



## VICTORIAN SKATEBOARD ASSOCIATION INC.

### 1. Name

The name of the incorporated association is:

**“Victorian Skateboard Association Inc.”** (in this Constitution “the VSA”).

**Registration Number: A0043188V**  
**Australian Business Number: 58 068 420 645**

### 2. Purpose

2.1 The purpose of the VSA is to:

- (a) Support, advocate and provide a series of credible competition pathways (local, national and international), programs, services and policies for:
  - i) Professional Athletes (skateboarders)
  - ii) Amateur Skaters (general skateboarding population)
  - iii) Victorian communities, governments and schools
  - iv) Services providers, clubs and community groups
- (b) Create and deliver a series of grassroots skateboard events (Metropolitan Melbourne and Regional Victoria)
- (c) Contribute to and sanction major skateboarding events for amateur and professional male and female cohorts
- (d) Produce a ranking and title system from the competitions held
- (e) Compliment program initiatives developed by the National Sporting Association (NSO) and Sport & Recreation Victoria (SRV)
- (f) Provide best practice policies and procedures for the delivery of skateboard events, coaching and officiating
- (g) Provide formal and informal opportunities for people to participate in skateboarding activities under expert tuition

2.2 The VSA may only use its income, assets and profit for its purpose.

- 2.3 The VSA must not distribute any profit, income or assets directly or indirectly to its members unless for the purpose of required VSA duties and as processed through normal accounting procedures.

### **3. Affiliation to National Sporting Organisation (NSO)**

- 3.1 The VSA will work in good faith an NSO in order to represent the interests of the Victorian skateboard community and VSA members.
- 3.2 The VSA's aim is to affiliate with an NSO on fair terms and be recognised by that NSO as the peak body for skateboarding within the State of Victoria.
- 3.3 The VSA/NSO affiliation must at all times represent the best interests of the Victorian skateboard community and the entire skateboarding industry.

### **4. Membership**

- 4.1 Membership of the VSA is both paid and unpaid. Membership is open to:
- i) general skating population
  - ii) general public
  - iii) skateboarding clubs and associations
  - iv) skateboarding related business

who support the purpose of the VSA and/or participate in VSA sanctioned events or programs.

- 4.2 The Secretary must keep a register of both paid and unpaid members including joining dates and monies paid.
- 4.3 Members may resign by:
- i) written request to cease membership
- 4.4 The Secretary of the VSA must make copies of this Constitution freely available to members on request.
- 4.5 It is a condition of VSA under the incorporated associations act that the minimum number of paid registered members shall be and have the right to be voted in as VSA Board members.

### **5. General Meetings of Members**

- 5.1 The Executive must call at least 4 general meetings of the Board each year, including the Annual General Meeting (in this Constitution "AGM").
- 5.2 The AGM must be held on an academic day prior to the end of March of the following year. Its business includes:
- (a) to confirm the minutes of the last AGM;
  - (b) to consider reports from Executive members, including the Treasurer's financial report;
  - (c) to elect the Executive; and any other business of which notice has been given.

- 5.2 The Executive may call a special general meeting at any time, and must do so if requested in writing by at least 25% of members stating the business to be considered. The special general meeting must be held within 21 academic days of an Executive member receiving the request.
- 5.3 The Executive must give at least 10 academic days notice in writing of the date, time and place of all general meetings to each member. The notice must state the business to be considered, including any item that a member has previously requested the Secretary in writing be included. Only business of which notice has been given may be considered at the general meeting.
- 5.4 The quorum for general meetings is 5 members of the Executive Committee.
- 5.5 The President is entitled to chair general meetings. If the President is not present, or does not wish to chair the meeting, the Vice-President is entitled to chair. If neither the President nor the Vice-President is present, or if neither wishes to chair the meeting, the meeting must elect another member to chair.
- 5.6 Each member present has 1 vote. Proxies are not allowed. Questions are decided by a simple majority of those present and voting. The chair of the meeting has a voting right, but does not have a casting vote.
- 5.7 Only general meetings may make VSA policy.
- 5.8 Notice maybe given by email, fax, letter or notice on the VSA website.
- 5.9 Voting members must declare conflict/s of interest on any matter subject to vote and must abstain from voting.

## **6. Executive Positions**

- 6.1 The Executive of the VSA consists of:
  - (a) President,
  - (b) Vice-President,
  - (c) Treasurer, and
  - (d) Secretary.
- 6.2 A general meeting may establish other Executive positions.

## **7. Election and Term of Office of Executive**

- 7.1 Executive members may serve an unlimited number of terms.
- 7.2 All Executive positions must be elected by vote at the AGM.
- 7.3 Executive members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.4.

