



***Athletics***  
***Tasmania***

Athletics Tasmania

Constitution

Date: July 2016

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## 1. NAME OF THE ASSOCIATION

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The name of the association is Athletics Tasmania Inc. (**Association**). Trading under the name of Athletics Tasmania.

## 2. DEFINITIONS AND INTERPRETATIONS

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### 2.1 Definitions

In this Constitution unless the context requires otherwise:

**IAAF** means International Association of Athletics Federations.

**AA** means Athletics Australia

**AA constitution** means the constitution and includes any policies made by AA in force from time to time.

**Act** means the *Associations Incorporation Act 1964* (Tas).

**AGM** or **Annual General Meeting** means the annual General Meeting of the Association required to be held by the Association in each calendar year.

**Appointed Director** means a Director appointed under **clause 16**.

**Associate Member Organisation** means a club or association admitted as a Member to the Association under **clauses 6.2** and **6.8**.

**Association** means Athletics Tasmania Inc.

**Athletics** means Athletics as recognised by the IAAF from time to time

**Board or Directors** means all or some of the Directors of the Association acting as a board.

**Branch** means a Member admitted to the Association under **clause 6.7**.

**Chair** means the person elected under **clause 19.6**.

**Committee** means a committee established by the Board under **clause 23**.

**Constitution** means this Constitution as amended from time to time, and a reference to a particular clause is a reference to a clause of this Constitution.

**Director** means a director of the Association and includes Elected Directors and Appointed Directors.

**Elected Director** means a Director of the Association elected under **clause 15**.

**EO** means a person appointed as Executive Officer of the Association by the Board under **clause 21**. If an Executive Officer has not been appointed by the Board, all references to EO in this Constitution will be taken to refer to the Board.

**Financial Year** means the year commencing 1 April and ending 31 March the following year.

**General Meeting** means a general meeting of Members.

**Individual Member** means a person who is:

- (a) a registered financial member of a Member Club, Branch or Associate Member Organisation; or
- (b) a player, coach or official in any Athletics competition conducted by or under the auspices of the Association and/or a Member Club, Branch or Associate Member Organisation,

who is admitted to the Association under **clauses 6.2 and 6.**

**Intellectual Property** means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association.

**Life Member** means a Member admitted to the Association under **clause 6.3.**

**Member** means a member of the Association under **clause 6.**

**Member Club** means a club admitted as a Member to the Association under **clauses 6.2 and 6.4.**

**Objects** mean the objects of the Association in **clause 3.1.**

**Official Position** means, in connection with any Member Club, Branch, Associate Member Organisation, or Athletics Australia a person who:

- (a) is an employee, or holds a position, whether elected or appointed, as president, vice president, chairperson, deputy chairperson, secretary, treasurer, director or equivalent, of that Member Club, Branch, Associate Member Organisation, or Athletics Australia or a body corporate or organisation which is owned or controlled by, or has, directly or indirectly, a material ownership or material financial interest in that Member Club, Branch, Associate Member Organisation, or Athletics Australia; or
- (b) has, directly or indirectly, a material ownership or material financial interest in a Member Club, Branch, Associate member Organisation or Athletics Australia.

For the avoidance of doubt the payment of a membership fee or annual subscription is not considered a material financial interest.

**Policy** means a policy made under **clause 8.2 and clause 24.**

**Public Officer** means a person appointed as public officer under **clause 22.**

**Registration** means registration or affiliation of a Member, such registration being in the form of a signed application form and, in the case of Individual Members, their consent to membership of the Association as required by **clause 6.2. Registered** has a corresponding meaning.

**Special General Meeting** means a General Meeting other than an Annual General Meeting.

**Special Resolution** means a resolution passed by a majority of not less than three-quarters of voting members present at a General Meeting. For the avoidance of doubt Special Resolution has the same meaning as that given to it in the Act.

**Statutes and Regulations** mean the constitution and internal regulations of IAAF in force from time to time.

**Voting Member** means those Members of the Association entitled to vote in General Meeting as set out under **clause 6.1**.

## 2.2 Interpretation

In this Constitution unless the context requires otherwise:

- (a) **(presence of a Member)** a reference to a Member present at a General Meeting means the Member present in person;
- (b) **(document)** a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement;
- (c) **(gender)** words importing any gender include all other genders;
- (d) **(person)** the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (e) **(successors)** a reference to an organisation includes a reference to its successors;
- (f) **(singular includes plural)** the singular includes the plural and vice versa;
- (g) **(instruments)** a reference to a law includes regulations and instruments made under it;
- (h) **(amendments to legislation)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a State or Territory or the Commonwealth or otherwise;
- (i) **(include)** the words **include, includes, including** and **for example** are not to be interpreted as words of limitation;
- (j) **(signed)** where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in



relation to an electronic communication of the document in any manner permitted by law or by any State or Territory or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors;

- (k) **(writing)** writing and written includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (l) **(headings)** headings are inserted for convenience and do not affect the interpretation of this Constitution.

### **2.3 The Act**

- (a) In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (b) The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Association.

## **3. OBJECTS**

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### **3.1 Objects**

IAAF is the sole international sporting authority entitled to make and enforce regulations for the encouragement and control of Athletics. So that the above authority may be exercised in a fair and equitable manner, the IAAF has drawn up the Statutes and Regulations governing Athletics.

Each national federation belonging to the IAAF shall be presumed to acquiesce in and be bound by the Statutes and Regulations. AA is recognised by the IAAF as the sole sporting power for the enforcement of the present Statutes and Regulations and control of Athletics in Australia. The Association is recognised as a member of AA under the AA constitution.

The Objects of the Association shall be to:

- (a) recognise AA as the IAAF recognised national federation for Athletics in Australia and to act as a member of AA in accordance with the Statutes and Regulations and the AA constitution;
- (b) conduct, encourage, promote, advance, control and manage Athletics (including but not limited to track and field; cross country, road and mountain running, race walking, and carnival Athletics) in Tasmania interdependently with Members and others;
- (c) promote, control, manage and conduct Athletics events including championships, meetings, competitions and other events for both males and females and at junior and senior levels;

- (d) recruit, educate and support the development of coaches, officials, administrators and volunteers;
- (e) adopt, formulate, issue, interpret and amend policies, rules and regulations for the control and conduct of Athletics in Tasmania in keeping with the terms of this Constitution and the AA constitution, as amended from time to time;
- (f) encourage the provision and development of appropriate facilities for participation in Athletics;
- (g) maintain and enhance standards, quality and reputation of Athletics for the collective and mutual benefit and interests of members and Athletics;
- (h) use and promote the Intellectual Property;
- (i) promote Athletics for commercial, government and public recognition and benefits;
- (j) select, prepare and enter Tasmanian teams in national competitions;
- (k) undertake other actions or activities necessary, incidental or conducive to advance these Objects;
- (l) have regard to the public interest in its operations; and
- (m) encourage and promote widespread participation in Athletics to enhance opportunities for every participant to reach levels appropriate to their ability and aspiration.

