

MODEL CONSTITUTION
OF
THE CASEY LITTLE ATHLETICS CENTRE
(the "Centre")
OF
THE VICTORIAN LITTLE ATHLETICS
ASSOCIATION INCORPORATED
(“the Association”)

1.	NAME.....	3
2.	AFFILIATION.....	3
3.	MEMBERSHIP.....	3
4.	OBJECTIVES.....	3
5.	POWERS.....	4
6.	MANAGEMENT.....	5
7.	POWERS AND RESPONSIBILITIES OF EXECUTIVE COUNCIL MEMBERS.....	6
8.	CENTRE MEETINGS.....	8
9.	CENTRE MEETING AGENDA.....	10
10.	EXECUTIVE COUNCIL MEETINGS.....	11
11.	EXECUTIVE COUNCIL MEETING AGENDA.....	11
12.	FINANCE.....	12
13.	EXPENSES.....	13
14.	INSURANCE.....	13
15.	LIFE MEMBERS.....	13
16.	CENTRE UNIFORM.....	14
17.	STANDING ORDERS.....	14
18.	APPEALS AGAINST DECISIONS.....	14
19.	AMENDMENTS TO CONSTITUTION.....	14
20.	DISSOLUTION OF THE CENTRE.....	15
21.	DEFINITIONS.....	15

1 NAME

- 1.1 The Centre shall be known as the Casey Little Athletics Centre.

2. AFFILIATION

- 2.1 The Centre shall affiliate with the Association each year, subject to the Constitution and Regulations of the Association, and shall pay any applicable affiliation fee.
- 2.2 The Centre shall be a member Centre of the Southern Metropolitan Region ("the Region"), subject to the Constitution and any Rules of the Region.
- 2.3 The Centre, at the discretion of the Region, may be a member Centre of a Division of the Region ("the Division"), subject to the Constitution and any Rules of both the Region and the Division.

3. MEMBERSHIP

- 3.1 Membership of the Centre shall comprise: -
 - 3.1.1 Competitive Members who are registered in accordance with the Registration Regulations of the Association.
 - 3.1.2 Ordinary Members as defined in the Constitution of the Association and who assist in the conduct of the activities of the Centre, and are registered in accordance with the Register of Ordinary Members of the Association.
 - 3.1.3 Life Members of the Centre as defined in Clause 15 of this Constitution.
 - 3.1.4 Any Clubs that comply with the requirements of the Constitution of the Association and which are affiliated with the Centre.

4. OBJECTIVES

- 4.1 The Objectives of the Centre shall be: -
 - 4.1.1 To abide by the Constitution, Regulations and Statement of Purpose of the Association.
 - 4.1.2 To register Competitive Members in accordance with the Registration Regulations of the Association.
 - 4.1.3 To provide athletic competition for Competitive Members who are registered through the Centre.
 - 4.1.4 To provide for the development of children, with emphasis on positive attitudes and a healthy lifestyle, through athletic related activities.
 - 4.1.5 To promote the ideal of children competing for personal satisfaction through improved performances.

- 4.1.6 If there are Little Athletic Clubs in existence within the Centre, or new Clubs are proposed, to affiliate all such Clubs with the Centre, in accordance with the Constitution of the Association.
- 4.1.7 To organise and conduct Centre Championships, if/when these are proposed by a Centre meeting.
- 4.1.8 To use all available means to place Little Athletics before the public.
- 4.1.9 To support and assist, where possible, the formation, and/or maintenance of a senior Athletic Club, to be affiliated with Athletics Victoria, and co-operate with such a Club to ensure continuity of athletic competition for children reaching the age of fifteen years.

