

QUEENSLAND MASTERS ATHLETICS

**[Queensland Masters Athletics
Association Inc]**

CONSTITUTION

Revised 1997

ASSOCIATIONS INCORPORATION ACT
QUEENSLAND VETERAN'S ATHLETICS ASSOCIATION

1 NAME

- 1.1 The name of the incorporated association shall be the "Queensland Veteran's Athletics Association Inc." (in these rules called "the Association").

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this Constitution unless there is something in the subject or context inconsistent therewith the following terms have the following meanings:

"Association": the Queensland Veteran's Athletics Association.

"Committee" or
Committee of
Management: The President of the Association and those Committee Members from time to time elected or appointed to act for the Association.

"Delegate": the person from time to time nominated as such pursuant to Rule 21.10.4 by an unincorporated association or body corporate granted membership of the Association in accordance with these Rules.

"Financial Year": a period of twelve (12) months commencing on April 1 in any year

"Month"- a calendar month

"Office": the Registered Office of the Association as altered from time to time.

"President",
"Vice President",
"Secretary" and
"Treasurer": those respective officers from time to time of the Association.

"Registered
Address": the address of the registered member as shown in the Register of Members of the Association.

"Registered
Athlete": an individual whose name is entered in the Register of Athletes in accordance with Rule 14.2

"Subscription": the affiliation fee imposed by the Association.

"The Incorporated Club":
the incorporated club known as the "Queensland Veterans Athletic Club Inc." whose funds and other assets and liabilities the Association is authorised to acquire and assume pursuant to Rule 4.1.1 of the Constitution.

"These Rules" these Rules of the Constitution as originally adopted or as from time to time amended.

- 2.2 In the interpretation of these Rules unless there is something in the subject or context inconsistent therewith:
- 2.2.1 Words importing the singular shall be deemed to include the plural and vice versa.
 - 2.2.2 Words importing any gender shall be deemed to include all other genders.
 - 2.2.3 Words importing persons shall be deemed to include all bodies and associations, corporate or unincorporated, and vice versa.
 - 2.2.4 Any reference to a statute or statutory provision shall be deemed to include any statutory provision which amends, extends, consolidates or replaces the same, or which has been amended, extended, consolidated or replaced by the same and any orders, regulations, instruments or other subordinate legislation made thereunder.
 - 2.2.5 Headings are included for convenience only and shall not affect the interpretation of these Rules or the By-Laws.
 - 2.2.6 All reference to Rules are to these Rules of this Constitution
 - 2.2.7 All reference to dates and times are to Australian Eastern Standard Time.
 - 2.2.8 All reference to "\$" and "dollars" are to lawful currency of Australia.

3 OBJECTS

- 3.1 The objects for which the Association is established are:
- 3.1.1 To promote Athletics in all its forms by establishing and maintaining such facilities and services as are calculated to be appropriate to the practice and competition of athletics (particularly for persons who have reached thirty (30) years of age).
 - 3.1.2 To achieve improvement in the physical, mental, and social well-being of Queensland Veteran Athletes.
 - 3.1.3 To affiliate with the Queensland Athletic Association Limited.
 - 3.1.4 To become a member of the Australian Association of Veteran Athletic Clubs and to exercise full voting rights of such association.
 - 3.1.5 To conduct Annual Championships for registered members of the Association
 - 3.1.6 To conduct the Australian Veteran Athletic Championships and such other Championships or Games (Athletic) as may be allocated to the Queensland Veteran's Athletics Association from time to time.
 - 3.1.7 To establish and maintain cordial relations with other sporting bodies.

4 POWERS

- 4.1 Solely for the purpose of carrying out the aforesaid Objects and not otherwise, the powers of the Association are:
- 4.1.1 To take over the funds and other assets and liabilities of the incorporated association known as the "Queensland Veteran Athletic Club Inc";
- 4.1.2 To subscribe to, become a member of, support and co-operate with any other association, club or organisation, whether incorporated or not, whose Objects are altogether or in part similar to those of the Association; provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 5.1 of this Constitution.
- 4.1.3 In furtherance of the Objects of the Association: to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the benefit of members of the Association or persons frequenting the Association's premises or at such other places at which athletic meetings or other gathering of Members are held or take place.
- 4.1.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the Objects of the Association. - PROVIDED THAT in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 4.1.5 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the Objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 4.1.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- 4.1.7 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Association, or in or about the Association or promotion of the Association or in the furtherance of its Objects.
- 4.1.8 To construct, improve, maintain, develop, work, manage, carry out, filter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 4.1.9 To invest and deal with the money of the Association not immediately required in such manner as may, from time to time, be thought fit.
- 4.1.10 To take, or otherwise acquire, and hold; shares, debentures, or other securities of any company or body corporate.
- 4.1.11 In furtherance of the Objects of the Association to lend and advance money or to give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of

money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

- 4.1.12 To borrow or raise money, either alone or jointly, with any other person or legal entity in such manner as may be thought proper; and, whether upon fluctuating advance account or overdraft, or otherwise, to represent or secure any moneys and further advances borrowed, or to be borrowed, alone, or with others as aforesaid, by notes secured or unsecured, debentures, or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security, upon the whole or any part of the Association's property or assets, present or future, and to purchase, redeem or pay-off any such securities;
- 4.1.13 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, and other negotiable or transferable instruments;
- 4.1.14 In furtherance of the Objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- 4.1.15 To take or hold mortgages, liens or charges to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others
- 4.1.16 To take any gift of property, whether subject to any special trust or not, for any one or more of the Objects of the Association, but subject always to the proviso in Rule 4.1.4 of this Constitution.
- 4.1.17 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the form of donations, Annual subscriptions or otherwise;
- 4.1.18 To print, publish and sell any newspapers, newsletters, periodicals, books or leaflets, that the Association may think desirable for the promotion of its Objects;
- 4.1.19 In furtherance of the Objects of the Association to amalgamate with any one or more incorporated Associations having Objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 5.1;
- 4.1.20 In furtherance of the Objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- 4.1.21 In furtherance of the Objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- 4.1.22 To make donations for patriotic, charitable or community purposes.
- 4.1.23 To fix and collect subscriptions, fees, levies and other charges, if any, to be paid by any member of the Association, or non-member. wishing to participate in the activities of the Association.
- 4.1.24 To make such Rules and Regulations as are necessary for the proper conduct of the Association for the control of the use of Association property and equipment.

- 4.1.25 To institute and regulate athletic championships in such a way as may from time to time be determined by the Association or by the Australian Association of Veteran Athletic Clubs end to delegate to any of its Members the organisation, conduct and holding thereof; and
- 4.1.26 To establish uniform regulations for the management of such meetings.
- 4.1.27 To arrange for the holding of such other meetings and events as may from time to time be deemed desirable or expedient.
- 4.1.28 To apply for membership or seek representation and be represented on any sporting body, sponsored or formed by the Australian, Queensland or any Local Government, whose Objects are consistent with the Objects of the Association.
- 4.1.29 To decide from time to time f or what events and upon what conditions Queensland records for athletic performance by Veteran Athletes shall be granted, and to receive and adjudicate upon applications by members for recognition of such Queensland records in such events.
- 4.1.30 To hear and adjudicate upon appeals from the decisions of members or officials thereof.
- 4.1.31 To suspend, disqualify, fine or otherwise deal with any member or officer thereof, which or who has committed any breach of the Rules of the Association (or of the Australian Association of Veteran Athletic Clubs, or of Queensland Athletics, or of Athletics Australia), or of the By-Laws made thereunder, or practised, counselled or sanctioned any such conduct, whether or not arising out of or in connection with Athletics, which conduct is, in the opinion of the Association (or of the other bodies aforementioned in this Rule), unfair, unbecoming or contrary to the interest of Athletics, or which may bring into disrepute any member or any team sponsored by or representative of the Association (or of the other bodies aforementioned in this Rule) or of a member or any member of such a team or the member him/herself.
- 4.1.32 To register or otherwise protect designs, trade marks, copyrights, logos and devices relating to or concerning the activities of the Association and to license or otherwise authorise the use thereof by other parties on such terms and conditions as the Association may deem desirable, expedient or advisable.
- 4.1.33 To require members to furnish any information desired by the Association upon matters falling within the scope of their activities.
- 4.1.34 To accept or reject affiliation from clubs, whether incorporated or not, whose Constitution and Rules comply with the requirements of the Association and to reject those which do not comply.
- 4.1.35 To do all such other things as are incidental or conducive to the attainment of the Objects and the exercise of the powers of the Association.

