

**THE CONSTITUTION  
OF THE  
WINSTON HILLS LITTLE ATHLETICS CENTRE  
INCLUDING ITS OBJECTS AND RULES**

**(Adopted and commenced on 6 May 2007)**

## **PART 1 – PRELIMINARY**

### **1. Name of the Organization**

The organization shall be known as the Winston Hills Little Athletics Centre ('the Centre').

The Centre is an auxiliary club of the Winston Hills Sports Club Limited ('the Club') within the meaning of that term in the Articles of Association of the Club.

### **2. Objects of the Centre**

The objects of the Centre are:

- (a) To provide opportunities for children of all abilities to participate in healthy recreation through individual, family and community involvement in athletics.
- (b) To assist children through participation in athletics to learn and appreciate the need for regular exercise as part of a healthy lifestyle.
- (c) To assist children through participation in athletics to develop a healthy regard for good sportsmanship, the value of other people and the good of the community.
- (d) To provide equality of access to all children and families willing to benefit from membership of, and active participation in, the Centre.
- (e) To refrain from supporting or espousing the cause of any political party, particular religious organizations or beliefs, and of any organization or group the objects and activities of which are incompatible with the objects and activities of the Centre.
- (f) To abide by the rules of the Little Athletics Association of New South Wales Inc ('LAANSW') with respect to competition and the conduct of athletics events, where and to the extent that those rules apply.
- (g) To promote and conduct athletics for children as an enjoyable, healthy and satisfying activity with a family orientation, in conjunction with LAANSW.
- (h) To seek and obtain financial and other assistance and support from the Club on such terms and conditions as are agreed from time to time.
- (i) In the capacity of an auxiliary club of the Club, to abide by the Constitution and any lawful requirements of the Club, as applicable.
- (j) To affiliate annually with LAANSW.

### **3. Powers of the Centre**

Pursuant to the Objects, the powers of the Centre shall be:

- (a) To act alone or with other representative bodies or organizations in the interests of Little Athletics and athletics in general.
- (b) To promote, organize and conduct athletics events for children as determined by the Management Committee.

- (c) To register boys and girls annually with the Centre, in accordance with the requirements of the LAANSW.
- (d) To select, appoint, finance, instruct and manage as the case may require, athletes and officials, either individually or in teams, and such other persons as may be considered necessary and appropriate, for participation in or at athletics events and activities, or other relevant and related events and activities, as the Management Committee may decide.
- (e) To appoint delegates to represent the Centre in meetings or conferences with other individuals, organizations or groups, in relation to or in the promotion of Little Athletics.
- (f) To enter into contracts with any bank, other organization, other affiliated Little Athletics Centre, person or persons for the purpose of borrowing or otherwise raising money or for the provision of money, for the advancement and support of Little Athletics conducted by the Centre or in conjunction with another organization.
- (g) To take all steps as may be deemed necessary to raise and expend money for the *bona fide* purposes of the Centre.
- (h) To purchase, hire or otherwise secure as appropriate, equipment, property, facilities and services for the purpose of conducting athletics meetings and other associated events, including training, necessary travel and accommodation, and other activities for the promotion, administration and conduct of athletics for children.
- (i) To deal expressly with any abuses or misconduct in or in relation to the Centre.
- (j) To hear and adjudicate upon issues and other matters arising from decisions or conduct of members or officials in the administration of the Centre affairs and activities.
- (k) To mediate or conciliate, and facilitate settlement of disputes which arise in relation to activities, personal or group conduct, or other causes in connection with athletics or other activities in or in relation to the Centre. In the event that mediation or conciliation does not achieve settlement of a dispute, to arbitrate and determine any such dispute with all due procedural fairness as the circumstances require, and to determine and if necessary, enforce a fair and just outcome between the parties that is in the opinion of the Management Committee, in the best interests of the Centre and its objects.
- (l) To enforce the provisions of these Rules and to take such disciplinary action as may be considered necessary, where in the opinion of the Management Committee, a member, any official, any other person registered with the Centre, or any other person over whom jurisdiction may be lawfully exercised, has committed a breach of this Constitution and any of its Rules.
- (m) To suspend, disqualify or expel, on terms specified, any member, official or other person registered with the Centre, who has, in the opinion of the Management Committee, committed a breach of these Rules or acted in a manner that is demonstrably unfair, unbecoming or contrary to the interests of the Centre and its objects, including abusive conduct or

language, or conduct that may bring into disrepute the Centre, any member or official of the Centre or any team or person associated with a team, sponsored by or representative of the Centre.

- (n) To make such by-laws, not being inconsistent with this Constitution and the Objects and Rules contained herein, and not being inconsistent in a substantial and material sense with the Constitution of the Club or the Constitution of the LAANSW, as may be considered necessary and appropriate from time to time, by resolution of the Management Committee.
- (o) To delegate any of the powers and functions provided in these Rules, on such terms and conditions and to such person or persons as it thinks fit, as determined from time to time by the Management Committee, except this power of delegation and the powers specified in (f), (m) and (n), above.

#### **4. Definitions**

##### 4.1. In this Constitution:

'by-laws' means the by-laws made pursuant to this Constitution.

'Centre' means the Winston Hills Little Athletics Centre.

'Club' means the Winston Hills Sports Club Limited

'Executive' means collectively the office-bearers of the Centre.

'junior member' means a child who is a registered member of the Centre, but a 'junior member' is not a class of member within the meaning of 'member' as defined in these Rules.

'LAANSW' means the Little Athletics Association of New South Wales Inc.

'Little Athletics' means athletics and associated events, competitions and meetings authorized and conducted for children by and under the auspices of the LAANSW and/or the Centre.

'Management Committee' means collectively the office-bearers and such other number of members with designated functions and responsibilities as specified in the by-laws, and as are elected to, or appointed by, the Management Committee, as the case may be.

