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***The Constitution of the  
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Little Athletics Centre Inc.***



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This Constitution is the same as the Queensland Little Athletics Association's **Approved Model Constitution** for Little Athletics Centres, *except for those paragraphs sidelined and individually initialed as approved changes by the Centre Manager, the Centre Secretary and the President of the QLAA.* Any other deviations from the Approved Model Constitution shall be taken as typographical errors and reference shall be made to the Approved Model for the correct interpretation.

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# 1 GENERAL

## 1.1 NAME

The Name of this body shall be the " \_\_\_\_\_ Branch Little Athletics Centre Inc." (hereinafter called the Centre) which shall be affiliated as a Branch of the Queensland Little Athletics Association Inc. (hereinafter called the QLAA) and whose place of Office shall be the address of the Secretary of the Centre at that time or any other place as may be determined from the time by the Centre Management Committee.

Any change of address shall be immediately notified to the QLAA.

The name of the Centre shall not be changed without the express approval of the QLAA.

## 1.2 AFFILIATION WITH THE QLAA

1.2.1 Affiliation with the QLAA shall become effective from the date of approval of the relevant Centre Affiliation form by the QLAA's Board of Management and shall remain in force as long as the Centre remains in existence.

1.2.2 As a consequence of this Ongoing Affiliation the Centre shall be bound at all times to abide by the current Constitution, Rules and Regulations and By-Laws of the QLAA.

1.2.3 Subsequently, a Committee Membership Fee as prescribed by the QLAA shall be forwarded immediately following the Annual General Meeting each year along with the other information required on the relevant Centre and Committee Membership Form.

1.2.4 At the same time as Affiliation is approved a Centre Uniform will be approved. The colour/configuration of this uniform shall not subsequently be changed without prior approval of the QLAA.

## 1.3 OBLIGATION TO THE QLAA

1.3.1 Should the Centre fail to fulfil its obligation to the QLAA by virtue of unduly neglecting, disregarding or abusing the objects and/or powers set out hereunder or otherwise operate in a manner not in the best interests of Little Athletics as a whole, the QLAA Board of Management shall be empowered to arrange a meeting with the Centre Management Committee to resolve the problems.

1.3.2 Should this prove unsuccessful the QLAA may then take such other steps as it deems necessary to re-organise or re-vitalise the Centre.

## 1.4 OBJECTS

The objects of the Centre shall be to:

- a) as a primary object, provide and actively promote Little Athletics as an activity for all children within the age groups catered for by the QLAA and within the area served by the Centre, and without fear or favour with respect to race, creed, sex, socio-economic status or level of ability.
- b) encourage family and community involvement in this activity as a means of furthering the total development of youth through Little Athletics.
- c) use all available means to place Little Athletics before the public notice.

- d) provide throughout the appropriate season, weekly 'competition' meetings where children can participate in a friendly environment in a wide range of physical activities based on the various track and field disciplines and conducted in accordance with the general guidelines laid down by QLAA.
- e) promote the ideal of children participating for personal satisfaction through the improvement of their own personal level of performance in a wide range of events.
- f) provide the athletic activities and/or competition for children of all ability levels without discrimination.
- g) register with the QLAA, in accordance with its rules and By-Laws, all competing children.
- h) co-ordinate the activities of any club affiliated with the QLAA through the Centre according to the Rules of the QLAA.
- i) ensure that all prizes, trophies and inducements to Little Athletics competitors do not contravene the QLAA Constitution Clause 1.2.5 viz. "To ensure that the Association activities are so organised and conducted that the amateur status of participants is not infringed".
- j) encourage the fullest possible participation in all QLAA (including Zone) or ALA (Australian Little Athletics) conducted events.

## **1.5 INCOME AND PROPERTY OF THE CENTRE**

The income of the Centre whensoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

## **1.6 POWERS OF THE CENTRE**

The Powers of the Centre shall be to:

- a) organise and control the conduct of Little Athletics competitions and registered numbers within the area allotted to the Centre by the QLAA.
- b) select teams of registered boys and girls to represent the Centre in approved competitions or meetings.
- c) appoint delegates to QLAA meetings according to the Constitution and Rules of the QLAA.
- d) suspend, disqualify or otherwise deal with an affiliated body or member of the Centre which or who has committed any breach of these Rules which in the opinion of the Centre is unbecoming or contrary to the interests of Little Athletics. (Any such breach which has implication beyond the immediate control of the Centre must be reported to the QLAA).
- e) impose and collect levies, subscriptions, fees and other charges from Centres and members thereof or to borrow or to raise money with or without security for carrying out the objects of this Constitution or for matters connected herewith. Provided always that those levies etc. are within the scope of guidelines set by QLAA.
- f) purchase, hire or lease or otherwise acquire for the purpose of the Centre any athletic or associated equipment, any real or personal property and any rights or privileges which the Centre may think necessary or convenient for the carrying out of its objects.
- g) invest any moneys of the Centre not immediately required for any of its objects.

