

SECTION ONE

CONSTITUTION OF THE

AUSTRALIAN CAPITAL TERRITORY LITTLE ATHLETICS ASSOCIATION

1.1 NAME:

The Association shall be called the Australian Capital Territory Little Athletics Association Inc (hereinafter called the "Association").

1.2 MEMBERSHIP:

1.2 Membership of the Association shall consist of the following classes:

- (a) Ordinary Members
- (b) Life Members
- (c) Competitive Members
- (d) Affiliated Centres
- (e) Affiliated Clubs

1.2.1 Ordinary Members: shall comprise the following:

- (a) persons whether parents of Competitive Members or not, who officiate in any capacity whatsoever at athletics or skill related activities and/or other authorised activities organised for or on behalf of the Association or an affiliated Centre.
- (b) officers, including persons serving on committees, officials and delegates, not being persons covered by Clause (a) hereof, of the Association or an affiliated Centre.
- (c) Persons, other than those covered by Clauses (a) and (b) hereof, who have an association or affinity with an affiliated Centre which complies with the requirements of Section 3 of this Constitution.

1.2.2 Life Members: shall comprise those persons awarded Life Membership pursuant to Clause 1.20.

1.2.3 Competitive Members: shall comprise those children who are five (5) years of age or older and who are sixteen (16) years of age or younger (including those children who turn seventeen (17) during the Registration Year) at the commencement of the registration year and who are registered as such and participate in athletic competitions and/or skill related activities organised and conducted on behalf of the Association or an affiliated Centre.

- (a) Notwithstanding clause 1.2.3 above, a child may register as a Competitive Member during the registration year providing they turn five (5) years of age during the Competition Season. For this clause the Competition Season shall be taken to run from 1 Oct to 31 March inclusive.
- (b) A registration year shall be defined as the period from the first day of October until the last day of September in the following calendar year.

1.2.4 Affiliated Centres: shall consist of those affiliated Centres who have complied with the requirements of affiliation as detailed in Section 3 of this Constitution.

1.2.5 Affiliated Clubs: shall consist of those Affiliated Clubs, either directly affiliated or affiliated through an Affiliated Centre, who have complied with the requirements of affiliation as detailed in Section 3 of this Constitution.

1.3 DEFINITIONS:

In this constitution:

"the Association" means the Australian Capital Territory Little Athletics Association.

"Centre" means any Little Athletics Centre or Little Athletics Club affiliated with the Australian Capital Territory Little Athletics Association Inc and all future references to Centres in this Constitution shall be interpreted as to include Clubs."

"the Act" means the Associations Incorporation Act 1991.

"Model Rules" means the rules of the ACT Associations Incorporation Regulations 1991.

"The Board of Management" (BOM) means the committee of the Association having the management of the Association.

"the Public Officer" means the public officer of the Association appointed in pursuance of section 9 of the Ordinance.

"the Territory" means the Australian Capital Territory.

"Suspend" – relates to a period of time with ACTLAA.

"Disqualify" - denied participation to a particular event or ACTLAA.

"Expel" – permanent removal from.

"Metropolitan" means affiliated centres located within a radius of 80 kilometres from Canberra GPO"

1.4 THE OBJECTS OF THE ASSOCIATION SHALL BE:

1.4.1 Encourage the development of children of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvement in athletic activities, both as a social and recreational activity and as athletic competition.

1.4.2 To manage the functions, assets, liabilities all property of the body known as the Australian Capital Territory Little Athletics Association and continue such functions, realise such assets, meet such liabilities and deal with such property as the Association sees fit.

1.4.3 To abide by the rules of the International Amateur Athletic Federation (IAAF) with respect to the eligibility of competitors and conduct of events where no specific local or ALA rule or determination exists.

1.5 THE POWERS OF THE ASSOCIATION SHALL BE

1.5.1 To apply for purchase or otherwise acquire any property whether real or personal conferring any exclusive or non-exclusive or limited right to use or seems capable of being used for any of the purposes of the Association, or the acquisition of which seems calculated directly or indirectly to benefit the Association, and to use, exercise, develop or grant licences in respect of, or otherwise turn to account, the property so acquired.

1.5.2 To enter into arrangement with any government or Authority, supreme, municipal, local or otherwise that may seem conducive to the Association's objects or any of them, to obtain from such arrangements, rights, privileges and concessions.

1.5.3 To invest and deal with the money of the Association not immediately required as is from time to time thought fit.

- 1.5.4 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 1.5.5 To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- 1.5.6 To take or hold mortgages, liens and charges to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association or any money due to the Association from purchasers and others.
- 1.5.7 To borrow or raise or secure the payment of money in such manner as the Association thinks fit and to secure any such borrowing, raising or payment of money or performance of any debt, liability or contract guarantee or other engagement incurred or to be entered into by the Association in any way.
- 1.5.8 To establish and support, or aid in the establishment or support of associations, institutions, funds, trusts or conveniences with objects similar.
- 1.5.9 To levy a fee for placing a child's name upon a register maintained by the Association.
- 1.5.10 To co-opt the service, or abilities of any person, persons, corporation, or other body whatsoever.
- 1.5.11 To appoint persons, both paid and unpaid, to fulfil specific functions that the Association has deemed as being necessary for the carrying out of this Constitution or for any matters connected therewith.
- 1.5.12 To delegate any part of its duties, except the power to delegate, provided that it remains at all times the right to review or revoke the actions, decisions or recommendations of any person or persons to whom such duties have been delegated.
- 1.5.13 To make By-Laws in regard to the day to day operations of the Association ensuring that all such By-Laws in no way contradict this Constitution.
- 1.5.14 To suspend, disqualify, expel or otherwise discipline, in accordance with Section 1.23, any affiliated Centre or any member, representative or officer thereof which or who:
 - (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association.

All objects and powers shall be interpreted separately and no object or power shall be restricted in its operation by reference to another object or power.

