





# **BYLAWS OF THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC.**

**Version 2.8**



## AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

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### REVISION TABLE

| Version      |               | Version Date      |                                                         | Document Writers                                                                                                                                         | AKAMC Ratification Date |                         |
|--------------|---------------|-------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|
| <b>2.8</b>   |               | <b>April 2024</b> |                                                         | <b>AKA MC</b>                                                                                                                                            | <b>20/05/2024</b>       |                         |
| Revision No. | Revision Date | Revision Version  | Relevant Rule                                           | Revision Description                                                                                                                                     | Revised By:             | AKAMC Ratification Date |
| 1            | 17/10/14      | 1.2               | Rule 6.4 Public Officer and Officers, The Committee     | Insertion of committee member roles for President, Secretary, Treasurer & Ordinary member.                                                               | AKA-MC                  | 17/10/2014              |
| 1            | 17/10/14      | 1.2               | Rule 6. 4 Public Officer and Officers<br>Public Officer | Any changes passed at a meeting must be lodged within one month to relevant office.<br>* Public officer resigns, they must be replaced within one month. | AKA - MC                | 17/10/2014              |
| 1            | 17/10/14      | 1.2               | Rule 6.9 Delegation by Committee to Sub-Committees      | Insertion of Sub-committee's: CAB, PRB, CC, TR, Office admin role                                                                                        | AKA - MC                | 17/10/2014              |
| Version      |               | Version Date      |                                                         | Document Writers                                                                                                                                         | AKAMC Ratification Date |                         |
| <b>2.8</b>   |               | <b>April 2024</b> |                                                         | <b>AKA MC</b>                                                                                                                                            | <b>20/05/2024</b>       |                         |

| Revision No.   | Revision Date | Revision Version    | Relevant Rule                    | Revision Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Revised By:    | AKAMC Ratification Date        |
|----------------|---------------|---------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|
| 2              | 01/06/19      | 2                   |                                  | New Policy Template and Version Control information inserted                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 5.1 Types (e) other Members | Inserted definitions of types of members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 5.15 Membership Renewals    | Moved: Member's responsibility to Member Obligations                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 5.16 Member Obligations     | Inserted text from 5.15<br>Clarified Use of Logo policy                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.1 Powers and duties       | Updated: Newly elected Management Committee point.<br><br>Moved last point to Secretary's Responsibility                                                                                                                                                                                                                                                                                                                                                                                                     | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.1 Powers and duties       | Inserted Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.4 Public Officer          | Deleted irrelevant points:<br>*The public officer performs an important role within an incorporated association, acting as the central contact person for the association.<br>*It is common for a public officer to have other responsibilities within the association, such as being a member of the committee of management.<br><br>Inserted:<br>* Any changes passed at a meeting must be lodged within one month to relevant office.<br>* Public officer resigns, they must be replaced within one month | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.4 All Office Bearers      | Deleted texts to remove duplication:<br>*provide strategic direction, including agreeing and monitoring strategic plans<br>*have excellent communication and interpersonal skills<br>* be focused, reliable and self-motivated and a team player<br>*be understanding of and commitment to the AKA's mission & values                                                                                                                                                                                        | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.4 President Role          | Clarified and updated Role and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.4 Secretary Role          | Clarification of governing documents. Moved Annual report to President's responsibility                                                                                                                                                                                                                                                                                                                                                                                                                      | Megan McIntyre | 11/06/2019                     |
| <b>Version</b> |               | <b>Version Date</b> |                                  | <b>Document Writers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                | <b>AKAMC Ratification Date</b> |
| <b>2.8</b>     |               | <b>April 2024</b>   |                                  | <b>AKA MC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                | <b>20/05/2024</b>              |
| Revision No.   | Revision Date | Revision Version    | Relevant Rule                    | Revision Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Revised By:    | AKAMC Ratification Date        |

|                |               |                     |                                                    |                                                                                                                                                                      |                |                                |
|----------------|---------------|---------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|
| 2              | 01/06/19      | 2                   | Rule 6.4 Ordinary Board Member Role                | Clarified and updated Responsibilities                                                                                                                               | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.9 Sub-Committees. Training Package Review   | Clarification of this Sub-committee<br>Insert: IRC representative                                                                                                    | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.9 sub-Committees. AKA Conference Committee  | Insertion of AKA Conference Committee                                                                                                                                | Susan Koschel  | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.9 sub-Committees. AKA Custodians            | Insertion of AKA Custodian Sub-committee                                                                                                                             | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.9 sub-Committees. Office Administration     | Insertion:<br>* Email Communication protocol between MC and OM<br>*Update website and database regularly.                                                            | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 6.9 Delegation by Committee to Sub-Committees | Removal of "AKA logo, website and social media promotion" sub heading and replace with Policy and Procedures                                                         | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 7 Annual General Meetings                     | Inserted: Forums                                                                                                                                                     | Megan McIntyre | 11/06/2019                     |
| 2              | 01/06/19      | 2                   | Rule 9.2 Accounts to be kept                       | Inserted: Signatories, Authorisations and Development account description                                                                                            | Megan McIntyre | 11/06/2019                     |
| 2.1            | 24/09/19      | 3                   | Rule 9.2 A                                         | Changed 2 signatories to 4.<br>2 x office staff & 2 x MC.                                                                                                            | Megan McIntyre | 24/09/2019                     |
| 2.1            | 24/09/19      | 3                   | Rule 9.2 B                                         | Changes who signs for Under \$3000 and over \$3000. Notify the Treasurer for both amounts & have AKA MC approval for over \$3000                                     | Megan McIntyre | 24/09/2019                     |
| 2.2            | 19/08/21      | 2.1                 | Rule 6.5 Casual vacancies                          | Include a non-member on the MC to become an Associate Member unless pursuing other membership with the Association                                                   | Gail Medland   | 09/10/2021                     |
| 2.3            | 16/09/21      | 2.1                 | Rule 9.2 (b)                                       | Change authorisation amount from under \$200 to under \$500 for any one signatory                                                                                    | Gail Medland   | 09/10/2021                     |
| 2.4            | 09/10/21      | 2.1                 | General Governance                                 | Cyber security process regarding decision making about gaining access to the AKA website, removing any assumptions that anyone can find their way around the website | Gail Medland   | 09/10/2021                     |
| 2.5            | 18/03/22      | 2.4                 | Rule 7.11 Technology                               | Add Bylaw that member meetings are to be run as a meeting and not a webinar                                                                                          | Gail Medland   | 21/07/2022                     |
| <b>Version</b> |               | <b>Version Date</b> |                                                    | <b>Document Writers</b>                                                                                                                                              |                | <b>AKAMC Ratification Date</b> |
| <b>2.8</b>     |               | <b>April 2024</b>   |                                                    | <b>AKA MC</b>                                                                                                                                                        |                | <b>20/05/2024</b>              |
| Revision No.   | Revision Date | Revision Version    | Relevant Rule                                      | Revision Description                                                                                                                                                 | Revised By:    | AKAMC Ratification Date        |
| 2.5            | 18/03/22      | 2.4                 | Rule 9.7 Inspection of Records                     | Add Bylaw that financial records be provided within 14 days and other documents within 28 days with the                                                              | Gail Medland   | 21/07/2022                     |