## 1.7 MEMBERSHIP

- 1.7.1 a) Membership of the Centre shall be divided into three (3) categories
- i) Honorary Life Members
  - ii) Ordinary Members
  - iii) Registered Little Athletes
- b) Through this document both Honorary Life Members, Ordinary Members and Little Athletes may be referred to by the general term of "Member" where no distinction is to be drawn between the categories. Where a distinction is intended specific terms will be used.
- c) Registered Little Athletes do not have voting rights.
- 1.7.2 The number of Ordinary Members, Registered Little Athletes and Honorary Life Members shall be unlimited.
- 1.7.3 **Honorary Life Members**
- a) Honorary Life Membership may be granted to any person at the sole discretion of the Centre Management Committee provided a formal motion is passed by not less than 75% of that committee. Such a decision must be promptly advised to the QLAA
  - b) The award shall be given for long and meritorious service.
  - c) The position of Life Membership does not entitle the person so appointed to be able to represent the Centre at QLAA meetings without prior approval of the Centre Management Committee.
  - d) Provided prior notice is given (with relevant reason) to the QLAA any Life Member whose subsequent actions bring discredit to Little Athletics may have such Life Membership withdrawn by a 100% vote of the Centre Management Committee.
- 1.7.4 **Ordinary Members of the Centre**
- a) subject to any current suspension or expulsion order made by any Centre in accordance with Section 4.1.3 of the Constitution,
    - i) any parent (which shall include mother, father, step-mother, step-father or guardian of a child or any relative or person who has lawful custody of a child and is acting in loco parentis but shall exclude such persons as principals of schools and the Department of Children's Services) of a registered Little Athlete is automatically an Ordinary Member of the relevant Centre (and Club where a Club of the Centre exists).
    - ii) any other adult person who in the opinion of the Centre Management Committee would be an asset to the Centre may be elected to Ordinary Membership status by that committee.
    - iii) all persons elected to membership status in this fashion shall have their membership status re-affirmed or otherwise at the first Centre Management Committee meeting after the Annual General meeting each year.
    - iv) a register of Ordinary Members shall be maintained by the Centre at all times and shall clearly show by which method membership was attained.
    - v) a) no right of rejection of membership exists under 1.7.4 a) i). However, such members may subsequently be suspended or expelled in accordance with section 4.1.3 of the Constitution and in that event, the relevant registered Little Athlete remains eligible to be or to continue to be a member of the Centre during the period of suspension and/or despite the expulsion".

- b) appeals against such suspensions or expulsions may be lodged in accordance with section 4.1.4.
- vi) any person whose application or nomination under 1.7.4 a) ii) is rejected by the Committee has no right of appeal.

The acceptance or otherwise of such application will be determined by a majority vote of members of the Centre Management Committee present at the meeting at which such application or nomination is considered.

#### 1.7.5 Registered Little Athletes

- a) Registered Little Athletes will be those children who have been registered by the Centre on behalf of the QLAA within the Age groups recognised by the QLAA provided that the youngest children registered in the Under 6 group may only register after turning 5 and providing the Centre has not unduly delayed passing on relevant registration details and payment to the Association.

*Note change from earlier ruling requiring child to be 5 before the start of the season.*

Little Athletes shall be registered in age groups according to their age as at 30th September preceding the start of the Competition Season (Rule 1.8.5, 1.12) each year e.g. a child who is 12 on 30th September but turns 13 during the twelve (12) months commencing on the following day (1st October) will be registered as an Under 13 for the full Competition Season.

- b) In accordance with Rule 1.4 a) no eligible child may be refused registration however disciplinary/expulsion provisions exist under Rule 4.1.3 of this Constitution.

## 1.8 FEES

### 1.8.1 For Little Athletes

- a) the annual Centre registration Fee will be set prior to the start of each season by the Centre Management Committee. Such fees to be set with due regard to the QLAA Registration Fee and such fees as may be required by and payable to the QLAA from time to time and in accordance with the QLAA philosophy of keeping the costs of membership within the financial reach of every child.

