***Associations Incorporation Act 2009* (NSW) (Act).**

## …………..…….. Athletics Club/Centre Incorporated

## Model Constitution

### **September 2015**

*Make sure that the way the club/centre name appears above* ***is exactly the same*** *as the way your Club/Centre name appears on your incorporation certificate.*

**Introduction**

This model Constitution has been prepared by the NSW Department of the Arts, Sport and Recreation as a guide for sport Clubs/Centres in the community to either become incorporated or, if already incorporated, to update their existing Constitutions.

The template has been designed specifically for sport so it is more detailed than the model rules available on the Office of Fair Trading website. It takes into account issues which a general community organisation might not need to include; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club (in the case of Little Athletics, Centre) level.

This model Constitution assumes that the Club/Centre being formed will either be directly affiliated with the state peak body/s for that particular sport, or that the Club/Centre will participate within a regional sport association, which in turn is affiliated with the state body. In our sport, and for the purpose of this Constitution, this means LANSW and ANSW.

The benefit of such a structure is that all levels of the Sport are working together for the advancement of the Sport and therefore share common purposes, structures, policies and procedures. It also makes it easy to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, this structure enables organisations to enact consistent and complementary policies and strategies that address areas of common risk and that flow effectively through the organisation.

To enable ease of use, this model contains extensive footnotes and explanations on clauses and highlights sections that can be varied to suit your local situation. As you work through it you should think not just of your current situation, but where you envisage your Club/Centre to be in five or ten years. While Constitutions can be changed and should be reviewed from time to time, it would be better to try and get it right now so that the Club/Centre can operate effectively and grow with time.

Following the development of your Constitution, you will also develop a set of Regulations that provide more detail on sections of the Constitution. Regulations (sometimes called rules or by-laws) are more easily adjusted and have a more operational tone to them. This is where you can include more detail of the policies and procedures that underpin the Constitution and help with the day to day administration of the Club/Centre.

As you work through the process of developing or updating your Club’s/Centre’s Constitution, you should refer to the Australian Sports Commission’s ‘Governance Principles: A Good Practice Guide’.

You should also check whether your Club/Centre has obligations under its affiliation with the state body that may need to be taken into consideration in the development of the Constitution (e.g. obligatory inclusions).

The gold comments/discussion boxes will need to be deleted from your final version.

As with any legal document, this does not replace obtaining legal advice on your specific requirements.

This Constitution template includes provisions about each of the matters set out in Schedule 1 of the *Associations Incorporation Act 2009*, all of which matters must be addressed by a Constitution. The topics outlined in the Schedule as at February 2014 (more specifically set out at <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+7+2009+cd+0+N> ) are:

1 Membership qualifications

2 Register of members

3 Fees, subscriptions etc

4 Members’ liabilities

5 Disciplining of members

6 Internal disputes

7 Committee

8 Calling of general meetings

9 Notice of general meetings

10 Procedure at general meetings

11 Postal ballots

12 Sources of funds

13 Management of funds

14 Custody of books etc

15 Inspection of books etc

16 Financial year

**DISCLAIMER:  
THE INFORMATION PROVIDED IN THIS CONSTITUTION IS FOR YOUR INFORMATION ONLY. THE AUTHORS AND THE NSW DEPARTMENT OF THE ARTS, SPORT AND RECREATION ACCEPT NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION OR YOUR RELIANCE UPON IT.**

Initial draft template prepared by: Lander & Rogers Lawyers

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**Acknowledgement**

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*These two pages (2 and 3) are for your information only. Please ensure that they are deleted in the final version of your own Centre/Club Constitution.*

*You will also need to change the details in the footer of the document to the name of your own Constitution, as detailed on the front page.*

TABLE OF CONTENTS

[1. NAME OF CLUB/CENTRE 6](#_Toc424777527)

[2. DEFINITIONS AND INTERPRETATION 7](#_Toc424777528)

[3. OBJECTS OF THE CLUB/CENTRE 10](#_Toc424777529)

[4. POWERS OF THE CLUB/Centre 11](#_Toc424777530)

[5. MEMBERS 12](#_Toc424777531)

[6. MEMBERSHIP APPLICATION 13](#_Toc424777532)

[7. REGISTER OF MEMBERS 14](#_Toc424777533)

[8. EFFECT OF MEMBERSHIP 14](#_Toc424777534)

[9. DISCONTINUANCE OF MEMBERSHIP 15](#_Toc424777535)

[10. DISCIPLINE 16](#_Toc424777536)

[11. SUBSCRIPTIONS AND FEES 17](#_Toc424777537)

[12. EXISTING COMMITTEE MEMBERS 17](#_Toc424777538)

[13. POWERS OF THE COMMITTEE 17](#_Toc424777539)

[14. COMPOSITION OF THE COMMITTEE 17](#_Toc424777540)

[15. ELECTion of COMMITTEE MEMBERS 19](#_Toc424777541)

[16. EXECUTIVE PORTFOLIOS 22](#_Toc424777542)

[17. VACANCIES On the Committee 24](#_Toc424777543)

[18. MEETINGS OF THE COMMITTEE 25](#_Toc424777544)

[19. DELEGATIONS 28](#_Toc424777545)

[20. SEAL 29](#_Toc424777546)

[21. ANNUAL GENERAL MEETING 30](#_Toc424777547)

[22. SPECIAL GENERAL MEETINGS 30](#_Toc424777548)

[23. NOTICE OF GENERAL MEETING 30](#_Toc424777549)

[24. BUSINESS 31](#_Toc424777550)

[25. NOTICES OF MOTION 31](#_Toc424777551)

[26. PROCEEDINGS AT GENERAL MEETINGS 32](#_Toc424777552)

[27. VOTING AT GENERAL MEETINGS 33](#_Toc424777553)

[28. GRIEVANCE PROCEDURE 34](#_Toc424777554)

[29. RECORDS AND ACCOUNTS 35](#_Toc424777555)

[30. AUDIT OF ACCOUNTS 36](#_Toc424777556)

[31. INCOME 36](#_Toc424777557)

[32. WINDING UP 37](#_Toc424777558)

[33. DISTRIBUTION OF PROPERTY ON WINDING UP 38](#_Toc424777559)

[34. ALTERATION OF CONSTITUTION 38](#_Toc424777560)

[35. REGULATIONS 38](#_Toc424777561)

[36. STATUS AND COMPLIANCE OF CLUB/CENTRE 39](#_Toc424777562)

[37. NOTICE 39](#_Toc424777563)

[38. INDEMNITY 40](#_Toc424777564)

**ASSOCIATIONS INCORPORATION ACT 2009 (NSW)**

**CONSTITUTION**

**[INSERT CLUB/CENTRE NAME] INCORPORATED**

*This is a template Constitution for a New South Wales Little Athletics Centre.*

*The document complies with the Associations Incorporation Act 2009 (NSW) (“Act”). The document has been also drafted to take into account the Australian Sports Commission’s Best Practice Corporate Governance Principles for Sporting Organisations.*

*The document has been prepared to show the organisation as a key part of the overall national structure for Athletics and Little Athletics and thus there are references to the two state governing bodies for the sport and the two national governing bodies for the sport.*

*The document is a template only and has a number of commentary boxes, indicated by a shaded box, such as this, which highlight options for Clubs/Centres or set out the rationale and/or explanation for the inclusion of particular clauses. These commentary boxes must be removed prior to presentation to your membership for acceptance/endorsement.*

*There are also a number of words/clauses throughout the document that have been highlighted by grey shading. These need to be amended to reflect the correct terminology or operation for your particular club/centre.*

*There are also a number of footnotes in the document that cross-reference the relevant sections of the Act or other legislation.*

***Please note*** *the document should be tailored to the requirements of your Club/Centre and not vice versa.*

# NAME OF CLUB/CENTRE

*Within the Act, the term ‘association’ is utilised to refer to the organisation that is incorporated. While that still applies, in a sport setting we are more used to calling them Clubs, or in the case of Little Athletics, Centres. Therefore, in this document the term ‘association’ has been replaced by ‘Club/Centre’. Depending upon your incorporated name, you need to delete whichever is not applicable.*

The name of the Club/Centre is [Name] Incorporated (**‘Club/Centre’**).