'member' means an adult member who is a registered member of the Centre.

'office-bearers' means the President, the Vice President, the Secretary, the Treasurer and the Registrar, and 'office-bearer' means any one of them.

'Objects' means the Objects of the Centre as provided in Rule 2 of these Rules.

'Perpetual Trophy' means a trophy of the kind described in the Schedule to these Rules.

'Rules' means the Rules in this Constitution.

4.2. In these Rules:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

4.3. The provisions of the *Interpretation Act* 1987 apply to and in respect of these Rules in the same manner as those provisions would apply if these Rules were an instrument made under the Act.

## **PART 2 - MEMBERSHIP**

### **5. Membership qualifications**

Membership of the Centre shall be comprised of natural persons and shall be:

- (a) the office-bearers for the time being;
- (b) the members for the time being of the Management Committee;
- (c) subject to (e) below, children who are registered with the Centre in any year, who by virtue of such registration are junior members and non-voting members;
- (d) subject to (e) below, the parent or parents of such children who are registered with the Centre in any year;
- (e) either or both parents and their children who are registered with the Centre in any year **and** who are registered members of the Club, and
- (f) any adult persons who in the opinion of the Management Committee, have a genuine interest in and commitment to the activities of the Centre, who may or may not have a direct family connection with a member of the Centre, and who are registered members of the Club,

who have applied for membership of the Centre as provided by these Rules; who have been approved for membership of the Centre by the Management Committee, and who are supportive of the Objects of the Centre and these Rules.

### **6. Application for membership**

6.1. Application for membership of the Centre shall be made in writing substantially in or to the effect of the form in Appendix 1 of these Rules and lodged, together with any other documentation required, with the Secretary or the Registrar of the Centre.

6.2. As soon as practicable after receiving an application for membership, the Secretary or the Registrar shall refer such application to the Management Committee, which shall determine whether to approve or to reject the nomination.

6.3. As soon as practicable after the Management Committee makes that determination the Secretary or the Registrar must notify the applicant that the Management Committee has approved or rejected the application, as the case may be.

- 6.4 Upon payment by an approved applicant of any fees, charges, subscriptions or other moneys payable for membership, including renewal of membership, of the Centre, the Secretary or the Registrar shall cause to be entered in the Centre register, the applicant's name and any other details that may be required by the Management Committee, whereupon the applicant shall become a member or renewed member of the Centre.
- 6.5 Notwithstanding any or all of the specific requirements of clause 6.1., 6.2., 6.3., and 6.4., and for the sake of convenience, substantial compliance therewith, and with these Rules generally, is deemed to be achieved by any administrative procedure, process or other means determined from time to time, and included in the by laws made pursuant to these Rules, by the Management Committee. This extends to and includes the requirements for applications for membership to be made and submitted in writing, and the time at which this is to be done, together with all other documentation and information requested, and payment in accordance with clause 6.4.

## **7. Life membership**

- 7.1. Life membership of the Centre may be conferred upon any person:
- (a) who is a registered member of the Centre;
  - (b) who has been a registered member of the Centre for a minimum of 5 consecutive years, and
  - (c) who has made an outstanding contribution to Little Athletics generally and to the Centre in particular for the duration of his or her membership.
- 7.2. A person referred to in 7.1. may be recommended for Life Membership by the Management Committee or be nominated by a minimum of 2 affiliated adult members of the Centre.
- 7.3. A nomination for Life Membership of any person made by affiliated adult members of the Centre:
- (a) must be made in writing, setting out the history of the nominee and his or her association with Little Athletics generally and the Centre in particular;
  - (b) must state the reason or reasons that the nomination is being put forward;
  - (c) must demonstrate by providing examples, the outstanding contribution made by the nominee to Little Athletics generally and to the Centre in particular, and
  - (d) must be given to the President or the Secretary at least 14 days before the meeting of the Management Committee at which the nomination is to be submitted and tabled.
- 7.4. A recommendation for Life Membership of any person made by the Management Committee must comply with clauses 7.3. (a), (b) and (c), above.
- 7.5. A recommendation or nomination for Life Membership of a person must be put forward for consideration at the next Annual General Meeting or at a Special General Meeting of the Centre. Life Membership is conferred upon the nominee upon a vote in favour thereof, by at least two thirds of those in attendance and who are entitled to vote. Any such vote shall be conducted by secret ballot.
- 7.6. Life Members shall not be liable to pay any membership fee or subscription.
- 7.7. Life Members are members of the Centre with all rights and privileges appertaining thereto, including normal voting rights.

## **8. Cessation of membership**

A person ceases to be a member of the Centre if and when the person:

- (a) dies;
- (b) resigns his or her membership;
- (c) ceases to be a member of the Club;
- (d) is expelled from the Centre;
- (e) is a junior member who ceases to be registered with the Centre under these Rules and the by-laws made pursuant thereto, or
- (f) fails to pay the annual fees, charges, subscription or other moneys payable for membership as determined from time to time by the Management Committee, and within the time fixed by the Management Committee, unless the Management Committee otherwise determines in a particular case.

## **9. Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the Centre:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

## **10. Fees and subscriptions**

A member of the Centre must pay to the Centre an annual membership fee and such other charges, subscriptions and moneys as determined annually, or if considered necessary for good reason in particular circumstances, then at the time that such circumstances arise, by the Management Committee, on becoming a member of the Centre, and thereafter, on renewing his or her membership of the Centre.

## **11. Members' liabilities**

The liability of a member of the Centre to contribute towards the payment of the debts and liabilities of the Centre or the costs, charges and expenses of the winding up of the Centre is limited to the amount if any, unpaid by the member in respect of membership of the Centre, as required by Rule 10 of these Rules.