Normal maximum fee scales shall be

- i) where total fee is paid at start of season. *Total fee to be not greater than three (3) times the QLAA Registration fee.*
- ii) where Registration fee paid at start of season and 'running' fees charged subsequently. *Total of initial fee and subsequent 'running fees' to be not greater than four (4) times the QLAA Registration fee.*

Should the Centre determine it needs to set fees above these rates it shall obtain the approval of the QLAA Board of Management before doing so.

### 1.8.2 For Ordinary Members of the Centre

No Fees Apply.

### 1.8.3 For Honorary Life Members of the Centre

No Fees Apply.

#### 1.8.4 For Ordinary Members to Participate in QLAA General Meetings

- a) those who are members of the Centre's Management Committee; up to twelve (12) such nominated persons are covered by the Centre Affiliation fee for the first year of the Centre's operation and by the bulk Centre Committee Membership fee payable in subsequent years.
- b) those who are not members of the Centre's Management Committee; such amount as the QLAA determines from time to time.

1.8.5 The period for membership covered by these fees, initial Centre Affiliation fees, shall extend from the date of acceptance of the application for membership/affiliation for that season to the day prior to the start of the NEXT competition season for the Centre except where a child is selected to compete in an Australian Little Athletics Championships and those championships be held after the close of the relevant season, such child shall still be registered until after that specific competition.

The Centre shall run either

- a Summer Competition Season nominally extending from September 1<sup>st</sup> to March 31<sup>st</sup>;  
OR
- a Winter Competition Season nominally extending from March 1<sup>st</sup> to September 30<sup>th</sup>.

## 1.9 AFFILIATION WITH OTHER BODIES

- 1.9.1 No individual person shall be required to join or pay moneys to any other organisation as a prerequisite to becoming, or a condition of being a member of their Little Athletics Centre or any Club thereof.
- 1.9.2 Neither the Centre nor any Club thereof shall form an affiliation with any organisation other than the Association which requires, as a condition of that affiliation, that the Centre or Club pay other than a nominal affiliated fee and/or annual subscription. The Centre may undertake to join fund raising activities with an affiliated organisation for mutually beneficial purposes however, funds may not be raised per medium of increased joining fees, levies, partial fees etc. which increase the basic costs of participation in Little Athletics.
- 1.9.3 The Centre may not be financially dependent on another organisation unless it has of its own volition and with written approval of the QLAA Board of Management entered into an agreement to borrow money or receive benefits from that organisation.
- 1.9.4 The Centre may not enter into an affiliation with any organisation other than the QLAA if via that affiliation the other organisation would be given claim over any of the Centre's financial or material assets.
- 1.9.5 In accordance with Rule 1.3.11 of the QLAA Constitution the QLAA has the power to restrict affiliations between Centres and other outside organisations where in the opinion of the QLAA such affiliation would not be in the best interests of Little Athletics. Any Centre contemplating entering such an affiliation must submit all relevant details including constitutions of the Centre and the other organisation to the QLAA Board of Management and receive its approval before making any commitments.

## 1.10 DISSOLUTION

- 1.10.1 The Centre may only be dissolved if the following criteria are met:
  - a) i) a Special General Meeting is called for that express purpose and all members are so informed with a minimum of fourteen (14) days notice.

- ii) the QLAA Board of Management is informed of the proposed meeting with a minimum of fourteen (14) days notice.
    - iii) the decision to dissolve is the recorded vote of at least 75% of those members present at that meeting.
  - b) the Centre so be dissolved in the event of the number of Ordinary Members and Honorary Life Members being, in the aggregate, less than six (6).
- 1.10.2 In the event of dissolution all debts of the Centre must be met from available funds and the funds and assets then remaining will be transferred to the QLAA .
- 1.10.3 Equipment owned by the Centre, it's Clubs, or on loan from other bodies shall not be sold nor otherwise disposed of to meet the liabilities without the express approval of the QLAA Board of Management in writing but shall become the property of the QLAA for use as the Board of Management sees fit.

## 1.11 COMPETITION VENUE

Except where the Centre is located in a country area where only one (1) Centre exists in the town the Centre shall not change its competition venue without prior approval from the QLAA Board of Management. (Similarly no new Centre will be granted affiliation until its competition venue has been approved).

## 1.12 COMPETITION YEAR & COMPETITION SEASONS

- a) the Association's Competition Year runs from April 1<sup>st</sup> to March 31<sup>st</sup> following, and comprises:
  - i) a Winter Competition Season running from March 1<sup>st</sup> to September 30<sup>th</sup>followed by
  - ii) a Summer Competition Season running from September 1<sup>st</sup> to March 31<sup>st</sup>
- b) the date which shall be used to determine the ages of children for any competition year shall be the September 30<sup>th</sup> falling in the middle of that competition year ie September 30<sup>th</sup> at the conclusion of the Winter Season and immediately preceding the start of the Summer Season.