|                |               |                     |                                                                            |                                                                                                                                                                                                  |                                |                         |
|----------------|---------------|---------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|
|                |               |                     |                                                                            | exception of the Christmas and New Year period                                                                                                                                                   |                                |                         |
| 2.5            | 18/03/22      | 2.4                 | Rule 6.1 Powers and duties                                                 | When an interpretation of the constitution is being questioned by the members, the custodians are to be consulted                                                                                | Gail Medland                   | 21/07/2022              |
| 2.5            | 01/05/22      | 2.4                 | Rule 6.9 Delegation by Committee to sub-Committee AKA Complaints Committee | Add motion from Special General Meeting of 28 <sup>th</sup> April, 2022 regarding addition of an Independent Complaints Committee as a sub-Committee of the Complaints Committee                 | Gail Medland                   | 21/07/2022              |
| 2.5            | 12/07/22      | 2.4                 | Rule 9.2 Accounts to be kept                                               | (b) Add the word "least" between "at" and "one" in the sentence beginning "For costs under \$3,000..."<br>(c) Remove reference to the "Course Accreditation Board" as this is no longer relevant | Gail Medland                   | 21/07/2022              |
| 2.6            | 01/09/22      | 2.5                 | Rule 5.1 (e) (i)                                                           | Add summary of motion passed at August, 2022 MC meeting, re terms of membership includes pre-requisite of AKA practitioner membership                                                            | Gail Medland                   | 22/06/2023              |
| 2.6            | 24/04/23      | 2.5                 | Rule 5.1 (c)                                                               | Add period of Student membership.<br>Add criteria for eligibility of Student member                                                                                                              | Gail Medland                   | 22/06/2023              |
| 2.6            | 24/04/23      | 2.5                 | Rule 6.9(g)                                                                | Add criteria for attendance at meetings for sub-Committees                                                                                                                                       | Gail Medland                   | 22/06/2023              |
| 2.6            | 05/06/23      | 2.5                 | Rule 6.2(a) & 6.4 All Office Bearers and MC Members                        | Add ASIC requirement for Director Identification number                                                                                                                                          | Gail Medland                   | 22/06/2023              |
| 2.6            | 05/06/23      | 2.5                 | Rule 5.1 (a)                                                               | Add the requirements for Practitioner Levels 4, 5, and 6                                                                                                                                         | Gail Medland                   | 22/06/2023              |
| 2.6            | 10/06/23      | 2.5                 | Rule 6.9 Sub-Committees                                                    | Add Webmaster Position Description                                                                                                                                                               | Gail Medland                   | 22/06/2023              |
| 2.7            | 20/08/23      | 2.6                 | Rule 5.1 (a)                                                               | Add definitions of sub-types of Practitioner:<br>Non-Active Practitioner Member and Non-Practicing Member                                                                                        | Gail Medland                   | 14/11/2023              |
| 2.7            | 19/10/23      | 2.6                 | Rule 6.9 Delegation by Committee to sub-Committee                          | <i>Office Administration</i> (d) Change the wording for office staff to be authorised persons for the operational account after the completion of a successful 6-month probationary period       | Gail Medland                   | 14/11/2023              |
| <b>Version</b> |               | <b>Version Date</b> |                                                                            | <b>Document Writers</b>                                                                                                                                                                          | <b>AKAMC Ratification Date</b> |                         |
| <b>2.8</b>     |               | <b>April 2024</b>   |                                                                            | <b>AKA MC</b>                                                                                                                                                                                    | <b>20/05/2024</b>              |                         |
| Revision No.   | Revision Date | Revision Version    | Relevant Rule                                                              | Revision Description                                                                                                                                                                             | Revised By:                    | AKAMC Ratification Date |
| 2.7            | 19/10/23      | 2.6                 | Rule 9.2 Accounts to be kept (a)                                           | To change the wording with regard to signatories to reflect current practices. Signatories are no longer required with digital banking.                                                          | Gail Medland                   | 14/11/2023              |
| 2.7            | 19/10/23      | 2.6                 | Rule 9.2 Accounts to be kept (b)                                           | This section has been updated to reflect authorisations for costs for the Office                                                                                                                 | Gail Medland                   | 14/11/2023              |