1.6 MANAGEMENT & STRUCTURE OF THE ASSOCIATION:

- 1.6.1 The management and structure of the Association shall be as follows:
 - (a) The BOM, comprising:
 - (1) Chairman;
 - (2) Administration Director;
 - (3) Finance Director;
 - (4) Competition and Technical Director;
 - (5) Marketing & Public Relations Director;
 - (6) Development Director:

- (b) Association Officers, comprising:
- (1) IT Officer;
 - (2) Records Officer;
 - (3) Health & Safety Officer;
 - (4) Equipment Officer;
 - (5) Officials Officer.

One (1) person may not hold more than one (1) position on the BOM.

1.7 ELECTION OF THE BOARD OF MANAGEMENT:

The BOM shall be elected at an Annual General Meeting (AGM) of the Association and shall hold office in the manner as set out in the following clauses:

- 1.7.1 The BOM shall be elected by those delegates nominated by affiliated Centres who attend the AGM (Refer Section 1.11).
- 1.7.2 Election to the BOM shall be open to any adult person. Nominations shall be in writing or electronically and contain an endorsement from the candidate, which shall be forwarded by an affiliated Centre to the Administration Director of the Association at least twenty-eight (28) days prior to the AGM. The BOM may advertise by circulating affiliated Centres or advertising in a local or regional newspaper or other media. The BOM is to give a period of at least six (6) weeks notice prior to the closing date for receipt of nominations to inform intending applicants of positions vacant or becoming vacant on the BOM.
- 1.7.3 In the event that no valid nominations for a BOM position are received by the due date, any affiliated Centre or a current BOM member may lodge a late nomination. Such late nominations must be in writing, signed by the candidate and an authorised representative of the affiliated Centre and be handed to the Administration Director (or person nominated by the BOM) at least twenty-four (24) hours prior to the AGM.
- 1.7.4 Voting for the persons nominated for the positions on the BOM shall only take place by secret ballot when the number of candidates for each position exceeds one (1) and after the reading of a statement of the credentials of each candidate, and in such case ballot papers shall be prepared listing the names of candidates in alphabetical order and on which each delegate shall record a valid vote by indicating the candidate preferred with a tick.
- 1.7.5 Two (2) persons shall be appointed by the Chairman of the meeting prior to the election to act as scrutineers who shall examine each vote and record one (1) vote for each candidate that has been indicated with a tick and at the completion of such examination shall count the votes recorded for each candidate and determine the candidate with the greatest number of votes who shall be deemed the elected member of the BOM for that position.
- 1.7.6 Commencing with the 2011 AGM and each subsequent two (2) years the following BOM positions will be declared vacant:
- (1) Chairman;
 - (2) Competition and Technical Director;
 - (3) Development Director;

- 1.7.7 Commencing with the 2012 AGM and each subsequent two (2) years the following BOM positions will be declared vacant:
- (1) Administration Director;
 - (2) Finance Director;
 - (3) Marketing & Public Relations Director;
- 1.7.8 Where the ACTLAA Annual Conference is held within 48 hours of the ACTLAA AGM, outgoing members of the Board of Management retain their positions until the end of the AGM or Conference, whichever is the latter, at which time the incoming Board members will take up their positions.
- 1.7.9 No more than one (1) member of a domestic arrangement or family shall be allowed on the BOM at any one time.
- 1.7.10 The appointment of Association Officer positions shall be until the next AGM and must be subject to ratification by the BOM and the powers of such officers shall not interfere with the powers of the BOM under Constitution Law 1.9 or be considered to be in conflict with such law.

1.8 FILLING BOM VACANCIES:

- 1.8.1 In the event of insufficient nominations being received for the BOM at the AGM of the Association or in the event of a vacancy during the year the BOM shall have the power to appoint a person to fill the vacancy until the next AGM.
- 1.8.2 When new BOM positions are created by changes to the Constitution, then the BOM shall have the power to appoint a person to fill such position until the next AGM.
- 1.8.3 By resolution of an Association meeting up to three additional positions may be created on the BOM until the next AGM of the Association. For the purposes of Clause 1.10 (b) persons duly elected to those positions are deemed to be members of the BOM.
- 1.8.4 In the event of insufficient nominations being received to attain a quorum for the continued operation of the BOM the Association, at the AGM, shall elect a Committee of Management to administer the affairs of the Association for a period not exceeding six (6) weeks during which time nominations for all vacant BOM positions will be called and a Special General meeting convened to elect sufficient members to form a quorum for the BOM.

1.9 BOM POWERS:

The BOM shall have the power to conduct all the business of the Association and shall pursue all the objects and exercise all the powers of the Association except such business as is by this Constitution reserved to an Association meeting.

1.10 BOM MEETINGS:

- 1.10.1 The BOM shall meet as often as the BOM determines with a minimum of four (4) times per year.
- 1.10.2 BOM meetings shall only take place when greater than half of the members are present, such number not being less than four (4). In the case of unfilled BOM positions, and where five (5) or less positions are filled, BOM meetings may take place with a quorum of three (3).
- 1.10.3 Members of the BOM shall be responsible for the conduct of each meeting of the Association that may be held during their term of office and at such meetings each member shall be entitled to vote.

- 1.10.4 Any member of the BOM who is absent from two consecutive BOM meetings without an acceptable apology or leave of absence shall forfeit their place on the BOM.
- 1.10.5 An apology from any member of the BOM for inability to attend any BOM or Association meeting shall be with the Administration Director by noon before any such meeting in order that it may be ascertained that a quorum will be in attendance.

1.11 ASSOCIATION MEETINGS:

Meetings shall only take place when a quorum of:

- (1) greater than fifty percent (50%) of the BOM members are present; and
- (2) greater than seventy five percent (75%) of the metropolitan affiliated Centres are represented.