*Whether your incorporated name includes the term Club or Centre is what will determine which term you will leave in the parentheses above. What appears here must however be used consistently throughout the constitution.*

# DEFINITIONS AND INTERPRETATION

## Definitions

In this Constitution unless the contrary intention appears:

**‘Act’** means the *Associations Incorporation**Act 2009 (NSW)*.

**‘ANSW’** means Athletics NSW Limited ACN 072 450 296.

**‘Athletics’** means the sport of athletics as defined by the International Association of Athletics Federations and Athletics Australia, which is governed by ANSW and Athletics Australia.

**‘Athletics Australia’** means Athletics Australia ACN 006 447 294.

**‘Committee’** means the body managing the Club/Centre and consisting of the Committee Members.

**‘Committee Member’** means a member of the Executive or a General Committee Member and includes any person acting in that capacity from time to time appointed in accordance with this Constitution.

**‘Competitive Member’** means a person who is registered with the Club/Centre as an athlete.

**‘Constitution’** means this Constitution of the Club/Centre.

**‘Delegate’** means the person(s) appointed from time to time to act for and on behalf of the Club/Centre to represent the Centre at General Meetings of LANSW or ANSW.

**‘Executive’** means the Committee members that the Club/Centre elected under this Constitution who hold the positions of President, Vice President, Treasurer, Secretary, and Registrar.

**‘General Committee Member’** means a committee member at the Club/Centre elected under this Constitution who holds a position other than those on the Executive.

**‘General Meeting’** means the annual or any special general meeting of the Club/Centre.

**‘Individual Member’** means:

### a Competitive Member;

### any parent or legal guardian of a Competitive Member under the age of eighteen (18) years;

### any individual who is a volunteer, coach or official who is associated with the Club/Centre;

### any person who is a Committee Member of the Club/Centre; or

### any person who meets the criteria for membership as an Individual Member which are set out in the Regulations from time to time.

*The document seeks to capture as ‘Members of the Club/Centre’ all individual persons who are Members of the Club/Centre, and assumes that this Club/Centre would normally be the Member of a State Association (in this case, ANSW and LANSW).*

*Some documents make Junior Members 16 years and under; however, for consistency with the Children (Care and Protection) Act (NSW) we recommend that you distinguish clearly between adult and children/youth Members. Any recreation and sport organisation that has Junior Members therefore is subject to provisions of the Children (Care and Protection) Act (NSW).*

**‘Intellectual Property’** means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Club/Centre or any activity of or conducted, promoted or administered by the Club/Centre in New South Wales.

*It is important for a sporting organisation to recognise and protect its Intellectual Property; thus the inclusion of this definition.*

**‘LAA’** means Australian Little Athletics Inc. trading as Little Athletics Australia.

**‘LANSW’** means Little Athletics Association of NSW Inc.

**‘Life Member’** means an Individual appointed as a Life Member of the Club/Centre under **clause 5.2**.

**‘Little Athletics’** means the sport of athletics for children which is governed by LANSW and LAA.

**‘Member’** means a member of the Club/Centre for the time being under **clause 5**.

**‘Objects’** means the objects of the Club/Centre in **clause 3**.

**‘Public Officer’** means the person appointed to be the public officer of the Club/Centre in accordance with the Act.

*A Committee Member of the Club/Centre should perform the role of Public Officer. The Public Officer is the conduit for information flow between the Club/Centre and the regulator, therefore it is important that the Public Officer is a Committee Member and informed about the Club/Centre's activities. Further, as the Public Officer has important responsibilities, it is important that they are a Committee Member and therefore owe a duty to act in the best interests of the Club/Centre. The Public Officer is appointed by the Committee and is often the Secretary.*

**‘Register’** means a register of Members kept and maintained in accordance with **clause** 7.

**‘Regulations’** mean any regulations made by the Committee under **clause 35.**

**‘Special Resolution’** means a special resolution defined in the Act.

**Special Resolution’** means a Special Resolution defined in the Act.

Extracted from the *Associations Incorporations Act 2009* (NSW) as at 5 February 2014. Please refer to the most recent version of the Act to check for any more recent amendments

***39 Voting on special resolutions***

*(1) A resolution is passed by an association as a* ***special resolution:***

*(a) at a meeting of the association of which notice has been given to its members no later than 21 days before the date on which the meeting is held, or (b) in a postal ballot conducted by the association, or (c) in such other manner as the Director-General may direct,*

*if it is supported by at least three-quarters of the votes cast by members of the association who, under the association’s constitution, are entitled to vote on the proposed resolution.*

*(2) A notice referred to in subsection (1) (a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.*

*(3) A postal ballot referred to in subsection (1) (b) may only be conducted in relation to resolutions of a kind that the association’s constitution permits to be voted on by means of a postal ballot and, if conducted, must be conducted in accordance with the regulations.*

*(4) A direction under subsection (1) (c) may not be given unless the Director-General is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subsection (1) (a) or (b).*

## Interpretation

In this Constitution:

### a reference to a function includes a reference to a power, authority and duty;

### a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;

### words importing the singular include the plural and vice versa;

### words importing any gender include the other genders;

### references to persons include corporations and bodies politic;

### references to a person include the legal personal representatives, successors and permitted assigns of that person;

### a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction);

### a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail and the completion of online forms; and

### any body which no longer exists or has been reconstituted, renamed, replaced, or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the first‑mentioned body.

## Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

## The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. The model provisions of the constitution under the Act are expressly displaced by this Constitution.

