

# VICTORIAN CALISTHENIC COACHES' ASSOCIATION INC.

## BY LAWS

1. The V.C.C.A. must be regarded as our Professional Association, and ethical behaviour is expected from all members.
2. Persons eligible for membership are:-
  - 2.1 Those who have coached and have been designated and registered as accredited Coaches of Calisthenics or as Coaches in Training for accreditation by the V.C.T.A./V.C.C.A.
  - 2.2 Those persons who have been bestowed with Life Membership Status by the V.C.T.A./V.C.C.A.
  - 2.3 Those persons who have been designated and registered by any other such recognised State or Territory Calisthenic Parental Organisation as accredited Coaches or Coaches in Training and who have now become permanent residents in Victoria and wish to continue interest or Coach Education activities in this State, providing such qualifications meet with the standards recognised in the State of Victoria.
  - 2.4 Categories of membership are:
    - 2) LEVEL 2:** Must have the National Qualification of Level Two from the Australian Sports Commission.  
Undertakes the teaching of calisthenics technique to pupils.  
Coaches the pupils in the execution and presentation of items within the calisthenics syllabus.  
Undertakes the choreography and presentation, costuming, musical choice, etc., of such items.
    - 1) LEVEL 1:** Must have the National Qualification of Level One from the Australian Sports Commission.  
Undertakes the teaching of calisthenics technique to pupils.  
Coaches the pupils in the execution and presentation of items within the calisthenics syllabus.  
Undertakes the choreography and presentation, costuming, musical choice, etc., of such items.
    - C) CADET:** Members who are undertaking or have completed the Cadet Program. Members with expired Level One or Two qualifications who are actively renewing their qualifications.
    - R) RECREATIONAL:** Recreational Coaches who cannot coach a competitive calisthenics team or competitor.  
Undertakes the teaching of calisthenics technique to pupils. Coaches the pupils in the execution and presentation of items within the calisthenics syllabus.  
Undertakes the choreography and presentation, costuming, musical choice, etc, of such items.
    - A) ASSOCIATE:** Non-coaching members of the VCCA who have current or expired Level 1 qualifications. Voting rights are extended to these members and they are exempt from attending the minimum of two (2) members' forums even if their National Qualification from the Australian Sports Commission is still valid. They are not permitted to Coach calisthenics while an Associate Member.

3. The requirements to maintain membership of the VCCA are:-

- 3.1 To maintain registration and membership of the V.C.C.A., a Category 2, 1 or R member must fulfil the following:-
- a) the minimum age of all qualified coaches is eighteen (18) years.
  - b) be currently financial.
  - c) attend a minimum of two (2) members' forums per year. The requirements for attending a members' forum are:-
    - 1) being present for the full length of the forum, or
    - 2) being present for a minimum of two (2) hours, and
    - 3) members leaving prior to the minimum required time must sign out on the attendance roll.
  - d) maintain a current approved First Aid Certificate or Nursing Registration.
  - e) maintain a current Working With Children Check or VIT Registration.
  - f) have purchased a copy of the ACF Technical Guide on CD-ROM
  - g) maintain one of the following qualifications or else be relegated to Category C or A status and not coach calisthenics:
    - 1) maintain a National Qualification Level Two from the Australian Sports Commission
    - 2) maintain a National Qualification Level One from the Australian Sports Commission
    - 3) maintain an ACF Recreational Coaching qualification
- 3.2 To maintain registration and membership of the V.C.C.A., a Category C or A member must fulfil the following:-
- a) the minimum age of all members is sixteen (16) years.
  - b) be currently financial
- 3.3 To commence coaching at an alternate club/college, all members must fulfil the following: -
- a) when leaving an existing position of their own decision, the member shall only accept a new coaching appointment within 5km of the former club/class if they are granted written permission from the Principal Coach/Committee of Management of the former class/club. Acceptance of coaching positions outside the 5km radius or after a 12 month period of absence from the former class/club, does not require permission of the former class/club.
  - b) shall only form a new class/club within 15 kilometres (by shortest trafficable Route) from the former class/club where they were Principal, co-Principal or coach if they are granted written permission by the Principal Coach/Committee of Management of the former class/club. Permission is not required after a 12 month period of absence from the affected former class/club.
4. Failure to maintain membership requirements, without the approval of the Committee of Management, will result in a fine or de-registration.
- a) A fine of \$50 will be imposed. Failure to pay this fine within 30 days will result in de-registration.
  - b) Members who have been de-registered once may rejoin the V.C.C.A.
  - c) Members who have been de-registered a second time, within a five year period, will not be accepted into the V.C.C.A. for a period of twelve (12) months.
  - d) Members who breach membership rules 3.3a or 3.3b, shall be deregistered, do not have option 4a available to them, and shall not be accepted into the V.C.C.A. for a period of twelve (12) months.
  - e) Members who have received a letter of de-registration have the right of appeal to the Committee of Management.

