



# VICTORIAN RACE WALKING CLUB

17<sup>th</sup> July 2015



## By-Laws

*of the Victorian Race Walking Club Incorporated*



Author:  
VRWC General Committee

**Contents**

1. INTRODUCTION..... 3

2. DEFINITIONS..... 3

3. STATUS ..... 4

4. AFFILIATIONS ..... 4

5. OBJECTIVE..... 4

6. COMPOSITION..... 4

    Racing Members ..... 4

    Life Members ..... 4

    Honorary Life Members ..... 5

    Associate Members ..... 5

7. LIFE MEMBERSHIP & HONORARY LIFE MEMBERSHIP Procedures..... 5

8. JOINING ..... 6

9. RACE FEES ..... 6

10. COLOURS..... 7

11. YEAR ..... 7

12. ANNUAL GENERAL MEETING ..... 7

13. GENERAL COMMITTEE..... 7

14. VOTING..... 8

15. SPECIFIC DUTIES OF OFFICE-BEARERS ..... 8

16. NOTICE OF MOTION..... 9

17. NOMINATIONS FOR OFFICE-BEARERS..... 9

18. ANNUAL AUDIT..... 9

19. INTERPRETATION ..... 9

20. RESIGNATIONS ..... 9

21. PUBLICITY..... 10

22. HONORARIA ..... 10

23. CLUB TEAM AWARD ..... 10

24. MERRIFIELD AWARD..... 11

25. RAY SMITH INTERNATIONAL COMPETITION TRAVEL FUND..... 12

## Appendices

---

- Appendix 1 CLUB TEAM AWARD
- Appendix 2 THE MERRIFIELD AWARD
- Appendix3 THE RAY SMITH INTERNATIONAL COMPETITION TRAVEL FUND

# By-Laws

*of the Victorian Race Walking Club Incorporated*

## 1. INTRODUCTION

---

The Rules of the Victorian Race Walking Club Incorporated (VRWC) are designed as the blueprint for the effective constitution of the VRWC, and as a guide for its efficient conduct.

The By-Laws of the VRWC shall include the day-to-day structure and procedures for the efficient running of the Club and its Affiliates and may be changed by resolution of the General Committee of the Club.

These By-Laws may be changed only if a General Meeting of the VRWC subsequently ratifies or repudiates the changes that have been made by the General Committee of the Club, in accordance with Section 31 of the Associations Incorporation Act 1981.

## 2. DEFINITIONS

---

<i>CLUB</i>	The Club is the properly-constituted body of members known as the Victorian Race Walking Club Incorporated and is affiliated with Athletics Victoria Inc.
<i>AFFILIATES</i>	This refers to Branches of the Victorian Race Walking Club Inc.
<i>AV</i>	Athletics Victoria Inc
<i>AA</i>	Athletics Australia
<i>IAAF</i>	International Association of Athletic Federations
<i>AFRWC</i>	Australian Federation of Race Walking Clubs [RWA]
<i>RWV</i>	Race Walking Victoria

### 3. STATUS

---

- 3.1. The VRWC, as a Specialist Group of AV, has the right to be represented at General Meetings of Athletics Victoria but shall not have a vote. Members vote through their affiliated athletics club.
- 3.2. The VRWC is a full member of the AFRWC with rights of attendance at conferences and voting rights.

### 4. AFFILIATIONS

---

- 4.1. The Club shall forward its affiliation fees to AV as required and be governed by the rules of AV insofar as they apply.
- 4.2. The Club shall forward its affiliation fees to the AFRWC as required.
- 4.3. The Club shall forward its affiliation fees to RWV as required.