# OBJECTS OF THE CLUB/CENTRE

*The Objects of the Club/Centre are important and must be carefully considered. They are its reasons for existence and although this can be simply stated as ‘promotion and encouragement of the sport’ the changes in regulatory and commercial as well as sporting landscapes require a 21st century sporting body to have broad Objects.*

*The Objects are expressed to apply to a Club/Centre level organisation.*

The Club/Centre is established solely for the Objects. The Objects of the Club/Centre are established to:

### participate as a member of ANSW and LANSW, so Athletics and Little Athletics respectively can be conducted, encouraged, promoted, advanced and administered in the local community;

### conduct, encourage, promote, advance and administer Athletics and Little Athletics throughout the local community;

### provide opportunities for people of all abilities in the local community to participate in healthy recreation through family and community involvement in Athletics and Little Athletics;

### register with the Club/Centre:

### i) LANSW, children and young people in accordance with the requirements of LANSW;

### ii) ANSW, people in accordance with the requirements of ANSW;

### act, at all times, on behalf of and in the interest of the Members, Athletics and Little Athletics in the local community;

### affiliate and otherwise liaise with LANSW of which the Club/Centre is a member and LAA and adopt their rule and policy frameworks to further these Objects and Little Athletics;

### affiliate and otherwise liaise with ANSW of which the Club/Centre is a member and Athletics Australia and adopt their rule and policy frameworks as required to further these Objects and Athletics;

### abide by, promulgate, enforce and secure uniformity in the application of the rules of Little Athletics as may be determined from time to time by LANSW and LAA and as may be necessary for the management and control of Little Athletics and related activities in New South Wales;

### abide by, promulgate, enforce and secure uniformity in the application of the rules of Athletics as may be determined from time to time by ANSW and Athletics Australia and as may be necessary for the management and control of Athletics and related activities in New South Wales;

### advance the operations and activities of the Club/Centre throughout the local community;

### implement such policies as may be developed by LANSW and ANSW, including (as relevant and applicable) member protection, anti-doping, health and safety, junior sport, infectious diseases, and such other matters as may arise as issues to be addressed in Little Athletics and Athletics respectively;

### have regard to the public interest in its operations; and

### *Generally, rules made in the ‘public interest’ are less susceptible to challenge; therefore, this object reminds Club/Centre Members of the moral obligation to be mindful of the community when operating the Club/Centre.*

### undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

*Feel free to add to these objects, as required.*

# POWERS OF THE CLUB/Centre

Solely for furthering the Objects, the Club/Centre has, in addition to the rights, powers and privileges conferred on it under section 19 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

# MEMBERS

## Members

*The Members of the Club/Centre and their rights and responsibilities are set out under this clause. The Member categories and their respective rights and responsibilities may of course vary depending on your Club/Centre structure.*

*Note that this section is linked to clause 27 – Voting at General Meetings as it defines voting rights at meetings of each membership category. It is advisable to cross-reference these two sections.*

The Members of the Club/Centre shall consist of:

### Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate at General Meetings but have no right to vote at General Meetings;

### *There is a trend towards making Life Members ‘non-voting’ while still bestowing on them the other rights and privileges of membership.*

### Individual Members over the age of 18, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and

### Individual Members under the age of 18, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to debate or vote at General Meetings.

*You may need to consider membership categories that ensure that your membership has representation in decision-making. By the definition of Individual Members, this template makes a parent/guardian of any junior (Competitive) Member a Member in his or her own right with the right to attend, participate and vote at the annual general meeting. This ensures a Club/Centre with majority junior membership has adequate adult Members to maximise the potential for volunteer recruitment and the requirement that Committee Members are also Members of the Club/Centre.*

*This has the added benefit of making those parents/guardians subject to the Club’s/Centre’s code of behaviour and therefore able to be disciplined for breaching those codes, e.g. dealing with sideline rage issues.*

## Life Members

### The Committee may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Club/Centre be appointed as a Life Member of the Club/Centre.

### A resolution of the Annual General Meeting to confer life membership (subject to **clause 5.2(c)** on the recommendation of the Committee must be a Special Resolution.

### A person must accept or reject the Club’s/Centre’s resolution to confer life membership in writing. Upon written acceptance, the person’s details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

### Persons holding the status of Life Member under the constitution operating immediately prior to approval of this Constitution under the Act shall continue to hold that status under this Constitution.

# MEMBERSHIP APPLICATION

## Application for Membership

An application for membership must be:

### made in the manner prescribed from time to time by the Club/Centre, LANSW and ANSW as appropriate;

### accompanied by the appropriate fee (if any); and

### accompanied by any other document required for membership by the Club/Centre, LANSW or ANSW.

## Discretion to Accept or Reject Application

### The Club/Centre may accept or reject an application whether the applicant has complied with the requirements in **clause 6.1** or not. The Club/Centre shall not be required or compelled to provide any reason for such acceptance or rejection.

### Where the Club/Centre accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by the Club/Centre. The Register shall be amended accordingly as soon as practicable.

### Where the Club/Centre rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club/Centre.

## Renewal

### Members (other than Life Members) must renew their membership annually in the manner prescribed from time to time by the Club/Centre, LANSW and ANSW as appropriate.

## Deemed Membership

### All persons who are, prior to the approval of this Constitution under the Act, Members of the Club/Centre shall be deemed Members from the time of approval of this Constitution under the Act.

### Any Members of the Club/Centre, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.4(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

# REGISTER OF MEMBERS

## Centre to Keep Register

### The Club/Centre shall keep and maintain a Register in which shall be entered (as a minimum):

### the full name, address, type of membership and date of entry of each Member; and

### where applicable, the date of termination of membership of any Member.

### Members shall provide notice of any change of required details to the Club/Centre within one month of such change.

*Although it is unlikely that your Club/Centre will be required to abide by the Commonwealth Privacy Act (2000), it is good practice to inform your Members of the process of collection and security of personal data.*

*This is especially important if you are passing on personal information to a third party, such as LANSW, ANSW, LAA or AA.*

*The Australian Sports Commission has developed National Privacy Principles to assist organisations with handling this. This is available on the website: www.ausport.gov.au*

### *Details of your Club/Centre Privacy Policy and Procedures for handling and securing personal details of Members can be outlined in the Centre Regulations. LANSW has information available on their website that can assist you in developing this.*

## Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

## Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Committee considers appropriate.

# EFFECT OF MEMBERSHIP

*This clause reconfirms the requirements of the Act and that the Constitution is a contract between the Club/Centre and its Members.*

Members acknowledge and agree that:

### This Constitution forms a contract between each of them and the Club/Centre and that they are bound by this Constitution and the Regulations and:

### the constitution of LANSW and LAA where registered with or in connection with Little Athletics; and

### the constitution of ANSW where registered with or in connection with Athletics;

### they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;

### by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club/Centre and:

### LANSW and LAA where registered with or in connection with Little Athletics; and

### ANSW where registered with or in connection with Athletics;

### the Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Little Athletics and Athletics in New South Wales; and

### they are entitled to all benefits, advantages, privileges and services of Club/Centre membership.

# DISCONTINUANCE OF MEMBERSHIP

## Notice of Resignation

### A Member who has paid all arrears of fees payable to the Club/Centre may resign or withdraw from membership of the Club/Centre by giving one week’s notice (unless otherwise agreed in writing by the Committee) in writing to the Club/Centre of such resignation or withdrawal.

### Once the Club/Centre receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

## Discontinuance for Breach

### Membership of the Club/Centre may be discontinued by the Committee upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club/Centre, failure to comply with the Regulations or any resolutions or determinations made or passed by the Committee or any duly authorised committee.

### Membership shall not be discontinued by the Committee under **clause 9.2(a)** without the Committee first giving the accused Member the opportunity to explain the breach or remedy the breach.

### Where a Member fails, in the Committee’s view, to adequately explain the breach, that Member’s membership shall be discontinued under **clause 9.2(a)** by the Club/Centre giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

## Member may be Reinstated

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

### may seek renewal or re-apply for membership in accordance with this Constitution; and

### may be re-admitted at the discretion of the Committee with such conditions as it deems appropriate.

## Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club/Centre and its property and shall not use any property of the Club/Centre including Intellectual Property. Any Club/Centre documents, records or other property in the possession, custody or control of that Member shall be returned to the Club/Centre immediately.

## Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance at the discretion of the Committee.

# DISCIPLINE

## Disciplinary proceedings

### Where the Committee is advised or considers that a Member has allegedly:

### breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Committee or any duly authorised committee;

### acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club/Centre, Little Athletics or Athletics; or

### brought the Club/Centre, any other Member, Little Athletics or Athletics into disrepute,

the Committee may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club/Centre set out in the Regulations.

## Judiciary Committee

### The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

# SUBSCRIPTIONS AND FEES

*The fees of the Club/Centre are the sole province of the Committee NOT the membership. Should the Members seek to interfere or assume responsibility for the setting of fees and/or budgets, they risk potential liability.*

The annual membership subscription (if any) and any fees or other levies payable by Members to the Club/Centre, and the time for and manner of payment, shall be as determined by the Committee.

# EXISTING COMMITTEE MEMBERS

### The Members of the Committee in office immediately prior to approval of this Constitution under the Act and subject to the provisions of this Constitution relating to earlier retirement or removal of Committee Members shall continue in those positions and act as a Committee Member until that position would have become vacant under the constitution operating immediately prior to approval of this Constitution. Upon the retirement of a Committee Member referred to in this clause, the positions of Committee Members shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

# POWERS OF THE COMMITTEE

*Taken from the Australian Sports Commission’s Principles of Good Governance document:*

*The Committee’s primary responsibility is one of trusteeship on behalf of its stakeholders, ensuring that the legal entity, the Club/Centre, remains viable and effective in the present and for the future. The Committee’s role includes determining the Club’s/Centre’s strategic direction, core values and ethical framework, as well as key objectives and performance measures. A key critical component of this role is the Committee’s ultimate authority and responsibility for financial operations and budgeting to ensure the achievement of strategic objectives.*

Subject to the Act and this Constitution, the business of the Club/Centre shall be managed and the powers of the Club/Centre shall be exercised by the Committee in accordance with the Objects.

# COMPOSITION OF THE COMMITTEE

*The Club/Centre needs to ensure it has a Committee size and composition that meets its needs. Flexibility exists for smaller numbers of Committee Members for very small Clubs/Centres, but each Club/Centre must have at least (five) 5 on the Committee fulfilling the Executive roles.*

*Clause 14.1(b) indicates a maximum of 15 committee members (excluding the Executive) but the Club/Centre should review this clause carefully and set their own maximum, in the knowledge that if they wish to exceed their maximum number in future they will need to have a 75% vote in favour of changing the constitution.*

## Composition of the Committee

### The Committee shall be elected under **clause 15** and shall comprise:

### five (5) Committee Members who must all be Members who will hold the roles of the Executive; and

### General Committee Members who must all be Members, the number and roles of which shall be determined annually by the Committee before the Annual General Meeting of the Club/Centre, and at any other time should the need arise provided that the number of General Committee Members at any time shall not exceed fifteen (15).

## Executive Committee Members

## There shall be five (5) Committee Members elected to the Committee to the Executive positions.

## The Executive positions are:

* + - 1. President;
      2. Vice President;
      3. Secretary;
      4. Treasurer; and
      5. Registrar

*There is the option for larger Clubs/Centres to increase this number to include positions that specifically look after the role or processes for either Little Athletics or Athletics. E.g. Registrar for Little Athletics and Registrar for Athletics. Where this occurs, all references to 5 members of the executive will have to be altered to reflect the correct number. Clause 16 will also have to be amended to include the roles for each position included.*

## No Committee Member shall be permitted to hold more than one Executive position concurrently.

## The Executive positions shall, provided there are sufficient nominations, be held by:

## at least two (2) Committee Members whose principal involvement with the Club/Centre is with Little Athletics; and

## at least two (2) Committee Members whose principal involvement with the Club/Centre is with Athletics.

## Portfolios of General Committee Members

*The trend in sporting organisations is not to entrench portfolios or titles in the Constitution. If it is determined to allocate portfolios or titles to Committee Members (other than the titles of the Executive positions), it is considered that the discretion simply be retained in the Committee so as to maintain flexibility and not require Constitutional change if a portfolio is no longer required. Structure, participation and operation of portfolios can be documented in the Club/Centre Regulations.*

In addition to the positions of the Executive, the Committee may allocate portfolios to General Committee Members and titles to General Committee Members and the role and duties of a General Committee Member who is responsible for a particular portfolio may be set out in the Regulations.

# ELECTion of COMMITTEE MEMBERS

## *The process for electing and appointing Committee Members is not entrenched in the Constitution. It is set out in the Regulations and can be by such process as the Club/Centre deems appropriate for its effective operation.*

## Nomination for Committee

## Nominations for Committee Member positions shall be called for not less than twenty-one (21) days prior to the Annual General Meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be determined by the Committee from time to time.

## If a nomination is for an Executive position, the nomination must specify to which Executive position the nomination relates.

## Nominees must be over 18 years of age.

## Nominees for Committee Member positions must declare any position they hold at LANSW, LAA, ANSW or Athletics Australia.

## Form of Nomination

Nominations must be:

### in writing;

### on the prescribed form (if any) provided for that purpose;

### signed by two Individual Members over the age of 18;

### certified by the nominee (who must be a Member) expressing his or her willingness to accept the position for which he or she is nominated; and

### delivered to the Club/Centre not less than seven (7) days before the date fixed for the Annual General Meeting.

## Election of Executive Positions

### *The election process is to be set out in the Regulations. It should be the process which the Club/Centre considers is best for it.*

### If only one nomination is received for a particular Executive position pursuant to **clause 15.1 and 15.2**, then that nominee shall be declared elected only if approved by the majority of Members entitled to vote and in attendance at the relevant General Meeting.

### If there is no nomination received for a particular Executive position pursuant to **clause 15.1 and 15.2**, or if a person is not approved by the majority of Members under **clause 15.30:**

### nominations can be called upon from the floor which will not be required to comply with the provisions of **clauses 15.1 and 15.2** but will require a Member who is entitled to vote to second that nomination;

### if there is only one nomination from the floor, then that nominee shall be declared elected only if approved by the majority of Members entitled to vote and in attendance at the relevant General Meeting;

### if there is more than one nomination for a particular Executive position, voting will be on a show of hands; and

### if there is no nomination from the floor, the position will be deemed a casual vacancy under clause 17.1.

### If there is more than one nomination for a particular Executive position pursuant to **clause 15.1 and 15.2**, voting to fill the vacancy will be by secret ballot. Voting papers shall be used for each such vacancy on the Committee.

### Voting shall be conducted in such a manner and by such a method as determined by the Committee from time to time which may be set out in the Regulations.

## Election of General Committee Members

### If the number of nominations received for General Committee Members pursuant to clause 15.1 and 15.2, is equal to or less than the number of General Committee Member positions determined under clause 14.1(b), then each such nominee shall be declared elected only if approved by the majority of Members entitled to vote and in attendance at the relevant General Meeting.

