



# **South Launceston Little Athletics Centre Inc.**

## **Rules Of Association**

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## **1. Name of Association**

The name of the Association shall be "South Launceston Little Athletics Centre inc."

## **2. Interpretation**

In these Rules, unless the contrary intention appears,

- (i) "Act" means the Associations Incorporation Act 1964.
- (ii) "Centre" means South Launceston Little Athletics Centre Inc.
- (iii) Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act as in force on the date on which these Rules are adopted by the Centre.
- (iv) "Board" means the Board of Management of the Centre.
- (v) "TLAA" means Tasmanian Little Athletics Association Inc.

## **3. Centre's Office**

The office of the Centre shall be at South Launceston \*\*\*\*\* or such other place as the Board may from time to time determine.

## **4. Objects of The Centre**

- (1) The objects of the centre are to foster and promote athletics and athletic competition for children, to conduct competition in the events recognised by the TLAA, and to promote and assist the formation of new Little Athletics Clubs.
- (2) The powers of the Centre include;
  - (a) purchase, taking on lease or in exchange, and hiring or other acquisition of any real or personal property as may be necessary or convenient for any of the objects of the Centre.
  - (b) purchase, sale, supply, letting, hire or other dealing with property or goods of any kind.
  - (c) construction, maintenance and/or alteration of buildings, or the undertaking of any works necessary or convenient for any of the objects of the Centre.
  - (d) employment of officials, coaches, masseurs, trainers, caretakers, administrative, clerical, managerial, or other staff.
  - (e) acceptance of any gift upon any trust or otherwise.
  - (f) procurement of contributions to the funds of the Centre, whether by way of donation, subscription or otherwise.
  - (g) printing and publication of newspapers, periodicals, books, leaflets or other documents.
  - (h) borrowing and raising of money.

- (i) subject to the provisions of the Trustee Act 1898, investment of any monies of the Centre.
- (j) making of gifts, payment of subscriptions or donation of funds.
- (k) obtainment of insurance.
- (l) establishment and support of any other Association formed for any of the objects of the Centre.
- (m) purchase or acquisition of all or any part of the property or assets any Association, and assumption of any of the liabilities thereof, with which the Centre may at any time become amalgamated in accordance with the provisions of the Act and these Rules.
- (n) establishment, adoption, administration and/or enforcement of Rules, Regulations and By-Laws concerning athletics, and of penalties including disqualification from events, suspension from competition, fine or otherwise for breach thereof.
- (o) selection, sponsorship and support of representative athletes or teams thereof, including any accompanying officials or other persons.
- (p) procurement of the registration of children with TLAA as competing athletes.
- (q) taking any step or doing anything to promote, advance and implement the objects and purposes of TLAA.
- (r) organisation and control of Little Athletics Clubs.
- (s) organisation, conduct, management and promotion of athletics competition, meetings, championships and other events, imposition and collection of levies, subscriptions, fees and charges from Little Athletics Clubs affiliated with the Centre.
- (t) all such other lawful things as may be incidental or conducive to the attainment of any of the objects of the Centre.

## **5. Membership Of Centre**

- (1) There shall be two (2) types of membership
  - (a) Adult Member
  - (b) Approved member
- (2) Subject to these Rules any of the following persons who apply for membership and whose application is approved by the Board shall be a member of the Centre upon payment of the annual subscription fixed in accordance with these Rules:
  - (a) any person who is a member of the Association at the date of the adoption of these Rules.
  - (b) any parent or guardian of any athlete registered with the Centre as a competing athlete.
  - (c) any other person whose application for membership may be accepted by the Board.

### ***Application for Membership***

- (3) An application for membership of the Centre, or for renewal of membership of the Centre:
  - (a) shall be in writing and or other approved electronic media
  - (b) shall contain the undertaking of the applicant to, upon admission to membership, observe and be bound by these Rules, and the by-laws, regulations, other rules and resolutions of the Centre.
  - (c) shall be lodged at the centre or sent by post or electronic media to the office of the Centre.
  - (d) in the case of a parent or guardian of a child registered with the Centre as a competing athlete, may be made at the same time as, or at any time after but not before, the application to register any child of the applicant with the Centre as a competing athlete.
  - (e) shall be accompanied by such information, declaration or documentation as the Board may require.

