

**UNIVERSITY OF WESTERN AUSTRALIA ATHLETICS CLUB (INC) CONSTITUTION**  
(LAST AMENDED MAY 2010)

1. The name of the Club shall be the "University of Western Australia Athletics Club (Inc).
  - 1.1. The uniforms shall be blue green and gold. All designs shall be approved by the Club Committee.
  - 1.2. The Members of the Club shall be amateurs as defined by the International Amateur Athletics Federation.
2. The objects of the Club shall be:-
  - a) To promote and encourage athletics within the University of Western Australia.
  - b) To promote and encourage juniors to participate in amateur athletics.
  - c) To complete regularly in Australian Inter-Varsity contests.
  - d) To conduct athletic competitions among Members of the University of Western Australia.
  - e) To become affiliated with the West Australia Amateur Athletic Association, Little Athletics Inc. or any other organizations whose aims are similar to those of those bodies.
  - f) To purchase or acquire the property necessary for the running of the Club.
  - g) The property and income of the association shall be applied solely towards the promotion of the objects or purposes of the association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members of the association, except in good faith in the promotion of those objects or purposes.
3. The Membership of the Club shall be comprised of Ordinary, Associate, Honorary and Life Members.
  - 3.1. **Ordinary Membership:** any person over the age of 6 years is able to apply to join the club as an ordinary member.
  - 3.2. **UWA Membership:** any person who is a student or staff member of the University of Western Australia is able to apply to join the Club as a UWA Member. This membership is not available to students or staff at other universities. UWA Members are entitled to all the privileges of Ordinary Members of the Club. UWA Members will pay a discounted membership fee, to be determined each year by the Club Committee.
  - 3.3. **Life Membership:** Any person may, for outstanding services to the Club over a period of not less than five years be elected to Life Membership of the Club. Such election shall require approval of two thirds of the Club Committee. All nominations to be assessed by the Committee prior to the AGM and awarded at the AGM. Life Members shall be eligible shall be payable by life members of the club.
  - 3.4. **Honorary Membership:** Any person may, for services rendered or about to be rendered, be elected to Honorary Membership of the Club for one year.
  - 3.5. **Junior Membership:** Shall be confined to any person nominated by the Club over 6 years and under 18 years of age.
4. The subscription for all Club Membership shall be set by the Club Committee each year.
5. The Club shall each year at its Annual General Meeting elect a Patron, an unlimited number of Vice-Patrons, President, Secretary, Treasurer, Guild Representative, Club Captain, Club Development Officer, Club Promotions Officer, Registrar and Social Organiser.
  - 5.1. **Patron/Vice Patron:** Any person may be elected as Patron or Vice-Patron of the Club. The duty of a Patron or Vice-Patron is to take some interests in the activities of the Club.
  - 5.2. **President:** Responsible for the smooth running of the Club. Duties include:

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- a) chairing Committee and General meetings of the Club.
- b) act as spokesperson for the Club.
- c) lead, enthuse and motivate the Club.
- d) attend council meetings of the official governing body of athletics in W.A.
- e) be a financial signatory

**5.3. Treasurer:** Responsible for the finances of the Club. Duties include:

- a) keep Club financial books up-to-date at all times.
- b) Prepare an annual budget
- c) Be prepared to present a financial report to every Committee and General Meeting of the Club.
- d) Present an audited financial report to the Club's AGM.
- e) Maintain liaison with the Management Finance Committee of the UWA Sports Council
- f) Be a financial signatory.

**5.4. Secretary:** Responsible for maintaining complete up-to-date Club records. Duties include:

- a) organising all Club and Committee Meetings.
- b) maintaining and distributing minutes of all Club Meetings.
- c) maintain current (and past) membership lists.
- d) collect, process, issue and record all Club correspondence.
- e) attend all Committee and General Meetings of the Club.
- f) be a financial signatory

**5.5. Guild Representative:**

Responsible for liaising with the lobbying of the UWA Sports and Recreation Association Inc. This person should be a current student, but this is not essential. Duties include:

- a) ensuring that all benefits available from the UWA Sport and Recreation Association are brought to the attention of the Club Committee.
- b) Act as a Club delegate at all Sports Council Meetings.
- c) act as a mediator between the Club Committee and the UWA

Sport and Recreation Association Inc.

