

**KNOX
LITTLE ATHLETICS
CENTRE**



**CONSTITUTION
5/7/1996**

1. NAME OF THE CENTRE

The Centre shall be known as the KNOX Centre of the Association (hereinafter called the Centre).

2. OBJECTS OF THE CENTRE

The objects of the Centre shall be:-

- 2.1 To abide by the Association Constitution, the Statement of Purpose and Regulations and any subsequent amendments.
- 2.2 To register all competitive members in accordance with the Association Registration Regulations.
- 2.3 To provide athletic competition for competitive members who are registered through the Centre.
- 2.4 To affiliate all competing Clubs with the Centre according to the Association Constitution.
- 2.5 To ensure that all prizes, trophies or inducements to competitive members do not contravene the Association Constitution.
- 2.6 To establish the basis for the information of a senior athletic club and to co-operate with such a club to ensure continuity of the athletic competition for children reaching the age of fifteen years.
- 2.7 To promote the ideal of children competing for personal satisfaction through improved performances.
- 2.8 To organize and conduct Centre Championships.
- 2.9 To promote Little Athletics in the Community.

3. POWERS

The powers of the Centre shall be:-

- 3.1 To organize and control the conduct of Little Athletic competition, Clubs and members within the general area of the Centre.
- 3.2 To select teams of competitive members to represent the Centre in Victorian Championships and any competition against other Centres.
- 3.3 To appoint delegates according to the Constitution of the Association.

- 3.4 To act alone or together with other Centres and Clubs in the interests of the Clubs and members of the Association affiliated with the Centre.
- 3.5 To suspend, disqualify, fine or otherwise deal with, any Club or other member of the Association associated with or affiliated to the Centre which or has committed any breach of the constitution which in the opinion of the Centre, is unbecoming or contrary to the interest of Little Athletics.
- 3.6 To impose and collect levies, subscriptions, fees and other charges from Clubs and members thereof and/or subject to the written approval of the Board of Management to borrow or raise money with or without security for carrying out this Constitution or for matters connected therewith.
- 3.7 To apply the income and property of the Association in the care and/or custody of the Centres' to the promotion of the aims of the Centre.

4. MANAGEMENT

The Management of the Centre shall be vested in an elected Executive Council of not less than sixteen adults.

5. EXECUTIVE COUNCIL

- 5.1 The Executive Council shall consist of the executive positions of:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Treasurerand a general committee of not less than twelve adult members.
- 5.2 Each Club affiliated with the Centre shall nominate at least one adult member for election to the General Committee of the Executive Council.
- 5.3 The Executive Council shall allocate portfolios to members elected to the General Committee at their first meeting.
- 5.4 No person shall hold more than one executive position on the Executive Council. Executive position means President, Vice President, Secretary or Treasurer.

6. ELECTION OF EXECUTIVE COUNCIL

- 6.1 The Executive Council shall be elected at a Centre (Annual General) Meeting.
- 6.2 The Executive Council shall from time to time as the need arises elect a Returning Officer to receive nominations for Executive Council and to conduct elections. The Returning Officer shall not be a member of the outgoing Executive Council or a nominee for election to the incoming Executive Council.

7. POWERS OF THE EXECUTIVE COUNCIL

The Executive Council, having regard to this Constitution and to the Constitution and Regulations of the Association shall:-

- 7.1 Plan and implement the athletic and related activities of the Centre in the best interest of Little Athletics.
- 7.2 Act on behalf of the Centre in all matters pertaining to the conduct of it.
- 7.3 Appoint sub-committees as required.
- 7.4 Register boys and girls and affiliate Clubs in accordance with the Constitution of the Association.
- 7.5 To administer the financial affairs of the Centre through the Treasurer.
- 7.6 Meet on at least ten occasions between each Annual Meeting.
- 7.7 Take action on behalf of the Centre after a majority of the Executive members have voted in favour of the motion.