### **3.2 Athletics Australia**

Subject to any applicable law, the Association must:

- (a) comply with, and do everything within its power to enforce compliance with, the Statutes and Regulations and the AA constitution; and
- (b) represent Tasmania's interest in, and co-operate with, AA in all matters relating to the organisation of national Athletics competitions, the Association's own Athletics competitions and Athletics in general.

### **3.3 Powers**

Solely for furthering the Objects, the Association, in addition to any other powers it has under the Act, has the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act 2001* (Cth).

## **4. INCOME AND PROPERTY OF THE ASSOCIATION**

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### **4.1 Sole Purpose**

The income and property of the Association will be applied only towards the promotion of the Objects.

## **4.2 Payments to Members**

No income or property will be paid or transferred directly or indirectly to any Member except for payments to a Member:

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Association; or
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
- (c) of reasonable rent for premises let by them to the Association.

## **5. ATHLETICS AUSTRALIA MEMBERSHIP OBLIGATIONS**

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### **5.1 Athletics Australia recognition**

- (a) AA recognises the Association as the member of AA for Tasmania and is responsible for ensuring the efficient administration of Athletics in Tasmania in accordance with the Objects. The Association must be and remain a legal entity.
- (b) The Association will:
  - (i) have Objects that align with AA's objects and do all that is reasonably necessary to enable AA's objects to be achieved, having regard to any legislation applicable to the Association;
  - (ii) effectively promulgate and enforce the AA constitution and the Statutes and Regulations;
  - (iii) at all times act for and on behalf of the interests of AA, the Association, the Members and Athletics;
  - (iv) be responsible and accountable to AA for fulfilling its respective obligations under AA's strategic plan as revised from time to time;
  - (v) provide AA with copies of its audited accounts, annual report and associated documents immediately following its annual general meeting;
  - (vi) provide AA with copies of its business plans and budgets from time to time and within 14 days of request by the AA board;
  - (vii) be bound by the AA constitution and the Statutes and Regulations;
  - (viii) act in good faith and loyalty to maintain and enhance AA and Athletics, its standards, quality and reputation for the collective and mutual benefit of the Members and Athletics;
  - (ix) at all times operate with, and promote, mutual trust and confidence between AA, the Association and the Members, promoting the economic and sporting success, strength and stability of each

other and work cooperatively with each other in the pursuit of the Objects;

- (x) maintain a database of all Member Clubs, Branches, Associate Member Organisations and Individual Members registered with it in accordance with the AA constitution and provide a copy to AA upon request from time to time by the AA board in such means as may be required; and
- (xi) not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Athletics and its maintenance and development.

## **5.2 Constitution of the Association**

- (a) The constitution adopted on 4 February 2012 and amended on 23 July 2012 is repealed.
- (b) Any appointment made or motion passed under the constitution hereby repealed, if in force at the commencement of this constitution, shall continue in force as far as practicable as if made or passed under this constitution.
- (c) The Association shall take all steps necessary to ensure this Constitution (and any amendments) conforms, to the AA constitution, subject to any prohibition or inconsistency in any relevant legislation.
- (d) This Constitution and any subsequent amendments to this Constitution shall be subject to the approval of AA.
- (e) AA shall approve, without delay, this Constitution and any subsequent amendments to this Constitution as may be submitted by the Association provided the amendments conform to the AA constitution.
- (f) If the documents do not conform to the AA constitution, the Association shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to the AA constitution.
- (g) For the avoidance of doubt, if any inconsistency remains between this Constitution and the AA constitution, the AA constitution shall prevail to the extent of that inconsistency.
- (h) The Association must:
  - (i) advise AA as soon as practicable of any serious administrative, operational or financial difficulties the Association is having;
  - (ii) assist AA in investigating those issues; and
  - (iii) cooperate with AA in addressing those issues in whatever manner, including by allowing AA to appoint an administrator to conduct and manage the Association's business and affairs, or to allow AA itself to conduct itself all or part of the business or affairs of the Association and on such conditions as AA considers appropriate.

- (i) The Association acknowledges that AA may develop and implement policies which may set out:
  - (i) the membership criteria (of AA) to be met by the Association; and
  - (ii) the privileges and benefits of membership of AA.

### **5.3 Amendment of the Association Constitution**

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by Special Resolution at a General Meeting.

## **6. MEMBERSHIP**

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### **6.1 Categories of Members**

Members of the Association shall fall into one of the following categories:

- a) Life Members, who subject to this Constitution, shall have the right to attend and debate but not vote at General Meetings;
- b) Member Clubs, which subject to this Constitution, shall be represented by nominated individuals who shall have the right to attend, debate and vote at General Meetings for and on behalf of the Member Clubs;
- c) Associate Member Organisations, who subject to this constitution shall be represented by nominated individuals who shall have the right to attend and debate but not vote at General Meetings;
- d) Branches, consisting of:
  - i Geographical Branches, who, subject to this Constitution shall be represented by nominated individuals who shall have the right to attend, debate and vote at General Meetings; and
  - ii Administrative Branches, who subject to this constitution shall be represented by nominated individuals who shall have the right to attend and debate but not vote at General Meetings
- e) Individual Members, who subject to this Constitution shall have the right to attend and debate but not vote at General Meetings; and
- f) Such new or other categories of Members as may be established by the Directors. Any new category of Member established by the Directors must not be granted voting rights without the approval of the Association in General Meeting.

### **6.2 Admission to membership**

Subject to **clause 6.8**, a person or organisation will become a Member, and the Directors will direct the EO to record their name in the register of Members kept by the Association, only upon meeting the criteria applicable to the relevant category of membership set out in this Constitution and/or the policies and provided the person has signed an application in which they undertake to:

- (a) be bound by this Constitution and the policies of the Association (including policies specific to the relevant category of membership) and the AA constitution;
- (b) pay the fees and subscriptions determined to apply to the relevant membership category under **clause 9**; and
- (c) support the Association in the encouragement and promotion of the Objects.

### **6.3 Life Members**

- (a) Life Membership is the highest honour which can be bestowed by the Association for longstanding and valued service to Athletics in Tasmania.
- (b) Any Member may forward a proposal for nomination for Life Membership to the Directors for their consideration.
- (c) On the nomination of the Board, any individual may be elected as a Life Member at any AGM by Special Resolution, subject to **clause 6.2**.
- (d) Nominations for Life Membership shall include a written report outlining the history of services of any nominee, together with comments on the suitability of the honour.
- (e) The policies will set out:
  - i. current Life Members;
  - ii. the criteria to be met by Life Members; and
  - iii. the privileges and benefits of Life Membership.
- (f) Subject to **clause 6.2**, at the time of adoption of this Constitution, the Life Members of the Association shall be those persons currently recognised by the Association as Life Members.

