

ASSOCIATIONS INCORPORATION ACT 1985 (SA)

Constitution
of the
Munno Para Little Athletics Centre Inc.

Affiliated with the South Australian Little Athletics Association Inc.

December 2011

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ASSOCIATIONS INCORPORATION ACT 1985 (SA)

CONSTITUTION

of Munno Para Little Athletics Centre Incorporated

1. NAME OF CENTRE

The name of the Centre shall be the Munno Para Little Athletics Centre Inc. (hereinafter known as the Centre).

2. AFFILIATION

The Centre shall affiliate with the South Australian Little Athletics Association Inc. (S.A.L.A.A.) each year, subject to the Constitution and Regulations of the Association, and shall pay any applicable affiliation fees.

3. OBJECTS AND RESPONSIBILITIES OF THE CENTRE

The Centre is established solely for the following objects:

- (a) To provide athletic competition for all children who are registered with the Centre.
- (b) To provide coaching and training for Little Athletes.
- (c) To promote family participation as Athletes and Officials.
- (d) To register Athletes with the South Australian Little Athletics Association. (herein after called the Association.)
- (e) To promote the ideal of children competing for personal satisfaction through improved performance.
- (f) To appoint delegates to Association, Region and Sub-committees as required by S.A.L.A.A. Constitution and Rules.
- (g) To arrange Centre competitions and enter Athletes and Teams in Association Regional days, State Relays & Individual Championships and other Events as deemed appropriate.
- (h) To collect registration fees on behalf of the S.A.L.A.A.
- (i) To charge a Centre fee annually for equipment and other expenses
- (j) To perform any act consistent with the objects of the Centre as allowed by the Constitution and Rules.
- (k) To abide by the Constitution and Rules of the S.A.L.A.A. and assist in its aims and objectives.

4. POWERS OF THE CENTRE

The powers of the Centre shall be those referred to in Section 25, Associations Incorporation Act 1985

- (a) Acquire, hold, deal with, and dispose of, any real or personal property

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- (b) Administer any property on trust
- (c) Open and operate bank accounts
- (d) Invest its monies
 - (a) In any security in which trust monies, by Act of Parliament be invested.
 - (b) In any other manner authorized by the rules of the Centre or S.A.L.A.A.
- (e) Borrow money upon such terms as the Centre Committee thinks fit
- (f) Give such security for the discharge of liabilities incurred by the Centre as the Centre thinks fit
- (g) Appoint agents to transact any business of the Centre on its behalf
- (h) Enter into any other contract it considers necessary or desirable

These powers shall be vested in the President, Secretary and Treasurer, who shall gain the approval of a majority of the Committee, prior to entering into any contract carrying a financial liability to the Centre.

5. MEMBERS ®

Membership of the Centre will be granted to each registered Little Athlete (competitive member) upon payment of the prescribed registration fee.

5.1 Members ®

The members of the Centre shall consist of:

- (a) Competitive Members, who are registered in accordance with the Registration Regulations of the Association, shall have no right to receive notice of general meetings and no right to be present or debate or vote at general meetings. Voting powers at Annual General Meetings and special general meetings shall be vested in the parents/guardians/carers of those members.
- (b) Ordinary Members as defined in the Constitution of the Association and who assist in the conduct of the activities of the Centre, and are registered in accordance with the Register of Ordinary Members of the Association shall have the right to receive notice of general meetings and to be present, to debate and to vote at general meetings.
- (c) Life members shall have the right to receive notice of general meetings and to be present, to debate and to vote at general meetings.

5.2 Life Members

- (a) The Committee of Management may recommend to the AGM that any member who has given outstanding service to the Centre may be nominated for life membership. Any member may nominate in writing that person for consideration.

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- (b) The outstanding service may be in the form of
 - (i) A member who has served in an official capacity for 7 years

6. REGISTER OF MEMBERS ®

6.1 Centre to Keep Register

The Centre shall keep and maintain a register in which shall be entered (as a minimum):

- (a) the full name, address and date of entry of each member

Members shall provide notice of any change and required details to the Centre within one month of such change.