- 1.11.1 The AGM of the Association shall be held in June/July and the Annual Conference in June/July. Meetings of the Association shall also be held in February/March, September/October and November/December and on any additional occasions as required for special purposes by the BOM. The AGM must be held within five (5) months of the end of the Association's financial year.
- 1.11.2 For notices of motions to an association meeting, including the Annual Conference, by an affiliated centre to be included in the agenda they must be provided in writing or electronically and must be endorsed by two administrators of the proposing affiliated Centre after the proposed amendment or amendments have been approved by the committee of the affiliated Centre. All affiliated Centre motions must be submitted to the Administration Director of the BOM at least twenty-eight (28) days prior to the date set for the Association meeting. BOM motions must be endorsed by the Chairman (or appointed substitute) and Administration Director of the BOM.
- 1.11.3 The Administration Director shall forward a written notice of each Association Meeting, including the Annual Conference, with the agenda as set and any notices of motion to each affiliated Centre at least twenty-one (21) days prior to the date set for the Association meeting.
- 1.11.4 The Administration Director shall notify the date of the Annual Conference to all affiliated Centres at least eight (8) weeks prior to the date set for the Annual Conference.
- 1.11.5 At each Association meeting the Administration Director shall submit a report on the actions taken by the BOM during the period of time between Association meetings and such report shall be reviewed by the delegates of affiliated Centres who shall vote in accordance with standing orders on a motion for the endorsement or otherwise of each action contained in the report.
- 1.11.6 At each Association meeting, the Finance Director shall submit a set of primary financial statements (Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows) for the period ending on the last day of the month immediately prior to the Association meeting. This report shall be reviewed by the delegates of the affiliated Centres and who shall vote in accordance with standing orders on a motion for the endorsement or otherwise of each action contained in the report.
- 1.11.7 The BOM may submit to Association meetings any recommendation for which it is considered that the approval of and adoption by all affiliated Centres is required but the BOM shall have power to make decisions in matters of urgency, and such decisions shall be binding on the Association.

1.11.8 An emergency meeting of the Association may be called at the request of at least twenty-five percent (25%) of the affiliated Centres or the BOM and not less than seven (7) days notice must be given to secretaries of affiliated Centres of such an emergency meeting.

1.11.9 At Association meetings, Directors' reports be tabled for comment and not read verbatim. Wherever possible, Directors' reports should be circulated to affiliated Centres beforehand.

1.12 VOTING:

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1.12.1 Members entitled to vote at Association meetings are as follows:

- (1) Members of the BOM.
- (2) Two (2) delegates from each affiliated Centre.

1.12.2 In the case of "affiliated centres located in excess of 80 kilometres from Canberra GPO", proxies may be appointed to represent those affiliated Centre's views at the Association meetings. Notification of the appointment of a Proxy should be made in writing and forwarded to the Association Office at least seventy-two (72) hours before the commencement of the meeting.

1.12.3 The proxy notification made in accordance with clause 1.12.2 will:

- (1) Nominate a particular member of the Association or, if no member is specified, voting on behalf of the affiliated Centre will be by the Chairman of the meeting;
- (2) Include voting instructions/directions on any or all motions under consideration at the meeting or, if no instruction is made, this shall be treated as an abstention.

1.12.4 Voting shall be conducted:

- (1) by show of hands, or
- (2) if required by the Chairman or demanded by any three members entitled to vote, by division, by ballot, or by postal ballot.

1.12.5 Unless specified elsewhere in this Constitution, all decisions made by vote shall be determined by simple majority of votes cast.

1.12.6 In all cases where voting is equal, the Chairman must exercise a casting vote.

1.13 AMENDMENTS TO THE CONSTITUTION:

1.13.1 Motions to amend this Constitution shall:

- (1) Be submitted to the Annual Conference and shall only be proposed by an affiliated Centre or the BOM.

- (2) Be in writing and signed by two administrators of the proposing affiliated Centre after the proposed amendment or amendments have been approved by the committee of the affiliated Centre and forwarded to arrive with the Administration Director no later than twenty-eight (28) days before the date set for the Conference, and such Notice of Motion shall appear on the notice paper convening the conference.
- (3) Be passed by a majority vote consisting of at least seventy-five percent (75%) of delegates present at the Annual Conference.
- (4) Be specific and shall refer to the clause or clauses concerned specifying the deletion, insertion or addition of words that are required and followed by the clause as it would appear if amended.

1.13.2 Any amendments to this Constitution to be notified to the Registrar-General in accordance with the Act.

1.14 FINANCE:

1.14.1 The financial year of the Association shall be from the first day of May to the thirtieth day of April and, during this time, the financial affairs shall be administered by the Finance Director.

1.14.2 The Finance Director or appointed substitute shall receive all monies due to the Association and issue receipts for the same, and pay all invoices which have been passed for payment by the BOM and shall keep a proper record of all such receipts and payments and shall submit a financial report to each BOM meeting.

1.14.3 At each AGM an Auditor shall be appointed to audit all accounts of the Association, including special and trust accounts and report on such to the next AGM with such auditor to be a recognised accountant or person qualified in business practice and not a member of the BOM.

1.14.4 All payments made by the Association shall be authorised by any two (2) nominated Directors.

1.14.5 In the case of an appointed Auditor being unavailable for the entire year or that it is necessary to replace an appointed Auditor, the BOM shall have the power to appoint a replacement Auditor for the period up until the next AGM.

1.15 ASSETS

1.15.1 The assets of the Association, whether derived per medium of income or property, shall not be given or transferred in any way to any member of the ACTLAA excepting that payment in good faith be made for goods or services supplied in the ordinary way of business, or for reasonable out of pocket expenses incurred by an authorised person acting under direction from the BOM.

1.16 INSURANCE:

1.16.1 The BOM shall arrange appropriate suitable insurance to cover the members of the BOM and the members of affiliated Centres and any persons who may act as officials for the Association or an affiliated Centre and employees of the Association and all competitors.

1.17 DISSOLUTION:

1.17.1 Except as allowed by Sect 89 of the Act, the Association shall not be wound up or dissolved except by consent of seventy-five percent (75%) of those members present at an Association meeting which has been called for that purpose.

1.17.2 A member of the Association shall not be liable to contribute towards the payment of the debts and liabilities of the Association or the costs charges and expenses of a winding up of the Association beyond the amount of the fee levied upon that member for placing the member's children upon the register maintained by the Association which at the date of the commencement of the winding up remains unpaid.

1.17.3 The liability of the members of the BOM is in accordance with Sect 51 of the Act.

1.17.4 Any surplus assets of the Association shall not be distributed to members upon a winding up but shall be distributed in accordance with Sect 92 of the Act.

1.18 SEAL OF THE ASSOCIATION:

1.18.1 The seal of the Association shall be in the form of a rubber stamp inscribed with the name of the Association encircling the word "common seal".

