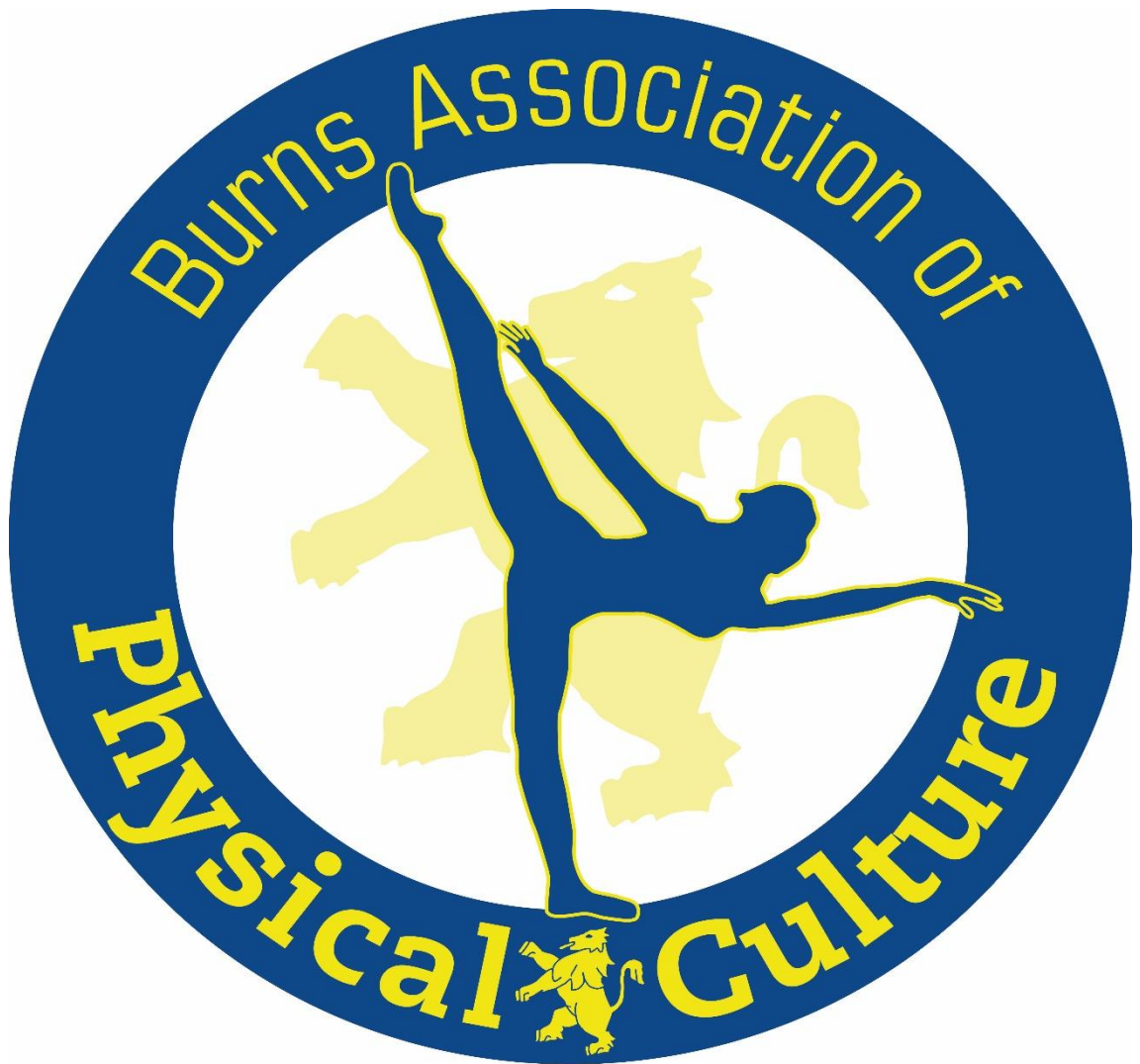


Burns Association of Physical Culture
Incorporated



By-Laws

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THE BURNS ASSOCIATION OF PHYSICAL CULTURE INCORPORATED

DEFINITIONS

ASSOCIATION

The objects of the Association shall be to encourage, foster, promote, extend, develop and manage Physical Culture for Members of affiliated Clubs within the Association

EXECUTIVE COMMITTEE

Members voted at the Annual General Meeting (AGM) to hold position of President, Vice President, Secretary/Treasurer and Syllabus Coordinator/s. They are to oversee all matters pertaining to the running of the Association.

