Little Athletics Queensland

THE ASSOCIATION BY-LAWS

Updated: July 2026

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Preface

By-Laws refer to the internal regulations an Incorporated Association makes to govern day-to-day operations. They cannot contradict the Incorporations Act or rules outlined in the Little Athletics Queensland (LAQ) Constitution, but they help establish clear practical operational guidelines that supplement our LAQ Constitution and Policies. Essentially, By-Laws handle the functional details of LAQ without cluttering our legally binding rules.

By-Laws are set by the Board of Directors by majority vote and can be updated to suit the changing needs of LAQ. By-Laws are identified by a series of numbers outlining the year, month and number of which the By Law was voted in. For example '26 06 01

Previous Resolutions from the Annual Conference are also listed in this document and are identified by a series of letters and numbers. For example BOD 2 ('08). Following changes at the 2026 AGM, these Resolutions now sit under the remit of the Board of Directors as By-Laws.

General Policy

Administration

General

BOD 2 ('08) **(Amended June '26)**

The operations of the Association be organized by reference to:

(a) the rules of competition set out in the Competition Rules & Regulations;
(b) the rules for officiating events as set out in the Field of Play Handbook; and
(c) the Policies and Guidelines in force from time to time, as published by the Association on its website, without limiting future policies to be developed and adopted

The content of all LAQ documents and policies be determined by the Board from time to time. In doing so, the Board may consult with LAQ Committees, Centres and Regions or other stakeholders deemed necessary.

A3 ('91) **(Amended July '26)**

That no rule or regulation, or change to the rules or regulations of this Association which contravenes the **Constitution of the AA** or its By-Laws set by AA shall be valid without the express written approval of the AA.

Register of Members

BOM 2 ('03) **(Amended June '19)**

Little Athletes shall be registered in age groups according to their age as at the 31st December each year.

'06 02 01 Athletes cannot register with two Centres concurrently.

Competition Year, Seasons and Ages

BOM 4 ('03) **(Amended June '24)**

The Association's Competition Year shall run from 1st April to 31st March, however Centres may choose their own competition period within that year, comprising a maximum 26 weeks of competition within a 30 week block. The competition period must be concluded by the 31st March, unless otherwise approved by the Board. The maximum competition period of 26 weeks is designed to include allowances for washed out meets.

Control of other Little Athletics Bodies

BOM 6 ('03) All Centres or other agencies existing or proposed in the name of the Association shall be under the control of the Board of Directors and their existence subject to the Board's approval.

Regions

Meetings of Regions

BOM 8 ('03) **(Amended July '26)**

A meeting of Region Representatives shall be held at least twice each twelve (12) months within the Region.

- The meetings to be held, where practicable, in meeting places within the Region.
- Each Centre may send up to two (2) representatives to such meetings.
- At least one (1) member of the Board of Directors or their representative may attend the meeting as considered necessary by the Region Committee.
- The use of digital technology may be used to conduct the meeting.

Regions: Formation and Control

BOM 9 ('03)

(a) The division of Queensland into Regions is to be done provided that each grouping of Centres forms a discrete geographical area.

(b) Before any new Centre is established or any existing Centre is relocated in a Region or before any existing Centre in a Region is re-located, (into another Region) the Board of Directors consult all Centres in that Region and that the views of those Centres be taken into account in determining the matter.

(c) Each Region will have a "Region Committee" which will consist of a Region Competition Co-ordinator (who will be the Committee's chairman) and two delegates nominated by each Centre within the Region:- one of those delegates to be nominated by the Committee to perform the duties of Secretary.

(d) The powers and responsibilities of each Region Committee, shall be determined by the Board of Directors, and promulgated by means of By-Laws which shall be consistent with the Association Constitution.

Centre General

Centres: Formation and Control

BOM 7 ('03) **(Amended July '26)**

(a) A new Little Athletics Centre shall be eligible for affiliation when it is deemed by the Board of Directors to possess sufficient administration for the successful conduct of the Centre.

(b) Each affiliated Little Athletics Centre shall have a Management Committee of not less than three (3) members.