### ***Register of Members***

- (4)
  - (f) Upon registration of an athlete and lodgment of properly completed and signed application form, the secretary or another person designated by the board shall enter the parent or guardians in a register of members.
  - (g) Upon an application being approved by the Board, the secretary or another person nominated by the board shall enter the applicant's name in a register of members to be kept by the secretary.

### ***Term of Membership***

- (5) Membership shall commence on the 1st day of October or upon the date of payment of the annual subscription, or upon the date of the Board's approval of the application for membership, whichever shall be last, and shall continue until the 30th day of September next occurring, subject to earlier cessation in accordance with these Rules.

### ***Resignation of Members***

- (6) A member may cease to be a member upon receipt by the Secretary, or lodgment at the office of the Centre, of a written notice of resignation by that member.

### ***Cessation of Membership on Death***

- (7) A member ceases to be a member upon death.

### ***Rights of Members***

- (8) A right, privilege or obligation of a person by virtue of his membership of the Centre
  - (a) is not capable of transfer, assignment or transmission to another person, and
  - (b) terminates upon the cessation of his membership, whether by death, resignation or otherwise. ,

### ***Contribution on Winding Up***

- (9) In the event of the Centre being wound up,
  - (a) every member of the Centre, and
  - (b) every person who, within the period of 12 months immediately preceding the commencement of the winding up was a member of the Centre is liable to contribute to the assets of the Centre for payment of the debts or liabilities of the Centre, and for the costs, charges and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such contribution, not exceeding \$1.00, as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Centre contracted after he ceased to be a member.

## **6. Annual Subscription**

- (1) The annual subscription payable by members shall be such amount as is from time to time fixed by the Board.
- (2) The amount of the annual subscription may vary as between members according to category or type of member.
- (3) The Board may fix at nil the annual subscription payable for any year by any category or type of member and in such case the subscription payable by such members shall be deemed to have been paid in respect of that year.
- (4) Annual subscriptions are due and payable in advance

## **7. Registration Of Athletes**

All athletes of affiliated clubs who are eligible to compete as athletes in accordance with the requirements of TLAA shall be registered as athletes with the Centre.



## **8. Affiliated Clubs**

- (1) The following clubs area as at the date of adoption of these Rules, affiliated clubs:
  - (a) Summervale Little Athletics Club.
  - (b) St. Leonards Little Athletics Club.
  - (c) Youngtown Little Athletics Club.
  - (d) Norwood Little Athletics Club.
  - (e) Sacred Heart Little Athletics Club.
  - (f) Glen Dhu Little Athletics Club.

### ***New Affiliated Clubs***

- (2) The Board may at any time approve the affiliation of any additional Little Athletics Club, whereupon such Club shall be an affiliated club.

### ***Revocation of Affiliation***

- (3) The Board may at any time revoke the affiliation of any Club for breach of centre policy and regulations, whereupon that Club shall cease to be an affiliated Club. The club may appeal against expulsion in accordance with rule 33.

## **9. Constitutions, Rules of Association Of Affiliated Clubs**

- (1) Every affiliated club shall give notice in writing to the Centre of every amendment or addition to, or any substitution or adoption of, such constitution, Memorandum of Articles and/or Rules of Association by which its activities are governed, such notice to be given not less than twenty eight (28) days beforehand.
- (2) No such amendment, addition, substitution or adoption shall be effective against or in relation to the Centre in the absence of the consent of the Board to its making advised in writing to the affiliated club.
- (3) The Board may in its absolute discretion, by fine or revocation of affiliation or both, penalise any affiliated club for failure to comply with the requirements of this clause, or for any act or omission of such affiliated club which contravenes or is unauthorised by its Constitution or Articles or Rules of Association, if any.