1.18.2 The seal of the Association shall not be affixed to any instrument except by the authority of the BOM and the affixing thereof shall be attested by the signatures either of two members of the BOM or of one member of the BOM and of the Public Officer of the Association or such other person as the Conference may appoint for that purpose and that attestation is sufficient for all purposes that the seal was affixed by authority of the BOM.

1.18.3 The seal shall remain in the custody of the Administration Director.

1.18.4 The Administration Director shall maintain a register of the use of the seal recording date and purpose for which it was used and the authority by which it was used.

1.19 PUBLIC OFFICER:

1.19.1 The BOM shall within fourteen (14) days after the incorporation of the Association appoint a member of the BOM resident in the Territory to be the Public Officer of the Association and, if that office at any time becomes vacant, shall, within fourteen (14) days after it becomes vacant, appoint a member of the BOM resident in the Territory to fill the vacancy.

1.19.2 The Public Officer shall, within fourteen (14) days after their appointment, give notice in writing to the Registrar-General of their appointment, and of their full name and address.

1.19.3 If the Public Officer changes their address, they shall, within fourteen (14) days after the change, give notice in writing to the Registrar-General of the change.

1.20 LIFE MEMBERSHIP

1.20.1 The ACTLAA may, from time to time, confer on individuals the honorary title of Life Member of the Association.

1.20.2 A person receiving such honour will be presented with a suitably designed badge.

1.20.3 The nominating, endorsement procedures and criteria for such honours shall be:-

- (a) Nominations shall be by an affiliated Centre or by the BOM.
- (b) The nomination must be forwarded to the Administration Director at least three (3) months prior to the date set down for the AGM of the Association.

- (c) The Administration shall then circulate forthwith, to all affiliated Centres, copies of the nomination plus any further relevant details about the nominee.
- (d) Voting for Life Membership shall be by secret ballot at the AGM of the Association. The nomination shall become effective if approved by sixty-six percent (66%) of votes cast.
- (e) Presentation of the Life Membership shall be at a time and place deemed suitable by the BOM of the Association after consultation with the recipient.

1.20.4 To be considered for such award, a nominee must have given long term, highly meritorious service to the Little Athletics movement in the Australian Capital Territory including service to the Association at the BOM or as an officer of the Association.

1.20.5 All Life Members are to be invited to attend the AGM, Annual Conference and other Association meetings and to receive Minutes of the same, on the understanding that the Association is in no way obliged to meet the travel or accommodation costs of the Life Member attending such meetings or conferences.

1.21 MERIT AWARDS

1.21.1 The ACTLAA may award Certificates of Merit to persons and/or organisations who have given meritorious service to the Association. Awards shall be made under the same criteria as that applying to Life Members.

1.21.2 This award allows for people and organisations who may not qualify for an Award as Life Member, to receive acknowledgment for service, for example a sponsor (or his representative) of long standing and/or dignitaries in various official positions.

1.22 PRECEDENCE AND CLARIFICATION – THE MODEL RULES

1.22.1 This Constitution is drafted in accordance with the Model Rules and takes precedence over those Model Rules.

1.22.2 Where an omission is identified within this Constitution, the clauses contained in the Model Rules will apply until such time as this Constitution is so amended.

1.22.3 Where an anomaly or ambiguity is identified in this Constitution, the clauses contained in the Model Rules shall apply until such time as this Constitution is so amended.

1.22.4 Where reference to the Model Rules fails to resolve an anomaly or ambiguity or fails to provide coverage for an omission, the BOM shall resolve such anomaly, ambiguity or omission by the tabling and debate of an appropriate Motion which requires at least seventy-five percent (75%) of delegates present. In these instances, a sixty-six percent (66%) majority vote is required for the tabled Motion to be passed.

1.22.5 In reading and amending this Constitution, a heading to a Section or set of Clauses is indicative of the content only and does not form part of the actual Section or set of Clauses.

1.22.6 All changes to this Constitution relating to correction of spelling errors or changes to the words appearing in a heading are to be regarded as cosmetic only and do not require motions to effect such changes.

1.22.7 Renumbering of Clauses (or sub clauses) as a result of the insertion on new clauses (or sub clauses) or the deletion of existing clauses (or sub clauses) are to be regarded as cosmetic only and do not require motions to effect such changes.

1.22.8 Any change of a reference to a Clause (or sub clause) that requires changing as the result of Clause 1.22.7 above is to be regarded as cosmetic only and does not require a motion to effect such a change.

1.23 DISCIPLINARY PROCESSES

1.23.1 Where disciplinary action in accordance with Clause 1.5.14 is proceeding against an affiliated Centre, or member, the following process shall apply:

- (a) Such an affiliated Centre shall be entitled to speak in its defence, or in the defence of its member but shall not be entitled to vote on such proceedings. The member shall be entitled to speak in their own defence.
- (b) The Chairman shall not vote on any matter dealt with under this Clause and which shall be passed by a majority of members of the Association entitled to vote on the issue.
- (c) An affiliated Centre disciplined under this clause may appeal in writing against such decision and have such appeal debated and vote upon by the BOM in accordance with Clauses 1.23.1 (a) and 1.23.1 (b) of this Constitution.
- (d) An individual disciplined under this clause may appeal in writing against such decisions through their Centre and have such appeal debated and voted upon by the BOM in accordance with Clauses 1.23.1 (a) and 1.23.1 (b) of this Constitution.

SECTION TWO
STANDING ORDERS FOR MEETINGS OF THE
AUSTRALIAN CAPITAL TERRITORY LITTLE ATHLETICS ASSOCIATION

2.1 STANDING ORDERS:

The standing orders shall apply to all Association meetings and BOM meetings and to all meetings of appointed sub-committees to which they are applicable.

2.2 PARLIAMENTARY RULES:

In all cases not provided for, resort shall be made to the rules, forms and usages of Parliament, which shall be followed so far as the same are applicable.

2.3 CHAIRMAN'S VOTE:

2.3.1 In the case of any equality of votes, the Chairman of the meeting shall be entitled to a casting vote.

2.4 MOVING MOTIONS:

2.4.1 Any member desirous of moving a motion or amendment or taking part in discussion thereon, shall rise and address the Chairman and shall not be interrupted unless called to order, when he shall sit down until the member calling to order has been heard thereon and the question of order disposed of, when the member in possession of the floor may proceed with the subject.