5 INCOME AND PROPERTY

- 5.1 The income and property of the Association whensoever derived, shall be applied solely towards the promotion of the Objects of the Association as set forth in this Constitution, and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise, to the members of the Association PROVIDED THAT nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Association or to any member of the Association in return for any services actually rendered to the Association or for goods supplied in the ordinary and usual way of business nor prevent the payment of interest at a rate not exceeding the rate for the time being fixed for the purpose of this paragraph by the Constitution on money borrowed from any members of the Association or reasonable and proper rent for premises demised or let by any member to the Association but so that no member of the Committee or governing body of the

Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees and that no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any member of such Committee or governing body except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Association or commission on sponsorship obtained for the Association.

6 DISTRIBUTION OF PROPERTY AND WINDING UP

- 6.1 If, upon the winding up or dissolution of the Association in accordance with the provisions of the Associations Incorporation Act 1981, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having Objects similar to the Objects of the Association and whose Constitution or Memorandum of Understanding shall 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 on the Association under or by virtue of rule 5.1 hereof, such institution or institutions to be determined by the members of the Association at or before the time of the dissolution and in default thereof by application to the Supreme Court for determination.

7 MEMBERSHIP

- 7.1 Every member who at the date of incorporation of the Association was a member of the incorporated Club shall be admitted by the Committee of Management to the same class of membership of the Association as that member held in the incorporated Club, and shall not be required to pay any further subscription until the next due date for the payment of that subscription.

8 CLASSES OF MEMBERS

- 8.1 The membership of the Association which is unlimited shall fall into the following categories.
- 8.1.1 Clubs/Organisations conducting athletics for participants who have attained 30 years of age. (Such Clubs shall be resident within the State of Queensland)
 - 8.1.2 Individual Members
 - 8.1.3 Honorary Life Members
 - 8.1.4 Social Members
 - 8.1.5 Honorary Members
 - 8.1.6 Other classes of Members as determined by the Association from time to time.

9 QUALIFICATIONS FOR MEMBERSHIP

9.1 CLUB

- 9.1.1 Any duly constituted Athletic Club/Organisation having Objects consistent with those of the Association and
- (a) whose members have attained the age of 30 years or;
 - (b) whose constitution provides for a sub-committee of its Management Committee to cater for the interests of those of its members who have attained the age of 30 years.
- shall be eligible for membership of the Association.

9.1.2 An application by a Club/Organisation for membership of the Association shall be accompanied by:
(a) A list of the officers, committee members and current members of the Club/Organisation.
(b) A copy of the Constitution proposed by the Club/Organisation.
(c) A drawing or photograph indicating the style and colour of the competition uniform of the Club/Organisation.

9.1.3 A Club/Organisation must have sufficient competing members and active officials, financial at the date of application, as determined from time to time by the Committee

9.1.4 The Committee may require amendments to a proposed constitution before a club may be admitted to membership.

9.2 INDIVIDUAL MEMBERS

9.2.1 Any person, not being an Honorary Life Member or a Member of a Club, who has attained the age of 30 years may apply for Individual Membership of the Association.

9.2.2 The Committee of Management may, in its absolute discretion, accept or reject any application for such membership.

9.3 HONORARY LIFE MEMBERS

Honorary Life Members may be elected at an Annual General Meeting on the recommendation at the Committee of Management.

9.3.1 Eligibility for Honorary Life Membership

A person may be admitted who has rendered outstanding service to Veteran's Athletics over a period of not less than ten years. Such service need not be continuous but the tally of broken periods must aggregate not less than ten years. Notwithstanding the provisions of this Rule, any person who is an Honorary Life Member of the Incorporated Club at the date of the incorporation of the Association shall be admitted as an Honorary Life Member of the Association.

9.3.2 Nomination and Election Procedure

Nominations for Honorary Life Membership may be made by any registered Member of the Association and shall be submitted, accompanied by a written report outlining the services rendered by the nominee, to the Committee of Management at least three (3) months prior to the Annual General Meeting in any year.

- (i) A nominee must obtain at least two-thirds majority of the votes cast at a Committee of Management meeting before their nomination shall be forwarded by the Committee to the Annual General Meeting for consideration.
- (ii) At that Annual General Meeting, the recommendation of the Committee of Management must be carried by a three-fourths majority of those present and eligible to vote for an Honorary Life Membership to be granted.

9.3.3 Cancellation of Honorary Life Membership

An Honorary Life Membership may be cancelled by a resolution of a three-fourths majority of an Annual General Meeting or Special General Meeting following upon a recommendation by a majority of two-thirds of the Committee of Management.

A vote for cancellation of an Honorary Life Membership shall be by secret ballot at both Committee and General Meeting forums.

9.3.4 Honorary Life Membership Badge

Honorary Life Members shall be awarded a badge of a design approved by the Committee of Management.

9.3.5 Privileges of Honorary Life Members

- (i) An Honorary Life Member shall be admitted free of charge to all athletic meetings held by the Association and its affiliated bodies.
- (ii) An Honorary Life Member shall have the right to attend Annual General Meetings and Special General Meetings where they shall be entitled to participate in debate and to exercise a vote.
- (iii) An Honorary Life Member shall be entitled to attend General Meetings and to speak after all other debate on the matter being discussed is concluded but without the right to vote unless present as a delegate representing Club.

9.4 HONORARY MEMBERS

- 9.4.1 The Committee of Management may grant Honorary Membership for a period not exceeding one (1) year, to any person who, in the opinion of the Committee, is a person worthy of high esteem and capable of furthering the Objects of the Association.
- 9.4.2 The Committee of Management may grant Honorary Membership, for a period of the sponsorship, to any body, or any member of the Board of such body which provides sponsorship, approved by the Committee of Management to the Association, Club, Member, or member of any Club.
- 9.4.3 The Committee of Management may, in its absolute discretion, accept or reject any application for such membership.

9.5 SOCIAL MEMBERS

- 9.5.1 Any person who does not qualify as a Member by virtue of Rule 9.1; 9.2; 9.3 or 9.4 of this Constitution or who is not a registered member of an affiliated Club, and who, in the opinion of the Committee, may render assistance, other than as an official, coach or administrator, may apply for membership of the Association. Such members shall be known as Social Members.
- 9.5.2 Social Members shall not be entitled to attend meetings of the Association nor to exercise a vote in any of the affairs of the Association.
- 9.5.3 The Committee of Management may, in its absolute discretion, accept or reject any application for such membership.

9.6 CHANGES

- 9.6.1 An affiliated Club shall not make any changes to its name, constitution or competition uniform without the prior approval in writing of the Committee.

9.7 REPORTING

- 9.7.1 Each Club shall hold its Annual General Meeting by the date in any year specified by the Committee. Such Member shall forward a copy of its annual report and financial statement to the Association forthwith upon their adoption by the Club.

9.8 WINDING UP OF A CLUB

- 9.8.1 When a Club is dissolved or closes or ceases to function for any reason whatsoever a club shall not be established in the same area without the prior approval of the Committee.
- 9.8.2 No person shall commence winding up procedure of any Club without prior approval, in writing, of the Committee.

- 9.8.3 When a Club has serious organisational problems, the President and Secretary shall immediately notify the Committee.
- 9.8.4 If the Committee considers that a Club has:
- (i) organisational problems,
 - (ii) closed or ceased to function for any reason whatsoever, other than by being properly dissolved pursuant to its Constitution as approved by the Office of Consumer Affairs or the Australian Securities Commission,
 - (iii) failed to comply with the requirements of the Office of Consumer Affairs or the Australian Securities Commission within such time, or extended time as that Office or Commission has allowed,
 - (iv) failed or refused to meet its lawful financial obligations to the Association or to any other person whomsoever,
 - (v) a Club Management Committee of less than four (4) members,
 - (vi) insufficient members to continue to operate as a viable club,
 - (vii) substantially neglected, disregarded or exceeded the objects or powers of the Club,
 - (viii) operated in a manner which is, or could be, severely harmful to the best interests of Athletics as a whole, or
 - (ix) substantial need to be re-organised or revitalised,
- it may direct the Secretary to convene a meeting of representatives of the Committee and the Club Management Committee with a view to investigating and resolving the matters at a time and place to be mutually agreed and, failing agreement, at such time and place fixed by the Committee.
- 9.8.5 Notice of the meeting shall be sent by the Secretary to the Secretary of the Club and to every member of the Club Management Committee shown in the records of the Association and of the Office of Consumer Affairs or the Australian Securities Commission.
- 9.8.6 If a majority of the Club Management Committee does not attend that meeting or, in the opinion of the Committee it is necessary so to do, the Committee may direct the Secretary to convene a General Meeting of the Club by giving not less than twenty-eight (28) days notice of such meeting to the members of the Club.
- The manner by which the notice shall be given shall be determined by the Committee. Notice of the meeting shall clearly state the nature of the business to be discussed.
- 9.8.7 For the purpose of giving such notice the Committee may call upon the Club Management Committee to, and the Club Committee shall, produce to the Secretary the register of members of the Club, or any similar records and, for that purpose, the Secretary is hereby empowered to take copies of any entries in said register or records.
- 9.8.8 The President or, in his absence, a person appointed by the Committee for that purpose shall preside at that meeting.
- 9.8.9 The meeting shall make such decisions and may give such directions, including the calling of further General or Special General Meetings of the Club concerned, as it considers necessary.