## 1.13 MEMBERSHIP YEAR

The period for membership shall extend from the date of acceptance of the application for membership/affiliation for that season, to the day prior to the start of the NEXT competition season for the centre, except where a child is selected to compete in an Australian Interstate Teams Championship and that championship be held after the close of the relevant season, such child shall still be registered until after that specific competition.

## 2. CONSTITUTION & RULES

### 2.1 ALTERATIONS AND ADDITIONS TO THIS CONSTITUTION

#### (FOR UN-INCORPORATED CENTRES)

- 2.1.1 These rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting, provided that no such amendment, rescission or addition shall be valid unless that same shall have been previously submitted to and approved by the QLAA Board of Management.
- i) A resolution is a special resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.
  - ii) At any General Meeting to which sub-section i) relates unless a poll is demanded a declaration by the Chairman that the resolution has been carried is conclusive evidence of the fact.
- 2.1.2 Should prior approval(s) not be obtained in accordance with Rule 2.1.1 the amendments will not come into effect until such approval(s) are obtained.
- 2.1.3 Alterations and additions to the approved Standard for Centre Constitutions may be made from time to time by the QLAA.

### 2.2 ALTERATIONS AND ADDITIONS TO THIS CONSTITUTION

#### (FOR INCORPORATED CENTRES)

- 2.2.1 a) Subject to the provisions of the Act, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted and approved by the Director-General, Department of Tourism, Racing and Fair Trading.
- b) In accordance with the Association's Incorporation Act Part IV, Section 30, a Special Resolution is defined as:
- i) For the purpose of this Act, a resolution is a special resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.
  - ii) At any General Meeting to which sub-section i) relates unless a poll is demanded a declaration by the Chairman that the resolution has been carried is conclusive evidence of the fact.
- c) To ensure compliance with Rule 1.2.2 any proposals to amend this Constitution must also first be submitted to the QLAA Board of Management (together with full explanations) and receive its written approval before they are submitted to the Director-General, Department of Tourism, Racing and Fair Trading responsible for the administration of The Act.
- 2.2.2 Should those prior approval(s) not be obtained in accordance with Rule 2.1.1 the amendments will not come into effect until such approval(s) are obtained.
- 2.2.3 Alterations and additions to the approved Standard for Centre Constitutions may be made from time to time by the QLAA.

## **2.3 CENTRE BY-LAWS**

The Centre shall have power to effect and to act in accordance with By-Laws and to add to or vary these By-Laws provided that:

- a) they not be inconsistent with this Constitution or that of the QLAA or any amendments to either.
- b) they not be inconsistent with the By-Laws or other rules and regulations of the QLAA.
- c) they not be set aside or amended by a General Meeting of members of the Centre.

## 3. MANAGEMENT

### 3.1 STRUCTURE

This Centre may exist as an entity in itself or may be comprised of a number of Clubs. If Clubs exist their purpose shall be essentially to diversify the coaching venues for the Centre. All regular competition shall be conducted at the Centre Competition.

Irrespective of the Centre's structure, at any point in time a group of parents may combine to form a Club, which, provided it complies with the Model Rules and Constitution for Clubs within the Association can affiliate with this Centre. This Centre, together with all other such Centres in Queensland, grouped together, constitute the Queensland Little Athletics Association Inc. (the Association) which in combination with the corresponding bodies in each other state comprises the Australian Little Athletics (the ALA). The Centre will from time to time be grouped together with other Centres into a Zone, such Zones being formed primarily for convenient conduct to qualifying rounds for QLAA competitions. The Zone shall have no power to force, coerce or otherwise direct in terms of compliance with approved rules and regulations drawn up specifically for the conduct of QLAA competitions conducted by the Zone on behalf of the QLAA. The Zone shall under no circumstances impede or prevent direct contact between the Centre and the QLAA.

### 3.2 MANAGEMENT

The Management of the Centre shall be vested in an elected Centre Management Committee comprising not less than six (6) members all of whom shall be adults.

