

# ATHLETICS CHILWELL INC.

(Certificate of Incorporation No. A00333469V from 10/7/1996)  
(ABN: 12604 188 480)

## BY-LAWS

(As at 16/08/2006)

### 1. **MEMBERS**

- 1.1 There shall be the following categories of members:-
  - (a) Senior Member
  - (b) Junior Member
  - (c) Life Member
  - (d) Non Competing Member
- 1.2 A senior member is a member of the club who has attained the age of eighteen (18) years and above and actively competes for the Club in sanctioned competitions.
- 1.3 A junior member is a member of the club who has not reached the age of eighteen (18) years and above and actively competes for the Club in sanctioned competitions.
- 1.4 A Life Member is a member of the Club, recognised by the club as having given outstanding service to the Club as referred to in by-law 8.2.
- 1.5 A non competing member is a member of the Club who does not actively compete for the Club in competitions but may wish to be a committee member, official or social member.
- 1.6 Membership shall be for the period ending 30 April each year following the granting of the application for membership or the renewal thereof by the Club.

### 2. **SUSPENSIONS, INVESTIGATIONS AND APPEALS**

- 2.1 All allegations of a breach of a rule or by-law, of unbecoming conduct or an appeal from a member against a decision made by the committee, except for those reported by Meeting Managers and/or Team Managers shall be made in writing within four (4) days of the alleged breach to the committee in the form of a Statutory Declaration.
- 2.2 Meeting Managers shall report to the Committee in writing within four (4) days of any athletic meeting any member whose conduct at any competition is unbecoming and/or not in the best interests of the Club and/or Geelong Athletics/Centre and/or A.V. Inc./V.L.A.A. Inc., or is in wilful breach of a direction of the Meeting Manager.
- 2.3 Club Team Managers shall report to the committee within four (4) days, any member whose conduct whilst under the Manager's jurisdiction is unbecoming and/or not in the best interests of the Club and/or Geelong Athletics/Centre and/or A.V. Inc./V.L.A.A. Inc., or is in wilful breach of a direction of the Team Manager.
- 2.4 If, in the opinion of the Committee, such declaration or report does not disclose a prima facie case for the member referred to therein, it shall dismiss the allegation within seven (7) days. An appeal from a registered athlete or official against a decision of the Committee must be made within thirty (30) days of the committee's decision.
- 2.5 If the committee is of the opinion that a prima facie case exists, it shall determine whether the alleged breach shall be dealt with in writing or orally, immediately.

- 2.6 If it is decided to deal with the matter in writing, the Honorary Secretary shall forward to the member concerned a copy of the declaration, report or appeal and require him/her to respond in writing within three (3) days stating the facts relevant to the alleged breach upon which such member relies, and any other relevant details.
- 2.7 The committee or a sub-committee of not less than three (3) of its members shall consider such written evidence placed before it and may seek further information before making a decision. When the committee has considered all evidence it shall advise the parties involved of its decisions.
- 2.8 If the matter is to be considered orally, the committee shall appoint a date for the hearing and forward to the member against whom the allegations or appeal are made a copy of the allegation or appeal and advise as to the time and place of the hearing, giving at least three (3) days notice. The member shall be informed that s/he has the right to be represented at the hearing. In addition the committee shall summon any other person as required to give evidence. The hearing shall be before the committee or a sub-committee of no less than three (3) of its members. When the committee has considered all evidence it shall advise the parties involved of its decisions.
3. **CONDUCT OF ELECTIONS**
- 3.1 The committee shall appoint a Returning Officer for the conduct of any elections required by the rules. The Returning Officer shall not have a vote except a casting vote.
- 3.2 The committee shall arrange for the preparation of a list of members eligible to vote, such list being closed fourteen (14) days prior to the close of the ballot.
- 3.3 The committee shall arrange for the preparation of ballot papers which shall show the name and address of the Returning Officer, names of candidates arranged in alphabetical order, instructions as to how to cast a valid vote and the closing time for voting. The committee shall notify members of the nominated candidates for any election at least ten (10) days prior to the polling date.
- 3.4 At the close of the voting the Returning Officer shall:-
- (a) count the votes as follows –
  - (b) reject all ballots which do not show a clear preference for all candidates;
  - (c) count the votes for each candidate on all unrejected ballot papers;
  - (d) cast a vote, only if there is an equality of votes for two (2) or more candidates;
  - (e) declare the candidate who has received the highest number of votes to the chairman;
  - (f) seal the ballot papers in a labelled envelope.
- 3.5 If on any count two (2) or more candidates have an equal number of votes and one or more of them has to be excluded, the Returning Officer shall decide by exercising a casting vote which candidate shall be elected but, except as provided for in this sub-section, s/he shall not vote at the election.
- 3.6 At the conclusion of the counting the Returning Officer shall report to the chairman on the conduct and the result of the ballot and return in a suitably labelled and sealed envelope, the ballot papers cast in the election. Following which the chairman shall declare the candidate gaining the highest number of votes elected to the position.
- 3.7 Details regarding the number of votes received by each candidate in any ballot held shall be included in the minutes of the meeting.
- 3.8 Any dispute of a ballot result shall be made within fourteen (14) days of the public release of the minutes of the meeting at which the disputed election took place. The dispute and the resolution of the dispute shall be made in accordance with by-law 2.