(c) The powers and responsibilities of each Centre Management Committee shall be determined by the Association's Board of Directors and promulgated by means of By-Laws, which shall be consistent with this Constitution.

(d) No new Centre shall be formed without the prior approval of the Board of Directors after it has consulted Centres in the Region.

(e) When a Centre is dissolved or closes or ceases to function for any reason whatsoever a Centre shall not be established in the same area without the prior approval of the Board of Directors.

(f) When a Centre has serious organisational problems the Centre Manager and the Secretary shall immediately notify the Board of Directors.

(g) If the Board of Directors considers that a Centre has:

- (i) organisational problems of which the Centre Manager or Secretary has notified the Board of Directors,
- (ii) closed or ceased to function for any reason whatsoever, other than by being properly dissolved pursuant to its Constitution as approved by the Office of Fair Trading.
- (iii) failed to comply with the requirements of the Office of Fair Trading within such time, or extended time, as that Office has allowed,
- (iv) failed or refused to meet its lawful financial obligations to the Association or to any other person whomsoever,
- (v) a Centre Management Committee of less than three (3) members,
- (vi) insufficient members to continue to operate as a viable Centre,
- (vii) substantially neglected, disregarded or exceeded the objects or powers of the Centre,
- (viii) operated in a manner which is, or could be, severely harmful to the best interests of Little Athletics as a whole, or

(ix) substantial need to be re-organised or revitalised, it may direct the Secretary of the Association to convene a meeting of the Board of Directors and the Centre Management Committee with a view to investigating and resolving the matters at a time and place to be mutually agreed and, failing agreement, at such time and place fixed by the Board of Directors.

Notice of the meeting shall be sent by the Secretary of the Association to the Secretary of the Centre and to every member of the Centre Management Committee shown in the records of the Association and of the Office of Fair Trading.

If a majority of the Centre Management Committee does not attend that meeting or, in the opinion of the Board of Directors, it is necessary so to do, the Board of Directors may direct the Secretary of the Association to convene a General Meeting of the Centre by giving not less than 28 days notice of such meeting to the members of the Centre.

The manner by which such notice is given shall be determined by the Board of Directors. Notice of the meeting shall clearly state the nature of the business to be discussed.

For the purpose of giving such notice the Board of Directors may call upon the Centre Management Committee to and the Centre Management Committee shall produce to the Secretary of the Association the register of members of the Centre or any similar records and, for that purpose, the Secretary of the Association is hereby empowered to take copies of any entries in the register or records.

The President, or a person appointed by the Board of Directors for that purpose, shall preside at that meeting.

The meeting shall make such decisions and may give such directions including the calling of further General or Special General Meetings.

The purpose for calling such further meetings may include, but not be limited to, consideration of the question of whether the Centre should be dissolved and any other matter whatsoever as having regard to the matters discussed appears to be appropriate.

The further meeting may authorise the Board of Directors and the Secretary of the Association to take such action as is necessary to give full effect to those decisions and directions.

Relocation of a Centre

'94 08 01 That in addition to the Centres within the Region, advice on **relocation** of a Centre or the location of a new Centre be sent to any Centres which are adjacent.

Closed Centres

'00 05 06 After a Centre has ceased operations for two (2) years, any cash returned to the Association may be used at the Board of Director's discretion for new Centre Development and any equipment held in trust by the Association may be sold with new centres having first option to purchase.

Centre Administration

GC 1 ('12) That all Centres must offer the option of a two week trial throughout the respective Centre's competition season to new members seeking registration, in accordance with LAQ's guidelines which may change from time to time. Any fees charged are to be deducted from the individual's registration fee if registering. This fee is non refundable for individuals not wishing to register.

P16 ('84) That **Birth Certificates** or satisfactory evidence of date of birth be sighted by the Centre's Registrar within twenty eight (28) days, when first joining a Centre.

Transfers Between Centres / Associations

'87 01 02 **(Amended June '07)**
Intrastate Transfers. That no Association registration fee is charged within the same competition year ie. 1st April – 31st March.