### **6.4 Member Clubs**

- (a) Subject to **clause 6.2** and **6.4(b)**, at the time of adoption of this Constitution, the Member Clubs of the Association shall be those incorporated entities recognised by the Association as Member Clubs.
- (b) Where an applicant for Member Club membership is not incorporated but otherwise meets the criteria for that membership the Directors may recognise that entity as a Member Club. Where the Directors do recognise an entity as a Member Club under this clause that entity must incorporate within 12 months of recognition otherwise its membership lapses.
- (c) Member Clubs will:

- (i) have objects that align with the Association's objects and do all that is reasonably necessary to enable the Association's objects to be achieved;
  - (ii) effectively promulgate and enforce this Constitution, the AA constitution and the Statutes and Regulations;
  - (iii) at all times act for and on behalf of the interests of the Association, the Members and Athletics;
  - (iv) be responsible and accountable to the Association for fulfilling its respective obligations under the Association's strategic plan as revised from time to time;
  - (v) maintain eligibility for Member Club membership as may be prescribed under the policies from time to time;
  - (vi) provide the Association with copies of its audited accounts, annual report and associated documents immediately following its annual general meeting;
  - (vii) provide the Association with copies of its business plans and budgets from time to time and within 14 days of request by the Board;
  - (viii) be bound by this Constitution, the AA constitution and the Statutes and Regulations;
  - (ix) act in good faith and loyalty to maintain and enhance the Association and Athletics, its standards, quality and reputation for the collective and mutual benefit of the Members and Athletics;
  - (x) at all times operate with, and promote, mutual trust and confidence between the Association and the Members, promoting the economic and sporting success, strength and stability of each other and work cooperatively with each other in the pursuit of the Objects;
  - (xi) maintain a database of all Individual Members Registered with it in accordance with this Constitution and provide a copy to the Association upon request from time to time by the Board in such means as may be required; and
  - (xii) not do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Athletics and its maintenance and development.
- (d) Each Member Club must:
- (i) advise the Association as soon as practicable of any serious administrative, operational or financial difficulties the Member Club is having;
  - (ii) assist the Association in investigating those issues; and

- (iii) cooperate with the Association in addressing those issues in whatever manner, including by allowing the Association to appoint an administrator to conduct and manage the Member Club's business and affairs, or to allow the Association itself to conduct all or part of the business or affairs of the Member Club and on such conditions as the Association considers appropriate. The Association is not obliged to act under this clause.

## **6.5 Member Club Constitution**

- (a) Each Member Club shall take all steps necessary to ensure its constitution (and any amendments) conforms, to this Constitution.
- (b) Any subsequent amendments to a Member Club's constitution shall be subject to the approval of the Association.
- (c) The Association shall approve, without delay, any subsequent amendments to a Member Club's constitution as may be submitted by a Member Club provided the amendments conform to this Constitution.
- (d) If the documents do not conform to this Constitution, the Member Club shall, without delay, take all steps necessary to address the inconsistency so that the documents conform to this Constitution.
- (e) For the avoidance of doubt, if any inconsistency remains between the Member Club constitution and this Constitution, this Constitution shall prevail to the extent of that inconsistency.
- (f) Each Member Club acknowledges that the Association may develop and implement policies which may set out:
  - (i) the membership criteria (of the Association) to be met by the Member Club; and
  - (ii) the privileges and benefits of Member Club membership.

## **6.6 Associate Member Organisations**

- (a) Subject to **clause 6.2**, at the time of adoption of this Constitution, the Associate Member Organisations of the Association shall be those incorporated entities recognised by the Association as:
  - (i) Event Member Clubs;
  - (ii) Associate Members; or
  - (iii) School Member Clubs.
- (b) Unless otherwise determined by resolution of the Directors or as provided in the policies only a legal entity may become an Associate Member Organisation.
- (c) Associate Member Organisation status may be granted by the Directors on such terms and conditions as they may see fit following formal



application for such status accompanied by an up-to-date copy of the applicant's constituent documents and such other information as may be required by the Directors.

- (d) Associate Member Organisation membership may be suspended or cancelled by the Board.
- (e) The policies may set out:
  - (i) the criteria to be met by Associate Member Organisations; and
  - (ii) the privileges and benefits of Associate Member Organisation membership.

## **6.7 Branches**

- (a) Subject to **clause 6.2**, at the time of adoption of this Constitution, the Branches of the Association shall be those incorporated entities recognised by the Association as Branches.
- (b) Branch membership shall be open to a branch organisation which administers any or all aspects of the sport of Athletics either in a geographical region or within an area of responsibility on behalf of the Association.
- (c) Unless otherwise determined by resolution of the Directors only a legal entity may become a Branch.
- (d) Branch membership status may be granted by the Directors on such terms and conditions as they may see fit following formal application for such status accompanied by an up-to-date copy of the applicant's constituent documents and such other information as may be required by the Directors.
- (e) Branch membership may be suspended or cancelled by the Board.
- (f) The policies may set out:
  - (i) the criteria to be met by Branch Members; and
  - (ii) the privileges and benefits of Branch Membership.

## **6.8 Individual Members**

- (a) No individual shall be Registered with the Association as an Individual Member except in accordance with this **clause 6.8**. The Directors may in their discretion refuse to accept a person as an Individual Member and shall not be required or compelled to provide any reason for such rejection.
- (b) Subject to **clause 6.8(a)** an individual that is recognised, affiliated, accredited or registered by or with, a Member Club, Associate Member Organisation or Branch will, upon Registration with the Member Club,

Associate Member Organisation or Branch, become an Individual Member of the Association and is subject to the provisions of this Constitution.

- (c) Directors of the Association, once elected under **clause 15** or appointed under **clause 16**, become Individual Members of the Association for the duration of their term of election or appointment.
- (d) Employees of the Association become Individual Members of the Association for the duration of their employment.
- (e) Individuals on Board Committees appointed under **clause 23**, become Individual Members of the Association for the duration of their term of appointment.
- (f) Individuals appointed as Commissioners or other volunteer roles as may be listed in the policies from time to time become Individual Members of the Association for the duration of their term of appointment and/or service in the role.
- (g) Registered and accredited coaches and officials residing in Tasmania are recognised as individual members of Athletics Tasmania.
- (h) The Association may register Individual Members directly in certain situations such as (but not limited to) athletes contracted overseas.
- (i) To remain a Member, all Individual Members must:
  - (i) renew their membership, affiliation, accreditation or registration with their Member Club, Branch, Associate Member Organisation or the Association in accordance with the procedures applicable from time to time;
  - (ii) otherwise remain a member, affiliated, accredited or registered with their Member Club, Branch, Associate Member Organisation or the Association in accordance with the procedures applicable from time to time; and
  - (iii) pay such fees as may be prescribed by their respective Member Club, Branch or Associate Member Organisation or the Association in respect of their membership, affiliation, accreditation or registration, from time to time.
- (j) An Individual Member is bound by this Constitution and the policies of the Association (including policies specific to the relevant category of membership) and the AA constitution as outlined in **clause 6.2**.
- (k) An Individual Member is entitled to any benefits of membership prescribed to apply to Individual Members in the policies.

