

AUSTRALIAN PROFESSIONAL SKATERS'  
ASSOCIATION INC.

Incorporation number: INC3887205

BY-LAWS



**APSA**

Australian Professional  
Skaters' Association

TABLE OF CONTENTS

1.	GENERAL	3
2.	POLICIES AND PROCEDURES	3
3.	COMMENCEMENT AND PURPOSE OF STAGGERED BI-ANNUAL ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS	3
4.	ROLES AND RESPONSIBILITIES OF OFFICE BEARERS	4
5.	ROLES AND RESPONSIBILITIES OF ORDINARY COMMITTEE MEMBERS	6
6.	ROLES AND RESPONSIBILITIES OF APPOINTED POSITIONS	8
7.	MEMBER REPRESENTATIVES / DELEGATES	10
8.	ACCREDITATION	10
9.	COURSES, SEMINARS AND OTHER OPPORTUNITIES	11
10.	MEMBERSHIP FEES AND SUBSCRIPTIONS	11
11.	REMUNERATION OF COMMITTEE MEMBERS	11
12.	EXPULSION OF A MEMBER	12
13.	VOTING RIGHTS OF LIFE / HONORARY 'members of a Member'	12
14.	SPECIAL CIRCUMSTANCES / PROVISIONS CLAUSE	12
15.	AMENDMENTS	12

## DEFINITIONS

“Association” means the Australian Professional Skaters’ Association Incorporated.

“Bylaws” means these By-Laws of the Association as amended from time to time.

“Members” means the State/Territory Professional Skaters’ Association.

“Committee” means the Office Bearers and Ordinary Committee members

“members of a Member” means the members of a State / Territory Professional Skaters’ Association.

## **1. GENERAL**

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The Association is recognised by the Australian Sports Commission as the body responsible for ice figure skating coach education within Australia.

- 1.1 The Association is the only Professional Skaters' Association recognised by the Australian Sports Commission for ice figure skating coach education.
  - 1.2 These Bylaws are binding on all Association Members and their members in matters relating to the coaching of ice figure skating within Australia.
  - 1.3 In any conflict or inconsistency between these Bylaws, and rules of any Association Member, these Bylaws shall prevail.
  - 1.4 The governance of the Association falls under the guidelines of the Association's Constitution, Bylaws and Policies and Procedures.
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## **2. POLICIES AND PROCEDURES**

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The Association shall maintain Policies and Procedures to ensure the effective running and management of the Association. Policies and Procedures shall be accessible on the Association's website.

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## **3. COMMENCEMENT AND PURPOSE OF STAGGERED BI-ANNUAL ELECTION OF OFFICE BEARERS AND ORDINARY COMMITTEE MEMBERS**

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3.1 Office Bearers and Committee Members elected in:

- (a) 2018 and subsequently re-elected in 2019 will hold office until the 2020 AGM whereby they are entitled to renominate for the 2020 / 2021 term;
- (b) 2019 will hold office until the 2021 AGM whereby they are entitled to renominate for the 2021 / 2022 term.

All other elected Office Bearers and Ordinary Committee members upon election will hold their positions for a two (2) year term from the commencement of the date of election until the AGM in which their two (2) year term is due to expire.

3.2 Elections of Office Bearers and Ordinary Committee members will be staggered to ensure:

- (a) continuity of long term projects, goals and objectives;
- (b) stability;
- (c) new Committee Members have experienced Committee Members to work with.

## **4. ROLES AND RESPONSIBILITIES OF OFFICE BEARERS**

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The Office Bearers of the Association are as follows:

- President
- Vice-President
- Treasurer
- Secretary

The duties of the Office Bearers include but are not limited to the following:

### **4.1 President**

The President shall preside at all meetings. In their absence, the Vice President shall preside.

It is the duty of the President to:

- a) ensure regular committee meetings are organised;
- b) prepare an agenda ensuring sufficient information is available to the committee members;
- c) determine that a quorum is present and in order to commence the meeting;
- d) dealing with agenda items in order of appearance (re-ordering if necessary)
- e) ensure all Committee members have the opportunity to speak, addressing the meeting through the Chair;
- f) maintain a neutral position during discussions and decision making including forming decisions or motions and asking the meeting to vote on them;
- g) preserve order throughout the meeting and keeping discussion and decision making relevant and within time;
- h) deliver a casting vote in the event of an equal vote
- i) suggest appropriate procedures to deal with any difficulties in getting through the agenda items necessary
- j) sign minutes of the previous meeting after they have been confirmed as a true record;
- k) represent the Association at all levels of the skating community;
- l) ensure that the association adheres to its Constitution, Bylaws, Policies and Procedures;
- m) work with the various Committee members in the establishing and / or updating of policies. Policies can only be accepted or altered by the Office Bearers if relating to the daily running of the Association, or by the Committee for any other matters. (Unless otherwise stated in the Constitution).
- n) work with the various Committee members to establish, implement and / or Update procedures as required. Procedures may be altered by the Office Bearers;
- o) conduct inductions for new Committee members;
- p) assist the Complaints Officer with complaint handling;
- q) liaise with the Australian Sports Commission, Sport Australia as required,