MANAGEMENT COMMITTEE

Members of the Executive Committee, Competition Organiser, Registrar, Minute Secretary, Two (2) Teacher Delegates, Two (2) Non-Teacher Delegates

SYLLABUS COORDINATOR/S

Syllabus Coordinator/s must have at least five (5) years teaching a Club within the Burns Association. This is a Leadership role being 'Head of the Teachers of the Burns Association of Physical Culture'.

MEMBERS

Registered persons of the Association who are permitted to attend General Meetings when held. Members may also be elected to hold positions available on Committees.

TEACHER

A Member, minimum age of 18 Years (Open Senior or Open Lady standard), appointed by the Burns Association to teach the Syllabus and who attends Teachers' Class with the intention to instruct Physical Culture at a Club.

RELIEF TEACHER

A Member, minimum age of 18 Years (Open Senior or Open Lady standard), appointed by the Burns Association to teach the Syllabus and who attends Teachers' Class with the intention to instruct Physical Culture.

TRAINEE

A Member, minimum age of 17 Years (Senior Age Section), appointed by the Burns Association who attends Teachers' Class with the intention to learn how to instruct Physical Culture. Must be supervised by a Teacher at all times.

CADET

A Member, minimum age of 15 Years (Senior Age Section), appointed by the Burns Association, who attends nominated Teachers' Classes, with the intention to learn how to instruct Physical Culture. Must be supervised by a Teacher at all times.

PHYSIE CREW

A Member, aged 13 Years (Age Section +), appointed by the Burns Association who assists at Champion Girl / Grand Final competitions on a roster basis.

COMPETITOR

A registered Member of the Association who takes part in Association and /or Club and Inter-Club Competitions.

JUNIOR SECTION

A registered Member in an age group of:
5 Years, 6 Years, 7 Years, or 8 Years.

INTERMEDIATE SECTION

A registered Member in an age group of:
9 Years, 10 Years, 11 Years, or 12 Years.

SENIOR SECTION

A registered Member in an age group / section of:
13 / 14 Year-olds
Senior Girls
Open Senior Girls
Advanced Senior Girls.

LADIES SECTION

A registered Member in the section of:
Beginner / 1st Year Lady,
2nd Year Lady
Open Lady
Advanced Lady
Open Advanced Lady
Intermediate Advanced Lady
Senior Advanced Lady

CLUBS

Clubs are formed for the benefit of persons wishing to learn Physical Culture.

SECTION 1 – TEACHERS

- 1.1 To be eligible to apply to become a Teacher of the Burns Association, the applicant must be of Open Senior Girl or above, Open Lady or above standard and approved by the Management Committee.
- 1.2 Teachers must always wear appropriate attire, including footwear, during Club and Teachers' classes and dress in Association Uniform at all Association Competitions.
- 1.3 Teachers must attend all Teachers Classes, Association Meetings, Judges Classes, Association Competitions and Teachers Meetings. Teachers must inform the Syllabus Coordinator/s if unable to attend.

Teachers are to advise the Association Secretary and Syllabus Coordinator/s if not attending Association events.

- 1.4 Only Teachers or Relief Teachers are to take classes when the Club Teacher is unavailable. Syllabus Coordinator/s must be notified.
- 1.5 All Teachers wishing to compete in competitions must be registered as a Competing Teacher in their appropriate Syllabus section.
- 1.6 A Teacher is permitted to be in a Team provided that:
 - a) If they teach that Syllabus Section, they must not be centre front or leader
 - b) If they do not teach that Syllabus Section they may be placed in any position within the Team.
- 1.7 Calculation of a Teacher's Years of Service includes only those years they are teaching a Club.
- 1.8 All Clubs must advise the Association Secretary before the AGM of the name of each Teacher for each class. Any changes must be communicated to the Association Secretary.
- 1.9 Teachers' Meetings should be held on a regular basis as required.

