

10th February 2014

Constitution

Western Australian Professional Skaters' Association Incorporated.

Under the Association's Incorporation Act 1984

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Part 1 – Preliminary

1 Definitions

Commissioner means the Commissioner of the Office of Fair Trading.

The Act means the Association’s Incorporation Act 1984.

The Regulation means the Association’s Incorporation Regulation 1999.

Committee means the group of members voted as office bearers to manage the affairs of the Association.

General Meetings means either the Annual General Meeting or a Special General Meeting.

- **Annual General Meeting** - Convened to conduct regular annual business, such as presenting the annual statement of accounts and electing Committee members.
- **Special General Meeting** – Convened to deal with any other matters that may arise. Any General Meeting of the Association that is not an AGM is a Special General Meeting.

A Resolution means a decision of a meeting. An ordinary Resolution requires a simple majority of those voting in order to be passed.

A Special Resolution means a decision of a meeting that requires a three-quarters majority of those voting to be passed. The act specifies certain notice requirements that must be satisfied in order to pass a Special Resolution. The act specifies certain decisions that should be made by way of Special Resolution.

2 Name

- 2.1 The name of the Association is the “Western Australian Professional Skaters’ Association Incorporated” hereinafter called the “Association”.

3 Objects

The objects of the Association are:

- (a) to draw and bind together in a responsible organization all figure skating coaches who meet the qualifications set forth for the general advancement of their profession;
- (b) to promote and maintain harmonious understanding and good working relations with the rink managements, figure skating clubs, Ice Skating Australia and its State Member Association's, the International Skating Union and such recognised national or international skating organizations as may from time to time exist;
- (c) to promote and maintain a high standard of ethical and professional conduct and skill among its members;
- (d) to promote and safeguard the general welfare and economic security of its members;
- (e) to provide members with educational opportunities that will enable their advancement within the sport;
- (f) to advance and protect the general interests and accomplishments of the pupils instructed by the members of this Association and to encourage and advance figure skating in all its branches, and,
- (g) to do all such things as are conducive or incidental to the attainment of the above objects or any of them.

Part 2 – Membership

4 Membership Qualifications

- 4.1 Membership shall be open to all persons residing in the State of Western Australia or residing in a State or Territory where no coaching organisation exists who subscribe to the objects of the Association and who come within the classes of members as hereinafter defined:

- (a) Members shall be coaches over the age of 18 years who are currently actively engaged in the teaching of figure skating or have been actively engaged in the teaching of figure skating during the previous 2 years in Australia or Overseas.
- (b) Junior Members shall be coaches over the age of 14 with a Level 0 accreditation who are currently actively engaged in the teaching of figure skating or have been actively engaged in the teaching of figure skating during the previous 2 years in Australia or Overseas.
- (c) Honorary Life Members shall be Members or former Members in recognition of special services rendered to the Association who shall be exempt from the payment of annual subscriptions. Honorary life membership shall be granted by the Committee.
- (d) Associate members shall be specialist people including but not limited to visiting coaches, choreographers, ballet teachers, ballroom teachers or off ice trainers. Acceptance of membership is at the total discretion of the Committee who may also impose a time limit on the membership.

4.2 Members of the Association shall be required to:

- (a) abide by the Association's Code of Ethics. See Attachment A to these rules;
- (b) abide by the Association's Member Protection Policy, which includes the Coaches Code of Behaviour. See attachment C to these rules;
- (c) abide by the Association's Child Protection Policy. See attachment D to these rules;
- (d) maintain registration of at least Level 0 accreditation with the Australian Sports Commission and keep a record of points attained in Update Activities. Points should be recorded in the form set out on the WAPSA website or in the APSA Log book. See the APSA website for details about update points.
- (e) abide by the laws of the State Government in relation to 'Working with Children' Checks.

5 Application for Membership

- 5.1 Application for membership of the Association:
- (a) must be made in writing using the application form set out on the WAPSA website, and,
 - (b) must be lodged with the secretary of the Association.
- 5.2 As soon as practicable after receiving an application for membership, the secretary must refer the application to the Committee. The Committee will determine whether to approve or to reject the application.
- 5.3 As soon as practicable after the Committee makes that determination, the secretary must:
- (a) notify the nominee, in writing, that the Committee approved or rejected the application (whichever is applicable), and,
 - (b) if the Committee approved the application, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as a joining fee and annual subscription.
- 5.4 The secretary must, on payment by the nominee of the amounts referred to in rule 5.3(b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

6 Resignation of Membership

- 6.1 A member may resign from the Association at any time by giving notice in writing to the Secretary of such intention to resign but shall remain liable for any moneys owed to the Association. Such notice should be given in writing in the form set out at appendix 4 to these rules.
- 6.2 A member wishing to rejoin the Association after a period of resignation, may be re-admitted to membership by Resolution of the Committee and shall be required to pay the joining fee as well as the current years annual subscription fee.
- 6.3 Any member who has not renewed their membership after a period of 2 years will be deemed to have resigned.

