



TOUCH FOOTBALL AUSTRALIA INCORPORATED (“Association”)

Standing Orders for State and Regional Councils

1. Purpose

These Standing Orders are made under clauses 11 and 73 of the Constitution to give effect to clause 11. They are made in pursuit of Object 3(e) of the Constitution.

2. Interpretation

These Standing Orders shall be interpreted in accordance with the Constitution and this clause. In the event of any conflict or inconsistency the Constitution shall take precedence. In these Standing Orders, unless the contrary intention appears:

Advisory Panel means a group of honorary officials appointed annually by a Council to give advice to that Council on an area of particular knowledge.

Affiliate has the same meaning as in the Constitution.

Board has the same meaning as in the Constitution.

Chief Executive Officer has the same meaning as in the Constitution.

Constitution means the Constitution of the Association.

Council means and includes State and Regional Councils.

Council Area means those areas as are set out under **clause 11** of these Standing Orders.

Council Executive means the body consisting of the Council Executive Members.

Council Executive Member means a member of the Council Executive.

Representative means a representative to a Council who has been appointed or elected by an Affiliate to exercise the rights of that Affiliate at meetings of its Council.

Individual Member has the same meaning as in the Constitution.

Regulations has the same meaning as in the Constitution.

3. Establishment of Councils

- 3.1** Clause 11 of the Constitution provides for the establishment of State and Regional Councils. The TFA Board has developed both a Standing Orders Intent document and these Standing Orders. The former describes the intent behind the preparation of these Standing Orders and can be used to help interpret this document. These Standing Orders prescribe the composition, operation, duties and functions of such Councils. Councils are accountable to, and report, to the Board.

3.2 Transitional Councils

The Board may, before any Council is composed in accordance with Clause 4, appoint an interim State or Regional Council for any State or Regional area consisting of such members as the Board considers fit. Any such Council shall sit:

- (a) for a term of one year from the date of appointment; or
- (b) until a Council is appointed for that State or Region in accordance with Clause 4; or
- (c) until the Board otherwise removes the Council.

4. Composition

- (a) Where there are no Regional Councils in a State Council Area each State Council shall consist of one Representative elected or appointed by each Affiliate in the relevant Council Area.
- (b) Where there are both Regional Councils and a State Council in a geographic area:
 - (i) Regional Councils shall consist of such Representatives as are elected or appointed by the Affiliates in those Regional Areas; and
 - (ii) State Councils shall consist of one Representative elected or appointed by each Affiliate in the relevant State Council areas.
- (c) In any election or appointment process of Representatives to a State Council or Regional Council, Affiliates will have one vote. Affiliates will have one additional vote for every 1000 registered Participants.
- (d) To be eligible for appointment or election as a Representative and to continue to hold that appointment, a person shall of necessity be an Individual Member in the relevant Council Area. To be eligible for appointment or election as a member of an Advisory Panel or other appointment by a Council and to continue to hold that appointment, a person need not be an Individual Member in the relevant Council Area.

- (e) Where the Affiliates in a Council Area number less than five or where the Affiliates in a Council Area make a specific request of the Board, the Board may not establish a State or Regional Council or may establish and compose a State or Regional Council as it sees fit.

Note: The Association (through its nominee) has the right to attend and speak at meetings of Councils and of their Council Executives. The Association shall provide administrative support to those bodies.

5. Roles

5.1 Council

A Council shall elect or appoint a Council Executive, and shall otherwise perform the functions of a Council under these Standing Orders.

5.2 Council Executive

- (a) A Council shall elect or appoint a Council Executive of up to 7 persons comprising a Council Chair and such other Council Executive Members as the Council considers necessary.
- (b) A Council Executive will execute the functions and responsibilities set out in clause 8 of these Standing Orders.
- (c) Council Executive Members will hold office for one year.
- (d) Councils may appoint persons who are not Individual Members or not otherwise involved in Touch, as Council Executive Members subject always to the Association having a right of veto.

6. Meetings

6.1 Voting at Council Meetings

Voting procedures at Council meetings shall include:

- (a) The Representative of each Affiliate shall have the right to move and to second motions, to discuss such motions and to vote on any matter before their Council.
- (b) Each Representative shall have one vote plus an additional vote for every 1000 registered Participants in the Representative's Affiliate on any matter before their Council.
- (c) Council Executive Members shall have the right of moving and seconding motions, and of discussion, but shall not have any right to vote unless also a Representative.
- (d) For any motion to be carried it must be supported by a majority of votes cast and, in any case, by not less than 40% of votes available at that meeting.

- (e) If voting is equal, there is no casting vote and the motion shall be declared lost.
- (f) Proxy voting at Council meetings is permitted. A proxy must be from another Affiliate in the relevant Council area.
- (g) Voting at meetings of a Council shall be by show of hands, unless otherwise decided by a majority of those present and eligible to vote. Notwithstanding this requirement, a Council may determine that voting for the election of Council Executive Members may be conducted by postal vote.

6.2 Voting at Council Executive Meetings

Voting procedures at Council Executive meetings shall include:

- (a) Each Council Executive Member shall have one vote
- (b) If voting is equal, there is no casting vote and the motion shall be declared lost.
- (c) Proxy voting at Council Executive meetings is not permitted.

6.3 Quorum at Council Meetings

The quorum for a Council meeting shall be the Representatives representing at least 25% of the Affiliates of that Council.

If within 15 minutes after the time appointed for the meeting a quorum is not present:

- (a) the meeting shall stand adjourned for one hour;
- (b) if at the end of the hour a quorum is still not present a notice shall be sent within 7 days to each Affiliate of that Council and to each Council Executive Member calling a meeting within 28 days.