|     |            |     |                                                         |                                                                                                                                           |               |            |
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|     |            |     |                                                         | Manager to approve and what needs to be motioned at an MC meeting.                                                                        |               |            |
| 2.7 | 19/10/23   | 2.6 | Rule 6.4 Public Officer and Officers – Treasurer’s Role | Elaborate on items (b) and (c)                                                                                                            | Gail Medland  | 14/11/2023 |
| 2.7 | 19/10/23   | 2.6 | Rule 6.9 Sub-Committees                                 | Add Awards sub-Committee with description of duties                                                                                       | Gail Medland  | 14/11/2023 |
| 2.8 | 01/04/24   | 2.7 | Rule 6.9 Sub-Committees                                 | Remove Rule 6.9 Office Administration (D), (XV).                                                                                          | Gail Medland  | 20/05/2024 |
| 2.8 | 07/05/24   | 2.7 | Rule 6.9 Sub-Committees                                 | Amend Rule 6.9 Office Administration (D), (XVI), (XVII), and (XVIII) to (D), (XV), (XVII), and (XVII)                                     | Gail Medland  | 20/05/2024 |
| 2.8 | 07/05/24   | 2.7 | Rule 6.9 Sub-Committees                                 | Remove Rule 6.9 Office Administration (D), (XIX).                                                                                         | Gail Medland  | 20/05/2024 |
| 2.8 | 07/05/24   | 2.7 | Rule 6.9 Sub-Committees                                 | Amend Rule 6.9 Office Administration (D), (XX) to become (D), (XVIII) and change wording of “practitioner” to “membership”                | Gail Medland  | 20/05/2024 |
| 2.8 | 07/05/24   | 2.7 | Rule 5.16 Member Obligations                            | Ad new bylaw (iii) relating to clearly and accurately stating level of AKA Membership held on all advertising and communication platforms | Gail Medland  | 20/05/2024 |
| 2.8 | 07/05/24   | 2.7 | Rule 6.9 Sub-Committees                                 | Add to Rule 6.9 AKA Course Accreditation Board (CAB), new sub heading: Obligations promoting and advertising AKA accredited courses.      | Gail Medland  | 20/05/2024 |
| 2.8 | 01/09/2025 | 2.8 | Rule 5.17 & 6.9                                         | Added new Rule 5.17 “Member Conduct”. Amended Rule 6.9 to clarify decision-making powers of the Independent Complaints Committee.         | Rachel Dutton | 23/10/2025 |
|     |            |     |                                                         |                                                                                                                                           |               |            |
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## **RULE 5. MEMBERSHIP**

### **5.1 Types**

The Association has the following categories of Members:

(a) **Practitioner/Instructor Member:**

**Practitioner Membership Level 4 requirements:**

425 hours study consisting of:

- 250 hours kinesiology study
- 50 hours communication study
- 50 hours anatomy physiology study
- 25 hours infection prevention and control

50 hours of clinic consisting of:

- 20 hours supervised clinic
- 30 hours mentored clinic (minimum)

Current First Aid Certificate

Current Professional Indemnity and Public Liability Insurance

**Note:** A further 45 hours of mentored clinic is to be completed within 2 years of achieving Level 4 membership.

**Practitioner Membership Level 5 requirements:**

HLT 52415 Diploma of Kinesiology

**OR**

1000 hours study consisting of:

- 600 hours kinesiology study
- 100 hours nutrition study
- 100 hours communication study
- 100 hours anatomy physiology study
- 40 hours business management study
- 40 hours work practices, work health safety, legal, ethics study
- 20 hours marketing (including social media) study

200 hours of clinic consisting of:

- 50 hours supervised clinic
- 150 hours mentored clinic

Current First Aid Certificate

Current Professional Indemnity and Public Liability Insurance

**Practitioner Membership Level 6 requirements:**

1950 hours study consisting of:

- 1200 hours kinesiology study

- 300 hours specialisation units
- 100 hours nutrition study
- 100 hours communication study
- 150 hours anatomy physiology study
- 40 hours business management study
- 40 hours work practices, work health safety, legal, ethics study
- 20 hours marketing (including social media) study

200 hours of clinic consisting of:

- 50 hours supervised clinic
- 150 hours mentored clinic

Current First Aid Certificate

Current Professional Indemnity and Public Liability Insurance

(Refer to Management Committee Meeting minutes of 18<sup>th</sup> & 23<sup>rd</sup> May 2023)

### **Non-Practicing Member:**

Non-Practicing membership is for Members who wish to temporarily suspend their kinesiology working practice and are not earning any income as a kinesiology practitioner, however do intend to return to practice at a later time. This may include taking a sabbatical or long-term leave of absence. A Non-Practicing practitioner membership means that your practitioner status is placed on hold and your current qualifications for your membership are maintained, whilst you are not practicing. Essential requirements of your membership do not need to be met during the deferral period of non-practicing membership.

(Refer to the Management Committee meeting held 17<sup>th</sup> August 2023).

### **Non-Active Practitioner Member:**

Non-Active membership is for Members who need to take a leave of absence for up to 12 months from their kinesiology practice. Reasons for this may include, but are not limited to:

- Caring for a loved one;
- Parental leave;
- Personal injury or illness;
- Mental health.

Non-active membership is held for up to 12 months whereby the Practitioner Member should not be practicing as a kinesiologist during this time. The member is not required to meet the essential renewal criteria (i.e. 20 CPD Points, current Public Liability & Professional Indemnity Insurance, and current First Aid) for membership during the period of non-active membership.

(Refer to the Management Committee meeting held 17<sup>th</sup> August 2023).

### **(b) Fellow Member:**

- (i) means a person who has been a Member for at least 15 continuous years and has been recognized by the Committee as having made a significant consistent contribution to the Association during that period; and
- (ii) requires continuing payment of membership fees at the rate of Associate Member.
- (iii) Fellow Members are permitted to use the initials FMAKA or the words "Fellow Member of the AKA" in full on any advertising or promotional material such as business cards.

(c) **Student Member:**

**Student Membership Period**

Student Membership will be offered free of charge from the date the application has been accepted by the Practitioner Registration Board or Registrar for a period of 2 years. The membership year is from 1st July to 30th June. Applications received within the membership year are considered to fall within the first membership year, regardless of when the application is made. After the free 2-year period of Student membership has been completed, Student members will be required to pay a membership fee to maintain their Student membership status with the Australian Kinesiology Association Inc., or upgrade their membership status to Practitioner membership (if applicable) or Associate membership.

PLEASE NOTE: An administration fee for the free Student Membership may be applied at the discretion of the Practitioner Registration Board or Registrar.

