
***The Constitution of the
Algester Branch
Little Athletics Centre Inc.***



This Constitution is the same as the Queensland Little Athletics Association's **Approved Model Constitution** for Little Athletics Centres, *except for those paragraphs sidelined and individually initialed as approved changes by the Centre Manager, the Centre Secretary and the President of the QLAA.* Any other deviations from the Approved Model Constitution shall be taken as typographical errors and reference shall be made to the Approved Model for the correct interpretation.

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1 GENERAL

1.1 NAME

The Name of this body shall be the "Algester Branch Little Athletics Centre Inc." (hereinafter called the Centre) which shall be affiliated as a Branch of the Queensland Little Athletics Association Inc. (hereinafter called the QLAA) and whose place of Office shall be the address of the Secretary of the Centre at that time or any other place as may be determined from the time by the Centre Management Committee.

Any change of address shall be immediately notified to the QLAA.

The name of the Centre shall not be changed without the express approval of the QLAA.

1.2 AFFILIATION WITH THE QLAA

- 1.2.1 Affiliation with the QLAA shall become effective from the date of approval of the relevant Centre Affiliation form by the QLAA's Board of Directors and shall remain in force as long as the Centre remains in existence.
- 1.2.2 As a consequence of this Ongoing Affiliation the Centre shall be bound at all times to abide by the current Constitution, Rules and Regulations and By-Laws of the QLAA.
- 1.2.3 Subsequently, a Committee Membership Fee as prescribed by the QLAA shall be forwarded immediately following the Annual General Meeting each year along with the other information required on the relevant Centre and Committee Membership Form.
- 1.2.4 At the same time as Affiliation is approved a Centre Uniform will be approved. The colour/configuration of this uniform shall not subsequently be changed without prior approval of the QLAA.

1.3 OBLIGATION TO THE QLAA

- 1.3.1 Should the Centre fail to fulfil its obligation to the QLAA by virtue of unduly neglecting, disregarding or abusing the objects and/or powers set out hereunder or otherwise operate in a manner not in the best interests of Little Athletics as a whole, the QLAA Board of Directors shall be empowered to arrange a meeting with the Centre Management Committee to resolve the problems.
- 1.3.2 Should this prove unsuccessful the QLAA may then take such other steps as it deems necessary to re-organise or re-vitalise the Centre.

1.4 OBJECTS

The objects of the Centre shall be to:

- a) as a primary object, provide and actively promote Little Athletics as an activity for all children within the age groups catered for by the QLAA and within the area served by the Centre, and without fear or favour with respect to race, creed, sex, socio-economic status or level of ability.
- b) encourage family and community involvement in this activity as a means of furthering the total development of youth through Little Athletics.
- c) use all available means to place Little Athletics before the public notice.

- d) provide throughout the appropriate season, weekly 'competition' meetings where children can participate in a friendly environment in a wide range of physical activities based on the various track and field disciplines and conducted in accordance with the general guidelines laid down by QLAA.
- e) promote the ideal of children participating for personal satisfaction through the improvement of their own personal level of performance in a wide range of events.
- f) provide the athletic activities and/or competition for children of all ability levels without discrimination.
- g) register with the QLAA, in accordance with its rules and By-Laws, all competing children.
- h) co-ordinate the activities of any club affiliated with the QLAA through the Centre according to the Rules of the QLAA.
- i) ensure that all prizes, trophies and inducements to Little Athletics competitors do not contravene the QLAA Constitution Clause 1.2.5 viz. "To ensure that the Association activities are so organised and conducted that the amateur status of participants is not infringed".
- j) encourage the fullest possible participation in all QLAA (including Region) or ALA (Australian Little Athletics) conducted events.