The purpose for calling such further meetings may include, but not be limited to, consideration of the question of whether the Club should be dissolved and any other matter whatsoever as, having regard to the matters discussed, appears to be appropriate.

- 9.8.10 Any meeting, or any further meeting, may authorise the Committee and the Secretary of the Association to take such action as is necessary to give full effect to any decisions taken by the said meeting(s).

10 MEMBERSHIP FEES

- 10.1 The fees for each class of membership shall be such sum as the members shall, from time to time, at any General Meeting so determine.
- 10.2 The fees for each class of membership shall be payable at such time and in such manner as the members shall determine at the Annual General Meeting.

11 ADMISSION AND REJECTION OF MEMBERS

- 11.1 An application for membership to any Class of member other than Honorary Member shall be made to the Committee of Management on the relevant Association form.
- 11.2
- 11.2.1 At the next meeting of the Committee of Management after receipt of any application and the fee applicable for any class of membership (except Honorary Life Members), such application shall be considered by the Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 11.2.2 Notwithstanding the provisions of Rule 11.2.1 the Committee may defer determination of an application from a club/organisation to enable the applicant to supply additional documentation if required. Any such deferment shall not exceed three (3) months at which time a determination must be made.
- 11.3 Any applicant who receives a majority of the votes of members of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 11.4 Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

12 TERMINATION OF MEMBERSHIP

- 12.1 A member may resign from the Association at any time by giving notice, in writing, to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date.
- 12.2 if a Member or Registered Athlete:
- 12.2.1 is convicted of an indictable offence; or
- 12.2.2 fails to comply with any of the provisions of these Rules; or
- 12.2.3 has membership fees in arrears for a period of three (3) months or more; or

- 12.2.4 conducts himself in a manner considered by the Committee to be injurious or prejudicial to the character or interest of the Association; or
- 12.2.5 becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health; or
- 12.2.6 is directly or indirectly interested in any contract in relation to athletics and fails to declare the nature of his interest in the manner required by these Rules;

The Committee of Management shall consider whether such membership shall be terminated or otherwise dealt with in terms of these Rules and an appeal shall lie to a General Meeting of Members against any decision of the Committee. A further appeal shall lie to the Australian Association of Veteran Athletic Clubs.

- 12.3 The Member concerned shall be given a full and fair opportunity of presenting a case in accordance with Rule 33 and if the Committee resolves to terminate his membership, or otherwise deal with the matter in terms of these Rules, it shall instruct the Secretary to advise the Member in writing accordingly.

13 APPEAL AGAINST REJECTION OF OR TERMINATION OF MEMBERSHIP

- 13.1 A person or club whose application for membership has been rejected or whose membership has been terminated may, within one (1) month of receiving written notification thereof, lodge with the Secretary, written notice of intention to appeal against the decision of the committee of Management.
- 13.2 Upon receipt of a notification of intention to appeal against rejection of, or termination of, membership the Secretary shall convene, within three (3) months of the date of receipt by him of such notice, a General Meeting to determine the appeal. At any such meeting the appellant shall be given the opportunity to fully present his case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such a meeting.
- 13.3 Where a person whose application is rejected does not appeal against the decision of the Committee of Management within the time prescribed by these Rules, or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fees paid.

14 REGISTRATION AND REGISTER OF ATHLETES

- 14.1 All persons other than Honorary and Honorary Life Members who desire to compete in any event as a registered Member must register annually with the Association by completing the approved registration form and paying the prescribed fee (if any).
- 14.2 The Committee of Management shall cause a Register to be kept in which shall be entered the names and residential addresses of all registered members and the dates of their admission.
- 14.3 Particulars of deaths, resignations, terminations and reinstatements of members and any further particulars as the Committee of Management or the members at any General Meeting may, from time to time, require shall also be entered into the Register.
- 14.4 The Register shall be open for inspection at all reasonable times by any Member described in Rule 8.1 and 8.2 who previously applies to the Secretary for such inspection.

15 OFFICERS OF THE ASSOCIATION

15.1 The Officers of the Association shall be

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer

16 MEMBERSHIP OF THE COMMITTEE OF MANAGEMENT

16.1 The Committee of Management of the Association shall consist of:-

16.1.1 The President who shall preside at all meetings of the Association and of the Committee. The President shall have a deliberative vote and in cases of an equality of votes shall have a second or casting vote.

16.1.2 A Vice President who shall, in the absence of the President from any meeting, preside at such meeting and assume the voting powers of the President.

16.1.3 The Secretary who shall:

16.1.3.1 Be the Executive Officer of the Association.

16.1.3.2 Prepare an agenda for all meetings of the Association and the Committee;

16.1.3.3 Process the correspondence of the Association,

16.1.3.4 Keep a true record of the Minutes of each meeting of the Association and the Committee;

16.1.3.5 Report to the Committee;

16.1.3.6 Give all notices that may be required to be given to members;

16.1.3.7 Maintain or take responsibility for the maintenance of records of performances by athletes registered with the Association;

16.1.3.8 Carry out the directions of the Committee.

16.1.4 Treasurer who shall:

16.1.4.1 Receive all monies due and payable to the Association and promptly deposit those monies to the credit of the Association in a bank or other approved financial institution as directed by the Committee;

16.1.4.2 Submit any account for payment to the Committee and effect payment after receiving authorisation,

16.1.4.3 Keep the financial accounts of the Association;

16.1.4.4 Prepare a Statement of Income and Expenditure and a Balance Sheet for each financial year of the Association which shall end on 31st March. At least THIRTY-FIVE (35) days before the date of the Annual General Meeting, furnish the Statement and Balance Sheet to the Association's Auditor to be audited;

- 16.1.4.5 At least fourteen (14) days prior to the Annual General Meeting circulate the audited Statement and Balance Sheet to Members for their consideration;
- 16.1.4.6 Present to each meeting of the Committee a Statement of the current financial position of the Association;
- 16.1.5 The Registrar who shall:
- 16.1.5.1 Keep or take responsibility for keeping a register of the names and addresses of members of the Association and;
- 16.1.5.2 assist the secretary in the performance of his duties and carry out such other duties as directed by the Committee.
- 16.1.6 The Information Director who shall:
- 16.1.6.1 Collect information and communicate and liaise with the media;
- 16.1.6.2 Liaise with the Committee and members; and
- 16.1.6.3 Prepare and despatch newsletters and relevant material in co-operation with the Secretary; and
- 16.1.6.4 Carry out such other duties as directed by the Committee.
- 16.1.7 Not more than five (5) other members elected at the Annual General Meeting.
- 16.2 At the Annual General Meeting of the Association each member of the Committee shall retire from office. A retiring member of the Committee shall retain office until the conclusion of the meeting at which his successor is elected. Each retiring member of the Committee shall be eligible for re-election, if nominated.
- 16.3 The election of Officers and other members of the Committee shall take place in the following manner.
- 16.3.1 Any member of an affiliated Club who is registered with the Association, any Individual Member, or any Honorary Life Member of the Association shall be eligible to be nominated and, upon election, to serve on the Committee of the Association. All nominees and their proposers must be currently registered and Financial members of the Association at the time of nomination. The "time of nomination" shall be the date upon which nominations close;
- 16.3.2 The nomination, which shall be in writing, shall be signed by the nominee as well as his proposer and seconder. All nominations shall be lodged with the Secretary by the normal close of business at least twenty-eight (28) days before the Annual General Meeting at which the election is to take place;
- 16.3.3 A list of the candidates' names shall be circulated to members at least fourteen (14) days prior to the Annual General Meeting at which the election is to be conducted;
- 16.3.4 Balloting lists shall be prepared if necessary. Such lists shall contain the names of the candidates in alphabetical order. Each member at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- In the event of a tie between two or more candidates a further ballot shall be conducted between those candidates who so tied. Any candidates who polled a greater number of votes than those tied shall be declared elected prior to the further ballot being conducted.

