

BY-LAWS

OF THE

KINGSWAY

LITTLE ATHLETICS

CENTRE

TABLE OF CONTENTS

	Page
1. DUTIES OF THE PRESIDENT -----	12
2. DUTIES OF THE SECRETARY -----	12
3. DUTIES OF THE TREASURER -----	12
4. DUTIES OF THE REGISTRAR -----	13
5. DUTIES OF THE COACHING/DEVELOPMENT OFFICER -----	13
6. DUTIES OF THE CHAMPIONSHIP & SPECIAL EVENTS OFFICER -----	13
7. RESIGNATIONS -----	14
8. ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING	14
9. ORDER OF BUSINESS AT MONTHLY MEETINGS -----	14
10. QUORUM -----	15
11. DEPUTY CHAIRPERSON -----	15
12. FAILURE TO ATTEND MONTHLY MEETINGS -----	16
13. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS --	16
14. OPEN VOTING -----	16
15. AFFILAITED CLUB VOTING -----	16
16. PROXY VOTING -----	17
17. FAMILY INTEREST -----	17
18. PRESIDENT'S RULING -----	17
19. DEPUTATIONS -----	17
20. CENTRE UNIFORM -----	17
21. USE OF CENTRE EQUIPMENT -----	17
22. RULES FOR COMPETITION -----	18

1. DUTIES OF THE PRESIDENT

- a) Chair monthly meetings of the Executive Committee,
- b) Chair Special General Meetings and Annual General Meetings (AGM's),
- c) Prepare an annual report for presentation at the AGM,
- d) Be responsible for all committee members and ensure that their portfolios are effectively organised,
- e) Ensure that an annual income & expenditure report is prepared and audited,
- f) Monitor affiliated clubs and ensure that club meetings are held at least once a year, and that club accounts are audited, and
- g) Represent the Centre at any meeting undertaken by WALA that focus on policy or constitutional issues.

2. DUTIES OF THE SECRETARY

- a) Receive and answer correspondence,
- b) Prepares and distributes agendas of meetings,
- c) Take minutes of all meetings and issue copies of same to the Executive Committee, Club Delegates, WALA (2 copies), and
- d) Notify WALA Secretary of all accidents that could give rise to insurance claims.

3. DUTIES OF THE TREASURER

- a) Receive and pay out money on behalf of the Centre,
- b) Keep a proper record and books for all transactions,
- c) Arrange a bank account and signatories to all cheques,
- d) Invest money in such a manner as the Executive Committee may think fit,
- e) Prepare a financial statement for each meeting, and
- f) Prepare an annual audited income and expenditure report.

4. DUTIES OF THE REGISTRAR

- a) Receive from the Association all registration material and issue forms and cards to affiliated clubs,
- b) Receive from affiliated clubs the required registration papers and fees,
- c) Issue registration numbers and tags, and

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- d) Forward one copy of the Registration card, together with the required summary and remittance, to the Association Registrar, in accordance with instructions in the Association's Registration Booklet.
 - e) Forward one copy of the registration card to the Centre's officer responsible for maintaining the Centre's Results System.

5. DUTIES OF THE COACHING/DEVELOPMENT OFFICER

- a) Ensure adequate representation by the Centre at Association coaching courses,
- b) Where practicable, assist clubs by arranging one or more coaches or senior experienced athletes to attend one or more club training nights, and
- c) Undertaken the duties of Kingsway's Relay Coaching Coordinator.
- d) Select coaches for all boys and girls teams in each age group from U8 to U17 age groups.
- e) Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams.

6. DUTIES OF THE CHAMPIONSHIP & SPECIAL EVENTS OFFICER

- a) Organise the Centre Championships and Special meetings events to be conducted, entry, key officials selection, program, venue and checking out the ground and other technical aspects. This will involve the arena manager, technical officer and controller of Officials,
- b) Organise entry of athletes to State Championships events and the Centre uniforms for the teams, and
- c) Liaise with other centres in Zone to assist in organising zone qualifying rounds of the State Track & Field Championships as per the Association Championship manual.

7. RESIGNATIONS

- a) There may be any number of reasons why an Executive Committee member may feel the need to tender a resignation. Members of the Executive Committee may tender a resignation at anytime.
- b) In the event that only one resignation occurs, the Executive Committee may canvass and appoint interested persons to fill the vacant position until the next AGM.
- c) In the event that more than one resignation occurs, nominations shall be called for the vacant positions. If more nominations are received than vacant positions a Special General Meeting shall be conducted to consider the nominations and make the appointments.

8 ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

- a) The order of business at the Annual General Meeting of the Centre shall be as follows:
- Opening by the President – Welcome any special guests
 - Apologies
 - Confirmation of minutes of the previous Annual General Meeting
 - President's Report
 - Treasurer's Report
 - Election of Officer Bearers

Note: All positions on the Executive Committee are declared vacant and nominations sought. Written nominations may have been sought prior to the AGM, this however does not preclude nominations being accepted from the floor.