1.5 INCOME AND PROPERTY OF THE CENTRE

The income of the Centre whensoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

1.6 POWERS OF THE CENTRE

The Powers of the Centre shall be to:

- a) organise and control the conduct of Little Athletics competitions and registered numbers within the area allotted to the Centre by the QLAA.
- b) select teams of registered boys and girls to represent the Centre in approved competitions or meetings.
- c) appoint delegates to QLAA meetings according to the Constitution and Rules of the QLAA.
- d) suspend, disqualify or otherwise deal with an affiliated body or member of the Centre which or who has committed any breach of these Rules which in the opinion of the Centre is unbecoming or contrary to the interests of Little Athletics. (Any such breach which has implication beyond the immediate control of the Centre must be reported to the QLAA).
- e) impose and collect levies, subscriptions, fees and other charges from Centres and members thereof or to borrow or to raise money with or without security for carrying out the objects of this Constitution or for matters connected herewith. Provided always that those levies etc. are within the scope of guidelines set by QLAA.
- f) purchase, hire or lease or otherwise acquire for the purpose of the Centre any athletic or associated equipment, any real or personal property and any rights or privileges which the Centre may think necessary or convenient for the carrying out of its objects.
- g) invest any moneys of the Centre not immediately required for any of its objects.

1.7 MEMBERSHIP

- 1.7.1 a) Membership of the Centre shall be divided into three (3) categories
- i) Honorary Life Members
 - ii) Ordinary Members
 - iii) Registered Little Athletes
- b) Through this document both Honorary Life Members, Ordinary Members and Little Athletes may be referred to by the general term of "Member" where no distinction is to be drawn between the categories. Where a distinction is intended specific terms will be used.
- c) Registered Little Athletes do not have voting rights.
- 1.7.2 The number of Ordinary Members, Registered Little Athletes and Honorary Life Members shall be unlimited.
- 1.7.3 **Honorary Life Members**
- a) Honorary Life Membership may be granted to any person at the sole discretion of the Centre Management Committee provided a formal motion is passed by not less than 75% of that committee. Such a decision must be promptly advised to the QLAA
 - b) The award shall be given for long and meritorious service.
 - c) The position of Life Membership does not entitle the person so appointed to be able to represent the Centre at QLAA meetings without prior approval of the Centre Management Committee.
 - d) Provided prior notice is given (with relevant reason) to the QLAA any Life Member whose subsequent actions bring discredit to Little Athletics may have such Life Membership withdrawn by a 100% vote of the Centre Management Committee.
- 1.7.4 **Ordinary Members of the Centre**
- a) subject to any current suspension or expulsion order made by any Centre in accordance with Section 4.1.3 of the Constitution,
 - i) any parent (which shall include mother, father, step-mother, step-father or guardian of a child or any relative or person who has lawful custody of a child and is acting in loco parentis but shall exclude such persons as principals of schools and the Department of Children's Services) of a registered Little Athlete is automatically an Ordinary Member of the relevant Centre (and Club where a Club of the Centre exists).
 - ii) any other adult person who in the opinion of the Centre Management Committee would be an asset to the Centre may be elected to Ordinary Membership status by that committee.
 - iii) all persons elected to membership status in this fashion shall have their membership status re-affirmed or otherwise at the first Centre Management Committee meeting after the Annual General meeting each year.
 - iv) a register of Ordinary Members shall be maintained by the Centre at all times and shall clearly show by which method membership was attained.
 - v) a) no right of rejection of membership exists under 1.7.4 a) i). However, such members may subsequently be suspended or expelled in accordance with section 4.1.3 of the Constitution and in that event, the relevant registered Little Athlete remains eligible to be or to continue to be a member of the Centre during the period of suspension and/or despite the expulsion".

- b) appeals against such suspensions or expulsions may be lodged in accordance with section 4.1.4.
- vi) any person whose application or nomination under 1.7.4 a) ii) is rejected by the Committee has no right of appeal.

The acceptance or otherwise of such application will be determined by a majority vote of members of the Centre Management Committee present at the meeting at which such application or nomination is considered.