SECTION 2 – SYLLABUS / MUSIC

- 2.1 Syllabus Coordinator/s to compile, present and release the Syllabus.
- 2.2 No alteration to the Syllabus after 30th June annually.
- 2.3 Clubs must not deviate from the set Syllabus.
- 2.4 Syllabus cannot be used by any Club for display, publicity etc., without permission of the Management Committee.
- 2.5 Music as recorded by the Association shall be used for all Syllabus classes and competitions.
- 2.6 Each Club is required to contribute to the music license fee as invoiced by the Association Treasurer at the commencement of the Syllabus Year.

SECTION 3 – AGE SECTIONS

- 3.1 Age in all sections is taken from 31st December the preceding calendar year.
- 3.2 A member who has not turned 5 by 31st December the preceding calendar year may compete provided they are registered as a 5 Year-old.

3.3 **Champion Girl age groups will be as follows:**

Champion Girl age groups will be as follows:

Junior – 5 Years, 6 Years, 7 Years, 8 Years

Intermediate – 9 Years, 10 Years, 11 Years, 12 Years

13 & 14 Years

Senior Girls – 15-17 Years

Open Senior Girls – 18-21 Years

Advanced Senior Girls – 22 Years +

- 3.4 When Advanced Senior Girls progress to Ladies they must move to their appropriate Age Section.
- 3.5 A new Member aged 18 Years or older may choose their age-appropriate Senior Section or Lady Section.
- 3.6 Once a Member is registered as a Lady they must remain in their relevant section and cannot revert to a Senior Girls Syllabus at any time in the future.
- 3.7 Beginner Ladies – Member 18 Years or older attending Physical Culture for the first time, may choose to register as an Open Senior Girl or Advanced Senior Girl provided they meet the age criteria for that Section.
- 3.8 1st Year Ladies must meet the following criteria:
- a) Member attending Physical Culture for the second year,
 - b) a returning Member who last registered as a 14 year old or younger,
 - c) a returning Member who has had at least a 12 year break.
- 3.9 A Beginner Lady moves to 1st Year Lady section, a 1st Year Lady moves to a 2nd Year Lady Section.
- 3.10 2nd Year Lady
- a) First year 2nd Year Lady must meet the following criteria
 - i) Member attending Physical Culture for the third year
 - ii) or a returning Member who last registered as a Senior Girl or younger
 - iii) and a returning Member who has had at least an eleven (11) year break.
 - b) Second year 2nd Year Lady must meet the following criteria
 - i) Member attending Physical Culture for the fourth year

- ii) or a returning Member who last registered as a Senior Girl or younger
- iii) and returning Member who has had at least a ten (10) year break.

c) Member must move to age appropriate Ladies Section

- 3.11 Open Ladies: Members attending Physical Culture for the fifth year and up to the age of 35 years.
- 3.12 Advanced Ladies: Members aged 36-45 Years.
- 3.13 Open Advanced Ladies: Members aged 46-55 Years.
- 3.14 Intermediate Advanced Ladies: Members aged 56-65 Years.
- 3.15 Senior Advanced Ladies: Members aged 66 Years and over.
- 3.16 The Burns Association of Physical Culture acknowledges the years of experience of Members from other Physical Culture Associations.
- 3.17 If a Beginner, 1st Year or 2nd Year Lady has less than 12 weeks lessons in one (1) year, they may remain in the same Section the following year, providing they have de-registered and NOT competed in Association Competitions.

