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SKATE VICTORIA INC.

STATE BRANCH COMMITTEES

**BYLAW ADOPTED BY THE
RSV EXECUTIVE
21st OCTOBER 2003**

PREFACE

The Artistic, Speed, Roller Hockey and Inline Hockey Branches in Victoria are all subcommittees of Skate Victoria Inc.(the Association).

The purpose of this Bylaw is to provide a policy on the structure and authority of these subcommittees, as well as providing a policy for the conduct of branch meetings. The Executive Committee of the Association has the responsibility of ensuring all subcommittees of the Association act in accordance with the Rules and Regulations of the Association.

Throughout this Bylaw the following definitions shall apply:

Registered Club means an incorporated body of at least eight (8) competitive members and any number of other categories of members, united by a common interest in one or more of the disciplines that make up roller sports. A club must actively foster skating in at least one branch by preparing skaters for proficiency tests and/or competitions.

Register means the Association Database kept by the State Administrator.

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1.0 STATE BRANCH COMMITTEES

1.1 Structure of the State Branch Committees

The Victorian Branch Committees shall each consist of one (1) delegate from each registered club that actively fosters skating in that Branch, the Chairperson of the Branch, the Chairperson of the Commissioned Officials Committee and the Chairperson of the Accredited Coaches Committee.

1.2 Appointment of delegates

- (a) Each registered club that actively fosters skating in that Branch shall appoint one person (delegate) to act as its representative at the Annual General Meeting of the Branch.
- (b) Delegates so appointed must be current members of Skate Australia Inc.
- (c) A delegate shall be suspended in circumstances where his/her membership of the Association lapses or is suspended.

1.3 Annual General Meeting (AGM)

- 1.3.1 The Annual General Meeting of the Branch shall be held prior to the Annual General Meeting of the Association (refer Rule 20.1 B of the Skate Victoria Rules).
- 1.3.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the Annual General Meeting of the Branch shall be five (5).
- 1.3.3 Should any Annual General Meeting of the Branch lapse for want of a quorum, Rule 17.3 of the Skate Victoria Rules will apply.
- 1.3.4 Notice of every Annual General Meeting of the Branch shall be given to registered clubs at the address appearing in the Register kept by the Association, at least four (4) weeks prior to the meeting, and shall specify the place and day and hour of the meeting.
- 1.3.5 The agenda for the meeting stating the business to be transacted shall be given at least two (2) weeks prior to the meeting together with any notice of motion received from a registered club.
- 1.3.6 All notices of motion for inclusion on the agenda must be submitted in writing to the State Branch Chairperson not less than one (1) week prior to the Annual General Meeting of the Branch .
- 1.3.7 Business to be transacted at an Annual General Meeting of a Branch shall include the reports of the State Chairperson, Officials Chairperson and Coaches Chairperson, and such other reports as the Branch Chairperson considers appropriate; the election of the Branch Chairperson; and other matters as determined by the Branch Chairperson.

1.4 Voting Rights

- 1.4.1 Each delegate and the State Officials and Coaches Chairpersons shall be entitled to one vote only at the Annual General Meeting.
- 1.4.2 Where voting is equal on any resolution at an AGM, the State Branch Chairperson shall have a casting but not a deliberative vote.

1.5 Appointment of Proxy

- 1.5.1 A registered club shall be entitled to appoint a proxy to attend a Branch AGM at which a delegate from the club is unable to attend. Such proxy shall be in writing and shall be delivered to the State Administrator not less than 48 hours prior to the Branch AGM.
- 1.5.2 The amount of proxies anyone may hold is limited to one (1).

1.6 Voting Procedure

- 1.6.1 Voting shall be decided by a simple majority on a show of hands, except where a poll of those entitled to vote is demanded.
- 1.6.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairperson will appoint a returning officer.
- 1.6.3 For a ballot for the election of the State Branch Chairperson, the Chairperson of the AGM may not appoint any candidate for election as scrutineer or Returning Officer.

1.7 Election of State Branch Chairpersons

- 1.7.1 The State Administrator shall call for nominations for the position of State Branch Chairperson at least four (4) weeks before the Branch AGM. All registered clubs shall be notified of the call for nominations.
- 1.7.2 Nominations must be:
 - (i) in writing;
 - (ii) on the prescribed form provided for that purpose;
 - (iii) signed by a nominator and a seconder, who must be a Member; and
 - (iv) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
- 1.7.3 Nominations must be received by the State Administrator at least one (1) week prior to the Branch AGM.
- 1.7.4 If only one (1) nomination is received, then this person shall be declared elected at the AGM.
- 1.7.5 If more than one nomination is received, voting papers will be prepared containing the names of the nominees in alphabetical order.