**5.6. Club Capitan:** Responsible for the smooth running of the Club's athletic activities. Duties include:

- a) nominating winter and summer captains to organize their respective seasons and help in the organisation.
- b) ensure that all Club relays and other such activities have Club representation wherever possible.
- c) organising of officials for completion
- d) organise outside Club responsibilities
- e) to store properly the property of the Club.

**5.7. Club Development Officer:**

Responsible for the development of the Club. Duties include;

- a) Acting as a Club representative for MSR, Athletics West and UWA for any prospective Members.
- b) Increasing Club profile in an attempt to attract further Club Members.
- c) Co-ordination of coaching and athlete development, This includes developing a wider coaching base within the Club.

**5.8. Club Promotions Officer:**

Responsible for developing a marketing package such that Club sponsorship can be sought. Duties include:

- a) Collecting all public information on Club Members.
- b) Seeking potential Club sponsors.
- c) Assessing what the Club has to offer and what kind of sponsorship is required bearing in mind the future of the Club.
- d) Reporting to and seeking direction from the Club Committee.
- e) Organise a newsletter at least four times a year.
- f) Provide promotional information to the media and the UWA Sport and Recreation Association Inc.

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- 5.9. **Registrar:** Responsible for the registration of all Club Members and in the event of the Club Treasurer not being a current student shall act as the Club Banker. Duties include:
- a) the registration of all Club Members from both an Athletics West, W.A.L.A. and Club point of view.
  - b) responsible for ensuring that all monies are deposited.
  - c) notify the UWA Sport and Recreation Association Inc. of Club Membership numbers.
  - d) hold the stock and ensure that a sufficient number of uniforms are available when required.
  - e) be a financial signatory.
- 5.10. **Social Organiser:** Responsible for the development of the Club's social activities. Duties include:
- a) establishing and chairing a social subcommittee to assist in the organization of social events.
  - b) organising all social events.
  - c) ensuring that all past and present Members are notified of particular social activities.
6. The **Committee** shall consist of President, Secretary, Treasurer, Guild Representative, Club Captain, Club Development Officer, Club Promotions Officer, Registrar and Social Organiser.
- 6.1. The Committee shall hold officer until the conclusion of the Annual General Meeting next following their election.
- 6.2. The Committee may co-opt or invite to Meetings of the Committee such Members as it may think fit.
- 6.3. The duties and powers of the Committee shall be:
- a) to hold Committee Meetings at such times as the Captain shall decide, but Meetings are to be held strictly at monthly intervals but where this is obviously unnecessary, at such intervals as business of the Club necessitates.
  - b) to administer the affairs of the Club and to interpret the Club Constitution.
- c) to select sub-Committees and delegate to them such powers as the Committee may think fit.
  - d) to make By-Laws of the Club and to fine members for non-observance of the By-Laws.
  - e) to fill any vacancies occurring in the list of officers of the Club during the year.
  - f) to employ or accept the resignation of the services of any servant of the Club.
  - g) to recommend to the Sports Council those members whom it considers eligible for Colour Awards.
  - h) to elect delegates to Sports Council, W.A.A.A.A. and W.A.L.A. and other such bodies as the Committee shall decide.
  - i) to expel from the Club any Member for breaches of the rules and the By-Laws provided that the Member may have the right of appeal to a General Meeting called within twenty days of his expulsion.
  - j) To administer the finances of the Club provided that the Committee shall not be authorised, except with the permission of a General meeting, to borrow or raise money or incur debts or liabilities on behalf or in the name of the Club for every financial Member of the Club.
7. The **Office Bearers** shall remain in office until the conclusion of the Annual General Meeting next subsequent to their election. They shall be eligible for re-election.
8. **Committee Meetings:**
- 8.1. At least seven (7) day notice in writing shall be given to Members by the Secretary of the venue and business of the Meeting.
  - 8.2. Five Members of the Committee shall constitute a forum.
  - 8.3. If any Member of the Committee shall be absent without leave from three consecutive Committee Meetings his position may be, at the discretion of the Committee, be declared vacant.
  - 8.4. The Chairman shall have both an ordinary and casting vote.
9. **General Meetings of the Club:**

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9.1. **Annual General Meeting:** The Club shall hold its Annual General Meeting in either March or April each year.

9.1.1. The order of business of the Annual General Meeting shall be:-

- a) Confirmation of minutes of the previous General Meeting.
- b) President's report.
- c) Treasurer's report.
- d) Special business.
- e) Election of Officers.
- f) General business.