## **6.9 General**

- (a) The Association must keep a register of all Members.

- (b) No Member whose membership ceases has any claim against the Association or the Directors for damages or otherwise arising from cessation or termination of membership.
- (c) A right, privilege or obligation of a Member by reason of their membership of the Association is not capable of being transferred or transmitted to another Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- (d) Members must treat all staff, contractors and representatives of the Association and all other Members with respect and courtesy at all times.
- (e) Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Association or Athletics.

### **6.10 Limited Liability**

Members have no liability except as set out in **clause 30**.

### **6.11 Effect of Membership**

- (a) Members acknowledge and agree that:
  - (i) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and the policies;
  - (ii) they shall comply with and observe this Constitution and any determination, resolution or policy which may be made or passed by the Board or any duly authorised committee;
  - (iii) by submitting to this Constitution and the policies they are subject to the jurisdiction of the Association;
  - (iv) this Constitution is made in pursuit of a common purpose, namely the mutual and collective benefit of the Association, the Members and Athletics;
  - (v) this Constitution and policies are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Athletics; and
  - (vi) they are entitled to all benefits, advantages, privileges and services of Association membership.
- (b) Subject to **clause 9.2**, a Voting Member of the Association has the right:
  - (i) to receive notice of General Meetings and of proposed Special Resolutions in the manner and time prescribed by this Constitution;
  - (ii) to submit items of business for consideration at a General Meeting;

- (iii) to attend and be heard at General Meetings;
- (iv) to vote at a General Meeting; and
- (v) to have access to documents of the Association as provided under **clause 25**.

## **7. CESSATION OF MEMBERSHIP**

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### **7.1 Cessation**

A person ceases to be a Member on:

- (a) resignation;
- (b) death;
- (c) the termination of their Membership according to this Constitution or the policies;
- (d) if a body corporate, being dissolved or otherwise ceasing to exist; or
- (e) that Member no longer meeting the requirements for Membership according to this Constitution and/or the policies.

### **7.2 Resignation**

For the purposes of **clause 7.1(a)**, a Member may resign as a member of the Association by giving 30 days written notice to the Board. Where a Voting Member seeks to resign as a Member of the Association the written notice must be accompanied by a copy of the special resolution passed by the Voting Member's members resolving that the Voting Member resign from the Association.

### **7.3 Forfeiture of Rights**

A Member who or which ceases to be a Member shall forfeit all right in and claim upon the Association or the Directors for damages or otherwise, or claim upon its property including the Intellectual Property.

## **8. GRIEVANCES AND DISCIPLINE OF MEMBERS**

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### **8.1 Jurisdiction**

All Members will be subject to, and submit unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association whether under the policies or under this Constitution.

### **8.2 Policy**

Subject to **clause 24**, the Board may make policies:

- (a) for the hearing and determination of:

- (i) grievances by any Member who feels aggrieved by a decision or action of the Association (or decision or action of a Member Club, Branch or Associate Member Organisation provided that all avenues of appeal available under the constitution of the relevant Member Club, Branch or Associate Member Organisation member have been exhausted); and
  - (ii) disputes between Members relating to the conduct or administration of Athletics;
    - i. for the discipline of Members;
    - ii. for the formation and administration of an Appeals Tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question; and
    - iii. for the termination of Members.
- (b) The Board in its sole discretion may refer an allegation (which in the opinion of the Board is not vexatious, trifling or frivolous) by a complainant (including but not only a Director or a Member) that a Member has:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the policies or any other resolution or determination of the Board or any duly authorised committee;
  - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Association and/or Athletics; or
  - (iii) prejudiced themselves, the Association or Athletics or brought themselves, the Association or Athletics into disrepute
- for investigation or determination either under the procedures set down in the policies or by such other procedure and/or persons as the Board considers appropriate.
- (c) During investigatory or disciplinary proceedings under this **clause 8**, a respondent, may not participate in Athletics, pending the determination of such proceedings (including any available appeal) unless the Board decides continued participation is appropriate having regard to the matter at hand.
  - (d) The Board need not act under this clause in respect of any appeal or other matter until satisfied that all avenues of appeal and/or hearing at Voting Member level have been exhausted first.
  - (e) The Board may include in any policies a final right of appeal to an independent body outside the control of Athletics.

## **9. FEES AND SUBSCRIPTIONS**

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### **9.1 Fees payable by Members**

- (a) The Directors must determine from time to time:

- (i) the amount (if any) payable by an applicant for membership;
  - (ii) the amount of the annual membership fee payable by each Member, or any category of Members;
  - (iii) any other amount to be paid by each Member, or any category of Members, whether of a recurrent or any other nature; and
  - (iv) the payment method and due date for payment.
- (b) Each Member must pay to the Association the amounts determined under this **clause 9** in accordance with **clause 9.1(a)(iv)**.

## **9.2 Non-Payment of Fees**

- (a) Subject to **clause 9.2(b)** but notwithstanding any other clause of this Constitution, the right of a Member to attend and vote at a General Meeting may, at the discretion of the Directors, be suspended while the payment of any subscription or other amount determined under **clause 9.1(a)(i)**, **clause 9.1(a)(ii)** or **clause 9.1(a)(iii)** is in arrears.
- (b) Where a Member is in arrears for any amount:
- (i) the Board may enter an arrangement with the Member for the payment of the amount; and
  - (ii) any arrangement must be disclosed to other Voting Members, but does not require their approval.

## **10. GENERAL MEETINGS**

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### **10.1 Annual General Meeting**

AGMs of the Association are to be held:

- (a) within four months of the end of the Association's financial year;
- (b) as determined by the Directors (including date and venue); and
- (c) otherwise in accordance with the Act.

### **10.2 Power to convene General Meeting**

- (a) The Directors may convene a General Meeting when they think fit and must do so if required by the Act.
- (b) Three Voting Members may convene a General Meeting in accordance with the Act.

### **10.3 Notice of General Meeting**

- (a) Notice of a General Meeting of Members must be given:

- (i) to all Members entitled to attend the General Meeting, the Directors, and the auditor of the Association; and
  - (ii) in accordance with **clause 27** of this Constitution and clause 28 of the Act.
- (b) At least 42 days prior to the proposed date of the AGM, the EO will request from Voting Members notices of motions, which must be received no less than 28 days prior to the AGM.
- (c) At least 21 days' notice of the time and place of a General Meeting must be given, together with:
- (i) all information required to be included in accordance with the Act;
  - (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
  - (iii) where applicable, any notice of motion received from any Voting Member or Director;
  - (iv) where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

#### **10.4 No other business**

No business other than that stated in the notice of meeting may be transacted at a General Meeting.