**Student Membership Criteria**

To be eligible to apply for Student Membership, the following criteria needs to be met. The individual is to:

1. Be studying via:
  - (a) an Australian Kinesiology Association (AKA) Inc. accredited Registered Training Organisation (RTO), or
  - (b) individual Australian Kinesiology Association Inc. accredited courses, also known as the "Workshop Model Pathway".
2. Provide proof of their pathway of study:
  - (a) for the RTO pathway - proof of registration in their chosen course.
  - (b) for the Workshop Model Pathway:
    - (i) Proof of registration for the individual AKA Accredited course to be studied, or
    - (ii) Previous proficiency assessed kinesiology certification for individual AKA Accredited course/s that have been studied within the last 12 months of the date of the application.

Within 3 months of attaining the qualifications to meet Level 4 Practitioner membership or higher, the individual is no longer eligible for Student membership and is required to apply for the appropriate level of Practitioner membership, that meets their qualifications. Information relating to Practitioner membership requirements can be accessed via the AKA Website.

(Refer to the Management Committee meeting 20<sup>th</sup> April 2023).

(e) **such other category or categories of membership as determined by the Association from time to time**

(i) **Instructor Member:**

Instructor meets the specific modality requirements as a Modality Instructor. The instructor qualifies as a mentor or clinical supervisor in the workshop or modality they are accredited to teach.

Applications for Instructor Only membership requires previous AKA Practitioner membership with the AKA.

(Refer to the Management Committee meeting 19<sup>th</sup> August 2022).

(ii) **Trainer:**

Kinesiology Trainer for both professional and non-professionals in the industry. Must have current TAE qualification or higher and follow CPE requirements for Training industry (i.e. 20 hours per annum).

(iii) Clinical Supervisor:

Delivers training and assessment including face-to-face supervised clinic and/or mentoring. Must have a minimum of 2 years clinical experience and a current TAE qualification or higher and follow CPE requirements for Training industry (i.e. 20 hours per annum).

(iv) Clinical Mentor:

A Clinical Mentor provides Mentoring to student members and or other practitioners. A Mentor must hold a Practitioner level membership of at least the level of the Member being mentored. Refer to the AKA Mentoring Policy.

## 5.5 Subscriptions

(i) Certificates of membership:

- a) When the initial Practitioner Membership subscription is received and approved by the Management Committee, a membership certificate will be issued by the office personnel.
- b) Currency of the membership can be confirmed by the AKA website.
- c) Additional certificates may be issued upon request and payment of an administration fee determined by the AKA office.

(ii) Membership periods:

- a) Membership periods are annual, and membership is current from 1st July to 30th June of the following year.
- b) Current membership fees and rates will be available from the administration office and/or the AKA website.

## 5.15 Membership Renewal

(a) A member is not automatically entitled to renew his, her or its membership of the Association.

In the event of non-receipt of invitation to apply to renew membership, the Member's responsibility is to contact the administration office regarding the situation.

(b) An application by a Member for renewal of membership of the Association.

The AKA office administration will invite Members to renew their membership approximately 2 months in advance of expiry of current membership.

## 5.16 Member Obligations

(i) It is the Member's responsibility to ensure that the administration personnel for the Association is kept updated with their current contact details including email, postal address and telephone.

(ii) Use of the AKA Logo, Website & Social Media promotion:

- A. All members using the AKA Logo must comply with the AKA use of Logo policy. This policy allows use of the AKA logo and image items without special request by professional Members and instructor Members in relation to their advertising of kinesiology matters only.
- B. External bodies or Members who wish to use the AKA logo and other image items for non-kinesiology purposes, may request Management Committee approval in writing to use the AKA logo and other image items.

(iii) All individuals holding an AKA membership are required to clearly and accurately state the current level of AKA membership they hold on all advertising and communication platforms, including but not limited to websites, social medial profiles, newsletters and business cards.

## 5.17 Member Conduct

The Australian Kinesiology Association Inc. is committed to maintaining a safe, respectful and professional environment for all members, staff and stakeholders. Bullying, harassment, or any form of inappropriate behaviour will not be tolerated. Members must adhere to the Association's Code of Conduct and relevant policies addressing ethical behaviour, grievance resolution, and complaints handling. Any alleged breaches will be managed in accordance with the Bullying Policy and Procedure Document.

## RULE 6. THE COMMITTEE

### 6.1 Powers and duties

Subject to the Act, these Rules and to any resolution passed by the Association in General Meeting, the Committee:

- (a) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association having regard to the objects of the Association, including making by-laws, regulations or other instruments to further the objects of the Association:
  - (i) On being accepted onto the Management Committee the Member is required to complete immediately (within one month of accepting office) an ASIC Form 490 to be named as a director on the ASIC register.
  - (ii) The Secretary is required to submit the changes on ASIC Form 490 within 30 days to avoid late fees.
  - (iii) The Member is required to sign a Confidentiality Agreement and return to AKA office before attendance at their first Committee Meeting.
  - (iv) Newly elected Management Committee shall undertake timely familiarisation with:
    - (i) The Rules of the Australian Kinesiology Association Inc.
    - (ii) Bylaws of the Australian Kinesiology Association Inc.
    - (iii) Professional Conduct & Practice Rules.
    - (iv) The Register of Policies and Procedures of the AKA.
  - (v) The Management Committee is to develop, monitor and re-evaluate the Association's strategic plan at least once annually.
  - (vi) It is the Secretary's responsibility to ensure another ASIC Form 490 is completed at the end of a Committee Member's term or upon their resignation, with confirmation to be sent to the AKA office.

### Policies & Procedures

- (a) A single current register of policy and procedures is maintained and available to the Management Committee and Office Administration Team.
- (b) New Management Committee Members are to be given access to view the Policies and Procedures folder upon receipt of the signed confidentiality agreement.
- (d) has authority to interpret the meaning of these Rules and any other matter relating to the affairs of the Association on which these Rules are silent.

**BYLAW MOTION:** Where the interpretation is being questioned; the custodians of the AKA are to be consulted. The custodians may seek legal advice and/or consult with the solicitor who wrote the rules. The custodians' interpretation will be reflected in the bylaws.

Moved: Janine Michael, Seconded: Yvette Miley. MOTION CARRIED.

(Refer to the Special General Meeting Minutes 24<sup>th</sup> February, 2022).