## **10. Club Affiliation Fee**

Affiliated clubs shall pay to the Centre such affiliation fee as the Board may from time to time determine to be payable, whether by way of annual fee or otherwise.

## **11. Life Membership**

- (1) The Board may resolve to recommend to the members of the Centre at an annual general meeting that a person be elected to be a life member of the Centre.
- (2) Criteria for life membership will be determined by the board and maintained in the centre bylaws.
- (3) The Centre may at any annual general meeting, by majority of three fourths of the members there present and entitled to vote, elect any person whose election is recommended pursuant to Sub-Rule (1) hereof to be a life member of the Association.
- (4) As soon as practicable following the election of any person as a life member pursuant to this Rule the secretary shall enter the name of such person in the register of members kept pursuant to these Rules whereupon such a person becomes a life member of the Centre.
- (5) A life member shall have all of the powers, rights, entitlements and privileges of a member of the Centre.
- (6) Life membership of any person may be terminated by the Centre only by resolution of the members in any general meeting.
- (7) Upon termination of life membership pursuant to Sub-Rule (5) hereof, the secretary shall cause the name of such person to be removed from the register of members of the Centre.

## **12. Application of Income and Property Of The Centre**

- (1) The income and property of the Centre, however derived, shall be applied solely towards the promotion of the objects and purposes of the Centre, and no portion thereof shall be paid transferred, directly or indirectly, by dividend, bonus or otherwise to any member of the Centre.
- (2) The Centre shall not
  - (a) appoint a person who is a member of the Board to any office, to the holder of which there is payable any remuneration by way of salary, fee or allowance; or
  - (b) pay to any such appointee any remuneration or other benefit in money or monies worth (other than the payment of out of pocket expenses).

- (3) Nothing in the foregoing provisions of this Rule prevents the payment in good faith to a servant or member of the Centre of,
  - (a) remuneration in return for services actually rendered to the Centre by that servant or member, or for goods supplied to the Centre by that servant or member, in the ordinary course of business.
  - (b) a reasonable and proper sum for the use of any premises or other property made available to the Centre by that servant or member.

### ***Payment of Residual Funds on Dissolution Or Winding Up***

- (4) In the event of the dissolution or winding up of the Centre, any funds which remain after the payment of all debts and liabilities shall be paid and applied by the Board to some local athletics oriented junior body, a TLAA affiliated club being the first consideration.

## **13. Accounts of Receipts, Expenditure Etc.**

- (1) True accounts shall be kept,
  - (a) of all sums of money received and expended by the Centre, and the subject matter of each receipt or expenditure and,
  - (b) of the property, credits and liabilities of the Centre, and subject to any reasonable restrictions as to time and manner of inspection which may be imposed by the Centre for the time being members shall be entitled to inspect those accounts.
- (2) The treasurer shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Centre in such form and manner as the Board may direct.
- (3) The accounts, books and records referred to in Sub-Rules (1) and (2) of this Rule shall be kept at the Centre's office or at such other place as the Board may from time to time determine.

### ***Financial Year***

- (4) The financial year of the Centre shall commence on the 1<sup>st</sup> day of April in each year and end on the 31<sup>st</sup> day of March in the following year.

## **14. Banking and Finance**

### ***Receipt of Monies***

- (1) The treasurer shall, on behalf of the Centre, receive all monies paid to the Centre and forthwith after the receipt thereof issue official receipts thereof.

### ***Bank Account***

- (2) The Board shall cause to be opened or kept with such bank as it may select from time to time a banking account in the name of the Centre into which all monies received shall be paid by, the treasurer as soon as possible after receipt thereof.

### ***Cheques***

- (3) The Board may receive from the Centre's bank or bankers the cheques drawn by the Centre on any of its accounts and may release and indemnify its bank or bankers from and against all claims, actions, suits or demands that may be brought against its bank or bankers arising directly or indirectly out of those cheques or surrender thereof to the Centre.