5. POWERS

5.1 The Powers of the Centre shall be: -

- 5.1.1 To organise and control the Competitive Members, registered through the Centre, in the conduct of Little Athletics activities and competition within the general area of the Centre.
- 5.1.2 To organise and conduct coaching and education for Competitive Members registered through the Centre.
- 5.1.3 To ensure that the interests and rights of all Registered Members, regardless of ability or background, are in no way hindered or jeopardised.
- 5.1.4 To act alone or with other representative bodies in the interests of Little Athletics and the members of the Centre.
- 5.1.5 To appoint Delegates to represent the Centre at meetings of the Association, the Region and the Division (if applicable), and to nominate Centre Members as Executive Council Members of those bodies, in accordance with the respective Constitutions of the Association, the Region and the Division (if applicable).
- 5.1.6 To select Teams of Competitive Members to represent the Centre in Victorian Championships and any inter-Centre Competition.
- 5.1.7 To impose and collect levies, subscriptions, fees and other charges from Members and Clubs (if any), as required for achieving the Objective of the Centre.
- 5.1.8 Subject to the written approval of the Association, to borrow or lend money, with or without security, for promotion of the objectives of the Centre, in accordance with the Financial Regulations of the Association.
- 5.1.9 To invest any monies of the Centre not immediately required for any of its objectives, in such a manner as may from time to time be determined by the Executive Council.

5.1.10 To apply the income and property of the Association in the care of the Centre, to the promotion of the objectives of the Centre, in accordance with the Financial Regulations of the Association.

5.1.11 To suspend, disqualify and/or otherwise deal with any members of the Association or Clubs (if any) associated with the Centre, who have committed any breach of the Constitution, or whose actions are deemed contrary to the interests of the Centre and or Little Athletics.

6. MANAGEMENT

6.1 The Management of the Centre shall be vested in an elected Executive Council, comprising not less than eight Members.

6.2 The Executive Council might consist of: -

- President
- Secretary
- Treasurer
- Registrar
- Arena Manager
- Recorder
- Equipment Officer
- Chief of Officials
- Coaching Co-Coordinator
- Publicity Officer
- General Committee

6.2.1 Optionally, other individual Office Bearers as determined by a Centre Meeting, as appropriate to the needs of the Centre.

6.3 Members of the Executive Council shall be determined annually at a Centre Meeting, by Centre Members, acting in terms of Clause 8 of this Constitution.

The executive council positions will be for the term as outlined in the position descriptions tenures in Appendix A

6.4 Election to the Executive Council shall be open to any adult ordinary member who has been nominated by a Centre Member or by a Club if applicable, with the nomination to be submitted to the Centre Secretary at least twenty-eight days before the Annual General Meeting.

6.5 If more than one nomination is received for an Executive Council position, and after reading of any Statement available of the credentials of each nominee, the nominated names shall be listed on a ballot paper, suitably arranged so as the voters can record preferences.

6.6 In the event of insufficient nominations being received for the Executive Council prior to the Annual General Meeting of the Centre, nominations can be accepted from the floor of the Annual General Meeting, subject to the consent of the person nominated.

- 6.7 If any positions still remain unfilled, and / or in the event of a vacancy occurring during the year, the Executive Council shall have the power to appoint a person to fill any such vacancy until the next Annual General Meeting.
- 6.8 Advice of the date of the meeting at which the Executive Council shall be elected is to be provided to all Centre Members at least thirty-five days before the meeting date.
- 6.9 The Centre is to forward names and addresses of all Executive Council Members to the Association office, and also to the Region Secretary, within one month of the meeting at which the Executive Council is elected.

7. POWERS AND RESPONSIBILITIES OF EXECUTIVE COUNCIL MEMBERS

- 7.1 Each Executive Council Member shall have the responsibility to plan the details of a section of the Centre administration, relative to their respective portfolio, and shall: -
 - 7.1.1 Present such Plans to each meeting of the Executive Council for its consideration and approval or otherwise.
 - 7.1.2 Present a Report on the Executive Council approved plans and actions to each Centre meeting.
 - 7.1.3 Have power to act on behalf of the Centre in implementing such plans.
 - 7.1.4 Form Sub-Committees from members of the Centre, when deemed necessary to assist in the preparation or implementation of plans.
- 7.2 The President will: -
 - 7.2.1 Chair meetings of the Centre and of the Executive Council.
 - 7.2.2 In the event of the Chairperson being absent, the meeting shall appoint a Chairperson from within its members.
 - 7.2.3 Carry out additional duties, as allocated by the Executive Council, to maintain relations with the Board of Management, the Region, and member Clubs (if any) and the public.
- 7.3 The Secretary will: -
 - 7.3.1 Take minutes and distribute notices pertaining to all meetings of the Centre and of the Executive Council.
 - 7.3.2 Receive and distribute correspondence.