7 Suspension and Expulsion

The Member Protection Policy found at Attachment C outlines the procedures, outcomes and the right of appeal in relation to the Suspension and Expulsion of members.

8 Register of Members

- 8.1 The secretary shall keep a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member.
- 8.2 If a member of the Association ceases to be a member under rule 6 or 7, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- 8.3 The register of members must be kept at the principal place of administration of the Association and must be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- 8.4 A member of the Association may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the Committee, that other amount.

9 Membership Entitlements not Transferable

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

- (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

- 10.1 The joining fee and annual subscription fee shall be set by the Committee as soon as possible after the date of the Annual General Meeting.
- 10.2 Subscriptions shall be due on the date set by the Committee provided that the aforesaid date is advertised to all members.
- 10.3 Differential subscriptions may be levied at the discretion of the Committee.
- 10.4 Any qualified person applying for new membership shall be required to pay the joining fee as set by the Committee.
- 10.5 Any qualified person who has resigned from the Association may be readmitted to membership by Resolution of the Committee on payment of the joining fee plus annual subscription fee.
- 10.6 A member shall not be deemed to be unfinancial until the set subscription is three months in arrears.

11 Members Liabilities

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

12 Member Protection Policy

The Association must maintain an up to date Member Protection Policy. The Member protection policy is included as attachment C to these rules and includes, but is not limited to the following matters:

- (a) the Resolution of internal disputes;
- (b) the disciplining of members, and,
- (c) the right of appeal of a disciplined member.

The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. The Judiciary committee shall be made up of 5 members of the WAPSA Inc committee one of which must be the Child Protection Officer, MPIO,

Complaints Reconciliation Officer and / or President of WAPSA Inc. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Member Protection Policy.

13 Child Protection Policy

The Association must maintain an up to date Child Protection policy. The Child protection policy is included as attachment D to these rules and includes, but is not limited to the following matters:

- (a) the responsibility of members towards children;
- (b) the requirement of members to follow the 'Working with Children Check' procedures, and,
- (c) the Association's reporting procedures and response to Child Protection.

14 Code of Ethics

The Association must maintain a code of Ethics for its members to abide by and to encourage professionalism within the coaching of figure skating. The Code of Ethics is included as attachment A to these rules.

Part 3 – The Committee

15 Office Bearers

15.1 There shall be a Committee elected as hereinafter provided which shall be the governing body of the Association:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

- (e) Either a Complaints Reconciliation Officer / Member Protection Officer
 - (f) Child Protection Officer
 - (g) Accreditation Officer
 - (h) Insurance Officer
 - (i) Update Points Officer
 - (j) Website Officer
 - (k) Rink Representatives - One member from each ice rink in Western Australia, who are members of the Association and are engaged in the teaching of ice skating, may be elected to the Committee in addition to those elected as office bearers.
 - (l) Synchronized Skating Representative
- 15.2 The Committee will decide if the roles in sections 15 (1) (e) and (f) above are to be undertaken by one member of the Committee or by individual members of the Committee.
- 15.3 To be a Member Protection Officer, the Committee member must have completed an A.S.C approved course.

16 Nomination and Election of Office Bearers

- 16.1 Office Bearers, except for those elected in accordance with section 15(k), shall be proposed and seconded by two full members or honorary life members of the Association with the person so nominated signifying their consent. Nominations close with the Secretary seven clear days before the date and time fixed for the Annual General Meeting. Nominations should be in the form set out in Appendix 2 to these rules.
- 16.2 If the number of nominations do not exceed the number of persons to be elected then those persons so nominated shall be declared to be elected but if the nominations exceed the number then the election shall be by ballot.
- 16.3 Only members as defined in section 4(a) and honorary life members as defined in section 4 (b) shall be eligible to take part in the management of the affairs of or to hold any office in the Association, excluding sub Committees.

17 Duties of Office Bearers

17.1 The President and Vice President

The President shall preside at all meetings. In his/her absence, the Vice President shall preside. At meetings where the President and Vice President are absent the members shall elect a Chairman for that meeting from a member of the Committee.