4. **POWERS AND RESPONSIBILITY OF COMMITTEE MEMBERS**

- 4.1 Each committee member shall have the responsibility to plan and implement the details of the functions of their position and shall:-
- (a) Present such plans in writing at each meeting for consideration and approval or otherwise;
  - (b) Present progress reports on approved plans, where required;
  - (c) Have the power to implement on behalf of the Club such approved plans in conformity with the committee's decisions.

5. **ADMINISTRATIVE DUTIES OF COMMITTEE MEMBERS**

5.1 The members of the committee shall be responsible for the following:-

5.2 President:

- (a) chair all meetings of the Club;
- (b) by right, be a member of all or any sub-committee's, formed by the Club committee, with similar voting rights as all other members of that sub-committee;
- (c) as President, have a deliberative vote on any matter and if necessary the right of a casting vote in the event of an even number of votes being cast by members at General Meetings or by committee members at committee meetings;
- (d) co-ordinate, in conjunction with the Secretary, the work required for the officers of the committee, to ensure the successful administration and organisation of the Club;
- (e) act as a Club representative on all or any other committee's or bodies the Club is co-jointly operating with;
- (f) prepare a written report for inclusion in the Annual Report.

5.3 Vice President:

The Vice President shall:-

- (a) in the absence of the President, assume the responsibilities of the President as detailed in the by-laws;
- (b) chair any meeting, in the absence of the President from that meeting, or if the President does not wish to chair the meeting. In this case s/he shall have the right of a casting vote only;
- (c) at all other times, assist the President in their duties.

5.4 Secretary:

The Secretary shall:-

- (a) take detailed minutes of the resolutions and proceedings from all meetings of the Club and keep those minutes, together with a record of the names of persons present at those meetings. These minutes are to be produced for confirmation at the next subsequent meeting of the Club. The chairman of that next meeting shall testify to the confirmation of the minutes by signing and dating such minutes immediately they are confirmed;
- (b) assist each member of the Club committee as required;
- (c) co-ordinate, in conjunction with the President, the work required for the Officers of the committee, to ensure the successful administration and organisation of the Club;
- (d) keep on file all correspondence received and a copy of each item of correspondence forwarded on behalf of the Club, by each member of the committee;
- (e) forward a notice of all committee meetings for the ensuing twelve (12) months to all members of the committee and Life Members as soon as practicable after the Annual General Meeting;
- (f) advise each committee member of all special meetings of the committee and the purpose for which the meeting has been called and of the time and place of such meeting;

- (g) forward notices of the Annual General Meeting at least ten (10) days prior to such meeting;
- (h) keep on file all material that may assist in the organisation of the Club and athletics;
- (i) act on behalf of the Club as directed by the committee in conformity with the rules and/or by-laws or by resolution duly passed by the committee;
- (j) forward to committee and Life Members [remove and Life] minutes of all committee meetings and the Annual General Meeting;
- (k) make available to all committee members at all reasonable times, all records of the Club and ensure that copies of the rules and by-laws are available to all Club members at all Club meetings;
- (l) act as a Club representative on all or any other committee's or bodies the Club is co-jointly operating with;
- (m) compile and arrange for the typing/printing and collation of the Clubs' Annual Report;
- (n) prepare a report for inclusion in the Annual Report.