SECTION 4 – GROOMING

4.1 All Competitors from 5 Years onwards must wear an approved competition leotard.

4.2 A competition standard leotard must meet the following criteria:

- a) No metallic thread, sparkles, sequins or jewels
- b) No two pieces (demi-tard) or G-string
- c) No patterned lycra
- d) No attachments
- e) No cutouts below the bra
- f) No branding from other Associations
- g) Single coloured hologram lycra permitted
- h) Any lining of lace / sheer fabric, below the bra must not be skin coloured
- i) The body of the leotard must be made with fabric/s that are solid in appearance.

All competition leotards must be approved by the Club Teacher.

4.3 **ALL** Leather ballets may be of any colour with matching elastics attached to the ballet and worn with a cross at the front of the foot, wrapped and circulated around the ankle.

4.4 All underwear worn must be plain and not visible, except for clear plastic bra straps.

4.5 Hair should be worn in any tidy style providing it does not obstruct the Competitor's physical culture work.

4.6 5-8 Years Competitors are not permitted to use skin colouring or makeup.

4.7 Footed Stockings may be worn by 5-8 Years Competitors.

4.8 Footed Stockings are compulsory for Competitors 9 Years and upwards.

4.9 Light makeup may be worn by Competitors 9-12 Years. False eyelashes are not permitted.

4.10 All Team Members must present in a uniform manner, ie., same leotard, footed stockings, and all leather ballet shoes **(with same elastics as described in 4.3)**

4.11 All Competitors must maintain the same standard of grooming from competition floor to presentation.

SECTION 5 – COMPETITIONS

- 5.1 No requests for specific competition dates or times will be accepted.
- 5.2 Members may only compete in their own Champion Girl / Lady age group or syllabus section.
- 5.3 The minimum number of Competitors to make a section is four (4) at Champion Girl Competition.

If the minimum number of Competitors is not reached, the Competitor/s will be able to compete up an age / section within their syllabus section.

- a) Senior Advanced Ladies will be able to compete down a section.
 - b) Advanced Senior Girls will be able to compete in Open Senior Girls.
 - c) If a Member is to compete in an age / section other than that in which they are registered, they will revert to their appropriate age / section for future competitions.
- 5.4 Competitors must be at the competition venue forty-five (45) minutes before the advertised start time. In the event of extenuating circumstances, approval by the Executive Committee is required.
 - 5.5 All Competitors in Champion Girl / Lady heats must be available on Grand Final day.
 - 5.6 All rosters for duties to be prepared by Syllabus Coordinator/s and Competition Organiser.
 - 5.7 Competitors and Members must not liaise / interact with Judges.
 - 5.8 At Champion Girl / Lady competitions the number of times a Competitor competes will be at the discretion of the Judges and Syllabus Coordinator/s.
 - 5.9 Should a Grand Finalist be unable to compete, the Association Secretary must be notified as soon as possible by the Club Teacher to enable the Reserve to be notified.
 - 5.10 One (1) Reserve only for each Grand Final section may be selected and the Club Teacher notified of this selection immediately.

CONDITIONS OF ENTRY TO COMPETITIONS:

- 5.11 At all Association Competitions the following are conditions of entry. The Burns Association of Physical Culture Inc., reserves the full and final right to make any decisions in relation to matters pertaining to the below conditions of entry:
 - a) Taking of video footage is strictly prohibited at all times.
 - b) The use of all photography during Competitions is strictly prohibited at all times.
 - c) Unauthorised entry to marshalling and changing areas is strictly prohibited at all times.
 - d) Any conduct of an abusive, derogatory, or unsportsmanlike nature will not be tolerated and may result in ejection from the event and / or disqualification of the Member, related or otherwise.

SECTION 6 - TEAMS

6.1 Team sections are as follows:

5 & 6, 7 & 8, 9 & 10, 11 & 12, Seniors and Ladies

6.2 These sections may be varied due to numbers within the Association.

6.3 In the event of thirteen (13) Teams or more, where two (2) or more Divisions are required for Team Competitions, the following formula will be used for Seniors and Ladies Sections:

Weightings:

13 Years	1
14 Years	2
Senior Girls	3
Open Senior Girls	4
Advanced Senior Girls	5
Beginner Lady	1
1 st Year Lady	2
2 nd Year Lady	3
Senior Advanced Lady	4
Intermediate Advanced Lady	5
Open Advanced Lady	6
Advanced Lady	7
Open Lady	8

(a) Add the weightings for each Team Member together to gain a total.