3.2.1 The following six (6) positions will constitute the minimum acceptable committee:

1. Centre Manager
2. Centre Secretary
3. Treasurer/Registrar
4. Officials Officer
5. Programme Officer
6. Records Officer

3.2.2 The following three (3) additional positions are highly desirable and should be the next ones filled:

7. Coaching Officer
8. Public Relations Officer
9. Technical Officer

3.2.3 a) three (3) further positions to be filled if possible:

10. Committee Member
11. Committee Member
12. Committee Member

b) additional positions of Committee Member may be created if desired.

c) these may perform duties as required or may be allotted specific functions for example:

- Registrar
- Chief Parent Marshall
- Canteen Manager
- Fund Raising Officer

or • Assistant to one of the other Managers

or • Any position or function considered desirable by the Centre Management Committee

3.2.4 a) where the Centre is comprised of a number of Clubs at least one (1) member of each Club shall be a member of the Centre Management Committee.

- b) ideally Club representation on the Committee should be proportional to the numbers of children in the Clubs, and the size of the Clubs should be as nearly equal as feasible.

- 3.2.5 One of the members of the Committee shall be given the additional title of Assistant Centre Manager and shall deputise for the Centre Manager on such occasions as that person is unavailable.

### **3.3 CONTROL**

Day to day control of the Centre shall be vested in the Centre Management Committee and when decisions are required between meetings of that Committee the Centre Manager will make such decision after consulting as many other members of the Committee as possible and must advise the Committee of the full circumstances surrounding the decision at the earliest possible instance.

Decisions of the Centre Manager must be consistent with the policies and general philosophy of the QLAA and the policies and aims of the Centre and any guidelines given by the Centre Management Committee.

### **3.4 ELECTIONS**

- 3.4.1 Elections for all positions on the Centre's Management Committee must be held each year at the Annual General Meeting of the Centre which shall be held within sixty (60) days of the end of the Centre's normal competition season.

Should positions become vacant at any time they may be filled by nomination by the balance of the Management Committee if this can not be achieved a Special General Meeting should be called.

Notice of the elections will be given and nominations for positions will be called at least 28 days prior to the Annual General Meeting in accordance with 5.2(b).

- 3.4.2 In the event more than one person stands for election to any position of the Centre Management Committee voting will be by secret ballot and the Secretary shall be the Returning Officer (when counting the votes for a position of Secretary the Centre Manager will be the Returning Officer).
- 3.4.3 All current Ordinary Members and all Honorary Life Members actually in attendance at the meeting will be entitled to vote.
- 3.4.4 Such elections must not be taken until after the Annual Reports (including the Treasurers) are tabled and accepted.
- 3.4.5 At the first meeting after the Annual General Meeting each year, the Centre Management Committee shall appoint an Assistant Centre Manager from amongst the Committee Members.

### **3.5 POWERS AND DUTIES OF THE CENTRE MANAGEMENT COMMITTEE**

- 3.5.1 The Centre Management Committee may exercise all such powers as are within the scope of this Constitution and decisions of the QLAA provided such decisions are by a majority of those members present include:
  - a) to purchase, hire, lease or otherwise acquire any goods, property or rights and privileges which may be deemed necessary or convenient to carry out its objects.
  - b) to borrow, lend or give money from time to time to advance the cause of Little Athletics generally.

- c) to do all such acts, deeds, matters of things necessary or to enter into any agreement or arrangement necessary to attain the objectives of Little Athletics.
- d) to plan and implement the athletic events or related activities of the Centre and to assist the cause of Little Athletics.
- e) to appoint individual committee members or members generally or groups of members to act in any capacity for or on behalf of the Centre.
- f) to appoint members to fill casual vacancies on the Committee (see 3.4.1 above).
- g) to suspend, disqualify or otherwise deal with any member or other person who has committed a breach which in the opinion of the Committee is unbecoming or contrary to this Constitution.

### **3.6 POWERS AND DUTIES OF INDIVIDUAL CENTRE MANAGEMENT COMMITTEE MEMBERS**

3.6.1 **The Centre Manager** may carry out any function or enter into any agreement etc. (as covered by 3.5 above) on behalf of the Centre and he/she shall be responsible for:

- a) the proper control, planning and implementation of the activities of the Centre in terms of this Constitution and the Constitution of the QLAA .
- b) the proper conduct of all competition staff of the Centre and all Centre Management Committee Members.
- c) having any formal or informal meetings.
- d) arranging or doing all things necessary to further Little Athletics within the area from which such athletes are drawn.
- e) acting on behalf of the Centre in matters forthcoming to the Centre.

3.6.2 **The Secretary** shall:

- a) ensure that sufficient and appropriate notification is given to members in respect of all meetings of the Centre.
- b) cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting or Annual General Meeting.
- c) cause such minutes to be read or circulated to attendees of the following such meeting.
- d) The Secretary of each Centre Committee shall forward a copy of the minutes and financial statement of (a) Committee Meetings, (b) General Meetings to the Association within fourteen (14) days of being accepted as a true record.