### 5. OBJECTIVE

---

*The objective of the VRWC is to conduct and promote the sport of race walking*

---

### 6. COMPOSITION

---

#### Racing Members

*Those persons who shall have joined the Club for the purpose of competing in race walking events.*

#### Life Members

*Those persons who have been elevated to the distinction of Life Member by a seven-eighths majority at an Annual General Meeting.*

### Honorary Life Members

*Those persons who have been elevated to the distinction of Honorary Life Member by a seven-eighths majority at an Annual General Meeting.*

### Associate Members

*Those persons who shall have joined the Club in the interests of social activities and/or to serve on the General Committee of the Club.*

## 7. LIFE MEMBERSHIP & HONORARY LIFE MEMBERSHIP Procedures

---

- 7.1. Any financial member of the club may propose another member for Life Membership of the club and in so doing, must submit a written statement setting out the qualifications both administrative and sporting. The proposed member must have been a financial member of the club for at least 15 years at the date of submission.
- 7.2. Any financial member of the club may propose a club supporter for Honorary Life Membership of the club and in so doing, must submit a written statement setting out the qualifications that mark that person's exceptional contribution. The proposed Honorary Life Member must have been closely associated with the club for at least 15 years at the date of submission and must have given exceptional service to the club during that period.

### Procedure

- 7.3. For both Life Membership and Honorary Life Membership, the following procedures are to be followed:
  - The application must be submitted to the Hon Secretary of the Club at least 42 days prior to the date of the AGM.
  - The submission will then be passed to a Special Investigation Committee formed by the existing Life Members of the Club of whom four shall form a quorum.
  - The Special Investigation Committee shall consider the application and by a three-quarters majority by secret ballot either:
    - recommend that the nomination go forward for consideration by the AGM, or,
    - recommend that the nomination be withdrawn.
  - If the committee's recommendation is to proceed to the AGM, then notice of this must be contained in the notice calling the meeting.
  - The vote for election to Life Membership at the AGM shall be by secret ballot of members. A seven-eighths majority must be obtained for the recommendation to be effective.

### Requirements

- 7.4. Mandatory requirements are:
  - Competitive years with the Club alone do not constitute a qualification for Life Membership.
  - There shall be no more than three nominations in any one year.

### *Entitlements*

- 7.5. Upon election to Life Membership, the member shall be entitled to attend all functions of the Club and to be present at all General and Committee meetings of the Club with full voting rights.
- 7.6. A Life Membership medallion shall be presented to the successful member.
- 7.7. A list of current Life Members shall be kept on permanent display in the clubrooms.

## 8. JOINING

---

- 8.1. Any person desirous of becoming a member of the Club shall make an application on the prescribed form which shall be lodged with the Hon Secretary.
- 8.2. The committee shall then review the application and either accept it or reject it. The committee does not have to assign a reason for this action.
- 8.3. Membership shall be confirmed on payment of the annual subscription.
- 8.4. In accordance with RWA policy, applicants for membership of VRWC may cite VRWC as their primary club only if they have not been a financial member of another Federation club during the current calendar year.
- 8.5. The committee may offer membership and waive the yearly membership fees for up to ten individuals [at any one time] who have an association with VRWC and are, for the immediate past year or current financial year:
  - racewalkers selected to represent Australia in international events;
  - senior coaches or athletics administrators who enhance the club's standing in national and international athletics arenas; or,
  - individuals who have the ability, through their activities or reputation, to attract new members to the club.

## 9. RACE FEES

---

- 9.1. The Committee shall determine the race entry fees for the Club events together with any necessary levy to cover the costs of dressing room accommodation.
- 9.2. Any OPEN EVENT sanctioned by Athletics Victoria, or MASTERS EVENT sanctioned by Australian Masters Athletics, or any other externally sanctioned event, even though conducted by the Club, shall be under the scale of entry fees prescribed by the sanctioning or sponsoring organisation.

## 10. COLOURS

---

The colours of the Club shall be navy blue and white.

## 11. YEAR

---

The financial and racing year of the Club shall commence on 1<sup>st</sup> October and finish on 30<sup>th</sup> September of the following year.

## 12. ANNUAL GENERAL MEETING

---

The Annual General Meeting of the Club shall be held in Melbourne within two months of the end of the financial year. Notification of the meeting shall be as set out in the Rules of the Association (Section 11 1).