7. DISCIPLINE ®

- (a) The Committee of Management may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this constitution, the regulations or any resolution or determination of the Committee of Management or any duly authorised committee
 - (ii) acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the Centre
 - (iii) brought the Centre, or any other member into disrepute.

8. SUBSCRIPTIONS AND FEES ®

The annual membership subscription (if any) and any fees or other levies payable by members to the Centre shall be as determined by the Committee of Management in line with the decisions of the Association.

9. POWERS OF THE COMMITTEE OF MANAGEMENT

The business of the Centre shall be managed and conducted by the Committee of Management which shall act in accordance with the objects and shall operate for the benefit of the members and the community throughout the local area.

The Committee of Management having regard to this Constitution and to the Constitution and Rules of the Association shall;

- (a) Plan and co-ordinate all activities for the Centre.
- (b) Act on behalf and in the interest of Centre Members at all times.
- (c) Set rules as required for the good conduct of the incoming Committee

10. COMPOSITION OF THE COMMITTEE OF MANAGEMENT

10.1 Composition of the Committee of Management

The Committee shall comprise:

- (i) President

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- (ii) Secretary
- (iii) Treasurer
- (iv) Registrar
- (v) Recorder
- (vi) Competitions and Technical Officer
- (vii) Coaching Officer
- (viii) Publicity Officer
- (ix) Committee members who will hold other designated positions as required to manage the Centre

The President, Secretary and Treasurer shall be jointly responsible for the effective management of the decisions of the Committee and shall be the Executive of the Committee.

10.2 Election and Appointment of Committee

- (a) The Centre Committee shall be elected from nominations either in writing or taken from the floor at the Centre's Annual General meeting.
- (b) Elections shall be decided by a simple majority vote which shall be indicated by a show of hands

10.3 Term of Appointment for Elected Committee members

- (a) All members of Committee shall serve for a period of one to two years with half (50%) of the Committee subject to retirement each year.
- (b) All retiring committee members can nominate for a further term.
- (c) The positions of President and Recorder shall be for a two year term.
- (d) Any committee member who has served for a period of seven (7) years must retire and not be eligible to seek re-election for at least a period of 12 months unless where exceptional circumstances exist and the position is not filled then the incumbent can continue for a further period of not more than 12 months.

11. VACANCIES ON THE COMMITTEE

11.1 Casual Vacancies

Any casual vacancy occurring on the Committee of Management may be filled by accepting any member of the Centre. That person will remain on the Committee until the next Annual General meeting.

12. MEETINGS OF THE COMMITTEE

12.1 Committee of Management to Meet

- (a) The Committee of Management shall meet at least monthly or as often as is deemed necessary by the Committee.

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- (b) The President of the Committee of Management will act as chair of any Committee of Management meeting or general meeting at which they are present. If the chairperson is not present, or is unwilling or unable to preside at a Committee of Management meeting, the remaining committee shall appoint another member to preside as chair for that meeting only
- (c) The number of committee for a quorum is five, one of whom shall be the President (Chairperson), Secretary or designated Deputy Chairperson
- (d) Questions arising at any meeting of the Committee of Management shall be decided by a majority of votes with all committee members having one vote on any question. Where voting is equal, the President (chairperson) may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.

12.2 Committee of Management May Delegate Functions

- (a) The Committee of Management may appoint delegates to represent the Centre at Association and Regional meetings and to carry out specific duties and functions on behalf of the Committee.
- (b) These duties will include attending the Centre Committee meeting immediately following each Association and Regional meeting to present a report on such meetings. The reports of the delegates shall be included in the minutes of the meeting.

