

# **Associate Members and Honorary Members**

**Of**

## **Little Athletics Association of Victoria Inc Regulation 11**

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## SECTION 1 – ASSOCIATE MEMBERS

### 1.1 Context

- (a) An Associate Member is defined in rule 4.1 of the Constitution of the Association, as a natural person, not being a Competitive Member, who meets the criteria for membership set out in the Regulations. In essence, an Associate Member is a person, such as a parent (or registered relative/friend authorised to act in the role of parent/guardian) of a Competitive Member, and/or a volunteer such as an official, a coach, or an individual who undertakes activities in aiding Regions and/or the Association to carry out its functions, duties and powers under the Constitution and the Associations Incorporation Reform Act 2012 (Vic) (the Act).
- (b) Under both section 46 of the Act and rule 6.9 of the Constitution, Members accept that the Constitution constitutes a contract between them and the Association, entitling the Members to the benefits, rights and privileges set out in the Act and Constitution, and requiring them to undertake the obligations also set out.
- (c) Associate Members have the right under rule 6.1(d) to be present at General Meetings (GMs) of the Association, but not to debate or vote at a GM. Subject to rule 6.1(d) and the Constitution generally, Associate Members are also entitled under rule 6.9(b) to express their views in meetings, to make proposals and submissions to the Board of the Association, and to engage and participate in activities of the Association. While involved in activities sanctioned by Little Athletics Australia Ltd (LAA), Associate Members are covered by the national insurance program (public liability, professional indemnity, and personal accident cover) entered into by LAA.
- (d) Associate Members are required under rule 6.9(a) to comply with the Constitution, and the Regulations made under the Constitution, when undertaking activities on behalf of the Association. A Member who fails to comply with the Constitution or the Regulations may be subject to disciplinary action by the Association under rule 10. In addition, if a Member has a grievance with another Member, or with the Association, there are grievance procedures set out in rule 21.
- (e) A person who is covered by the terms of paragraph 1.3 of this Regulation must apply in writing to the Chief Executive Officer (CEO) of the Association under rule 6.6(b) for annual membership as an Associate Member each Affiliation Year. The CEO may refer any such application for membership to the Board for review. Under rule 6.6(e), the Board may determine whether to approve or decline the referred application.
- (f) Persons who are Associate Members under this Regulation may also be Members of one or more Clubs and/or Affiliated Centres for the purposes of conducting the affairs of those Clubs and/or Centres.
- (g) Volunteers at Club and/or Centre level are bound by the Membership requirements, rights, and responsibilities, as determined by their Club and/or Centre.

### 1.2 Purpose

- (a) The purpose of this Section is to outline the eligibility, registration and ongoing requirements that apply to Associate Members.

### 1.3 Eligibility as an Associate Member

- (a) An Associate Member of the Association is:

- (i). A parent/guardian (or relative/friend authorised to act in the role of parent/guardian) of a Competitive Member;
- (ii). A person, other than a person covered by subparagraph 1.3(a)(i), who officiates at sanctioned activities conducted by the Association;
- (iii). A coach (officially accredited or not) who provides coaching, training, or education services to Regions and/or the Association (such as Presenter, Facilitator, Trainer, Demonstrator, etc); or
- (iv). A person, other than those covered by subparagraphs 1.3(a)(i), (ii) and (iii), who volunteers and undertakes activities in aiding Regions and the Association carry out their functions, duties, and powers, including those who are Members of Region Committees of the Association or of other Committees established under rule 20.