## **12. Register of members**

- 12.1. The Registrar or in his or her absence, the Secretary of the Centre shall establish and maintain a register of voting members of the Centre specifying the name and address of each person who is a member of the Centre, together with a record of the date on which the person became a member.
- 12.2. A register of voting members shall be kept at the principal place of administration of the Centre, or in the custody care and control of an office-bearer appointed from time to time by the Management Committee, and shall be available for inspection, free of charge, by any member of the Centre on giving reasonable notice, at any reasonable hour, and at a reasonably accessible location designated by the person in whose custody the register resides at that time.
- 12.3. For parents of children who are enrolled with the Centre, the register shall consist of the enrolment forms, duly completed, and as supplied by LAANSW and be

maintained at the same location and in the same custody care and control as other documents that make up the register. The register shall be the totality of the enrolment forms and documents referred to in this clause of this Rule.

- 12.4. The register of members of the Centre shall be audited and reconciled with the register of members of the Club, at intervals specified in the by-laws or as otherwise required by the Club.

### **PART 3 – CONTROL AND MANAGEMENT OF THE CENTRE**

#### **13. Vesting of control and management of the Centre**

The control and management of the Centre and its affairs shall be vested in the Management Committee.

#### **14. Constitution and membership of the Management Committee**

- 14.1. The Management Committee, as defined in Rule 4.1. of these Rules, shall consist of the office-bearers and such other members as are elected to, or appointed by, the Management Committee. The number of such other members on the Management Committee shall be determined annually by the Management Committee not less than one month before the Annual General Meeting of the Centre, and at any other time should the need arise.
- 14.2. No officer-bearer or other member of the Management Committee shall hold more than one specific portfolio of responsibilities and functions, unless otherwise determined by the Management Committee.
- 14.3. The specific portfolio of responsibilities and functions assigned to each position on the Management Committee, other than those of the office-bearers, shall be determined by the Management Committee, and each position shall be designated and its responsibilities and functions described in general terms, in the by-laws. Each position on the Management Committee must have a designated portfolio of responsibilities and functions attached to it.
- 14.4. Subject to these Rules, any adult member of the Centre is qualified to be an office bearer or other member of the Management Committee.
- 14.5. During any vacancy in the office of President, the Vice President shall be the President of the Centre.
- 14.6. During any vacancy in the office of Secretary, the Vice President shall be the Secretary of the Centre.
- 14.7. During any vacancy in the office of Treasurer, the Vice President shall be the Treasurer of the Centre.
- 14.8. During any vacancy in the office of Registrar, the Secretary shall be the Registrar of the Centre.
- 14.9. The office-bearers and each other member of the Management Committee are, subject to these Rules, to hold office until the conclusion of the annual general meeting following the date of the office-bearer's or member's election, but are eligible for re-election.
- 14.10. In the event of a casual vacancy occurring in the membership of the Management Committee, including a vacancy occurring by reason of an amendment to this

Constitution, the Management Committee may appoint a member of the Centre to fill the vacancy and the member so appointed is to hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment. Any such appointment to a position on the Management Committee may be made whether or not the person so appointed, already holds a position on the Management Committee.

14.11. For the purposes of these Rules a casual vacancy in the office of a member of the Management Committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the Centre, or
- (c) becomes a bankrupt, or
- (d) resigns office by notice in writing given to the Secretary, or
- (e) is removed from office under Rule 16, or
- (f) is absent without the consent of the Management Committee from all meetings of the Management Committee held during a period of 3 months.

Except where a casual vacancy of the Management Committee arises pursuant to clause 14.11.(a) of this Rule, the Secretary shall inform the member concerned, in writing, of the vacancy, as soon as possible after the date that the casual vacancy occurs.

14.12. The Management Committee may take the action that it considers to be necessary and appropriate in the circumstances, to appoint a member of the Centre to fill a casual vacancy, pursuant to this Rule. Action to fill a casual vacancy should be taken with the least possible delay, having regard to the circumstances.

## **15. Election of the Management Committee**

15.1. Nominations of candidates for the election as officer-bearers and other members of the Management Committee:

- (a) must be made in writing, (and in the case of an office-bearer must state the position on the Management Committee for which the nominee is being nominated), must be signed by 2 members of the Centre and must be accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (b) must be received by the Secretary of the Centre at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

15.2. If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

15.3. If insufficient further nominations are received, any vacant positions remaining are to be taken to be casual vacancies.

- 15.4. If the number of nominations received is equal to the number of vacancies to be filled and each position on the Management Committee is thereby filled, the persons nominated are taken to be elected.
- 15.5. If the number of nominations received exceeds the number of vacancies to be filled on the Management Committee, or if more than one nomination is received for any position of office-bearer, a ballot is to be held for any such vacancies or position.
- 15.6. The ballot for the election of officer-bearers and other members of the Management Committee is to be conducted at the annual general meeting by secret ballot, unless a simple majority of members present and entitled to vote decide by means of a show of hands, to dispense with a secret ballot for any or all vacancies. In such case, the ballot will then be determined by such members, again by means of a show of hands.
- 15.7. Where the election to fill a vacancy for a position of an office-bearer is to take place by means of a secret ballot, ballot papers shall be prepared by listing the nominees for that vacancy in alphabetical order. Where the election to fill a vacancy or vacancies for other members of the Management Committee is to take place by secret ballot, ballot papers shall be prepared listing all nominees in alphabetical order. A ballot paper shall be given to each member present and who is entitled to vote. In the case of a position of an office-bearer, a valid vote is made by indicating the preferred nominee by means of a tick, cross or other mark on the ballot paper, indicating that the vote has been cast in favour of that nominee. In the case of other members of the Management Committee, a valid vote is made by means of a tick, cross or other mark on the ballot paper, indicating that votes have been cast in favour of those nominees. A vote for other members of the Management Committee is **not** invalid merely because insufficient ticks, crosses or marks are made on the ballot paper. However, a vote for other members of the Management Committee **is** invalid if the number of ticks, crosses or marks made on the ballot paper exceeds the number required to fill the vacancies on the Management Committee.
- 15.8. A Returning Officer, and at least two scrutineers acceptable to a majority of the members in attendance and entitled to vote, shall be appointed by the Chairperson of the Annual General Meeting, immediately prior to the election of the Management Committee. The Returning Officer shall conduct the election of the Management Committee, including office-bearers and other members. In the event of a secret ballot, the Returning Officer shall prepare and distribute a ballot paper to each member present who is entitled to vote, and at the conclusion of the ballot, shall collect the ballot papers. The scrutineers shall examine each of the ballot papers and record the number of votes cast validly in accordance with sub-rule 15.7, in favour of the nominee or nominees for whom any such vote has been cast. In the event of a ballot by means of a show of hands, the scrutineers shall count and record the number of votes cast in favour of each nominee. The Returning Officer shall declare the nominee or nominees as the case may be, with the greatest number of valid votes to be elected to the position or positions, the subject of the ballot. In the event of a dispute, upon a proper consideration of the facts and circumstances relevant to the dispute, the decision of the Returning Officer and a brief statement of his or her reasons for that decision, shall be recorded in the minutes and shall be final. At the conclusion of the election of the Management Committee, the Returning Officer shall destroy all ballot papers.
- 15.9 A person who is a nominee for election to a position of office-bearer or other member of the Management Committee may not be appointed to be a Returning Officer or a scrutineer at that general meeting, for the purposes of Rule 15.8.