17.2 The Secretary

The Secretary shall:

- (a) be responsible for the performance of all secretarial duties required by the Association and must, as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address;
- (b) keep records of all office bearers and members of the Committee;
- (c) keep Minutes of proceedings at all meetings of the Association;
- (d) give notice of all meetings in accordance with these rules;
- (e) conduct all general correspondence and keep copies of such correspondence;
- (f) advertise Annual General Meeting fourteen (14) days before the date of the meeting, and,
- (g) ensure that the Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

17.3 The Treasurer

The Treasurer shall:

- (a) keep proper books of accounts showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association;
- (b) receive all monies for and on behalf of the Association and immediately thereupon pay them into such bank or banks as the Committee from time to time decide, to the credit of the account or

accounts in the name of the Western Australia Professional Skaters' Association Incorporated.;

- (c) pay all accounts approved by the Committee or General Meeting;
- (d) submit a statement of the financial position of the Association at each Committee Meeting and Annual General Meeting. Prepare a Balance Sheet and Statement of all Accounts to the Secretary fourteen (14) days prior to the Annual General Meeting, and,
- (e) undertake any other financial duties deemed appropriate by the Committee.

17.4 The Complaints Reconciliation/ Member Protection Information Officer

The Complaints Reconciliation Officer shall:

- (a) be the first point of contact for any enquiries, concerns or complaints around harassment or abuse;
- (b) receive all complaints and handle them in accordance with the Member Protection Policy (at Attachment C), and,
- (c) update the Member Protection Policy as required.

17.5 The Child Protection Officer

The Child Protection Officer shall:

- (a) co-ordinate the Association's Child Protection activities and convey a clear message about the importance of Child Protection to the people involved in the Association;
- (b) co-ordinate the Association's response to Child Protection;
- (c) administer the record keeping associated with The Prohibited Employment Declarations;
- (d) ensure the "Working with Children Check" process is followed;
- (e) ensure all people involved within the Association are aware of the Child Protection Policy (at Attachment D) and relevant codes of conduct;
- (f) know the DOCS helpline number and have copies of standard reporting forms;

- (g) be aware of, or create, reporting procedures to deal with allegations of abuse, and,
- (h) ensure anyone involved within the Association has someone to go to if they have concerns or need information on Child Protection.

17.6 The Accreditation Officer

The Accreditation Officer shall:

- (a) organise accreditation courses;
- (b) ensure all new coaches have fulfilled requirements for Level 1 Accreditation and if so advise the National Body;
- (c) follow up on expired registrations;
- (d) complete renewal registrations in the system;
- (e) keep all processes up to date and working, and,
- (f) coach development.

17.7 The Insurance Officer

The Insurance officer shall effect and maintain appropriate insurance policies for the members of the Association.

17.8 The Update Points Recorder

The Update Points recorder shall:

- (a) keep true and current update point records of all of the Association's coaches, and provide these to the Australian Professional Skaters' Association Incorporated as required, i.e. at time of yearly renewals;
- (b) assist coaches in understanding why the update programme is necessary, and,
- (c) remind all coaches to send in their completed Update Points Log Sheet at regular intervals.

17.9 The Website Officer

The Website officer shall:

- (a) maintain the Association's website and or pages;

- (b) keep the website up to date with all relevant communications, constitutions, policies and other material as deemed appropriate by the Committee, and,
- (c) ensure the website is displayed in a professional manner.

18 Duration of Appointment

- 18.1 The duration of the appointment of a member of the Committee shall be whilst ever the person remains a member except that at the following Annual General Meeting all positions of Office Bearers shall be declared vacant and an election of Office Bearers shall take place.
- 18.2 Should a quorum not be attained at an Annual General Meeting the positions of Office Bearers shall not be declared vacant and the occupants of the respective positions shall with their consent continue to hold office until the next Annual General Meeting.
- 18.3 The position of any Committee member absent for three consecutive meetings without leave of absence shall automatically become vacant. Acceptance of apology shall be deemed grant of such leave.
- 18.4 Should any position on the Committee become vacant such vacancy may be filled by the Committee.

19 Committee Meetings

- 19.1 A meeting of the Committee shall be convened by the President at any time or by requisition made in writing to the Secretary by any five members of the Committee. If a meeting is not convened by the President within fourteen days after the receipt of such requisition a meeting of the Committee may be convened by the persons making the requisition.
- 19.2 All questions arising at a meeting of the Committee shall be decided by a majority vote of those present provided that in the event of an equality of votes the Chairman shall have a second or casting vote.