8. EXECUTIVE COUNCIL MEETINGS

The Executive Council may meet on the LAST MONDAY of each month and on any additional occasions requested by the Secretary. For an Executive Council meeting to be a valid meeting, it shall be attended by at least one more than half of the Executive Council members.

9. CENTRE MEETINGS

- 9.1 Centre Meetings shall be called on at least three occasions each year (including the Annual meeting), and on any additional occasions as required by the Executive Council or by one-third of the Clubs.
- 9.2 To be a valid meeting at least two-thirds of Clubs shall be represented by at least one delegate.
- 9.3 Attendance at the Centre meetings shall be open to any person associated with the Centre.

10. REVIEW OF MANAGEMENT

The Executive Council shall present for review and endorsement or otherwise, reports on actions implemented and/or planned on behalf of the Centre to Centre Meetings.

11. POWERS OF CLUB DELEGATES

- 11.1 Debate all issues presented by the Executive Council.
- 11.2 Remove by means of a motion and a simple majority vote, proposed actions in the Executive Council reports which are considered by the Club to be not in the best interests of Little Athletics or unconstitutional.
- 11.3 Censure by means of a motion and a simple majority vote, any action or actions the Executive Council has carried out which are considered by the Club to be not in the best interests of Little Athletics or unconstitutional.
- 11.4 Ask any questions of the Executive Council or its members during a meeting.
- 11.5 Record or vote per Club on all matters put before the Chair.
- 11.6 Delegates shall not have the power to introduce by means of a motion, business other than that proposed by the Council.
- 11.7 Delegates shall not have the power to introduce by means of a motion, an alternative proposal to that proposed by the Council.
- 11.8 Delegates shall not have the power to move a motion to amend any notice of motion submitted by a Club or the Executive Council.

12. NOTICE OF MOTION

Any Club affiliated with the Centre may, at least 14 days before each Centre meeting, forward a Notice of Motion signed by the President and Secretary of the Club and have such motion included in a further notice paper convening the meeting, whereupon it shall be debated and carried or otherwise by a simple majority of those entitled to vote at the meeting, except as provided for in Section 17 of this Constitution.

13. NOTICE OF MEETINGS

The Secretary of the Centre shall give Affiliated Clubs and Executive Council members at least 21 days written notice of each Centre Meeting.

14. MINUTES OF MEETINGS

- 14.1 Copies of the minutes of the Executive Council meetings shall be distributed to members of the Council and each affiliated Club.
- 14.2 Copies of the minutes of Centre meetings shall be distributed to members of the Executive Council, affiliated Clubs and the Board of Management of the Association.

15. ANNUAL MEETING

The Annual meeting of the Centre shall be organized by the Executive Council at a time best suited to the Centre's method of operation, in the manner best suited to entertain Centre members, friends and advertise the Centre.

16. ANNUAL REPORT

16.1 The Executive Council shall present the Annual Report and Statement of Income and Expenditure of the Centre to the Annual Meeting.

16.2 Copies of the Annual Report shall be forwarded to each affiliated Club and the Board of Management of the Association.

17. AMMENDMENTS TO CONSTITUTION

17.1 Affiliated Club Committees and the Executive Council shall be empowered to forward motions to change this Centre Constitution and such Club motions shall be signed by the President and Secretary of the Club and shall be received by the Secretary of the Centre at least fourteen days before the Centre Meeting.

17.2 Motions to change this Centre Constitution shall be circulated to Clubs at least ten days prior to each Centre meeting and appear on the notice paper convening the meeting.

17.3 Club delegates only shall vote on Centre Constitution changes and for the adoption of such Constitution changes a two-thirds majority of all affiliated Clubs shall be obtained.

17.4 Board of Management approval shall be sought and obtained before such Constitution changes that are acceptable to the Centre becoming operable.

