



CONSTITUTION **OF THE BRISBANE WATER PRIMARY SCHOOLS SPORTS ZONE**

1. OBJECTIVES

- 1.1 To promote and administer inter-school sport within the District and carry out such functions as may be allocated by the District Superintendent or his/her representatives.
- 1.2 To represent and reflect the views of schools with regard to the conduct of competitive school sport in the District.

2. FUNCTIONS

To advise schools with regard to District affiliation.

To organise all competitions and trials at District level.

To develop and support sport initiatives in schools.

To administer a budget for District sport and present an annual financial statement at the Annual District Meeting.

To present an annual written report of District sport activities to all affiliated schools.

3. MEMBERSHIP

Membership shall be open to government schools belonging to affiliated schools within the District.

Annual District affiliation fee shall be paid to the District Association by April 30th each year.

As an affiliated school it is a requirement that your school be represented at all (4) Brisbane Water PSSZ meetings and have at least one (1) teacher involved as a convener or manager of a Zone Sport.

Affiliated schools with a total Primary enrolment of 75 students or more will compete as an individual school at all major Zone carnivals.

3.5 LIFE MEMBERSHIP

- (a) Life membership of the Association may be conferred by the Council for distinguished service to sport within New South Wales Schools.
- (b) Candidates for Life Membership will have made outstanding contributions to school sport over a lengthy period at various levels.
- (c) Nominations must be submitted through their relevant school delegate and accompanied by a statement of the qualifications of the nominee. Nominations should reach the Secretary before 31st October each year; be dealt with by the Executive for the same year and submitted to the Council for decision and election at the following Annual General Meeting.
- (d) The Executive shall consider candidates for Life Membership and make recommendations to the Council. Not necessarily shall any or all candidates recommended be granted the honour of Life Membership.
- (e) Nominees granted Life Membership will be presented with an award at the Annual General Meeting.
- (f) Life membership of the Association may attend meetings of Council, move or second motions, speak for or against any motion, but may not vote.

4. AFFILIATION

The District shall be affiliated with the appropriate Area Association and pay the annual affiliation fee by April 30th of each year.

5. STUDENT ELIGIBILITY

Students attending any of the District member schools shall be eligible to participate, if selected, in competitions and carnivals conducted by the Association as determined by the relevant State Association (Primary, 8 to 13years 5 months).

All competitors selected to represent the Association at Regional Carnivals will be required to pay a compulsory levy, as set by the executive of the Council in consultation with the elected Convener.

6. DISTRICT SPORTS ASSOCIATION COUNCIL

The District Sports Association shall be managed by a Primary Council.

6.2 The composition of this council will be:

i) Executive-

President
Two Vice-Presidents
Treasurer
Secretary
Sydney North Delegate
Alternate Delegates

ii) One representative from each affiliated District school.

7. MEETINGS

- 7.1 The Annual General Meeting of the Association shall be held in December of each year.
- 7.2 The first council meeting shall follow the Annual General Meeting.
- 7.3 Subsequent Council meetings shall be held as afternoon meetings once a term.
- 7.4 Executive meetings shall be held as required.

8. ELECTIONS

- 8.1 Executive and Convenors for the following year shall be elected at the A.G.M. and are to be members of the teaching service of Government Schools within the District. Their appointments are subject to approval by the appropriate School Principal/Superintendent.
- 8.2 Life members may be elected at the Annual General Meeting.
- 8.3 All elected positions shall be declared vacant prior to elections. Retiring officers shall be eligible for re-election. Any vacancy that occurs shall be filled at the next meeting.

9. VOTING

- 9.1 Election of Office Bearers:
The executives shall be elected by District school representatives (present at the meeting). All other positions will be elected by the newly elected executive and school representatives (present at the meeting).
- 9.2 Council meetings:
Each District school representative shall be entitled to one vote except Life Members, who may attend meetings and speak for or against nay motion but not vote.
- 9.3 The chairperson shall have the casting vote.

10. QUORUM

- 10.1 For Council Meetings, the quorum to consist of:
 - i) The Chairperson
 - ii) Representatives from 5 District schools.

11. ALTERNATE REPRESENTATIVES

- 11.1 The order of precedence of taking the Chair shall be:
 - 1. President
 - 2. Vice-Presidents
 - 3. SecretaryIn the absence of all four officers the meeting shall be abandoned.

12. FINANCE

- 12.1 Finance of the District shall be the responsibility of the executive members of the Council.
- 12.2 All books of accounts and records of financial transactions shall be made in accordance with policies of the N.S.W. Department of Education and shall be audited in accordance with Department practice to December 31st each year.
- 12.3 Each school shall receive the Annual Financial Report and Audited Financial statement of Income and Expenditure at the Annual General Meeting.
- 12.4 The Brisbane Water Primary Schools Sports Zone will operate one cheque account. There will be three signatories:
1. President
 2. Treasurer
 3. Secretary
- All cheques will be signed by any two of the signatories.

13. AMENDMENTS TO THE CONSTITUTION

- 13.1 Any article of this constitution may be replaced or amended or any further articles added, by a two-thirds majority at the Annual General Meeting providing a notice of motion has been given to all District members at least one calendar month prior to such meeting.

14. STUDENT SUPERVISION

- 14.1 In general, the teacher to student ratio for scheduled sport activities, trials, competitions and carnivals conducted by the Association should not exceed 1:30.
- 14.2 For aquatic activities and recreational swimming such as weekly swimming programs, swimming carnivals and special swimming schemes, the supervision ratio must not exceed 1:20 by affiliated schools.
- 14.3 Additional supervision guidelines for other outdoor recreation activities are noted in the *Guidelines for the Safe Conduct of Sport and Physical Activity in Schools* by which affiliated schools are bound.

All matters not covered by the above constitution should be dealt with under the constitution/understanding orders/by-laws of the appropriate State Association.