## **16. Removal of a member of the Management Committee**

- 16.1. The Centre in general meeting may by resolution, remove any member of the Management Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 16.2. If a member of the Management Committee to whom a proposed resolution referred to in clause (1) of this Rule relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Centre, the Secretary or President may send a copy of the representations to each member of the Centre in the same manner that a notice may be served under Rule 44 of these Rules, or if the representations are not so sent at least 7 days beforehand, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **17. Powers and Functions of the Management Committee**

- 17.1. The powers of the Management Committee are held and exercisable subject to any applicable legislation and subordinate legislation, these Rules including by-laws made under these Rules, and any resolution that is not inconsistent with these Rules that is passed by the Centre at a general meeting.
- 17.2. The Management Committee:
  - (a) is to control and manage the affairs of the Centre;
  - (b) may exercise all such functions as may be exercised by the Centre, other than those functions that are required by these Rules to be exercised by or in a general meeting of members of the Centre, and
  - (c) has power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper control and management of the affairs of the Centre.

## **18. Powers and Functions of the Executive**

- 18.1. Subject to these Rules, the Executive may exercise such powers and functions as are necessary and appropriate for the proper and effective administration of the business of the Centre, and shall meet for this purpose, when and as required.
- 18.2. The officer bearers must carry out the functions, duties and responsibilities assigned or attached to the positions to which they have been elected or appointed. The Management Committee may, subject to these Rules, otherwise delegate, specifically or by general delegation recorded in the minutes of a meeting of the Management Committee, powers, functions, duties and responsibilities to the Executive, for the purposes of the proper and effective administration of the business of the Centre.
- 18.3. The Management Committee, if it considers it to be desirable and appropriate, may make by-laws for the purposes of clause 18.2 of this Rule, in addition to or substitution for, any delegation referred to in that clause. The provisions of the by-laws shall prevail in the event of any conflict or doubt.

- 18.4. The Executive shall report and disclose to the Management Committee all relevant information as to the activities and decisions of the Executive, when and as appropriate and necessary, so that the Management Committee may properly and effectively exercise its functions, responsibilities and duties, in the control and management of the Centre.
- 18.5. The Management Committee may, at a meeting of the Management Committee, revoke or amend any delegation made under clause 18.2 of this Rule, or any by-law made under clause 18.3 of this Rule.

## **19. The President**

- 19.1. The President shall be the presiding officer of the Centre. In addition to any other responsibilities, functions and duties assigned or attaching to the office of President, the President shall preside at each meeting of the Management Committee and at each general meeting of the Centre at which he or she is in attendance. In the absence of the President, the Vice President shall preside at such meetings. In the absence of both the President and the Vice President, the members of the Management Committee in attendance at a Management Committee meeting, or members of the Centre in attendance at a general meeting, shall appoint a chairperson to preside at that meeting. The provisions of this clause of this Rule extend to, and apply in circumstances where the President or/and the Vice President is/are in attendance but is/are unwilling to preside at any such meeting, and are to be read with Rule 34.2 of these Rules.
- 19.2. In the case of a tied vote on any resolution at a Management Committee meeting or a general meeting of the Centre, the chairperson shall have a casting vote.

## **20. The Vice President**

In addition to any other responsibilities, functions and duties assigned or attaching to the office of Vice President, the Vice President shall assist the President as required, and act for the President in the absence of the President.

## **21. The Secretary**

- 21.1. The Secretary of the Centre must as soon as practicable after being appointed as Secretary, lodge written notice with the Centre of his or her residential and business address and relevant contact details.
- 21.2. In addition to any other responsibilities, functions and duties assigned or attaching to the position of Secretary, it is the duty of the Secretary to prepare and keep minutes of:
- (a) all appointments of officer bearers and members of the Management Committee;
  - (b) the names of members of the Management Committee present at a meeting of the Management Committee or a general meeting of the Centre, and the names of all other members of the Centre present at any such meeting, and
  - (c) all proceedings at Management Committee meetings, Executive Committee meetings, and general meetings of the Centre.

In the absence of the Secretary, the chairperson of the meeting may appoint another member of the Management Meeting for the purposes of Rule 21.2.