## 13. GENERAL COMMITTEE

---

13.1. The Annual General Meeting shall elect the following Office-Bearers:

- Race Day Secretary
- Club Captain - Ladies
- Club Captain – Men
- Junior Club Captain
- Race Day Registrar
- Race Secretary
- Publicity Officer
- Handicapper
- Delegate to AV
- Club Coach
- Judging Coordinator
- Social Secretary
- Race Walking Australia Liaison Officer
- Uniforms Officer
- Club Records Officer
- Maintenance Sub Committee
- Up to two General Committee Members



13.2. The Office-Bearers together with the Officers of the Association as specified in the Rules of the Association (Section 21(1)) shall constitute the General Committee.

## 14. VOTING

---

14.1. At Annual or Special General Meetings, voting shall be restricted to Life Members and those Members who have been Financial members in the year immediately preceding the General Meeting.

14.2. Voting at Committee Meetings shall be restricted to Life Members and Office-bearers. Other members shall be entitled to attend Committee Meetings and speak with the permission of the meeting.

## 15. SPECIFIC DUTIES OF OFFICE-BEARERS

---

15.1. **The President** shall act as Chairman at all General and Committee Meetings at which he/she is present.

15.2. In the President's absence, **the Senior and then the Junior Vice President** shall preside, otherwise the meeting shall elect a Chairman. The Chairman shall have a casting vote if necessary.

15.3. **The Honorary Secretary** shall:

- issue all notices of meetings and conduct all correspondence,
- attend all meetings whenever possible and keep correct Minutes of the proceedings which are to be produced for confirmation at the next subsequent meeting,
- submit to the Annual General Meeting a report on the year's activities,
- keep a register of all members and their financial status.

15.4. **The Honorary Treasurer** shall:

- collect all monies due to the Club and pay same into the Bank account,
- submit a financial statement at each Committee Meeting,
- submit a balance sheet and any associated audit report at the Annual General Meeting.

15.5. **The Committee** generally shall have the power to carry out efficiently the duties pertaining to the management of the Club. All Office-bearers shall fulfil their duties in a fit and proper manner.

## 16. NOTICE OF MOTION

---

Notice of motion for consideration at any General Meeting shall be moved and seconded by financial members of the Club and forwarded in writing to the Secretary, and shall reach the Secretary at least 21 days prior to such meeting. Details of the Notice of Motion must be included on the notice calling the meeting

## 17. NOMINATIONS FOR OFFICE-BEARERS

---

The Nominee, Proposer and Secunder shall all be financial members of the Club, and shall all sign the nomination paper prior to lodging it with the Secretary.

## 18. ANNUAL AUDIT

---

**The Honorary Auditor** shall audit the books and financial statements of the Club at the end of the financial year and submit a report thereon to the Annual General Meeting.

## 19. INTERPRETATION

---

Should any dispute arise, involving the interpretation of these By-laws or the Rules, the matter shall be referred to the General Committee whose decision shall be final and binding on all members of the Club.

## 20. RESIGNATIONS

---

All resignations shall be advised in writing and shall be forwarded to the Secretary together with any monies due.

## 21. PUBLICITY

---

A copy of the Rules and By-laws together with any subsequent amendments shall be kept on permanent display in the Clubrooms.

## 22. HONORARIA

---

- 22.1. VRWC recognizes the invaluable services of the key personnel who assist in the day-to-day running of the Club. This recognition, at the General Committee's discretion and when funding resources permit, is to be made by way of honoraria.
- 22.2. Honoraria are to be set by the VRWC Committee at a regular Committee meeting held during the last quarter of the Club's financial year. The determination of the honoraria shall have regard to both the contribution made by individuals and the financial health of the Club.
- 22.3. The number and amounts of such Honoraria may vary from year to year.