## 6.2 Composition and membership of Committee

(a) The Committee is to consist of:

- (i) the office-bearers of the Association; and
- (ii) a maximum of 4 ordinary Committee members (and various titles may be used to describe them)

each of whom is to be elected at an annual General Meeting under Rule 6.3.

As of 1st December 2022, it is an Australian Securities and Investments Commission (ASIC) requirement that all members of the board obtain a Director Identification Number before appointment to the Management Committee.

A Director Identification Number is a unique number to prevent the use of false or fraudulent director identities.

This number is obtained by the individual through the Australian Business Registry Services. Once the Director Identification Number has been issued, it is to be given to the Secretary of the Management Committee and the AKA Office for record keeping purposes. At this time, the individual may commence their duties on the Management Committee.

(Refer to Management Committee Meeting minutes of 18<sup>th</sup> & 23<sup>rd</sup> May 2023)

## 6.4 Public Officer and Officers

(a) The Association must appoint a Public Officer as required by the Act. The Public Officer must be resident in the State of South Australia.

An incorporated association must appoint a Public Officer.

- (i) The AKA was incorporated in South Australia; therefore, the Public Officer must be a person of or above the age of 18 years and be a resident of South Australia.
- (ii) Ideally the person will be closely associated with the Association.
- (iii) The Public Officer performs an important role within an incorporated association, acting as the central contact person for the Association.
- (iv) The public officer will perform duties such as completing and lodging forms and returns with Consumer and Business Services.
- (v) Any notice or other document can be served on an incorporated association by serving it on its Public Officer.
- (vi) Failure to have a Public Officer is a breach of the Act and can mean penalties being levied against the Association.
- (vii) In most cases, the Public Officer is a member of the Association, however this is not a requirement.
- (viii) Any changes to the rules, which have been accepted and passed at a duly convened meeting of members, an application for registration of alterations to the rules must be lodged by the Public Officer with the relevant office within one month of the resolution of the association.
- (ix) Should the public officer resign, a new appointment must be made within one month of the resignation.

### All Office Bearers and Management Committee Members

In all positions, the person elected is expected to:

- (a) obtain a Director Identification Number before appointment to the Management Committee (see Rule 6.2 (a) in these Bylaws);  
(Refer to Management Committee Meeting minutes of 18th & 23rd May 2023)
- (b) be committed to the vision, mission and values of the AKA;
- (c) exercise impartiality and fairness;
- (d) exercise due care and diligence;
- (e) act honestly and in good faith;
- (f) maintain confidentiality;
- (g) not make improper use of his or her position;
- (h) keep informed of the activities of the AKA and the wider issues that affect its work.

### **President Role**

This President of the Management Committee is responsible in ensuring that the Committee carries out its duties and responsibilities effectively.

Requires a person who:

- (a) is focused and reliable, self-motivated and action oriented;
- (b) is able to motivate and manage people, honouring conflicting interests and needs;
- (c) has a good understanding of business compliance, ethical issues and association management processes;
- (d) is sufficiently detail-oriented to understand compliance and financial issues;
- (e) is adept at understanding, managing and promoting membership growth; and
- (f) ideally has previous experience in committee/business management.
- (g) works well with people from inside and outside the organisation;

Responsibilities:

- a) Heads the Management Committee;
- b) Delegates and manages tasks and activities undertaken by the MC;
- c) Represents the Association on other national and related boards/committees;
- d) Acts as spokesperson of the Association or delegates to the appropriate person;
- e) Ensures members are provided with opportunities to give feedback on the direction of the Association;
- a) Prepares a report of the organisation's activities for the year, for the annual General Meeting.

Essential Criteria:

- (a) Strong interpersonal and communication skills both verbal and written.
- (b) Be well organised with strong administrative skills.
- (c) Ability to lead and supervise other committees and work as part of a team.
- (d) Ability to professionally represent the Board to public, media and other committees.
- (e) Ability to work under pressure and meet deadlines.
- (f) Excellent computer and software skills, especially Microsoft Office, Word and Excel.
- (g) Strong understanding of board management, finance and accounting processes.
- (h) Ability to produce and present timely reports for statutory and committee/board requirements.
- (i) Knowledge and application of board/corporate governance issues.
- (j) Knowledge of kinesiology and/or natural health practitioner environment.

Desirable Criteria:

- (a) Ability to manage projects and people.
- (b) Knowledge of business, marketing and/or other relevant skills.



- (c) Knowledge of fundraising strategies.
- (d) Knowledge of legal and business compliance issues.
- (e) Knowledge of ASQA, VET Training and RTO issues.
- (f) Knowledge of Health Training Package/s.

### **Secretary Role**

The Secretary must undertake his/her functions in a timely way and is responsible for the following:

- (a) liaise with the Chairperson to plan meetings;
- (b) receive agenda items from the Committee, prepare the agenda, circulate agendas and reports;
- (c) check quorum is present at meetings;
- (d) take accurate minutes and circulate accordingly within 14 days of meeting;
- (e) ensure relevant parties required for future meetings have been organised;
- (f) keep up-to-date contact details for the Management Committee and Members of the Association;
- (g) file minutes and reports for easy access and keep a record of the Association's activities;
- (h) have necessary documents at meetings i.e., governing documents, members lists, minutes, etc.;
- (i) ensure governing documents (i.e. ASIC forms, Constitution and Bylaws) are updated as required and legal requirements are met;
- (j) ensure elections are in line with stipulated procedures;
- (k) ensure organisation's activities are in line with its objectives;
- (l) ensure legal requirements are met where relevant;
- (m) disseminate motions/actions from minutes to Head Office as required for record keeping;
- (n) send notices within deadlines as required;
- (o) file committee correspondence received, and copies of replies sent;
- (p) report the activities of the organisation to members, media and the public as directed;

Essential Criteria:

- (a) Strong interpersonal and communication skills both verbal and written.
- (b) Strong organisational and administrative skills.
- (c) Ability to work under pressure and meet deadlines autonomously and as part of a team.
- (d) Computer and software skills especially Microsoft Office, Word and Excel.
- (e) Ability to produce/present reports in appropriate format for statutory/committee requirements.
- (f) Capacity to prepare minutes in accordance with current company Act guidelines.
- (g) Understanding of upholding governing documents.
- (h) Ability to maintain effective computer records.
- (i) Understand business and association compliance issues/terminology.
- (j) Knowledge of kinesiology and/or natural health practitioner environment.
- (k) Knowledge and application of board/corporate governance issues.
- (l) Capacity to undertake the Company Secretary function.