- r) upon advice of a candidates successful completion of Accreditation send the candidate an official notification in writing (either electronically or hard copy).,
- s) assist Committee members with their duties as necessary,
- t) ensure up to date "Handover" documents are maintained
- u) work with the Office Bearers to implement a short and long term strategic plan
- v) submit a President's report to the Secretary fourteen (14) days prior to the Annual General Meeting.

#### **4.2 Vice-President**

It is the duty of the Vice-President to:

- a) assist the President with their duties;
- b) in the absence of the President to preside at a meeting the Vice-President shall preside and undertake all such duties as required of the President.

#### **4.3 Treasurer**

It is the duty of the Treasurer of the Association to oversee the financial affairs of the Association and to ensure:

- a) that all money due to the Association is collected and received and that all payments authorised by the Association are made, and
- b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association;
- c) pay all accounts approved by the Office Bearers or Committee Meeting;
- d) submit a statement of the financial position of the Association at each Committee meeting and the Annual General Meeting. Prepare a Balance sheet and Statement of Accounts to the Secretary fourteen (14) days prior to the Annual General Meeting;
- e) keeping the Committee informed and up to date about the finances in a manner the Committee members can understand;
- f) an annual budget is prepared and expenditure and the budget is reviewed regularly;
- g) the financial reports are current and in order, according to the requirements for a Tier 1 or Tier 2 association as per the Associations Incorporated Act 2009;
- h) the Association has the necessary financial and investment advice to make sound decisions;
- i) undertake any other financial duties deemed appropriate by the Office Bearers or Committee;
- j) assist the President in the writing of Policies and Procedures for all financial matters as deemed necessary.

#### **4.4 Secretary**

It is the duty of the Secretary to:

- a) as soon as practicable after being appointed as secretary, lodge notice with the Association of his or her address;
- b) keep minutes (whether in written or electronic form) of:
  - i) all appointments of office-bearers and members of the Committee,
  - ii) the names of members of the Committee present at a Committee meeting or a General Meeting
  - iii) all proceeds at Committee meetings and General meetings;
- c) give notice of all meetings in accordance with the Associations constitution;
- d) give notice of the Annual General Meeting at least fourteen (14) days before the date of the meeting;
- e) conduct all general correspondence and keep copies (either electronically or hard copies) of such correspondence,
- f) ensure minutes of proceedings at a meeting is signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting. The signature of the chairperson may be submitted electronic means;
- g) ensure all correspondence and official record of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so;
- h) assist the Chair to organise Committee meetings;
- i) ensure that meeting papers (agenda, correspondence and previous minutes) have been distributed;
- j) work with the Chair to ensure the meeting runs smoothly;
- k) work with the Chair to ensure all correspondence that relates to the Committee is dealt with in a timely manner;
- m) know the rules of the Association and takes responsibility for all legal requirements of the Association.

### **5. ROLES AND RESPONSIBILITIES OF THE ORDINARY COMMITTEE MEMBERS**

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Ordinary Committee members will be given designated positions and portfolios to ensure the successful running of the Association. These are to include;

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#### **5.1 Complaints Officer / Member Protection Officer**

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The Complaints Officer / Member Protection Officer shall:

- a) be the first point of contact for any enquiries, concerns or complaints about harassment or abuse;

- b) receive all complaints and handle them in accordance with the Associations Member Protection Policy;
- c) review and update the Member Protection Policy as required,
- d) co-ordinate the Association's Child Protection activities and convey a clear message about the importance of Child Protection to the people involved in the Association;
- e) co-ordinate the Association's response to Child Protection;
- f) know the DOCS helpline number and have copies of standard reporting forms;
- g) be aware of, or create, reporting procedures to deal with allegations of abuse;
- h) ensure anyone involved within the Association has someone to go to if they have concerns or need information on child Protection;
- i) submit a Complaints Officer / Member Protection report to the Secretary fourteen (14) days prior to the Annual General Meeting outlining any changes or updates implemented throughout the year or expected in the forthcoming year.