The Secretary of each Centre Committee shall forward a draft copy of the minutes of the Annual General Meeting to the Association within fourteen (14) days of the meeting being held. If the Auditors Report is not available, a copy shall be sent to the Association as soon as it becomes available.

- e) carryout correspondence on behalf of the Centre as directed by the Centre Management Committee.
  - f) receive correspondence on behalf of the Centre and present such to each meeting of the Centre Management Committee for acceptance and consideration.
  - g) retain a record/copys of all correspondence received by and sent on behalf of the Centre.
  - h) when required by the Centre Manager, represent the Centre at any function or meeting.
- 3.6.3 a) **The Treasurer shall:**
- i) receive all moneys owing to the Centre, be able to issue receipts for same and ensure such funds are banked in a bank account with the Centre's nominated Bankers.
  - ii) pay by cheque all moneys owing by the Centre which have been approved by the Centre Management Committee.
  - iii) keep record of all income and expenditure and assets and liabilities, mortgages, charges and securities of the Centre in a manner which is satisfactory to the Centre Management Committee and Auditor and present to each meeting of that committee a written report of the account balances, accounts received for payment, receipt and expenditure for the period since the previous meeting. For this purpose, a multi column cash book and accounts receipt book should be used. A receipt must be issued for and against each and all moneys received and the duplicate held.
  - iv) the Management Committee of the Centre shall within three (3) months of the close of the Financial year prescribed:
    - a) prepare or cause to be prepared a statement containing the following particulars:
      - i) the income and expenditure of the Centre during its financial year,
      - ii) the assets and liabilities of the Centre at the close of the said year,
    - and iii) all mortgages, charges and securities of any description affecting any of the property of the Centre at the close of the said year.
    - b) cause the financial affairs of the Centre to be audited as per Rule 6.3.
    - c) present the audited statement to the Annual General Meeting for adoption.
  - v) when absolutely necessary and within the express approval of the Centre Manager, effect payment of any amount of an urgent nature which cannot be held over until the next meeting of the Centre Management Committee in which circumstances the matter must then be submitted to the next meeting of that Committee for ratification.
  - vi) ensure each payment over \$20.00 be made by cheque upon receipt of an invoice and that each cheque requires and has two (2) signatories.
  - vii) ensure that cheque books issued by the bank be stamped with the Centre's account name. Signatories must ensure before they sign a cheque that:
    - i) there is an invoice, claim or supporting evidence of the Centre's debt.

- ii) the cheque is in order in all aspects and made payable to the correct payee.
- iii) the cheque is crossed 'not negotiable'.

Where it is necessary to cancel a cheque it should be marked accordingly and left in the book.

Sufficient detail should be shown on the cheque butt to identify payment to facilitate entry into the cash book.

viii) Periodically reconcile the Centre's financial situation. A reconciliation statement, the method whereby Centre funds as per the cash book and balance of account as per the bank statement are agreed, should be prepared at regular intervals, preferably monthly. Reconciliation will be done by checking the cash book, receipt and payment entries against the credit and debit entries on the bank statement, noting any payments as per cash book that do not appear as a credit entry on bank statement, then allowing for receipts yet to be banked or deposits banked subsequent to issue of statement and cheques not yet presented to the bank for payment, the balance of the cash book should agree with the balance of the bank statement.

3.6.3 b) **The Registrar shall:**

- i) keep a register in which shall be entered the names and residential addresses of all persons admitted to membership of the Centre and the dates of their admission.
- ii) ensure that registrations of Little Athletes are submitted to the QLAA within two (2) weeks, together with the appropriate fee.

3.6.4 **The Officials Officer shall:**

- a) plan and implement an examination system for officials as is available from the QLAA.
- b) organise Officials for Centre, Zone and QLAA competitions as required.
- c) organise officials for Inter-Centre meetings.

3.6.5 **The Programme Officer shall:**

- a) prepare a diary of the season's activities from QLAA, Zone, Inter-Centre and Centre competitions and championships.
- b) prepare a cyclic programme for normal Centre competitions ensuring, as much as possible, that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured.
- c) supervise children on day of competition to ensure the programme is followed.
- d) prepare entry forms for championship events or special meetings as required.
- e) in the absence of a Technical Officer on the Committee, the Programme Officer shall cover such technical aspects as are necessary for the programme to be run.