## 23. CLUB TEAM AWARD

---

### *Rationale*

- 23.1. The Victorian Race Walking Club recognizes and appreciates the extra effort and expense that many of our young members contribute when representing the Club in interstate competition.

VRWC holds money in a Club Team Fund and uses the interest earned from this money to award to young members, Under 18 and younger, who compete for our club in interstate Racewalking Australia events. There are usually one or two such events each year.

### *Objective*

- 23.2. The objective of the fund is to encourage participation and to provide recognition by way of financial rewards to young VRWC members who make a valuable contribution to the VRWC's success in interstate Racewalking Australia events.

### *The Fund*

- 23.3. The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

### *The Award*

23.4. The total award should be limited to half of the value of the profit (normally interest earned) from the investment in the previous calendar year.

#### *Terms and Conditions*

23.5. Terms and Conditions for the awarding of grants are attached as Appendix 1.

## 24. MERRIFIELD AWARD

---

#### *Rationale*

24.1. Jack Merrifield was a top Victorian walker during the 1920s. Following his death, a sum of money was donated to the Victorian Race Walking Club and in appreciation a trophy was named in his honour. The award is a way of recognising our regular competing members' valuable contribution to the club during the season.

#### *Objective*

24.2. The objective of the Merrifield Fund is to provide recognition by way of financial rewards to VRWC members who demonstrate consistent support of, and successful participation in, VRWC club competitions.

#### *The Fund*

24.3. The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

#### *The Award*

24.4. The total monetary award should be limited to half of the value of the profit (normally interest earned) from the investment in the previous calendar year.

Names of the winners will be engraved on the prestigious Merrifield trophy which is displayed in the VRWC clubrooms.

#### *Terms and Conditions*

24.5. Terms and Conditions for the awarding of grants are attached as Appendix 2.

## 25. RAY SMITH INTERNATIONAL COMPETITION TRAVEL FUND

---

### *Rationale*

25.1. The Victorian Race Walking Club acknowledges the role international competition has in the promotion and betterment of our sport. It also recognises the personal effort and financial sacrifices that our talented walkers, coaches and officials make to reach the highest levels of our sport and qualify for international representation.

VRWC may provide financial assistance to eligible members who do not qualify for a supporting grant from Australian or state-level funding sources, and do not have a sponsor to significantly offset costs.

The fund is named in honour of Raymond (Ray) Charles Smith (1929 – 2010) who was a major contributor to the fund.

### *Objective*

25.2. The objective of the fund is to provide financial assistance to VRWC members to help them compete in selected IAAF racewalking events, other than Olympic and Commonwealth Games.

### *The Fund*

25.3. The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

### *The Grant*

25.4. Apart from the initial grant, grants should be limited to the value of the profit (normally interest paid) from the investment in the previous calendar year.

### *Terms and Conditions*

25.5. Terms and Conditions for the awarding of grants are attached as Appendix 3.

---



VICTORIAN RACE WALKING CLUB

## CLUB TEAM AWARD

### TERMS AND CONDITIONS OF AWARD

---

#### INTRODUCTION

---

The Victorian Race Walking Club recognizes and appreciates the extra effort and expense that many of our young members contribute when representing the Club in interstate competition. Although this award is targeted at the competitors in teams' events, our current policy is that those VRWC members who participate in associated races in an individual capacity, at the interstate Racewalking Australia events, are also deemed to be valuable supporting VRWC team members.

VRWC holds money in a Club Team Fund and uses the interest earned from this money to award to young members, Under 18 and younger, who compete for our club in interstate Racewalking Australia events. There are usually one or two such events each year.

The award is a small token of the Club's appreciation of the competing members' contribution to VRWC's success in interstate Racewalking Australia events.

#### OBJECTIVE

---

The objective of the fund is to encourage participation and to provide recognition by way of financial rewards to young VRWC members who make a valuable contribution to the VRWC's success in interstate Racewalking Australia events.