#### 5.5 Treasurer:

The Treasurer shall:-

- (a) present to the second meeting of the committee after election, a budget of anticipated receipts and payments for the year and the proposed means of raising those funds;
- (b) keep a detailed ledger of all receipts and payments transacted by the Club;
- (c) arrange for the President, Secretary and Treasurer to act as signatories on all Club documents from time to time required, with any two of the three to sign all such documents;
- (d) pay on invoice only, all accounts passed by the committee or honoraria authorised at the Annual General Meeting, such payments being made by cheque only;
- (e) issue receipts for all monies received. Arrange for these monies to be banked at a bank/building society/financial institution nominated by the committee;
- (f) collect all fees and other monies owing to the Club by members, individuals or businesses;
- (g) present to each committee meeting of the Club an up to date statement of the financial affairs of the Club;
- (h) recommend to the committee the best means of investing the funds of the Club where possible;
- (i) keep, or cause to be kept, a detailed ledger of all receipts and payments transacted by the Club jointly with any other body or bodies as approved by the committee and make arrangements for the President or Treasurer to be a signatory to all cheques drawn on that account/s;
- (j) present to the Annual General Meeting a detailed income and expenditure statement for the year ended 31 March, together with a balance sheet correctly reflecting the financial situation of the Club;
- (k) prepare a report for inclusion in the Annual Report, including a statement of income and expenditure for the year.

#### 5.6 Registrar:

The Registrar shall:-

- (a) keep and maintain a register of all members in which shall be entered the full name, address birth date, gender, category of membership and date of entry of the name of each member;
- (b) make available for inspection by Club members, the register of members at mutually agreeable times;
- (c) receive applications for membership and where applicable registration with Geelong Athletics/Centre and/or A.V. Inc./V.L.A.A. Inc.;

- (d) receive all affiliation fees and any such levies set by the Club and/or Geelong Athletics/Centre;
- (e) forward applications for registration, complete with specified registration fees to A.V. Inc./V.L.A.A. Inc., having checked the application for correctness;
- (f) process any requests for transfer, both from and to the Club;
- (g) co-ordinate any changes to the Club uniforms as agreed upon from time to time, notifying all necessary agencies of any such changes;
- (h) present to each committee meeting of the Club an up to date report of the details of Club membership;
- (i) prepare a report for inclusion in the Annual Report, including details of Club membership.

5.7 Statistician:

The Statistician shall:-

- (a) keep and maintain a record book/s, in which shall be entered details of any performance which equals or improves upon any previous performance;
- (b) maintain Club records in age groups and events as detailed in by-law 12;
- (c) correctly record performances of all members competing in bona fide competitions;
- (d) plan and implement a system aimed at determining recipients of Club awards;
- (e) provide the Publicity Officer with details of noteworthy performances for inclusion in the Club newsletter;
- (f) act as chairman for a sub-committee deciding recipients of Club awards;
- (g) prepare a report for inclusion in the Annual Report, including details of Club records equalled or broken during the year under review.

5.8 Publicity Officer:

The Publicity Officer shall:-

- (a) plan and implement the publication of a Club newsletter, preferably on a monthly basis;
- (b) ensure that noteworthy performances of Club members are published in the local newspaper;
- (c) publicise the dates of committee meetings and any functions organised by the Club;
- (d) publicise such other matters as may be of interest to the membership;
- (e) prepare a report for inclusion in the Annual Report.

5.9 Assistant Secretary:

The Assistant Secretary shall:-

- (a) in the absence of the Secretary, assume the responsibilities of the Secretary;
- (b) at all other times, assist the Secretary in their duties, where necessary and when required.

5.10 Assistant Treasurer:

- (a) in the absence of the Treasurer, assume the responsibilities of the Treasurer;
- (b) at all other times, assist the Treasurer in their duties, where necessary and when required.