### If the number of nominations received for a General Committee Member positions pursuant to clause 15.1 and 15.2, is less than the number of General Committee Member positions determined under clause 14.1(b), or if a person is not approved by the majority of Members under clause 0, causing one or more General Committee Member positions not filled under clause 15.4(a):

### nominations can be called upon from the floor which will not be required to comply with the provisions of **clauses 15.1 and 15.2** but will require a Member who is entitled to vote to second that nomination;

### if the number of nominations from the floor is less than or equal to the number of General Committee Member positions remaining vacant, then those nominees shall be declared elected only if approved by the majority of Members entitled to vote and in attendance at the relevant General Meeting;

### if the number of nominations from the floor is more than the number of General Committee Member positions remaining vacant, voting will be on a show of hands; and.

### if there is insufficient nominations from the floor to fill each General Committee Member position, the position will be deemed a casual vacancy under **clause 17.1**.

### If there are more nominations received pursuant to **clauses 15.1 and 15.2** than the number of General Committee Member positions determined under clause 14.1(b), voting to fill the vacancies will be by secret ballot. Voting papers shall be used for each such vacancy on the Committee.

### Voting shall be conducted in such a manner and by such a method as determined by the Committee from time to time which may be set out in the Regulations.

### If no portfolios or Committee Member titles are allocated under **clause 14.3** (other than the positions on the Executive), this **clause 15.4** will apply in relation to nominations for any vacancy on the Committee, with any necessary or incidental amendment.

## Term of Appointment for Committee Members

*Under this template Committee Members’ terms are for two years, although this can be changed. It is recommended that the Club/Centre consider the introduction of a staggered rotation system for Committee Members, with half of the Committee Members’ positions becoming vacant each year as suggested in this clause. This approach aids Committee renewal and transition processes.*

*However it is acknowledged that for many Clubs/Centres it may be hard to encourage new committee members if they are required to commit for more than one year at a time, so this template provides that Executive positions are for two year terms on a rotational basis, and General Committee positions are for one year.*

***If your Club/Centre only wants one year term include only the first paragraph (a) below;***

***If your Centre wants the executive to have two year terms on a rotational basis, delete the first paragraph (a) and retain the following 4 paragraphs.***

### *FOR SINGLE YEAR TERM ONLY*

### General Committee Members elected under this **clause 15** shall be elected for a term of one (1) year. Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, General Committee Members shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the next Annual General Meeting.

### *FOR 2 YEAR EXECUTIVE TERMS DELETE THE ABOVE PARAGRAPH AND RETAIN THE NEXT 4*

### Committee Members elected under **clause 15** shall be elected for a term of two years. Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, Committee Members shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.

### Two (2) of the Executive Committee Members shall retire in each odd year and three (3) of the Executive Committee Members shall retire in each even year until, after two (2) years all Executive Committee Members have retired after which those Executive Committee Members (or their replacements) who first retired, shall retire and so on.

### The sequence of retirements under **clause 15.4(b)** to ensure rotational terms shall be determined by the Committee. If the Committee can not agree it will be determined by lot.

### General Committee Members elected under this **clause 15** shall be elected for a term of one (1) year. Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, General Committee Members shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the next Annual General Meeting.

## Maximum Number of Terms for Executive Committee positions

### Following the adoption of this Constitution, no person who has served as an Executive Committee Member for a period of six (6) consecutive years *in the same Executive position* shall be eligible for election as an Executive Committee Member *in that same Executive position* until the second Annual General Meeting following the date of conclusion of his or her last term as an Executive Committee Member *holding that same position*. For the avoidance of doubt and for the purposes of this clause, any terms served prior to this Constitution being adopted will not be taken into account when determining the number of years served by an Executive Committee Member.

*Under this template an Executive Committee Member can only serve a maximum of six, years in any given Executive position, but this can be changed to suit Club/Centre circumstances. This is good practice because it prevents Committee Members from getting “stale” in their positions, encourages appropriate mentoring and fresh ideas, and aids transition and renewal processes by encouraging new Members to join the Committee.*

*You may like to increase this number of consecutive terms. The clause can be amended to prevent a person being actually on the Committee at all after a set number of years, by deleting the references in italics in the above clauses to “same position or portfolio”.*

*If you do not wish to apply any restriction on the number of terms, you can delete this clause altogether.*

# EXECUTIVE PORTFOLIOS

## *This list of responsibilities is intended as a base and indicative of what is expected in these roles. Any further elaboration of these roles and any other Committee Member positions can be included in the Regulations.*

## President

The President shall preside as chair at all Committee meetings and General Meetings at which he or she is present. In the absence of the President the Vice President shall preside as chair at such meetings. If both the President and Vice President are unable or unwilling to preside at any such meeting the Committee shall appoint another Committee Member to preside as chair for that meeting only.

## Vice President

In addition to any other responsibilities, functions and duties assigned or attaching to the office of Vice President, the Vice President shall assist the President as required and act for the President in the absence of the President.

## Secretary

### The Secretary must, as soon as practicable after being appointed as Secretary, lodge notice with the Club/Centre of his or her address.

### It is the duty of the Secretary to keep minutes of:

### All appointments of Committee Members;

### The names of Committee Members present at a Committee meeting or a General Meeting of the Centre; and

### All proceedings at Committee meetings and General Meetings of the Club/Centre.

### In the absence of the Secretary, the chair of the meeting may appoint another member of the Committee to take minutes of proceedings.

### Minutes of proceedings at a meeting must be signed by the chair of the next succeeding meeting.

## Treasurer

### It is the duty of the Treasurer to ensure:

### That all money due to the Club/Centre is collected and received and that all payments authorised by the Club/Centre are made;

### That correct books and accounts are kept showing the financial affairs of the Club/Centre, including full details of all receipts and expenditure connected with the activities of the Club/Centre.

### **Registrar**

### It is the duty of the Registrar to maintain the register of members.

# VACANCIES On the Committee

## Casual Vacancies

Any casual vacancy occurring in a position on the Committee may be filled by:

### the remaining Committee Members from among appropriately qualified persons; or

### a Member appointed by the Committee to fill the vacancy.

Any casual vacancy may only be filled for the remainder of the Committee Member’s term under this Constitution and must not contravene **clause 15.6*.***

## Grounds for Termination of Committee Member

In addition to the circumstances in which the office of a Committee Member becomes vacant by virtue of the Act, the office of a Committee Member becomes vacant if the Committee Member:

### dies;

### becomes bankrupt or makes any arrangement or composition with his or her creditors generally;

### becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;

### resigns his or her office in writing to the Club/Centre;

### is absent without the consent of the Committee from three successive meetings of the Committee;

### holds any office of employment with the Club/Centre without the approval of the Committee;

### is directly or indirectly interested in any contract or proposed contract with the Club/Centre and fails to declare the nature of that interest;

### in the opinion of the Committee (but subject always to this Constitution):

#### has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club/Centre

1. has brought the Club/Centre into disrepute

### is removed by Special Resolution; or

### would otherwise be prohibited from being a Committee Member of a corporation under the *Corporations Act 2001 (Cth.)*.

## Committee May Act

In the event of a casual vacancy or vacancies in the office of a Committee Member or Committee Members, the remaining Committee Members may act but, if the number of remaining Committee Members is not sufficient to constitute a quorum at a meeting of the Committee, they may act only for the purpose of increasing the number of Committee Members to a number sufficient to constitute a quorum.

# MEETINGS OF THE COMMITTEE

## Committee to Meet

### The Committee shall meet as often as is required in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit.

### The Secretary will convene a Committee meeting when a minimum of four (4) Committee Members submit a requisition in writing.