- 21.3. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

## **22. The Treasurer**

In addition to any other responsibilities, functions and duties assigned or attaching to the position of Treasurer, it is the responsibility and duty of the Treasurer to ensure:

- (a) that all money due to the centre is collected and received and that all payments authorized by the Centre are made, in a timely manner;
- (b) that appropriate and correct books, records and accounts are kept, disclosing the financial affairs of the Centre, including full details of all receipts and expenditure connected with the activities of the Centre;
- (c) that an accurate and appropriate financial report is prepared and submitted at each meeting of the Management Committee and at each general meeting of the Centre, and
- (d) that an independent audit of the financial accounts of the Centre is conducted annually by a suitably qualified person or organization, and a written report of the independent audit, prepared by the person or organization that conducted the independent audit, is submitted to the annual general meeting of the Centre, each year.

## **23. The Registrar**

In addition to any other responsibilities, functions and duties assigned or attaching to the position of Registrar, the Registrar shall maintain a register of members of the Centre, in the manner and including the content, prescribed by Rule 12 and the by-laws made pursuant to these Rules.

## **24. Members of the Management Committee**

The elected and appointed members of the Management Committee shall carry out the responsibilities, functions and duties assigned or attaching to the particular position that each holds as a member of the Management Committee.

## **25. Meetings of the Management Committee**

- 25.1. The Management Committee shall meet as often as necessary and appropriate, and at a place and time, as determined or agreed by the Management Committee, but not less than 6 times in each period of 12 months, in order to exercise its responsibilities, functions and duties in accordance with these Rules and by-laws made under these Rules.
- 25.2. Meetings of the Management Committee may be convened by the President or by any member of the Management Committee.
- 25.3. Oral or written notice, or notice in electronic form, of a meeting of the Management Committee must be given by the Secretary, or where the meeting is convened by any other member of the Management Committee, by that member, to each member of the Management Committee, at least 48 hours (or such other period as may be agreed upon by the members of the Management Committee) before the time appointed for the holding of the meeting.

- 25.4. Notice of a meeting given under clause 25.3 of this Rule must specify the general nature of the business, including any business of an urgent, critical or serious nature, which is to be transacted at the meeting. However, unless the chairperson of the meeting otherwise determines on a point of order, items of which notice has not been given may be dealt with under general business, except that the Management Committee may determine that it shall be adjourned to the next meeting of the Management Committee for further consideration.
- 25.5. A quorum for the transaction of the business of a meeting of the Management Committee shall be constituted by a simple majority of the number of members of the Management Committee.
- 25.6. No business is to be transacted by the Management Committee unless a quorum is present. If a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to stand adjourned to a time, date and place agreed or to be appointed, unless the members there present agree that the business of the meeting may be transacted at the next routinely scheduled meeting of the Management Committee.
- 25.7. If the meeting is adjourned pursuant to clause 25.6 of this Rule, and if a quorum is not present within half an hour of the time appointed for the adjourned meeting, the meeting is dissolved.

## **26. Voting and decisions at meetings of the Management Committee**

- 26.1. Questions and issues arising at a meeting of the Management Committee or at any meeting of a sub-committee appointed by the Management Committee are to be determined by a majority of the votes of members of the Management Committee or sub-committee, present at the meeting.
- 26.2. Each member present at a meeting of the Management Committee or of any sub-committee appointed by the Management Committee (including the person presiding at the meeting) is entitled to one vote, but in the event of an equal number of votes on any question or issue, the person presiding may exercise a second or casting vote. This provision is to be read with, and as complementary to, Rule 19.2 of these Rules.
- 26.3. Subject to these Rules, the Management Committee may act despite any vacancy on the Management Committee.
- 26.4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Management Committee or by a sub-committee appointed by the Management Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or a sub-committee.

## **27. Delegation by the Management Committee to a sub-committee**

- 27.1. Pursuant to the power of delegation in Rule 3(o) of these Rules, and notwithstanding any other delegations made by the Management Committee, the Management Committee may by instrument in writing or by resolution recorded in the minutes of a meeting of the Management Committee, delegate to one or more sub-committees (consisting of such member or members of the Centre as the Management Committee thinks fit) the exercise of such of the functions of the Management Committee as are specified in the instrument in writing or in the resolution recorded in the minutes of the meeting of the Management Committee, other than:

- (a) the functions that may not be delegated as specified in Rule 3(o) of these Rules, and
  - (b) a statutory or other function which is a duty imposed on the Management Committee or an office bearer, by any law.
- 27.2. A function, the exercise of which has been delegated to a sub-committee under this Rule, while the delegation remains in force, may be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 27.3. A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time and circumstances, as may be specified in the instrument of delegation or in the resolution recorded in the minutes of the meeting of the Management Committee.
- 27.4. Notwithstanding any delegation under this Rule, the Management Committee may continue to exercise any function delegated.
- 27.5. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule, has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- 27.6. The Management Committee may, by instrument in writing or by resolution recorded in the minutes of a meeting of the Management Committee, revoke wholly or in part any delegation under this Rule.
- 27.7. A sub-committee may meet and adjourn as it thinks proper, and keep notes of any such meetings if it thinks fit, subject to the terms of its delegation.
- 27.8. Nothing in these Rules shall prevent the Management Committee or the Executive from assigning particular tasks and administrative duties to a member or members of the Centre, whether or not that member is, or those members are, a member or members of the Management Committee, provided that any such tasks and administrative duties are not functions that must be the subject of formal delegation under these Rules.

## **28. Resolution of internal disputes**

- 28.1. Disputes between members of the Centre are to be resolved by the Management Committee, or by some other suitable person or sub-committee, under delegation from the Management Committee, by means of a process of mediation or conciliation, but in the event that the dispute cannot be resolved after all reasonable attempts to do so have been made, then by arbitration. The same sub-committee or person may conduct both conciliation and arbitration processes, in the same dispute. The same sub-committee or person may not conduct both mediation and arbitration processes, in the same dispute. A record of the terms of resolution or arbitration shall be entered into the records of the Centre.
- 28.2. Disputes between members of the Centre and the Centre are to be resolved by a suitable person or sub-committee, appointed under delegation by the Management Committee and in the interests of procedural fairness, by agreement between the Centre and the other party or parties to the dispute. A record of the terms of resolution or arbitration shall be entered into the records of the Centre. If agreement cannot be reached as to the person or sub-committee to be appointed to resolve a dispute, in accordance with the procedures set out in clause 28.1 of

this Rule, the matter is to be referred to a Community Justice Centre for resolution in accordance with the *Community Justice Centres Act 1983*.