If that meeting fails to achieve a quorum, business set down for consideration by that Council may be referred to the next meeting of that Council or of the Council Executive.

6.4 Quorum at Council Executive Meetings

A quorum for a Council Executive meeting shall be 50% of the members plus 1.

7. Terms of Office of Affiliate Representative members, Council Executive members and Advisory Panel members

Affiliates shall notify the Association in writing of their appointed Representatives to Council as soon as practicable following appointment. Representatives shall hold office for a term of one year. Affiliates shall advise the Association in writing of any change of Representative.

Appointment as a Council Executive Member or an Advisory Panel member may be terminated for any of the following reasons:

- (a) upon the member resigning in writing being accepted by the Council or the Association;
- (b) upon the member being absent without leave from three successive meetings of the Council or Council Executive;
- (c) upon the member becoming certified as of unsound mind, or upon his death;
- (d) in the case of a Council Executive Member, upon 75% of the Affiliate's Representatives voting in favour of such removal; or
- (e) for any period of disqualification or suspension under the Constitution or Regulations.

A Council Executive may elect or appoint, either from its members or otherwise, such Advisory Panels, officials (other than paid officials) or advisers as it may deem fit and such persons shall then hold office for the calendar year following their appointment, unless their appointment is terminated for any of the reasons enumerated in clauses 7(a) to (d) above, or by Council Executive in its discretion. The Council Executive may also elect or appoint additional or replacement persons to such positions during a year, in which case those persons shall hold office for the remainder of that calendar year.

No member of the Council, Council Executive, Advisory Panel or other appointment made by a Council shall, by virtue of or in respect of their work for the Council, be entitled to receive any fee, salary, wage or honorarium. This shall not prevent him receiving compensation for expenses properly incurred by him on behalf of the Association in pursuit of the above duties.

8. Functions and responsibilities of Council Executive

In accordance with and in addition to the functions and responsibilities delegated to or conferred upon Councils under clause 11(c) of the Constitution each Council Executive shall:

- (a) appoint tribunals to:
 - (i) determine charges laid against any person or body under the Regulations; or
 - (ii) investigate matters as directed by the Board or determined by a Council; or
 - (iii) adjudicate disputes between Affiliates and/or Individual Members in its Council Area; or
 - (iv) hear disciplinary action against any person or group who have breached the Regulations;

in accordance with and subject always to the Association Regulations and policies governing the appointment and conduct of such tribunals;
- (b) ensure that the provisions of the Constitution and of the Regulations are applied in its Council Area;

- (c) transmit to relevant persons or groups any directions or information forwarded for this purpose by the Association;
- (d) consider, and if thought fit, forward to the Association any recommendations from Affiliates or Individual Members in its Council Area.

Resolutions passed by a Council Executive that require consideration by bodies beyond that Council shall be forwarded to the Chief Executive Officer for referral to the appropriate section of the Association. Each subsequent Council Executive meeting until resolved shall thereafter list such resolutions for review;

- (e) administer such Touch championships, events and/or programs as may be deemed appropriate and approved by the Association;
- (f) maintain minutes and proper records of all meetings of the Council, the Council Executive and any Advisory Panels and a register of decisions;
- (g) allot and/or approve dates and venues to organisers in its Council Area for competitions or events below national competition level and submit to the Association details of those activities for inclusion in the Association National Calender as appropriate; and
- (h) do all things necessary to carry the directions of the Board and the provisions of the Constitution, the Regulations and these Standing Orders into effect.

9. Procedures for Council and Council Executive

Each Council shall meet not less than once in each year. Each Council Executive shall meet not less than four times in each year.

The date, time and place of each Council or Council Executive meeting shall be notified to all eligible persons at least fourteen days prior to the meeting. The onus of advising the Association of a Representative's address from time to time rests with the Affiliate, which appoints or elects him. Business not listed or that does not otherwise arise from a matter listed in the agenda for the meeting may be dealt with at the discretion of the meeting.

At all Council and Council Executive meetings, the Executive Chair shall take the chair. In their absence meetings shall elect a chair from amongst those present.

The Association (through its nominee) shall have the right to attend and speak but shall not have any vote at meetings of a Council or Council Executive.

Accepted meeting rules and rules of debate shall apply to all meetings. Members shall address only the Chair who shall be the sole judge of who has the right to speak.

Unless otherwise agreed by the relevant Affiliates copies of minutes of all meetings shall be provided to all Affiliates of the Council within 14 days of such meeting.

10. Changes to Council Standing Orders

Subject always to the Constitution, changes to these Standing Orders can only be made by the Association and shall only be made after due consideration by, and consultation with, Councils.

11. Council Areas:

The areas constituting the territory of each Council shall be as follows:

Western Australia all affiliates contained within the State Boundaries of Western Australia

Tasmania all affiliates contained within the State Boundaries of Tasmania

Victoria all affiliates contained within the State Boundaries of Victoria with the exception of Mallee Touch

ACT all affiliates contained within the Territory Boundaries of the ACT

South Australia: all affiliates contained within the State Boundaries of South Australia with the inclusion of Mallee Touch

Northern Territory: all affiliates contained within the boundaries of the Northern Territory

Queensland: all the associations contained within the Queensland State Boundaries with the inclusion of Tweed Heads

Queensland Regions:

- South Queensland and Border Districts
- Brisbane City
- South West Queensland
- Sunshine Coast Fraser and Burnet Districts
- Central Queensland
- North Queensland

The descriptors for the current Regional Boundaries are those currently in force and contain the affiliates as determined by the Queensland Touch Association.