2.4.2 Any member desirous of proposing an original motion or amendment must state the nature of the same before he addresses the meeting thereon.

2.4.3 No action or amendment shall be withdrawn without the leave of Chairman and consent of the mover and seconder.

2.4.4 No motion or amendment shall be discussed or put to the vote of the meeting unless it is seconded and a member may require the enforcement of any Standing Order by directing the Chairman's attention to the infraction thereof.

2.5 SPEECHES:

2.5.1 No member shall be permitted to speak more than once upon a motion before the meeting unless on a point of order or explanation or to ask a question except the mover of the original motion.

2.5.2 On any amendment being moved, any member even though he has spoken on the original motion may speak again on the Amendment.

2.5.3 A member may formally second any motion or amendment and reserve his speech until a later period in the debate.

2.5.4 The mover of a motion shall be allowed two (2) minutes, subsequent speaker's one (1) minute and the mover two (2) minutes reply.

2.6 CHAIRMAN'S DECISIONS:

2.6.1 The Chairman when called upon to decide on points of order or practice shall state the provision, rule or practice which they deem applicable to the case without discussing or commenting on the same, and unless a motion be passed that their decision or ruling be disagreed with, the same shall be final.

2.6.2 No member shall digress from the subject matter of the question under discussion.

2.6.3 A member called to order shall sit down unless permitted to explain.

2.7 SECOND AMENDMENTS:

2.7.1 No second or subsequent amendment, whether upon an original motion or on an amendment shall be taken into consideration until the previous amendment is disposed of.

2.8 RIGHT OF REPLY:

2.8.1 The mover of every original motion, but not of any amendment shall have a right to reply immediately before the question shall be put by the Chair.

2.9 ADJOURNMENTS:

2.9.1 No discussion shall be allowed on any motion for adjournment of the meeting.

2.10 RELEVANCY OF AMENDMENTS:

2.10.1 All amendments to any motion shall be relevant to the subject matter of the original motion and the Chairman shall disallow such amendments as are irrelevant.

2.11 VOTING:

2.11.1 Voting at any meetings of the Association or of the BOM or appointed sub-committee, shall be by a show of hands, or, if demanded by any three members entitled to vote or if required by the Chairman, shall be by division or by ballot.

2.12 POINTS OF ORDER:

2.12.1 Members wishing to raise points of order must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred and put the point of order in the form of a question.

Points of order may be made on the following grounds:

- (a) The offender is not speaking to the subject;
- (b) The offender is breaking a rule of the Association; and
- (c) The offender is infringing standing orders.

SECTION THREE**RULES FOR THE AFFILIATION OF CENTRES WITH THE
AUSTRALIAN CAPITAL TERRITORY LITTLE ATHLETICS ASSOCIATION****3.1 OBJECT:**

3.1.1 The object of these rules shall be to set down the minimum requirements for the affiliation of Little Athletics Centres with the Association and any other considerations connected herewith.

3.2 THE REQUIREMENTS OF AN AFFILIATED CENTRE:

3.2.1 Any group or organisation shall be permitted to form a Little Athletics Centre provided that the Centre so formed has:

- (a) A minimum membership of twenty (20) children and that such children are registered with the Centre.
- (b) At least three (3) adults responsible for the organisation and conduct of the Centre who shall submit their names and addresses to the Administration Director for record purposes.
- (c) A definite name and uniform approved by the Association to be used in all official competitions conducted by either the affiliated Centre or the Association.

3.3 ACCEPTANCE OF THE AFFILIATION OF A CENTRE:

3.3.1 Each existing affiliated Centre shall by the end of October in the year of competition, and each new Centre shall within one month of the commencement of competition, submit to the Administration Director of the Association for the approval and subsequent acceptance of the Centre as an affiliated member of the Association by the BOM:

- (a) The name and uniform of the Centre (only required for new affiliated Centres);
- (b) The names and addresses of at least two (2) administrators of the Centre who shall be responsible for the Centre (only required for new affiliated Centres);
- (c) A copy of each completed registration form;
- (d) The payment of all money owing to the Association for the registration of children according to Clause 4.8;
- (e) The names and addresses and positions of each person elected to the Executive Committee of the affiliated Centre; and
- (f) A copy of the current Centre Constitution, if not previously forwarded; and
- (g) Maintain representation as a Director on the BOM, or as an elected Association Officer. (New metropolitan Centres of less than two (2) years standing in the Association, and those affiliated Centres located more than 80km from the Canberra GPO shall be exempt from this requirement.) Nominations for election to BOM and elected Association positions are to be submitted in accordance with clause 1.7.2.

APPOINTMENT OF DELEGATES:

3.4.1 The affiliated Centre may appoint alternative delegates provided one clear day's notice of their attendance is given to the Administration Director of the Association.

3.4.2 An affiliated Centre delegate may not be a current member of the BOM but may hold another office within the Association.

3.5 CONTINUATION OF AFFILIATION BY A CENTRE:

- 3.5.1 In order that a Centre shall continue to be accepted as an affiliated member of the Association the following rules shall be applied by the BOM:
- (a) Where an affiliated Centre fails to be represented at three or more consecutive Association meetings without the provision of a suitable reason, the affiliation of the Centre may be suspended for a period of time to be determined by the BOM.
 - (b) An affiliated Centre failing to fulfil the requirement of the Constitution or Rules may have its affiliation suspended conditionally or unconditionally.

3.6 ADMINISTRATION OF A CENTRE:

- 3.6.1 Each affiliated Centre shall be organised and administered by a Committee which shall conform to its Centre Constitution and these Rules:
- (a) Each affiliated Centre shall have a President, Secretary, Treasurer and Registrar who shall automatically be placed on the Committee and all other elected persons expected to organise and control a section of the administration of the Little Athletics Centre as determined by the Constitution of the Centre.
 - (b) The Committee shall act on behalf of the affiliated Centre in all matters, which are connected, with the Association.
 - (c) The Committee shall submit to the AGM of the Association an Annual Report of the affiliated Centre.
 - (d) Sponsorship
Any affiliated Centre organising sponsorship for its own purposes shall provide in confidence to the BOM details of proposed sponsorship to the Centre to guard against any conflict of interest between Association sponsorship and proposed sponsorship of a Centre. The Association will not give any details of Centre proposed sponsorship to any person or Centre without the authority of the Centre, which originally supplied information to the Association.