### ***Authority for Cheques and Withdrawals***

- (4) No cheque shall be drawn upon the Centre's bank account, or other withdrawal made therefrom, except for payment which has been authorised by the Board.

### ***Signature of Instruments***

- (5) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the treasurer and/or such other member or members of the Board as the Board may authorise for that purpose.

## **15. Auditor**

- (1) At each annual general meeting the members present shall appoint as the auditor of the Centre a person holding such qualifications as are required by law.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for reappointment.

- (3) If an appointment of an auditor is not made at an annual general meeting, the Board shall appoint an auditor for the then current financial year of the Centre.
- (4) The auditor may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Centre, the Board may appoint a person as the auditor and the person so appointed shall hold office until the next annual general meeting.

## **16. Audit of Accounts**

- (1) Once at least in each financial year of the Centre, the accounts of the Centre shall be examined by the auditor at the conclusion of the financial year prior to the annual general meeting.
- (2) The auditor shall certify as to the correctness of the accounts of the Centre and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying the accounts, the auditor shall state:
  - (a) whether he has obtained all information required by him,
  - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Centre according to the information at his disposal and the explanations given to him, and as shown by the books of the Centre, and
  - (c) whether the Rules relating to the administration of the funds of the Centre have been observed.
- (4) The treasurer shall cause to be delivered to the auditor a list of all of the accounts, books and records of the Centre.
- (5) The auditor
  - (a) has a right of access to the accounts, books, records, vouchers and documents of the Centre
  - (b) may require from the officers and servants of the Centre such information and explanations as may be necessary for the performance of his duties as auditor
  - (c) may employ persons to assist him in investigating the accounts of the Centre
  - (d) may, in relation to the accounts of the Centre, examine any member of the Board or any servant of the Centre.

## **17. Annual General Meeting**

- (1) The Centre shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being after the end of the Centre's financial year and before the annual general meeting of TLAA) as the Board may determine.
- (3) The annual general meeting shall be held in addition to any other general meeting that may be held in the same year.
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting shall be
  - (a) to confirm the Minutes of the last preceding annual general meeting, and of any general meeting held since that meeting
  - (b) to receive from the Board, auditor and servants of the Centre reports upon the transactions and activities of the Centre during the last preceding financial year
  - (c) to elect the officers of the Centre,
  - (d) to receive from affiliated clubs their nominations of delegates for membership of the Board
  - (e) to elect or ratify the board's recommendations for life members
  - (f) to appoint the auditor
- (6) The annual general meeting may transact such other business as the Board or members or meeting consider appropriate.
- (7) Only those items of general business submitted to the board at least 14 days prior to the annual general meeting and included on the agenda may be discussed at the general meeting.

## **18. Special General Meeting**

- (1) The Board may, whenever it thinks fit, convene a special general meeting of the Centre.
- (2) The Board shall, on a requisition in writing of not less than 10 members, convene a special general meeting of the Centre.
- (3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by those making the requisition and deposited at the office of the Centre, and may consist of several documents in the like form, each signed by one or more of those making the requisition.
- (4) If the Centre does not cause a special general meeting to be held within twenty one (21) days from the date on which a requisition thereof is deposited at the office of the Centre, those making the requisition, or any of them, may convene the meeting, but any meeting

so convened shall not be held after three (3) months from the date of the deposit of the requisition.

## **19. Notice of General Meeting**

- (1) The secretary shall, at least fourteen (14) days before the date fixed for holding a general meeting of the Centre, give notice to every office bearer, Board member and affiliated club, specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted thereat.
- (2) Notice may be given to an affiliated club in accordance with Sub-Rule (1) hereof by forwarding a copy thereof to the secretary of such club, or in the absence of its secretary, another office bearer of that club.
- (3) The agenda for general meetings will be made available prior to the meeting either from the secretary or the centre website fourteen (14) days prior to the meeting.

