



**SKATE AUSTRALIA**  
**AAC AND ASC BRANCH**  
**COMMITTEES**

**BY-LAW NO. 9**

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Amended November 2006  
Amended August 2008  
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## PREFACE

The Australian Branch Committees, Australian Artistic Committee (AAC) and the Australian Speed Committee (ASC) are all subcommittees of Skate Australia.

The purpose of this Bylaw is to provide a policy on the structure and authority of these subcommittees as well as providing the policy for the conduct of branch meetings

This policy confirms that Skate Australia (SA)

Board has the responsibility of ensuring all subcommittees of the Association act in accordance with the rules and regulations of the Association.

Throughout this Bylaw the following definitions shall apply:

**Registered Club** means

Any number of registered SA members sufficient to satisfy the rules of incorporation.

**Registered Voting Club** means

AAC – an incorporated body of at least eight (8) artistic members who hold the highest level of competitive membership offered by the State Association / appointing body and at least twelve (12) other SA members of any category united by a common interest in skating and which actively fosters skating in the Artistic Branch by preparing skaters for proficiency tests and / or competition.

ASC - an incorporated body of at least eight (8) speed members who hold the highest level of competitive membership offered by the State Association and at least twelve (12) other members of any category united by a common interest in skating and which actively fosters skating in the Speed Branch by preparing skaters for proficiency tests and / or competition.

**Register** means the Association Database kept by State Administrators and the National Office.

## **AUSTRALIAN BRANCH COMMITTEES – AAC and ASC**

### **1. COMPOSITION OF THE AAC AND ASC COMMITTEES**

The Australian Branch Committees (AAC and ASC) shall each consist of one (1) delegate from each registered club; the chairman of the respective branch, the chairman of the respective state branch committees, the chairman of the respective commissioned officials committee and the chairman of the respective accredited coaches committee.

### **2. APPOINTMENT OF DELEGATES**

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

### **3. ANNUAL GENERAL MEETING**

- 3.1 The Annual General Meeting of the Branch shall be held prior to or during the Australian Championships. (Refer Constitution Rule 11A).
- 3.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the Annual General Meeting of the Branch shall be ten (10)
- 3.3 Should any Annual General Meeting of the Branch lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.
- 3.4 Notice of every Annual General Meeting of the Branch shall be given to registered clubs and the respective branch executive committee at the address appearing in the Register, kept by the Association, at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.
- 3.5 The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from a registered clubs or branch executive member.
- 3.6 All notices of motion for inclusion on the agenda must be submitted in writing to the branch chairman not less than six (6) weeks prior to the Annual General Meeting of the Branch
- 3.7 Business to be transacted at an annual General Meeting of the Branch shall include the chairman's report and reports from each member of the branch executive committee; the election of the branch chairman in every even year, and other matters as determined by the branch executive committee.

#### **3.8 Voting Rights**

- 3.8.1 Each delegate and member of the branch executive shall be entitled to one vote only.
- 3.8.2 The chairman shall have a deliberative but not a casting vote. In the event of a tied vote the motion is lost.

### 3.9 **Appointment of Proxy**

- 3.9.1 A delegate or member of the branch executive shall be entitled to appoint a proxy to attend the Branch AGM of which he/she is unable to attend. Such proxy shall be in writing and shall be delivered to the Executive Officer not less than 2 working days prior to the Branch AGM.
- 3.9.2 The number of proxies anyone may hold is limited to one (1).

### 3.10 **Voting Procedure**

- 3.10.1 Voting shall be decided by a simple majority on show of voting slips except where any three (3) members call for a secret ballot.
- 3.10.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairman will appoint a returning officer.
- 3.11 Any candidate for the position of Chairman may not be appointed as scrutineer or returning officer for a ballot for the election of the Chairman.