1.7.5 Registered Little Athletes

- a) Registered Little Athletes will be those children who have been registered by the Centre on behalf of the QLAA within the Age groups recognised by the QLAA provided that the youngest children registered in the Under 6 group may only register after turning 5 and providing the Centre has not unduly delayed passing on relevant registration details and payment to the Association.

Note change from earlier ruling requiring child to be 5 before the start of the season.

Little Athletes shall be registered in age groups according to their age as at 30th September preceding the start of the Competition Season (Rule 1.8.5, 1.12) each year e.g. a child who is 12 on 30th September but turns 13 during the twelve (12) months commencing on the following day (1st October) will be registered as an Under 13 for the full Competition Season.

- b) In accordance with Rule 1.4 a) no eligible child may be refused registration however disciplinary/expulsion provisions exist under Rule 4.1.3 of this Constitution.

1.8 FEES

1.8.1 For Little Athletes

- a) the annual Centre registration Fee will be set prior to the start of each season by the Centre Management Committee. Such fees to be set with due regard to the QLAA Registration Fee and such fees as may be required by and payable to the QLAA from time to time and in accordance with the QLAA philosophy of keeping the costs of membership within the financial reach of every child.

Normal maximum fee scales shall be

- i) where total fee is paid at start of season. *Total fee to be not greater than three (3) times the QLAA Registration fee.*
- ii) where Registration fee paid at start of season and 'running' fees charged subsequently. *Total of initial fee and subsequent 'running fees' to be not greater than four (4) times the QLAA Registration fee.*

Should the Centre determine it needs to set fees above these rates it shall obtain the approval of the QLAA Board of Directors before doing so.

1.8.2 For Ordinary Members of the Centre

No Fees Apply.

1.8.3 For Honorary Life Members of the Centre

No Fees Apply.

1.8.4 For Ordinary Members to Participate in QLAA General Meetings

- a) those who are members of the Centre's Management Committee; up to twelve (12) such nominated persons are covered by the Centre Affiliation fee for the first year of the Centre's operation and by the bulk Centre Committee Membership fee payable in subsequent years.
- b) those who are not members of the Centre's Management Committee; such amount as the QLAA determines from time to time.

1.8.5 The period for membership covered by these fees, initial Centre Affiliation fees, shall extend from the date of acceptance of the application for membership/affiliation for that season to the day prior to the start of the NEXT competition season for the Centre except where a child is selected to compete in an Australian Little Athletics Championships and those championships be held after the close of the relevant season, such child shall still be registered until after that specific competition.

The Centre shall run either

- a Summer Competition Season nominally extending from September 1st to March 31st;
- OR
- a Winter Competition Season nominally extending from March 1st to September 30th.

For areas where both Winter and Summer Centres operate, a transfer is not applicable. The athlete joining a new Centre must relinquish their membership at the other and pay full registration fees.

1.9 AFFILIATION WITH OTHER BODIES

- 1.9.1 No individual person shall be required to join or pay moneys to any other organisation as a prerequisite to becoming, or a condition of being a member of their Little Athletics Centre or any Club thereof.
- 1.9.2 Neither the Centre nor any Club thereof shall form an affiliation with any organisation other than the Association which requires, as a condition of that affiliation, that the Centre or Club pay other than a nominal affiliated fee and/or annual subscription. The Centre may undertake to join fund raising activities with an affiliated organisation for mutually beneficial purposes however, funds may not be raised per medium of increased joining fees, levies, partial fees etc. which increase the basic costs of participation in Little Athletics.
- 1.9.3 The Centre may not be financially dependent on another organisation unless it has of its own volition and with written approval of the QLAA Board of Directors entered into an agreement to borrow money or receive benefits from that organisation.
- 1.9.4 The Centre may not enter into an affiliation with any organisation other than the QLAA if via that affiliation the other organisation would be given claim over any of the Centre's financial or material assets.
- 1.9.5 In accordance with Rule 1.3.11 of the QLAA Constitution the QLAA has the power to restrict affiliations between Centres and other outside organisations where in the opinion of the QLAA such affiliation would not be in the best interests of Little Athletics. Any Centre contemplating entering such an affiliation must submit all relevant details including constitutions of the Centre and the other organisation to the QLAA Board of Directors and receive its approval before making any commitments.

