



The Constitution of:
The Sandy Bay Harrier
Club Inc

Amended 10th August 2005

1. Name of the Association

1.1. The name of the Association shall be: **The Sandy Bay Harrier Club Inc**; in this constitution herein referred to as “The Club”, and may perform its objectives as: ‘The Sandy Bay Harriers or ‘Sandy Bay Harriers’.

2. Interpretation

2.1. In these rules unless the contrary intention appears –

“**General Meeting**” means any general meeting convened in accordance with these rules and extends to include annual general meetings and extraordinary or special meetings.

“**Member**” means a member of the Association pursuant to Section 4 of these rules.

“**Nationals**” means any athletic or sporting event convened, representing the highest-level of competition within Australian territory.

“**Notice**” includes any form of writing, text, internet or voice based communication, circulars and advertisements.

“**Office Bearers**” includes, but is not limited to, the listed positions appointed by the committee pursuant to section 8.2.

“**Writing**” includes printing, lithography, photography, email, internet communication and any other means of representing or reproducing words in a visible form.

2.2. In these rules “person” is to include any individual person, club, association, corporation, organisation, governmental department or any other body.

2.3. A word or expression that indicates one or more particular genders is taken to include every other gender. A word in either the masculine or feminine gender includes a body corporate.

2.4. Words or expressions contained in these rules shall be interpreted with reference to the provisions of the *Acts Interpretation Act 1931* (Tas) as in force on the date on which these rules are adopted by the Club.

2.5. Any question of the correct interpretation of this Constitution shall be referred to the Committee for decision.

2.6. The committee may appoint a sub-committee to deliberate on any constitution matter and refer back recommendations to the Committee for ratification.

3. Objects of the Club

- 3.1.** The object of the Club is to encourage, foster and promote the sport of athletics, with which the club is concerned.

4. Membership of the Club

- 4.1.** Subject to the provisions of this Constitution, membership of the Club shall be open to:

- A.** Individual competitive members;
- B.** Office bearers elected at the annual general meeting or by the Club Committee;
- C.** Life members elected at an annual general meeting;
- D.** Any persons elected either at an annual general meeting or by the Club Committee.
- E.** Associate members;

- 4.2.** All members of the Club shall have full voting rights at annual or special general meetings.

- 4.3.** Persons wishing to join the Club may have their applications refused on any grounds to which the committee feels are applicable in each individual applicants circumstance.

5. Life members

- 5.1.** A life member may be elected only at a general meeting.

- 5.2.** The award of life membership of the Club shall be restricted to those persons who have given a minium of ten (10) years outstanding service to the Club and recommended by the Club Committee.

- 5.3.** Prior service to the Club may be counted for the purposes for subsection 2.

- 5.4.** Procedure for the election of life members shall be:

- A.** The name of the proposed member(s) shall be submitted to the Club Committee together with a history of the service of the nominee(s).
- B.** If the nomination is endorsed by a majority vote of the Club Committee, it shall then be submitted to the next annual general meeting.

- 5.5.** Life members may be awarded a badge of a design approved by the Club Committee. A certificate may also be awarded if agreed to by the Club Committee.

5.6. Privileges of life members shall include freedom to attend, speak and vote on all matters of committee, annual and special general meetings and, where such life members actively participate in athletic competition of club level, shall have all applicable registration fees paid on their behalf from club funds.

6. Powers of the Club

6.1. The powers of the Club shall be:

- A.** To act alone or with any other association, branch or club.
- B.** To promote and manage championships or any other sports meetings conducted by the club.
- C.** To keep authentic records of all matters with which the Club is concerned.
- D.** To control its members and officials in all matters relating to athletics.
- E.** To obtain by purchase lease or hire any grounds, buildings or equipment for the conduct of meetings, events or for training purposes;
- F.** To sell, hire or lease any equipment or property belonging to the club.
- G.** To invest any monies of the Club not immediately required for any of its objectives, in such a manner as may from time to time be determined by the club.
- H.** To assist financially or otherwise any of its financial members or officials who are selected for intrastate, interstate or international competition.
 - 1.** Financial aspects are only to be undertaken if the clubs financial position permits such action to be taken.
- I.** To impose and collect subscriptions, fees, levies or any other charges to borrow or raise money for the purposes necessary to achieve the objectives for the Club.
- J.** To recognise the authority of the Athletics South, Athletics Tasmania, Athletics Australia and the International Association of Athletic Federations as the bodies controlling the sport of Athletics.

7. Financial Assistance to Members

Note: For the purposes of this section "member" is to include both competing and non-competing members of the Club including athletes and officials.

7.1. By virtue of section 6.1 subsection H, the Club, where the financial position permits, may assist financially any member who is selected for intrastate, interstate or international competition.

7.2. The Club may offer Financial assistance for the following events:

- A. Australian University Games;
- B. Nationals;
- C. Oceania Games;
- D. World Veteran Championships;
- E. World Junior Games;
- F. World Youth Games;
- G. Commonwealth Games;
- H. World Championships; and
- I. Olympic Games.

7.3. The club may offer financial assistance to other events not listed within subsection 9.2.

- A. Section 9.2 may be used as a guideline for determining events to which financial assistance may be offered.

7.4. The Club may only offer Financial Assistance in the circumstances where a member has filled out the necessary application form, providing:

- A. Their personal details;
- B. Competition details;
- C. Breakdown of costs for the competition;
- D. A declaration of any expectation of financial support or other support coming from any other source, whether or not this expectation may not materialise;

7.5. The application is to be submitted to the club committee.

7.6. In order for financial assistance to be available to members, members should have:

- A. **For 1 trip in a single 12 month period:** Participated in 1 fundraising event or activity.
- B. **For 2 trips in a 12 month period:** Participated in 3 fundraising events or activities for the club.
- C. **For more than 2 trips in a 12 month period:** Participated in 3 fundraising activities and taken on an additional responsibility with the club, such as promoting the club at a public event, or participating in a club recruitment drive.