- 16.3.5 Should, at the commencement of such meeting, there be an insufficient number of candidates nominated for any position:
- (i) those candidates nominated for that position shall be declared elected; and
 - (ii) nominations may be taken from the floor of the meeting to fill any remaining vacancies; and
 - (iii) any vacancies still remaining shall be filled by the Management Committee.
- 16.3.6 The Committee may from time to time:
- (i) form such sub-committees as it deems necessary;
 - (ii) appoint any member of the Association to such sub-committees as it sees fit;
 - (iii) co-opt the services of any member of the Association, or of any other person, to act in an advisory capacity.

17 RESIGNATION FROM THE COMMITTEE OF MANAGEMENT

- 17.1 Any member of the Committee of Management may resign from membership of the Committee at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on that later date. Any member may be removed from office at a General Meeting of the Association. Such member shall be given the opportunity to fully present his case to any such meeting. The question of removal shall be determined by the vote of the members present at such a General Meeting.
- 17.2 The Association may by resolution at any General Meeting, Special General Meeting or Annual General Meeting remove any member of the Committee of Management.
- 17.3 The position of any member of the Committee of Management shall become vacant if the member of the Committee of Management:
- 17.3.1 Becomes bankrupt or makes any arrangement of composition with his creditors generally;
 - 17.3.2 Becomes prohibited from being a Director of a company by reason of any order made under the Corporations Law;
 - 17.3.3 Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under law relating to mental health;
 - 17.3.4 Resigns his office by notice to the Association; but any act done in good faith by a member of the Committee of Management whose office is vacated as aforesaid shall be valid unless, prior to the doing of such act, written notice shall have been served on the Association or any entry shall have been made in the Committee of Management's Minute Book stating that such member of the Committee of Management has ceased to be a member of the Committee of Management of the Association;
 - 17.3.5 Is absent from three (3) consecutive meetings of the Committee without leave of absence.

18 VACANCIES ON THE COMMITTEE OF MANAGEMENT

- 18.1 The Committee shall have the power to appoint any member of the Association who is a member pursuant to Rule 9.1 or 9.2 to fill any casual vacancy on the Committee of Management. Such appointment shall be valid until the next Annual General Meeting. Members so appointed shall conform to the provisions of Rule 16.3.1.

- 18.2 The continuing members of the Committee may act notwithstanding any casual vacancy in the Committee, but if and for so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Committee, the continuing member or members may act for the purpose of increasing the number of members of the Committee to that number or of summoning a General Meeting of the Association, but for no other purpose.

19 FUNCTIONS OF THE COMMITTEE OF MANAGEMENT

- 19.1 Except as otherwise provided by these Rules and subject to resolutions of members of the Association carried at any General Meeting the Committee:
- 19.1.1 Shall have the general control and management of the administration of the affairs, property and funds of the Association, and
- 19.1.2 Shall have the authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- 19.2 The Committee may exercise all the powers of the Association:
- 19.2.1 To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, redeem or pay off any such securities;
- 19.2.2 To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities.

20 MEETINGS OF THE COMMITTEE OF MANAGEMENT

- 20.1 The Committee shall meet at least once every calendar month to exercise its functions.
- 20.2 A special meeting of the Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 20.3 At any meeting of the Committee six (6) members shall constitute a quorum.
- 20.4 Subject as previously provided in this Rule, the Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Committee shall be decided by a majority of votes and, in the case of an equality of votes, the Chair of the meeting shall have a casting vote as well as a deliberative vote.
- 20.5 A member of the Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.

- 20.6 Not less than fourteen days notice shall be given by the Secretary to members of the Committee of any Special Meeting of the Management Committee. Such notices shall clearly state the nature of the business to be discussed thereat. In cases of extreme urgency the President may reduce or waive the fourteen (14) days provision.
- 20.7 The President shall preside as Chair at every meeting of the Committee, or if there is no President, or if at any meeting he is not present within ten (10) minutes after the time appointed for the commencement of the meeting, the Vice-President shall take the Chair and if both the foregoing officials are not present at the meeting then the members may choose one of their number to take the Chair.
- 20.8 If within half an hour from the time appointed for the commencement of a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the commencement of the meeting, the meeting shall lapse.
- 20.9 Members of the Committee who absent themselves without leave of absence from three (3) consecutive meetings of the Committee shall be held to have relinquished their position on the Committee and the position will be considered to be a casual vacancy.
- 20.10 The Committee may appoint officials to positions which the Committee considers to be necessary for the conduct of the Association's competition meetings. Any such appointment may be revoked at any time by the Committee.
- 20.11 The Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Committee thinks fit. Any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Committee.
- 20.12 A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for the commencement of the meeting, the members present may choose one of their number to take the chair for the meeting.
- 20.13 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- 20.14 All acts done by any meeting of the Committee or of a sub-committee or by any person acting as a member of the Committee :
- (i) where it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or the person acting aforesaid ALWAYS PROVIDED THAT such appointment was made in good faith or;
 - (ii) where the members of the Committee or any of them were disqualified; shall be as valid as if every such person had been duly appointed and was qualified to be a member of the Committee.
- 20.15 A resolution in writing, signed by all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee, shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of a number of documents of identical content provided that each document is signed by one or more members of the Committee.

21 ANNUAL GENERAL, SPECIAL GENERAL AND GENERAL MEETINGS

- 21.1 The Annual General Meeting of the Association shall be held within three (3) months of the close of each financial year.
- 21.2 The business to be transacted at every Annual General Meeting of the Association shall be:
- 21.2.1 The receiving of the report of the Committee of Management and the audited statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
- 21.2.2 The receiving of the Auditor's report upon the books and accounts for the preceding financial year;
- 21.2.3 The election of Office Bearers and of members of the Committee of Management;
- 21.2.4 The appointment of an Auditor; and
- 21.2.5 General Business.
- 21.3 The Secretary shall convene a special General Meeting:
- 21.3.1 When directed to do so by the Committee: or
- 21.3.2 On the requisition in writing signed by not less than:- ,
(i) one-third of the members presently on the Committee; or
(ii) five (5) clubs; or
(iii) the number of members of the Association which equals double the number of members presently on the Committee plus one provided that the aforementioned members are members pursuant to Rule 9.1 or 9.2.
Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- 21.3.3 On being given notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership or to terminate the membership of any person or Club, providing such notice of appeal has been received by the Secretary within the time limit stipulated in Rule 13
- 21.3.4 The meeting shall be convened within twenty-one (21) days of receipt of the request as outlined in Sub-Rule 21.3.1 and 21.3.2
- 21.4 At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Committee plus one. For the purpose of this Rule a member shall be any person who is a member of the Association by virtue of Rule 9.1 or 9.2.
- 21.5 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this Rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- 21.6 If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Committee may determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the meeting shall lapse.

- 21.7 The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (50) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 21.8 The Secretary shall convene all General Meetings of the Association by giving not less than fourteen (14) days' notice of any such meeting to members of the Association.
- 21.9 The manner by which such notice shall be given shall be determined by the Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- 21.10 Unless otherwise provided by these Rules, at every General Meeting:
- 21.10.1 The President shall preside as Chair, or if there is no President, or if at any meeting he is not present within fifteen (15) minutes after the time appointed for the commencement of the meeting, or is unwilling to act, the Vice-President shall take the Chair and if both the foregoing officials are not present at the meeting then the members present shall elect one of their number to take the Chair;
- 21.10.2 The Chair shall maintain order and conduct the meeting in a proper and orderly manner;
- 21.10.3 Unless otherwise provided in these Rules every question, matter or resolution shall be decided by a majority of votes of the members present who, being entitled to do so, vote. In the event of an equality of votes the Chair, in addition to a deliberative vote, shall have a second or casting vote.
- 21.10.4 (i) **Voting Rights**
- (a) (i) Only delegates or alternate delegates nominated by Clubs may vote at General Meetings;
(ii) Every member who is registered with the Association by virtue of Rule 9.1 or 9.2 shall be entitled to one vote at the Annual General Meeting and any Special General Meeting;
- (b) Each Club who is affiliated pursuant to Rule 9.1 is entitled to two (2) votes at General Meetings;
- (c) The Chair shall have a second or casting vote at any meeting mentioned in this Rule;
- (d) No member shall be entitled to vote at any General Meeting, Special General Meeting or Annual General Meeting if his annual subscription is more than one (1) month in arrears;
- (ii) **Notification of delegates**
A Club shall notify the Association of the name and address of each delegate appointed to represent it at General Meetings and of two (2) alternative delegates. Such notice shall be given to the Association in writing prior to the first General Meeting following the Annual General Meeting of the Association. Any removal, replacement, or additional appointment of any delegate shall be notified in writing to the Association prior to the meeting for which such removal, replacement, or appointment is to operate. Each delegate or alternative delegate of any Club shall be financial and registered with the Association.
- 21.10.5 Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;

21.10.6 (i) A Club may vote by its delegates or, if applicable, its alternative delegates. A person may be a delegate or alternative delegate for one Club only.