### The requisition for a Committee meeting shall state the object(s) of the meeting, be signed by the Committee Members making the requisition and be sent to the Secretary. The requisition may consist of several documents in a like form, each signed by one or more of the Committee Members making the requisition.

### If the Secretary does not cause a Committee meeting to be held within one month after the date in which the requisition is sent to the Secretary, the Committee Members making the requisition, or any of them, may convene a Committee meeting to be held no later than three months after that date.

## Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Committee shall be decided by a majority of votes and a determination of a majority of Committee Members shall for all purposes be deemed a determination of the Committee. All Committee Members shall have one vote on any question and no Committee Member will have a casting vote. Where voting is equal, the motion will be lost.

*This template does not gives the chairperson a discretionary casting vote. This is optional.*

*The Australian Sport Commission’s* ***‘Governance Principles: A good practice guide’*** *recommends that ‘votes taken at Committee or General Meetings should be passed by a majority of Committee Member/Members and not be subject to a casting vote. The principle is based on the premise that if a majority cannot agree on an issue then the issue should be forfeited’.*

## Resolutions Not in Meeting

*This clause provides for electronic meetings of the Committee.*

### A resolution in writing that has been signed or assented to by circular resolution, facsimile, email or other form of visible or other electronic communication by the Committee Members for the time being shall be as valid and effectual as if it had been passed at a meeting of Committee Members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee Members. A circular resolution under this clause will be effective if:

#### at least half of the Committee Members respond to the proposed resolution; and

#### at least half of those responding assent to the proposed resolution.

### Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee may be held where one or more of the Committee Members is not physically present at the meeting, provided that:

#### All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication;

#### Notice of the meeting is given to all the Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee or this Constitution. The notice will specify that Committee Members are not required to be present in person;

#### If a failure in communications prevents **clause 18.3(b)i)** from being satisfied by the number of Committee Members which constitutes a quorum, and none of such Committee Members are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 18.3(b)i)** is satisfied again. If such condition is not satisfied within fifteen minutes from the failure, the meeting shall be deemed to have been terminated or adjourned; and

#### Any meeting held where one or more of the Committee Members is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a Committee Member is there present. If no Committee Member is there present, the meeting shall be deemed to be held at the place where the chair of the meeting is located.

## Quorum

### *The quorum for a Committee meeting can be varied. It should, at least, be more than ½ of the Committee Members in office. For example, if there are 6 Committee Members the quorum should be 4. If there are 7 Committee Members the quorum should also be 4. If there are 10 Committee Members the quorum should be 6 and so on.*

### The presence of at least half of the Committee Members is required to constitute a quorum at meetings of the Committee.

### No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

### If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be abandoned.

## Notice of Committee Meetings

Unless all Committee Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than ten (10) days written notice of the meeting of the Committee shall be given to each Committee Member. The agenda shall be forwarded to each Committee Member not less than three (3) days prior to such meeting.

## Public Officer

The Committee must appoint a person as Public Officer from time to time who must ensure compliance with the requirements of the regulatory body overseeing regulation of incorporated associations under the Act.

## Conflict of Interest

A Committee Member shall declare his or her interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. Unless otherwise determined by the Committee, the Committee Member shall be absent from discussions of such matters and shall not be entitled to vote in respect of such matters. If the Committee Member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Committee Member to be absent from discussions and refrain from voting, the issue should be immediately determined by vote of the Committee. If this is not possible, the matter shall be adjourned or deferred.

## Disclosure of Interests

### The nature of the interest of a Committee Member must be declared at the meeting of the Committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Committee at the next meeting of the Committee after the acquisition of the interest by the Committee Member. If a Committee Member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Committee held after the Committee Member becomes so interested.

### All disclosed interests must also be disclosed to each Annual General Meeting in accordance with the Act.

## General Disclosure

A general notice stating that a Committee Member is a member of any specified firm or company and that the Committee Member is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **clause 18.8**. After the distribution of the general notice, it is not necessary for the Committee Member to give a special notice regarding any particular transaction with that firm or company.

## Recording Disclosures

Any declaration made, any disclosure or any general notice given by a Committee Member in accordance with **clauses 18.7, 18.8**, or **18.9** must be recorded in the minutes of the relevant meeting.

# DELEGATIONS

*The delegations clause recognises that the Committee has to delegate functions and tasks to special committees or individuals. In sport, these are common. For example, rules and technical committees, selection committees and judicial committees. This clause sets out how such delegations should be made and how they operate.*

*This clause also allows that roles can be delegated to people who are not on the Committee except those roles defined by clause 19.2, with such people being accountable to the Committee.*

*This clause sets out how such delegations should be made and how they operate; clause 19.1 refers to an ‘instrument in writing’ that outlines delegations. The standard practice is that the instrument is a list/register of delegations, which is subject to a formal resolution of the Committee. In addition to the register of delegations, the resolution to approve the delegations is to be clearly recorded in the Committee minutes.*

*Delegations can and should in some cases include the authority to spend the Club’s/Centre’s funds in accordance with the agreed budget.*

## Committee May Delegate Functions

The Committee may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Committee must take into account broad stakeholder involvement.

## Delegation by Instrument

In the establishing instrument, the Committee may delegate such functions as are specified in the instrument, other than:

### this power of delegation; and

### a function imposed on the Committee by the Act, any other law, this Constitution, or by resolution of the Members in a General Meeting.

## Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation. Persons exercising a delegated function, but not being Committee Members elected under **clause 15.3** do not have a right to vote at Committee Meetings.

## Procedure of Delegated Entity

The procedures for any committee or person exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Committee under **clause 18**. The committee or person exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Committee with details of all material decisions. The committee or person shall also provide any other reports, minutes and information required by the Committee.

## Delegation May Be Conditional

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

## Revocation of Delegation

At any time the Committee may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a committee or person under this clause.

# SEAL

### The Club/Centre may have a Seal upon which its corporate name shall appear in legible characters.

### The Seal shall not be used without the express authorisation of the Committee. Every use of the Seal shall be recorded in the Club’s/Centre’s minute book. Two Committee Members must witness every use of the Seal, unless the Committee determines otherwise.

*In addition to recording the use of the Seal in the Committee minutes, the Club/Centre may like to consider establishing a Register for the use of the Seal. Modern practice is to minimise the use of seals. If your Club/Centre does not have a seal this clause can be deleted.*

*NOTE: If you delete this entire clause and re-number all following clauses, you will need to check all cross references throughout the document to ensure that they relate to the correct renumbered clause.*

# ANNUAL GENERAL MEETING

### The Club’s/Centre’s Annual General Meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Committee, provided that the Annual General Meeting is held within the time frame specified from time to time by LANSW and ANSW. In the event of a conflict, the Club/Centre must hold the Annual General Meeting in accordance with the Act and within the earliest time frame specified by LANSW and ANSW.

### All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

# SPECIAL GENERAL MEETINGS

## Special General Meetings May be Held

The Committee may, whenever it thinks fit, convene a Special General Meeting. When, but for this clause, more than fifteen months would elapse between Annual General Meetings, the Committee shall convene a Special General Meeting before the expiration of that period.

