

CONSTITUTION AND RULES FOR THE CROYDON CENTRE OF THE VICTORIAN LITTLE ATHLETICS ASSOCIATION INCORPORATED

This Constitution is to be read in conjunction with the Constitution of the VLAA Incorporated, and is specifically directed to the functioning of the Croydon Little Athletics Centre.

1. CENTRE NAME:

The competition centre shall be known as the Croydon Little Athletics Centre (hereinafter called the Centre), affiliated to the Victorian Little Athletics Association Incorporated.

2. MEMBERSHIP:

The Centre shall comprise a minimum of four (4) Clubs, which number can only be varied at an Annual General Meeting. Should Centre membership be reduced to three (3) Clubs this may be varied only where the Board of Management of the Association considers that the Centre can still be maintained with less than these members.

3. OBJECTS:

The objects of the Centre shall be:

- (a) To promote the ideal of children competing for personal satisfaction through improved performance.
- (b) To affiliate all competing Clubs with the Centre according to the rules of the Association.
- (c) To abide by the Victorian Little Athletics Association Incorporated Constitution and rules.
- (d) To register all competing girls and boys between the ages of 5 to 16 years inclusive as per the Registration dates with the Association.
- (e) To provide athletic competition for girls and boys who are registered through the Centre.
- (f) To endeavour to conduct the events listed for the Victorian Little Athletics Championships.
- (g) To promote and assist the formation of new Clubs in the area.
- (h) To ensure that the athletic interests and rights of all registered members regardless of ability or background are in no way hindered or jeopardized.

4. POWERS:

The powers of the Centre shall be:

- (a) To organize and control the conducting of Little Athletics competitions, Clubs and registered members of the Centre.
- (b) To suspend, disqualify or otherwise discipline any affiliated body and/or member or officer thereof of the Centre which has committed any breach of these rules and report to the Association any breach of the Association rules which in the opinion of the Centre is unbecoming or contrary to the interests of Little Athletics.
- (c) To impose and collect levies, subscriptions, fees and other charges from clubs and members thereof or to borrow or raise money with or without security for the carrying out of this Constitution or for matters connected herewith.

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- (d) To apply the income and property of the Centre to the promotion of the objects of the Centre.
- (e) To elect a delegate or delegates as required to represent the Centre at all Regional, Divisional, inter-Centre or other meetings as determined from time to time by the Centre Committee.
- (f) To act as convening Centre for Regional, Divisional or inter-Centre meetings as required.
- (g) To select teams of registered girls and boys to represent the Centre in championships and any challenge competition against other Centres.
- (h) To act alone or with other representative bodies in accordance with the Association Constitution and Rules and this Constitution and any subsequent amendments to each.
- (i) Ensure an orderly conduct of events and competition meetings under the control of the Centre.

5. **MANAGEMENT:**

- (a) The general management of the Centre shall be vested in an elected Committee of Management of not less than eight (8) adults who may or may not be associated with an affiliated club of the Centre.
- (b) The Committee of Management shall be made up as follows:
 - (i) **Executive Committee:**
 - President
 - Director of Competition
 - Secretary
 - Treasurer
 - One other, if deemed necessary, who may be elected at an annual general or special meeting of delegates or by the Committee of Management.
 - (ii) **General Committee**
 - Vice President
 - Assistant Director of Competition
 - Minutes Secretary
 - Cross Country Manager
 - Education Officer
 - Fund Raiser
 - Publicity/Public Relations Officer
 - Computer Officer
 - Registrar
- (c) The Executive Committee shall be elected by delegates by secret ballot at an annual general or special meeting of delegates or otherwise as required by a casual vacancy and shall hold office until the next annual general meeting.
- (d) General Committee members shall be elected by the Executive Committee and club delegates at the first committee meeting following the Annual General Meeting or otherwise as required by a casual vacancy and shall hold office until the next annual general meeting.

- (e) Nominations for the positions of the Executive Committee shall be lodged by clubs or committee members with the Secretary not less than fourteen (14) days prior to the Centre Annual General Meeting or special meeting convened for that purpose or, if no written nominations, by nomination from the floor at the Annual General Meeting.
- (f) The Executive Committee shall have the power to:
 - (i) Deal with items of general correspondence
 - (ii) Direct items of correspondence to one or more of the general committee or sub-committees for their decision and recommendations.
 - (iii) Direct any matter to the attention of a sub-committee for their consideration.
 - (iv) Deal with business of a minor or repetitive nature for which policy or precedent has been set.
 - (v) Authorize the payment of accounts as recommended by the Treasurer and such accounts to be ratified at the subsequent Centre meeting.
 - (vi) Authorize and undertake the purchase of items required for the proper conduct of the business of the Centre.
 - (vii) Call and conduct annual, general or special meetings as required.