Desirable Criteria:

- (a) Ability to manage projects and people.
- (b) Good problem-solving skills.
- (c) Knowledge of business, marketing and/or other relevant skills.
- (d) Knowledge of fundraising strategies.
- (e) Knowledge of legal compliance issues.



- (f) Knowledge of ASQA, VET Training and RTO issues.
- (g) Knowledge of Health Training Package/s.

### ***Treasurer Role***

This position is part of the Executive Committee and would suit a person who has a strong eye for detail, thrives on responsibility and has the capacity to:

- (a) analyse numbers;
- (b) keep control of financial situations;
- (c) keep aware of statutory and compliance issues;
- (d) advise the Committee accordingly; and
- (e) manage a business as a whole.

#### **Responsibilities:**

- (a) Oversee financial activities and general good governance of the organisation.
- (b) Create budgets annually.
- (c) Report on budget activity as compared to actual results – annually/monthly.

The projected budget is to be created in conjunction with the Management Committee and any other relevant sub-Committees e.g. Conference Organising Committee, Finance Operations sub-Committee, and office staff with regard to income and expenses.

The projected budget is to be reviewed monthly against the actual budget and minuted accordingly, showing the projected budget, the actual budget and the variance between the two.

Overall and individual profits and/or losses are to be highlighted and explained, with the explanations minuted, outlining any course of action to be taken to mitigate any losses, to ensure the Association remains solvent.

(Refer to the minutes of the Management Committee meeting 16&18/10/2023).

- (d) Work with administration staff to ensure internal controls, legalities and financial compliance is established, maintained and implemented consistently.
- (e) Report to the Committee on monthly and yearly financial activities.
- (f) Recommend appropriate financial delegations.
- (g) Coordinate and recommend appointment of an auditor.
- (h) Sign off on annual audited books.
- (i) Ensure that statutory requirements are met.

#### **Essential Criteria:**

- (a) Strong interpersonal and communication skills both verbal and written.
- (b) Strong organisational and administrative skills.
- (c) Ability to work as part of a team.
- (d) Strong understanding of financial and accounting processes.
- (e) Ability to direct and guide financial/administrative processes to maximise efficiencies and compliance.
- (f) Ability to work under pressure and meet deadlines.
- (g) Excellent computer and software skills, especially Microsoft Office, Word and Excel.
- (h) Ability to produce and present timely reports in an appropriate format for statutory and Committee requirements.
- (i) Ability to explain and interpret financial/compliance requirements to other Board members.
- (j) Ability to liaise with other financial/business professionals as required, e.g. auditor.

- (k) Understand business and Association compliance issues and terminology.
- (l) Knowledge of kinesiology and/or natural health practitioner environment.

Desirable Criteria:

- (a) Ability to manage projects and people.
- (b) Knowledge of business, marketing and/or other relevant skills.
- (c) Knowledge of fundraising strategies.
- (d) Knowledge of legal compliance issues
- (e) Knowledge of Health Training Package/s.

### **Ordinary Board Member Role**

Responsibilities:

- (a) Ensure the AKA complies with its governing documents i.e. Rules of the AKA Inc. and Bylaws of the AKA
- (b) Ensure the AKA makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- (c) Understand the financial position of the AKA, ensuring the AKA's finances are properly managed with adequate financial resources in collaboration with the Treasurer.
- (d) Contribute to developing, monitoring and evaluating the AKA Strategic Plan.
- (e) Effectively support the Chairperson, Secretary and Treasurer of the AKA by promptly replying to emails and other communications.
- (f) Attendance is required at:
  - (i) regular online Management Committee meetings,
  - (ii) the annual face-to-face meeting of the MC
  - (iii) the AKA AGM
- (g) liaise with Members and communicate as required to the Management Committee

Essential Criteria:

- (a) Strong interpersonal and communication skills.
- (b) Good organisational and administrative skills.
- (c) Ability to work as part of a team.
- (d) Ability to work under pressure and meet deadlines.
- (e) Excellent computer skills.
- (f) Commitment to attending MC meetings, face to face meeting and AKA AGM.

Desirable Criteria:

- (a) Ability to manage projects.
- (b) Knowledge of business, marketing and/or other relevant skills.
- (c) Knowledge of financial issues.
- (d) Knowledge of fundraising strategies.

## **6.5 Casual vacancies**

- (a) If a casual vacancy occurs in the membership of the Committee, the Committee may appoint a Member to fill the vacancy. If, within 1 month after the vacancy occurs the Committee determines that no Member is willing to fill the vacancy, then despite Rule 6.2(c) the Committee may appoint a natural person who is a non-Member with appropriate skills or experience to fill the vacancy. The Member or non-Member so appointed is to hold office, subject to these Rules, until the conclusion of the annual General Meeting next following the date of the appointment.

- (b) A casual vacancy in the office of a Committee Member automatically occurs if the Member:
  - (i) dies;
  - (ii) ceases to be a Member for any reason;
  - (iii) becomes an insolvent under administration within the meaning of the
  - (iv) Corporations Act, 2001 (Cwth);
  - (v) resigns office by notice in writing given to the Secretary;
  - (vi) is removed from office under Rule 6.6;
  - (vii) becomes permanently incapacitated by ill health (whether mental or
  - (viii) physical);
  - (ix) is absent without the prior consent of the Committee from two
  - (x) consecutive meetings of the Committee;
  - (xi) is absent without the consent of the Committee from four meetings of
  - (xii) the Committee in any financial year;
  - (xiii) is suspended from membership of the Association for a period during
  - (xiv) which at least three meetings of the Committee are held;
  - (xv) is convicted of an offence involving fraud or dishonesty for which the
  - (xvi) maximum penalty on conviction is imprisonment for not less than 3
  - (xvii) months; or
  - (xviii) is prohibited from being a director of a company under the
  - (xix) Corporations Act 2001 (Cwth).
- (c) A Member appointed to fill a casual vacancy is eligible for re-election.
- (d) The Committee will determine whether a Member appointed to fill a casual vacancy is to be an office-bearer or an ordinary Committee Member.