Subject to the Rules, if the Committee is of the opinion that a member has refused or neglected to comply with the Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the Committee may by resolution:-

Fine that member an amount not exceeding \$500.00; or

Suspend that member from membership of the Association for a specified period; or

Expel that member from the Association.

The Committee shall adhere to the following procedures:-

The Committee shall prepare a clear statement identifying the breach of Rules or the Conduct Unbecoming and;

shall make a decision on the penalty to be imposed; and

shall advise the member in writing of the breach of Rules or Conduct Unbecoming and the Penalty to be imposed; and

state that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to the member; and

state the date, time and place of the meeting; and

advise the member that he/she is to do one or both of the following:-

- ...1 Attend the meeting
- ...2 Give to the Committee, at least 48 hours, before the date of that meeting, a written statement seeking the revocation of the resolution; and

inform the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the Association in a Members' Forum, against the resolution.

At the meeting of the Committee to confirm or revoke a resolution, the Committee must:-

Give the member, or his or her representative, an opportunity to be heard; and

Give due consideration to any written statement submitted by the member; and

Determine by resolution whether to confirm or revoke the original resolution.

If the Secretary receives notice, he or she must notify the Committee and the Committee must convene a Special Members' Forum of the Association to be held within 21 days after the date on which the Secretary received the notice.

At such a Special Members' Forum of the Association,

- a No business other than the question of the appeal may be conducted; and
- b The Committee may place before the meeting details of the grounds for the resolution and the reasons for passing the resolution; and
- c The member or his or her representative must be given an opportunity to be heard; and
- d The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

A resolution is confirmed if, at the Special Members' Forum, not less than two-thirds of the members vote in person in favour of the resolution. In any other case the resolution is revoked. There shall be NO voting by proxy.

5. Annual membership fees as set at the Annual General Meeting of the V.C.C.A. are due and payable by the end of each financial year. Only financial members and Life Members of the V.C.C.A. have voting rights.
6. **C.V.I. DELEGATES**
  - 6.1 The four (4) Representatives to the C.V.I. Annual General Meeting must be currently registered as Category A) or R) members.
  - 6.2 The four (4) delegates to C.V.I. Council must be currently registered as Category A) or R) members, fifty percent (50%) of whom must be current V.C.C.A. Committee members.
7. The exchange of pupils from class to class is unavoidable, but the practice of inviting pupils to leave one class and join another, is undesirable and unethical. Such action, if proven, may result in de-registration from the V.C.C.A.
8. Only registered V.C.C.A. members are permitted to attend Members' Forums/General Meetings/seminars, unless under direction from the V.C.C.A. Committee, a special invitation is issued to outside persons.
9. It is requested that children not be brought to the Members' Forums/Annual General Meeting/Seminars.
10. Delegates to A.C.F.C.C. shall be appointed by the current V.C.C.A. Committee.
11. **ANNUAL GENERAL MEETING/ MEMBERS' FORUMS :**

The ordinary business of the Annual General Meeting and Members' Forum shall be:

  - a) to confirm the minutes of the last preceding annual general meeting and of any Members'-Forums held since that meeting.
  - b) to receive from the Committee and present to all in attendance at the Annual General Meeting a statement containing all the particulars defined in Section (30-3) of the Act. These include:-
    - (i) Income and Expenditure of the V.C.C.A during its last financial year.
    - (ii) Assets and liabilities of the V.C.C.A. at the end of its last financial year.
    - (iii) Mortgages, charges and securities of any description affecting any of the property of the V.C.C.A. at the end of its last financial year.
    - (iv) To provide a statement of all trusteeships undertaken by the V.C.C.A.
  - c) to elect Officers of the V.C.C.A. Committee.
  - d) to appoint an Auditor to audit the accounts of the V.C.C.A. The Auditor so appointed shall be a certified practicing member of some recognised Institute of Accountants.
12. Copies of the minutes and financial statement of the Annual General Meeting and of all Members' Forums or Special Member's Forum of the V.C.C.A. shall be distributed to all members, and such minutes shall be taken as read.
13. Each speaker on all motions is to be restricted to a three (3) minute time allowance, except the mover of the motion who shall have two (2) minutes to reply before the motion is put.
14. A roll call of all members in attendance is to be kept. The roll book, however named, is to be signed by all members in attendance prior to each meeting.
15. No correspondence shall be read at any Members' Forum or Special meeting unless previously tabled at a Committee meeting.