(ii) A Club whose principal training ground is more than two hundred (200) kilometres radius from the venue of a General Meeting shall, if its delegates and alternative delegates are unable to attend the meeting, be entitled to record a postal vote on any matter before that meeting.

In the event that a Club has recorded a Postal Vote and its delegates or alternative delegates subsequently attend that meeting, that Postal Vote shall be set aside and not taken into account.

A Club represented by the attendance of their delegates or alternative delegates shall record their votes in the normal manner.

(iii) Proxy voting shall not be allowed except that a Club entitled to record a Postal Vote under Rule 21.10.6(ii) may also appoint as its proxy a registered member of the Association who will thereupon be entitled to exercise its votes on any amendments to a motion.

The instrument appointing a proxy shall be in writing, signed by the President or Secretary of the Club and shall be deposited, with its Postal Vote, with the Secretary prior to the commencement of the meeting.

21.10.7 It shall be the responsibility of the persons appointed to act as delegates of a Club at a General Meeting of the Association to ensure that:

(a) before attending any meeting, they ascertain the views and directions of the Club Management Committee in relation to all matters appearing on the agenda;

(b) when attending meetings they express the views of the Club Management Committee and not personal views;

(c) following meetings they present a report upon the meeting to the Club Management Committee.

21.10.8 The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or, if the appointer is a corporation, either under seal or under the hand of an officer. A proxy holder must be a Member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

21.10.9 Where it is desired to afford Members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as possible:

"TO QUEENSLAND VETERAN'S ATHLETICS ASSOCIATION INC."

I, _____ of _____ being a delegate to the above named Association, hereby appoint of _____ or failing him, _____ as my proxy to vote for and on my behalf at the meeting of the Association, to be held on the _____ day of _____ 19____, and at any adjournment thereof.

Signed this _____ day of _____, Signature _____

This form is to be used * in favour of _____
* against _____

* Strike out whichever is not desired (Unless otherwise instructed the proxy may vote as he thinks fit);

Signed this _____ day of _____ 19____, President/Secretary _____

21.10.10 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote;

21.10.11 Action between General Meetings

(i) In the intervals between General Meetings of the Association any action that may lawfully be taken at a General Meeting may, except as herein otherwise provided, be taken by a mail vote of the members entitled to vote as provided in Rule 21.10.4 provided that where the Rules or By-Laws require a simple majority vote or a three-quarter majority vote, as the case may be, the vote so taken must, to be effective, be a simple majority vote or a three-quarter majority vote of all persons voting; and providing further that in every instance such vote shall be taken by the Secretary.

(ii) A mail vote of the Association shall be conducted as follows:

(a) upon the instruction of the President or of the Committee or on the written requisition of not less than four (4) Clubs any matter which may be lawfully dealt with by the Association shall be submitted to a vote by mail.

(b) before submitting to a vote any motion proposing to amend the Rules or By-Laws of the Association the Secretary shall refer it to the Committee (or such persons as the Committee may appoint for this purpose) to ensure that such motion has been correctly framed and ascertain if any consequential amendments to the Rules or By-Laws are necessary.

(c) where a mail vote is instructed or requested to be taken the Secretary shall mail to each member entitled to vote as provided for in Rule 21.10.4 a clear statement of the question to be voted upon with a request for that member to send its vote thereon to the Secretary. Such request shall state the date upon which the voting shall close which shall be not less than forty-two (42) days after the mailing of the question. All mail votes received by the Secretary shall be preserved and filed. The Secretary shall, at any time, when sufficient votes have been received to either carry or reject that mail vote, announce the result of same, and the result so announced shall be decisive.

(d) within seven (7) days after the closing of a mail vote the Secretary shall mail to the Secretary of each Club a copy of the question and the result of the voting thereon, indicating the numbers voting for and against the question, and indicating whether the question has been carried or defeated.

(e) in the event of a mail vote resulting in an equality of votes for and against any question, the President may exercise a casting vote to determine the question.

shall be signed by the Chair of that meeting or the Chair of the next succeeding General Meeting.

21.10.12 In addition to the Annual General Meeting the Association shall hold at least three (3) other General Meetings per year PROVIDED THAT there are not less than seven (7) affiliated clubs who are members pursuant to the provisions of Rule 9.1 whose main centre for training is no more than fifty (50) kilometres from the usual place of meeting of the Association.

(i) All proposals to vary the Rules of the Association shall be referred to the next Annual General Meeting.

(ii) The President may, at any time, when in his opinion a matter should be determined by an Annual General Meeting, decline to allow that matter to be otherwise dealt with and shall direct that the matter in question be referred to the next Annual General Meeting.

(iii) The Annual General Meeting shall determine the policies under which the Association shall operate during the following year. Where an Annual General Meeting determines by a three-quarters majority on any changes to Rules or By-Laws which could affect matters in the competition then taking place; such alterations shall not take effect until the commencement of the season of that competition beginning next after that Annual General Meeting.

(iv) Voting right shall be as provided by Rule 21.10.4

(v) Prior to the Annual General Meeting a Club may give to the Association a notice of motion proposed to be moved by that Club at the forthcoming Annual General Meeting. Such notice shall be forwarded to the Association as soon as possible but, at the latest to reach it in the normal course of post at least fifty (50) days before the date fixed for holding of the Annual General Meeting and shall:

- (a) be in writing;
- (b) express that motion as clearly as the Club is able to do;
- (c) if that motion proposes an amendment to the Rules or By-Laws of the Association, and if the Club is able to do so, be specific in expression, refer to the clause concerned specifying the words proposed to be deleted, inserted or added and set out the clause as it would read if that motion were carried;
- (d) set out the purport of that motion;
- (e) be signed by the President and Secretary of the Club.

(vi) The Committee shall consider such notice and may consult with the Club to clarify the motion or its purport and, with the consent of the Club, make any alterations considered necessary to give full effect to the purpose of the motion having regard to the provisions of these Rules.

(vii) In order to assist the Clubs to determine whether or not to support a motion, the Committee may formulate such comments, as in its opinion seem appropriate, to fully inform the Clubs of the effect that such motion would have if carried.

(viii) A Club may withdraw a notice of a motion.

(ix) The President or the Committee may give to the Association a notice of motion for determination at a forthcoming Annual General Meeting and the provisions of this Rule shall apply with all necessary adaptations.

(x) The Secretary of the Association shall forward to each Member, to reach them in the normal course of post at least thirty - five (35) days before the Annual General Meeting, a written notice together with:

- (a) the agenda;
- (b) notices of motion (together with their purpose)
- (c) the comments (if any) of the Committee on the motions proposed.

21.10.13 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and proceedings of every Committee meeting and every General Meeting to be entered in a book which shall be open for inspection at all reasonable times by any financial registered member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General Meeting: Provided that the minutes of any Annual General Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General Meeting or Annual General Meeting.

22 BY-LAWS

- 22.1 An Annual General Meeting or a General Meeting may, from time to time, make, amend or repeal By-laws, which are not inconsistent with these Rules, for the internal management of the Association. Any By-Law may be set aside by an Annual General Meeting or a General Meeting of members. The By-Laws, Rules and Regulations of the Association shall be binding on every member and no member shall be absolved from their effect by a plea of not having knowledge of them. A copy of the By-Laws, Rules and Regulations shall be supplied to any member upon request and the payment of the prescribed fee.

23 ALTERATION OF RULES

- 23.1 Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.

24 COMMON SEAL

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

25 DOCUMENTS

- 25.1 The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

26 FINANCIAL YEAR

- 26.1 The financial year of the Association shall close on 31st March each year.

