

Committee Processes; Rules, Complaints, Life Members & More



A Centre's Governance Documents include:

- The Centre's Model Rules/Own Rules (Constitution)
- LAVIC's Regulations (particularly 4, 6, 7 & 9)
- LAVIC Policies
- LAVIC Competition Rules and Regulations
- Centre By Laws/Regulations/Policies (if any)



A closer look at LAVIC Regulations 6, 7, 9 and 4:

- Regulation 6, Terms for Affiliation of Centres
- Regulation 7, Registration of Competitive Members
- Regulation 9, Finance Regulations
- Regulation 4, Regions & Region Advisory Committee

www.lavic.com.au/about-us/governance/regulations



The newest LAVIC Policies that govern Centre processes and operations:



- Child Safe Policy (September 2022)
- Complaints Handling & Dispute Resolution Policy (September 2022)
- Member Protection Policy (September 2022)
- Volunteer Management Policy (September 2022)
- Social Media Policy (September 2022)
- **Privacy Policy**

www.lavic.com.au/aboutus/governance/policies 

A look at some of the areas that your Committee may need to review, revise or document existing processes:




- Complaints Process
- Honorary (Life) memberships
- Relay Team Selection Policy
- Committee Code of Conduct
- Own Rules (Constitution)



Centre Complaints:



- Your Rules (Model Rules or Own Rules) will provide guidance on the complaints process for your Centre
- Centres are now required by LAVIC to have a designated MPIO (Member Protection Information Officer) (Refer to LAVIC Member Protection Policy)
- Rights and responsibilities in handling complaints and resolving disputes are set out in LAVIC's Complaints Handling & Dispute Resolution Policy 

Centre Complaints continued:



LAVIC policies that set out the rights and responsibilities of all involved in Little Athletics as well as setting out grounds for complaints include:

- Volunteer Management Policy
- Codes of Conduct Policy
- Social Media Policy
- Child Safe Policy
- Child Safe Code of Conduct
- WWCC Policy
- Privacy Policy



Life Members:

- Centres should have documented criteria for Life membership and a process for the nomination, consideration and approval of Life Membership that is available to members.
- Life Members are to be invited to your Centre's Annual General Meetings.



Relay Team Selection Policy:

- Relay team selection can be a contentious issue at any Centre, and generates multiple complaints to the LAVIC office each year.
- Centres should have a documented policy on team selection that is reviewed periodically that they not only follow but communicate to parents and coaches.



Centre Code of Conduct for Committee:

- Whilst Committee meetings are chaired by the President who should ensure that meetings are run orderly and respectfully, having a Committee Code of Conduct that sets expectations and standards of behaviour is often appropriate.
- Conflicts of Interest should be declared by Committee members.



Rules/Constitutions:

Centres affiliated with LAVIC fall into the current categories.

- Model Rules (Consumer Affairs Victoria)
- Model Rules (Office of Fair Trading NSW)
- Own Rules – Lander & Rogers variation
- Own Rules – Centre variation



Reviewing and amending your Rules/Constitution:

- Many Centre Constitutions (Own Rules variety) remain unchanged since 2014 and we would suggest that Centres give consideration as to whether changes may need to keep it current as a number now conflict with LAVIC's Rules (e.g. Age Groups)



Changing your Rules/Constitutions:

Model Rules (Consumer Affairs Victoria)

- Can only change Name, Statement of Purpose and Financial Year (else the Model Rules become “Own Rules”)

Model Rules (Office of Fair Trading NSW) –

- Can only change Name and Statement of Purpose (else the Model Rules become “Own Rules”) The financial year must conclude at June 30th.



Changing your Rules/Constitutions:

By Law:

- Must notify members of the proposed change by special resolution at least 21 days before the general meeting.
- Special resolution will only pass if there is a quorum at the General Meeting and at least 75 per cent of the members who vote at the meeting vote in favour of the resolution to change the rules, and
- A rule change does not take effect until approved by Consumer Affairs/Office of Fair Trading



Thanks for watching!
Feel free to join us for a live Q & A on Zoom
via the link below this video.