**16. SUB-COMMITTEES.**

- 3.2 The Committee in accordance with 8.1.5 of the V.C.C.A Constitution, may appoint sub-committees for special tasks, under defined guidelines of autonomy.
- 3.3 The President shall be ex-officio member of all sub-committees and entitled to attend and vote at all such meetings.
- 3.4 Each of the sub-committees shall have a chairperson appointed by the Committee of Management.
- 3.5 A sub-committee may meet and adjourn as it thinks fit.
- 3.6 A quorum for a meeting of a sub-committee shall be at least 50% of such committee.
- 3.7 Questions arising at any meeting shall be determined by a majority of votes of those present and in the case of an equality of votes, the chairperson shall have a second or casting vote.
- 3.8 Notice of all sub-committee meetings shall be given to President and Secretary at least forty-eight (48) hours prior to such meetings.
- 3.9 A copy of the minutes of each meeting shall be forwarded to the President and Secretary of the V.C.C.A prior to the next meeting of that sub-committee.
- 3.10 The chairperson of each sub-committee shall furnish written reports to the Committee when requested to do so and at such other times as the Committee deems necessary.

17. The Secretary of the V.C.C.A. shall cause to be kept minutes of the resolutions and proceedings of each Members' Forum and each Committee meeting in an approve format for that purpose together with a record of the name of persons present at Committee meetings.

**18. AWARDS**

- 18.1 A Life Membership may be bestowed on any person who has rendered distinguished or special service to the sport of calisthenics at the state level. A maximum of three (3) such awards to be made in any one (1) year.
- 18.2 Life Memberships shall be nominated by a three quarter majority vote of the current Committee members of the V.C.C.A. The nomination must be submitted to the Secretary at least 60 days before the date set down for the Annual General Meeting. The nomination for Life Member shall be considered at the Annual General Meeting. A resolution of the Annual General Meeting to confer life membership must be passed by Special Resolution. The vote on such resolution will be taken by secret ballot.
- 18.3 Life Members may attend and vote at any Members' Forums, Special Member's Forums and the AGM of the V.C.C.A. but shall not pay annual subscriptions or levies.

19. All members shall be notified in writing of all changes to the By Laws.

20. The Secretary shall cause to be kept a record of all existing By Laws and any additional thereto.

**21. JOB DESCRIPTIONS:****PRESIDENT**

- Chair all Members' Forums, the AGM and V.C.C.A. committee meetings and have a deliberate and casting vote.
- Ex officio on all sub committees
- Liase with R.S.S.S. and A.S.C.A. Inc.
- Support country sub-branches and attend at least one meeting a year
- Attend meetings convened by the C.V.I. Director of Competitions.
- Oversee all V.C.C.A. office staff, procedures and productivity.

VICE PRESIDENT/DIRECTOR TO C.V.I.

- Assist president
- Attend meetings as proxy for president
- Chair meetings in absence of president
- Represent V.C.C.A. at C.V.I. meetings and report to V.C.C.A. Committee and members.

TREASURER

- Be in control of all accounts
- Prepare and pay all accounts
- Maintain accurate records of expenditure and income
- Manage term deposit
- Prepare books for annual audit
- Organise insurance for V.C.C.A. members in liaison with Membership Registrar.
- Liaise with all sub-committees

SECRETARY

- Liaise with VCCA president
- Deal promptly with correspondence
- Keep accurate records of all meetings
- Organise annual reports
- Prepare agendas
- Distribute committee minutes 10 days prior to next meeting
- Liaise with V.C.C.A. office
- Develop annual list of committee for general distribution
- Provide office with Member's Forum minutes by arrangement.