- 1.7.6 Voting members shall number their nominees in their order of preference, with 1 indicating their highest preference, 2 indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 1.7.7 The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The nominee with the lowest combined total shall be declared to be elected to the vacant position.
- 1.7.8 Should a deadlock occur, the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Voting members shall number nominees in their order of preference, following the procedures in 1.7.6 and 1.7.7.

1.8 State Branch Chairperson

1.8.1 Qualifications

- (a) Branch Chairpersons should have a knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective branch of Roller Sports.
- (b) Each nominee must be a current member of the Association.
- (c) Nominees for Branch Chairperson must declare any position they hold in a Branch and/or member club. If the nominee is elected, they must resign from their position in the Branch and/or member club.

1.8.2 Term of Appointment

- (a) The Branch Chairperson shall be elected in accordance with the Rules and Regulations for a term of (2) years each even year.
- (b) A retiring Branch Chairperson shall be eligible for re-election.
- (c) A Branch Chairperson may resign from office, and the State Executive Committee may appoint a new Chairperson, on the recommendation of a meeting of delegates from registered clubs from that Branch held for that purpose.
- (d) Such acting chairperson shall retire at the next AGM of the Branch Committee and an election for the office of Branch Chairperson shall be held. The Branch Chairperson so elected may only complete the remainder of the two (2) year term of the previously elected Chairperson.

1.8.3 Responsibility

- (a) The State Branch Chairperson has overall responsibility for the administration of the Branch, subject to the Rules of the Association.
- (b) The Branch Chairperson may call meetings of the Branch Committee to attend to the business of the Branch between Branch AGMs.

2. STATE BRANCH COMMITTEE MEETINGS

2.1 Branch Committee Members

2.1.1 At Branch Committee meetings other than the AGM, the Branch Committee shall consist of the State Branch Chairperson, delegates from registered clubs, the Chairperson of the Commissioned Officials Committee, the Chairperson of the Accredited Coaches Committee and such other positions as the Branch may determine from time to time.

2.2 Branch Committee Meetings

2.2.1 Branch Committee Meetings shall be held at least four (4) times each year.

2.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for a Branch Committee Meeting shall be five (5).

2.2.3 A Notice of Meeting and Agenda, stating the business to be transacted, shall be sent to the registered clubs at least one (1) week prior to the meeting, and shall specify the place and day and hour of the meeting.

2.2.4 Business to be transacted at Branch Committee Meetings includes the Chairperson's report, and other matters as determined by the Branch Chairperson.

2.3 Voting Rights

2.3.1 Each member of the Branch Committee except the Chairperson shall be a voting member at Branch Committee Meetings. The Chairperson shall have a casting but not a deliberative vote.

2.3.2 Each member shall be entitled to one vote only.

2.4 Proxy Votes

2.4.1 No proxy votes are allowed. Votes must be cast by members attending the meeting.

2.5 Voting Procedure

2.5.1 Voting shall be decided by a simple majority on show of hands, except where a poll is demanded.

2.5.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairperson will appoint a non-voting member to act as scrutineer.

2.6 Responsibilities of the Branch Committee

2.6.1 The responsibilities of the State Branch Committees are as set out in their respective Branch Regulations, By-Laws and policies, subject to the terms of the Skate Australia and Skate Victoria constitutions.

3. STATE COMMISSIONED OFFICIALS COMMITTEES (COC)

3.1 Composition of the State Commissioned Officials Committees

The State Commissioned Officials Committees shall consist of all commissioned officials (judges, referees, calculators and scorers) and the Chairpersons of the State Commissioned Officials Committees.

3.2 Annual General Meeting (AGM)

3.2.1 The Annual General Meeting of the State Branch COC shall be held prior to the Annual General Meeting of the Branch.

3.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the Annual General Meeting of the COC shall be three (3).

3.2.3 Should any Annual General Meeting of the COC lapse for want of a quorum, Rule 17.3 of the Skate Victoria Rules will apply.

3.2.4 Notice of every COC AGM shall be given to all commissioned officials of the respective branch at the address appearing in the Register kept by the Association, at least four (4) weeks prior to the meeting, and shall specify the place and day and hour of the meeting.

3.2.5 The agenda for the meeting stating the business to be transacted shall be given at least two (2) weeks prior to the meeting together with any notice of motion received from a commissioned official.

