



KINGSWAY LITTLE ATHLETICS CENTRE (KLAC)

BYLAWS

Contents

| | | |
|-----|---|---|
| 1 | AFFILIATED CLUBS..... | 2 |
| 2 | ADMINISTRATION OF AN AFFILIATED CLUB | 2 |
| 3. | GENERAL KINGSWAY LAC COMMITTEE MEMBERS | 3 |
| 4. | ORDER OF BUSINESS AT KINGSWAY LAC COMMITTEE MEETINGS..... | 4 |
| 5. | BUSINESS CONDUCTED WITH OPEN / CLOSED DOORS | 4 |
| 6. | DECISIONS BETWEEN COMMITTEE MEETINGS | 4 |
| 7. | USE OF CENTRE EQUIPMENT..... | 5 |
| 8. | RULES FOR COMPETITION | 5 |
| 9. | MEMBERSHIP ADMISSION..... | 5 |
| 10. | POLICIES..... | 6 |

Version Control

| Version | Date | Revised by | Comments |
|---------|---------------|----------------|---|
| 1.0 | 10 April 2021 | KLAC Committee | Replaces KLAC Bylaws last updated September 2019. |
| | | | |
| | | | |
| | | | |



1 AFFILIATED CLUBS

As per the Kingsway LAC Constitution, affiliation is open to incorporated associations of an athletics discipline and approved by the Kingsway Committee. Clubs currently affiliated with Kingsway Little Athletics Centre;

- Ballajura LAC;
- Greenwood LAC
- Landsdale LAC
- Wanneroo LAC
- Woodvale LAC
- Kingsway Winter Club
- Kingsway Tiny Tot Club

Clubs formally affiliated with Kingsway Little Athletics Centre;

- Bindoon LAC
- Craigie LAC
- Ellenbrook LAC
- Glengarry LAC
- Goollelal LAC
- Illawarra LAC
- Kingsley LAC
- Quinns Rocks LAC

2 ADMINISTRATION OF AN AFFILIATED CLUB

Each Club shall be organised and administered by a Committee which shall conform as far as practicable to these Rules and Requirements of the Centre;

- a) The Affiliated Club will have a constitution in accordance with the Associations Act.
- b) The Club Committee shall be elected by their members in accordance with their constitution.
- c) The Club Committee shall meet at least four (4) times per annum.
- d) The Club Committee shall consist of no less than four (4) adult persons.
- e) Each Club shall elect a Chairperson, Secretary, Treasurer and Registrar, as a minimum.



- f) The Club Committee shall act on behalf of its members on all matters which are connected with the Centre.
- g) The Club Committee shall supply the Centre with a copy of their Statement of Income & Expenditure, as defined in the Associations Act. This document is to be provided to the Centre within thirty (30) days of the Club AGM.
- h) A special general meeting of the Club shall be called at the request of the Centre Committee.
- i) The Club Committee must provide the Centre with no less than seven (7) days' notice of any Club special general meeting.
- j) Affiliated Clubs are bound by the Associations Act and will comply accordingly.
- k) Affiliated Clubs are bound by Working with Children laws and will comply accordingly.

3. GENERAL KINGSWAY LAC COMMITTEE MEMBERS

As per the Kingsway LAC Constitution, any Committee member holding a general member position will be assigned portfolios by the Committee based on the Centre's requirements for the season. Portfolios may include;

- a) Records and Ranking;
- b) Controller of Officials;
- c) Arena Manager;
- d) Championships and Special Events Officer;
- e) Technical Officer;
- f) Coaching Coordinator;
- g) Winter Competition Officer;
- h) Rules and Competition Officer;
- i) Tiny Tot Club Coordinator;
- j) Canteen Manager;
- k) Grants and Sponsorship Manager;
- l) First Aid Officer;
- m) Development Officer;
- n) Uniform Manager;
- o) Social Media Officer;
- p) Website Manager;
- q) Council Liaison Officer.
- r) Seniors Representative;
- s) Social Event Officer;
- t) Any other position or role deemed necessary by the Committee.