- 7.3.3 Maintain a file of Centre minutes and correspondence, including copies of all items of correspondence generated on behalf of the Centre by members of the Executive Council.
 - 7.3.4 Forward or advertise Notices of all Centre Meetings in terms of Clause 8.3 of this Constitution, and also forward or advertise Agendas and Notices of Motion relative to all Centre Meetings in terms of Clause 9.1.1 of this Constitution.
 - 7.3.5 Forward Notices of all Executive Council Meetings in terms of Clause 10.2 of this Constitution and also forward Agendas and Notices of Motion relative to all Executive Council Meetings in terms of Clause 11.1.1 of this Constitution.
 - 7.3.6 Forward to the Association office and / or to the Region Secretary, any information or details that are requested from time to time by those bodies.
- 7.4 The Treasurer will: -
- 7.4.1 Administer the financial affairs of the Centre in accordance with this Constitution and with the Financial Regulations of the Association.
 - 7.4.2 Pay on Tax Invoice only, all Accounts passed by the Executive Council for payment. Such payments are to be made only by cheque.
 - 7.4.3 Collect and on forward all Registration Fees and any other fees or dues owing by members or Clubs (if any) to the Region or to the Association, as required by those bodies.
 - 7.4.4 Present to the Executive Council a detailed Cash Projection / Budget for Receipts and Expenditure for the following twelve months, within two months of the commencement of the Summer season when Annual registration fees are collected.
- 7.5 The Registrar will: -
- 7.5.1 Ensure that all Competitive Members of the Centre are registered in accordance with the Registration Regulations of the Association, and that all Ordinary Members of the Centre are registered in accordance with the Register of Ordinary Members of the Association.
- 7.6 The Arena Manager will: -
- 7.6.1 Plan, organise and co-ordinate the conduct of the athletic activities and athletes of the Centre, bearing in mind the objectives of the Centre and the Statement of Purpose of the Association.
 - 7.6.2 Ensure that all activities are in the best interests of the athletes and of Little Athletics generally.

7.7 The Education Officer will: -

7.7.1 Plan, organise and co-ordinate the conduct of programs undertaken by the Centre to educate athletes, parents and other adults, with the aim to increase personal skills.

7.7.2 Promote active participation and the ideal of children competing for personal satisfaction through improved performances.

7.7.3 Assist in promoting any Education Programs of the Association or of the Region to all Centre Members and Clubs (if any).

7.8 The Publicity Officer will: -

7.8.1 Ensure that all Centre, Region and Association activities are suitably promoted throughout the Centre, to all members and their families.

7.8.2 Encourage all Clubs (if any) within the Centre to assist with the promotion of all activities.

7.9 General Committee Members will: -

7.9.1 Represent the needs and interests of the members of the Centre, and of Clubs (if any) and perform other duties as determined by the Centre and/or the Executive Council.

7.10 Executive Council Members will: -

7.10.1 Also carry out any additional duties as allocated by the Executive Council.

8. CENTRE MEETINGS

8.1 A Centre Meeting: -

8.1.1 Shall be held on at least one occasion in each year or be held on any additional occasions

- As determined by the Executive Council
- As requested by a majority of Club Committees or
- As requested by at least twenty adult ordinary members of the Centre

8.2 Shall proceed as determined by the Chairperson or a majority of the Executive Council, and be held at a mutually suitable time and place, decided by the Secretary.