1.10 DISSOLUTION

- 1.10.1 The Centre may only be dissolved if the following criteria are met:
- a) a Special General Meeting is called for that express purpose and all members are so informed with a minimum of fourteen (14) days notice.
 - b) the QLAA Board of Directors is informed of the proposed meeting with a minimum of fourteen (14) days notice.
 - c) the decision to dissolve is the recorded vote of at least 75% of those members present at that meeting.
- 1.10.2 In the event of dissolution all debts of the Centre must be met from available funds and the funds and assets then remaining will be transferred to the QLAA .
- 1.10.3 Equipment owned by the Centre, it's Clubs, or on loan from other bodies shall not be sold nor otherwise disposed of to meet the liabilities without the express approval of the QLAA Board of Directors in writing but shall become the property of the QLAA for use as the Board of Directors sees fit.

1.11 COMPETITION VENUE

Except where the Centre is located in a country area where only one (1) Centre exists in the town the Centre shall not change its competition venue without prior approval from the QLAA Board of Directors. (Similarly no new Centre will be granted affiliation until its competition venue has been approved).

1.12 COMPETITION YEAR & COMPETITION SEASONS

- a) The Association's Competition Year shall run from 1st April to 31st March, however Centres may choose their own competition period within that year, comprising a maximum 26 weeks of competition within a 30 week block, signing on at a date not more than two (2) weeks prior to the nominated competition period. The competition period must be concluded by the 31st March the following year, unless otherwise approved by the Board. The maximum competition period of 26 weeks is designed to include allowances for washed out meets.
- b) Little Athletes shall be registered in age groups according to their age as at the 30th September each year.

1.13 MEMBERSHIP YEAR

The period for membership shall extend from the date of acceptance of the application for membership/affiliation for that season, to the day prior to the start of the NEXT competition season for the centre, except where a child is selected to compete in an Australian Interstate Teams Championship and that championship be held after the close of the relevant season, such child shall still be registered until after that specific competition.

2. CONSTITUTION & RULES

2.1 ALTERATIONS AND ADDITIONS TO THIS CONSTITUTION

(FOR UN-INCORPORATED CENTRES)

- 2.1.1 These rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting, provided that no such amendment, rescission or addition shall be valid unless that same shall have been previously submitted to and approved by the QLAA Board of Directors.
- i) A resolution is a special resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.
 - ii) At any General Meeting to which sub-section i) relates unless a poll is demanded a declaration by the Chairman that the resolution has been carried is conclusive evidence of the fact.
- 2.1.2 Should prior approval(s) not be obtained in accordance with Rule 2.1.1 the amendments will not come into effect until such approval(s) are obtained.
- 2.1.3 Alterations and additions to the approved Standard for Centre Constitutions may be made from time to time by the QLAA.

2.2 ALTERATIONS AND ADDITIONS TO THIS CONSTITUTION

(FOR INCORPORATED CENTRES)

- 2.2.1 Subject to the Association Incorporation Act 1981, these rules may be amended, repealed or added to by a special resolution carried at a General Meeting.
- 2.2.2 However an amendment, repeal or addition is valid only if it is registered by the Chief Executive.
- 2.2.3 To ensure compliance with Rule 1.2.2 any proposal to amend these rules must first be submitted to the QLAA Board of Directors (together with a full explanation) and receive its written approval before they are submitted to a vote by a General Meeting pursuant to Rule 2.2.1.

2.3 CENTRE BY-LAWS

The Centre shall have power to effect and to act in accordance with By-Laws and to add to or vary these By-Laws provided that:

- a) they not be inconsistent with this Constitution or that of the QLAA or any amendments to either.
- b) they not be inconsistent with the By-Laws or other rules and regulations of the QLAA.
- c) they not be set aside or amended by a General Meeting of members of the Centre.