## **20. Business, Quorum and Voting at General Meetings**

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- (2) Fifteen (15) members personally present (being members entitled under these Rules to vote thereat) constitute a quorum for the transaction of business of a general meeting.
- (3) If within one (1) hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting, if not convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman either at the time of the adjournment or by written notice in the manner specified in Rule 18 SubRule (2) hereof before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one (1) hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
- (4) Each member shall be entitled to one vote upon any question arising at any general meeting of the Centre, which vote may be cast by that member in person or, in his absence, by another member present at the meeting and to whom he has given his written proxy, but no member present shall be able to exercise the vote of any more than two (2) members in addition to his own vote.

- (5) In the case of an equality of voting on a question, the Chairman of a general meeting is entitled to exercise a second (casting) vote.

## **21. Presiding Officer at General Meetings**

- (1) The president shall preside as the Chairman at any general meeting of the Centre, and if he declines or is absent the meeting shall first elect a Chairman.
- (2) Subject to the provisions of these Rules in respect of the business of annual general meetings, the Chairman of a general meeting shall conduct the business of the meeting in such order as he sees fit.

## **22. Adjournment of General Meeting**

- (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen (14) days or more notice is to be given of the adjourned meeting as is required by these Rules to have been given in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this Rule, it is not necessary to give any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

## **23. Determination of Question Arising at General Meeting**

- (1) Except as otherwise specifically provided in these Rules, a question arising at a general meeting of the Centre shall be determined on a show of hands and, unless before or on the declaration of the result of the show of hands a poll is demanded, upon a declaration by the Chairman that a resolution has on a show of hands been carried, or carried unanimously or carried by a particular majority, or lost, and an entry to that effect in the Minute book of the Centre shall be evidence of the matters stated in the entry, without further proof.



### ***Taking of Poll***

- (2) If at a general meeting a poll on any question is demanded, it shall be taken at that meeting in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

### ***When Poll to be Taken***

- (3) A poll that is demanded upon the election of a Chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

## **24. Officers of the Centre**

- (1) The officers of the Centre shall be
  - (a) a President.
  - (b) two (2) Vice Presidents.
  - (c) a Treasurer.
  - (d) a Secretary.
  - (e) a Registrar
  - (f) an Education and Coaching Officer.
  - (g) a Records and ranking
  - (h) an Arena Manager.
  - (i) a Publicity, Public Relations and Club Liaison Officer.
  - (j) Competition Officer
  - (k) Technical Officer
  - (l) Announcer
  - (m) Canteen Officer

### ***Term of Office***

- (2) Each officer of the Centre shall hold office until the annual general meeting next occurring after the date of his election or appointment or until earlier termination by the members in general meeting, or resignation in accordance with these Rules, and shall be eligible for re-election.

### ***Election of Officers***

- (3) Candidates for election as officers may be nominated at any time up to and including the general meeting at which the election is to take place, by delivering to the secretary a written nomination in such form as may from time to time be required by the Board.

- (4) Self nomination of candidates shall be permissible.
- (5) If only one nomination is received in respect of a position to be filled, the Chairman shall invite further nominations from the meeting, and should there be no further nomination in respect of such position, the person nominated shall be deemed to be elected.
- (6) If more than one person is nominated in respect of a position to be filled, an election by secret ballot shall be held.
- (7) Upon a tied secret ballot, there shall be a second secret ballot. Upon a further tie, the election shall be decided by drawing the name of the successful candidate from the names of the tied candidates. The name shall be drawn by the Chairman of the meeting, or by some other person as he may direct.
- (8) The order in which the election of officers shall take place shall be,
  - (a) a President.
  - (b) two (2) Vice Presidents.
  - (c) a Treasurer.
  - (d) a Secretary.
  - (e) a Registrar
  - (f) an Education and Coaching Officer.
  - (g) a Records and ranking
  - (h) an Arena Manager.
  - (i) a Publicity, Public Relations and Club Liaison Officer.
  - (j) Competition Officer
  - (k) Technical Officer
  - (l) Announcer
  - (m) Canteen Officer
- (9) Any candidate for election as an officer who is not elected shall be at liberty to nominate as a candidate for election as any other officer still to be elected at the meeting.