3.7 Cessation of Operations and Dissolution of a Centre

- 3.7.1 In the event of an affiliated Centre being dissolved in accordance with its own Constitution and its Constitution provides that the surplus equipment and financial assets of the Centre are vested in the ACTLAA the asset of the Centre be held in Trust by the ACTLAA for a three (3) year period. If a Centre should re-form or resume operating during that period the committee shall, by applying to the Association, receive access to equipment and financial assets together with accrued interest.
- 3.7.2 At the expiry of the three (3) year period the relevant Association Incorporation Act is to apply to any dissolution and distribution of assets.

SECTION FOUR**RULES FOR THE REGISTRATION OF CHILDREN WITH
THE AUSTRALIAN CAPITAL TERRITORY LITTLE ATHLETICS ASSOCIATION****4.1 OBJECT:**

- 4.4.1 The object of these rules shall be to set down the minimum requirements for the registration with the Association of children who are of eligible age.

4.2 REGISTRATION AGE:

- 4.2.1 Any child who has:

(1) turned five (5) years of age or turns five (5) during the competition season, 1 October to 31 March;

(2) not turned seventeen (17) years of age as at midnight on the 30th of September of the current registration season may be registered with the Association for a period of time that expires as at midnight on the 31st day of August following the registration.

- 4.2.2 No child under the age of four may be registered in any form whatsoever by any affiliated Centre.

4.3 METHOD OF REGISTRATION:

- 4.3.1 The organisers of each affiliated Centre shall record the full name, address, date of birth and age group of each child and whether or not previously registered using the form of registration specified by the Administration Director. The organisers or Registrar of each affiliated Centre shall issue an official Association number for each child so registered.

4.4 REGISTRATION FEES:

- 4.4.1 A registration fee decided annually by the Association at the Annual Conference or at a specially convened Association meeting shall be paid by each affiliated Centre to the Association for each child registering with the Association through that affiliated Centre.

4.5 ALLOCATION OF REGISTRATION SLIPS TO CENTRES:

- 4.5.1 Each affiliated Centre on being granted affiliation with the Association shall be allocated by the Office Manager a block set of consecutively numbered registration slips for distribution to registered children.

4.6 DISTRIBUTION OF REGISTRATION NUMBERS BY CENTRES:

- 4.6.1 Registration numbers shall be distributed by the Registrar of each affiliated Centre in consecutive order to registered children who shall wear such numbers fixed to the front of their singlets in all competitions staged by the affiliated Centre, the Association, or any other Centre during the period of time in which they are eligible to compete in Little Athletics competition.

- 4.6.2 On being granted a Centre number, a child shall wear such number fixed to the front of his or her Centre singlet in all competitions staged by the Association, the home affiliated Centre or any other Centre, during the period of time in which he or she is eligible to compete in Little Athletics competition.

4.7 DESIGN OF REGISTRATION NUMBERS:

- 4.7.1 Official registration numbers of the Association distributed to affiliated Centres shall consist of pieces of material on which are printed numbers in consecutive order for each Centre.
- 4.7.2 Competitors must have their "Age Group Number" attached to their affiliated Centre's official competition uniform at all competitions staged by the affiliated Centre, the Association, or any other Centre during the period of time in which they are eligible to compete in Little Athletics competition. The "age group number" is to be positioned on the front of the uniform - either on the singlet or shorts/briefs so it is easily visible by any official. Any athlete who does not have the "age group number" on his or her uniform is to be eliminated from the particular event before it commences.

4.8 FORWARDING REGISTRATION FEES AND INFORMATION TO ASSOCIATION:

- 4.8.1 Each affiliated Centre shall, on the dates specified in the Registrars Notes, forward to the Office Manager of the Association:
- (a) The Association copy of each child's registration form of the type approved by the BOM that has been completed and received by the Centre in that time.
 - (b) A payment for the total amount owing to the Association in accordance with the Rules for each child being submitted for registration by the affiliated Centre to the account of the 'Australian Capital Territory Little Athletics Association Inc.'

4.9 CORRECTIONS OF REGISTRATION:

- 4.9.1 Where there is a doubt about the correctness of the registration information prepared on the official Association form for any child by an affiliated Centre and forwarded to the Office Manager, then the registration form shall be returned to the affiliated Centre Registrar for verification and correction if such is necessary, before being accepted as an official registration.
- 4.9.2 The Association through the BOM may call upon an affiliated Centre to furnish an extract of birth entry to verify the date of birth of any registered child before being accepted as an official registration.

4.10 TRANSFER OUTSIDE A CENTRE:

- 4.10.1 Where a child transfers from one Centre affiliated with the ACTLAA to another Centre affiliated with the ACTLAA, the gaining Centre must notify the losing Centre of the transfer.

SECTION FIVE

DUTY STATEMENTS OF THE BOM AND ASSOCIATION OFFICER POSITIONS

5.1 ROLES AND RESPONSIBILITIES OF THE BOM AND ASSOCIATION OFFICERS:

- 5.1.1 The roles and responsibilities of the members of the BOM and Association Officers are as listed in the following clauses.
- 5.1.2 A member of the BOM may appoint a committee of one or more persons to assist in undertaking their roles and responsibilities.
- 5.1.3 The appointment of all persons and Committees shall be until the next AGM and must be subject to ratification by the BOM and the powers of such officers shall not interfere with the powers of the BOM under Constitution Law 1.9 or be considered to be in conflict with such law.

Chairman:

The Chairman shall preside at all meetings of the BOM and all Association meetings. In the absence of the Chairman the meeting may appoint a Chairman to act on such occasion. The Chairman shall preside at all other meetings, which the BOM considers should be presided over or conducted by the Association.