## **29. Complaints and discipline**

- 29.1. Any member of the Centre may lodge with the Management Committee, and served upon or given to the party or parties concerned, a complaint in writing that some other member or members of the Centre:
- (a) has persistently refused or failed to comply with, or committed a breach of a provision or the provisions of these Rules; or
  - (b) has persistently and willfully acted in a manner detrimental or prejudicial to the interests of the Centre or one, or some or all of the members of the Centre, or
  - (c) is guilty of conduct of the kind set out in Rule 3(m) of these Rules
- 29.2. Upon receipt of such a written complaint, the Management Committee must promptly ensure that the written complaint has been served upon or given to the member or members about whom the complaint has been made. If it appears that such is not the case, the Management Committee shall cause a copy of the written complaint to be served upon or given to the member or members concerned.
- 29.3. The Management Committee shall then, by notice in writing to the member or members against whom the complaint has been made, require that member or those members to make written submissions to the Management Committee within 21 days of the date of the notice so given. However, notwithstanding anything in Rule 29, if at any stage, upon a consideration of the contents and circumstances of the written complaint, the Management Committee concludes that the complaint is frivolous and/or vexatious, the Management Committee may elect to take no further action under this Rule, other than to inform the parties to the complaint in writing of such conclusion, and the reasons for that conclusion.
- 29.4. As soon as practicable after the expiration of the 21 days provided in clause 29.3 of this Rule, the Management Committee, or a suitable person or sub-committee appointed under delegation from the Management Committee, shall conduct an inquiry into the complaint, taking into account all written submissions that have been made. The Management Committee, or person or sub-committee appointed for the purpose, may make it or their own inquiries and investigations as it or they see fit, in addition to taking into account the written submissions or any oral submissions, made by the parties.
- 29.5. In the conduct of the inquiry, the principles of procedural fairness and natural justice shall be observed, having regard to the circumstances, and to the nature and context of the inquiry.
- 29.6. If the facts and substance of the complaint are held to be proven, and the Management Committee is satisfied that as a consequence, a breach of a kind described in these Rules has been committed by the member or members against whom the complaint was lodged, the Management Committee may:
- (a) reprimand the member or members against whom the complaint was made; or

- (b) reprimand, and require a written apology within a specified period of time from, the member or members against whom the complaint was made, to the member who lodged the complaint, and to the Centre if appropriate and desirable; or
  - (c) suspend from membership of the Centre, for a specified period of time, the member or members against whom the complaint was made; or
  - (d) expel from membership of the Centre, the member or members against whom the complaint was made, or
  - (e) take such other action, including any action for non compliance with a requirement issued under (b) above, as the Management Committee determines to be reasonable and appropriate in the circumstances.
- 29.7. A written notice including a statement referring to the complaint, the decision and resolution made by the Management Committee, the reasons for the decision, and any penalty imposed in accordance with Rule 29.6 of these Rules, shall be given or served on the member or members against whom the complaint was made and held to be proven, within 7 days of the date on which the decision was made. The decision and resolution of the Management Committee are final, except that in the event only, that the member or members concerned are suspended or expelled, the written notice given or served upon the member or members concerned, must include a statement indicating that the member or members may lodge a notice of appeal in writing, in accordance with Rule 29.9 of these Rules, setting out the grounds of appeal and brief submissions in support, by giving or serving it upon the Secretary within 14 days of the date of such written notice issued by the Management Committee.
- 29.8. If no notice of appeal is lodged in accordance with Rule 29(7) the Management Committee shall give effect to the penalty imposed, as soon as practicable after the time for lodging the appeal has expired. If a notice of appeal is lodged, no further action may be taken until the appeal is determined, and in these circumstances, the Management Committee shall give effect to the penalty imposed, as soon as practicable after the appeal is determined, unless the appeal is successful.
- 29.9. Any member may appeal against a decision and resolution of the Management Committee as provided in Rule 29.7 of these Rules.
- 29.10. Upon receipt of the notice of appeal in writing, the Secretary shall forthwith notify the Management Committee, which shall convene a General Meeting of the Centre, to be held within 28 days of the date on which the Secretary received the notice of appeal. In giving notice of the General Meeting, the Secretary shall provide to each member of the Centre, a copy of the written notice of appeal and written submissions made in support. At such General Meeting:
- (a) no business other than the determination of the appeal is to be transacted;
  - (b) the Management Committee and the member or members who lodged the notice of appeal shall be given an opportunity to state their cases orally or in writing or both;
  - (c) the members of the Centre who are present and entitled to vote, may consider any further relevant evidence or submissions, whether oral or in writing, in addition to the cases stated in (b), above, and

- (d) the members of the Centre who are present and entitled to vote, may then vote by secret ballot as to whether the decision and resolution of the Management Committee should be confirmed or revoked.

29.11. Following the counting of votes by the chairperson of the General Meeting and the member or members who lodged the notice of appeal, in the presence of the members in attendance at the General Meeting, a special resolution shall be recorded in accordance with the result of the secret ballot, to either confirm or revoke the decision and resolution of the Management Committee.