- 7.7. An applicant should not be refused financial assistance in a year in which there has been no fundraising or other events carried out.
- 7.8. The committee should, if necessary, take into consideration, all relevant matters, including the applicants peculiar circumstances, in ultimately determining whether or not assistance should be provided.
- 7.9. The club committee is to use its general decision making powers to ultimately decide whether or not an applicant should be granted financial assistance.

8. Office Bearers

- 8.1. Office bearers of the club shall be elected at an annual or special general meeting.
- 8.2. There shall be, as required:
- A. Patron(s)
 - B. President;
 - C. Secretary;
 - D. Assistant Secretary;
 - E. Treasurer/Registrar;
 - F. Club Manager;
 - G. Assistant Club Manager;
 - H. Club Captain(s) (Track and Field);
 - I. Club Captain(s) (Cross Country);
 - J. Club Vice Captain(s) (Track and Field);
 - K. Club Vice Captain(s) (Cross Country);
- 8.3. All positions are to be honorary.

9. Election of Club captains and vice captains

- 9.1. Election of the Club captains for track and field and cross country is to be made by the committee.
- 9.2. Newly elected club captains, upon appointment, are required to submit to the committee, names for vice captains.
- 9.3. The committee will make the final decision as to the election of vice captain(s) appointments.

10. Club Committee

- 10.1. The club committee must comprise of:

- A. A President;
 - B. A Secretary;
 - C. A Vice President;
 - D. A Vice Secretary;
 - E. A treasurer; and
 - F. Other elected office bearers.
- 10.2.** The committee shall be the controlling body of the club.
- 10.3.** Meetings of the Committee shall be held once per month or as the Committee may determine from time to time.
- 10.4.** At all committee meetings each member is entitled to one vote on each matter with the exception of the Chairman who shall have a deliberative vote as well as a casting vote.
- 10.5.** At all committee meetings six (6) members shall form a quorum.
- 10.6.** Any officer bearer who is absent from three (3) consecutive meetings of the Committee without permission of the Committee shall be deemed to have vacated their office and the committee shall fill such vacancy.

11. Powers of the Committee

- 11.1.** The powers of the committee shall be:
- A. To control all matters pertaining to Athletics as they affect the club.
 - B. To control its members and officials in order to administer the Club effectively.
 - C. To appoint where necessary any sub-committees or subsidiary groups to carry out specific tasks.
 - D. To control Club finances.
 - E. To make, rescind or amend such rules or by-laws as may be deemed necessary to carry out the powers of the Club or those vested in the Committee.
 - F. To appoint at the first Committee meeting after a general meeting, Patron(s) or any other persons as additional officials, office bearers or *ex officio* members.
 - G. To manage the business and affairs of the club.
 - H. To grant leave of absence to a member of the Committee.
 - I. To fill any vacancy on the committee.

- J.** To appoint an Honorary Auditor to examine the books of accounts held by the club.

12. The President

- 12.1.** The President, if personally present, shall preside at all meetings and shall be, *ex officio*, a member of all sub-committees with full voting rights.
- 12.2.** The term of office of the President normally shall be no longer than two (2) consecutive years.

13. Secretary

- 13.1.** The secretary shall:
 - A.** Convene all meetings of the club in accordance with the Constitution.
 - B.** Maintain an accurate record of all meetings of the Club.
 - C.** Maintain an accurate inventory of all property owned by the Club.
 - D.** Maintain a record of all inwards and copies of all outwards correspondence.
 - E.** Be an *ex officio* member, with full voting rights, at all sub-committee meetings.
 - F.** Perform the duties of the treasurer if holding the position of Secretary/Treasurer.
 - G.** Determine the duties of the Assistant Secretary.

14. Treasurer

- 14.1.** The treasurer shall:
 - A.** Keep true, fair and accurate records of all monies received and expended by the Club or its subsidiary bodies.
 - B.** Deposit all monies received by the Club in a bank nominated by the committee.
 - C.** Sign, with one of the President, Secretary, or one other appointed official, all cheques and other withdrawals made on behalf of the club.

- D. Prepare for each Committee meeting a brief summary of income and expenditure made since the previous Committee meeting.
- E. Prepare for the annual general meeting, a copy of the duly audited accounts for the Club for the financial year ending.

15. Special General Meetings

- 15.1. On a requisition in writing signed by eight (8) or more financial members of the Club requesting the holding of a special general meeting and setting out the reasons for such a meeting, the Secretary shall, within fourteen (14) days call a special general meeting of the members of the Club
- 15.2. Sixteen (16) members shall form a quorum at a special general meeting.

16. Notice of General Meetings

- 16.1. The Secretary of the Club, shall, at least fourteen (14) days prior to the date fixed for holding a general meeting of the Club, give notice to every office bearer, other committee members, and members specifying the date, time and place for the holding the meeting and the nature of the business to be transacted.

17. Amendment to the Constitution

- 17.1. The club shall have the power to alter or amend the Constitution provided that the matter(s) under consideration is (are) discussed at annual general meeting, placed on the agenda for a special general meeting and discussed at that meeting.
- 17.2. Amendments or alterations may be made at an annual general meeting provided that notice of motion to amend or alter is placed on the agenda of the annual general meeting.