8.3 One Centre Meeting shall be the Annual General Meeting: -

- 8.3.1 Which shall be organised by the Executive Council for a time and place that best suits the Centre Members and its operations, between 1 March and 31 July each year.
 - 8.3.2 At which the election of the Executive Council shall be conducted,
 - 8.3.3 At which the Annual Report and audited Financial Report shall be delivered.
 - 8.3.4 Copies of Minutes of the Annual General Meeting, the Annual Report and the audited Financial Report shall be forwarded to the Region Secretary and to the General Manager of the Association and shall also be distributed to the parties referred to in Clauses 8.10.1 and 8.10.2 of this Constitution.
- 8.4 Notices of Centre Meetings shall be distributed or advertised to all Members of the Centre by the Centre Secretary at least twenty eight days prior to the date set down for such meeting, or thirty five days in the case of the Annual General Meeting.
- 8.5 Attendance at Centre Meetings shall be open to -
- 8.5.1 Any adult ordinary member of the Centre and/or
 - 8.5.2 In the case of Centres with affiliated Clubs, up to two nominated Delegates per Club.
- 8.6 A Centre Meeting shall be a valid meeting only if it is attended by: -
- 8.6.1 In the case of a Centre without affiliated Clubs, at least fifty percent of the Executive Council plus at least twenty other adult ordinary members.
 - 8.6.2 Or in the case of a Centre with affiliated Clubs, at least one Delegate from two thirds of the affiliated Clubs
- 8.7 For a Motion to be passed at a Centre Meeting, it shall require, in the case of a Centre without affiliated Clubs, the support of a majority of the adult ordinary members present or, in the case of a Centre with affiliated Clubs, the support of a majority of the Club Delegates present.
- 8.8 The Executive Council shall present a Report on proposed plans and actions to each Centre Meeting for the consideration of members and/or Delegates and their approval or otherwise.
- 8.9 Adult ordinary members and/or Delegates attending a Centre Meeting -
- 8.9.1 May ask any question of the Executive Council or its Members.
 - 8.9.2 May debate all issues presented by the Executive Council and/or put before the Chair,

8.9.3 May remove or censure, by means of a Motion and majority vote, any action or actions proposed or carried out by the Executive Council, which are considered not to be in the interests of Little Athletics or unconstitutional.

8.9.4 May record one Vote on all matters before the Chair

8.9.5 Shall not have the power to introduce, put alternative proposals or amend by means of a Motion, business other than that proposed by the Executive Council or properly before the meeting by Notice of Motion in accordance with Clause 9 of this Constitution.

8.10 Copies of the Minutes of all Centre Meetings apart from the Annual General Meeting (which is covered under Clause 8.3.4 of this Constitution) shall be distributed to -

8.10.1 Executive Council Members

8.10.2 The Secretary of all affiliated Clubs (if applicable)

8.10.3 And shall be made available on request to any Member of the Centre, to the Region or the Association.

9. CENTRE MEETING AGENDA

9.1 Items for the Agenda of the Centre Meetings: -

9.1.1 Shall be drawn from Notices of Motion from any Centre Member, or Club if applicable which have been provided to the Centre Secretary, in writing, at least twenty one days before the meeting date, or twenty eight days in the case of the Annual General Meeting.

9.1.2 Notices of Motion from Clubs where applicable are to be submitted to the Centre Secretary either by Club Secretaries or by nominated Club Delegates.

9.2 Such Notices of Motion are then to form part of the written Agenda of the meeting and be advertised in writing by the Centre Secretary to all Centre Members, and Clubs if applicable, at least fourteen days prior to the meeting date, or twenty one days in the case of the Annual General Meeting.

9.2.1 Can include Motions relative to Clause 8.9.3 of this Constitution.

9.3 Along with Notices of Motion, the Centre Secretary's advertising of Centre Meetings shall include: -

9.3.1 Proposed format of the meeting.

9.3.2 Executive Council Reports for consideration.

10. EXECUTIVE COUNCIL MEETINGS

- 10.1 The Executive Council shall meet separately as required, to carry out the Objectives of the Centre as outlined in Clause 4 of this Constitution.
- 10.2 Executive Council Meetings shall be conducted at least monthly unless otherwise determined at the Annual General Meeting of the Centre, and in any case shall proceed on not less than seven occasions each year.
- 10.3 As far as possible, Executive Council Meetings shall proceed as determined by the Chairperson or a majority of the Executive Council and be held at a mutually suitable time and place, decided by the Secretary.
- 10.4 Notices of Executive Council Meetings shall be forwarded to the Executive Council Members by the Centre Secretary at least twenty-eight days prior to the date set down for such meeting.
- 10.5 Attendance at Executive Council Meetings shall be open to Members of the Executive Council and any other invited guests
- 10.6 An Executive Council Meeting shall be a valid meeting only if more than fifty percent of Executive Council Members attend it.
- 10.7 For a Motion to be passed at an Executive Council Meeting, it shall require to be supported by more than fifty percent of the Executive Council Members present.
- 10.8 Copies of the Minutes of Executive Council Meetings shall be distributed to Executive Council Members and shall be available on request to any member of the Centre, the Region or the Association.
- 10.9 Any Executive Council Member, who is absent from two consecutive meetings, be they Centre Meetings or Executive Council Meetings, without an acceptable apology being lodged prior to the meeting, shall be liable to forfeit their place on the Executive Council.