### ***Public Officer***

- (10) The public officer of the Centre shall be appointed by the board.

### ***Casual Vacancy***

- (11) In the event of a casual vacancy in any office mentioned in Sub-Rule (1) of this Rule,
  - (a) the Board shall first give notice of that vacancy to each of the affiliated clubs, calling for nominations of candidates to fill the vacancy, such nominations to be made in such manner and within such time as may be specified in the notice
  - (b) if only one (1) person is nominated in respect of a vacant office, the Board shall appoint that nominee to the office.

- (c) if more than one person is nominated for a vacant office, the Board shall appoint such of the nominees as it may decide.
- (d) if no nomination is received to fill a vacant office, the Board may appoint one of its members to the vacant office and the person so appointed shall hold office from the date of his appointment until the next annual general meeting, earlier termination by the members in general meeting or resignation in accordance with these Rules, and shall be eligible for re-election.

## **25. Resignation from Office**

- (1) Any officer of the Centre may resign from his office by delivering to the secretary written notice in writing at least twenty eight (28) days before the date upon which the resignation shall take effect (exclusively of that date but inclusively of the day of delivery of the notice.
- (2) An officer shall cease to hold the office from which he resigns on the day on which the resignation takes effect in accordance with Sub-Rule (1) hereof

## **26. Removal from Office**

The members in general meeting may resolve to remove a person as an officer of the Centre, whereupon he shall cease to hold that office.

## **27. Affairs of Centre to be Managed by the Board**

- (1) The affairs of the Centre shall be managed by a Board of Management, (herein referred to as "the Board").
- (2) The Board
  - (a) shall control and manage the business and affairs of the Centre.
  - (b) establish, adopt and administer the by-laws of the centre
  - (c) may, subject to these Rules, exercise all such powers and functions as may be exercised by the Centre, other than those powers and functions that are required by these Rules to be exercised by the members of the Centre in general meeting.
  - (d) subject to the Act and these Rules, has power to do all such acts and things as appear to it to be necessary for the proper management of the business and affairs of the Centre.
  - (e) without limiting the generality of any of the foregoing provisions of this Rule, the Board shall have the following powers
    - (i) to appoint officials' for the purposes of championships, meetings and events conducted by the Centre, or any other function or business of the Centre.

- (ii) to appoint any Committee for any purpose the Board considers appropriate, consisting of such persons as the Board may choose, whether those persons be members of the Centre, the Board or neither, and to prescribe the powers and functions of such Committee.
- (iii) to regulate its own procedure.

## **28. Membership of the Board**

- (1) The Board shall consist of:
  - (a) the President
  - (b) the two (2) Vice Presidents
  - (c) the Secretary
  - (d) the Treasurer
  - (e) a maximum of two (2) members of the Centre nominated by each of the affiliated clubs (in these Rules called the "delegates").
- (2) In the event of a vacancy occurring in the position of any of the delegates, the club by whom he was nominated may nominate a replacement delegate, who shall thereupon become a member of the Board.
- (3) Each delegate shall be a member of the Board from the date of his nomination until the next annual general meeting, and shall be eligible for renomination.

## **29. Business, Quorum and Voting at Board Meetings**

- (1) No item of business shall be transacted at a meeting of the Board unless a quorum of Board members is present during the time when the meeting considers that item.
- (2) 50% of board members (9) shall constitute a quorum for the transaction of the business of a meeting of the Board.
- (3) Each member of the Board shall be entitled to one (1) vote upon any question arising.
- (4) An executive member may allocate a proxy in writing to another executive member to vote on any question arising.
- (5) In the absence of a delegate, another delegate nominated by the affiliated club by whom the absent delegate had been nominated may attend and participate in the meeting in place of the absent delegate, and shall be entitled to one (1) vote upon any question arising at that meeting of the Board in place of the vote of the absent delegate.

