



# Regions

of

# Little Athletics Association of Victoria Incorporated

## Regulation 18

Registration Number: A0003260D

UPDATED August 2010

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**REGIONS**  
of  
**LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC**  
Registration Number: A0003260D

**SECTION 1 - REGIONS**

**1.1 PURPOSE**

- (a) This Regulation defines the purpose, structure, role, powers and responsibilities of Regions of the Association.

**1.2 STRUCTURE OF THE ASSOCIATION**

- (a) For the purposes of administering Competitive Members of the Association and athletic or skill related activities for those Members, the Association is formed into the following structure:
- (i) Regions as listed below:
    - Eastern Metropolitan
    - Gippsland
    - Northern Country
    - Northern Metropolitan
    - Southern Metropolitan
    - Western Country
    - Western Metropolitan
  - (ii) Affiliated Centres (See Regulation 11)
  - (iii) Affiliated Clubs within Affiliated Centres (See Regulation 11)

**1.3 ROLE OF THE REGION**

- (a) The role of a Region is to:
- (i) organise athletic competition event;
  - (ii) conduct qualifying rounds of State Championships;
  - (iii) organise education and training days within the Region;
  - (iv) promote Little Athletics within the Community;
  - (v) organise social events for members of the Association within their Region;
  - (vi) administer the Region and Affiliated Centres assigned to the Region as delegated by the Board of Management;
  - (vii) be bound by the Constitution, Rules, Regulations, By-laws and directives of the BOM; and
  - (viii) be required to possess a definite name and uniform approved by the BOM.

**1.4 CREATION OF A REGION**

- (a) The Board of Management will issue and maintain a Delegation of Authority Document for each Region established under the Constitution. This document will detail:
- (i) Affiliated Centres which belong to the Region;
  - (ii) positions on the Executive;
  - (iii) detail of the Financial Year and month in which the Annual General Meeting is to be held;
  - (iv) frequency of meetings; and
  - (v) details of fees to be collected from Affiliated Centres and members;

- (b) The Board of Management, at the request of the Region may alter The Delegation of Authority document.

### **1.5 REGION RESPONSIBILITIES**

- (a) A Region consists of Affiliated Centres as allocated by the BOM, and must:
- (i) be bound by the Constitution, Rules, Regulations, By-Laws and directives of the BOM; failure by the Region to comply may render it liable to be disbanded;
  - (ii) have an Executive responsible for the organisation and conduct of the Region and that Executive must submit to the Association, and Affiliated Centres the names and addresses of this body, after each AGM;
  - (iii) possess a definite name and uniform approved by the BOM; and
  - (iv) operate under its negotiated Delegation of Authority.
- (b) Should a Region not comply with the requirements of the Association the affairs of the Region will be conducted by the BOM.

### **1.6 REGION COMMITTEE**

- (a) Each Region will have a committee comprising of:
- (i) two delegates from each Affiliated Centre;
  - (ii) an Executive elected by the Centre Delegates.

### **1.7 POWERS OF THE REGION AND REGION COMMITTEE**

- (a) Regions may:
- (b) exercise any authority delegated by the Board of Management;
- (c) open and operate a bank account. This account will have a minimum of three signatories with any two to sign each withdrawal;
- (i) pay accounts for expenses as incurred and approved;
  - (ii) purchase and hold on behalf of the Association equipment as approved by the Committee;
  - (iii) collect fees as defined in their Delegation of Authority. These fees will be as recommended by the delegates at the Region Annual General Meeting; and
- (d) Region Committees have the power to:
- (i) form sub-committees for organising activities as per the Constitution and this Regulation;

### **1.8 REGION MEETINGS**

- (a) The Region must meet at least four times each year, but may meet as frequently as agreed by the Region Executive.
- (b) At least once a year, in a month agreed by the Board of Management, the Region will hold an Annual General Meeting.
- (c) The Executive as deemed necessary may call additional special meetings.
- (d) The Executive will meet as required.
- (e) Sub-committees will meet as defined by the Region Committee.
- (f) Minutes of Region Committee and Sub-committee meetings will be made available at the next Region meeting. The President and Secretary will give a report to each meeting.

### **1.9 ELECTION OF THE EXECUTIVE**

- (a) Elections for Executive positions will be held each year at the Annual General Meeting.
- (b) The Executive positions for each Region will be defined in the Delegation of Authority for that Region.
- (c) Any positions not filled at the AGM, or that may become vacant during the year may be filled at any Region meeting.
- (d) Executive members have a nominal term of office of two years. Executive members will retire by rotation in each year according to the following:

- (i) Secretary and Treasurer, or those stated in the Delegation of Authority will retire in odd numbered years;
  - (ii) President and Competition co-ordinator or those stated in the Delegation of Authority will retire in even numbered years.
- (e) Nominations for the Executive will be called for from the Centres assigned to the Region, with at least twenty-eight days notice.
- (f) The names and contact details of all Executive members are to be notified to the Centres assigned to the Region and the General Manager within fourteen days of election.

#### **1.10 REPORTING REQUIREMENTS**

- (a) The Region will report to the Association:
- (i) at Regional Advisory Committee meetings. To be attended by two representatives from each Region, normally the President and Secretary, or those elected;
  - (ii) to the Association President as requested;
  - (iii) to Association Standing Committees as required;
  - (iv) for all other matters as requested by the General Manager;
  - (v) a written Annual report;
  - (vi) a written Annual Financial report of all income, expenses, and assets (cash or equipment) held; and
  - (vii) copies of the minutes of all Region meetings (including executive and sub-committees).
- (b) The Region will report to its allocated Centres as follows:
- (i) delegates to give a report to their next Centre meeting following each Region meeting; and
  - (ii) Copies of the Region Committee minutes and attached reports to be sent to each allocated Centre Secretary and Centre Delegates. These may be electronic versions.

#### **1.11 ALTERATION TO THE REGION STRUCTURE AND AUTHORITY**

- (a) In the event of a Region not complying with the requirements of the BOM its affairs will be conducted as directed by the BOM in conjunction with its allocated Centres.
- (b) The Board of Management may alter the Centres allocated to a Region, as per the Constitution, at any time.
- (c) The Board of Management may alter these rules.
- (d) The Board of Management may alter the Delegation of Authority at any time.