### 3.12 **Voting by Mail**

- a. On instruction of the Branch Chairman or the Branch executive any matter which may be dealt with by the branch committee at a meeting may be submitted to a vote of delegates by mail.
- b. Where a vote by mail is called the branch chairman will send to each delegate by post, email, or fax, a clear statement of the question to be voted on with a request the each delegate to send his vote to the Branch Chairman at the address, by the date and time specified on the dispatch in question. The date must not be less than 14 days from the date of dispatch of the notice
- c. All votes received by the branch chairman will be preserved and filed
- d. Within seven (7) days after the closing date of the vote the Branch Chairman will send a copy of the question and the result of the voting for and against to each delegate

### 3.13 **Election of Branch Chairman**

- 3.13.1 The Executive Officer shall call for nominations eight (8) weeks before the Branch AGM. All registered clubs and branch executive shall be notified of the call for nominations.
- 3.13.2 Nominations must be:
  - in writing;
  - (a) on the prescribed form provided for that purpose;
  - (b) signed by a nominator and a seconder, who must be SA Members; and
  - (c) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
- 3.13.3 Nominations must be received by the Executive Officer at least six (6) weeks prior to the Branch AGM.
- 3.13.4 If only one (1) nomination is received, then this person shall be declared elected at the AGM subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.13.5 If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.

- 3.13.6 Delegates and branch executive shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.13.7 The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The combined total for each nominee shall be reported to the meeting. The nominee with the lowest combined total shall be declared to be elected to the vacant position subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- 3.13.8 Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two (2) or more nominees in alphabetical order. Delegates and branch executive shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 3.13.9 If a deadlock exists the scrutineer shall determine by lot which of the delegates or branch executive member shall have a casting vote in the election of branch Chairman.

#### **4. BRANCH EXECUTIVE COMMITTEES**

##### **4.1 Composition Of the Branch Executive Committees**

The executive committees of each branch shall consist of the branch chairman, the branch chairmen of the State committees, the chairman of the relevant commissioned officials committee and the chairman of the relevant accredited coaches committee.

##### **4.2 Semi Annual Meeting**

- 4.2.1 The Branch Semi Annual Meeting shall be held no more than 6 months after the Branch AGM.
- 4.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for a Branch Semi Annual Meeting shall be four (4).
- 4.2.3 Notice and Agenda, stating the business to be transacted, of every Branch Semi Annual Meeting shall be given to the branch executive at least six (6) weeks prior to the meeting and shall specify the place and day and hour of the meeting.
- 4.2.4 Business to be transacted at Branch Semi Annual Meeting includes the chairman's and executive committee reports, and other matters as determined by the branch executive.
- 4.2.5 **Voting Rights**
  - 4.2.5.1 Each member of the branch executive shall be a voting member of the executive committee of the relevant branch.
  - 4.2.5.2 Each executive committee member shall be entitled to one (1) vote only.
  - 4.2.5.3 The chairman shall have a deliberative but not a casting vote. In the event of a tied vote the motion is lost

#### 4.2.6 **Appointment of Proxy**

4.2.6.1 An executive committee member shall be entitled to appoint a proxy to attend the Branch Semi Annual Meeting which he/she is unable to attend. Such proxy shall be in writing and shall be delivered to the Branch Chairman six (6) weeks prior to the Branch Semi Annual Meeting.

4.2.6.2 Such proxy must be a member of SA and of the respective state branch committee.

4.2.6.3 The amount of proxies anyone may hold is limited to one (1).

#### 4.2.7 **Voting Procedure**

4.2.7.1 Voting shall be decided by a simple majority on show of hands, except where any three (3) members call for a secret ballot.

4.2.7.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairman will appoint a member of the executive to act as scrutineer.

### **4.3 Responsibility of the Branch Executive Committee**

They are responsible for administration of their respective branch subject to the terms of the SA Constitution including, but not limited, to the following:

- Promotion and development of their own branch
- Liaise closely with State Branch committees
- Set up commissioned officials to train and examine officials and provide the same for proficiency tests and competitions in accordance with the requirements of the SA Board, the Skate Australia Course Administration Procedures and the Sports Education Unit of the Australian Sports Commission.
- Set up commissioned coaches' committee to train and examine coaches for accreditation in accordance with the requirements of the SA Board, the Skate Australia Course Administration Procedures and the Sports Education Unit of the Australian Sports Commission.
- Subject to approval of the SA Board each branch shall arrange and conduct their own competitive events of the Australian championships and recommend rules and requirements for the same. (These rules must cover grades, qualifications for entry into those grades and move-up, special awards, team eligibility for dance, free dance and freeskating pairs events, music, etc.
- Maintain records of results of proficiency tests, competitions and other events, in Australia and overseas.
- Formulate selection criteria which must be submitted to and approved by the SA Board for entry to world championships and other international competitions.

## **5. BRANCH CHAIRMAN**

### **5.1 Qualifications**

- (a) Branch Chairmen must have a knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective branch of Skate Australia.
- (b) Each nominee must be a current member of the Association.