#### **10.5 Cancellation or postponement of General Meeting**

Where a General Meeting (including an AGM) is convened by the Directors they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine. However, this clause does not apply to a General Meeting convened by:

- (a) Voting Members according to the Act;
- (b) the Directors at the request of Members; or
- (c) a Court.

#### **10.6 Written notice of cancellation or postponement of General Meeting**

Notice of the cancellation or postponement of a General Meeting must state the reasons for doing so and be given to:

- (a) each Member entitled to attend the General Meeting; and
- (b) each other person entitled to notice of a General Meeting under this Constitution or the Act

at least 7 days prior to the date of the General Meeting.

## **10.7 Contents of notice postponing General Meeting**

A notice postponing a General Meeting must specify:

- (a) the new date and time for the meeting;
- (b) the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and
- (c) if the meeting is to be held in 2 or more places, the technology that will be used to hold the meeting in that manner.

## **10.8 Number of clear days for postponement of General Meeting**

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 10.6**.

## **10.9 Business at postponed General Meeting**

The only business that may be transacted at a postponed General Meeting is the business specified in the notice originally convening the meeting.

## **10.10 Non-receipt of notice**

The non-receipt of a notice convening, cancelling or postponing a General Meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the cancellation or postponement of the meeting.

## **10.11 Right to appoint representative**

- (a) Each Voting Member is entitled to appoint an individual as its representative to attend and vote on behalf of that Voting Member at General Meetings and to exercise the powers of the Voting Member in relation to resolutions to be passed without meetings. The individual appointed by the Voting Member to be its representative at General Meetings must be an Individual Member of the appointing Voting Member. A Director cannot also be appointed as a Voting Member's representative.
- (b) A Voting Member may appoint more than 1 representative but only 1 representative may exercise the Voting Member's powers at any General Meeting.
- (c) Voting Members must notify the EO of their appointed, authorised representatives no later than 48 hours prior to the General Meeting.

## **10.12 No proxy voting**

Proxy voting is not permitted at General Meetings of the Association.



## **11. PROCEEDINGS AT GENERAL MEETING**

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### **11.1 Number for a quorum**

The number of Voting Members who must be present and eligible to vote for a quorum to exist at a General Meeting is 50 per cent plus one of the total number of Voting Members.

### **11.2 Requirement for a quorum**

An item of business may not be transacted at a General Meeting unless a quorum is present and remains throughout the General meeting.

### **11.3 Quorum and time – Special General Meetings**

If within 30 minutes after the time appointed for a Special General Meeting, or at any other time during the meeting, a quorum is not present, the meeting:

- (a) if convened by, or on requisition of, Members is dissolved; and
- (b) in any other case stands adjourned to such other day, time and place as the Chair determines.

### **11.4 Quorum and time – AGMs**

- (a) If within 30 minutes after the time appointed for an AGM, or at any other time during the meeting, a quorum is not present, the AGM stands adjourned to such other day, time and place as the Chair determines.
- (b) Where an AGM has been adjourned under **clause 11.4(a)**, such Voting Members as are represented by their appointed, authorised representative on the adjourned date shall constitute a quorum.

### **11.5 Chairperson to preside over General Meetings**

- (a) The Chairperson is entitled to preside as Chair at General Meetings.
- (b) If a General Meeting is convened and there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, the following may preside as Chair (in order of entitlement):
  - (i) a Director (or other person) chosen by a majority of the Directors present;
  - (ii) the only Director present; or
  - (iii) an authorised representative of a Voting Member who is entitled to vote and is chosen by a majority of the Voting Members represented by their authorised representatives.

### **11.6 Conduct of General Meetings**

- (a) The Chair:

- (i) has charge of the general conduct of the meeting and of the procedures to be adopted;
- (ii) may require the adoption of any procedure which in his or her opinion is necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and
- (iii) may, having regard where necessary to the Act and the *Corporations Act 2001* (Cth), terminate discussion or debate on any matter whenever he or she considers it necessary or desirable for the proper conduct of the meeting.

(b) A decision by the Chair under this **clause 11.6** is final.

### **11.7 Adjournment of General Meeting**

- (a) The Chair may with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.
- (b) The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and place agreed by vote of the members present.
- (c) Only unfinished business is to be transacted at a meeting resumed after an adjournment.

### **11.8 Notice of adjourned meeting**

- (a) It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for 30 days or more.
- (b) In that case, at least the same period of notice as was originally required for the meeting must be given for the adjourned meeting.

### **11.9 Questions decided by majority**

Subject to the requirements of the Act (if any) and except in the case of a Special Resolution - which requiring a three-quarters majority, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

### **11.10 Equality of votes**

Where an equal number of votes are cast in favour of and against the resolution, the resolution is not carried. For the avoidance of doubt the Chair does not have a casting vote where voting is equal.

### **11.11 Declaration of results**

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- (b) A declaration by the Chair that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the minutes of the meetings of the Association, is conclusive evidence of the fact.
- (c) Neither the Chair nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

### **11.12 Poll**

- (a) If a poll is properly demanded in accordance with the Act or by the Chair of the meeting, it must be taken in the manner and at the date and time directed by the Chair, and the result of the poll is the resolution of the meeting at which the poll was demanded. On a poll each Voting Member will have the number of votes fixed under **clause 12**.
- (b) A poll demanded on the election of a chair or on a question of adjournment must be taken immediately.
- (c) A demand for a poll may be withdrawn.
- (d) A demand for a poll does not prevent the General Meeting continuing for the transaction of any business other than the question on which the poll was demanded.

### **11.13 Objection to voting qualification**

- (a) An objection to the right of a person to attend or vote at a General Meeting (including an adjourned meeting):
  - (i) may not be raised except at that meeting; and
  - (ii) must be referred to the Chair, whose decision is final.
- (b) A vote not disallowed under the objection is valid for all purposes.

### **11.14 Chair to determine any poll dispute**

If there is a dispute about the admission or rejection of a vote, the Chair must decide it and the Chair's decision made in good faith is final.

### **11.15 Minutes**

- (a) The EO must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:

- (i) the business considered at the meeting;
  - (ii) any resolution on which a vote is taken and the result of the vote;  
and
  - (iii) the names of persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:
- (i) the financial statements submitted to the Members in accordance with the Act;
  - (ii) the certificate signed by two Directors certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (iii) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- (d) The minutes of General Meetings shall be available for inspection and copying by the Members.

## **12. VOTES OF MEMBERS**

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- (a) At a General Meeting, on a show of hands and on a poll, each Voting Member shall have one vote. A Voting Member's vote will be exercised by its appointed, authorised representative.
- (b) No Members other than Voting Members are entitled to vote at General Meetings.

## **13. STAKEHOLDER FORUMS**

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### **13.1 Power to convene Stakeholder Forums**

- (a) The Directors may from time to time convene a Stakeholder Forum.
- (b) The Directors shall on the written requisition of 25% of the Voting Members convene a Stakeholder Forum.