3.2.6 All notices of motion for inclusion on the agenda must be submitted in writing to the State COC Chairperson not less than one (1) week prior to the AGM.

3.2.7 Business to be transacted at an AGM shall include the reports of the State COC Chairperson, State Panel Chairperson, and such other reports as the State COC Chairperson considers appropriate, the election of the State COC Chairperson, and other matters as determined by the State Chairperson.

3.3 Voting Rights

3.3.1 The Chairperson, State Panel Chairperson and commissioned officials of the respective branch shall be entitled to one vote at the annual meeting, provided their membership in Skate Australia is current.

3.3.2 The Chairperson shall have a casting but not a deliberative vote.

3.4 Proxies

3.4.1 Proxies are not permitted at any annual meeting of the commissioned officials committee.

3.5 Voting Procedure

3.5.1 Voting shall be decided by a simple majority on a show of hands, except where a poll of those entitled to vote is demanded.

- 3.5.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairperson will appoint a returning officer.
- 3.5.3 For a ballot for the election of the State COC Chairperson, the Chairperson of the AGM may not appoint any candidate for election as scrutineer or Returning Officer.

3.6 Election of Commissioned Officials Committee Chairperson

- 3.6.1 The State Administrator shall call for nominations at least four (4) weeks before the COC AGM. All State commissioned officials shall be notified of the call for nominations.
- 3.6.2 Nominations must be:
 - (i) in writing;
 - (ii) on the prescribed form provided for that purpose;
 - (iii) signed by a nominator and a seconder, who must be a Member; and
 - (iv) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
- 3.6.3 Nominations must be received by the State Administrator at least one (1) week prior to the COC AGM.
- 3.6.4 If only one (1) nomination is received, then this person shall be declared elected at the AGM.
- 3.6.5 If more than one nomination is received, voting papers will be prepared containing the names of the nominees in alphabetical order.
- 3.6.6 Voting members shall number their nominees in their order of preference, with 1 indicating their highest preference, 2 indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.6.7 The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The nominee with the lowest combined total shall be declared to be elected to the vacant position.
- 3.6.8 Should a deadlock occur, the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Voting members shall number nominees in their order of preference, following the procedures in 3.3.6 and 3.3.7.

3.7 Commissioned Officials Chairperson

3.7.1 Qualifications

- (a) Chairpersons should have knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective commissioned officials committee of Roller Sports.
- (b) Each nominee must be a current member of the Association.

- (c) Nominees for chairperson positions must declare any position they hold in a Branch and/or member club. If the nominee is elected they must resign from their position in the Branch and/or member club.

3.7.2 Term of Appointment

- (a) The Chairperson shall be elected in accordance with the rules for a term of (2) years each odd year.
- (b) A retiring Chairperson shall be eligible for re-election.
- (c) A Chairperson may resign from office, and the State Executive Committee may appoint a new Chairperson, on the recommendation of a meeting of commissioned officials from that Branch held for that purpose.
- (d) Such acting Chairperson shall retire at the next AGM of the COC and an election for the office of Chairperson shall be held. The Chairperson so elected may only complete the remainder of the two (2) year term of the previously elected Chairperson.

3.7.3 Responsibility of the Chairperson

- (a) The Chairperson shall be a voting member of the respective Australian Commissioned Officials Committee and State Branch Committee.
- (b) The Chairperson is the principal leader and has overall responsibility for administration of the Commissioned Officials Committee, subject to the Rules of the Association.

3.7.4 Responsibility of the Commissioned Officials Committees

- (a) Each Commissioned Officials Committee is responsible for setting the rules for officiating within its own discipline.
- (b) The Commissioned Officials Committee shall be responsible through their Chairperson to the Australian COC Committee.
- (c) Each committee shall set up examination procedures, in accordance with the National Officiating Program, and examine applicants for commissions and set updating points for using and maintaining those commissions.
- (d) The committee shall set examination panels in each discipline.
- (e) The committee shall liaise with State panels to act as educational groups to train applicants for commissions and to maintain a high level of competence.
- (f) The committee shall agree on a code of appropriate behaviour for officials.
- (g) The committee shall recommend the commissioned officials requirements and schedules for the Victorian Championships.
- (h) The chairman shall recommend the commissioned officials for the relevant events of the Australian championships.

4. STATE ACCREDITED COACHES COMMITTEES (ACC)

4.1 Composition of the State Accredited Coaches Committees

The State Accredited Coaches Committees shall consist of all accredited coaches of the respective branches and the Chairpersons of the State Accredited Coaches Committees.