- 7.4 Executive members cease to hold office if they:
- (a) resign by writing to the Secretary (or, in the case of the Secretary, to the President);
  - (b) are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a general meeting; or
  - (c) fail to attend 2 consecutive meetings of the Executive without giving apology to the Executive.
- 7.5 The Executive may fill a single vacancy in its membership. If there is more than 1 vacancy, the Executive must convene a general meeting to fill the vacancies by vote.

## **8. Responsibilities of Executive**

- 8.1 The Executive is responsible for the management of the VSA, including its financial management.
- 8.2 The Executive must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 10.3(e).
- 8.3 The Executive is also responsible for:
- (a) organising VSA activities;
  - (b) representing the VSA, its members and Sport & Recreation Victoria; and
  - (c) recommending policy to general meetings.
- 8.4 The Executive is bound by VSA policy, and subject to direction by general meetings.

## **9. Proceedings of Executive**

- 9.1 The Executive must meet at least twice during each half-year period.
- 9.2 Executive meetings may be called by the Secretary, President or any 2 Executive members.
- 9.3 At least 5 academic days notice in writing of the date, time and place of Executive meetings must be given to each Executive member.
- 9.4 The quorum for Executive meetings is the presence of a majority of members of the Executive at the time, including at least 1 of the President, Vice-President and Secretary.
- 9.5 Clauses 5.7 and 5.8 apply to Executive meetings. With the exception that the President or nominated chair has the casting vote at an executive meeting except where a conflict has been declared in which case the chair will have no vote.
- 9.6 The Executive may establish committees and delegate its powers as it thinks appropriate.

## **10. Duties of Executive Members**

- 10.1 The duties of the President include:
- (a) to coordinate VSA activities;
  - (b) to be the chief spokesperson for the VSA; and
  - (c) to chair general and Executive meetings.
- 10.2 The duties of the Vice-President include assisting the President.
- 10.3 The duties of the Treasurer include:
- (a) to record all income received and payments made by the VSA
  - (b) to keep a register of all assets held by the VSA;
  - (c) to prepare an annual budget for the VSA;
  - (d) to present a financial report to each Executive meeting;
  - (e) to present a financial report to the AGM for:
    - i) the last financial year, and
    - ii) the period since the end of the last financial year; and
  - (f) to keep the financial records of the VSA.
- 10.4 The duties of the Secretary include:
- (a) to keep the register of members;
  - (b) to arrange general and Executive meetings
  - (c) to take minutes of all general and Executive meetings;
  - (d) to be responsible for the inward and outward correspondence of the VSA, including regularly checking the post office box;
  - (e) to keep the records of the VSA (other than its financial records).

## **11. Financial**

- 11.1 The VSA indemnifies Executive members against any liability incurred in that capacity, unless the liability arises from willful fraudulent or negligent activity or deliberately negligent act undertaken by that member.
- 11.2 The financial year of the VSA is from 1 July to 30 June.
- 11.3 The annual membership (and fee if applicable) will be set by the VSA Annual General Meeting under the following principals:
- (a) VSA events will require all competitors to become members
  - (b) Determined on a per event basis and at the discretion of the Executive, an entry fee will be applied to certain competition and/or activities
- 11.4 All income (including membership fees) received by the VSA must be paid promptly into the VSA account.
- 11.5 All payments must be authorised by the Executive or a general meeting, and all payment vouchers (cheques) must be signed by 2 Executive members, one being the Treasurer.
- 11.6 All assets held by the VSA, including those purchased by the VSA, will remain the property of the VSA. A list of these assets must be kept by the Treasurer.

- 11.7 The Executive must ensure that the Treasurer:
- (a) records all income received and payments made by the VSA in accordance with clause 10.3(a); and
  - (b) keep a register of all assets held by the VSA in accordance with clause 10.3(b) and 11.4
- 11.8 All VSA financial records will be available at any time for the purpose of independent auditing.

## **12. Amendment**

This Constitution may only be amended by Resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.3 and 5.8 (including of the proposed amendment) has been given;

## **13. Winding Up**

- 13.1 The VSA may be wound up voluntarily by Resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.3 and 5.8 (including of the proposed resolution) has been given.
- 13.2 If the VSA is wound up (whether voluntarily or by a court), any remaining assets must not be distributed to any member, but must instead be distributed in accordance with the law and/or as directed by SRV.

**VICTORIAN SKATEBOARD ASSOCIATION INC.  
REGISTRATION NO A0043188V  
VSA CONSTITUTION AMENDED MAY 22. 2012**

## **APPENDIX**

### **Victorian Skateboard Association Inc:**

- i) Code of Conduct and Member Protection Policy
- ii) Complaints Procedures
- iii) Code of Behaviour
- iv) Illicit Drugs in Sport