### **13.2 Notice of Stakeholder Forums**

Where a Stakeholder Forum is convened:

- (a) Notice of a Stakeholder Forum must be given to all Members and Directors entitled to attend the General Meeting. Other parties may be invited to the Stakeholder Forum by the Directors.
- (b) At least 28 days prior to the proposed date of the Stakeholder Forum, the EO will request from Members notice of any matters they wish to be discussed at the meeting, which must be received no less than 14 days prior to the meeting.

- (c) At least 14 days' notice of the time and place of a Stakeholder Forum must be given, together with any items for discussion proposed by the Directors or a Member.

### **13.3 Conduct of a Stakeholder Forum**

- (a) A Stakeholder Forum is to provide opportunity for open discussion on all matters relating to Athletics in Tasmania and all attendees shall have equal opportunity to participate in discussions. The Directors may also use the meeting to discuss, inter alia, the current or proposed Business Plan, Budgets, financial results and policies.
- (b) The format of proceedings at a Stakeholder Forum shall be at the discretion of the Directors and may include plenary sessions, small group workshops or guest speakers.
- (c) The Directors shall determine who shall chair the Stakeholder Forum, including who shall lead or facilitate particular discussion items.
- (d) There shall be no quorum requirement for a Stakeholder Forum.
- (e) Items for discussion which were not included in the notice issued under **clause 13.2(c)** may, with the permission of the Chair, be raised for discussion.

### **13.4 Consensus at Stakeholder Forum**

A resolution may be made by consensus of the forum for consideration by the Directors. Directors are not bound by any resolution passed at the forum.

## **14. DIRECTORS**

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### **14.1 Composition of the Board**

The Board shall consist of:

- (a) 5 Elected Directors all of whom will be elected under **clause 15.3**; and
- (b) up to 2 additional Appointed Directors who shall be appointed in accordance with **clause 16**.

### **14.2 Portfolios**

The Board may allocate portfolios to Directors.

### **14.3 Qualifications**

- (a) The Board may determine from time to time job descriptions and qualifications for Directors.
- (b) A person who holds an Official Position is not eligible to be elected as a Director. For the avoidance of doubt if a person who holds an Official Position nominates to be considered for election as a Director and is elected as a Director that person cannot take office as a Director until they

have resigned from the Official Position. A copy of such resignation must be received by the EO within 48 hours of the General Meeting at which the person is elected.

- (c) A person who has been EO is not eligible to be elected or appointed as a Director for a period of 3 years following them ceasing the role of EO.

#### **14.4 Current Board**

The terms of the Directors in office at the time this Constitution is adopted shall continue until a Special General Meeting, called under this Constitution specifically for the purpose of electing Directors under **Clause 15**, is held. Those Directors may be re-elected for a further term, subject always to this Constitution.

#### **14.5 Remuneration of Directors**

A Director may not be paid for services as a Director but, with the approval of the Directors and subject to the Act, may be:

- (a) paid by the Association for services rendered to it other than as a Director; and
- (b) reimbursed by the Association for their reasonable travelling, accommodation and other expenses when:
  - (i) travelling to or from meetings of the Directors, a Committee or the Association; or
  - (ii) otherwise engaged on the affairs of the Association.

#### **14.6 Honorarium**

The Association may in General Meeting by ordinary resolution determine to pay a Director an ex-gratia payment.

### **15. ELECTED DIRECTORS**

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#### **15.1 Nomination for Board**

Nominations for Elected Directors shall be called for by the EO 42 days prior to the General Meeting at which the election is to be held (usually the AGM).

#### **15.2 Form of Nomination**

Nominations must be:

- (a) in writing on the prescribed form (if any);
- (b) signed by a Director or an authorised representative of a Voting Member;
- (c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and

- (d) delivered to the Association not less than 28 days before the date fixed for the holding of the General Meeting.

### **15.3 Elections**

- (a) If the number of nominations received for positions on the Board is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected.
- (b) If there are insufficient nominations received to fill all vacancies on the Board, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Board.
- (d) The voting shall be conducted using the exhaustive preferential ballot method, and shall be by secret ballot on papers prepared by the EO. For the avoidance of doubt, a candidate must receive 50% plus 1 to be elected.
- (e) If voting is equal for two or more candidates a further ballot will be held. If voting is still equal after the further ballot the election will be declared null and void and the positions will be declared casual vacancies.

### **15.4 Term of Appointment**

- (a) Subject to this Constitution, and in particular **clause 15.4(c)**, Elected Directors shall be elected in accordance with this Constitution for a term of 3 years, which shall commence from the conclusion of the General Meeting at which the election occurred until the conclusion of the third Annual General Meeting following.
- (b) Two Elected Directors shall retire the first year after election. Two Elected Directors shall retire the second year after election and the remaining one Elected Director shall retire the third year after election, until the five Elected Directors have retired, after which those Elected Directors elected to the vacancies after the first year shall retire and so on. The Elected Directors to retire and the year in which they retire will be determined by the Board. If the Board cannot agree, retirements will be determined by lot.
- (c) Notwithstanding any other clause, should any adjustment to the term of Elected Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. If the Board cannot agree, retirements will be determined by lot. For the avoidance of doubt any part of a term shall be deemed a full term for the purposes of this **clause 15.4**.
- (d) Following the adoption of this Constitution, no person who has served as an Elected Director for a period of 3 consecutive terms (9 years) shall be eligible for re-election as a Director until the third Annual General Meeting following the date of conclusion of their last term as a Director.

## **16. APPOINTED DIRECTORS**

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### **16.1 Appointment of Appointed Directors**

The Elected Directors may appoint up to 2 Appointed Directors in accordance with this Constitution.

### **16.2 Qualifications for Appointed Directors**

Appointed Directors should have skills that complement and/or supplement any skill gaps that may exist in the Board, with the aim of ensuring that the Board has all the necessary skills to govern the organisation. Appointed Directors do not need to be Individual Members or have experience in, or exposure to, Athletics.

### **16.3 Term of Appointment**

- (a) Directors appointed under **clause 16.1** may be appointed by the Elected Directors in accordance with this Constitution for a term of up to 2 years, which shall commence and conclude on dates as determined by the Elected Directors.
- (b) Following the adoption of this Constitution, no person who has served as an Appointed Director for a period of up to 2 consecutive terms shall be eligible for re-appointment as a Director for at least 2 years following the date of conclusion of their last term as a Director.

## **17. VACANCIES ON THE BOARD**

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### **17.1 Casual Vacancies**

- (a) Any casual vacancy that occurs in the position of an Elected Director may be filled by the remaining Elected Directors from among appropriately qualified persons.
- (b) Any casual vacancy may only be filled for the remainder of the vacating Director's term under this Constitution.

