upon the winding up or dissolution of the Centre there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to the Association.

22. FINANCE

- a) The financial year of the Centre shall be from 1 April to 31 March.
- b) Two signatories, not being from the same household, shall be required to sign all Centre cheques.
- c) All monies received by the Centre shall be banked in the Centre's cheque account.

Audit of Accounts

- a) At least once in each financial year of the Centre, the accounts of the Centre shall be examined by an independent auditor

- b) This audit should occur prior to and as close as possible to the AGM
- c) The auditor shall certify as to the correctness of the accounts of the Centre and shall report thereon to the Members present at the Annual General Meeting.
- d) In their report, and in certifying to the accounts, the auditor shall state :-
 - I. whether they have obtained the information required by them;
 - II. whether in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Centre according to the information at his disposal and the explanations given to them and as shown by the books of the Centre; and
 - III. whether the rules relating to the administration of the funds of the Centre have been observed.
- e) The Treasurer of the Centre shall deliver to the auditor a list of all the accounts, books and records of the Centre.

23. COMMON SEAL

The Common Seal of the Centre shall be kept in the care of the Executive Officer. The seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Executive Committee and in the presence of at least the Chairperson and Executive Officer, both of whom shall subscribe their names as witnesses.

24. RECORDS OF THE CENTRE

- a) The Centre shall, upon request from members, make available for inspection, all documents and records pertaining to the activities of the Centre.
- b) A Register of Members of the Centre and their postal or residential addresses shall be kept by the Registrar and maintained in an up to date condition.
- c) A record of financial information of the Centre shall be maintained in an up to date state by the Treasurer.
- d) Administrative records, including a copy of the current Constitution, and a record of current Committee Members shall be maintained by the Executive Officer.
- e) The member requesting access to the Register of Members must demonstrate that the request is strictly for Centre business only. The member may make a copy of or take an extract from the Register, but shall have no right to remove the register for that purpose.

f) The Executive Officer and Treasurer shall have and share custody of all books, documents and securities of the Centre unless the members resolve otherwise at a General Meeting.

25. CODES OF BEHAVIOUR

- a) All members of the Centre shall:
- I. treat all other members, the Executive Committee members and the respective clubs politely and with due respect and dignity
 - II. not act in a manner unbecoming or demeaning to another member or another club
 - III. not bring the Centre into disrepute.
- b) Without derogation from Rule 25 a) above, all members of the Centre shall comply with the codes of behaviour adopted by the Association from time to time.