## **5.2 Accreditation Officer**

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The Accreditation Officer shall:

- a) liaise with the Australian Sports Commission, Sport Australia as required;
- b) review the Association's accreditation courses and submit recommendations to the Office Bearers or Committee as required;
- c) liaise with the Association's Members notifying them of any updates to accreditation levels and courses;
- d) liaise with the Association's Members to organise the running of the Association's Accreditation courses in the respected State/Territories as applicable;
- e) assess and / or delegate the assessments of Accreditation participants assignments, worksheets, self assessments etc;
- f) ensure all requirements for accreditation are received and meet the Association's requirements and then advise the President and Update Points Officer of successful candidates, including Name, State PSA and discipline accreditation has been achieved in.
- g) assist with the development and implementation of coach development activities e.g seminars, camps etc
- h) be responsible for overseeing coach development programs as approved by the Associations Office Bearers or Committee;
- h) assist Association Members with the organisation and delivery of accreditation courses;
- i) review survey forms submitted at the conclusion of accreditation courses and make recommendations for areas of improvement if required.
- j) assist the President in the writing of Policies and Procedures for all accreditation, education matters as deemed necessary.

- k) submit an Accreditation report to the Secretary fourteen (14) days prior to the Annual General Meeting outlining changes to or implementation of new accreditation courses, numbers of courses completed on line and face to face, events, seminars, camps etc that were held throughout the year and education activities planned for the upcoming year where applicable.

### **5.3 Update Points Officer / Registrar**

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The Update Points Officer / Registrar shall be responsible for:

- a) the upkeep of the National coaches accreditation database;
- b) the allocation of the Associations accreditation registration numbers;
- c) the registration of coaches as required by the Australian Sports Commission and / or the Association;
- d) receiving and checking update points from coaches for re-registration of Accreditation;
- e) advising Association Members of accredited coaches:
  - i) who have not submitted or attained the required update points;
  - ii) whose Working With Children Check requirements are due to expire;
  - iii) whose re-registration has not been approved or has expired;
  - iv) who have had their accreditation suspended
- f) maintaining a database of current/expired coach accreditations and active and inactive accredited coaches to ensure records are maintained in the case a coach wishes to apply to return to coaching under the Associations "Return to Coaching" policy;
- g) advise the person responsible for distribution of the Associations accreditation cards of any expired accreditations.
- h) assist the President in the writing of Policies and Procedures for update points, accreditation re-registration, etc as deemed necessary;
- i) submit a Registrar report to the Secretary fourteen (14) days prior to the annual General Meeting, including the number of active and inactive accredited coaches for each level, any update policies under review etc.

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## **6. ROLES AND RESPONSIBILITIES OF APPOINTED POSITIONS**

The Office Bearers may appoint positions to ensure the successful running of the Association. These positions may include but are not limited to;

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### **6.1 The Public Officer**

It is a requirement under NSW Legislation that the Associations Incorporated in NSW MUST have a public officer who resides in NSW.



The Public Officer may or may not be appointed to the Ordinary Committee however, it is in the best interest of the Association to have a Public Officer who is involved in the coaching of figure skating and is knowledgeable of the running and requirements of the Association.

If there is no designated Public Officer the Secretary shall be appointed as the Public Officer.

The Public Officer is responsible for:

- a) acting as the official contact for the Association, including taking delivery of documents served on the Association and bring them to the attention of the Committee as soon as possible;
- b) notifying NSW Fair Trading of any changes in the office affairs of the Association and its financial position including signatories;
- c) keeping a register of Committee Members and signatories;
- d) Lodging the Form A12 Annual Summary of Financial Affairs with NSW Fair Trading;
- e) Lodging with NSW Fair Trading other forms as appropriate (e.g Form A11 Application for extension of time and Form and Application for approval of change of name, Form A6 - application to register change of objects or Constitution, Form A9 - Notice of appointment of public officer and notice of change of Association address, Form A12 - annual summary of financial affairs Tier 2 etc)
- f) collecting all Association documents from former Committee members and delivering them to new members;
- g) returning all Association documents to a Committee member within 14 days, upon vacating office;
- h) keeping custody of any documents required by the Constitution.

## **6.2 Insurance Officer**

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The Insurance Officer shall:

- a) affect and maintain appropriate insurance policies as needed by the Association,
- b) advise the Association on all matters relating to Insurance,
- c) assist the President in the writing of Policies and Procedures relating to Insurance as deemed necessary;
- d) submit an Insurance Officer report to the Secretary fourteen (14) days prior to the Annual General Meeting including any relevant changes or information.