20 Powers of the Committee

The Committee, subject to the Act, the Regulation and these rules and to any Resolution passed by the Association in General Meeting:

- (a) shall control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by these rules to be exercised by a General Meeting of members of the Association, and,
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

21 Delegates to the Australian Professional Skaters' Association Incorporated

- 21.1 Delegates shall be appointed by the Committee as soon as possible after the date of the Annual General Meeting to represent the Association in accordance with the rules of the Australian Professional Skaters' Association Incorporated.

22 Removal of a Member from the Committee

- 22.1 The Association in General Meeting may by Resolution remove any member of the Committee from the office of the 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.
- 22.2 If a member of the Committee to whom a proposed Resolution referred to in rule 22.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the Association, the secretary or the president may send a copy of the representations to each member of the Association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the Resolution is considered.

23 Meetings and Quorum – Committee Meetings

- 23.1 The Committee must meet at least 3 times in each period of 12 months at such place and time as the Committee may determine.
- 23.2 Additional meetings of the Committee may be convened by the president or by any member of the Committee.
- 23.3 Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- 23.4 Notice of a meeting given under rule 23.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- 23.5 Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 23.6 No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to a time and place to be determined.
- 23.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 23.8 At a meeting of the Committee:
- (a) The president or, in the president's absence, the vice-president is to preside.
 - (b) If the president and the vice-president are absent or unwilling to act, one of the remaining members of the Committee may be chosen by the members present at the meeting to preside.

24 Delegation by Committee to Sub-Committee

- 24.1 The Committee may appoint such Sub-Committees as it sees fit for the purposes of pursuing any of the objects and purposes of the Association and for any other purpose as the Committee may determine from time to time.
- 24.2 The Committee shall appoint the Chairperson of any Sub-Committee.
- 24.3 Each Sub-Committee shall provide the Committee with regular interim reports and a final report upon completion of the task or disbandment of the Sub-Committee, whichever occurs first.
- 24.4 The Chairperson of the Sub-Committee is responsible for calling all meetings of the Sub-Committee.
- 24.5 Notice of each Sub-Committee meeting shall be given to each member of the Sub-Committee at a reasonable time before the meeting
- 24.6 The Committee may co-opt as members of a Sub-Committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person co-opted is not entitled to vote.

25 Voting and Decisions – Committee and Sub Committee Meetings

- 25.1 Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee are to be determined by a majority of the votes of members of the Committee or sub-Committee present at the meeting.
- 25.2 Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 25.3 Subject to rule 23.5, the Committee may act despite any vacancy on the Committee.
- 25.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub Committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.

Part 4 – General Meetings

26 Annual General Meetings – holding of

- 26.1 With the exception of the first Annual General Meeting of the Association, the Association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Association, convene an Annual General Meeting of its members.
- 26.2 The Association must hold its first Annual General Meeting:
- (a) within the period of 18 months after its incorporation under the Act, and,
 - (b) within the period of 6 months after the expiration of the first financial year of the Association.
- 26.3 Rules 26.1 and 26.2 have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

27 Annual General Meetings – calling of and business at

- 27.1 The Annual General Meeting of the Association is, subject to the Act and to rule 26, to be held on such date and at such place and time as the Committee thinks fit.
- 27.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
- (a) attendance;
 - (b) confirmation of minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
 - (c) presentation of the annual report and balance sheet of the last preceding financial year;
 - (d) election of Office Bearers;
 - (e) remits and notices of motion;

- (f) amendments to the constitution, and,
- (g) general business of the Association, and any general discussion which may be brought forward.

28 General Meeting

- 28.1 A General Meeting of the Association may be called at any time by the Committee.
- 28.2 If a General Meeting is not convened by the Committee within 14 days after requisition in writing for that purpose has been sent to the Secretary by any 12 members of the Association, a General Meeting may be convened by the person making such requisition.

29 Special General Meetings

- 29.1 The Committee, may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 29.2 The Committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a Special General Meeting of the Association.
- 29.3 A requisition of members for a Special General Meeting:
 - (a) must state the purpose or purposes of the meeting;
 - (b) must be signed by the members making the requisition;
 - (c) must be lodged with the secretary, and,
 - (d) may consist of several documents in a similar form each signed by one or more of the members making the requisition.
- 29.4 If the 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.
- 29.5 A Special General Meeting convened by a member or members as referred to in rule 29.4 must be convened as nearly as is practicable in the same manner

as General Meetings are convened by the Committee and any member who consequently incurs expenses is entitled to reasonable reimbursement by the Association for any expense so incurred to be approved by the Committee.