#### ELIGIBILITY

---

The following criteria shall apply:

- Members shall have been full financial members of VRWC for the season in which they compete for VRWC at interstate Racewalking Australia events.

- Members shall have competed in at least one race in an interstate Racewalking Australia event in the qualifying season.
- Members who compete at more than one interstate Racewalking Australia event in a season might receive a larger monetary award than those competing in only one such event.
- Members shall be deemed by the selection committee to be active members and worthy of representing VRWC.

---

---

## OTHER CONSIDERATIONS

Each award will be considered on its merits by the selection committee. The additional component of the award for those members who compete in more than one interstate Racewalking Australia event shall be determined by the Selection Committee on both the distance required to be travelled and the amount of funds available for allocation.

---

---

## THE FUND

The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

---

---

## THE AWARD

The total award should be limited to half of the value of the profit (normally interest earned) from the investment in the previous calendar year.

---

---

## PAYMENT OF AWARD

Administration of the award shall proceed as follows:

- Recipients of the award will be advised by the VRWC Secretary. This advice shall be in writing and shall include a copy of these Terms and Conditions.
- Payment shall be made after the conclusion of winter competition; normally in conjunction with the VRWC annual general meeting.
- Payment of the award shall be made by the VRWC Treasurer by cash or, for country members, may be made via direct credit to the award recipient's bank account.

---

---

## CANCELLATION OF AWARD

VRWC may require the cancellation of an award should the recipient bring the club into disrepute during the period of the award and up until presentation of the award.

---

---

## THE SELECTION COMMITTEE

The Selection Committee for the awarding of the Club Team Award shall comprise the VRWC Winter Competition Director and at least one VRWC Committee member.



VICTORIAN RACE WALKING CLUB

# THE MERRIFIELD AWARD

## TERMS AND CONDITIONS OF AWARD

---

### INTRODUCTION

---

---

Jack Merrifield was a top Victorian walker during the 1920s. Following his death, a sum of money was donated to the Victorian Race Walking Club and in appreciation a trophy was named in his honour. The trophy is awarded to the Male and Female walkers in the age groupings of Under 15, Under 20, Open, and Masters who gain the most points overall in the club's point competitions (Fastest Times and Handicaps). The award is a way of recognising our regular competing members' valuable contribution to the club during the season.

A special club fund called the Merrifield Fund was formed and interest from the fund is distributed amongst the winners each year. The first year of the award was 1986 and it has been awarded continuously each year since then.

### OBJECTIVE

---

---

The objective of the Merrifield Fund is to provide recognition by way of financial rewards to VRWC members who demonstrate consistent support of, and successful participation in, VRWC club competitions .

### ELIGIBILITY

---

---

The following criteria shall apply:

- Members shall have been full financial members of VRWC for the 12 months in which they earn the points to qualify for the award.
- Members shall have participated in at least six VRWC club events in the qualifying year.
- Members shall be deemed by the selection committee to be active members and worthy of representing VRWC.

### OTHER CONSIDERATIONS

---

---

Each award will be considered on its merits by the selection committee.



## THE FUND

---

---

The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

## THE AWARD

---

---

The total monetary award should be limited to half of the value of the profit (normally interest earned) from the investment in the previous calendar year.

Names of the winners will be engraved on the prestigious Merrifield trophy which is displayed in the VRWC clubrooms.

## PAYMENT OF AWARD

---

---

Administration of the award shall proceed as follows:

- Recipients of the award will be advised by the VRWC Secretary. This advice shall be in writing and shall include a copy of these Terms and Conditions.
- Payment shall be made after the conclusion of winter competition; normally in conjunction with the VRWC annual general meeting.
- Payment of the award shall be made by the VRWC Treasurer by cash or, for country members, may be made via direct credit to the award recipient's bank account.

## CANCELLATION OF AWARD

---

---

VRWC may require the cancellation of an award should the recipient bring the club into disrepute during the period of the award and up until presentation of the award.