## Requisition of Special General Meetings

### The Secretary will convene a Special General Meeting when a minimum of fifteen (15) Members entitled to vote submit a requisition in writing*.*

### *The number of Members who can requisition a special general meeting can be varied. In a small Club/Centre this number may be less.*

### The requisition for a Special General Meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club/Centre. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

### If the Committee does not cause a Special General Meeting to be held within one month after the date in which the requisition is sent to the Club/Centre, the Members making the requisition, or any of them, may convene a Special General Meeting to be held no later than three months after that date.

### A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Committee.

# NOTICE OF GENERAL MEETING

### Notice of every General Meeting shall be given to every Member entitled to receive notice. The auditor (if any) shall also be entitled to receive notice of every General Meeting. This will be sent to the auditor’s last known address, (if applicable). No other person shall be entitled, as of right, to receive notices of General Meetings.

### A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.

### At least twenty-one (21) days’ notice of a General Meeting shall be given to those Members entitled to receive notice, together with:

#### the agenda for the meeting; and

#### any notice of motion received from Members entitled to vote.

### Notice of every General Meeting shall be given in the manner authorised in **clause 37**.

### *Proxy voting has not been provided for in this template. It is optional and does not need to be provided for under the Act. See also clause 27.3.*

### *Should you choose to allow proxy voting we recommend that you adopt the following clause as 23(c)iii): “forms of authority in blank for proxy votes” and the word “and” should be moved to after the word “vote” in clause 23(c)ii) See also 27.3.*

# BUSINESS

### The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Committee and auditors (if any), the election of Committee Members under this Constitution and the appointment of the auditors (if any).

### All business that is transacted at a General Meeting and at an Annual General Meeting, with the exception of those matters set down in **clause 24(a)**, shall be special business.

### No business other than that stated on the notice for a General Meeting shall be transacted at that meeting.

# NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a General Meeting. Notices of motion shall be called for not less than forty-two (42) days prior to the General Meeting and shall be returned not less than 28 days prior to the General Meeting.

*Timelines: This Constitution contains several timelines around General Meetings, these are linked so changing one can affect others:*

*The call for nominations for Committee Members is at least 42 days (see clause 15.1). This allows people at least 35 days to nominate.*

*The close of nominations for Committee Members is 7 days (see clause 15.2(e)).*

*Notices of Motion must be submitted at least 28 days prior to the General Meeting. This allows 7 days to prepare the agenda and notices of the meeting.*

*The notice of the meeting is to be sent out 21 days in advance (see clause 23(c)), allowing Members 3 weeks to consider the motions.*

*In a Club/Centre run by volunteers, sufficient time needs to be allowed for each step to be completed. For example, some Clubs/Centres may require Committee Members to undertake criminal history checks. If your Club/Centre requires more time to complete each step, the timeframes set out in this Constitution should be increased.*

# PROCEEDINGS AT GENERAL MEETINGS

## Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club/Centre shall be at least half of the Executive plus five (5) other Members entitled to vote.

*Again, the quorum for a general meeting will vary. The number of present and voting Members required must be realistic so that a meeting can proceed. This is especially so where the AGM is not held in conjunction with a Little Athletics presentation day, and even if your Club/Centre does currently hold them together, they may not in future and the Constitution needs to be able to provide for that changed format without requiring alteration.*

## President to Preside

The President shall, subject to this Constitution, preside as chair at every General Meeting except:

### in relation to any election for which the President is a nominee; or

### where a conflict of interest exists.

If the President is not present, or is unwilling or unable to preside, the Committee Members present shall appoint another Committee Member to preside for that meeting only.

## Adjournment of Meeting

### If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall:

### if convened on the requisition of Members be abandoned; or

### in any other case, be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chair. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.

### The chair may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

### When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

### Except as provided in **clause 26.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

### If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present (being not less than five (5) Members entitled to vote, but including not less than three (3) of the Executive) shall constitute a quorum for that meeting.

## Voting Procedure

Unless otherwise required by this Constitution, at any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

### the chair; or

### a simple majority of the Members entitled to vote.

## Recording of Determinations

Unless a poll is demanded under **clause 26.4**, the chair’s declaration shall be conclusive evidence of the result of a resolution decided by a show of hands, unless otherwise required by this Constitution. The declaration does not need to record the number of votes in favour of or against the resolution. The result of the resolution must be recorded in the Club’s/Centre’s minutes.

## Where Poll Demanded

If a poll is duly demanded under **clause 26.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chair directs. The result of the poll shall be the resolution of the meeting.

# VOTING AT GENERAL MEETINGS

## *Voting at General Meetings will depend on which Members have voting rights. It may vary where Members have different rights or, for example, where a Member is not financial.*

## Members Entitled to Vote

Each Individual Member over the age of 18 shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

## Exercise of Casting Vote

### Subject to **clause 27.2(b),** where voting at General Meetings is equal, neither the chair nor any other Member may exercise a casting vote. Where voting is equal the motion will be lost.

### Despite **clause 27.2(a),** where voting for the election of Committee Members at General Meetings is equal, the chair may exercise a casting vote but only if the chair is not a nominee for the equal vote.

*This template does not generally give the chairperson a discretionary casting vote. This is optional.*

*The Australian Sport Commission’s ‘****Governance Principles: A good practice guide’*** *recommends that “votes taken at Committee or General Meetings should be passed by a majority of Committee Member/Members and not be subject to a casting vote. The principle is based on the premise that if a majority cannot agree on an issue then the issued should be forfeited”.*

## Proxy Voting

Proxy voting shall not be permitted at General Meetings.

*Proxy voting has not been provided for in this template. It is optional and does not need to be provided for under the Act. See also section 23(c).*

*Should you choose to allow proxy voting we recommend that you adopt the following clause as 27.3. “A Member shall be entitled to appoint in writing a natural person who is also a Member of the Club/Centre to be their proxy, and attend and vote at any General Meeting of the Club/Centre.’”*

## Postal Voting

No motion shall be determined by a postal ballot unless determined by the Committee. If the Committee so determines, the postal ballot shall be conducted under the procedures set by the Committee from time to time and in accordance with the Act.

*Postal voting is subject to extremely complex provisions in the regulations to the Act and they must be complied with absolutely for a valid postal vote. It is time consuming and possibly expensive and not recommended.*

# GRIEVANCE PROCEDURE

### The grievance procedure set out in this clause applies to disputes under this Constitution between a Member and:

#### another Member; or

#### the Club/Centre.

### The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.

### If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by the most relevant (as determined by the Committee) of:

### LANSW in accordance with the procedures determined by LANSW from time to time; or

### ANSW in accordance with the procedures determined by ANSW from time to time.

### The Committee may prescribe additional grievance procedures in the Regulations consistent with this **clause 28(d)**.

### *This template assumes LANSW and ANSW will establish an independent tribunal which can be used by Clubs/Centres and members to resolve a dispute.*

### *These procedures can be varied.*

# RECORDS AND ACCOUNTS

## Records

The Club/Centre shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club/Centre and the Committee). It shall produce these as appropriate at each Committee and General Meeting.

## Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Treasurer.

## Committee to Submit Accounts

The Committee shall submit the Club’s/Centre’s statements of account to the Members at the Annual General Meeting in accordance with this Constitution and the Act.