30 Notice of Meetings

- 30.1 Notice of Meetings of the Association shall be deemed sufficient in the case of any or all of the following:
- (a) notice of the meeting specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting is posted on the notice boards of all ice rinks in which members of this Association are engaged in teaching;
 - (b) notification is given in writing (by post or electronic means) 14 days prior to the date set for such meeting, and,
 - (c) notification of the meeting is displayed on the Association's website 14 days prior to the date set for such meeting.
- 30.2 If the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, 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 for business, the intention to propose the Resolution as a Special Resolution.

31 Voting

- 31.1 Associate Members will have no right to vote or to hold office but may voice opinions and enter into discussions at any Annual or General Meeting of the Association.
- 31.2 Members who have paid their subscriptions for the current year and do not fall into the category as explained in rule 31.1 and Honorary Life members are entitled to vote at any Annual General or General Meeting.
- 31.3 The Chairman of the meeting shall have deliberative as well as a casting vote in the event of an equality of voting.
- 31.4 Voting may be done via Proxy, postal or electronic means (i.e. email). In the case of a Proxy, the Secretary must be advised no later than 3 days prior to the

meeting. In the case of a postal or electronic vote, the vote must be received by the secretary no later than 3 days prior to the meeting.

- 31.5 The notice appointing the proxy is to be in the form set out in Appendix 1 to these rules.

32 Quorums

- 32.1 The following shall be the quorums at the respective meetings of the Association:

- (a) Annual General Meeting 7
- (b) Special General Meeting 7
- (c) Committee Meeting 5
- (d) Sub - Committee Meeting 3

33 Procedure – General Meeting

- 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 Seven 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.
- 33.4 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 3) is to constitute a quorum.

34 Presiding Member

- 34.1 The president or, in the president's absence, the vice-president, is to preside as chairperson at each General Meeting of the Association.
- 34.2 If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

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 of the adjourned meeting to each member of the Association 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 rules 35.1 and 35.2, 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 Making of Decisions

- 36.1 A question arising at a General Meeting of the Association 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 Association, 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 Association, 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, 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, and,
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the Resolution of the poll on the matter is taken to be the Resolution of the meeting on that matter.

37 Special Resolution

- 37.1 A Resolution of the Association is a Special Resolution:
- (a) If it is passed by a majority which comprises at least three-quarters of such members of the Association as, being entitled under these rules so to do, 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, and,
 - (b) where it is made to appear to the Commissioner that it is not practicable for the Resolution to be passed in the manner specified in paragraph (a), if the Resolution is passed in a manner specified by the Commissioner.
- 37.2 Decisions that should be made by way of Special Resolution include:
- (a) changing the Association's name;
 - (b) changing the Association's rules;
 - (c) changing the Association's objects;
 - (d) amalgamating with another incorporated Association;
 - (e) voluntary winding up or cancelling the Association and distributing property, and,
 - (f) applying for registration as a co-operative or a company.

Part 5 – Miscellaneous

38 Finances

- 38.1 All monies received shall be paid to the credit of the Association at a bank or banks approved by the Committee at least once monthly.
- 38.2 All payments, other than those of a minor amount (amount to be set by the Committee), shall be made by cheque or Electronic Funds Transfer after being approved by the Committee and shall be signed by the Treasurer and counter-signed by the President or Secretary.
- 38.3 Receipts shall be issued for all moneys received.
- 38.4 All accounts shall be passed by a General Meeting.
- 38.5 The Committee of the Association shall cause true accounts of the Association to be kept.
- 38.6 The financial year of the Association begins on 1 July and ends on 30 June of the following year.

39 Funds – Source and Management

- 39.1 The funds of the Association are to be derived from joining fees and annual subscriptions of members, donations and, subject to any Resolution passed by the Association in General Meeting, such other sources as the Committee determines.
- 39.2 All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 39.3 The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- 39.4 Subject to any Resolution passed by the Association in General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Committee determines.

40 Insurance

The Association may effect and maintain insurance.

41 Accreditation

41.1 The Association will facilitate the National Coaching Accreditation Scheme Courses for its members and for new coaches coming into the sport. All courses must be submitted for approval to and meet the required standards of the Australian Sports Commission.

41.2 Requirements for each level of accreditation are at Attachment F to these rules.

41.3 Registration for accreditation should be in the form set out at Appendix 3 to these rules.

41.4 The association will adhere to the Recognition of Current Competence Policy and Procedures of the Australian Professional Skaters' Association Inc., found at Attachment B.

42 Alteration of Constitution

42.1 This Constitution may be amended, altered, rescinded, repealed or added to on the Special Resolution of a three-quarters majority of those present at a properly convened Annual General Meeting or a Special General Meeting called for that purpose.