3. MANAGEMENT

3.1 STRUCTURE

This Centre may exist as an entity in itself or may be comprised of a number of Clubs. If Clubs exist their purpose shall be essentially to diversify the coaching venues for the Centre. All regular competition shall be conducted at the Centre Competition.

Irrespective of the Centre's structure, at any point in time a group of parents may combine to form a Club, which, provided it complies with the Model Rules and Constitution for Clubs within the Association can affiliate with this Centre. This Centre, together with all other such Centres in Queensland, grouped together, constitute the Queensland Little Athletics Association Inc. (the Association) which in combination with the corresponding bodies in each other state comprises the Australian Little Athletics (the ALA). The Centre will from time to time be grouped together with other Centres into a Region, such Regions being formed primarily for convenient conduct to qualifying rounds for QLAA competitions. The Region shall have no power to force, coerce or otherwise direct in terms of compliance with approved rules and regulations drawn up specifically for the conduct of QLAA competitions conducted by the Region on behalf of the QLAA. The Region shall under no circumstances impede or prevent direct contact between the Centre and the QLAA.

3.2 MANAGEMENT

3.2.1 The Management of the Centre shall be vested in an elected Centre Management Committee comprising not less than 6 members all of whom shall be adults.

3.2.2 A Centre Management Committee shall comprise:

1. Centre Manager (who shall be the President of the Association for the purposes of the Act)
2. Centre Secretary
3. Treasurer
4. Not less than 3 Committee members

3.2.3 At its first meeting following the Annual General Meeting the Centre Management Committee shall:

- i) Appoint one of the members of the Committee to be the Assistant Centre manager who shall deputise for the Centre Manager on such occasions as the Centre Manager is unavailable.
- ii) Allocate to the members of the Committee the various positions or functions considered desirable by the Centre Management Committee including any position or function described in the Centre's Administration Manual.

3.3 CONTROL

Day to day control of the Centre shall be vested in the Centre Management Committee and when decisions are required between meetings of that Committee the Centre Manager will make such decision after consulting as many other members of the Committee as possible and must advise the Committee of the full circumstances surrounding the decision at the earliest possible instance.

Decisions of the Centre Manager must be consistent with the policies and general philosophy of the QLAA and the policies and aims of the Centre and any guidelines given by the Centre Management Committee.

3.4 ELECTIONS

- 3.4.1 Elections for all positions on the Centre's Management Committee must be held each year at the Annual General Meeting of the Centre which shall be held within ninety (90) days of the end of the Centre's normal competition season.

Should positions become vacant at any time they may be filled by nomination by the balance of the Management Committee if this can not be achieved a Special General Meeting should be called.

Notice of the elections will be given and nominations for positions will be called at least 28 days prior to the Annual General Meeting in accordance with 5.2(b).

- 3.4.2 In the event more than one person stands for election to any position of the Centre Management Committee voting will be by secret ballot and the Secretary shall be the Returning Officer (when counting the votes for a position of Secretary the Centre Manager will be the Returning Officer).
- 3.4.3 All current Ordinary Members and all Honorary Life Members actually in attendance at the meeting will be entitled to vote.
- 3.4.4 Such elections must not be taken until after the Annual Reports (including the Treasurers) are tabled and accepted.
- 3.4.5 At the first meeting after the Annual General Meeting each year, the Centre Management Committee shall appoint an Assistant Centre Manager from amongst the Committee Members.