A non-Member, who successfully becomes a Committee Member, is required to become an Associate Member, unless they are actively pursuing another type of membership with the Association.

## 6.9 Delegation by Committee to Sub-Committee

- (a) The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such Member or Members as the Committee considers proper) the exercise of such of the powers or functions of the Committee as are specified in the instrument, other than:
  - (i) this power of delegation; and
  - (ii) a power or function which is a duty imposed on the Committee by the Act or by any other law.
- A. Sub-Committees may comprise both Management Committee members and other persons with relevant interest, expertise and experience, who meet with Management Committee approval.
- B. Sub-Committees established by the Association will generally have no decision-making power or authority unless expressly granted by the Management Committee at the time of their formation. However, the Independent Complaints Committee is authorised to make decisions on matters involving the Management Committee or staff. This will be conveyed via the Complaints Officer.
- C. In some circumstances, the Management Committee will be called upon to ratify decisions made by the sub-Committee.
- D. Sub-Committee findings to be reported to the Management Committee for consideration and determination of decision.
- E. All Sub-Committees report one week prior to the Management Committee meeting.

### Sub-Committees

- (g) A sub-Committee may meet and adjourn as it considers proper.

- (i) Sub-Committee Members are required to put in apologies to the Chairperson and/or Secretary if they are unable to attend a scheduled meeting, up to 1 hour prior to the scheduled meeting.
- (ii) Sub-Committee Members are required to obtain a leave of absence from the Chairperson and/or Secretary if they are unable to attend two or more scheduled meetings.
- (iii) A sub-Committee Member who is absent from more than two meetings (consecutive or non-consecutive), without a leave of absence from the Chairperson and/or Secretary of the sub-Committee, may be excused from their duties on that sub-Committee, effective from the date of the meeting, where the second absence occurred. If the Member is excused from the sub-Committee, they will need to re-apply in writing to the AKA Office to be reconsidered as a member of that sub-Committee. This application will need to be reviewed by the Management Committee, in consultation with the sub-Committee.

### ***AKA Practitioner Registration Board (PRB)***

The Australian Kinesiology Association Practitioner Registration Board (AKAPRB) is a sub-Committee of the Management Committee. The AKAPRB supervises and oversee issues relating to practitioner registration including the following:

- (a) Practitioner register.
- (b) Practitioner registration requirements.
- (c) Collaborate with Management Committee on levels of professional practitioner registration.
- (d) Develop, document and/or monitor PRB policies and procedures.
- (e) Train new PRB members.
- (f) Determine the practitioner register application fees and update as required by Management Committee ratification.
- (g) An amount relating to 80% of the PRB application (net of GST) is paid to the PRB member assessing the application for registration. This processing will be required in cases where the application requires workshop model qualifications to be assessed. Applications relating to HLT qualifications are processed by AKA office personnel.

### ***AKA Course Accreditation Board (CAB)***

The Australian Kinesiology Association Course Accreditation Board (AKACAB) is a sub-Committee of the Management Committee. The AKACAB will supervise and oversee issues relating to course accreditation including the following:

- (a) Maintain register (including active web-accessible register) of accredited courses for membership levels and CPE requirements showing date of original ratification, renewal due date and relevant actions).
- (b) Accreditation of courses for the purposes of AKA practitioner registration.
- (c) Oversee and apply submission criteria for the accreditation of courses (kinesiology and non-kinesiology).
- (d) Allocate the category and hours for courses.
- (e) Updating and maintaining the CAB procedure manual.
- (f) Updates, forms and procedures for registration and renewal of accredited courses, authorships and continuing accreditation.
- (g) Develop criteria to assess validity including research and prior verification of proposed courses.
- (h) Maintaining the register of submitted research relating to and underlying the course content of accredited courses, both new and renewed.
- (i) Forwarding accredited courses to the Management Committee for ratification.

- (j) The CAB updates its policies and procedures to align with the National Training Package requirements.
- (k) Course submission fees are proposed by the CAB to be ratified by the Management Committee.
- (l) Structuring renewal and submission fees to include a minimum administration fee as per the agreed and ratified decision made between the CAB and the Management Committee.

### **Obligations promoting and advertising AKA accredited courses:**

The Australian Kinesiology Association Inc. approves the use of Diploma, Advanced Diploma, Degree and/or Bachelor terminology in marketing materials and course promotion, indicating an academic level. However, these terms are only permitted if the qualification is delivered by an Australian Registered Training Organisation (RTO) or Australian University.

Courses not offered by an Australian RTO or University must be accredited under the Australian Kinesiology Association Inc. Workshop Model.

When advertising and/or marketing such courses in association with the Australian Kinesiology Association Inc., directly or indirectly, they must be referred to a workshops, courses or levels.

### **AKA Complaints Committee**

The Australian Kinesiology Association Complaints Committee is a sub-Committee of the Management Committee. The AKA Complaints Committee will implement and action the process relating to complaints including the following:

- (a) All complaints must be lodged in writing to the AKA office.
- (b) The AKA Complaints Committee must follow the current AKA procedure for dealing with complaints as per the AKA Complaints Procedure.
- (c) The AKA Complaints Committee will follow the process outlined in the Complaints and Appeals Policy ratified by the Management Committee subject to Rule 5.8 (c) (iv) of the Rules of the AKA Inc.
- (d) A confidential report will be made from the AKA Complaints Committee as necessary for review by the Management Committee. The minimum reporting standard is annually.
- (e) The AKA Complaints Committee will maintain appropriate documentation and other records of issues managed, while maintaining security, privacy and confidentiality of personal and organisational details, unless required to be released by law.
- (f) The AKA Complaints Committee will maintain a central register of complaints and details of enquiries relating to ethical issues referred from the administration office.
- (g) The AKA Complaints Committee will require all complaints and other referred ethical issues to be provided in written form.
- (h) In the event that a written complaint involves an instructor, the modality representative of that instructor or course author will be invited to be actively involved in the resolution process.
- (i) In relation to the outcome of the complaint, whatever action the AKA decides to take against the Member may not necessarily be shared with the complainant.