#### **1.4 Registration of Associate Members**

- (a) A person registers as an Associate Member each Affiliation Year. The Affiliation Year, as determined by the Board in paragraph 1.3(a) of Regulation 6, starts on 1 September each year and concludes on 31 August of the following year.
- (b) Subject to any possible review by the Board, a person who is a parent/guardian (or registered relative/friend authorised to act in the role of parent/guardian) of a Competitive Member is required to make an online application to be an Associate Member when he or she annually registers a child as a Competitive Member.
- (c) When a person covered by subparagraphs 1.3(a)(ii), (iii) and (iv) of this Regulation has agreed to undertake the activities referred to in those provisions, that person will be required to make an online application to be an Associate Member.
- (d) At the commencement of each Affiliation Year, the CEO will request Associate Members renew their Membership via the online renewal form.
- (e) Further, the CEO will ensure that the organisers of each Association activity remind relevant persons of the requirement to apply to be an Associate Member.
- (f) The online application form will require a person to provide the following details:
  - (i). The name, address, email, and phone number of each Member;
  - (ii). The category(s) of each Member (based on the categories in paragraph 1.3);
  - (iii). The title(s) of the role(s) undertaken;
  - (iv). The level and location at which the role is undertaken, (i.e.. name of Region, State);
  - (v). The Working With Children Check number; and
  - (vi). Any other information required by the Board.
- (g) Under rule 8.1, the CEO will keep and maintain a Register of the details referred to in paragraph 1.4(d). The Privacy Policy of the Association will apply to how the Association deals with the keeping of those details. Subject to the operation of that Policy, Members can make a request to inspect the Register under rule 30(d).
- (h) To ensure that the Association can maintain contact with Members, including informing them of any relevant matters, an Associate Member will advise the CEO online of any changes to their details kept on the Register.

## 1.5 Ongoing requirements that apply to Associate Members

- (a) There are no subscriptions or fees payable by a person to the Association to become an Associate Member.
- (b) The activities of the Association require the dedicated efforts of many volunteers for its successful functioning. A person may register as an Associate Member under one or multiple categories referred to in paragraph 1.3 above.
- (c) The Association is committed to the safety and wellbeing of all children involved in its activities. The rights of children are fundamental to the success of the Association. Little Athletics Australia's National Child Protection Policy aids in providing for a safe and inclusive environment for all children in Little Athletics and assists with meeting its obligations under Victorian child protection laws. Associate Members are required to comply with the child safety provisions set out in the National Child Protection Policy and Working with Children Check Policy.
- (d) Members are also required to comply with the behavioural standards set out in the Association's Code of Conduct (click [HERE](#)) when engaged in Association activities.

## 1.6 Discipline and grievance procedures

- (a) The disciplinary procedures in rule 10, and the grievance procedures in rule 21 of the Constitution, apply to Associate Members when engaged in carrying out activities of the Association. Associate Members are required to comply with the procedures set out in the LAVic Complaints Handling and Dispute Resolution Policy.
- (b) The separate disciplinary and grievance procedures set out in the Constitutions of each Affiliated Centre apply to persons who are engaged in carrying out activities of each Centre.

## SECTION 2 – HONORARY MEMBERS

### 2.1 Context

- (a) A person may be appointed as an Honorary Member of the Association under rule 6.7 of the Constitution in recognition of services to the Association. Nominations for Honorary Membership are lodged with the CEO and will be determined by the procedure set out in Regulation 14.
- (b) Under rule 6.1(e), an Honorary Member has the right to be present at, and to debate at, GMs, but not to vote.

### 2.2 Purpose

- (a) Once appointed as an Honorary Member, a person is appointed for life, and does not need to reapply for annual Membership of the Association. The registration details that are covered by paragraph 1.4(d) will also be kept by the Association for each Honorary Member, and the Privacy Policy of the Association will apply to how the Association deals with the keeping of those details.
- (b) As with Associate Members, no subscriptions or fees are payable to the Association by Honorary Members.
- (c) Honorary Members may need to update their membership details from time to time as changes occur. They may do so via the online portal provided or by notifying the office via email at [office@lavic.com.au](mailto:office@lavic.com.au).
- (d) Honorary Members are bound by conditions set out in the LAVic Working With Children Check Policy when actively undertaking volunteering activities at Region and/or State levels, also Volunteer Policy, Code of Conduct policy etc.

## SECTION 3 - DOCUMENT HISTORY

### 5.1 VERSION CONTROL

<b>Date</b>	<b>Version #</b>	<b>Action Taken / Updates</b>
27 June 2016	1.0	Accepted changes when document modified in August 2013. Instituted Version Control with 25 June 2016 document becoming V1.0 Minor formatting changes.
11 May 2020	2.0	Comprehensive revision: replacement of Ordinary Member definition with Associate Member, to align with Constitution.
3 August 2020	2.1	Minor editing to align to updated Reg 6 – Affiliation, update clause 1.4 (a)
8 August 2022	2.2	Revised sections: 1.1, 1.3, 1.4, 1.5, 2.2