- (6) If a vote is required, it is by a show of hands in the first instance unless a secret ballot is requested.
- (7) When a vote is taken, it is decided by a majority (51%) of those board members present and eligible to vote.
- (8) If a majority isn't obtained, a secret ballot shall be held and will be decided by a majority (51%) of those board members present and eligible to vote.
- (9) In the case of an equality of voting on a question by secret ballot, the chairman of a board meeting is entitled to exercise a second (casting) vote.
- (10) Meetings of the Board may be convened by the President, either of the Vice Presidents, the Secretary, the Treasurer, or any four of its members, by giving reasonable notice to each of its members.
- (11) Any member of the Board who is interested in any contract or arrangement made or proposed to be made with the Centre shall disclose his interest at the first meeting of the Board at which that contract or arrangement is first considered, if his interest then exists, or, in any other case, at the first meeting of the Board after the acquisition of that interest.
- (12) No member of the Board shall vote as a member of the Board in respect of any contract or arrangement in which he is interested, and if he does so vote, his vote shall not be counted.

### **30. Executive Committee**

- (1) During the intervals in between meetings of the Board, the affairs of the Centre shall be managed by the Executive Committee constituted as provided in this Rule, and the Executive Committee may exercise all the powers of the Board for that purpose.
- (2) The Executive Committee shall consist of,
  - (i) the President.
  - (ii) the two Vice Presidents.
  - (iii) the Treasurer.
  - (iv) the Secretary.

### **31. Notices and Documents**

- (1) Except as may be otherwise expressly provided for by these Rules, any notice or document may be given or delivered to, or served upon any person in accordance with these Rules either personally, by

facsimile or other form of electronic transmission or by sending it by prepaid mail addressed to that person at his usual or last known place of abode.

- (2) Any notice or document may be given, delivered to or served upon the Centre by delivering it personally to the secretary.

## **32. Expulsion of members**

- (1) Subject to this rule, the board may expel a member from the Centre if, in the opinion of the board the member has been guilty of conduct detrimental to the interests of the Centre.
- (2) The expulsion of a member pursuant to sub-rule (1) of this rule does not take effect:-
  - (a) until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule; or
  - (b) if the member exercises his right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, which ever is the later date.
- (3) Where the board expels a member from the Centre the secretary of the Centre shall, without undue delay, is to cause to be served on the member a notice in writing:-
  - (a) stating that the committee has expelled the member;
  - (b) specifying the grounds for the expulsion; and
  - (c) informing the member of a right to appeal against the expulsion under rule 33.

## **33. Appeal against expulsion**

- (1) A member may appeal against an expulsion under rule 32 by delivering or sending to the secretary of the centre, within 14 days after the service of a notice under rule 32(3), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.
- (2) Upon the receipt of a requisition under sub-rule (1) of this rule,
  - (a) the secretary is to immediately notify the board of its receipt and
  - (b) the board shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the secretary.
- (3) At a special general meeting convened for the purpose of this rule:-
  - (a) no business other than the question of the expulsion shall be transacted;
  - (b) the board may place before the meeting details of the

- grounds of the expulsion and the board's reasons for the expulsion;
  - (c) the expelled member shall be given an opportunity to be heard; and
  - (d) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- (4) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion,
- (a) the expulsion shall be deemed to have been lifted and
  - (b) the expelled member is entitled to continue his membership of the Centre.
- (5) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion,
- (a) the expulsion takes effect, and
  - (b) the expelled member ceases to be a member of the Centre.

### **34. Alteration of the rules**

Alteration of the rules of Association shall be by special resolution in accordance with section 18 of the act.

### **35. Seal of the Centre**

- (1) The seal of the Centre shall be in the form of a rubber stamp, inscribed with the name of the Centre encircling the word "seal".
- (2) The seal of the Centre shall not be affixed to any instrument except by the authority of the Board and the affixing thereof shall be attested by the signatures of
  - (a) two (2) members of the Board or
  - (b) of one member of the Board and the secretary, or such other person as the Board may appoint for that purpose, and that attestation is sufficient evidence for all purposes that the seal was affixed by the authority of the Board.
- (3) The seal shall remain in the custody of the secretary.