



**RYDE ZONE  
PRIMARY SCHOOL SPORTS ASSOCIATION  
CONSTITUTION**

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### **Objectives**

- 1.1 To administer all interschool competitive sport within the Zone and carry out such functions as may be allocated by the Area A.D.G. (or similar)
- 1.2 To represent and reflect the views of schools and interested groups with regard to the conduct of competitive sport within the Zone.

### **2 Functions**

- 2.1 To organise and administer all competitive sport competitions, carnivals, trials and gala days at a Zone level.
- 2.2 To be represented on the Sydney North Area Primary Schools Sports Association and to liaise with that body on all Area sporting competitions and trials.
- 2.3 To administer a budget, finance Zone sport and supply written financial reports.
- 2.4 To conduct such meetings as may be needed for the effective organisation and administration of the activities of the Zone association.

### **3 Membership**

- 3.1 Membership of the association shall be open to all government schools within the Zone.
- 3.2 Other schools (non government) may compete in association activities by invitation only.

### **4 Affiliation**

- 4.1 Each school shall be affiliated with the Zone association and pay the annual fee by 30th June each year.

### **5 Student eligibility**

- 5.1 Students attending all Zone member schools shall be eligible to participate, if selected, in such competitions, carnivals or trials held by the association, provided that they turn at least 8 years and are not older than 13 years in that year of competition.
- 5.2 Students from government schools only are eligible to represent the Zone at an Area level.
- 5.3 All students selected to represent Ryde Zone at a particular sporting event or fixture must comply with all transport, levy and apparel requirements as set down by the association or relevant convener. Failure to do so will rule the student ineligible for representation at that particular sporting event or fixture.



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### 6 Zone committee

- 6.1 The management of Ryde Zone shall be vested in the committee.
- 6.2 The composition of the committee, shall be :-
  - 6.2.1 President. (who will act as chairman)
  - 6.2.2 Vice Presidents (max. of 2)
  - 6.2.3 Secretary
  - 6.2.4 Treasurer
  - 6.2.5 The Conveners of each sport represented at Zone level
  - 6.2.6 The Principal or each school or his/her nominee
  - 6.2.7 The Sports person of each member school, or other nominated representative of that school, other than the Principal
  - 6.2.8 Patron (where selected)
  - 6.2.9 Life Members.
- 6.3 "Office Bearers" of the association shall be elected and will comprise :-
  - 6.3.1 President
  - 6.3.2 Vice Presidents
  - 6.3.3 Secretary
  - 6.3.4 Treasurer
  - 6.3.5 Gear steward
  - 6.3.6 Trophy Steward
  - 6.3.7 Publicity officer
  - 6.3.8 Conveners of each sport
  - 6.3.9 Zone delegates to Area
  - 6.3.10 Auditor (not to be a member of the Executive)
  - 6.3.11 Life members
  - 6.3.12 Patron
- 6.4 The "Executive" of the association shall be :-
  - 6.4.1 President
  - 6.4.2 Vice Presidents
  - 6.4.3 Secretary
  - 6.4.4 Treasurer
- 6.5 The Executive shall have the power to make emergency decisions and do such things that are necessary for the operation of the association, without the consent of the Committee, provided that, it does not take action contrary to the decisions made at meetings or to articles of Constitution.
- 6.6 All weekly competitions will be suspended until all executive positions are filled.

### 7 Meetings

- 7.1 The Annual General Meeting of the association shall be held each year in November (Term 4.)



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- 7.2 The Annual General Meeting shall be conducted at the association's regular meeting place to commence at 4.00pm. Subsequent meetings of the association shall be held at the rate of, at least one, but no more than two a term. These meetings are also to commence at 4.00pm.
- 7.3 The Executive shall be empowered to call additional meetings of the committee when extraordinary circumstances prevail. Extraordinary meetings may be held without the usual amount of time.

### 8 Elections

- 8.1 Office Bearers, as described, in section 6.3 shall be elected at the Annual General Meeting.
- 8.2 All elected positions shall be declared vacant prior to the elections. All retiring officers shall be eligible for re-election. Any vacancy occurring after the elections shall be filled at the next meeting.
- 8.3 The positions of Swimming, Tennis, Softball and Cricket Conveners may be filled at the last meeting of the year.
- 8.4 Life Members must be nominated by Notice of Motion prior to the Annual General Meeting and shall only be elected at the A.G.M.