13. GENERAL MEETINGS

- (a) The Centre's AGM shall be held before the end of May each year and at a venue determined by the Committee of Management.
- (b) The business to be transacted at the AGM includes the consideration of accounts and the reports of the Committee of Management and auditors, the election of the committee under this constitution and the appointment of the auditors.
- (c) All general meetings other than the AGM shall be special general meetings and shall be held in accordance with this constitution and conducted using the rules and procedures for Centre Committee meetings.
- (d) A special general meeting shall be called by the Secretary at the direction of the President, or upon a written request by five percent of parents of Centre members.
- (e) The special meeting shall be held within fourteen days of receiving such request.
- (f) The requisition for a special general meeting shall state the object(s) of the meeting, be signed by the members making the requisition and be sent to the Centre.
- (g) Notice of Special meetings shall be published seven days prior to the meeting and the purpose of same shall be stated.
- (h) No business shall be transacted at any AGM or general meeting unless a quorum of fifteen parents or guardian of children registered through the Centre or any other interested persons of members is present.
- (i) At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands.

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- (j) Each life member and ordinary (individual) member shall be entitled to one vote at general meetings.

14. GRIEVANCE PROCEDURE ®

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a member and:
 - (i) another member
 - (ii) the Centre.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) The Committee of Management may prescribe additional grievance procedures.

15. RECORDS AND ACCOUNTS

15.1 Records

- (a) The Centre shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Committee of Management). It shall produce these as appropriate at each Committee of Management or general meeting.
- (b) The financial year of the Centre shall extend from the first day of April of each year to the last day of March of the following year.
- (c) The Centre shall prepare and make available to the members an annual financial report comprising; an annual profit and loss statement, a balance sheet, a statement of cash flows and a general report about the Centres operations etc.
- (d) All monies received on behalf of the Centre shall be banked in an account designated Munno Para Little Athletics Centre Incorporated, with any bank.
- (e) The Treasurer shall present a Financial Report at all meetings, including the AGM, of the Centre.

15.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The Centre shall retain such records for seven years after the completion of the transactions or operations to which they relate.

15.3 Committee of Management to Submit Accounts

The Committee of Management shall submit the Centre's statements of account to the members at the AGM in accordance with this constitution and the Act.

Present a checked balance sheet for the twelve (12) months immediately preceding the Annual General Meeting of the Centre, which when accepted shall be included in the Annual Report of the Centre.

15.4 Signatories

The President, Secretary, Treasurer and two other members of the Committee of Management shall be appointed signatories for the Centre. All payments shall be authorised by any two of the signatories.

16. INDEMNITY

- (a) Every Committee of Management member of the Centre will be indemnified out of the property and assets of the Centre against any liability incurred by them in their capacity as a committee member.
- (b) The Centre shall indemnify its committee members against all damages and losses (including legal costs) for which any such member may be or become liable to any third party.

17. DISSOLUTIONS AND MERGERS

- (a) The Centre shall not be dissolved or merged with any other affiliated Centre excepting by the consent of three quarters of those persons present at a Special Centre meeting convened for that purpose, and where at least fourteen days notice of such meeting has been given to the parents of all registered members of the Centre or Centres involved.
- (b) The Association shall be given fourteen days notice of the intention to hold any meeting for the purpose of dissolution or merger of the Centre.
- (c) In the case of a merger with another Centre, all assets and liabilities of the Centres involved shall become the responsibility of the Committee of the newly formed single Centre.
- (d) In the event of a resolution being passed that the Centre be disbanded all property and funds held at that time shall be disposed of as directed by the Board of Directors of the S.A.L.A.A.

18. ALTERATION OF CONSTITUTION

This constitution shall not be altered except by special resolution.

- (a) Notice of motions to change the Constitution must be submitted in writing to the Centre Secretary at least six weeks prior to the Annual General Meeting.
- (b) Notice of such proposed amendments to be displayed on the Centre Notice board not less than twenty eight (28) days before the AGM.
- (c) A two thirds majority of the Centre members present at the AGM shall be required before an amendment can become part of the Constitution.
- (d) Any changes made to the Constitution must be approved by the Association Board of Directors before any such changes can be actioned.

19. PUBLIC OFFICER

The Secretary shall be the Public Officer of the Centre for the purposes of the Act.

20. DEFINITIONS

'The Act' means the Associations Incorporation Act 1985 (SA).

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'The Association' means The South Australian Little Athletics Association Incorporated.