42.2 At least twenty-one (21) days notice in writing of such proposed alterations shall be given to all members.

42.3 Any alterations so made shall take place immediately unless the Meeting by the same majority shall decide otherwise.

43 Indemnity

- 43.1 Every member of the Committee and every other office bearer of the Association shall be indemnified out of the funds of the Association against any liability incurred in the discharge of any duty undertaken on behalf of the Association and in defending any proceedings whether civil or criminal in which judgement is given in favour of the person or in which the person is acquitted.
- 43.2 No member of the Committee shall be responsible for any other member of the Committee, or for any Committee member of the Association by the insufficiency or deficiency of value of, or title to, any property or security acquired or taken on behalf of the Association, or by anything done in the execution of their duties of their position or in relation thereto, or otherwise than their own wilful act or default.

44 Association Property

- 44.1 All property of the Association shall be vested in the Committee for the time being which shall hold it in trust for the Association.
- 44.2 The Committee may add property from time to time for the benefit of the Association but shall not dispose of any of the property without the sanction of the members at a General Meeting.

45 Events

- 45.1 The Committee may organise such events as it considers desirable, such as championships, shows and exhibitions.
- 45.2 Conditions of entry and/ or participation etc. shall be determined by the Committee.

46 Custody of Books

Except as otherwise provided by these rules, the secretary must keep in his or her custody, or under his or her control all records, books and other documents relating to the Association.

47 Dissolution

- 47.1 The Association shall not be dissolved unless all liabilities have been discharged and a motion has been passed by a majority of the votes recorded at a General Meeting convened for the purpose.
- 47.2 Any sum remaining after the satisfaction of all liabilities shall be given or transferred to such Club, Association or other Organisation to be determined by a majority of members present at such Meeting.

48 Repeal of 2011 Constitution and Transitional Provisions

The Constitution adopted in 2011 is repealed and any appointment made or resolution passed under the Constitution hereby repealed, if in force at the commencement of the Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

**Western Australia Professional Skaters' Association
Incorporated**

FORM OF APPOINTMENT OF PROXY (Rule 31.5)

I, (full name)

of (address)

being a member of

..... (name of incorporated Association)

hereby appoint(full name of proxy)

of(address)

being a member of that incorporated Association, as my proxy to vote for me on my behalf at the General Meeting of the Association (Annual General Meeting or Special General Meeting, as the case may be) to be held on the.....day of and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the

Resolution (insert details).

** to be inserted if desired.*

.....

Signature of member appointing proxy

Date

NOTE: A proxy vote may not be given to a person who is not a member of the Association.

APPENDIX 2

**Western Australia Professional Skaters' Association
Incorporated**

FORM OF NOMINATION OF OFFICE BEARER (Rule 16.1)

I, (Full Name)

of (Address)

Signature.....Proposed

AND

I, (Full Name)

of (Address)

Signature.....Seconded

Nominate

..... (Full Name of Nominee)

of (Address)

.....(Signature of Nominee)

being a member of the Western Australia Professional Skaters' Association Inc.

and having given their consent **to the position of**

Date.....

Nominations close with the Secretary three clear days before the date of the Annual General Meeting.

APPENDIX 3

**Western Australia Professional Skaters' Association
Incorporated**

REGISTRATION FORM FOR ACCREDITATION (Rule 41.3)

Name:

Address:.....

Phone: Home **Mobile**

Email:.....

Date of Birth:.....

Coach accreditation already attained if any?
.....

Coaching Experience?.....

Please register me for the next available LEVEL _____ Course.

I have read the Requirements of Accreditation (Western Australia Professional Skaters' Inc. Constitution – Attachment F) and understand what is required for this level.

Signed.....

Date.....

Any enquiries to:

Accreditation Officer – Evgueni Boronov

APPENDIX 4

**Western Australia Professional Skaters' Association
Incorporated**

NOTIFICATION FORM FOR RESIGNATION (Rule 6)

Name: _____

Address: _____

Phone Numbers: _____

Email: _____

Please fill out and sign Notification of Resignation

I hereby tender my resignation from the Western Australia Professional Skaters' Association Incorporated. I understand that if I wish to be readmitted as a member, I will be required to pay the joining fee as well as the annual subscription fee.

Signed: _____ **Date:** _____

Please post to the Secretary

ATTACHMENT A

Western Australian Professional Skaters' Association Inc.