- (c) Nominees for any branch chairman position must declare any position they hold in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected they must resign from their position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.

## **5.2 Term of Appointment**

- (a) The Branch Chairman shall be elected in accordance with the rules for a term of (2) years each even year.
- (b) A retiring Branch Chairman shall be eligible for re-election.
- (c) A Branch Chairman may resign from office and the executive of the branch affected shall appoint a new chairman, not necessarily one of that executive. Subject to Rules 27.5, 27.6, 27.7 and 27.8 of the SA Constitution.
- (d) Such acting chairman shall retire at the next annual general meeting of the appropriate branch committee and an election for the office of branch chairman shall be held. The Branch Chairman so elected shall complete the two (2) year term of the previously elected chairman.

## **5.3 Responsibility**

The Branch Chairman is the principal leader and has overall responsibility for the branch administration subject to the rules of the Association. (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of a National Branch Chairman).

Branch Chairman may call meetings of his branch executive committee to attend to the business of the branch between committee meetings. He/she may also conduct business between meetings by voting by mail of executive members of that branch (refer section 3.12).

## **6. COMMISSIONED OFFICIAL COMMITTEES (CAOC and CSOC)**

### **6.1 Composition of the Commissioned Officials Committees**

The Commissioned Officials Committee (CAOC and CSOC) shall consist of all commissioned officials (judges, referees, calculators and clerks) the chairman of the national commissioned officials committee and the chairman of the state commissioned officials committee.

### **6.2 Annual General Meeting**

- 6.2.1 The Annual General Meeting of the CAOC and CSOC shall be held prior to or during the Australian Championships. (Refer Constitution Rule 11A)
- 6.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the AGM shall be ten (10)
- 6.2.3 Should any annual meeting lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.
- 6.2.4 Notice of every COC Annual General Meeting shall be given to all commissioned officials of the respective branch and the members committee executive at the address appearing in the Register kept by

the Association at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.

- 6.2.5 The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from registered officials of the respective branch or the committee executive committee.
- 6.2.6 All notices of motion for inclusion on the agenda must be submitted in writing to the chairman not less than six (6) weeks prior to the AGM.
- 6.2.7 Business to be transacted at a annual meeting include the Chairman's and State Panel Chairmen reports, the election of the chairman every even year and other matters as determined by the COC Executive.

### **6.3 Voting Rights**

- 6.3.1 The Chairman, state panel chairmen and commissioned officials of the respective branch shall be entitled to one vote at the annual meeting provided their membership in SA is current.
- 6.3.2 The chairman shall have a deliberative but not a casting vote. In the event of a tied vote the motion is lost

### **6.4 Proxies**

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

### **6.5 Voting Procedure**

- 6.5.1 Voting shall be decided by a simple majority on show of hands except where any three (3) members call for a secret ballot.
- 6.5.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairman will appoint a returning officer.
- 6.5.3 For a secret ballot for the election of the Chairman, the Chairman may not appoint any candidate for election as scrutineer or returning officer.

### **6.6 Election of Commissioned Officials Committee Chairman**

- 6.6.1 The Executive Officer shall call for nominations eight (8) weeks before the annual meeting. All registered officials of the respective branch, who are financial members of SA, shall be notified of the call for nominations.
- 6.6.2 Nominations must be:

in writing;

- (a) on the prescribed form provided for that purpose;
  - (b) signed by a nominator and a seconder, who must be a registered official and current member; and
  - (c) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
- 6.6.3 Nominations must be received by the Executive Officer at least six (6) weeks prior to the annual meeting
  - 6.6.4 If only one (1) nomination is received, then this person shall be declared elected at the annual meeting.