COUNTRY LIAISON OFFICER

- Ensure lines of communication remain open at all times
- Handle enquiries from sub-branches
- Arrange for seminars
- Visit each area annually
- Send any relevant information to sub-branch secretaries
- Keep an accurate file of minutes from each sub-branch
- Alert president to any problems that may arise from minutes

COACHING COMMITTEE CONVENOR

- Organise dates of meetings. - approximately 4 per year and book C.V.I. room.
- Chair meetings and prepare agendas.
- Liaise with Registrar regarding requests and approvals for Level 1 "leave of absence"
- Liaise with committee members and support them with their duties during the year.
- A.C.F.C.C. delegate (approximately 3 meetings per year with some being held interstate).  
Organise meals and meeting room for Victorian meetings of A.C.F.C.C.
- Liaise with A.C.F. delegate.
- Report to Coaching and V.C.C.A. committee.
- Liaise with V.C.C.A. Director and report to C.V.I. of coaching achievements and suggestions.
- Attend Victorian coaching committee meetings at Sport and Rec. - approximately 4 morning meetings to keep in touch with other sports and advertise their seminars.
- Liaise with V.C.C.A. office staff on all Coaching Committee issues.

**REGISTRAR**

- Send to all members Renewal Notices for Membership payments.
- Issue Cadet Course application forms.
- Issue First Aid reminders to members with expired First Aid qualifications.
- Issue reminders to unfinancial members.
- Receive Application for Membership forms from new members.
- Advise Treasurer of monies due and payable to Sub-branches.
- Advise Treasurer of payment due to Insurance Company for Professional Indemnity.
- Issue ACF Membership cards.
- Record membership and qualification details on database.
- Provide copies of the membership details for members of the committee who require same, Coach Education committee and Competition committee regularly throughout the year.
- Provide Sub-branch Secretaries with a roll to copy and use for their meetings.
- Provide any additional copies of the membership or mailing labels as may be required with the approval of the President
- Keeps a record of attendances at Committee meetings and Members' Forums.
- Receive all attendance rolls from Sub-branch meetings and record same.
- Receive attendance rolls from seminars, Level 1, Level 2, Cadet and first aid co-ordinators (including sub-branches).
- Place reminder notices in the V.C.C.A. newsletter at least three times a year of the membership attendance requirements.
- Receive and acknowledge all requests for exemption or deferment of membership.
- Take such requests received throughout the year to Committee for approval and advise members of the Committee's decision.
- Arrange and attend a Special Committee meeting to handle de-registrations.
- Advise members of their de-registration in writing.
- Advise Clubs /Colleges of de-registered members.
- Provide C.V.I. with a current list of de-registered members.
- Arrange and attend a Special Committee meeting to handle appeals against de-registration if the number requires same.

**23. STRUCTURE OF SUB-BRANCHES:**

Sub-Branches must act in accordance with and conduct all business as stated in the V.C.C.A. Inc. Constitution - refer to V.C.C.A. Sub-Branch Procedures - Effective 31<sup>st</sup> January 2000.

**VICTORIAN CALISTHENIC COACHES  
ASSOCIATION INC.**

**Inc. No. A0024275Z**

**APPENDIX 1 :**

**ELECTION OF OFFICE BEARERS FORM**

Please complete this form and return to:

V.C.C.A. Inc. Secretary

.....  
.....  
.....

BY .....

I hereby nominate: \_\_\_\_\_

for the position of: \_\_\_\_\_

Proposer: \_\_\_\_\_

Secunder: \_\_\_\_\_

Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

**POSITIONS FOR  
RE-ELECTION:**

- 
- 
- 
-

**VICTORIAN CALISTHENIC COACHES  
ASSOCIATION INC.**

**Inc. No. A0024275Z**

**APPENDIX 2**

**POSTAL VOTE FORM**

Please complete this form and return to:

V.C.C.A. Inc. Secretary

.....  
.....  
.....

BY .....

I \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_, a member of the V.C.C.A. Inc. hereby cast my postal vote  
for the motion(s)/resolution(s) as listed below for the ..... meeting to be held  
on ....., or at any adjournment of that meeting.

a) Motion/Resolution

In favour

Against

b) Motion/Resolution

In favour

Against

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ year .

Signature \_\_\_\_\_

Current A.C.F. Card No. \_\_\_\_\_ Expiry: \_\_\_\_\_