CODE of ETHICS (Rule 14, 4.2)

1. Members shall exercise the greatest care and discretion in their relationships with other professionals and their respective students.
2. Members shall respect the rights of skaters to seek instruction or take lessons, from the professional of their choice.
3. Members shall not accept students for instruction unless, or until all lesson fees properly payable to another member or members have been duly paid. It is the duty of a member to check with any previous coach to ensure that all such fees have been paid prior to accepting a student.
4. No member shall solicit students of another member, directly or indirectly or through third parties for lessons or instruction.
5. Members shall dress neatly in a clean and appropriate manner as becoming a member of their profession.

6. Avoiding Conflict of Interest

The purpose of this document is:

- (i) to demonstrate the high ethical standards that govern the Western Australian Professional Skaters' Association Inc. (herein known as WAPSA Inc.) and all WAPSA Inc. activities.
- (ii) to inspire public and internal confidence in the fairness, honesty and integrity of WAPSA Inc.

My personal Ethical Commitment to WAPSA Inc

All who involve themselves with the WAPSA Inc. in any capacity shall be deemed to agree that avoiding conflict of interest is a commitment to be observed and honoured as if expressed in a written document, solemnly signed by the involved person, and containing the following provisions:

- a) I agree to avoid conflict of interests when deciding whether to accept any other non-WAPSA Inc position relating to the activities of the WAPSA Inc. or Australian Professional Skaters' Association Inc. The "other position" could be, but not limited to one with a Club, State Association or the National Sporting Organisation, and the position could be permanent, temporary, remunerated or voluntary.

- b) If such “other positions” could reasonably appear to other members of WAPSA Inc, the Australian Professional Skaters’ Association and their members, to the general public or to the skaters to be an improper conflict, the member concerned should decline to accept the offered position.
- c) I agree to abstain from making or influencing decisions involving personal or family gain or public acclaim.
- d) I will act with absolute independence which includes favouritism for or prejudice against, any member, coach, skater or his/her family members.
- e) I agree to strict observance of the confidentiality of non public WAPSA Inc and/or Australian Professional Skaters’ Association Inc. information or when disclosure is prohibited by law or the WAPSA Inc and/or Australian Professional Skaters’ Association Inc. Constitution or Regulations.
- f) I agree to prompt disclosure of my personal interest in any situation that could reasonably be considered to involve a conflict of interest.
- g) I agree to avoid evaluating, voting upon, or in any other way influencing, directly or indirectly, any decision respecting possible conflict of interest (direct or indirect) on my part. I agree to withdraw from the room during any discussion, evaluation or vote respecting such matter. This includes, but is not limited to, the award of contracts, the purchase of goods and services, engaging consultants, accepting new memberships, and the allocation of WAPSA Inc. funds and/or resources.

Australian Professional Skaters' Association

**Recognition of Current Competence Policy and Procedures (Rule
41.4)**

1. Introduction

Participants undertaking any APSA NCAS Figure Skating coach accreditation program can apply for Recognition of Current Competence (RCC) for part or all of that coach accreditation program. RCC will be granted when all the stated learning outcomes and performance criteria of the particular coach accreditation program have been met.

2. What is RCC?

RCC is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RCC takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit in a NCAS Figure Skating coach accreditation program.

3. RCC principles

The process of RCC must be quality controlled and delivered by personnel with experience in figure skating and in coach education. These personnel are responsible for ensuring that:

- **procedures** are fair and equitable
- **measures** are valid and reliable.

4. How can current competence be recognised?

Each NCAS Figure Skating coach accreditation program contains a set of learning outcomes and associated performance criteria that must be achieved before a participant will be deemed competent. In broad terms, the process of RCC involves matching what participants already know and can currently do with the learning outcomes of the NCAS Figure Skating coach accreditation program.

In this way, RCC enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

5. Who can apply?

A person can apply for RCC if they think their prior learning and experience mean they can provide evidence to show that they are already competent in some or all of the learning outcomes of a particular NCAS Figure Skating coach accreditation program.

6. Benefits of RCC:

- Speeds up the process of becoming a qualified coach
- Conforms to the requirements for equity in adult education programs
- Avoids the problem of participants having to unnecessarily repeat learning experiences
- Encourages the development of various assessment procedures
- Assesses the candidates' current competence in comparison to the stated standards of competence required
- The RCC process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly.