## **PART 4 – GENERAL MEETINGS**

### **30. Annual General Meeting**

- 30.1. The Centre must, in each calendar year, no later than 31 May each year, convene an annual general meeting of its members.
- 30.2. The annual general meeting shall be convened on a date and at a time and venue determined by the Management Committee.
- 30.3. In addition to any other business which may be transacted at an annual general meeting, the business of the annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
  - (b) to receive from the Management Committee, a report on the activities of the Centre during the last preceding financial year, and
  - (c) to elect office-bearers of the Centre and other members of the Management Committee.

An annual general meeting must be specified as such in the notice convening it.

### **31. Special General Meeting**

- 31.1. The Management Committee may, whenever it thinks fit, convene a special general meeting of the Centre.
- 31.2. The Management Committee must, on the requisition in writing of at least 5 percent of the total number of members of the Centre, convene a special general meeting of the Centre.
- 31.3. A requisition of members of the Centre for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed personally by the members making the requisition, and
  - (c) must be lodged with the Secretary, and
  - (d) may consist of several documents in a similar form, each signed personally by one or more of the members making the requisition.
- 31.4. If the Management Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made

the requisition may convene a special general meeting to be held not later than 3 months after that date.

- 31.5. A special general meeting convened by a member or members as referred to in clause 31.4 of this Rule, must be convened as near as is practicable in the same manner as general meetings are convened by the Management Committee.

## **32. Notice of meetings**

- 32.1. Except if the nature of the business to be dealt with at a general meeting requires a special resolution of the Centre, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 32.2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Centre, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause 32.1 of this Rule, the intention to propose the resolution as a special resolution.
- 32.3. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting, except in the case of an annual general meeting, business which may be transacted under Rule 30.3 of these Rules..
- 32.4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **33. Procedure**

- 33.1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these Rules to vote, is present during the time the meeting is considering that item.
- 33.2. Ten members present in person (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 33.3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present, being at least 5, are to constitute a quorum. If a quorum of at least five is not then present, the meeting is dissolved.

### **34. Presiding member**

- 34.1. The President or, in the President's absence, the Vice President, is to preside as chairperson of each general meeting of the Centre.
- 34.2. If both the President and the Vice President are absent or unwilling to preside, the members present must elect one of their number to preside as chairperson at the meeting
- 34.3. This Rule is to be read with, Rule 19.1 of these Rules.

### **35. Adjournment**

- 35.1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 35.2. If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice, or notice by electronic mail, of the adjourned meeting to each member of the Centre stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 35.3. Except as provided in clauses 35.1 and 35.2 of this Rule, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **36. Decisions**

- 36.1. A question arising at a general meeting of the Centre is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Centre, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 36.2. At a general meeting of the Centre, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- 36.3. If a poll is demanded at a general meeting of the Centre, the poll must be taken:
  - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
  - (c) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs.

The resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

### **37. Special resolution**

A resolution of the Centre is a special resolution if it is passed by a majority which comprises at least three-quarters of such members of the Centre as, being entitled under these rules to do so, vote in person or by proxy at a general

meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

### **38. Voting**

- 38.1. On any question arising at a general meeting of the Centre a member has one vote only.
- 38.2. All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 38.3. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote, as provided in Rule 19.2 of these Rules.
- 38.4. A member or proxy is not entitled to vote at any general meeting of the Centre unless all money due and payable by the member or proxy to the Centre has been paid, other than the amount of the annual subscription payable in respect of the then financial year.

### **39. Appointment of proxies**

- 39.1. Each member is to be entitled to appoint another member as proxy by notice given to and received by the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 39.2. The notice appointing the proxy is to be in or to the effect of the form set out in Appendix 2 to these Rules.
- 39.3. Failure to comply with the requirements of either or both Rules 39.1 and 39.2 shall render the proxy invalid.

## **PART 5 - MISCELLANEOUS**

### **40. Finance and funds management**

- 41.1. The financial year of the Centre shall be from the first day of April to the thirty-first day of March in the following year.
- 41.2. The Management Committee shall appoint each year, a suitably qualified and accredited auditor, to audit all accounts of the Centre including special and trust accounts and investments, and to submit to the Management Committee a report in writing on the audit, for presentation to the next annual general meeting. The auditor so appointed shall not be a member of the Centre.
- 41.3. The funds of the Centre are to be derived from annual fees and subscriptions of, and other charges on, members; from donations, sponsorships and, subject to any resolution by the Centre in general meeting, from such other sources as the Management Committee determines.
- 41.4. All money received by the Centre must be deposited as soon as practicable and without deduction to the credit of the Centre's bank account.
- 41.5. The Centre must as soon as practicable after receiving any money, issue an appropriate receipt and record the money so received in the accounting records of the Centre.

- 41.6. Subject to any resolution passed by Centre in general meeting, the funds of the Centre are to be used in pursuance of the objects of the Centre in such manner as the Management Committee determines.
- 41.7. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the Management Committee, being members authorized to do so by the Management Committee.
- 41.8. This Rule is to be read with, and is complementary to, Rule 22 of these Rules.

#### **42. Custody and inspection of books**

- 42.1. Except as otherwise provided by these Rules, the office-bearers and other members of the Management Committee charged with the control and supervision of the various books of the Centre, by reason of the position that each holds on the Management Committee, must keep in his or her custody, or under his or her control, all relevant records, books and other documents relating to the Centre.
- 42.2. The records, books and other documents of the Centre must be open to inspection on reasonable terms and in reasonable circumstances, free of charge, by a member of the Centre at any reasonable hour.

#### **43. Insurance**

The Centre may effect and maintain insurance, and must do so if required by law, or as the Management Committee deems to be necessary, having regard to the operation and administration of the Centre.

#### **44. Service of notices**

- 44.1. For the purpose of these Rules, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or if a member, to the member's address recorded in the register of members, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address or location provided by or on behalf of the person to or upon whom the notice is to be given or served, or otherwise specified by that person for giving or serving the notice in that manner.
- 44.2. For the purpose of these Rules, a notice is taken, unless the contrary is proven, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on some other date, on that date.