18. EXPENSES

Out of pocket expenses may be paid to persons incurring such expenses while acting on behalf of the Centre in an official capacity whether a member of the Executive Council or not, and the amount and recipients of such expenses shall be decided from time to time by the Executive Council and approved by an Executive Council Meeting.

19. CLUBS AFFILIATED WITH THE CENTRE

Clubs affiliated with the Centre shall be required to:-

19.1 Maintain an active membership of at least 20.

19.2 Elect a committee not less than five adults annually to handle the affairs of the Club.

19.3 Appoint two delegates from time to time and advise the Centre Secretary , in writing, of the names of such delegates prior to each Centre Meeting.

19.4 Pay an annual affiliation fee to the Centre as determined by the Association.

19.5 Fill in the affiliation form provided each year by the Association.

20. ASSETS

The assets of the Association in the care and/or custody of the Centre whether derived per medium of income or property shall not be given or transferred in any way to any member of the Centre excepting that payment in good faith be made for goods supplied in the ordinary way of business, or for reasonable out of pocket expenses incurred by an authorised person acting under directions from the Executive Council.

21. INSURANCE

The Executive Council shall arrange a suitable insurance cover for all equipment which is the property of the Centre.

22. FINANCE

The Executive Council shall appoint each year an auditor who shall be appointed to audit all accounts of the Centre, including special and trust accounts, and report on such to the Annual Meeting with such auditor to be a recognized accountant or person qualified in business practice and not a member of the Executive Council.

23. DUTIES OF THE TREASURER

The Treasurer shall:-

23.1 Keep proper books of account of all transactions (including receipts and payments) made by the Centre.

23.2 On request from the Board of Management provide details of all transactions within 7 days of such request.

24. DISSOLUTION

No Centre shall be able to be dissolved unless the following sub-clauses have been adhered to:-

24.1 The Secretary or Acting Secretary of the Centre to be dissolved must advise the Board of Management and the Centre's Meeting recommending dissolution.

24.2 The Board of Management after consultation with the Centre's Region shall endeavour to hold a re-formation meeting before allowing the dissolvment of the Centre.

24.3 Any and all assets remaining after full settlement of all just debts and liabilities incurred by or in respect of the Centre, the Association may dispose of such assets by transfer of the care and/or custody of such assets to a new Centre formed in the same locality or by transfer to a local organisation under advice from a locally nominated body.

25. CENTRE UNIFORM

The Centre uniform approved by the Association to be worn by competitive members representing the Centre shall be black top with gold 1/2 diagonal with “23” in gold on back and an optional body suit incorporating the same design, with a black lower section. Black shorts, bloomers or bike shorts.

26. POWERS AND REPONSIBILITES OF EXECUTIVE COUNCIL MEMBERS

Each Executive Council member shall have the responsibility to plan the details of a section of the Centre administration and shall:-

- 26.1 Present such plans to each monthly meeting of the Executive Council for its consideration and approval or otherwise.
- 26.2 Form sub-committees from affiliated members of the Centre when deemed necessary, to assist in the preparation or implementation of the plans.

27. ADMINISTRATIVE DUTIES OF COUNCIL MEMBERS

Each member of the Executive Council shall be responsible for specific administrative duties as assigned to the position by the Centre.

28. DEFINITIONS

28.1 Except where the contrary is otherwise expressed:-

“the Association” means The Victorian Little Athletics Association Incorporated.

“Board of Management” means the Board of Management of the Association.

“the Association Constitution” means the Constitution of The Victorian Little Athletics Association Incorporated.

28.2 Except where the contrary is otherwise expressed references to any word or phrase in this Constitution shall have the same meaning as is ascribed to it in the Association Constitution.

28.3 In the Constitution references to Clubs, Centres, Divisions and Regions shall have the same meaning as is ascribed in Sections 4(b) (III), (IV), (V) and (VI) of the Association Constitution respectively.

28.4 “Positions” as in 5.2 refers to the positions of President, Vice President, Secretary and Treasurer.