3.5 POWERS AND DUTIES OF THE CENTRE MANAGEMENT COMMITTEE

- 3.5.1 The Centre Management Committee may exercise all such powers as are within the scope of this Constitution and decisions of the QLAA provided such decisions are by a majority of those members present include:
- a) to purchase, hire, lease or otherwise acquire any goods, property or rights and privileges which may be deemed necessary or convenient to carry out its objects.
 - b) to borrow, lend or give money from time to time to advance the cause of Little Athletics generally.
 - c) to do all such acts, deeds, matters of things necessary or to enter into any agreement or arrangement necessary to attain the objectives of Little Athletics.
 - d) to plan and implement the athletic events or related activities of the Centre and to assist the cause of Little Athletics.
 - e) to appoint individual committee members or members generally or groups of members to act in any capacity for or on behalf of the Centre.
 - f) to appoint members to fill casual vacancies on the Committee (see 3.4.1 above).
 - g) to suspend, disqualify or otherwise deal with any member or other person who has committed a breach which in the opinion of the Committee is unbecoming or contrary to this Constitution.
- 3.5.2 The Centre Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting and General Meeting are entered in a Minute Book which is to be open for inspection at all reasonable times by any financial member who previously applies to the Centre Secretary for the inspection.
- 3.5.3 To ensure the accuracy of the Minutes recorded by the Centre Secretary, the Minutes of each Management Committee must be signed by the Chairman of that meeting, or the

Chairman of the next Management Committee Meeting, verifying their accuracy. Similarly, the Minutes of each General Meeting shall be signed by the Chairman of that meeting, or the Chairman of the next General Meeting verifying their accuracy. The Minutes of each Annual General Meeting shall be signed by the Chairman of that meeting, or the Chairman of the next General Meeting or Annual General Meeting, verifying their accuracy.

- 3.5.4 The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.
- 3.5.5 The Centre Secretary must keep a register in which shall be entered the names and residential addresses of all persons admitted to membership of the Centre and the dates of their admission.
- 3.5.6 The Treasurer shall:
 - a) receive all monies owing to the Centre, be able to issue receipts for same and ensure such funds are banked in a bank account with the Centre's nominated Bankers.
 - b) pay all monies owing by the Centre which have been approved by the Centre Management Committee.
 - c) when absolutely necessary and within the express approval of the Centre Manager, effect payment of any amount of an urgent nature which cannot be held over until the next meeting of the Centre Management Committee in which circumstances the matter must then be submitted to the next meeting of that Committee for ratification.
 - d) keep a record of all income and expenditure and assets and liabilities, mortgages, charges and securities of the Centre in a manner which is satisfactory to the Centre Management Committee and Auditor and present to each meeting of that Committee a written report of the account balances, accounts received for payment, receipt and expenditure for the period since the previous meeting. A receipt must be issued for and against each and all monies received and the duplicate held.
- 3.5.7 All accounts for payment must be made by cheque or electronic funds transfer. All cheques shall be endorsed "not negotiable" and must be signed by any two of the following Association members:
 - a) the Centre Manager
 - b) the Centre Secretary
 - c) the Treasurer
 - d) another member authorized by the Association's management committee for the purpose.
- 3.5.8 The Management Committee of the Centre shall within three (3) months of the close of the financial year prescribed:
 - a) prepare or cause to be prepared a Statement containing the following particulars:
 - i) the income and expenditure of the Centre during its financial year,
 - ii) the assets and liabilities of the Centre at the close of the said year,
 - iii) all mortgages, charges and securities of any description effecting any of the property of the Centre at the close of the said year.
 - b) cause the financial affairs of the Centre to be audited as per Article 6.3.
 - c) present the audited statement to the Annual General Meeting for adoption.

3.6 INDEMNIFICATION

Any member of the Centre Management Committee, an agent or an auditor, shall be indemnified out of the Assets of the Centre against any liability incurred in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted, or in connection with any application under any Act in which relief is granted to him by the Court in respect of negligence, default, breach of duty or breach of trust.

3.7 RESIGNATIONS

Any member of the Centre Management Committee may resign at any time from membership of the Committee by notice in writing delivered to the Committee's Secretary. Such resignation shall only take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice, when it shall take effect on that later date. In the event notice is not received in writing but the member does not attend two (2) consecutive meetings without apology, then the member is considered to have resigned.