### 9 Voting

- 9.1 Each school shall be entitled to one vote.
- 9.2 Life Members may take part in debate but not vote. (unless they are involved in the committee in some other capacity other than Life Member)
- 9.3 The Chairman shall have the casting vote in addition to a deliberative vote.
- 9.4 Voting by proxy, postal or fax vote will not be accepted on the election of office bearers or any notice of motion.
- 9.5 Office Bearers shall be elected by preferential voting.

### 10 Quorum

- 10.1 The quorum for committee meetings will consist of representation by the simple majority of member schools in the Zone.

### 11 Delegates to area

- 11.1 Should the regular delegate be unable to attend the Area meeting forthcoming he/she is required to contact the President or Secretary in sufficient time, so that an alternate delegate can be appointed.



### 12 Finance

- 12.1 Finance of the association shall be the responsibility of the members of the Executive.
- 12.2 All books of account shall be audited, where possible, by the association's elected auditor to 31st December each year. (this audit is not compulsory)
- 12.3 The association shall receive the annual financial report and audited (where possible) financial statement of income and expenditure at the Annual General Meeting.
- 12.4 The association shall operate an ordinary cheque account. There shall be at all times three (3) signatories to the account, any two of whom may sign.

### 13 Conveners

- 13.1 Duly elected conveners shall be fully responsible for effective organising, programming and managing of their respective sport.
- 13.2 Duly elected team sport conveners shall be fully responsible for :-
  - 13.2.1 the construction of competition draws.
  - 13.2.2 the organisation of trials and the selection of teams/squads to go to Area trials.
  - 13.2.3 the collation and reporting of results.
  - 13.2.4 the presentation of awards and trophies.
  - 13.2.5 the administration of inter-school competitions as required by the nature of the sport.
- 13.3 All conveners shall regularly report to the association at its meetings on the progress of their sports.
- 13.4 Assistant conveners for each sport may be elected at the Annual General Meeting as the committee sees fit.
- 13.5 Any weekly competition without a convener will be suspended until the appointment of a convener for that sport.

### 14 Sub - committees

- 14.1 The association may appoint sub-committees as required.
- 14.2 The Executive shall be represented on all sub-committees.
- 14.3 The Secretary or his/her nominee shall record the minutes of all sub-committee meetings.
- 14.4 Recommendations made by sub-committee must be ratified by the main committee
- 14.5 All sub-committees are bound to the association Constitution, Standing Orders and Rules applicable in the same manner as the main committee, but shall not have the power to raise finances or operate financial accounts.



### **15 Notices of meetings**

- 15.1 All committee Meeting Notices shall be forwarded in writing to each member school and interested parties prior to the scheduled meeting.
- 15.2 The meeting agenda shall be included on the Meeting Notice for the Annual General Meeting.
- 15.3 Notices of Motion shall be included on the Meeting Notice.
- 15.4 In extreme circumstances, verbal Notices of Meetings may be given, providing written agendas are issued at the meeting.

### **16 Notices of motion**

- 16.1 Notices of Motion must be forwarded to the Secretary prior to the first Term 4 meeting to allow for discussion and time for consultation with school community.
- 16.2 Notices of Motions will be put forward at the AGM for voting
- 16.3 Rescission Motions: A motion, once carried, may only be rescinded at the next Annual General Meeting by a simple majority of members present.

### **17 Amendments to the constitution**

- 17.1 This Constitution may be amended by a two-thirds majority at any committee meeting, provided Notices of Motion have been given as per 16.1.

### **18 Standing orders**

- 18.1 The order of business shall be:-
  - 18.1.1 Apologies
  - 18.1.2 Reading and Confirmation of previous minutes.
  - 18.1.3 Business arising from minutes.
  - 18.1.4 Motions of which due notice have been given.
  - 18.1.5 Financial Statement.
  - 18.1.6 Correspondence.
  - 18.1.7 Business arising from correspondence.
  - 18.1.8 Conveners' reports.
  - 18.1.9 General Business.
  - 18.1.10 Receipt of Notices of Motion.

### **19 Honorariums**

- 19.1 Where it is deemed appropriate an honorarium may be given to a member of the Executive to cover expenses incurred through the year. The monetary value of this honorarium, if deemed necessary, to be decided at the Term 4 meeting of each year.