**45. Amendments and alterations to the Constitution, including its Objects and Rules**

This Constitution, including the statement of its Objects and these Rules, may be altered, added to or otherwise amended, or rescinded, only by a special resolution of the Centre, at an annual general meeting or a special general meeting, of which due notice has been given in accordance with these Rules.

**46. Winding up of the Centre**

- 46.1. The Centre may be wound up and dissolved upon a special resolution being passed by the members present at a special general meeting called for the purpose of winding up and dissolving the Centre, of which due notice has been given in accordance with these Rules.
- 46.2. In the event of the Centre not having functioned and not having met any or all of its Objects for a period of 2 years, and if in that period a special resolution has not been passed for the purpose of winding up and dissolving the Centre, the Centre shall be deemed to be dissolved, unless the last properly elected or appointed Management Committee, determines otherwise by resolution, in a meeting of that Management Committee, held in accordance with these Rules within 1 calendar month after the expiration of that period of 2 years.
- 46.3. If the Centre is dissolved or is deemed to have been dissolved, all moneys and assets remaining after payment of all debts, and after all liabilities are met, including any lawful claims that the Club may have on the moneys and assets of the Centre, shall be disposed of in an appropriate manner, as determined by or in consultation with LAANSW.

## **SCHEDULE - PERPETUAL TROPHIES**

1. The Centre shall make an award of perpetual trophies, annually.
2. The name or title of each trophy and the criteria for which each such trophy is awarded shall be determined by the Management Committee. The name or title of each trophy and the criteria for which each is awarded may be amended as determined from time to time by the Management Committee.
3. The Management Committee may abolish an existing perpetual trophy and create additional perpetual trophies, as it determines from time to time.
4. The Management Committee shall take into account, but is not bound by, the views of any member or members of the Centre, in making a determination under either clause 2 or 3 of this Schedule, whether solicited by the Management Committee or not, except that any resolution passed by the members in a general meeting of the Centre is binding upon the Management Committee, as provided by these Rules.
5. The name or title of each perpetual trophy and the criteria for the award of each such trophy must be set out in by-laws made pursuant to these Rules.
6. Except as the Management Committee may otherwise determine for reasons of special merit, no athlete may be awarded more than one perpetual trophy per season. This provision has no application to the award of any perpetual trophy awarded for any event or competition conducted outside of the scheduled Little Athletics summer season.
7. Nominations for the award of perpetual trophies must be made in the manner and form, and accordance with all other requirements including as to time, set out in the by-laws made pursuant to these Rules.
8. A nomination for the award of a perpetual trophy may be made by a member or members who is, or are eligible to make any such nomination, in accordance with the criteria for eligibility to do so, and by reference to the criteria for which a particular perpetual trophy may be awarded, set out in the by-laws made pursuant to these Rules.
9. The Management Committee shall determine the athlete to whom each perpetual trophy shall be awarded and its determination shall be final.
10. If in the opinion of the Management Committee, no candidate or no suitable candidate has been nominated for a particular trophy in any year, the Management Committee may determine not to award the trophy in that year, and its determination shall be final.

**APPENDIX 1**

**APPLICATION FOR MEMBERSHIP OF WINSTON HILLS LITTLE ATHLETICS CENTRE**

I, .....  
(please print full name of applicant)

of .....  
(please print address of applicant)

Occupation: .....

agree to be bound by the Constitution of the Winston Hills Little Athletics Centre. I hereby make application to become a member of the Centre. In the event of my admission as a member of the Centre, I agree to be bound by the Rules of the Centre for the time being in force.

Subject to any applicable law, I hereby indemnify the Centre, and the Club as defined in the Constitution, against liability for any claim for injury, illness or damage whatsoever, sustained by me or any member of my family, while proceeding to, being involved in, or departing from, any activity with or conducted by the Centre. Further, I hereby give permission to the Centre to arrange medical attention that may be considered necessary in the event of any such injury, illness or damage, including ambulance transport, and I agree that I am liable to pay for or reimburse the Centre, as the case may be, for any costs incurred. If I am a parent or guardian signing this form, then I agree to be bound by the terms of this indemnity, permit and agreement, in lieu of the applicant.

Signed: ..... Date: .....

Telephone - Work:.....Home:.....

Email: ..... Mobile: .....

**If signed as mother/father/guardian of a child who is the applicant named in this application, please print:**

(1) Your full name:.....

(2) Your actual relationship to the child:.....

(3) Are your contact details the same as those stated above? YES/NO. If not, please clearly print your particulars at the foot of this application form.

**(see over - proposers to sign and date)**

**PROPOSAL FOR MEMBERSHIP**

I, .....  
(please print full name)

being a member of the Centre, hereby nominate the applicant who is personally known to me, for membership of the Centre.

Signed: ..... Date: .....

AND

I, .....  
(please print full name)

being a member of the Centre, hereby nominate the applicant who is personally known to me, for membership of the Centre.

Signed: ..... Date: .....

~\*~\*~

**APPENDIX 2**

**WINSTON HILLS LITTLE ATHLETICS CENTRE**

**APPOINTMENT OF PROXY**

I, .....  
(please print your full name)

of .....  
(please print your address)

being a member of Winston Hills Little Athletics Centre, hereby appoint as my proxy

.....  
(please print full name of proxy appointed)

of .....  
(please print address of proxy)

being a member of Winston Hills Little Athletics Centre, to vote for me on my behalf in accordance with my instructions endorsed below, or if there are no instructions so endorsed, then in accordance as my proxy shall decide in his/her absolute discretion, at the general meeting of the Winston Hills Little Athletics Centre, to be held on:

..... the ..... day of ..... 20.....  
and at any adjournment of that general meeting.

My proxy is authorized to vote in accordance with the following instructions:

.....  
.....  
.....  
.....  
.....

.....  
(signature of person appointing proxy)

Date: .....