- (1) Be responsible subject to the directions of Association and BOM meetings, for the proper control of all Association affairs.
- (2) In the absence of directions be required to make decisions provided such decisions are not in conflict with stated Association policy, and then, unless in minor matters, report such decisions to the BOM and if the BOM considers necessary, subsequently to Association meetings.
- (3) Be responsible for all statements made on the policy of the Association and where possible ensure that no statements are made on behalf of the Association unless through the Officer for Public Relations.
- (4) Ensure that all BOM Members keep the Chairman informed of all Association matters under their control, either by verbal or written report, and in their absence report such progress to Association or BOM meetings.
- (5) Represent the Association at any functions, meetings and other occasions requiring the presence of a representative of the Association. The Chairman may, however, delegate such authority to some other member of the BOM.
- (6) Be required to submit reports and take steps to ensure that reports are submitted by the appropriate Officer, to all Association and BOM meetings.
- (7) To correspond, with respect to Association business, with other Associations, interstate or intrastate, and with all outside bodies or persons. The Chairman may, however, delegate certain matters to the Officer dealing particularly with such matters provided such Officer keeps the Chairman informed of the contents of such correspondence by the submission of a duplicate copy.
- (8) Carry out all other requirements of the Association not specifically mentioned in these duties or included in the duties of any other Officer of the BOM.

Administration Director:

- (1) Arrange for the taking or undertake the preparation of all Minutes of the BOM meeting as set out in Clause 1.11 and distribute such Minutes to BOM members as appropriate at least seven (7) days prior to the following meeting.
- (2) Arrange for the taking or undertake the preparation of all Minutes of the Association meeting as set out in Clause 1.11 and distribute such Minutes to Association delegates and BOM members at least twenty one (21) days prior to the following meeting.
- (3) Be required to submit a report to the AGM of the Association and ensure that all Agendas, Minutes and Notices of all meetings are forwarded to all affiliated Centres, the Chairman and members of the BOM, within the period specified by the Constitution.
- (4) Plan and supervise suitable means of registering members of the Association through the affiliated Centres.
- (5) Be responsible for ensuring information retained by the Association for each registered member is correct.
- (6) Organise and implement suitable means of checking registration information as required from time to time.
- (7) In conjunction with the Chairman, liaise with outside bodies such as the Australian Little Athletics and other athletic associations.
- (8) Work with the Health and Safety Officer in conjunction with the BOM to develop and maintain an appropriately designed Injury Form that shall be suitable for all ACTLAA affiliated Centres to use to report injuries requiring treatment suffered through sanctioned competition or training. The completed forms will be filed for future reference in the ACTLAA State Office.
- (9) Ensure that each ACTLAA affiliated centre has an appropriate and updated Injury Register. Instruct each Centre to use this Injury Register to record injuries that occur through normal Centre athletic competition and training.
- (10) Periodically call for ACTLAA affiliated Centres to send copies of relevant Injury Registers to the State Office for statistical and record purposes.
- (11) Ensure that an adequate stock of injury insurance claim forms is maintained in the ACTLAA Office; dispatch forms to any ACTLAA registered member upon request.

Finance Director:

- (1) Ensure all payments made from the Association account/s are valid, are approved by at least one other signatory to the relevant association account and are made in a timely manner.
- (2) Bank all monies received by the Association with the Association Bank in the appropriate account or accounts within three (3) business days.
- (3) Keep a record of all assets and liabilities and receipts and payments in a manner satisfactory to the BOM and present to each BOM and Association meeting for endorsement a set of primary financial statements (Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows) for the period ending on the last day of the month immediately prior to the meeting.

- (4) Within three (3) days and at a place agreeable to all parties, make available to any member of the BOM or of the Association, the current financial year accounts and records of the Association.
- (5) Present to each AGM and Annual Conference an audited statement of accounts for the year just completed and an estimated budget of receipts and expenditure for the financial year to follow.
- (6) Establish an account or accounts with a suitable financial institution.
- (7) Direct a Committee, which the Finance Director is empowered to appoint, in their duties and report on their activities to the BOM and Association meetings.
- (8) Keep the BOM and the Association meetings informed of the position of registrations by submitting reports to each meeting of the same.

Competition and Technical Director:

- (1) Direct planning and organisation of each of the Australian Capital Territory Championships and Special meetings set down for conduct by the Association.
- (2) Review events with affiliated Centres and the BOM and recommend from time to time any new events that may appear necessary for inclusion as standard championship events of the Association and the deletion of any events from such championships.
- (3) Direct assistance to affiliated Centres on problems and requirements related to competition.
- (4) Direct any Committee or persons which the Competition and Technical Director is empowered to appoint and report to Association and BOM meetings progress on matters dealt with in their duties.
- (5) Ensure that all officials are appointed to control all Association events and that such officials are competent to carry out the duties allotted to them.
- (6) Assist affiliated Centre administrators in the planning and implementation of the training of officials.
- (7) Direct the training of officials in all events.
- (8) Promoting the use of expert officials in school based carnivals.
- (9) Set down suitable technical requirements for the conduct of Association, Zone and Centre competition and direct the maintenance of such requirements.
- (10) Direct the investigation into improvement of technical aspects and recommend such improvements where necessary.
- (11) Be responsible for the obtaining and supply of all equipment and facilities necessary for the efficient running of ACT Championships and Special meetings.
- (12) Be responsible for the storage and maintenance of any equipment owned by the Association.
- (13) Raise and maintain an ACTLAA Injury Register to be used at all ACTLAA sanctioned major carnivals or championships. The appointed medical, first aid trained, or sports-trainer personnel will carry out the actual recording process.