Divide the total by the number of Members in the Team to obtain a score.

(b) Should two (2) or more Teams finish on the same score and are placed on the edge of the split, they are to be moved to a Division that creates the most equitable number of Teams in each Division.

6.4 Minimum number of Teams to constitute a Section – four (4).

6.5 Syllabus Teams to consist of six (6) or eight (8) members, as nominated by the Teacher in accordance with Section 6 of the By-Laws.

6.6 In a six (6) Member Team, formation consists of three (3) in the front row, two (2) in middle and one (1) in the 3rd row, positioned in centre back.

6.7 In an eight (8) Member Team, formation consists of three (3) in the front row, two (2) in the middle and three (3) in the 3rd row.

- 6.8 The names and age/section of each Team Member must be submitted on Association Team Entry Form to the Secretary with Team exemptions on the date as set down by the Competition Organiser. Entry fee to accompany entry forms where applicable.
- 6.9 Team entries to show Centre Front (CF), Leader (L), Reserves (R).
- 6.10 If more than one (1) Team from a Club is entered in the same competition section, the Teams must be entered by the name of the Leader.
- 6.11 The Secretary must be informed of any changes to Teams occurring after submission of Team lists. These changes are to be approved by the Executive Committee.
- 6.12 Team draw to be carried out by the Competition Organiser, Syllabus Coordinator(s) and Teachers

Where two (2) or more Divisions are required for Team Competitions, once the Team weightings and draw is completed, no changes to Team Members, which affect weighting score, will be accepted unless for injury / illness wherein an exemption must be forwarded to the Secretary.

This applies to weighted divisions.

- 6.13 All Clubs must have a Team leotard approved by the Management Committee prior to Competitions.
- 6.14 Eight (8) Member Teams:
- (a) No more than **TWO (2)** Members per Club may be used down an age group within the same Syllabus Section
 - (b) Any number of Members may be taken up an age group within the same Syllabus Section
 - (c) No more than **TWO (2)** Members compete twice in the same Syllabus Section.
- 6.15 Six (6) Member Team:
- (a) No more than **ONE (1)** Member per Club may be used down an age group within the same Syllabus Section
 - (b) Any number of Members may be taken up to an age group within the same Syllabus Section.
 - (c) No more than **TWO (2)** Members compete twice in the same Syllabus Section.
- 6.16 Members are to be selected from the next age group eg. An 11 year old should be used in preference to a 12 year old to form a 9 & 10 Year Team.
- All Members available in the relevant age group must be used in a Team before using any Member up or down in an age group.
- 6.17 Members can only compete within their Syllabus Section.
- 6.18 An application must be submitted to the Secretary in writing, for a special exemption for any deviation from the above. This is to be approved by the Management Committee.