### **17.2 Grounds for Termination of Director**

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies;
- (b) becomes bankrupt or insolvent under administration or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns their office in writing to the Association;
- (e) is absent without the consent of the Board from three consecutive meetings of the Board;



- (f) is an employee of the Association or a Member Club, Branch, Associate Member Organisation or Athletics Australia;
- (g) holds an Official Position with a Member Club, Branch, Associate Member Organisation or Athletics Australia;
- (h) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his or her interest;
- (i) after reasonable consideration by the Board it determines the Director:
  - (i) has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Association and/or Athletics; or
  - (ii) has brought him or herself, the Association or Athletics into disrepute,

provided the Director is first given the opportunity to make written or oral submissions to the Board before a determination is made;
- (j) is removed by Special Resolution; or
- (k) would otherwise be prohibited from being a director of a corporation under the Act or *Corporations Act 2001* (Cth).

### **17.3 Board may act**

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum or to convene a General Meeting.

## **18. POWERS AND DUTIES OF DIRECTORS**

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### **18.1 Directors to manage the Association**

The Directors are to manage the Association's business and may exercise those of the Association's powers that are not required, by the Act or by this Constitution, to be exercised by the Association in General Meeting.

### **18.2 Specific powers of Directors**

Without limiting **clause 18.1** the Directors may exercise all the Association's powers to borrow or raise money, to charge any property or business or give any other security for a debt, liability or obligation of the Association or of any other person.

### **18.3 Time, etc.**

Subject to the Act, where this Constitution requires that something be done by a particular time, or within a particular period, or that an event is to occur or a circumstance is to change on or by a particular date, the Directors may in their absolute discretion extend that time, period or date as they think fit.

#### **18.4 Delegation of powers**

- (a) The Directors may, by resolution or by power of attorney or writing under seal, delegate any of their powers to the EO or any employee of the Association or any other person as they think fit.
- (b) Any delegation by the Directors of their powers:
  - (i) must specify the powers delegated, any restrictions on, and conditions attaching to, the exercise of those powers and the period during which that delegation is to be in force;
  - (ii) may be either general or limited in any way provided in the terms of the delegation;
  - (iii) need not be to a specified person but may be to any person holding, occupying or performing the duties of a specified office or position; and
  - (iv) may include the power to delegate.
- (c) If exercising a power depends on a person's opinion, belief or state of mind, then that power may be exercised by the delegate on the delegate's opinion, belief or state of mind about that matter.
- (d) Any power exercised by a delegate is as effective as if it had been exercised by the Directors.

#### **18.5 Code of Conduct**

The Directors must:

- (a) adopt a code of conduct for Directors; and
- (b) periodically review the code of conduct in light of the general principles of good corporate governance.

### **19. PROCEEDINGS AT DIRECTORS MEETINGS**

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#### **19.1 Directors meetings**

- (a) Subject to **clause 19.1(b)**, the Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) The Directors must meet at least 5 times in each calendar year.

#### **19.2 Questions decided by majority**

A question arising at a Directors' meeting is to be decided by a majority of votes of the Directors present in person and entitled to vote. Each Director present has 1 vote on a matter arising for decision by Directors.

### 19.3 Chair's casting vote

The Chair of the meeting will not have a casting vote.

### 19.4 Quorum

Four Directors present in person constitutes a quorum.

### 19.5 Convening meetings

- (a) A Director may, and the EO on the request of a Director must, convene a Directors' meeting.
- (b) Notice of a meeting of Directors must be given individually to each Director (except a Director on leave of absence approved by the Directors). Notice of a meeting of Directors may be given in person, or by post or by telephone, facsimile or other electronic means.
- (c) A Director may waive notice of a meeting of Directors by giving notice to that effect to the Association in person or by post or by telephone, facsimile or other electronic means.
- (d) A person who attends a meeting of Directors waives any objection that person may have in relation to a failure to give notice of the meeting.
- (e) The non-receipt of a notice of a meeting of the Directors or the accidental omission to give notice of a meeting to a person entitled to receive notice does not invalidate anything done (including the passing of a resolution) at that meeting of Directors.

### 19.6 Election of Chairperson

- (a) The Elected Directors must annually, at the first Board meeting after the AGM, elect by majority vote one of their number to the office of Chair.
- (b) The Director elected to the office of Chair under **clause 19.6(a)** will remain chairperson for 1 year from the date of their election until the first Board meeting after the next AGM and shall chair any Board meeting. A Director elected as Chair may be re-elected as Chair in following years, so long as he or she remains a Director.
- (c) Despite **clause 19.6(b)**, if:
  - (i) there is no person elected as Chair; or
  - (ii) the Chair is not present within 15 minutes after the time appointed for the holding of the meeting; or
  - (iii) the Chair is unwilling to act,the Directors present may elect one of their number to be chair of the meeting.

### **19.7 Circulating resolutions**

- (a) The Directors may pass a resolution without a Directors' meeting being held if the required majority of the Directors who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of the document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Director required to achieve the required majority signs.

### **19.8 Validity of acts of Directors**

Everything done at a Directors' meeting or a Committee meeting, or by a person acting as a Director, is valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

### **19.9 Directors' interests**

- (a) A Director shall declare to the Board that Director's interest in any matter in which any material personal interest or related party transaction arises, and that Director must absent himself or herself from discussion of such matter and shall not be entitled to vote in respect of such matter.
- (b) In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Directors or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- (c) The EO shall maintain a register of declared interests.

### **19.10 Minutes**

The Directors must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001* (Cth).

## **20. TELECOMMUNICATION MEETINGS OF THE ASSOCIATION**

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### **20.1 Telecommunication meeting**

- (a) A General Meeting or a Directors' Meeting may be held by means of a telecommunication meeting, provided that:
  - (i) the number of Members or Directors (as applicable) participating is not less than a quorum required for a General Meeting or Directors' Meeting (as applicable); and
  - (ii) the meeting is convened and held in accordance with the Act.

- (b) All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this **clause 20**.

## **20.2 Conduct of telecommunication meeting**

The following provisions apply to a telecommunication meeting of the Association:

- (a) all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- (b) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- (c) at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- (d) a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chair;
- (e) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the Chair of leaving the meeting; and
- (f) a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the Chair.

## **21. EXECUTIVE OFFICER**

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### **21.1 Appointment of Executive Officer**

The Directors may appoint an EO.

### **21.2 Powers, duties and authorities of Executive Officer**

- (a) If appointed the EO holds office on the terms and conditions (including any remuneration) and with the powers, duties and authorities, determined by the Directors.
- (b) The exercise of those powers and authorities, and the performance of those duties, by the EO are subject at all times to the control of the Directors.

### **21.3 Suspension and removal of Executive Officer**

Subject to the terms and conditions of the appointment, the Directors may suspend or remove the EO from that office.

#### **21.4 Delegation by Directors to Executive Officer**

The Directors may delegate to the EO the power (subject to such reservations on the power as are decided by the Directors) to conduct the day-to-day management and control of the business and affairs of the Association. The delegation will include the power and responsibility to:

- (a) develop business plans, budgets, strategies, policies, processes and codes of conduct for consideration by the Directors and to implement them to the extent approved by the Directors;
- (b) manage financial and other reporting mechanisms of the Association;
- (c) approve and incur expenditure subject to specified expenditure limits;
- (d) sub-delegate his or her powers and responsibilities to employees or internal management committees of the Association; and
- (e) any other powers and responsibilities which the Directors consider appropriate to delegate to the EO.