Once the new Executive Committee has been duly elected, the proceeding for the remainder of the meeting shall continue to be conducted by the outgoing President.

Amendments to the Constitution & By-Laws
General Business

9. ORDER OF BUSINESS AT MONTHLY MEETINGS

- a) The order of business at monthly meetings of the Executive Committee shall be as follows:
- Opening by the President – Welcome any special guests
 - Apologies
 - Confirmation of minutes of the previous Executive Committee meeting
 - Business Arising
 - Adjourned Business

Correspondence
Reports

- Treasurer
- Registrar
- Coaching/Development Officer
- Championships & Special Officer
- Equipment Officer
- WALAA Delegates
- Junior Executive Coordinator
- Publicity Officer
- Affiliated Clubs

General Business

10. QUORUM

- a) There must be a minimum of six (6) Executive Committee members present, including either the President or the Deputy Chairperson.
- b) If a quorum is not present within half an hour after the scheduled commencement time of the meeting members may either:
1. adjourn the meeting to another date, not being later than fourteen days from the date of the adjournment.

2. continue proceedings of the meeting. If the meeting proceeds, all decisions undertaken by the Executive Committee will not be valid until ratified by a meeting of the Executive Committee at which a quorum is present.

11. DEPUTY CHAIRPERSON

- a) A Deputy Chairperson shall be appointed from the elected Executive Committee members at the first monthly meeting after the Annual General Meeting.
- b) Where the President is unable to be present at a meeting, the Deputy Chairperson shall preside.
- c) If both the President & Deputy Chairperson are not present, the other members of the Executive Committee present shall select one of their numbers to act as Chairperson.

12. FAILURE TO ATTEND MONTHLY MEETINGS

Executive Committee members cannot abrogate their responsibilities to attend meetings. Failure to attend three consecutive meetings may result in membership of the Executive Committee being terminated.

13. BUSINESS CONDUCTED WITH CLOSED OR OPEN DOORS

- a) The business of the Executive Committee shall be conducted with open doors, except upon such occasions as the Executive Committee by resolution may otherwise decide, and which resolution may be moved without notice.
- b) Upon resolving to proceed with closed doors, the President shall direct all persons other than Executive Committee members to leave the meeting room.
- c) The business of the meeting shall proceed with closed doors until the Executive Committee decides by resolution to proceed with open doors, and which resolution may be moved without notice.

14. OPEN VOTING

- a) Questions arising at a meeting of the Executive shall be decided, in open voting, by a simple majority of executive members present.
- b) The President or person chairing the meeting is not permitted to vote on a motion before the Executive Committee unless that person has moved the motion under consideration.
- c) If the votes of Executive Committee members or the combined votes of the Executive Committee members and affiliated club delegates (refer Clause 14 (a)) are equally divided the President or person chairing the meeting shall declare the motion lost.
- d) Notwithstanding sub-clause (b), the President or person chairing the meeting shall be granted leave to vote on any motion pertaining to the election of Centre Captains, nominations for awards and trophies or casual vacancies on the executive Committee.

15. AFFILIATED CLUB VOTING

- a) If the Executive Committee decide that affiliated clubs will be given leave to vote on a question, then the votes of the attending club delegates are to be counted.
- b) A Club Delegate must vote as directed to do so by the affiliated club.

16. PROXY VOTING

Proxy voting will not be allowed. Executive Committee members and club delegates must be in attendance at the meeting at which a vote is to be taken.

17. FAMILY INTEREST

A member of the Executive Committee can vote on a question that has a direct bearing on the member's child or legal guardian.

18. PRESIDENT RULINGS

The President when deciding a point of order or practice shall give a decision and no argument shall be permitted and the decision shall be final.

19. DEPUTATIONS

- a) Deputations wishing to attend an Executive Committee meeting shall first submit a request, either verbal or in writing, to the Centre President or Secretary.
- b) The Centre Secretary must obtain the approval of the President before including the deputation on the Executive Committee agenda.
- c) A deputation shall not exceed a number which shall be determined by the President.
- d) After the deputation has put it's case no further discussion shall be entered into until the deputation has withdrawn.

20. CENTRE UNIFORM

- a) The Centre uniform shall consist of a lime green top with navy blue trim worn with navy blue shorts, bloomers or cycle pants. A one piece leotard in the Centre colours is also an approved uniform.
- b) Changes to the Centre uniform must be approved by the Association in accordance with section 2 (c) of the Centre's constitution.

21. USE OF CENTRE EQUIPMENT

- a) The Centre's athletics equipment may be used outside of authorised training and competition times in accordance with the Centre's Equipment Hire policy published in the Centre's annual handbook.

22. RULES FOR COMPETITION

The Centre's Rules of Competition shall be published in the Centre's annual handbook that is distributed to all registered little athletes and other interested parties.