



CONSTITUTION - SKIPPING AUSTRALIA INC

REVISED AND ADOPTED: 04 DECEMBER 2021

1. **NAME**

The name of the Association shall be "Skipping Australia" (referred to in these rules as "the Association").

2. **OBJECTIVES**

The objectives of the Association are:

- a) To grow the sport of rope skipping across all geographical areas of Australia.
- b) To promote the sport of rope skipping as a fun, aerobic fitness activity encouraging a healthy lifestyle.
- c) To conduct coaching camps, coaching clinics and workshops throughout Australia to improve coaching techniques and skill levels of team coaches and members.
- d) To provide organisation and administration for affiliated members in Australia.
- e) To coordinate demonstrations, seminars, community activities, gala days and other special events.
- f) To share and teach different styles of rope skipping.
- g) To provide an atmosphere which promotes self discipline and responsibility.

3. **MEMBERSHIP**

- a) Subject to these rules the members of the Association shall be comprised of the members of the Association immediately prior to incorporation together with such other people and organisations as the committee admits to membership.
- b) Membership is open to all persons interested in participating in or promoting the sport of rope skipping who accept the objectives and rules of the Association.
- c) Persons wishing to join the Association shall apply to the committee for membership. The committee shall determine whether or not to accept an application for membership.
- d) Members shall pay such fees as are determined by the Association at a general meeting.
- e) A register of members shall be kept by the Association showing the name, address and date of cover of membership and status for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- f) Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within three months of the due date.
- g) Membership fees shall fall due on the 31st March of each year.
- h) The financial year of the Association shall run from January 1st to December 31st or such other period as determined by the Association at the Annual General Meeting.

4. MEMBERSHIP CATEGORIES

Notwithstanding the above, the membership of the Association shall consist of the membership categories outlined in Skipping Australia's *Membership Structure and Fees* document published on our website. Voting rights associated with each membership category are outlined in this document.

5. MEMBERS LIABILITY

The members of the Association shall have no liability to contribute towards the payments of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

6. DISCIPLINING OF MEMBERS

The procedure for disciplining members shall be determined by the Committee. Anyone who wishes to appeal against a decision refusing membership, expelling them from membership or otherwise disciplining them, may do so at the next general meeting of the Association.

7. MANAGEMENT - BY COMMITTEE

- a) The Association shall have its affairs controlled and managed by the office bearers and other members known as the Committee.
- b) The Committee shall consist of up to thirteen positions, including:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Rules and Judging Director
 - Competitions Director
 - Coaching Director
 - Membership Officer
 - Communications Officer
 - Partnerships Coordinator
 - Head Coach - Team Australia
- c) There can be up to two other members of the Committee.
- d) The Executive of the Committee shall consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Rules and Judging Director
 - Any other position/s nominated by the President

- e) The Executive Committee may establish sub-committees and nominate individuals to represent Skipping Australia in IJRU forums.
- f) The office bearers and other members of the Committee shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- g) Each member of the Committee shall hold office from the date of their election or appointment until the time at which positions are declared vacant at the next Annual General Meeting.
- h) Retiring Committee members are eligible for re-election.
- i) Nominations may be received from two parties proposing to share the responsibilities of a Committee position.
- j) The Committee shall meet as often as necessary to conduct the business of the Association.
- k) The quorum for meetings of the Committee shall be at least one half the number of Committee members elected at the last Annual General Meeting.
- l) Notice of Committee meetings shall be given at the previous Committee meeting or by such means as the Committee may decide upon.
- m) A member of the Committee shall cease to hold office upon resignation in writing; removal as a member of the Association or absence from three successive Committee meetings without approval of the Committee.
- n) The Committee shall function validly, provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum, the remaining Committee members may act only to appoint new Committee members.
- o) Questions arising at any meeting of the Committee shall be decided by majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.

8. GENERAL MEETINGS

- a) An Annual General Meeting of the Association shall be held each year within 9 months of the end of the financial year of the Association.
- b) The Committee may, whenever it thinks fit, convene a special general meeting of the Association. A special general meeting must be convened by the Committee within three months of receiving a written request to do so from at least one third of the membership of the Association.
- c) At least 14 days notice of all general meetings shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the meeting shall be given to members at least 21 days before the meeting.
- d) In the case of the Annual General Meeting the following business shall be transacted:
 - i. confirmation of the minutes of the last Annual General meeting and any special general meeting immediately preceding the Annual General Meeting.