3.6.6 **The Records Officer shall:**

- a) ensure suitable records are maintained for all Centre competitions showing any records achieved.
- b) organise the ranking of all athletes for competition.
- c) prepare record details for publicity purposes including Annual Report and local press.
- d) collate entries for all championships and special meetings as required.

- e) notify records and ranking to the QLAA from time to time.

**3.6.7 The Coaching Officer shall:**

- a) organise the coaching of athletes at the Centre.
- b) liaise with the QLAA Coaching Director regarding the organisation of coaching seminars for the education of Coaches and children from within the Centre.

**3.6.8 The Public Relations Officer shall:**

- a) prepare press reports on
  - i) meetings staged by Centre and arrange for those reports to be printed in the newspapers
  - and ii) special interest items concerning children in the Centre.
- b) keep scrap book on all press reports of children in the Centre.
- c) arrange for media to be informed in advance of all special meetings.
- d) organise information for schools, business firms and general public.

**3.6.9 The Technical Officer shall:**

- a) plan and implement the layout of track and field for Centre meetings.
- b) ensure the track and field are correctly marked for all events.
- c) ensure correct equipment is available and used at all meetings.
- d) make recommendations to the Committee in respect of the purchase of all equipment necessary.

## **3.7 INDEMNIFICATION**

Any member of the Centre Management Committee, an agent or an auditor, shall be indemnified out of the Assets of the Centre against any liability incurred in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted, or in connection with any application under any Act in which relief is granted to him by the Court in respect of negligence, default, breach of duty or breach of trust.

## **3.8 RESIGNATIONS**

Any member of the Centre Management Committee may resign at any time from membership of the Committee by notice in writing delivered to the Committee's Secretary. Such resignation shall only take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice, when it shall take effect on that later date. In the event notice is not received in writing but the member does not attend two (2) consecutive meetings without apology, then the member is considered to have resigned.

## **4. DISCIPLINE**

### **4.1 DISCIPLINE**

- 4.1.1 No member of the Centre shall reprimand another member of the Centre unless the complaint is brought before the Centre Management Committee in which case, if it is the decision of the majority of those members present, then the reprimand will be by the Centre Manager on behalf of that Committee.
- 4.1.2 Any member of the Centre Management Committee can be removed from Office if such removal is the decision of the majority of that Committee and provided that such a decision is taken at a special meeting of the Committee convened specifically to discuss such action and at which time the said member must be given the opportunity to present his or her case.
- 4.1.3 Any member of the Centre may be suspended or expelled from the Centre provided the same conditions as outlined in 4.1.2 apply.
- 4.1.4 In the event that any member so suspended or expelled wishes to appeal against the decision, such an appeal shall be lodged with the Centre Secretary within thirty (30) days of the member being notified of the decision and the Secretary shall, within fourteen (14) days, give notice of a Special General Meeting in accordance with Section 5.2 for the purpose of hearing that appeal. The appellant will be entitled to be heard on the appeal.
- 4.1.5 Because of possible repercussions, the QLAA Board of Management shall be advised of any action proposed under Rules 4.1.2 or 4.1.3 and the outcome of any such action and any subsequent appeal.

## 5. MEETINGS

### 5.1 TYPES OF MEETINGS

5.1.1 The following meetings will constitute the meetings required to be attended by some or all Centre Committee members in any one year:

- a) weekly and any special competition meetings held throughout the season.
- b) monthly meetings of the Centre Management Committee.
- c) General Meeting of the Centre.
- d) Annual General Meeting of the Centre.
- e) two (2) compulsory Zone Management Committee meetings, one in April and one in September, which are to be attended by two (2) Centre Delegates (normally the Centre Manager and the Secretary) and which will be chaired by the Zone Chairman (Zone Competition Co-ordinator).
- f) Zone Competition Committee meetings, chaired by the Zone Competition Co-ordinator, and attended by one nominated delegate from each Centre.

#### 5.1.2 Monthly Meetings of the Centre Management Committee

- i) The Centre Management Committee shall meet at least once a month during the actual Competition season and at least once every two (2) months for the remainder of the year.
- ii) Special Committee meetings may be called by the Secretary or any four (4) members of the Centre. Such requests to indicate the purpose for calling such special meetings.

#### 5.1.3 General Meetings

- a) Special General Meetings may be called at the request of any four (4) members of the Centre. Such request to indicate the purpose for calling such special meetings.
- b)
  - i) The Annual General Meeting will be held within sixty (60) days after the close of the financial year. (March 31/September 30 - whichever applies to your Centre).
  - ii) At this meeting, in addition to the elections (refer 3.4.1), reports will be presented by the Centre Manager, Treasurer and other Office bearers as required.