### **6.3 The Social Media / PR Officer**

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The Social Media / PR Officer shall:

- a) maintain the Association's website and other social media platforms as deemed necessary;
- b) ensure any fees relating to the upkeep of the website e.g payment for domain name, website fees, social media etc are notified to the Treasurer for payment;
- c) keep the website up to date with all relevant communications, Constitution, policies and procedures and other material as deemed appropriate by the Office Bearers;
- d) make recommendations for the continuing improvement or upgrade of the Associations website;
- d) liaise with the President to implement a yearly social media calendar;
- e) implement innovative and interesting ways to market the Association events, courses etc to ensure maximum exposure and participation.
- f) submit a PR Officer report to the Secretary fourteen (14) days prior to the Annual General Meeting including any changes to the website, where information can be found, any new social media platforms, where coaches can find upcoming information etc.

### **6.4 Assistant Secretary**

The assistant secretary shall assist the Secretary with their duties as required.

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## **7 Member Representatives / Delegates**

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The Member Representatives may be invited to meetings of the Committee to :

- a) represent their Member at meetings
  - b) report to their Member committee outcomes of the Associations meetings that affect the Members.
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## **8. ACCREDITATION**

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The Association is recognised by the Australian Sports Commission as the body responsible for figure skating coach education within Australia.

- 8.1 The Association shall take all reasonable steps to ensure that all members of Members have the appropriate minimum qualifications.
- 8.2 Where minimum accreditation standards / requirements are not met, the Association shall encourage and support the member(s) of a Member(s) to achieve the minimum accreditation standard.

- 8.3 The Association will not renew accreditation for any member(s) of a Member(s) unless that individual has achieved the minimum accreditation standard / requirement(s), or is in the process of acquiring the minimum standard / requirement(s).
- 8.4 The Association shall be responsible for the continuing updating of the National Accreditation Framework as required, which is to be displayed on the Associations website.
- 8.5 Additional Accreditation pathways may be introduced to ensure the Association continues to meet its objective of “Striving for excellence in coaching”.
- 8.6 Accreditation courses, policies and procedures must be kept up to date with current coaching principles and techniques.
- 8.7 The Association shall maintain Accreditation policies and procedures that encompass:
- Accreditation equivalency
  - Mentor Coaching
  - Course assessors
  - Recognition of current competency (prior learning)
  - Return to coaching
  - Updating (update points)
  - Mentor hour requirements
  - Accreditation course fees
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## **9. COURSES, SEMINARS AND OTHER OPPORTUNITIES**

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- 9.1 The Association shall provide notification of opportunities for all members of Members to improve their skills by attending courses, seminars and other personal development and practical coaching activities.
- 9.2 The Association shall encourage its Members to provide opportunities for all of their members by hosting courses, seminars and other personal development and practical coaching activities.
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## **10. MEMBERSHIP FEES AND SUBSCRIPTIONS**

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As per the 2020 Constitution

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## **11. REMUNERATION OF COMMITTEE MEMBERS**

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Policies and Procedures under review

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## **12. EXPULSION OF A MEMBER**

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Policies and Procedures under review

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## **13. VOTING RIGHTS OF LIFE / HONORARY MEMBERS AND HOLDING OF A POSITION OF OFFICE BEARER OR ORDINARY COMMITTEE MEMBER**

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To ensure members of Members who have been awarded Life / Honorary membership in recognition for their contributions to their State / Territory Professional Skaters' Association maintain their right to vote or hold an elected position on the Association the following shall apply:

- a) A Life / Honorary member of a Member will be considered, for the purpose of the Associations Constitution and these By-laws to be a full member of a Member if they fulfil ALL of the following;
    - i) the Association's accreditation requirements are current and up to date
    - ii) accreditation registration fees current
    - iii) are listed as 'active' coaches on the Associations accreditation database
    - iii) membership requirements for their State / Territory Professional Skaters' Association are current and up to date
    - iii) are not affiliated or junior members of a Member
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## **14. SPECIAL CIRCUMSTANCES / PROVISIONS CLAUSE**

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Where these Bylaws are silent on a particular matter, a decision can be made by the Office Bearers. In exceptional or extenuating circumstances, the Office Bearers may, acting reasonably, alter, vary or waive the requirements set out in these Bylaws relating to the Association.

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## **15. AMENDMENTS**

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These Bylaws may be altered, amended, repealed or added to by a vote of the Committee in accordance with the Association's Constitution.