Development Director:

- (1) Develop new centres after initial contact by or in conjunction with the Administration Director.
- (2) Supervise deployment of Development Officers in schools.
- (3) Supervise preparation of Development Program.
- (4) Prepare manuals and information for new Centres.
- (5) Liaise with LAANSW and ACTLAA re joint development projects.
- (6) Liaise with ACT Schools Authority and Catholic Education Office to obtain support for development program.
- (7) Assess and report on facilities for Little Athletics in the ACT and District.
- (8) Identify areas for likely establishment of new Centres.
- (9) Co-ordinate the implementation of any development programs.
- (10) Direct the training and development of athletes through such means as school visits and coaching clinics.
- (11) Plan, develop and implement coaching programs in conjunction with Australian Track and Field Coaches Association (AT&FCA).
- (12) Advise affiliated Centres on coaching techniques.
- (13) Arrange for refresher courses for coaches in conjunction with Australian Track and Field Coaches Association (AT&FCA).
- (14) Be ACTLAA representative on ACT Branch of AT&FCA.
- (15) Prepare and update, when necessary, a booklet on coaching.
- (16) Liaise with other States to obtain material on LA specific coaching courses.
- (17) Develop a risk management strategy aligned with the Association's Development Plan, for adoption by the Association. Report to the BOM on aspects of risk management.
- (18) Develop and implement an appropriate system of Centre self risk assessment in relation to health & safety issues and report these findings to an Association Meeting.
- (19) Develop health policies consistent with any sponsorship arrangements entered into by the ACTLAA from time to time.
- (20) Monitor the implementation by affiliated Centres of approved health policies at their weekly meetings and by carnival managers at all sanctioned major carnivals and championships.

Marketing & Public Relations Director

- (1) Be responsible for overseeing sponsorship for the Association and the dealing with all sponsors, to the mutual benefit of the Association and such sponsors.

- (2) Be responsible for the directions of the raising of finances when such is required by the Association and directed by the BOM.
- (3) Identify sponsorship opportunities and actively seek new sponsors for ACTLAA.
- (4) Formulate and develop sponsorship proposals.
- (5) Service the sponsorships with the assistance of Office staff, BOM and Centres.
- (6) Ensure all reports are submitted as required by sponsors.
- (7) Provide regular updates of sponsorship activities to BOM and Association meetings.
- (8) Act on behalf of the Association as required with any firm or organisation in the best interests of the Association in the establishment of good public relations with such firm or organisation.
- (9) Ensure that the interests of the Association and any sponsor of the Association are mutually protected.
- (10) Direct the maintenance of publicity material to the press, radio and television.
- (11) Be responsible for the preparation and planning, and where necessary, publication of all programs, magazines, booklets and pamphlets that the Association may produce or assist to produce.
- (12) Provide information to be used in publicising the Association and its activities.
- (13) Organise and arrange all promotional activities of the Association.
- (14) Direct the persons appointed by them in their duties in relation to public relations promotions and publications, and submit progress reports to the meetings of the BOM and the Association.
- (15) Liaise with affiliated Centres to obtain publicity material for use in publicising the aims and activities of the Association.

Records Officer

- (1) Attend ACTLAA carnivals and perform the role of Chief Recorder (duties as per “ACTLAA Inc – Competition Handbook – A Guide for Officials”).
- (2) After each ACTLAA carnival check results for records and ensure that records have been correctly verified by both Track or Field Referee and the Event Chief Official.
- (3) Update the registers of carnival records and ACT Best Performance records (both of which are held, in hard copy, in the ACTLAA Office).
- (4) Maintain records register and supply copies of up to date records when requested.
- (5) Store original paperwork from ACTLAA carnivals for the current as well as previous two (2) seasons.
- (6) Liaise with ACTLAA Administration Officer, ACTLAA Competition and Technical Director and other Directors of the ACTLAA Board of Management as required to ensure accuracy of records.

- (7) Present Records Officer report at the ACTLAA AGM and other Association meetings as required.
- (8) Prepare Record Certificates for distribution to Athletes as soon as possible after ACTLAA carnivals.

IT Officer

- (1) Update and develop ACTLAA computer programs when required and document fundamental changes to the programs.
- (2) Ensure carnival result programs are operational for ACTLAA carnivals and trouble shoot at the carnivals.
- (3) Finalise the electronic record of ACTLAA carnival results.
- (4) Assist Board of Management in setting up sponsorship for IT functions and/or hiring programmer on a fee for service basis.
- (5) Liaise with the sponsor or hired programmers regarding ACTLAA computing requirements and nature of programs.
- (6) Assist with officials training for data entry volunteers at carnivals.

Health & Safety Officer

- (1) Work in conjunction with the Administration Director to develop and maintain an appropriately designed Injury Form that shall be suitable for all ACTLAA affiliated Centres to use to report injuries requiring treatment suffered through sanctioned competition or training. The completed forms will be filed for future reference in the ACTLAA State Office.
- (2) Ensure that each ACTLAA affiliated centre has an appropriate and updated Injury Register. Instruct each Centre to use this Injury Register to record injuries that occur through normal Centre athletic competition and training.
- (3) Periodically call for ACTLAA affiliated Centres to send copies of relevant Injury Registers to the State Office for statistical and record purposes.
- (4) Raise and maintain an ACTLAA Injury Register to be used at all ACTLAA sanctioned major carnivals or championships. The appointed medical, first aid trained, or sports-trainer personnel will carry out the actual recording process.
- (5) Ensure that an adequate stock of injury insurance claim forms is maintained in the ACTLAA State Office; dispatch forms to any ACTLAA registered member upon request.
- (6) In conjunction with the Competition & Technical Director, inspect grounds that are intended to be used to stage all ACTLAA sanctioned carnivals. Any safety irregularity will be noted and the Health & Safety Officer shall make recommendations to the BOM for repairs or further work to be carried out to address these safety issues. See Bylaw 96/6 - ACTLAA Annual Conference to be advised of the suitability of the proposed venues.

- (7) At all sanctioned major carnivals and championships, note any unsafe equipment being used or unsafe practices during the competition and bring these to the attention of the Carnival Manager or the Competition & Technical Director.
- (8) Submit a report to the ACTLAA AGM on any significant activity that occurred during Health and Safety Officer's term of office.

Equipment Officer

- (1) In consultation with the Competition and Technical Director, be responsible for the obtaining and supply of all equipment and facilities necessary for the efficient running of ACT Championships and Special meetings.
- (2) Be responsible for the storage and maintenance of any equipment owned by the Association.

Officer of Officials

- (1) In consultation with the Competition and Technical Director, ensure that all officials are appointed to control all Association events, as per the ACTLAA By-laws and that such officials are competent to carry out the duties allotted to them.
- (2) Advise all Centres of their Officials allocation and manage changes prior and on the day of any carnival run by ACTLAA.