- 6.19 Members used down an age group must not be used as leader or centre front.
- 6.20 The leader or centre front must not be used in the same position twice within the same Syllabus Section.
- 6.21 It is acceptable to borrow from another Club to form Teams, however, when borrowing the substitute must be of the same age and Syllabus Section as the Team in which they are being used. **All Club Members to be used before borrowing from another Club.**
- 6.22 In the instance of a Registered Member's unavailability for Teams, a letter of an explanation from the Instructress Teacher will be accepted.
- 6.23 Only 5 & 6 Year Teams are permitted to start with left foot ready before marking time.
- 6.24 Teams must mark time for a minimum of 8 counts and for a maximum of 16 counts before proceeding with a minimum of 16 counts across the diagonal.
- 6.25 64 counts of marching must be completed before Department commences; this includes the 16 counts across the diagonal.
- 6.26 Junior and Intermediate Department must be executed by squaring the corner. Seniors and Ladies Department may be executed in any formation providing there is no deviations of Syllabus.
- 6.27 Accessing Team Placings on Floor:
- (a) Juniors – are permitted to go straight to Team places immediately following Department.
 - (b) Intermediates – must continue to march down the right hand side, across the front past Judges to enter team places from either the left hand side or back of the square in no more than 64 counts
 - (c) Seniors and Ladies – entry to Team places after Department should not take more than 64 counts.
- 6.28 At the completion of Department, Teams should commence the Syllabus in the centre of the floor (centre front to be placed in the front of the centre Judge) and should try to maintain this position wherever possible. Teams must use crosses when provided.
- 6.29 Should a Team leader not complete the square before Department the Teacher may stop the Team and restart marching from the point of error or Department lines.
- 6.30 Due to extenuating circumstances eg., error in music, the Teacher may stop the Team and restart the relevant exercise and will be judged from where the error occurred.
- 6.31 At the conclusion of the Syllabus, Teams are to march to the designated point as directed by the Syllabus Coordinator(s)

SECTION 7 – JUDGES

- 7.1 Syllabus Coordinator/s to supply dates of Judging Classes. Clarification of judging points to be discussed at Judging Classes.
- 7.2 All names of prospective Judges to be submitted to the Association Secretary one (1) month before Judges Classes annually.
- 7.3 Selection of Judges for Association Competitions:
 - (a) where possible a minimum of three (3) Members to be determined by the Syllabus Coordinator/s, Competition Organiser, one (1) representative of Executive Committee and two (2) representatives from Teacher's Delegates.
 - (b) Judges are encouraged to have previous experience judging at a Club level.
- 7.4 Competition Organiser to notify all Judges of their judging selection in writing.
- 7.5 Judging sheets are to be provided for use by Judges at all Competitions. The completed sheets are to be sealed in an envelope provided and left for collection by the Syllabus Coordinator/s. They are to be returned to the Competition Organiser for storage.
- 7.6 The maximum number of Grand Finalists will be twelve (12) per Section. Any variation above twelve (12) to be at the discretion of the Executive Committee.
- 7.7 One (1) Reserve only for each Grand Final Section may be selected.
- 7.8 Places at Grand Finals to be awarded according to the Judges' discretion. Competitors must be present at Grand Final presentations to receive placing awards.
- 7.9 Judges to be advised, in writing, that no discussion regarding judging or scores is permitted.
- 7.10 Should a Judge notice a breach of By-Laws they are to raise the matter with at least two (2) Members of the Executive Committee immediately.

SECTION 8 – AWARDS

- 8.1 Medals and Certificates will be provided to all Competitors in Champion Girl / Lady competitions.
- 8.2 In Grand Final competitions, all Competitors will receive a Medal and Certificate. Trophies and sashes will be provided to the winner of each Champion Girl / Lady age group/section. Champion of Champions trophies and sashes will be provided for Junior, Intermediate, Senior Girls and Ladies sections.
- 8.3 Clubs must not provide medals, trophies, or sashes to their Members at an Association competition.
- 8.4 Consecutive Grand Final Awards
- a) to be eligible for ‘Consecutive Grand Final’ Awards, the Competitor must be selected as a Grand Finalist on the day of their age / section heats.
 - b) the Competitor must take the floor on Grand Final Day OR submit a medical certificate covering the illness or injury, which prevented her from competing on Grand Final Day.
- 8.5 Additional Awards presented on Grand Final Day
- a) ‘Lola Pronk Memorial Encouragement Award’ is determined by the Syllabus Coordinator/s.
 - b) ‘Carol Moyle Memorial Award’ is calculated by a point system based on Association Competition results.
 - c) ‘Judith Conson Award’ – applications are available from the Association Secretary and are to be completed by the Club Teacher/s and returned for deliberation by the Executive Committee.
 - d) Service Awards
 - e) Teaching Awards
 - f) Committee Awards
 - g) Life Membership

8.6 GUIDELINES FOR LIFE MEMBERSHIP

Life Membership is the highest honour a Member of The Burns Association can be awarded.