- 6.6.5 If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.
  - 6.6.6 All commissioned officials, who are entitled to vote, and are in attendance at the annual meeting, shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
  - 6.6.7 The voting shall be conducted by secret ballot. The scrutineer or returning officer shall add, for each nominee, the sum of the preference numbers from each vote. The combined total for each nominee shall be reported to the meeting. The nominee with the lowest combined total shall be declared to be elected to the vacant position. Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two or more nominees in alphabetical order. Registered officials entitled to vote and who are in attendance at the meeting shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
  - 6.6.8 If a deadlock exists the scrutineer shall determine by lot which of the commissioned officials, in attendance at the meeting, shall have a casting vote in the election of committee Chairman.
- 6.7 Commissioned Officials Chairman
- 6.7.1 Qualifications
    - 6.7.1.1 The Chairman should have knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective commissioned officials committee of Roller Sports.
    - 6.7.1.2 Each nominee must be a current member of the Association.
    - 6.7.1.3 Nominees for Chairman's position must declare any position he/she holds in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/her position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.
  - 6.7.2 Term of Appointment**
    - 6.7.2.1 The Chairman shall be elected in accordance with the rules for a term of (2) years, each even year
    - 6.7.2.2 A retiring Chairman shall be eligible for re-election.
    - 6.7.2.3 A Chairman may resign from office and the executive of the commissioned officials committee affected shall appoint a new Chairman, not necessarily one of that executive.
    - 6.7.2.4 Such acting Chairman shall retire at the next meeting of the appropriate committee and an election for the office of Chairman shall be held. The Chairman so elected shall complete the two (2) year term of the previously elected Chairman.

### 6.7.3 **Responsibility of the Chairman**

6.7.3.1 Chairman shall be voting member of the respective Australian Branch Committee and the Branch Executive Committee.

6.7.3.2 The Chairman is the principal leader and has overall responsibility for administration of the officials committee subject to the rules of the Association. (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of a National Commissioned Officials Committee Chairman).

### 6.8 **Responsibility of the Commissioned Officials Committees**

6.8.1 Each commissioned officials committee is responsible to set the rules for officiating within its own discipline

6.8.2 The Commissioned Officials Committee shall be responsible through their chairman to the Australian Branch Committee

6.8.3 Each committee shall set up examination procedures, in accordance with the National Officiating Program, and examine applicants for commissions and set updating points for using and maintaining those commissions.

6.8.4 The committee shall set examination panels in each discipline

6.8.5 The committee shall liaise with State panels to act as educational groups to train applicants for commissions and to maintain a high level of competence.

6.8.6 The committee shall agree on a code of appropriate behaviour for officials.

6.8.7 The committee shall recommend the requirements and schedules for the Australian Championships

6.8.8 The chairman shall recommend the commissioned officials for the relevant events of the Australian championships.

## **7. ACCREDITED COACHES COMMITTEE (AACC and ASCC)**

### **7.1 Composition of the Accredited Coaches Committees**

The Accredited Coaches Committee (AACC and ASCC) shall consist of all accredited coaches of the respective branch, the chairman and the chairman of the state accredited coaches committees.

### **7.2 Annual General Meeting**

7.2.1 The AOC Annual General Meeting shall be held prior to or during the Australian Championships. (Refer Constitution Rule 11A).

7.2.2 No business shall be transacted unless a quorum is present at the time when the meeting proceeds to business. A quorum for the AGM shall be ten (10).

7.2.3 Should any annual meeting lapse for want of a quorum Rule 16.3 of the SA Constitution will apply.

7.2.4 Notice of every AOC Annual General Meeting shall be given to all accredited coaches of the respective branch and the executive committee at the address appearing in the Register kept by the

Association at least eight (8) weeks prior to the meeting and shall specify the place and day and hour of the meeting.

7.2.5 The agenda for the meeting stating the business to be transacted shall be given at least four (4) weeks prior to the meeting together with any notice of motion received from accredited coaches or the executive committee.

7.2.6 All notices of motion for inclusion on the agenda must be submitted in writing to the chairman not less than six (6) weeks prior to the AGM.

7.2.7 Business to be transacted at annual meetings includes the reports of the chairman and the state chairmen, the election of the chairman every even year, and other matters as determined by the committee.

### 7.3 **Voting Rights**

7.3.1 The Chairman, state Chairmen and accredited coaches , of the respective branch shall be entitled to one vote at the annual meeting provided that they are current financial members of SA.

7.3.2 The Chairman shall have a deliberative but not a casting vote. In the event of a tie the motion is lost.

### 7.4 **Proxies**

7.4.1 Proxies are not permitted at any annual meeting of the accredited coaches committees.

### 7.5 **Voting Procedure**

7.5.1 Voting shall be decided by a simple majority on show of hands except where any three (3) members call for a secret ballot.

7.5.2 Where voting is required to be by secret ballot or where a poll is demanded, the Chairman will appoint a returning officer.

7.5.3 For a secret ballot for the election of the Chairman, the Chairman may not appoint any candidate for election as scrutineer or Returning Officer.

