



MELVILLE ATHLETICS

Melville Athletics Club By-Laws March 2023

1. NAME OF THE ASSOCIATION

The name of the Association is Melville Athletics Club (Inc). It shall compete under the names; Melville Athletics Club (MAC) or Melville Little Athletics Centre (MLAC). Melville Roar and Melville Roar Athletics may also be used.

2. OBJECTS OF ASSOCIATION

The objectives for which our Club is established are to:

- (1) Provide recreational activity in the form of track and field for athletes within the categories and age ranges catered for by Athletics West
- (2) Be inclusive of all race, creed, sex, socio-economic status or level of ability;
- (3) Promote, manage and advance Athletics within the local area;
- (4) Encourage family and community involvement in Athletics as a means of furthering the development of athletes
- (5) Develop and maintain, the highest level of sporting endeavor and fair play;
- (6) Encourage the fullest participation by athletes and officials in all events conducted by Athletics West;
- (7) Facilitate a safe environment that supports the transition of athletics as a junior to adulthood;
- (8) Represent Melville Athletics Club at State and Seniors competition.
- (9) Co-ordinate the activities of all members in accordance with our Constitution, By-Laws and policy.
- (10) Promote the idea of athletes participating in Athletics for personal satisfaction through improvement of their own level of performance in a wide range of events.

3. COLOURS

The colours of the club shall be orange and black. The club uniform is registered with Athletics West and any proposed changes must be approved.

4. GOVERNANCE

The club has chosen to adopt the Department of Commence Model Rules as our Constitution to ensure that our rules comply with the requirements of the [Associations Incorporation Act 2015](#). These by-laws provide clarification and further direction on the rules as they relate to our Club. Further documentation to support the operation of the club is included in Policy, Guidelines, Job Descriptions and Work Instructions where required.

Changes to by-laws can only be made by resolution passed by the majority of members at a general meeting. Any changes to these by-laws must be consistent with the Act and the Model Rules. Some changes can only be made through special resolution and be passed by the votes of not less than three-fourths of the members who cast a vote. This is required for the following:

- (1) To change name

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- (2) A new affiliation
- (3) Amalgamation with another organization
- (4) It be wound up
- (5) To cancel incorporation.
- (6) To change the Constitution

5. AFFILIATION

The Club shall maintain affiliation with Athletics West (or any successor that has Sporting Power for Athletics in Western Australia).

Athletics West has requirements for maintaining affiliation that must be followed; including agreement to comply with the Athletics West Constitution and the Policies and support the Organisation and the Objects.

6. MEMBERSHIP

a. Membership Categories

Members of the Melville Athletics Club shall fall into one of the following three main categories:

- (1) Affiliate member, which subject to these by-laws shall have the right to receive notice of, attend and vote at designated Committee Meetings;
- (2) Ordinary Members, have the right to receive notice of, attend and vote at General Meetings
- (3) Life Members, who subject to these By-Laws shall have the right to receive notice of and attend, but not debate or vote, at General Meetings

The Model Rules dictate all members must receive a copy of the Model Rules (as our Constitution) and these by-laws; either in person, by email or be directed to where they can obtain a copy from the website.

b. Affiliate Member

In order to become an Affiliate Member, an entity from within the Melville geographic location may form a club by submitting an application and meeting the conditions in these by-laws. They must have:

- (1) A minimum number of thirty (30) athletes registered.
- (2) At least two (2) adults responsible for the conduct of the club on competition days as well as a four-person committee who oversee the function and operations.
- (3) Each affiliated member shall be represented at Melville Athletics Club Delegate meetings by at least one (1) and no more than two (2) appointed delegates
- (4) The names, address, email and phone numbers of delegates must be provided to the Club Secretary for communication.
- (5) A name and uniform approved by the Club which shall be used in all official Melville Little Athletics Centre competition.

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- (6) Only a legal entity can be a new affiliate member. At the time of adoption of these By-Laws, the current Affiliate Members of MAC shall be those who have affiliated for 2022/23.
- (7) A member failing to fulfil the requirements of the Rules and By-Laws may have its affiliation suspended by the Executive Committee until such time as these requirements have been met.
- (8) Where an Affiliate Member seeks to resign the written notice must be accompanied by a copy of the special resolution if the Affiliate Member is an Incorporated Association.

c. Ordinary membership

Ordinary membership categories are as follows and may include further sub-categories. Each membership category allows for the following:

Membership category	Participate in training or competition¹	Can nominate for Committee Position	Can vote at a General Meeting
Registered Junior Athlete < 17 years	Yes	No. Parent or guardian can be.	No. Parent or guardian can be. Limited to one vote per family.
Registered Senior Athlete 17 years or over	Yes	If over 18. If < 18 Parent or guardian can be.	Yes. If<18 Parent or guardian can be. Limited to one vote per family.
Associate Member	No	Yes, if over 18.	Yes, if over 18.

1. As per Athletics West membership category for competition.

d. Termination or Rejection of Membership

The Executive Committee may suspend or expel a person or entity from being or becoming a member of the Club if, in the opinion of the Executive Committee, that person or entity has committed a breach of rules and policies, the Constitution or By-Laws or, has undertaken any other action that is unbecoming or contrary to the interests of the Melville Athletics Club and/or Athletics West.

- (1) Membership can be withdrawn by vote of more than 50% of the Executive Committee.
- (2) Any person who has their membership terminated shall have the right to appeal before a Special General Meeting called for that purpose.
- (3) The Executive Committee may reject an application in a subsequent year based on non-compliance from the member to the rules and policies, Constitution or By-Laws or action that is unbecoming or contrary to the interests of the Melville Athletics Club and/or Athletics West.
- (4) Any refusal of membership will be managed under the Melville Athletics Club's policy and procedures.

e. Life Membership

This category may be bestowed upon those members or former members for sustained meritorious service.