7. How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of their current competencies. RCC can only be granted on current evidence, that is, work that has been completed within the last four years and competencies that they are currently able to demonstrate. Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

i. Education and training

- Formal, accredited and informal training
- Copies of certificates, qualifications achieved from other training programs, school or tertiary results
- Statements outlining training programs and or study that they have undertaken and the learning outcomes/competencies achieved from these

ii. Coaching related experience

- Resumé of coaching experience and positions held, which may include reports from people within the sport
- Copies of any statements, references or articles about the coach's employment or community involvement
- Relevant coaching samples, e.g., copies of training programs, videos of coaching tools, which the coach has developed and implemented
- Reports on opportunities undertaken, which could include evaluations from training programs conducted

iii. Life experiences

- Overview of sport and recreation involvement
- Relevant work or other experiences
- Evidence of home/self directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken

Please remember, the above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold. The person may also be required to demonstrate their expertise by written or practical demonstration.

8. Recognition of current competence procedure

If a person considers that they have already acquired the learning outcomes of a NCAS Figure Skating coach accreditation program, then they may formally apply to have these skills/competencies recognised.

An **RCC assessor** will assess the application. The assessor will be a person who has experience in the areas of:

- coach education
- adult education
- negotiation skills
- quality standards
- assessment methods.

It is also desirable that they are accredited at a higher level than the RCC applicant.

The RCC assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RCC application form and forwarding this with the required fees to the relevant NCAS Figure Skating coach accreditation program coordinator. (In the case of Level 1, the State Coaching Director or President if there is no State Coaching Director).

The following sequential process has been established as the procedure to be followed when a person wishes to obtain credit for current competencies.

Step 1 – Request

1. Applicants who consider applying for RCC will contact the relevant NCAS Figure Skating coach accreditation program coordinator, who will provide a brief explanation about the RCC process and advice to the applicant.
2. An RCC application form will then be forwarded to the applicant.

Step 2 – Complete application and send to the relevant NCAS Figure Skating coach accreditation program coordinator

1. Applicants will utilise the information contained within the RCC application form and the NCAS Figure Skating coach accreditation program overview to conduct a self-assessment against the accreditation program learning outcomes.

2. Applicants will need to consider if and how they have achieved each learning outcome and if they can satisfy the performance criteria by submitting valid, sufficient, authentic and current evidence.
3. Applicants will need to gather all relevant supporting documentation and complete the RCC application form with honest, clear, complete and concise information.
4. The completed application form with supporting documentation, will then be forwarded to the relevant NCAS Figure Skating coach accreditation program coordinator who will forward the application to the State Association for consideration.

Step 3 – Assessment

On receipt of an application, the application will be reviewed to determine the completeness and relevance of the documentation. The accreditation NCAS Figure Skating coach accreditation program coordinator will:

- confirm acceptance of the application to the applicant
 - advise the applicant of the date for assessment by the State Association
 - advise the applicant of deficiencies that must be rectified or addressed before the application can proceed.
1. The NCAS Figure Skating coach accreditation program coordinator will send the application to the State Association. The State Association will compare the evidence provided by the applicant with the performance criteria. A judgment must be made about whether the applicant wholly or partially meets the requirements.
 2. The State Association will check that the evidence submitted conforms to the following RCC principles:
 - validity (is the evidence relevant?)
 - sufficiency (is there enough evidence?)
 - authenticity (is the evidence a true reflection of the candidate?)
 - currency (is the evidence recent – was a qualification obtained within the last four years? Can the person still demonstrate the required competency/ies?).
 2. In the event of partial completion of the learning outcomes, the State Association will outline which performance criteria still need to be achieved, and preferably what evidence is still required.

Options include:

 - supply further supporting documentation
 - complete certain assessment activities
 - complete parts of the coach accreditation program
 - work with a mentor to obtain the required competencies.
 3. The State Association will complete and return his or her assessors' report with recommendations for the applicant.
 4. The NCAS Figure Skating coach accreditation program coordinator will forward the report and decision to the applicant.
 5. The State Association may need to meet to discuss issues with the applicant during the assessment process. The meeting could take the form of a teleconference.

6. The State Association will keep records of all RCC applications for seven years.

Step 4 – Notification

The NCAS Figure Skating coach accreditation program coordinator coordinator will notify the applicant of the decision within two months of receiving the application.

Successful applicants for RCC will receive confirmation documentation.

Step 5 – Appeal

The applicant has the right to appeal the State Association's decision, if they believe the decision is unfair, unjust or the State Association has misinterpreted the evidence.

In the case of an appeal, an assessment panel will be established that will consist of the following personnel:

- the original RCC assessor
- an independent qualified assessor.

This assessment panel will review all material available and make a decision to either:

- grant recognition **or** deny recognition.

The RCC review assessment panel will notify the applicant of the decision within two months of receiving the appeal.

The decision of the RCC review assessment panel will be final.