9.2. **Ordinary General Meetings:**

9.2.1. The Committee of the Club may at any time call a General Meeting.

9.2.2. The order of business of a General Meeting of the Club shall be:-

- a) Confirmation of minutes of the previous General Meeting.
- b) Financial Statement.
- c) Special business.
- d) General business.

9.3. **Special General Meetings:**

9.3.1. A Special General Meeting shall be called by the Secretary:

- a) Within twenty days of advice to do so by the Committee, or
- b) Within twenty days of receipt or a requisition signed by not less than five financial Members of the Club.

9.3.2. The business of such Special General meeting shall be confirmed to the topics for which the Meeting was called.

9.4. Notice of all General meetings of the Club shall be posted not less than fourteen days before the date appointed for that meeting and the notice shall give time, date, place and business thereof.

9.5. **Voting:**

9.5.1. In all questions involving the election of officers for which only Ordinary Members are eligible, only financial Ordinary Members of the Club may vote. However, a parent or guardian of a Junior Member may vote in the place of their child.

9.5.2. In all questions involving the use of moneys of the Club only financial Ordinary Members of the Club may vote.

9.5.3. All financial Members of the Club shall be entitled to propose and speak on any motion of the Club and to vote on those matters not included in sections 9.5.1.

9.6. **Ballots:**

9.6.1. All elections shall be by secret ballot and preferential, but this matter shall be at the discretion of the Meeting.

9.6.2. At the commencement of elections, two scrutineers shall be appointed to conduct the ballot if necessary.

9.7. In any questions arising at a General Meeting the Chairman shall have, in addition to an ordinary vote to which he is entitled, the power of a **casting vote**.

9.8. **Quorum:** One quarter of the financial members of the Club present at a General meeting shall constitute a quorum.

9.9. The Chairman shall be responsible for the conduct of the Meeting and any Member desiring to speak shall address himself to the Chairman.

10. All **General Meetings** of the Club, except where decided otherwise in Rule 13, shall be conducted with the procedure prescribed in the Standing Rules and Orders of Convocation.

11. **Selection Committee:**

11.1. The Selection Committee shall consist of delegated members of the Committee.

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- 11.2. The Selection Committee shall select all competing teams for the Club in accordance with the selection policy determined by the Committee.
12. The **Inter-Varsity** team shall, when selected be responsible for the liaison of the team and who shall present the Inter-Varsity report for the Annual General Meeting.
13. **Alteration to Constitution and Special Business:**
- 13.1. The Committee or any five Members of the Club may, not less than twenty days before the date specified for a General meeting, give notice of a proposed change in these rules, whereupon the motion shall be included in the notice of the Meeting as Special Business. A three-fourths majority at a General meeting shall be necessary before such change shall become law. It shall take effect from the conclusion of the Meeting.
- 13.2. The Committee or any five Members of the Club may, not less than twenty days before the date specified for a General meeting, give notice of any special business they wish to be considered, whereupon this business shall be included in the notice of the meeting under Special Business.
14. Any **By-Law** or other matter decided by the Committee shall remain in force until the next Ordinary or Annual General Meeting of the Club when the Meeting may confirm or reject the proposed By-Law. This applies notwithstanding the fact that the matter decided by the Meeting by ultra vires of the Committee.
15. **Expulsion:** Any Member of the Club may be expelled by a two-thirds majority of the committee for an offence contrary to these By-Laws. The Member shall then have the right of appeal to a Special General meeting called within twenty days of his expulsion or to the next subsequent General Meeting.
16. It shall be a necessary requirement for representation of the University of W.A. Amateur Athletics Club at intervarsity that any Member selected be a Member who competes at all times for the Club.
17. **Common Seal of Club:**
- 17.1. The Club shall have a Common Seal on which its corporate name shall appear in legible character.
- 17.2. The Common Seal of the Club shall not be used without the express authority of the Committee and every use of that Common Seal shall be recorded in the minute book referred to in rule 5.4.
- 17.3. The affixing of the Common Seal of the Club shall be witnessed by any two of the President, the Secretary and the Treasurer.
- 17.4. The Common Seal of the Club shall be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.
18. **Inspection of records, etc, of the Club:** Any Member may, at a reasonable time, inspect without charge the books, documents, records and securities of the Association.
19. **Distribution of surplus property on winding up of the Club:** If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed:
- a) to another association incorporated under the Act;
- b) for charitable purposes
- which incorporated association or purposes, as the case required shall be determined by resolution of the Members when authorizing and directing the Committee under section 33(3) of the Act to prepare a distribution plan for the distribution of surplus property of the Club.