27 DISTRIBUTION OF SURPLUS ASSETS

- 27.1 If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having Objects similar to the Objects of the Association, and which shall 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 on the Association under or by virtue of Rule 6, such institution or institutions to be determined by the members of the Association.

28 FUNDS AND ACCOUNTS

- 28.1 The funds of the Association shall be banked in the name of the Association in such bank as the Committee may from time to time direct.
- 28.2 The Committee shall ensure that proper financial records are maintained in accordance with the provisions of the Australian Accounting Standards in such form as the Committee may, from time to time, determine.
- 28.3 All moneys shall be banked as soon as practicable after receipt thereof.

- 28.4 All amounts of one hundred dollars (\$100.00) or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other Committee member authorised from time to time by the Committee.
- 28.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 28.6 The Committee shall determine the amount of petty cash. The petty cash shall be kept on the imprest system.
- 28.7 All expenditure shall be approved or ratified at a Committee Meeting.
- 28.8 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- 28.8.1 The income and expenditure for the financial year just ended; and
- 28.8.2 The assets and liabilities and details of all mortgages, charges and securities affecting the property of the Association as at the close of that financial year.
- 28.9 All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the next Annual General Meeting following the financial year in respect of which such audit was made.

29 NOTICES

- 29.1 Any notice required by law or under these Rules to be given to any Member shall be given by sending it by post to him at his registered address, or (if he has no registered address within the State) to the address, if any, within the State supplied by him to the Association for the giving of notices to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice. Further, the service of any notice shall be deemed to be effected on the fifth day of business after the date of its posting.
- 29.2 Notice of every General Meeting shall be given in any manner herein before authorised to:
- 29.2.1 Every person or corporation who is a Member pursuant to Rule 9.1, 9.2, or 9.3 except those members who (having no registered address within the State) have not supplied to the Association an address within the State for the giving of notices to them; and
- 29.2.2 The Auditor or Auditors for the time being of the Association.
- 29.3 No other person shall be entitled to receive notices of General Meetings.

30 JURISDICTION

- 30.1 The Association claims jurisdiction throughout the State for the administration of the rules for events, conducted for athletes who have attained thirty (30) years of age, as follows:
- 30.1.1 running, including hurdling, steeplechasing, cross country running and road running.
- 30.1.2 race walking, including road events;
- 30.1.3 high, long, triple jumping and pole vaulting; and
- 30.1.4 shot put, discus, javelin, hammer and weight throwing;

30.1.5 any events which include any of the foregoing.

31 ASSOCIATION CHAMPIONSHIPS AND RECORDS

31.1 Championships shall be conducted in events as decided by the Committee from time to time. The Committee shall approve a performance as a Queensland record if satisfied as to its authenticity.

32 PATRON

32.1 A suitable person or body corporate may, from time to time, be appointed by the Association as its Patron. Such appointment shall be made at its Annual General Meeting.

33 DISCIPLINING OF MEMBERS

33.1 The Committee may direct the Secretary to give Notice to any Member or former Member, registered person or former registered person to show cause before the Committee why their membership or award should not be considered under these Rules on the grounds:

33.1.1 That he improperly gained membership of the Association; or

33.1.2 That he failed to comply with any obligation binding on him under the Rules of this Constitution; or

33.1.3 He is guilty of conduct considered to be injurious or prejudicial to the character or interests of the Association.

33.2 Every such notice shall be in writing under the hand of the Secretary, shall state the ground or grounds for complaint against the Member or Registered person concerned and shall specify a place and a time at which the Member or Registered person is required to attend to show cause. Such time shall be within fourteen (14) days of the service of the Notice.

33.3 The Committee, where it considers it appropriate to do so, may suspend the membership of any Member or Registered person until the time and date specified in accordance with Rule 33.2

33.4 Service of any Notice may be served on the Member or former Member, Registered person or former Registered person, by registered or certified mail.

33.5 If, at the time and place appointed by the Notice, the Member or Registered person does not appear and upon proof of the due service of the Notice upon him as prescribed by Rule 33.4 the Committee may proceed to hear and determine the matter in the absence of such member or Registered person.

33.6 At the hearing the Member or Registered person may be accompanied by a registered Member of the Association only.

33.7 The Committee may adjourn the hearing of the matter from time to time, may act by a majority, and shall be governed by equity and good conscience and the substantial merits of the case and without regard to technicalities and legal forms. The Committee shall determine whether or not it finds any of the grounds specified in the Notice proved and may:

33.7.1 Cancel

(i) the membership of the Member or Registered person

(ii) any other Award which has been granted to such person concerned; or

33.7.2 Reprimand, fine, suspend membership for a specific period, or otherwise discipline the Member or Registered person concerned;

33.7.3 The maximum fine which may be imposed shall be one thousand dollars (\$1,000.00).

33.7.4 The Committee may inform itself in relation to the matter in such manner as it thinks fit.

33.8 An appeal may be addressed to a General Meeting against any such decision of the Committee. A further appeal may be made to the Australian Association of Veteran Athletic Clubs.

34 MAINTENANCE AND EQUIPMENT

34.1 Clubs using Association equipment shall be responsible for the custody, care, control, protection, repair and maintenance of such equipment.

34.2 Should loss of; or major damage to, equipment occur; the event shall be reported, through the Secretary, to the Committee which will arrange for repair or replacement and decide responsibility for payment of costs incurred. If the Committee decides a Club is responsible for damage it may require that Club to pay those costs within a time which the Committee will specify. If appropriate the Club will do everything possible to ensure that any insurance requirements are met as soon as possible.

35 AGE GROUPS FOR COMPETITION

35.1 Age grouping of Members for competition and championships shall be as set out in the By-Laws.

QUEENSLAND VETERAN'S ATHLETICS ASSOCIATION

BY-LAWS

HEADQUARTERS

1. The headquarters of the Association shall be at such place as the Committee of Management of the Association shall from time to time determine.

RECORDS OFFICER

2. A Records Officer shall be appointed by the Committee and be responsible for the following:
- (a) to maintain and distribute, as directed by the Committee of Management, the current list of Queensland Records in accordance with the record events as recognised by WAVA;
 - (b) to examine each record application to ensure that all necessary requirements are met and to seek further information where necessary;
 - (c) to make recommendations to the Committee on any matter relating to records including the acceptance of applications; and
 - (d) for any other duties in relation to records as the Committee may, from time to time, direct.

CONSTITUTION COMMITTEE

3. A Constitution Committee of three (3) members shall be appointed. The Chair of the Constitution Committee shall be a member of the Committee of Management and may nominate the other members of the Constitution Committee for the approval of the Committee of Management. The Constitution Committee shall also be the Investigations Committee.

Its duties shall be:

- (a) to consider constitutions and changes to constitutions as submitted by members from time to time;
- (b) to consider the wording and effect of motions submitted to amend the Rules and By-Laws of the Association;
- (c) to consider such other matters as referred to it from the Committee from time to time; and
- (d) to investigate all allegations of a breach of the Rules and By-Laws of the Association;
- (e) to undertake and report to the Committee on any matter which the Committee has referred to it for consideration.

TECHNICAL AND OFFICIALS COMMITTEE

4. A Technical and Officials Committee shall be appointed. The Chair of the Technical and Officials Committee shall be a member of the Committee of Management and may nominate the other members of the Technical and Officials Committee for the approval of the Committee of Management.

Its duties shall be:

- (a) to ensure all officials are aware of the I.A.A.F. rules and other matters connected with competition rules and the conducting of athletic meetings; and
- (b) to approve equipment for use in Association events;
- (c) to appoint Chief Officials for Queensland; and
- (d) to carry out such other duties as may be allocated to it by the Committee.

TRACK AND FIELD COMMITTEE

5. A Track and Field Committee shall be appointed. The Chair of the Track and Field Committee shall be a member of the Committee of Management and may nominate the other members of the Track and Field Committee for the approval of the Committee of Management.

Its duties shall be:

- (a) to organise generally Track & Field Competitions throughout the State;
- (b) to recommend to the Committee for approval by a General Meeting;
 - (i) the dates, venues and events to be conducted for Queensland Track and Field Championships for Veteran Athletes;
 - (ii) the dates, venues and events to be conducted for the Associations Inter-Club and Special Track & Field Competitions
 - (iii) Competition Rules for those competitions set out in sub-sub-Rules (i) & (ii) herein; and
 - (iv) Age Groups for various Track & Field events.
- (c) to determine the following for approval by the Committee;
 - (i) Timetable of events;
 - (ii) Inter-Club Divisions;
 - (iii) Inter-Club Grading Standards;
 - (iv) Points-scoring tables
- d) to undertake and report to the Committee on any matter which the Committee has referred to it for consideration.