It is not automatically given to a Member once they reach a certain milestone of Teaching or serving on the Management Committee. It is also not given for the number of years of participating as a Member of the Association nor is it awarded for contribution to a Club.

The Award is about the contribution to the Association over a long period of time where there has been significant benefit for the Association Members.

It is not necessary for a Life Membership to be awarded each year but on merit.

For a Member of the Association to be considered for the Award of Life Membership, the following process must be met: -

1. NOMINATION

- A Member must be nominated in writing to the Association Secretary, addressed to the Management Committee.
- The nomination can be made by a current Member and ‘sponsored’ by a current Management Committee Member of the Association.
- A nomination for Life Membership should be made at least two meetings prior to the Annual General Meeting.
- The nomination cannot be made by a family member.
- It will then become the responsibility of the Management Committee Member who nominates the person for Life Membership to present evidence to the Management Committee regarding the nominee that will allow an informed decision by the Management Committee, based on the criteria as to the worthiness of the nominee as a Life Member of the Association. The reason for placing the responsibility on the nominator is to stop the situation arising where little information is provided about a nominee, therefore making it difficult for the Management Committee Members to decide on the nomination.
- The nomination must include a list of duties undertaken by the nominee, the length of time of these duties, the benefits provided to The Burns Association.
- The details of the nomination are to be read by the Association Secretary at the meeting.

2. CRITERIA

- Criteria for consideration are as follows: There are three areas of service in the Association: -
 - a. Teacher
 - b. Committee Member / Administration
 - c. Competitor

The nominee must have an outstanding contribution in at least one of these areas and at least some contribution in the other two areas or contribution deemed appropriate at the discretion of the Management Committee.

In determining the level of significance, the Management Committee should consider this in the light of a very high-quality service. While a reasonable length of time of service is important, the overall riding criterion is the quality of service.

3. DISCUSSION

- Should any Management Committee Member have any queries about the nomination, they are discussed at this point.
- Should any Management Member have a conflict of interest, they are to leave the room whilst the nomination is discussed, and the vote taken.
- If the nominee is part of the meeting, they will be asked to remove themselves from the meeting.

4. VOTING

- Once the details of the nomination have been read to the Management Meeting a written / private vote is taken from the eligible Members of the Management Committee.

- The votes are collected and counted by the President / Vice President / Secretary and the result is announced to the meeting.
- The result is noted in the Minutes (where applicable). If the result cannot be minuted the Secretary will note the outcome of the vote in the records for future reference if required.

5. AWARD

- Should the nomination be successful, the Award is made on Grand Final day during the presentation of a section that is agreed by the Executive Committee
- The Award is not presented to a competing Teacher during that section's presentation.
- Details of the service provided for the nomination will be read at the time of presentation.

SECTION 9 – ESTABLISHING A NEW CLUB

- 9.1 When thinking about opening a new Club, the steps are as follows:
1. Letter to Executive
 2. Set-up Community Bank Account. Minutes from Executive Meeting would be required.
 3. Business Case – template.
- 9.2 Clubs are required to hold an Annual General Meeting (AGM) as close to the Association AGM. List of Committee Members to be forwarded to the Association Secretary.
- 9.3 Bank Accounts – Clubs must open and maintain a Bank Account in the name of the Physical Culture Club. They must have at least two (2) signatories who are not related.
- 9.4 Submit annual financial report to the Association Treasurer when requested.
- 9.5 Pay Invoices within Association terms as specified on their Invoices along with all other third-party liabilities.
- 9.6 Hold an Annual Club Competition.
- 9.7 Participate in all Association Competitions.
- 9.8 New Club colours are to be submitted to Management for approval. Where possible, colours are to be different to existing Club colours.
- 9.9 Submit a Team leotard to Management for approval.
- 9.10 Where possible, new Clubs are to be set up in areas where the Association does not currently have Clubs.
- 9.11 Club Teachers may be reimbursed for their time.