ALA BL92/4 No Association registration fee be payable when an athlete **transfers** interstate

Centre Awards

'00 05 05 **(Amended August '24)**
Centres who provide trophies and awards must publish the full criteria in the Centre Handbook or on the Centre website.

Specific Policies

'93 08 02 That all/any changes to centre uniforms are to be allowed a phase in period of two (2) seasons from the date of approval.

Annual Conference

'98 03 04 **(Amended April '22)**
The Association will subsidise all Centres attending Conference on the basis of distance of the Centre from the conference venue as listed below: Effective from 2022 Conference:

0km – 250km	- $0.00 / Centre
251km – 500km	- $300.00 / Centre
501km – 750km	- $400.00 / Centre
751km +	- $500.00 / Centre

Awards

'06 09 01 **(Amended July '26)**
Nominations for Association awards can be submitted by affiliated Centres of Little Athletics Queensland, individual members and, at the discretion of the Board, by the Association's Chief Executive Officer for consideration by the Board.

Competition

'06 06 01 Awarding of prize money (cash or cash equivalent) is not permitted for any Little Athletics competition from Centre to State level.

'10 03 01 At all Association competitions, no athlete shall be charged an additional nomination fee by a Centre or Region. The total nomination fee charged shall be the fee as set by the Association.

BUND 21 ('05) **(Amended June '07)**
That State Championships are to be held in a venue in Region Tropical North, North QLD or Central North every fourth year, as long as an all weather track of suitable standard is available.

Board of Directors and Staff

Voting Procedures

'26 07 01 **Method of Determining the Result of a Ballot**

1. Election of one person

(a) One nominee:

If the nominee receives an affirmative vote from more than half of the formal votes cast that person is declared elected.

(b) Two nominees:

The nominee receiving the greater number of votes shall be declared elected. In the case of a tie, the Returning Officer shall determine the winner by lot and that person is declared elected.

(c) More than two nominees:

(i) Voting will be on a preferential basis.

(ii) If any candidate has received more than half the formal first preferences cast, that person is declared elected.

(iii) If no candidate is in that position the candidate with the lowest number of first preferences is eliminated and that candidate's votes are distributed according to the second preferences shown. If any candidate then has more than half the total votes cast that person is declared elected.

(iv) If no candidate is in that position the process described in (iii) above is repeated until some candidate has more than half the total formal votes cast in which event that person is declared elected.

(v) If at any stage of a count a choice has to be made between two or more candidates having equal scores at that stage, the Returning Officer shall have regard to their scores at the last preceding stage of that particular count at which their scores were different and if they were equal at all stages of the count then the Returning Officer shall determine the candidate to be eliminated by lot.

2. Election of two or more persons

(a) The number of nominees is equal to or less than the number to be elected.

Each member eligible to vote shall cast a vote for or against each candidate and any candidate receiving more than half the formal votes cast in relation to that candidate shall be declared elected.

(b) The number of nominees exceeds the number to be elected

(i) Voting will be on a preferential basis.

(ii) If any candidate has more than half the formal first preferences cast, that candidate shall be declared elected, and is called the "first-elected candidate".

(iii) If no candidate has more than half the formal first preferences cast, the candidate with the lowest number of votes is eliminated and that candidate's votes are distributed according to the second preferences shown. If any candidate has more than half the total votes cast at that stage then that candidate is declared elected, and is called the "first-elected candidate".

(iv) This process is repeated until some candidate has more than half the total formal votes cast at which time that candidate is declared elected, and is called the "first-elected candidate".

(v) The first preference votes for the first-elected candidate are then allocated according to the second preferences shown and the process is repeated to ascertain the "second-elected candidate".

(vi) If necessary a "third-elected candidate" " is then determined in a similar matter, the process stopping when the required number of candidates has been elected.

(vii) No candidate is declared elected until credited with more than half the total formal votes cast.

(viii) If at any stage of a count a choice has to be made between two or more candidates having equal scores at that stage, the Returning Officer shall have regard to their scores at the last proceeding stage of that particular count at which their scores were different and if they were equal at all stages of the count then the returning Officer shall determine the candidate to be eliminated by lot.