CROSS COUNTRY AND ROAD EVENTS COMMITTEE

6. A Cross Country and Road Events Committee shall be appointed. The Chair of the Cross Country and Road Events Committee shall be a member of the Committee of Management and may nominate the other members of the Cross Country and Road Events Committee for the approval of the Committee of Management.

Its duties shall be:

- (a) to organise generally Cross Country and Road Events Competitions throughout the State;
- (b) to recommend to the Committee for approval by a General Meeting;
 - (i) the dates, venues and events to be conducted for Queensland Cross Country, Road Running and Road Walking Championships for Veteran Athletes;
 - (ii) the dates, venues and events to be conducted for the Association's Inter-Club and Special Cross Country, Road Running and Road Walking Competitions,
 - (iii) Competition Rules for those competitions set out in sub-sub-Rules (i) & (i) herein; and
 - (iv) Age Groups for various Cross Country, Road Running and Road Walking events.
- (c) to determine the following for approval by the Committee;
 - (i) Timetable of events;
 - (ii) Inter-Club Divisions;
 - (iii) Points-scoring tables.
- (d) to undertake and report to the Committee on any matter which the Committee has referred to it for consideration.

DEVELOPMENT COMMITTEE

7. A Development Committee of up to five (5) persons shall be appointed. The Chair of the Development Committee shall be a member of the Committee of Management and may nominate the other members of the Development Committee for the approval of the Committee of Management. The Secretary shall be ex-officio a member of the Development Committee.

Its duties shall be:

- (a) to formulate and implement a Development Plan for the State;
- (b) to determine procedures for the development of new and existing Clubs.

EXECUTIVE COMMITTEE

8. The Committee of Management at its first meeting following each Annual General Meeting shall appoint from amongst its members an Executive Committee comprising the President, Secretary and two others.

OTHER COMMITTEES

9. The Committee of Management may from time to time establish Special Sub-Committees to advise it on specified matters for a designated time. This period may be extended at any time.

ADMINISTRATIVE AND FINANCIAL RESPONSIBILITY

10.1 Financial responsibility for all Championships of Queensland for Veterans Athletes shall rest with the Committee of Management.

10.2 In the case of District Championships the Committee may, by agreement, transfer all or part of the administrative and financial responsibilities to the Host District Association/Club.

10.3 Clubs hosting Championships shall be required to submit progress reports on the Championships including budgets, equipment needs and facilities available; and prior to the circulation of the same, submit copies of proposed entry forms, programs and details of the schedule of events to the Track & Field and/or Cross Country and Road Events Committee/s for approval.

DELEGATES

11. The Committee of Management shall appoint delegates to other organisations when it considers it desirable to do so.

ELIGIBLE ATHLETE

12. A registered athlete who abides by the laws of the Association as defined in the Rules and By-Laws of the Association shall be eligible to participate in competition over which the Association claims absolute jurisdiction. For the purpose of these By-Laws such a person shall be referred to as an eligible athlete.

ELIGIBILITY AND REINSTATEMENT

13. The Committee of Management may, from time to time, determine matters regarding the eligibility and reinstatement of athletes. An appeal against the decision of the Committee may be made to a General Meeting.

INELIGIBLE ATHLETE

14. An athlete may be declared by the Committee of Management to be ineligible for competition under the rules of the Association as a result of contravening or failing to comply with the Rules of the I.A.A.F. concerning eligibility.

EXPENSES

15. Expenses shall be limited to amounts provided for in the Rules of the I.A.A.F.

DOPING CONTROL

16.

(1) The Association may, where practicable, conduct, in accordance with the General Rules, Regulations and Procedures of Athletics Australia, doping control, a report of which shall be submitted to Athletics Australia from time to time.

(2) The Association may conduct doping control at all State or District Championships and at Inter-club meetings or any other events conducted under the auspices of the Association.

(3) When requested to do so the Association shall permit Athletics Australia to conduct arbitrary doping control at any event conducted under its auspices.

(4) Every registered athlete shall submit to doping control and provide all samples when requested to do so.

(5) Every registered athlete shall answer such questions and undergo such further tests as required by the Association.

PROVISION OF EQUIPMENT AND SERVICES

17. Athletes may accept assistance in the form of equipment and services only in accordance with the Rules of the I.A.A.F. and Athletics Australia.

UNIFORMS

18.

(a) Association uniforms, officials' uniforms and athlete's representative uniforms shall be by design approved by the Committee of Management from time to time; and

(b) a person who, having been appointed by the Association for the purpose, acts as a team official of a Queensland team shall be entitled to wear the blazer of the Association.

CLOTHING

19. One identification of the manufacturer (logo, name, or combination) may appear on each article of clothing worn by athletes, official *or judges* (vests, shorts, track-suits, socks, etc), the maximum area and height of which shall be determined by the Committee of Management.

COMPETITION NUMBER CARDS

20.1 The overall size of the of the numbers shall be in accordance with the applicable Rule of the I.A.A.F and Athletics Australia.

20.2 The name of a sponsor may appear on a competitor's number-card in accordance with the applicable Rules of the I.A.A.F. and Athletics Australia.

20.3 The same style of number shall be issued to and worn by all competitors, and such numbers shall not be cut or folded in any way.

COMPETITION RULES

21.

(a) Athletics shall be conducted under the Competition Rules of the I.A.A.F. and WAVA, as published, from time to time, in the I.A.A.F. Handbook and the WAVA Handbook respectively and with such modifications as are determined by the Association; and

(b) Local competition rules including the system of point scoring for the various seasons i.e. Track and Field, Cross Country, Road Events and Road Walking; shall be those approved by a General Meeting from time to time.

CHAMPIONSHIPS

22.1 Queensland Championships shall be held in the Age Groups/Events as decided by the Committee of Management from time to time.

22.2 Unless otherwise determined the Queensland Championships shall be conducted annually and unless otherwise specified by the Committee of Management shall be as follows:

(1) Track and Field

- (a) 30 to 34 years Men and Women
- (b) 35 to 39 years Men and Women
- (c) 40 to 44 years Men and Women
- (d) 45 to 49 years Men and Women
- (e) 50 to 54 years Men and Women
- (f) 55 to 59 years Men and Women
- (g) 60 to 64 years Men and Women
- (h) 65 to 69 years Men and Women
- (i) 70 to 74 years Men and Women
- (j) 75 to 79 years Men and Women

(2) Cross Country

- (a) 30 to 34 years Men and Women
- (b) 35 to 39 years Men and Women
- (c) 40 to 44 years Men and Women
- (d) 45 to 49 years Men and Women
- (e) 50 to 54 years Men and Women
- (f) 55 to 59 years Men and Women
- (g) 60 to 64 years Men and Women
- (h) 65 to 69 years Men and Women
- (i) 70 to 74 years Men and Women
- (j) 75 to 79 years Men and Women

(3) Road Walking

- (a) 30 to 34 years Men and Women
- (b) 35 to 39 years Men and Women
- (c) 40 to 44 years Men and Women
- (d) 45 to 49 years Men and Women
- (e) 50 to 54 years Men and Women
- (f) 55 to 59 years Men and Women
- (g) 60 to 64 years Men and Women
- (h) 65 to 69 years Men and Women
- (i) 70 to 74 years Men and Women
- (j) 75 to 79 years Men and Women

(4) Road Running

- (a) 30 to 34 years Men and Women
- (b) 35 to 39 years Men and Women
- (c) 40 to 44 years Men and Women
- (d) 45 to 49 years Men and Women
- (e) 50 to 54 years Men and Women
- (f) 55 to 59 years Men and Women
- (g) 60 to 64 years Men and Women
- (h) 65 to 69 years Men and Women
- (i) 70 to 74 years Men and Women
- (j) 75 to 79 years Men and Women

AGE ELIGIBILITY

23.1 For the purposes of age at championships or any other competition, an athlete's age shall that at the date programmed for the final of the event.

23.2 For record purposes, however, age shall be the age on the day of competition.

STATE RECORDS

24.1 State Records shall be recognised for all events which are for the time being included in the list of events for which Australian Records are recognised by the Australian Association of Veteran Athletic Clubs and any other event or events which the Association may decide to recognise from time to time.