- ii. receipt of the Committee's report upon the activities of the Association in the last financial year.
- iii. Receipt and consideration of an audited statement from the Committee which in the opinion of the Auditor gives a true and fair view for the last financial year of the Association's:
 - Income and expenditure
 - Assets and liabilities
 - Mortgages, charges and other securities
 - Trust properties
- iv. election of office bearers and other members of the Committee.
- e) The quorum for a general meeting shall not be less than thirty members of the Association, with at least 50% of affiliated Clubs represented.
- f) Voting at a general meeting shall be by a show of hands unless a secret ballot is requested. The method of such ballot shall be determined by resolution of the meeting and be in the form of Ordinary Ballot, Preferential Voting or Proportional Representation.
- g) Decisions shall be made by a simple majority vote and consistent with the process outlined at Para 8e for General Meetings (not be less than twenty members of the Association, with at least 50% of affiliated Clubs represented).
- h) All votes shall be given personally if in attendance, or with proxy voting permitted if not in attendance.
- i) In the case of an equality of votes, the person appointed to chair the general meeting shall have a second or casting vote.
- j) Nominations of candidates for election as office bearers of the Association or as ordinary members of the Committee -
 - i. shall be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form on nomination); an
 - ii. shall be delivered to the Secretary of the Association not less than 7 days before the fixed date for the holding of the Annual General Meeting at which the election is to take place.
 - iii. if insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
 - iv. if insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be casual vacancies.
 - v. if the number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be deemed to be elected.
 - vi. if the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

- vii. the ballot for the election of office bearers and ordinary members of the committee shall be conducted at the Annual General Meeting in such usual and proper manner and method as in Clause 7(f) above.

9. RESPONSIBILITIES OF OFFICE BEARERS

- a) The President or in the President's absence, the Vice-President shall act as chairperson at each General meeting and/or Committee meeting of the Association.
- b) If the President and Vice-President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c) The Secretary shall keep records of the business of the Association including the rules, register of members, minutes of all General and Committee meetings and a file for correspondence.
- d) The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. A receipt shall be issued for all monies received by the Association.
- e) Payments made on behalf of the Association shall be by cheque signed by two signatories authorised by the Committee or through an impressed petty cash system for amounts less than \$50.00. Major or unusual expenditures shall be authorised in advance by the Committee or a General meeting. Documentary evidence must be kept to support all payments.
- f) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. The records shall be available by arrangement for inspection by any member and shall be held in the custody of the Treasurer.

10. SPECIAL RESOLUTIONS

- a) A special resolution must be passed by a general meeting of the Association to effect any of the following changes:
 - i. a change of the Association's name,
 - ii. a change of the Association's rules,
 - iii. a change of the Associations objectives,
 - iv. to voluntarily wind up the Association and distribute its property, or
 - v. to apply for registration as a company or a Co-Operative.
- b) A special resolution shall be passed in the following manner
 - i. a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution.
 - ii. the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
 - iii. A quorum must be present at the meeting.
 - iv. At least three quarters of those present must vote in favour of the resolution.

- v. In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the committee for permission to pass the resolution in some other way.

11. PUBLIC OFFICER

- a) The Committee shall ensure that a person is appointed as the Public Officer.
- b) The first Public Officer shall be the person who completed the application for incorporation of the Association.
- c) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of Queensland.
- d) The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - i. Death
 - ii. Resignation
 - iii. Removal by the Committee or at a General Meeting
 - iv. Bankruptcy or financial insolvency
 - v. Mental illness
 - vi. Residency outside Queensland
- e) When a vacancy occurs in the position of Public Officer the Committee shall, within 14 days, notify the appropriate government department by the prescribed form and appoint a new Public Officer.
- f) The Public Officer is required to notify the appropriate government department by the prescribed form in the following circumstances:
 - i. appointment (within 14 days)
 - ii. a change of residential address (within 14 days)
 - iii. a change in the Association's objects or rules (within one month)
 - iv. a change in the membership of the Committee (within 14 days)
 - v. of the Association's financial affairs (within one month after the annual audit of financial affairs)
 - vi. a change in the Association's name (within one month)
- g) The Public Officer may be an office bearer, Committee member, or any other person regarded as suitable for the position by the Committee.

12. MISCELLANEOUS

- a) The Association shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Association.

- b) The funds of the Association shall be derived from the fees of members, donations, grants and such other sources approved by the Association.
- c) The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the association or to any member of the Association in return for any services actually rendered to the Association or reasonable and proper rent for premises let by any member to the Association.
- d) The Common Seal of Association shall be kept in the custody of the Secretary and shall only be affixed to a document by resolution of the Committee. The stamping of the common Seal shall be witnessed by the signatures of office bearers of the Association.
- e) The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act, 1984.
- f) Service of documents of the Association is effected by serving them on the Public Officer or by serving them personally on two members of the Committee.