4. DISCIPLINE

4.1 DISCIPLINE

- 4.1.1 No member of the Centre shall reprimand another member of the Centre unless the complaint is brought before the Centre Management Committee in which case, if it is the decision of the majority of those members present, then the reprimand will be by the Centre Manager on behalf of that Committee.
- 4.1.2 Any member of the Centre Management Committee can be removed from Office if such removal is the decision of the majority of that Committee and provided that such a decision is taken at a special meeting of the Committee convened specifically to discuss such action and at which time the said member must be given the opportunity to present his or her case.
- 4.1.3 Any member of the Centre may be suspended or expelled from the Centre provided the same conditions as outlined in 4.1.2 apply.
- 4.1.4 In the event that any member so suspended or expelled wishes to appeal against the decision, such an appeal shall be lodged with the Centre Secretary within thirty (30) days of the member being notified of the decision and the Secretary shall, within fourteen (14) days, give notice of a Special General Meeting in accordance with Section 5.2 for the purpose of hearing that appeal. The appellant will be entitled to be heard on the appeal.
- 4.1.5 Because of possible repercussions, the QLAA Board of Directors shall be advised of any action proposed under Rules 4.1.2 or 4.1.3 and the outcome of any such action and any subsequent appeal.

5. MEETINGS

5.1 TYPES OF MEETINGS

- 5.1.1 The following meetings will constitute the meetings required to be attended by some or all Centre Committee members in any one year:
- a) weekly and any special competition meetings held throughout the season.
 - b) monthly meetings of the Centre Management Committee.
 - c) General Meeting of the Centre.
 - d) Annual General Meeting of the Centre.
 - e) two (2) compulsory Region Management Committee meetings, one in April and one in September, which are to be attended by two (2) Centre Delegates (normally the Centre Manager and the Secretary) and which will be chaired by the Region Chairman (Region Competition Co-ordinator).
 - f) Region Competition Committee meetings, chaired by the Region Competition Co-ordinator, and attended by one nominated delegate from each Centre.
- 5.1.2 **Monthly Meetings of the Centre Management Committee**
- i) The Centre Management Committee shall meet at least once a month during the actual Competition season and at least once every two (2) months for the remainder of the year.
 - ii) Special Committee meetings may be called by the Secretary or any four (4) members of the Centre. Such requests to indicate the purpose for calling such special meetings.
- 5.1.3 **General Meetings**
- a) Special General Meetings may be called at the request of any four (4) members of the Centre. Such request to indicate the purpose for calling such special meetings.
 - b)
 - i) The Annual General Meeting will be held within three (3) months after the close of the financial year.
 - ii) At this meeting, in addition to the elections (refer 3.4.1), reports will be presented by the Centre Manager, Treasurer and other Office bearers as required.

5.2 NOTICE OF MEETINGS

- a) **Centre Management Committee Meetings**
 - i) shall be held on a set day and place each month with adequate notice being given of any variations in day or venue.
 - ii) the regular day and venue shall be determined by resolution.
- b) **General Meetings**
at least twenty-eight (28) days clear notice in writing to be distributed by hand or by mail to every family in attendance at the Centre.
- c) **Special General Meetings**
A meeting must be held within 28 days of receiving request as per Rule 5.1.3 (a).

d) **Special Committee Meetings**

At least 7 days notice must be given to all committee members when a meeting is called as per Rule 5.1.2 (ii).

5.3 CHAIRMAN

The Centre Manager or, in his absence, the Assistant Centre Manager will chair the Annual General and Monthly Meetings. In the event neither is available the members present will appoint a chair.

5.4 QUORUMS

5.4.1 A quorum at General meetings/ Special General meetings shall comprise of twelve (12) Members.

5.4.2 A quorum at Centre Management Committee/ Special Committee meetings shall consist of at least two thirds of the number on the committee one of whom shall be the Centre Manager, Secretary or Assistant Centre Manager.