THE ASSOCIATION WILL SUPPORT IN INITIAL SET-UP FOR A NEW CLUB

Including grant for hall hire

SECTION 10 – REGISTRATION AND FEES

- 10.1 Registration fees for the following year are set at the final meeting held each year. Fees are non-refundable.
- 10.2 All returning Members must be registered prior to commencing class each year, unless participating in a trial class for new Members to the Association.
- 10.3 A Trial Class may be held for Children / Ladies who are interested in commencing Physical Culture, however a completed application form is to be held by the Club indicating their attendance at class.
- 10.4 The Association Treasurer to raise invoices to Clubs on a monthly basis, for Levies based on current registrations. This does not include Pre-Schoolers.
- 10.5 A de-registration form must be completed and forwarded to the Association Secretary.
- 10.6 A Member can only be registered with one (1) Club at any time.
- 10.7 Members transferring Clubs must request permission from the Association Executive Committee.
- 10.8 All correspondence / notifications regarding registrations to be sent to the Association Secretary.
- 10.9 For Insurance purposes, any injury sustained during a Syllabus Class or Competition must be reported to the Association Secretary as soon as possible attaching the Association Injury form.

SECTION 11 – MEETINGS

- 11.1 The Annual General Meeting (AGM) is to be held on the fourth (4th) Thursday in February. This is to be followed by a General Meeting and a Management Meeting. Dates for meetings are subject to the availability of venues.
- 11.2 Subsequent Meeting dates will be advised at the February General Meeting.
- 11.3 To be eligible to vote at the AGM, voters must be a registered financial member of the Association or have paid the nominated fee to the Association.
- 11.4 To be eligible to vote at a General Meeting, voters must be a registered financial member of the Association and hold the position of Club Delegate, or Management Committee Member.
- 11.5 The following can attend Management Meetings: -
- Executive Members
- a) Teachers Delegates (2)
 - b) Non-Teaching Delegates (2)
 - c) Registrar
 - d) Minute Secretary
 - e) Publicity Officer
 - f) Teachers
- 11.6 To be eligible to vote at a Management Meeting, voters must be a registered financial member of the Association and hold the position of Management Committee.
- 11.7 Minutes of Meetings are sent via email to all Teachers, Management Committee and Club Committee Members.
- 11.8 All correspondence must be addressed to the Association Secretary who will determine at which Meeting the correspondence will be discussed. All correspondence will be noted and minuted at the General Meeting.
- 11.9 All correspondence relevant to each Meeting should be received by the Association Secretary at least 48 hours beforehand. Correspondence submitted after this time will be held over until the following meeting.
- 11.10 Any anonymous correspondence will not be dealt with.

SECTION 12 – BREACH OF BY-LAWS

12.1 General

- a) Any breach of By-Laws will be investigated by at least two (2) Members of the Association Executive Committee.
- a) At no time should anyone approach a Teacher, Member or Judge concerned.

12.2 Consequences of breach of By-Laws in Competitions:

- a) **If noticed prior to competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to compete.
- b) **If noticed after competing:**
Upon investigation there will be a warning and if not rectified immediately, instant disqualification and unable to take the floor again.
- c) **If noticed after competing and after presentation:**
Upon investigation and if proven, the Team / Competitor will be stripped of placings including medals and certificates and placings will be adjusted.

- 12.3 At conclusion of the investigation by the Executive Committee, the Secretary will report to Management Committee.

SECTION 13 – ALTERATIONS TO THE BY-LAWS

- 13.1 The Management Committee shall have the right to apply for a variation, alteration or amendment to the Association's By-Laws.
- 13.2 Any such application shall be made in writing to a General Meeting and shall be heard and determined at the following General Meeting or at a Special General Meeting specifically called for this purpose.
- 13.3 The By-Laws shall only be varied by a vote 'of a two third majority' of persons present and entitled to vote.
- 13.4 Notwithstanding the provisions of By-Law 13.2 above, alterations to the By-Laws may be determined at an Annual General Meeting providing the application is made in writing twenty one (21) days prior to the meeting.