### 7.6 **Election of Committee Chairman**

7.6.1 The Executive Officer shall call for nominations eight (8) weeks before the annual meeting. All accredited coaches of the respective branch, who are financial members of SA, shall be notified of the call for nominations.

7.6.2 Nominations must be:  
in writing;

(a) on the prescribed form provided for that purpose;

(b) signed by a nominator and a seconder, who must be an accredited coach and financial member of SA; and

(c) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.

7.6.3 Nominations must be received by the Executive Officer at least six (6) weeks prior to the annual meeting

7.6.4 If only one (1) nomination is received, then this person shall be declared elected at the annual meeting.

7.6.5 If the number of nominations received exceeds one (1) the Executive Officer shall prepare voting papers containing the names of the nominees in alphabetical order.

7.6.6 All accredited coaches, who are entitled to vote, and are in attendance at the annual meeting, shall number their nominees in their order of

preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.

- 7.6.7 The voting shall be conducted by secret ballot. The scrutineer or Returning Officer shall add, for each nominee, the sum of the preference numbers from each vote. The combined total for each nominee shall be reported to the meeting. The nominee with the lowest combined total shall be declared to be elected to the vacant position.
- 7.6.8 Should a deadlock occur the scrutineer shall prepare voting papers containing the names of two (2) or more nominees in alphabetical order. Accredited coaches entitled to vote and who are in attendance at the meeting shall number their nominees in their order of preference, with one (1) indicating their highest preference, two (2) indicating their next highest preference and so on. Numbers must be included next to each nominee otherwise the vote will be considered invalid.
- 7.6.9 If a deadlock exists the scrutineer shall determine by lot which of the commissioned officials shall have a casting vote in the election of committee Chairman.

## **7.7 Accredited Coaches Committee Chairman**

### **7.7.1 Qualifications**

- 7.7.1.1 The Chairman should have knowledge of Roller Sports and its stakeholders and a commitment to the development of the respective coaching within the respective branch of Roller Sports.
- 7.7.1.2 Each nominee must be an accredited coach and current member of the Association
- 7.7.1.3 Nominees for the Chairman's position must declare any position he/she holds in a branch and/or member club, including as an office bearer, director or a paid appointee. If the nominee is elected he/she must resign from his/herr position in the Branch and/or member club, including but not limited to a position as officer, director or a paid appointee.

### **7.7.2 Term of Appointment**

- 7.7.2.1 The Chairman shall be elected in accordance with the rules for a term of two (2) years each even year
- 7.7.2.2 A retiring Chairman shall be eligible for re-election.
- 7.7.2.3 A Chairman may resign from office and the executive of the accredited coaches committee affected shall appoint a new Chairman, not necessarily one of that executive.
- 7.7.2.4 Such acting Chairman shall retire at the next meeting of the appropriate committee and an election for the office of Chairman shall be held. The Chairman so elected shall complete the two (2) year term of the previously elected Chairman.

### **7.7.3 Responsibility of the Chairman of the Accredited Coaches Committee**

- 7.7.3.1 Chairman shall be voting member of the respective Australian Branch Committee and the Coaches Committee Executive.

7.7.3.2 The Chairman of the National Branch Coaches Committee is principally responsible for representing coaches on the National Branch Committee and for providing technical information to the National Office in relation to coaching matters (Refer to the Branch Procedural Manual Section 2 for full details of the responsibilities of a National Accredited Coaches Committee Chairman).

7.7.3.3 The Chairman of the Accredited Coaches Committee may call meetings of his/her committee to attend to the business of the committee between meetings. He/she may also conduct business between meetings by postal vote of executive members of the committee.

**7.7.4 Responsibility of the Accredited Coaches Committee**

7.7.4.1 The Accredited Coaches Committee shall be responsible through its chairman to the Australian Branch Committee

7.7.4.1.1 Each committee shall set up examination procedures, in accordance with the National Coach Accreditation Scheme and Skate Australia, and examine applicants for accreditation.

7.7.4.1.2 Each committee shall recommend details for updating policies in accordance with the guidelines of the Sports Education Unit and Skate Australia.

7.7.4.1.3 The committee shall recommend course presenters and examiners for each branch.

7.7.4.1.4 The committee shall liaise with State committees to act as educational groups to train applicants for accreditation and to maintain a high level of competence.

7.7.4.1.5 The committee shall agree on a code of appropriate behaviour for coaches.