24.2 Provided all the usual conditions have been complied with, it is not necessary for the applicant for a State Record to be the winner of the particular event in which the record is established.

AWARDS

25. Championships Awards shall be as decided by the Committee of Management from time to time. When any such award is presented to a visiting (not registered with the Association) athlete the equivalent award shall be presented to the Association's registered athlete who would otherwise have won that award.

SUSPENDED OR EXPELLED PERSONS

26. No person who has been suspended or expelled by the Association shall be entitled to attend or vote at any General Meeting, Committee of Management or Special or Annual Meeting until such time as the suspension or expulsion of such person has been cancelled and full rights of such person restored.

AFFILIATION

27. Clubs shall not be accepted by the Committee of Management as affiliates unless the Constitution of the Club is acceptable to the Committee of Management and the Club has at least ten (10) registered members. Any such affiliated Club whose members fall below the required 10 in number shall not be re-affiliated until it has submitted completed cards and the appropriate fees for at least ten (10) members.

REGISTERED ATHLETE

28. Members of Clubs and Independent athletes must register with the Association using the procedure adopted by the Committee of Management from time to time. Excepting in particular circumstances agreed to by the Committee of Management unregistered athletes are not permitted to compete in Association or Association approved competitions.

REGISTERED OFFICIALS, ETC.

29. Members of the Management Committee of Clubs which are members of the Association must register with the Association if not already registered in accordance with By-Law 27.

HONORARY REGISTRAR

30. An Honorary Registrar shall be appointed by the Committee of Management each year should it be considered necessary for such appointment.

TRANSFERS

31. Transfers may be approved by the Honorary Registrar or, if no such appointment has been made by the Secretary, upon receipt of properly documented Papers of Transfer and the required fee. A list of such transfers shall be presented at the next Meeting of the Committee of Management. In the case of any problem arising with any application for transfer, the transfer may not be approved but shall be notified to the Committee of Management for determination.

JURIES OF APPEAL

32.1 For Track & Field, Cross Country and Road Events and Championships a Jury of Appeal of at least three (3) and not more than seven (7) members (at least 3 and not more than 5 of whom shall act) shall be appointed by the Committee.

32.2 If any Jury member is involved in a matter, he shall be precluded from acting on the Jury.

32.3 The Jury of Appeal shall receive and decide protests in accordance with I.A.A.F. Rules and any approved variations.

32.4 A decision of the Jury of Appeal shall be final.

32.5 The Chairman of the Jury of Appeal shall make a report each month to the President which shall include appeals heard and decisions given thereto. The report shall be tabled at the next meeting of the Committee.

INVESTIGATIONS

33. The following rules of procedure shall apply to all investigations.

(1) All allegations of a breach of law or General Rule of the Association shall be made in writing to the Secretary within 30 days of the alleged breach occurring.

(2) The Secretary shall refer all investigations to the Constitution Committee which, for the purpose, shall constitute an Investigation Committee.

(3) Such Committee shall first determine whether the alleged breach shall be dealt with in writing or orally.

(4) If the matter is to be dealt with in writing:

(a) The Secretary shall obtain and place before the Committee a Statutory Declaration by the person or by the officer of the Club or Association alleging a breach stating:

- (i) The General Rule or law relating to the alleged breach;
- (ii) the facts relating to the alleged breach; and
- (iii) any other relevant facts or details.

(b) If in the opinion of the Committee such declaration does not disclose a prima facie case against the person or club referred to therein, it shall dismiss the allegation and advise the Committee and persons or club or Association accordingly;

(c) if a prima facie case is disclosed the Committee shall request the Secretary to forward to the person or Club or Association concerned a copy of such declaration by registered mail, requiring him or it within a time to be stated (not less than 14 days) to forward to the Secretary a Statutory Declaration stating:

- (i) the facts relevant to the alleged breach upon which such person or club relies; and
- (ii) any other relevant details.

If the person or Club or Association concerned fails to respond to the request for a Statutory Declaration within the specified time, the person, Club or Association shall be suspended forthwith until such time as the response is received,

(d) if during the course of such an investigation it is considered by the Committee to be desirable to take and receive evidence orally, it shall request the Secretary to require any person or persons to attend before the Committee at a time and place to be nominated in order that such evidence may be taken. The person, Club or Association against whom the allegation is made shall be entitled to be present and/or represented before the Committee at the time such evidence is to be taken and shall be notified accordingly by the Secretary. The Secretary shall inform any person, Club or Association that he or it has the right to be represented at the hearing by another member of his Club or Association or by any other person but not by Solicitor or Legal Counsel.

(e) The Committee will consider such evidence placed before it and may require further Statutory Declarations be provided before coming to a decision.

(f) When the Committee has considered all evidence it will advise the Committee of Management of its decision and the reasons therefore and forward all evidence considered by it.

(5) If the matter is to be investigated orally the Secretary shall:

(a) Summon the Committee to appoint a day for the hearing and shall forward to the person or Club or Association against whom the allegation is made, a copy of the allegation and reasonable notice of the hearing.

(b) Summon any other person required to give evidence

(c) Inform any person or Club or Association that he or it has the right to be represented at the hearing by another member of his Club or Association or any other person.

(d) Advise the Committee of Management and the person making the allegation and the person or Club or Association against whom the allegation is made of the decision of the Committee.

(6) The Committee in dealing with any such matter shall observe the following:

(a) Strict conformity to the above rules of procedure;

(b) Any decision must be in good faith and for the benefit of Athletics and not from any indirect or improper motive;

(c) The decision must be just and after hearing of both sides; and

(d) The decision must be based on reasonable and probable cause.

(7) No decision shall be effective until confirmed by the Committee of Management.

(6) The Committee of Management shall, if it thinks fit, advise the relevant parties of its decision in writing.

APPEALS

34. The following rules of procedure will apply in all appeals:

(1) A signed notice of appeal shall be sent to the Secretary within one calendar month of the day upon which the decision being appealed against is confirmed.

(2) Each notice of appeal shall be accompanied by a fee of twenty dollars (\$20). In the event of the appeal being successful the fee shall be refunded.

(3) Every notice of appeal shall state the grounds upon which the appeal is made and whether all or part only of the findings is disputed.

(4) The Secretary shall, within seven days, request the person or club whose decision is questioned to furnish him with the decision, the reasons for it and the evidence upon which it was based. This material shall be furnished within fourteen days.

(5) Upon receipt of such decision, reasons and evidence the Secretary shall refer these together with the Notice of Appeal to the Committee of Management which for the purpose shall constitute an Appeals

Committee and which shall, within fourteen days, state whether the appeal is to be dealt with in writing or orally.

(6) The Secretary shall, within seven days, send a copy of the notice of appeal to the secretary of any club concerned.

(7) If the appeal is to be dealt with in writing the Secretary shall request any evidence which the Committee may require.

(8) If the appeal is to be dealt with orally the Secretary shall fix a date and time for the hearing and:

(a) Notify such date and time to any person concerned and to the appellant.

(b) Request a representative of the person concerned to attend the hearing and to be prepared to justify the decision appealed against their claims.

(c) Inform the appellant that he may be represented at the hearing.

(d) At the hearing the appellant or his representative shall begin, and if any other person addresses the Appeal Committee the appellant or his representative shall have the right of reply. Only one representative of either party shall address except to give evidence by leave of the Committee.

(9) The Committee may decide that the appeal be allowed or dismissed, that the decision be varied, or that the matter be remitted to the Club, if that is from whose decision the appeal was brought, with such direction as may be deemed fit.

AMENDMENTS TO RULES, BY-LAWS AND GENERAL RULES

35.

(1) A motion to amend the Rules, By-Laws or General Rules shall be specific and shall refer to the Rule and/or paragraph concerned specifying the words to be deleted and the words (if any) to be inserted, and shall then quote the Rule or paragraph to be amended, or the relevant portion of the same, as it would appear if amended.

(2) Amendments to the Rules of the Constitution may be effected at any General Meeting of the Association by a majority of at least three-fourths of such members as, being entitled to do so, vote.

(3) Amendments to the By-Laws may be effected at any General Meeting of the Association by a majority of at least two-thirds of such members as, being entitled to do so, vote.

(4) Amendments to the General Rules and Competition Rules formulated by the Association under the Rules of the Constitution may be effected at any General Meeting.

DETERMINATION OF RULES

36. Where the Rules are silent the President shall determine the issue. The Committee may refer such decision to an Annual General Meeting for determination.