### 5.2 NOTICE OF MEETINGS

- a) **Centre Management Committee Meetings**
  - i) shall be held on a set day and place each month with adequate notice being given of any variations in day or venue.
  - ii) the regular day and venue shall be determined by resolution.
- b) **General Meetings**

at least twenty-eight (28) days clear notice in writing to be distributed by hand or by mail to every family in attendance at the Centre.
- c) **Special General Meetings**

A meeting must be held within 28 days of receiving request as per Rule 5.1.3 (a).

d) **Special Committee Meetings**

At least 7 days notice must be given to all committee members when a meeting is called as per Rule 5.1.2 (ii).

### **5.3 CHAIRMAN**

The Centre Manager or, in his absence, the Assistant Centre Manager will chair the Annual General and Monthly Meetings. In the event neither is available the members present will appoint a chair.

### **5.4 QUORUMS**

5.4.1 A quorum at General meetings/ Special General meetings shall comprise of twelve (12) Members.

5.4.2 A quorum at Centre Management Committee/ Special Committee meetings shall consist of at least two thirds of the number on the committee one of whom shall be the Centre Manager, Secretary or Assistant Centre Manager.

5.4.3 Should there not be a quorum within thirty (30) minutes of the time set for such meetings then a further meeting should be set for one week hence when, if a quorum is still not present, the numbers so attending will be considered to be the quorum.

### **5.5 VOTING AT MEETINGS**

#### **5.5.1 Centre Management Committee Meeting**

a) the right to vote at these meetings will be restricted to members of that Committee and no member of the 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 Chairman or be demanded by a simple majority of those present and entitled to vote at the meeting.

#### **5.5.2 General Meetings**

The right to vote at these meetings will be restricted to Ordinary Members and Honorary Life Members of the Centre and no member of the Centre shall be entitled to more than one vote.

5.5.3 In the case of a tied vote at any meeting, the motion under discussion will be declared lost, or in the case of elections, members will be asked to vote again.

### **5.6 PROXIES**

Proxy voting will not be allowed.

## **6. ASSETS OF THE CENTRE**

### **6.1 FINANCIAL YEAR**

The Centre's financial year will end at the same time as its competition year and thus will be:

Winter Season - October 1<sup>st</sup> - September 30<sup>th</sup> the following year

Summer Season - April 1<sup>st</sup> - March 31<sup>st</sup> the following year.

### **6.2 FINANCES**

The Centre funds shall be banked in accordance with the QLAA banking arrangement in operational or investment accounts styled '..... Branch Little Athletics Centre (Inc.)' \*\*. Any four (4) members of the Centre Management Committee shall be signatories to the account with two (2) signatures being required on each cheque.

*\*\*delete Inc. if not applicable.*

If two (2) or more members of the one family are nominated signatories they may **NOT** both sign any one cheque.

### **6.3 AUDITORS**

The auditor shall be a person suitably qualified under the Act to audit the books of account and records and who is to be appointed at the Annual General Meeting of the Centre and who shall not be a member of the Centre Management Committee.

As per the Act, the following are acceptable as auditors for Centre accounts:

- (a) a person registered as an auditor under the Corporations Law; or
- (b) a member of CPA Australia or the Institute of Chartered Accountants in Australia; or
- (c) a member of the National Institute of Accountants, other than an associate, who has satisfactorily completed an auditing component of a course of study in accountancy of at least 3 years duration at a tertiary level conducted by a prescribed university or other prescribed institution.

### **6.4 INSURANCE**

The Centre Management Committee shall ensure that all children and voluntary workers are adequately insured through whatever means are made available from time to time by the QLAA.

### **6.5 MAINTENANCE OF EQUIPMENT**

The Centre Management Committee shall ensure that all equipment in its possession shall be kept securely and in good repair and shall ensure that adequate insurance cover is maintained where appropriate.

### **6.6 ANNUAL REPORTS**

A copy of the Audited Annual Financial Report as presented to the Centres Annual General Meeting will be sent to the QLAA Board of Management each year, together with a copy of the minutes of that meeting.

## **6.7 MATERIAL ASSETS**

The Centre shall not at any time sell off any of its material assets for other than a fair and reasonable price and shall not give away or donate assets of significant value to any body without first clearing this through the QLAA.

## **6.8 DOCUMENTS**

The Management Committee shall provide for the safe custody of books, documents, instrument of title and securities of the Centre.

## **6.9 COMMON SEAL\*\***

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be counter-signed by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

\*\*delete this Rule if not an Incorporated Centre.