5.4.3 Should there not be a quorum within thirty (30) minutes of the time set for such meetings then a further meeting should be set for one week hence when, if a quorum is still not present, the numbers so attending will be considered to be the quorum.

5.5 VOTING AT MEETINGS

5.5.1 **Centre Management Committee Meeting**

- a) the right to vote at these meetings will be restricted to members of that Committee and no member of the Committee shall be entitled to more than one vote.
- b) voting will be by show of hands unless a ballot be called for by the Chairman or be demanded by a simple majority of those present and entitled to vote at the meeting.

5.5.2 **General Meetings**

The right to vote at these meetings will be restricted to Ordinary Members and Honorary Life Members of the Centre and no member of the Centre shall be entitled to more than one vote.

5.5.3 In the case of a tied vote at any meeting, the motion under discussion will be declared lost, or in the case of elections, members will be asked to vote again.

5.6 PROXIES

Proxy voting will not be allowed.

6. ASSETS OF THE CENTRE

6.1 FINANCIAL YEAR

The Centre's financial year will end at the same time as its competition period, but no later than 31st March, and thus will be:

2017/2018

6.2 FINANCES

6.2.1 The Centre funds shall be banked in accordance with the QLAA banking arrangement in operational or investment accounts styled 'Algester Branch Little Athletics Centre (Inc.)' **.

***delete Inc. if not applicable.*

6.2.2 The following is acceptable for the funds and accounts of the Centre:

- (a) the funds of the Centre must be kept in an account in the name of the Association in a financial institution decided by the Centre Management Committee
- (b) records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Centre
- (c) all amounts must be deposited in the financial institution account as soon as practicable after receipt
- (d) a payment of the Centre of \$100 or more must be made by cheque or electronic funds transfer
- (e) if a payment is made by cheque, the cheque must be signed by any two (2) of the following:
 - i) Centre Manager
 - ii) Secretary
 - iii) Treasurer
 - iv) one (1) of the remaining members of the Centre Management Committee who have been authorised by the Centre Management Committee to sign cheques issued by the Centre
- (f) If two (2) or more members of the one family are nominated signatories they may **NOT** both sign any one cheque
- (g) cheques, other than cheques for wages, allowances or petty cash recoupment must be crossed not negotiable
- (h) a petty cash account must be kept on the imprest system, and the Centre Management Committee must decide the amount of petty cash to be kept in the account
- (i) all expenditure must be approved or ratified at a Centre Management Committee meeting

6.3 AUDITORS

The auditor shall be a person suitably qualified under the Act to audit the books of account and records and who is to be appointed at the Annual General Meeting of the Centre and who shall not be a member of the Centre Management Committee.

As per the Act, the following are acceptable as auditors for Centre accounts:

- (j) a person registered as an auditor under the Corporations Law; or
- (k) a member of CPA Australia or the Institute of Chartered Accountants in Australia; or
- (l) a member of the National Institute of Accountants, other than an associate, who has satisfactorily completed an auditing component of a course of study in accountancy of at least 3 years duration at a tertiary level conducted by a prescribed university or other prescribed institution.

6.4 INSURANCE

The Centre Management Committee shall ensure that all children and voluntary workers are adequately insured through whatever means are made available from time to time by the QLAA.

6.5 MAINTENANCE OF EQUIPMENT

The Centre Management Committee shall ensure that all equipment in its possession shall be kept securely and in good repair and shall ensure that adequate insurance cover is maintained where appropriate.

6.6 ANNUAL REPORTS

A copy of the Audited Annual Financial Report as presented to the Centres Annual General Meeting will be sent to the QLAA Board of Directors each year, together with a copy of the minutes of that meeting.

6.7 MATERIAL ASSETS

The Centre shall not at any time sell off any of its material assets for other than a fair and reasonable price and shall not give away or donate assets of significant value to any body without first clearing this through the QLAA.

6.8 DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instrument of title and securities of the Centre.

6.9 COMMON SEAL**

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be counter-signed by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

**delete this Rule if not an Incorporated Centre.