## THE SELECTION COMMITTEE

---

---

The Selection Committee for the awarding of the Merrifield Award shall comprise the VRWC Winter Competition Director and the VRWC Club Handicapper.



## VICTORIAN RACE WALKING CLUB

# THE RAY SMITH INTERNATIONAL COMPETITION TRAVEL FUND

## TERMS AND CONDITIONS OF GRANTS

---

### INTRODUCTION

---

---

The Victorian Race Walking Club acknowledges the role international competition has in the promotion and betterment of our sport. It also recognises the personal effort and financial sacrifices that our talented walkers, coaches and officials make to reach the highest levels of our sport and qualify for international representation.

VRWC may provide financial assistance to eligible members who do not qualify for a supporting grant from Australian or state-level funding sources, and do not have a sponsor to significantly offset costs. Such assistance is designed to subsidise travel and competition expenses directly related to a member's participation in IAAF-sanctioned competition overseas.

The fund is named in honour of Raymond (Ray) Charles Smith (1929 – 2010) who was a major contributor to the fund. He was a well known and deeply respected member of the Australian racewalking community and, throughout his life, a very valued contributor to the activities of the Victorian Race Walking Club. Among his many achievements, Ray was a 1956 Olympian, an Australian 50km champion and 50km record holder, and an IAAF racewalk judge.

### OBJECTIVE

---

---

The objective of the fund is to provide financial assistance to VRWC members to help them compete in selected IAAF racewalking events, other than Olympic and Commonwealth Games.

### ELIGIBILITY

---

---

The following criteria shall apply:

- Members must have demonstrated that they have the drive and determination to achieve success at a national or international level – youth or open.
- Members receiving assistance shall have been full financial members of VRWC for at least two years immediately prior to selection.

- Members shall have participated in at least six VRWC events in each qualifying year. Up to four of these events may be associated with Athletics Australia, Racewalk Australia, Australian Masters Athletics, Athletics Victoria, or Victorian Masters Athletics championships. At least two events must be VRWC club-only events.
- Members shall be deemed by the selection committee to be active members and worthy of representing VRWC at national and international levels.
- The member's participation in the competition must be approved by the AA national selectors.

## OTHER CONSIDERATIONS

---

---

Each award will be considered on its merits by the selection committee. The selection committee shall also consider:

- The amount of financial assistance the member will receive from other sources.
- The member's agreeing to spend the grant on legitimate travel and competition expenses.
- The member having the potential and commitment to maintain or improve rankings and performance levels.
- The member's intention to continue their sporting career at the current level of participation and performance or better.
- The member's efforts to participate in major competitions held at VRWC and in Victoria.
- That IAAF events must be approved by AA for Australian representation.
- That there shall be no more than one grant per person per calendar year.

## THE FUND

---

---

The fund shall comprise an investment made as directed by the VRWC Committee and administered by the VRWC Treasurer.

## THE GRANT

---

---

Apart from the initial grant, grants should be limited to the value of the profit (normally interest paid) from the investment in the previous calendar year.

## PAYMENT OF GRANT

---

---

Administration of the grant shall proceed as follows:

- Recipients of the grant will be advised by the VRWC Secretary. This advice shall be in writing and shall include a copy of these Terms and Conditions.
- Payment shall be made not more than six weeks prior to the associated competition.
- Payment of the grant shall be made by the VRWC Treasurer via direct credit to the grant recipient's bank account or by cheque.

## CANCELLATION OF GRANT

---

---

VRWC may require the cancellation of a grant and the recipient shall refund monies if:

- the grant recipient is suspended from competition by the relevant sporting organisation either before or during the competition associated with the awarding of the grant; or,
- the grant recipient does not proceed with participation in the competition; or,
- the competition is cancelled before monies are committed.

## THE SELECTION COMMITTEE

---

---

The Selection Committee for the awarding of International Fund Grants shall comprise a quorum of the VRWC Committee or a sub-committee of at least three members appointed by a quorum of the VRWC Committee.