4. ORDER OF BUSINESS AT KINGSWAY LAC COMMITTEE MEETINGS

The order of business at Kingsway LAC Committee meetings shall be as follows;

- a) Opening by Chairman – including welcoming of any guests
- b) Attendance and apologies
- c) Confirmation of previous minutes
- d) Business arising from previous meeting
- e) Correspondence
- f) Reports
- g) General Business

5. BUSINESS CONDUCTED WITH OPEN / CLOSED DOORS

- a) The business of the Committee shall be conducted with open doors, except upon such occasions as the Committee by resolution may otherwise decide, and which resolution may be moved without notice.
- b) Upon resolving to proceed with closed doors, the Chairperson shall direct all persons other than Committee members to leave the meeting room.

The business of the meeting shall proceed with closed doors until the Committee decides by resolution to proceed with open doors and which resolution may be moved without notice.

6. DECISIONS BETWEEN COMMITTEE MEETINGS

- a) Committee meetings may be conducted electronically, by emailing the agenda and papers to all members, and seeking responses to the recommendations by email. The agenda for the electronic meeting must contain instructions for committee members about what is required. The email should state the deadline for responses.
- b) Electronic meetings are suitable where simple, straight-forward decisions or resolutions can be approved or otherwise. They are not for items that need detailed discussion and the exploration of



options.

- c) An electronic meeting would be appropriate in the following circumstances:
 - if an item cannot wait for the next meeting to be approved; or
 - if it is known that many members will be unavailable and there would not be a quorum at the meeting;
- d) Electronic meetings shall be decided, in open voting, by a simple majority of Committee members responding prior to the deadline.
- e) Committee members will return a copy of the agenda, updated with their votes and comments, to the Committee Secretary by the due date.
- f) The Committee Secretary will then prepare a final record of the meeting noting whether resolutions are endorsed, or otherwise, and recording whether the recommendation has been adopted, or otherwise, in the form of an appropriate resolution – i.e., “It was resolved that.....” etc.- and noting any comments made by members.

7. USE OF CENTRE EQUIPMENT

Equipment belonging to the Centre may be used outside of authorised training and competition times if approved by the Committee. Any request received by a member or third party will be considered in good faith by the Committee.

8. RULES FOR COMPETITION

The Centres Rules of Competition shall be in line with the State Body Rule of Competition. The Centre shall publish these Rules on the Centre’s website.

9. MEMBERSHIP ADMISSION

- a) Eligibility for Kingsway LAC membership is subject to our receipt of;
 - a written application form;
 - payment of membership fee (payable at the time of application); and
 - proof of qualifications (ie proof age documents, valid working with children card etc)



- b) The Kingsway LAC Committee must consider applications for membership made under sub-rule 4a and accept or reject that application.
- c) The Kingsway Committee shall make such enquiries as are necessary to satisfy itself whether in its opinion the applicant is;
 - of good character and repute; and
 - the person's status or conduct has not been detrimental to the Objects, interests or standing of the Centre, including (without limitation) if the person has brought the Centre, their Club or the Sport of Athletics into disrepute.
- d) If the Committee considers that an applicant should be accepted to membership of the Centre, the Committee must communicate in writing a copy of the Centre Rules as confirmation of membership.
- e) If the Committee considers that an applicant should be rejected, the Committee must communicate the decision in writing within seven days of the decision being made.
- f) Any applicant whose membership request is rejected may, upon payment of such fee as may be determined by the Committee, submit a written request that the Committee reconsider their application. This request must be received by the Committee within seven days of membership rejection notification.
- g) Upon a written request to reconsider a rejected membership application, the Committee must consider the appeal at the next Committee meeting held. The applicant is to be advised in writing of the Committee decision. Such decision will be final and no further applications for membership will be considered from the applicant for a period of two years from the date of the Committee's rejection of the application.

10. POLICIES

Kingsway LAC policies are closely aligned to the Constitution and State Body policies to ensure the best possible development for all athletes, members and Affiliated Clubs.

Kingsway LAC policies formalise and document the Centres Rules and procedures and shall be published on the Centre's website.

Kingsway LAC have a large number of policies in place, including;

- a) Kingsway LAC Financial Policy.
- b) Kingsway LAC Centre Championships Policy.
- c) Kingsway LAC Chaperone Policy.
- d) Kingsway LAC Trophy and Awards Policy.



- e) Kingsway LAC Track and Field Relay Policy.
- f) Kingsway LAC Affiliated Club Policy.
- g) Kingsway LAC Pentathlon points Policy.
- h) Kingsway LAC Smoking and Vaping Policy.
- i) Kingsway LAC Sun Protection Policy.