## Accounts Conclusive

The statements of account, when approved or adopted by an Annual General Meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

## Accounts to be Made Available to Members

The Secretary shall cause to be made available to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the statements of account, the Committee’s report, the auditor’s report (if any) and every other document required under the Act (if any*).*

## Negotiable Instruments

All cheques and other negotiable instruments, and all receipts for money paid to the Club/Centre, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised Committee Members who are not related to each other, or in such other manner as the Committee determines.

## Financial Year

The financial year of the Club/Centre is:

### The period of time commencing on the date of incorporation of the Club/Centre and ending on the following 31 March, and

### Each period of 12 months after the expiration of the previous financial year of the Club/Centre, commencing on 1 April and ending on the following 31 March.

# AUDIT OF ACCOUNTS

*Under the Act, certain incorporated associations are required to undertake an audit. The Act divides large ("Tier 1") and small ("Tier 2") associations and requires Tier 1 organisations to conduct an audit.*

*Tier 1 associations as at 2013 are those with gross annual receipts of $250,000 or current assets of $500,000, although these figures may vary over time.*

*Whilst there is no obligation for Tier 2 associations to undertake an audit, it is good corporate governance and sound risk and financial management and thus it has been included in this template.*

### If the Club/Centre is required under the Act to undertake an audit:

### A properly qualified auditor or auditors shall be appointed by the Club/Centre in a General Meeting. The auditor’s duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and any applicable code of conduct. The auditor may be removed by the Club/Centre in a General Meeting; and

### The accounts of the Club/Centre shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each financial year.

### If the Club/Centre is not required under the Act to undertake an audit the Club/Centre shall ensure that the accounts and financial reports presented at the Annual General Meeting are independently reviewed by a person of expertise who is neither on the Committee, nor related to a person on the Committee.

# INCOME

## Income and property of the Club/Centre shall be derived from such sources as the Committee reasonably determines from time to time but subject to obligations and directives (if any) from LANSW, LAA, ANSW and Athletics Australia and consistent with the Club’s/Centre’s Objects.

## The income and property of the Club/Centre shall be applied solely towards the promotion of the Objects.

## Except as prescribed in this Constitution or the Act:

### no portion of the income or property of the Club/Centre shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member; and

### no remuneration or other benefit in money or money's worth shall be paid or given by the Club/Centre to any Member who holds any office at the Club/Centre.

## Nothing in clause 31.2 or 31.3 shall prevent payment in good faith of or to any Member for:

### any services actually rendered to the Club/Centre whether as an employee, contractor, Committee Member or otherwise;

### goods supplied to the Club/Centre in the ordinary and usual course of operation;

### interest on money borrowed from any Member;

### rent for premises demised or let by any Member to the Club/Centre;

### any out-of-pocket expenses incurred by a Member on behalf of the Club/Centre; or

### providing grants, scholarships or donations to Members where such grants, scholarships or donations reasonably further the Objects of the Club/Centre.

Nothing in **clauses 31.2 or 31.3** preclude such paymentsprovided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm’s length in a similar transaction.

# WINDING UP

### Subject to this Constitution the Club/Centre may be wound up in accordance with the Act.

### The liability of the Members of the Club/Centre is limited.

### Every Member undertakes to contribute to the assets of the Club/Centre in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Club/Centre contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Club/Centre, such an amount not exceeding one dollar ($1.00).

# DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club/Centre there remains, after satisfaction of all its debts and liabilities, any assets or property, the same shall not be paid to or distributed among the Members, but shall be given or transferred to another organisation(s) that has Objects similar to those of the Club/Centre and which prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as that imposed on the Club/Centre by this Constitution. Such organisation(s) is to be determined by the Members in a General Meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

# ALTERATION OF CONSTITUTION

### This Constitution shall not be altered except by Special Resolution.

# REGULATIONS

## *The Regulations are the key ‘delegated legislation’ of the Club/Centre (sometimes referred to as by-laws). These are key rule and policy documents, which can address a whole range of issues for a Club/Centre. These include disciplinary regulations, election procedures, policies including Member protection and anti-doping (subject to LANSW and LAA requirements), financial management and particular sporting matters.*

## Committee to Formulate Regulations

The Committee may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Club/Centre, the advancement of the objects of the Club/Centre as it thinks necessary or desirable. Such Regulations must be consistent with the Constitution and those of LANSW and ANSW as far as possible, and any policy directives of the Committee.

## Regulations Binding

All Regulations are binding on the Club/Centre and all Members.

## Regulations Deemed Applicable

All clauses, rules, by-laws and regulations of the Club/Centre in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been not replaced by, this Constitution shall be deemed to be Regulations and shall continue to apply.

## Bulletins Binding on Members

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Committee and prepared and issued by the Club/Centre. The Club/Centre shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

# STATUS AND COMPLIANCE OF CLUB/CENTRE

## *This section entrenches and strengthens the relationship between the Club/Centre and LANSW and LAA, as well as ANSW and AA.*

## Recognition of Centre

(a) The Club/Centre is a Member of the zone, regional and state body for Little Athletics and is recognised by those bodies as the entity responsible for the delivery of Little Athletics in the local community and is subject to compliance with this Constitution and the LANSW constitution. The Club/Centre shall continue to be so recognised and shall administer Little Athletics in the local community in accordance with the Objects.

(b) The Club/Centre is a Member of Athletics NSW and is recognised by the organisation as the entity responsible for the delivery of Athletics in the local community and is subject to compliance with this Constitution and the ANSW constitution. The Club/Centre shall continue to be so recognised and shall administer Athletics in the local community in accordance with the Objects. The Club/Centre must appoint Member Club Representatives to ANSW in accordance with the provisions of ANSW’s constitution and may not resign, disaffiliate or otherwise seek to withdraw from ANSW without approval by Special Resolution.

## Constitution of the Club/Centre

This Constitution will clearly reflect the Objects of LANSW and ANSW and will conform to the Constitution of LANSW and ANSW, subject always to the Act.

## Zone/Region and LANSW

The Club/Centre must participate in good faith in the relevant zone and region groupings set up under LANSW and may not resign, disaffiliate or otherwise seek to withdraw from its zone, region, or LANSW without approval by Special Resolution and acceptance of the same by LANSW.

# NOTICE

### Notices may be given by the Club/Centre to any person entitled under this Constitution to receive any notice. The notice can be:

### by delivery to the person personally;

### sent by pre-paid post or facsimile transmission or, where available, by electronic mail to the Member’s registered address or facsimile number or electronic mail address.

### Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) days after posting.

### Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.

### Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

### Where an electronic mail address has:

### not been provided by a Member entitled to receive notice of General Meetings; or

### an electronic mail address has been provided by a Member entitled to receive notice of General Meetings but that Member has elected not to receive notices or information by email communication

### a notice of any General Meeting will be effectively given if publication of the notice has been made on the Club’s/Centre’s website (if any) or by other means as reasonably determined by the Committee from time to time.

# INDEMNITY

### Every Committee Member and employee of the Club/Centre will be indemnified out of the property and assets of the Club/Centre against any liability incurred by them in their capacity as Committee Member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.

### The Club/Centre shall indemnify its Committee Members and employees against all damages and losses (including legal costs) for which any such Committee Member or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:

* + - 1. in the case of a Committee Member, performed or made while acting on behalf of and with the authority, express or implied, of the Club/Centre; or
      2. in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club/Centre.