11. EXECUTIVE COUNCIL MEETING AGENDA

- 11.1 Items for the Agenda of Executive Council meetings shall be drawn from:
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 - 11.1.1 Notices of Motion from any Executive Council Member, which has been provided to the Centre Secretary, in writing, at least twenty-one days before the meeting date. Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded in writing by the Centre Secretary to Members of the Executive Council at least fourteen days before the meeting date.
 - 11.1.2 Motions presented from the floor of the meeting, which in turn are accepted by the Meeting Chairperson.

11.2 Along with Notices of Motion, the Centre Secretary's advertising of Executive Council Meetings shall include: -

- Proposed format of the meeting
- Topics for consideration and debate
- Executive Council Reports for consideration.

12. FINANCE

12.1 The Executive Council, through the Treasurer, shall be responsible for administration of the financial affairs of the Centre, and the maintenance of proper books of account in accordance with the Financial Regulations of the Association.

12.2 The Treasurer shall open a Bank account in the name of the Centre and arrange for the Treasurer and at least two other Executive Council members, preferably the Chairperson and Secretary, to act as signatories, with any two to sign for all withdrawals or cheques issued.

12.3 The Treasurer will present to each Executive Council Meeting and to each Centre Meeting, an itemised summary of Receipts and Expenditure.

12.4 A summary of Accounts received for payment shall be presented to each Executive Council Meeting, and approval for payment of same, or otherwise, shall be determined by the Meeting.

12.5 The books of account and all financial records shall be available, on request, to the Region or the Association, and supplied within seven days of such request.

12.6 A detailed cash projection/Budget for Receipts and Expenditure for the following twelve months shall be presented to the Executive Council within two months of the commencement of the Summer Season when Annual registration fees are collected.

12.7 The assets of the Association in the care/or custody of the Centre shall not be given or transferred in any way, excepting that payment in good faith may be made for expenses/goods or services supplied in the ordinary course of business.

12.8 The Centre at a Centre Meeting shall appoint an independent Auditor to audit all accounts of the Centre and to provide a report of the audit.

12.9 The Auditor must not be a member of, or associated with the Centre. He/she must have a working knowledge of Accounting and be a person of standing within the Community (e.g. preferably an Accountant or Tax Agent, or alternatively, a Bank Manager, Town Clerk, etc.)

13. EXPENSES

- 13.1 Out of pocket expenses may be paid to a person incurring such expenses while acting on behalf of the Centre in an official capacity and the amount and recipients of such expenses shall be decided from time to time by the Centre and approved by an Executive Council Meeting.

14. INSURANCE

- 14.1 The Centre shall arrange suitable Insurance cover for all equipment which is the property of the Centre, Region, Division (if applicable), Association in the care/or custody of the Centre.

15. LIFE MEMBERS

- 15.1 The Centre may from time to time bestow upon individuals, the honour of Life Membership of the Centre.

- 15.2 Life Members shall be entitled to attend all meetings and activities organised by the Centre.

- 15.3 The criteria for Life Membership of the Centre shall be: -

15.3.1 Outstanding service to the Centre for at least eight years, including at least five years on the Centre Executive Council; or

15.3.2 Outstanding general service to the Centre for a period exceeding ten years.

15.3.3 Years of service may include any attributable time served with Berwick Village Little athletics Club either on the BVLAC Executive Council or general service.

- 15.4 Nominations for Life Membership: -

15.4.1 May be submitted (a) by the Executive Council or (b) by Members of the Centre with such Nomination accepted by the Executive Council.

15.4.2 Must be submitted to the Centre Secretary in writing, at least twenty-one days prior to a Centre Meeting, or twenty-eight days in the case of the Annual General Meeting and shall include details of the Nominee and justification of the criteria.

15.4.3 The awarding of Life Membership shall be decided by a secret ballot at an Executive Council Meeting, with a two-thirds majority required.