- (1) Conferring of life membership should be by a formal motion at an Executive Committee meeting and passed by 75% of the Executive Committee present.
- (2) Nominations shall be received for consideration by the Executive Committee for an eligible person who has performed sustained meritorious service to the Melville Athletics Club and/or Affiliate Member Club, in the capacity of Executive Committee member for no less than 5 years.
- (3) Nominations will also be generated automatically for consideration after 8 years of sustained meritorious service on Melville Athletics Club or Affiliate Member Club Committees, in the capacity of a Committee member or significant role.
- (4) All Life Members must be of good character and community standing in order to maintain their life membership.

f. Junior Athlete Life Membership

Granted to any athlete who has competed at the Melville Little Athletic Centre for eleven (11) consecutive years, or 10 consecutive years for those athletes that have had to skip a year age group as a result of changes to the age classification cut-off date that was implemented in 2018/2019 season.

g. Register of Members

Applications to become a member of the Melville Athletics Centre will be made through the designation registration systems and this forms the register of members for the purpose of Incorporation.

h. Membership Fees

- (1) The Executive Committee will determine the annual membership fee for all classes of membership before the commencement of the registration period. This may include variations for members in different categories.
- (2) If a member resigns, they are still liable for membership fees due and payable and any other monies owed and recorded in the financial registers.

7. COMMITTEE

a. Executive Committee Members

As per the model rules the Club is governed by a committee consisting of:

- (1) President (Chairperson)
- (2) Vice-President
- (3) Secretary
- (4) Treasurer
- (5) Ordinary Member/s (minimum of one)

Our governance committee is called the Executive Committee.

The number of ordinary members is agreed by resolution at each AGM as dictated in the model rules. At the time of producing these by-laws there are five additional portfolios. These are:

- (1) Championships and Officials Manager
- (2) Arena Manager
- (3) Assistant Arena Manager
- (4) Technical Manager
- (5) Coaching and Development Manager

To fulfill the needs of an Incorporated Association:

- Portfolios will be distributed to the Vice-President and Ordinary Members at the first Committee meeting after the AGM.
- If an Executive Officer is appointed, they fulfill the role of Secretary. As an appointed officer of the association the Executive Officer does not form part of the Executive Committee, and thus does not form part of quorum or vote in matters for decision.
- A committee member or officer must be identified as the Council Liaison as identified in lease agreements.

b. Non-Executive Committee Members

At the discretion of the Executive Committee, the following non-executive positions may be appointed each year, being reviewed annually or as required. The non-executive positions are not required to attend Executive Committee Meetings but may be invited to attend or submit a report for inclusion.

- (1) Member Protection Information Officer

- (2) Child Protection Officer
- (3) Assistant Field Manager
- (4) Publicity and Sponsorship Manager
- (5) Assistant Records and Results Manager
- (6) First Aid Officer
- (7) Uniform Manager
- (8) Website Manager
- (9) Council Liaison Officer
- (10) Seniors Manager
- (11) Winter Manager
- (12) Canteen Manager
- (13) Any other position or role deemed necessary by the Executive Committee.

c. Powers of Committee

The powers conferred on the Melville Athletics Club are the same as those conferred by the Act, so that subject to the Act, the Melville Athletics Club Executive Committee may do all things necessary or convenient for carrying out its objects and purposes.

The Executive Committee may, by resolution or by power of attorney or writing under seal, delegate any of their powers to any employee or contractor of Melville Athletics Club or any other person as they think fit to fulfill the Objects of the Association (By-laws Clause 2).

d. Committee Meetings

- (1) The quorum for an Executive Committee meeting will be at least fifty percent of the Executive Committee membership agreed at the preceding Annual General Meeting.
 - a. Executive Committee Meetings will be held at least 10 times per year. Nominally the first Tuesday of each month.
- (2) As required under the Act, a committee member having any material personal interest in a matter being considered at a committee meeting must:
 - a. Disclose the nature and extent of his or her interest to the Committee as soon as he or she becomes aware; and
 - b. Disclose the nature and extent of the interest at the next general meeting.
 - c. Not be present or vote on the matter. This disclosure must be included in minutes of the meetings.
- (3) Committee meeting minutes are not available for inspection to preserve privacy of personal information, grievances or complaints. A formal response to any item discussed at committee can be obtained through the members Club Delegate or for Senior Members, the Officer holding the Senior members portfolio.
- (4) Affiliate members will be invited to attend Executive Committee Meetings on a regular basis to discuss and vote on proposed changes that impact clubs.

8. GENERAL MEETINGS

- (1) A quorum for a General Meeting is 10 individuals and this must include a member from each affiliated club.

9. FINANCIALS

- (1) The financial year will be the period of 12 months commencing on 1 January and ending on 31 December each year.
- (2) There is no requirement from the Department of Commerce for audit of accounts while the club revenue is \$0 - \$250,000. City of Melville requires Annual Financial Statements accepted by the Annual General Meeting as a condition of lease. The club will undertake an annual review of its financial records in accordance with the requirements for Associations with Tier 2 revenue.

10. RECORDS

In accordance with the Model Rules storage of hard copy records can be held in a place determined by the committee. In addition to requirements under the Model Rules:

- (1) Previous years hard copy records will be stored in a locked cabinet in the MAC clubrooms.
- (2) Electronic records will be stored in the designated secure, backed up information systems.

11. WINDING UP

If the Melville Athletics Club winds-up, surplus property will be distributed to Athletics West or another organisation affiliated with Athletics West (Inc). This recommendation will form part of any resolution to wind up.