6. CENTRE COMMITTEE:

- (a) The maximum size of the Centre Committee shall be equal to two (2) delegates from each club plus the Committee of Management.
- (b) Each affiliated club may appoint up to two (2) responsible adults as delegates to the Centre Committee. Such appointments to be notified to the Centre in writing as soon as possible after the respective club Annual General Meeting.
- (c) Any member of the Centre Committee absent from three (3) consecutive Centre Committee meetings without reasonable excuse is subject to review of membership of the Centre Committee.

7. SUB-COMMITTEES:

- (a) The Committee of Management shall appoint sub-committees as required whose Chairman shall be elected from one of the Committee of Management.
- (b) The President and the Secretary are automatically ex-officio members of all sub-committees.
- (c) Sub-committees may arrange to conduct meetings as required.
- (d) Sub-committees shall have no validity but will report or recommend to the Committee of Management for action.
- (e) Sub-committees shall be disbanded immediately following completion of their requested duties.

8. GENERAL/SPECIAL MEETINGS:

- (a) General meetings shall be held not less than once every eight (8) weeks.
- (b) The President, or in his absence the Vice President, shall preside as Chairman at every general/special meeting of the Centre. Should the President or Vice President be absent from the meeting, the members present shall elect a member from the Committee of Management to preside as Chairman.

- (c) All items considered, decisions reached and recommendations made at each meeting shall be recorded and circulated to clubs and committee members within fourteen (14) days of the general meeting.
- (d) A quorum for a general meeting shall be the President or Director of Competition or Secretary, two (2) general committee members and a delegate from half of the affiliated clubs.
- (e) If within thirty (30) minutes from the time fixed for a special meeting a quorum is not present, the meeting shall be dissolved. In the case of a general meeting it shall stand adjourned to a time and place to be determined by those members present within fourteen (14) days.
- (f) The Secretary shall give at least five (5) days notice of meeting to each committee member.
- (g) A special meeting may be called by resolution of the Executive Committee or by written request from at least half of the affiliated clubs. Such meeting is to be held within twenty-eight (28) days of receipt of such request. If the President fails to notify the committee members within fourteen (14) days from the date of the request, those who requested may themselves convene a meeting.
- (h) Motions to alter this constitution can only be voted on at annual general or special meetings of the Centre convened for that purpose. Such notices of motion must be given in writing twenty-eight (28) days prior and must be signed by the President and Secretary of the club lodging it or the President or Vice President and Secretary in the case of the Centre Committee.
- (i) Amendments to motions and motions on notice may be moved, provided the amendment does not negate the intention of the original notice.

9. ANNUAL GENERAL MEETING:

- (a) The Centre Annual General Meeting shall be held on a date to be determined before 30th June each year and the financial year shall end on the same date as that set.
- (b) The Committee of Management shall submit an annual report including a financial balance sheet to the meeting, copies of which shall be distributed together with minutes of the meeting to all clubs, Centre Committee members and the Association.
- (c) The Secretary shall give each affiliated club at least fourteen (14) days written notice of the meeting.
- (d) A quorum for an annual general meeting shall be the President or Director of Competition or Secretary and a delegate from half of the affiliated clubs plus two (2) general committee members.
- (e) If within thirty (30) minutes from the time fixed for the meeting a quorum is not present the meeting shall be reconvened at a time and place to be determined by those present twenty-eight (28) days after the original date set.
- (f) Motions to alter this constitution can only be voted on at annual general meetings or Special Meetings of the Centre. Such notices of motion must be given in writing fourteen (14) days prior and must be signed by the President and Secretary of the club lodging it or the President or Director of Competition and Secretary in the case of the Centre Committee.
- (g) Notices of motion for consideration at meetings must be lodged at least fourteen (14) days prior to the meeting and must be signed by the President and Secretary of the club lodging it or the President or Director of Competition and Secretary in the case of the Centre Committee.

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- (h) The Executive Committee shall appoint an auditor to certify all accounts of the Centre including special and trust accounts and to submit a written report as early as possible after the end of the financial year. Such auditor to be a recognized accountant or person qualified in business practice and not a member of the Centre Committee.
- (i) Motions not considered by the Chairman of the meeting to be of an extraordinary nature may be moved and voted upon.
- (j) Amendments to motions and motions on notice may be moved provided the amendment does not negate the intention of the original motion.

10. **VOTING:**

- (a) All persons attending the Annual General Meeting shall be entitled to one vote.
- (b) Any casual changes to delegates must be notified to the Centre Secretary in writing prior to the meeting. Failure to comply negates voting rights.
- (c) The Committee of Management excepting an appointed club delegate shall not have the right to vote on any issue. However the Chairman or acting Chairman has a casting vote.
- (d) Voting should be decided by a two-thirds (2/3) majority.
- (e) Voting on motions shall be by show of hands at all meetings.
- (f) All delegates shall have one vote each, i.e. up to two (2) per club at all ordinary and special meetings.