#### **21.5 Communication and Reporting**

The EO primarily reports to and communicates with the Directors via the Chair.

The Directors primarily report to and communicate with the EO via the Chair.

#### **21.6 Executive Officer to attend meetings**

If appointed the EO is entitled, subject to a determination otherwise by the Directors, to attend all meetings of the Association, all meeting of the Directors and any Committees and may speak on any matter, but does not have a vote.

### **22. PUBLIC OFFICER**

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- (a) There must be a Public Officer who is to be appointed by the Directors under the Act.
- (b) In addition to the manner in which the office of public officer becomes vacant under the Act the Directors may suspend or remove the Public Officer from that office.
- (c) The Public Officer holds office on the terms and conditions and with the powers, duties and authorities, determined by the Act and the Directors. Subject to this Constitution the Public Officer is not entitled to remuneration unless the Public Officer is also the EO.

### **23. COMMITTEES**

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#### **23.1 Committees**

The Directors may by written instrument delegate any of their powers to Committees consisting of such persons they think fit (including Directors, individuals and consultants), and may vary or revoke any delegation.

## **23.2 Powers delegated to Committees**

- (a) A Committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Directors. A Committee is responsible to and reports to the Board.
- (b) Powers delegated to and exercised by a Committee are taken to have been exercised by the Directors.

## **23.3 Committee meetings**

Committee meetings are governed by the provisions of this Constitution dealing with Directors' meetings, as far as they are capable of application.

## **24. POLICIES**

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### **24.1 Making and amending policies**

- (a) In addition to policies made under **clause 8.2**, the Directors may from time to time make policies which in their opinion are necessary or desirable for the control, administration and management of the Association's affairs and Athletics in Tasmania and may amend, repeal and replace those policies.
- (b) Interpretation of the policies is solely the responsibility of the Directors.

### **24.2 Effect of policies**

A policy:

- (a) is subject to this Constitution;
- (b) must be consistent with this Constitution; and
- (c) when in force, is binding on all Members and has the same effect as a provision in this Constitution.

## **25. KEEPING AND INSPECTION OF RECORDS**

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- (a) The Directors will cause the Association records to be kept for a period of 7 years from their creation.
- (b) Subject to privacy and confidentiality obligations Members shall have the right to inspect documents of the Association as permitted by the Act.
- (c) The Board may impose conditions on a Member's inspection of the Association documents under this clause or may refuse such inspection where the Board reasonably considers that the Member is not seeking and/or undertaking the inspection in good faith and/or for a proper purpose.

## **26. ACCOUNTS**

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### **26.1 Accounting Records**

The Directors will cause proper accounting and other records to be kept and will distribute copies of financial statements as required by the Act.

### **26.2 Transactions**

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Directors determine from time to time.

### **26.3 Auditor**

- (a) A properly qualified auditor or auditors shall be appointed by the Directors and the remuneration of such auditor or auditors fixed and duties regulated in accordance with the Act and *Corporations Act 2001* (Cth).
- (b) Members may remove an auditor from office by resolution made at a General Meeting in accordance with the Act.

## **27. SERVICE OF DOCUMENTS**

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### **27.1 Document includes notice**

In this **clause 27**, document includes a notice.

### **27.2 Methods of service on a Member**

The Association may give a document to a Member:

- (a) personally;
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- (c) by sending it to a fax number or electronic address nominated by the Member.

### **27.3 Methods of service on the Association**

A Member may give a document to the Association:

- (a) by delivering it to the Association's registered office;
- (b) by sending it by post to the Association's registered office; or
- (c) by sending it to a fax number or electronic address nominated by the Association.



## **27.4 Post**

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

and in either case is taken to have been received on the second business day after the date of its posting.

## **27.5 Electronic transmission**

If a document is sent by any form of electronic transmission, delivery of the document is taken to:

- (a) be effected by properly addressing and transmitting the electronic transmission; and
- (b) have been delivered on the business day following its transmission.

## **28. INDEMNITY**

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### **28.1 Indemnity of officers**

Every person who is or has been:

- (a) a Director;
- (b) EO; or
- (c) Public Officer,

is entitled to be indemnified out of the property of the Association against:

- (d) every liability incurred by the person in that capacity (except a liability for legal costs); and
- (e) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity, unless:
  - (i) the Association is forbidden by statute to indemnify the person against the liability or legal costs; or
  - (ii) an indemnity by the Association of the person against the liability or legal costs would, if given, be made void by statute.

### **28.2 Insurance**

The Association may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been

a Director, Public Officer or EO against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- (a) the Association is forbidden by statute to pay or agree to pay the premium; or
- (b) the contract would, if the Association paid the premium, be made void by statute.

### **28.3 Deed**

The Association may enter into a deed with any Indemnified Officer or a deed poll to give effect to the rights conferred by **clause 28.1** on the terms the Directors think fit (as long as they are consistent with **clause 28.1**).

## **29. RETENTION OF PREVIOUS AWARDS**

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Notwithstanding anything herein contained all honours and awards bestowed either by the Tasmanian Amateur Athletic Association or the Tasmanian Women's Amateur Athletic Association shall remain in full force and shall be accepted and recognised by the Association.

## **30. WINDING UP**

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### **30.1 Contributions of Members on winding up**

- (a) Each Voting Member must contribute to the Association's property if the Association is wound up while they are a Member or within one year after their membership ceases.
- (b) The contribution is for:
  - (i) payment of the Association's debts and liabilities contracted before their membership ceased;
  - (ii) the costs of winding up; and
  - (iii) adjustment of the rights of the contributories among themselves,and the amount is not to exceed \$1.00.
- (c) No other Member must contribute to the Association's property if the Association is wound up.

### **30.2 Excess property on winding up**

- (a) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies:
  - (i) having objects similar to those of the Association; and

- (ii) whose constitution prohibits (or each of whose constitutions prohibit) the distribution of its or their income and property among its or their members to an extent at least as great as is imposed under this Constitution.
- (b) That body is, or those bodies are, to be determined by the Voting Members at or before the time of dissolution or, failing that determination, by a judge who has or acquires jurisdiction in the matter.

### **31. COMMON SEAL**

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- (a) If the Association has a common seal it shall:
  - (i) be kept in the custody of the Public Officer; and
  - (ii) not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of 2 Directors.
- (b) A Director may not sign a document to which the seal of the Association is fixed where the Director is interested in the contract or arrangement to which the document relates.

### **32. SOURCE OF FUNDS**

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The funds of the Association may be derived from annual membership subscriptions, fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Directors determine.

### **33. REGISTERED ADDRESS**

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The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address, the postal address of the Secretary.