6. **COMMITTEE MEETINGS**

6.1 The committee shall, by preference, meet on the third Wednesday of each month.

6.2 Committee meetings shall, by preference, commence at 7.30pm.

7. **AWARDS**

- 7.1 There shall be a system of awards known as:-
- (a) Life Member
  - (b) Ten (10) Year Award
  - (c) John Bedggood Memorial Award
  - (d) Barker Family Award
  - (e) McDonald Family Award
  - (f) President's Award
  - (g) Peter Anderson Trophy
- 7.2 Life Membership may be conferred on a member who has given outstanding service to the Club for a period of at least ten (10) years, providing such appointment has been agreed upon by a 75% majority of members present and voting by ballot at a preceding committee meeting.
- 7.3 The Ten (10) Year Award shall be available to any Club member who has accrued ten (10) years of membership with the Club.
- 7.4 The John Bedggood Memorial Trophy shall be awarded annually to a Club athlete (senior athletics section) who has demonstrated outstanding endeavour and performance during the previous year.
- 7.5 The Barker Family Award shall be awarded annually to a Club athlete (little athletics section) who has participated on a regular basis and shown significant improvement and good sportsmanship in their competition over the year.
- 7.6 The McDonald Family Award shall be awarded to an athlete (little athletics section) who has completed membership from U/8 through to U/15.
- 7.7 The Peter Anderson Trophy shall be awarded annually to a Club athlete (senior athletics section) judged to have had the best performance at the Victorian Country Track and Field Championships.
- 7.8 Any member may nominate a member for an award by providing a detailed written resume of the nominee's service to the Club. Upon receipt of such a nomination, the committee shall appoint a sub-committee of not less than three (3) to assess the nomination and make a recommendation to the committee, as soon as possible.
- 7.9 An award may be withdrawn by the adoption of a special resolution carried by 75% of the members present and voting by ballot at any General Meeting provided that notice of such a motion is circulated with the notice calling the meeting.
- 7.10 Life Members shall be awarded a badge and a certificate of designs approved by the committee.
- 7.11 Ten (10) Year Award recipients shall be awarded a certificate of a design approved by the committee.
- 7.12 The John Bedggood Memorial Trophy recipient shall be awarded a perpetual trophy to be retained by the club for twelve (12) and another trophy in lieu of the original to be retained.
- 7.13 The Barker Family Award recipient shall be awarded a perpetual trophy to be retained by the club for twelve (12) and another trophy in lieu of the original to be retained.
- 7.14 The McDonald Family Award recipient shall be awarded a perpetual trophy to be retained by the club for twelve (12) and another trophy in lieu of the original to be retained.

7.15 The Peter Anderson Trophy recipient shall be awarded a perpetual trophy to be retained by the club for twelve (12) and another trophy in lieu of the original to be retained.

8. **COLOURS, BADGE AND BLAZER**

8.1 The colours of the Club shall be gold, royal blue and white.

8.2 The design of the Clubs competition uniforms, badge and any pockets shall be decided by the committee.

8.3 The Clubs blazer pocket, the awarding of which shall be controlled by the committee, may be worn by:-

- (a) Life Members of the Club
- (b) Committee members, whilst they hold office
- (c) Ten (10) Year Award recipients
- (d) Such other persons as may be approved by the committee

8.4 Any inscription on the pocket shall be determined by the committee.

9. **CLUB DELEGATES**

9.1 The committee shall appoint the required number of delegates, from time to time, to attend, speak and vote on behalf of the Club at each meeting the Club is required to be represented at and to report back to the committee on the business of such meeting/s.

10. **CLUB RECORDS**

10.1 A Club record is one achieved by a competing athlete or team of competing athletes within a competition under the jurisdiction of I.A.A.F. rules (or other athletic meetings approved by the committee).

10.2 Conditions under which records shall be recognised shall be according to the rules of the governing national body, but notwithstanding anything contained in such rules a Club record may be attained in any competition sanctioned by the Club.

10.3 Club records shall be granted in the events and age groups as set down in the following tables:-

10.4 Underage records shall be attained by a member who has not reached the age of the age group record on the date of the performance.

10.5 Veteran records shall be attained by a member who has reached the required minimum age required for the age group record on the date of the performance.

10.6 Relay team records shall be attained by members who have all satisfied the appropriate age group requirement on the date of the performance.

10.7 Implements and specifications for record purposes shall be those prescribed from time to time by the national governing body and agreed to by the committee.

## INDEX OF CHANGES TO BY-LAWS

### Amendment One

By-Law 8 (Amended 17/07/1996)

Amended by adding 8.1 (e) McDonald Family Award and adding 8.1 (f) President's Award

### Amendment Two

By-Law 1.6 (Amended 19/03/1997)

Amended *31 March* to read *30 April*