15.4.4 Presentation of the Award shall be at a time and place, and in a manner deemed suitable by the Executive Council.

16. CENTRE UNIFORM

- 16.1 The Centre uniform approved by the Association and to be worn by Competitive Members representing the Centre, shall be
- 16.2 The uniform will comprise of –
- 16.2.1 Light Blue T-Shirt with Dark blue sleeves with Navy (Dark blue) shorts (or shorts from Centre Uniform permitted at Region or State Championships) on normal competition days at the centre.
Dark blue or Navy leggings may be worn during the Cross Country Season only. No skins or leggings with logos. Shorts shall not be longer than 100mm above the knee measured whilst an athlete is kneeling.
- 16.2.2 Orange and white singlet with logo, name and number and blue shorts or briefs, with Casey on the top right hand side and 154 on the left side on the front, for Region and State competition events.

17. STANDING ORDERS

- 17.1 The Standing Orders for the Centre shall be the Standing Orders of the Association, and shall apply for all Centre Meetings and Executive Council Meetings.

18. APPEALS AGAINST DECISIONS

- 18.1 In the event of a Centre Member, or Club if applicable, being dissatisfied with a decision or decisions brought down at a Centre Meeting or an Executive Council Meeting, and the matter cannot be resolved by referring it to the Region, the matter may be appealed in writing to the Board of Management whose decision shall be final.

19. AMENDMENTS TO CONSTITUTION

- 19.1 Motions to amend this Constitution shall:
- 19.2 Be submitted to a Centre Meeting and shall only be proposed by an Adult Ordinary Member or by an affiliated Club.
- 19.3 Be in writing and signed by the Proposer, or in the case of a proposal from an affiliated Club, by the President or Chairperson and Secretary of the Club after the proposed Amendment or Amendments have been approved by a Meeting of that Club.
- 19.4 Be forwarded to arrive with the Centre Secretary no later than twenty-one days before the date set for the Centre Meeting, or twenty-eight days in the case of the Annual General Meeting
- 19.5 Such Notices of Motion are then to form part of the written Agenda of the meeting and be forwarded or advertised by the Centre Secretary to all Centre Members and all Club Secretaries, if applicable, at least fourteen days prior to the meeting date or twenty one days in the case of the Annual General Meeting.

- 19.6 To become an effective Resolution of the Centre, be passed by a majority vote consisting of at least two-thirds of voting members and approved by the Association.
- 19.7 Be specific and shall refer to the Clause or Clauses concerned, specifying the deletion, insertion or addition of words that are required and followed by the Clause as it would appear if amended.
- 19.8 Not be amended in a manner, which in the opinion of the Chairperson is contrary to the original aim of the Motion.
- 19.9 Be only amended from the floor of the meeting by the addition or removal of a word or words to or from the Motion, which in the opinion of the Chairperson, with respect to Clause 19.6 above, will enable such Motion to be put to the meeting.

20. DISSOLUTION OF THE CENTRE

- 20.1 The Centre shall only be dissolved provided that: -
- 20.1.1 The Centre Secretary or an Acting Secretary has advised the Region Secretary and the Association in writing that insufficient members can be found to form a suitable Committee, or
 - 20.1.2 That a Centre Meeting, by simple majority, has recommended dissolution. Reasons for such a decision should be included.
 - 20.1.3 The Board of Management, in consultation with the Centre's Region has endeavoured to hold a Special Reformation Meeting.
 - 20.1.4 If a Special Reformation Meeting is held, at least three fourths of those attending the special meeting vote for dissolution of the Centre.
- 20.2 After full settlement of all just debts and liabilities incurred by the Centre, the Association will dispose of any and all remaining assets and the books and papers of the Centre as it sees fit. This is likely to involve the Association transferring care and/or custody of the assets and books and papers to a new Centre formed in the same locality or to a Local Organisation under advice from a locally nominated body.

21. DEFINITIONS

- 21.1 Except where the contrary is otherwise expressed: -
- "The Association" means The Victorian Little Athletics Association Incorporated.
 - "Board of Management" means the Board of Management of The Victorian Little Athletics Association Incorporated.

"The Association Constitution" means the Constitution of The Victorian Little Athletics Association Incorporated.

"Financial Regulations of the Association" means the Financial Regulations of The Victorian Little Athletics Association Incorporated.

21.2 Except where the contrary is otherwise expressed, references to any word or phrase in this Constitution shall have the same meaning as is ascribed to it in the Association Constitution.

21.3 In this Constitution reference to Clubs, Centres, Divisions and Regions shall have the same meaning as ascribed in Sections 4(b)(iii), (iv), (v) and (vi) respectively of the Association Constitution.