"The Centre' means the Munno Para Little Athletics Centre Incorporated.

'Board of Management' means the Board of Management of The South Australian Little Athletics Association Incorporated.

'Committee' means the Management Committee of the Centre.

'The Association Constitution' means the Constitution of the South Australian Little Athletics Association Incorporated.

'Members' means registered members who are Competitive, Ordinary or Life Members.

'Official capacity' means serving on the Committee or performing tasks that contribute to the various Centre activities.

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JOB ROLES OF COMMITTEE MEMBERS

The PRESIDENT shall:

- chair all meetings of the Centre and committee
- undertake other such duties on behalf of the Committee as may be required from time to time
- shall have no voting rights at Centre or committee meetings excepting that of a casting vote when necessary.

The SECRETARY shall:

- take detailed minutes of all Centre and Committee meetings and compile all agendas and notices of meetings
- carry out all administrative duties necessary for the efficient running of the Centre, under direction of the committee, including the handling of correspondence and dissemination of information received from the Association
- collate the reports of Committee members for inclusion in the Centre Annual Report, which, when approved by the Committee shall be published, presented at the Annual General Meeting and distributed to all interested persons with a copy being sent to the Association.

The TREASURER shall:

- keep a detailed ledger of all receipts and payments transacted for the Centre
- make by cheque all payments which are authorised by the Committee
- present to each Centre or Committee meeting a full summary of the financial situation of the Centre.
- arrange for the authorisation of Centre cheques by the current signatories
- lodge all amounts received on behalf of the Centre to the Centre's Bank account
- make all necessary financial arrangements pertaining to the conduct of the Centre
- submit a report to the Annual General Meeting of The Centre.

The REGISTRAR shall:

- obtain from the Association before the start of the Track and Field season in each year, registration numbers, cards and any other documentation relating to the registration of members
- carry out all registrations on behalf of the Centre in accordance with the Constitution and rules of the Association
- file all Centre Registration cards in proper order and liaise with the Association to ensure that all children competing with the Centre are correctly registered prior to any dates which may be specified by the Association Competition Director in connection with eligibility for Association competitions

The RECORDER shall:

- collate and analyse all competition results and make these available to members as required for the purpose of individual or inter-club points scoring, publicity, ranking of competitions and claims for Centre, State and Australian Best Performances
- throughout the Track and field season maintain a Centre Result book showing the weekly results of all children registered through the Centre for all events in which they compete
- provide the Centre Committee with any information they may require for the purpose of selection of teams or presentation of awards

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The COMPETITION and TECHNICAL OFFICER shall:

- arrange and control the Centre's Track and field season fixture list, competition programs and timetables
- ensure that all Track and Field facilities and equipment are properly maintained and that all technical requirements are in accordance with the Constitution and Rules of the Association.
- keep an inventory of all equipment and ensure that it is available when and where required
- advise Officials of any change which may be made in relation to equipment specifications
- liaise with the Association Competition Director in matters affecting the Centre in connection with Association Competitions

The COACHING OFFICER shall:

- instruct and assist all those persons acting on behalf of the Centre in the capacity of coaches, encourage all such persons to become appropriately qualified, and advise them of all current instructional courses, seminars or other activities which may be of acutance to them
- keep a record of all Centre coaches, including details of their qualifications and specialities and liaise with the Association Education Director Club in matters relating to coaching
- organise suitable coaching sessions for all children registered through the Centre and arrange any special practice sessions as required

The PUBLICITY OFFICER shall:

- arrange for the publication of the Centre's weekly competition results in the local newspaper, using the method of setting out which is preferred by the publishers
- where the Centre is host for an Inter-Centre competition prepare and submit results and a report for publication in the local newspaper. Such reports should not include any comment or statement which might offend or discourage any person.
- as instructed by the Committee, prepare and arrange the publication of any material relating to Centre Events, Competitions, Visits and Special functions
- as instructed by the Committee, represent the Centre to other organisations, companies or individuals in any matters relating to the Centre's participation in any activities carried out for publicity purposes