11. **LIFE MEMBERS:**

To obtain Life Membership of the Centre the following criteria must be met:

- (a) The member must have belonged to a Little Athletic Club of the Croydon Centre for a minimum of eight (8) years.
- (b) The member must have served at least two (2) years at club committee level in the Croydon Centre.
- (c) The member must have served at least five (5) years of active service as a Croydon Centre Committee member.
- (d) All nominations must be forwarded to the Centre Secretary by an affiliated club or the Executive Committee. Such nominations shall be in writing and signed by the President or Secretary.
- (f) The Committee of Management must approve the nomination, making sure it meets all of the above criteria.
- (g) Any number of Life Member awards shall be appointed in one year.
- (h) Life Members shall be presented with an engraved medallion, which will be presented at a suitable occasion as decided by mutual agreement between the Life Member and the Executive Committee.

12. **DISSOLUTION OF THE CENTRE:**

- (a) The Centre shall not be dissolved unless the following Clauses have been adhered to:
 - (i) The consent having been obtained of at least three-fourths (3/4) of those present at a special general meeting of the Committee of Management and delegates from affiliated clubs, such meeting having been called for that purpose.

- (ii) The Secretary or Acting Secretary of the Centre to be dissolved has advised the Board of Management and the Region to which the Centre has been allocated within seven (7) days of the Centre meeting recommending dissolution.
 - (iii) The Board of Management after consultation with the Region to which the Centre has been allocated has endeavoured to hold a reformation meeting before convening a meeting for the dissolution of the Centre.
- b) Any and all assets remaining after full settlement of all just debts and liabilities incurred by the Centre shall be disposed of by transfer to another Centre in the same locality as decided by the Centre Committee of Management.

13. CENTRE DRESS CODE:

All athletes MUST wear the full compliment of their recognised CLUB Uniform at all times whilst participating in any competition events.

- (a) The correct uniform shall consist of:
 - (i) Club T-Shirt
 - (ii) VLAA registration bib (to be clearly displayed)
 - (iii) Black briefs, black shorts or bicycle shorts
Shorts shall not be longer than 100 mm above the knee measured whilst an athlete is kneeling (standard from VLAA 1.5 - Competition Clothing)
- (b) Before any modifications can be made to the design or colour of any Club T-Shirt approval must first be sought and the proposal must be accepted by a unanimous decision of all Executive Committee members and other Club Delegates.

14. ELIGIBILITY TO COMPETE IN REGION/STATE FINALS & CENTRE CHAMPIONSHIPS

Before any athlete can register for any Region & State finals or the Centre Championships the following criteria must first be established:

- (a) The Athlete must have participated in a minimum of 3 events at a minimum of 60% of the available competition days from the registration date (includes full and half season registration – see below for definition).

Full Registration - will be defined as registration at the start of October thru to March

Half Registration - will be defined as registration from Mid January thru to March
- (b) The parent or guardian of any athlete must have actively participated in carrying out the required parental duty allocations in accordance with Club requirements.
- (c) Sub clause (a) and (b) above will be managed at a Club level with any exceptions to be brought before the Committee of Management for resolution.

15. SELECTION OF CENTRE COACHES FOR RELAYS

In order for the Centre to select the most appropriate personnel to assist in the preparation and training of athletes participating in the Region and State Relay events the following criteria has been implemented

- (a) Coaches shall be selected by application and merit
 - (i) Coaches must submit an expression of interest (in writing) to the Coaching Sub-Committee
 - (ii) Coaches that have attained accredited coaching qualifications and have demonstrated application of the Centre's Objectives will be given preference over parents of athletes.
 - (iii) Parents shall only be eligible to coach a team in which one or more of their children forms an integral part of that team by approval of the Coaching Sub-Committee
- (b) Final selection of all coaches will be made by the Coaching Sub-Committee.
- (c) A representative of the Sub-Committee will forward their recommendations to the Committee of Management (and other Club Delegates) for approval and ratification.

16. FINANCIAL ACCOUNTABILITY OF CLUBS

In order to establish more financial accountability and sound business practices at a Club level, all Clubs will be required to forward a monthly income and expense ledger which can be reconciled with their bank account to the Centre Treasurer.

Each Club is to provide a comprehensive financial statement to the Centre Treasurer prior to the Annual General Meeting (AGM). The Centre and Club financial records **shall be required to be audited** by a suitably qualified person appointed by the Executive Committee at the end of the Financial Year (defined as July 1st – June 30th).