4.2 Annual General Meeting (AGM)

4.2.1 The Annual General Meeting of the State Branch ACC shall be held prior to the Annual General Meeting of the Branch.

4.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the Annual General Meeting of the ACC shall be three (3).

4.2.3 Should any Annual General Meeting of the COC lapse for want of a quorum, Rule 17.3 of the Skate Victoria Rules will apply.

4.2.4 Notice of every ACC AGM shall be given to all accredited coaches of the respective branch at the address appearing in the Register kept by the Association, at least four (4) weeks prior to the meeting, and shall specify the place and day and hour of the meeting.

4.2.5 The agenda for the meeting stating the business to be transacted shall be given at least two (2) weeks prior to the meeting together with any notice of motion received from an accredited coach.

4.2.6 All notices of motion for inclusion on the agenda must be submitted in writing to the State ACC Chairperson not less than one (1) week prior to the AGM.

4.2.7 Business to be transacted at an AGM shall include the reports of the State ACC Chairperson and such other matters as are determined by the State Chairperson.

4.3 Voting Rights

4.3.1 The Chairperson and accredited coaches of the respective branch shall be entitled to one vote at the annual meeting, provided their membership in Skate Australia is current.

4.3.2 The Chairperson shall have a casting but not a deliberative vote.

4.4 Proxies

4.4.1 Proxies are not permitted at any annual meeting of the accredited coaches committee.

4.5 Voting Procedure

4.5.1 Voting shall be decided by a simple majority on a show of hands, except where a poll of those entitled to vote is demanded.

- 4.5.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairperson will appoint a returning officer.
- 4.5.3 For a ballot for the election of the State ACC Chairperson, the Chairperson of the AGM may not appoint any candidate for election as scrutineer or Returning Officer.

4.6 Election of Accredited Coaches Committee Chairperson

- 4.6.1 The State Administrator shall call for nominations at least four (4) weeks before the ACC AGM. All State accredited coaches shall be notified of the call for nominations.
- 4.6.2 Nominations must be:
 - (i) in writing;
 - (ii) on the prescribed form provided for that purpose;
 - (iii) signed by a nominator and a seconder, who must be a member; and
 - (iv) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
- 4.6.3 Nominations must be received by the State Administrator at least one (1) week prior to the ACC AGM.
- 4.6.4 If only one (1) nomination is received, then this person shall be declared elected at the AGM.
- 4.6.5 If more than one nomination is received, voting papers will be prepared containing the names of the nominees in alphabetical order.
- 4.6.6 Voting members shall number their nominees in their order of preference, with 1 indicating their highest preference, 2 indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 4.6.7 The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The nominee with the lowest combined total shall be declared to be elected to the vacant position.
- 4.6.8 Should a deadlock occur, the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Voting members shall number nominees in their order of preference, following the procedures in 4.6.6 and 4.6.7.

4.7 Accredited Coaches Chairperson

4.7.1 Qualifications

- (a) Chairpersons should have knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective accredited coaches committee of Roller Sports.
- (b) Each nominee must be a current member of the Association.

- (c) Nominees for chairperson positions must declare any position they hold in a Branch and/or member club. If the nominee is elected they must resign from their position in the Branch and/or member club.

4.7.2 Term of Appointment

- (a) The Chairperson shall be elected in accordance with the rules for a term of (2) years each odd year.
- (b) A retiring Chairperson shall be eligible for re-election.
- (c) A Chairperson may resign from office, and the State Executive Committee may appoint a new Chairperson, on the recommendation of a meeting of accredited coaches from that Branch held for that purpose.
- (d) Such acting Chairperson shall retire at the next AGM of the ACC and an election for the office of Chairperson shall be held. The Chairperson so elected may only complete the remainder of the two (2) year term of the previously elected Chairperson.

4.7.3 Responsibility of the Chairperson

- (a) The Chairperson shall be a voting member of the respective Australian Accredited Coaches Committee and State Branch Committee.
- (b) The Chairperson is the principal leader and has overall responsibility for administration of the Accredited Coaches Committee, subject to the Rules of the Association.

4.7.4 Responsibility of the Accredited Coaches Committees

- (a) The Accredited Coaches Committees shall be responsible through their Chairperson to the Australian ACC Committees.
- (b) Each Committee shall set up examination procedures, in accordance with the National Coach Accreditation Scheme, and examine applicants for accreditation.
- (c) The Committees shall recommend course presenters and examiners for each branch.
- (d) The Committees shall agree on a code of appropriate behaviour for coaches.