### **AKA Independent Complaints sub-Committee**

MOTION: An independent committee with a strict protocol policy be put in place so that members of the AKA Management Committee and Office Staff (where they are also members) are held accountable when their behaviour and/or actions breach either the AKA Rules, The Incorporations Act 1985 and/or AKA procedures/protocols, or their behaviour and/or actions is unethical or deceitful.

Moved: Susan Koschel, Seconded: Karen Humphries. MOTION CARRIED.

(Refer to the Special General Meeting Minutes 28<sup>th</sup> April 2022).

### ***AKA Training Package Review (TPR)***

The Australian Kinesiology Association Training Package Review is a Sub-Committee of the Management Committee. The TPR will implement and action outcomes from updates and reviews of the government accredited Health Training Package in relation to any accredited kinesiology qualifications:

- (a) The Management Committee are responsible for appointing a delegate to represent kinesiology on the Industry Representative Council (IRC).
- (b) The IRC kinesiology representative:
  - (i) Attends IRC meetings and reports back to the MC
  - (ii) Coordinates the TPR Sub-Committee
- (c) The TPR Sub-Committee members represent a wide diversity of modalities from the kinesiology industry.
- (d) Members of the TPR sub-Committee are recruited from members representing both workshop model and RTO training pathways.

### ***AKA Conference Committee***

- (a) The AKA Conference Committee is a voluntary sub-Committee made up of AKA members.
- (b) Their role is to work as a stand-alone group or with the assistance of a conference coordinator (internally or externally appointed by the AKA Management Committee) to plan, implement and deliver a successful conference.
- (c) The conference committee is accountable to the Management Committee with either the coordinator or group representative liaising and reporting directly to the AKAMC.
- (d) The AKA Management Committee will outline guidelines for the conference committee relating to location, structure, budget, administration, reporting and general responsibilities.
- (e) Final approval and decision-making rests with the AKA Management Committee.

### ***AKA Custodians***

- (a) The role of the AKA Custodian Sub-Committee is to assist the MC as required.
- (b) The AKA Custodian subcommittee is made up of current members of the AKA who have been past members of the National or Management Committee. Their role is to assist the Management Committee as required.
- (c) The vacating president may be included for a 12-month period immediately upon vacating their committee position.
- (d) The custodians are called upon in instances such as:
  - (i) when specific history is required
  - (ii) when difficult situations arise that require guidance
  - (iii) when there is conflict within the MC
  - (iv) as determined by the MC
- (e) A Custodian subcommittee member may not be part of the subcommittee during times when they are concurrently serving on the Management Committee. The two positions are exclusive for those periods.

### ***Office Administration***

- (a) Email communication between the MC and the Office Manager:
  - (i) First email: The MC are to include the Office Manager / AKA enquiries in an email trail to alert the Office that the issue is being discussed by the MC and they are welcome to comment.
  - (ii) Subsequent emails: Office email addresses are to be removed from the email chain.



- (iii) Final email: Once the MC have made a final decision the secretary is required to send the Office an email clearly stating the final decision and any action required.
- (b) The Office Manager will supervise all persons conducting administrative activities.
- (c) General administrative decisions will be made by the Office Manager and discussed or ratified by the Management Committee on an as needs basis.
- (d) Administration duties include:
  - (i) That both the Office Manager and the Administration Assistant be an authorized person for the AKA operational business account once they have completed their successful six-month probationary period.  
(Refer to the minutes of the Management Committee meeting 21/09/2023).
  - (ii) Processing new members and renewals under Management Committee direction.
  - (iii) Telephone, email and written liaison from and to Members, and the public in relation to AKA matters.
  - (iv) Provide information to callers, Members and the public as appropriate.
  - (v) Maintain appropriate insurance cover under Management Committee directions.
  - (vi) Receive monies on behalf of the AKA and maintain low levels of debtors.
  - (vii) Make authorised payments on behalf of the AKA and maintain appropriate levels of creditors.
  - (viii) Maintain efficiency and effectiveness of operations.
  - (ix) Refer matters on to the Management Committee and other Sub-Committees as appropriate.
  - (x) Maintain office spending within budget allocations and authorisation limits.
  - (xi) Provide updates relating to administration tasks to the Management Committee at its scheduled meetings.
  - (xii) Liaise with the auditor for preparation of year-end reports and other relevant matters.
  - (xiii) Forward all incoming correspondence relevant to the Management Committee to the Secretary.
  - (xiv) Maintain surplus funds in approved deposit interest-bearing accounts.
  - (xv) Manage and liaise with the editor of the In Touch magazine for distribution to Members.
  - (xvi) Manage Management Committee approved advertising and marketing campaigns.
  - (xvii) Liaise and assist with conference planning.
  - (xviii) Manage and update website and membership database as required and on a regular basis.

### ***Webmaster Position Description***

The position of Webmaster requires knowledge and previous experience in information technology (I.T.), particularly web analytics and troubleshooting. The Webmaster is required to test the AKA website across different browsers, operating systems and devices and ensure its functionality and effectiveness for its users.

Responsibilities include, but are not limited to:

- (a) Working with Office Staff and the Management Committee to obtain their input for what is required on the website.
- (b) Ensuring the website is functional and easy to use for Office Staff, AKA Members, and other users of the website.
- (c) Setting up security, using effective firewalls.
- (d) Ensuring pages load quickly by optimising loading speeds and keeping track of storage capacity.

- (e) Maintaining links and images and debugging where necessary.
- (f) Monitoring and analysing site performance.
- (g) Addressing complaints and tasks in a timely manner, so as to minimise downtime and inconvenience.
- (h) Alerting the Office Manager of serious issues, especially those relating to the website crashing or the inability for Members to access the website.
- (i) Working with the AKA I.T. contractor where necessary.

Skills include, but are not limited to:

- (a) Effective and respectful communication skills.
- (b) Ability to prioritise work effectively.
- (c) Ability to work under pressure and meet deadlines.
- (d) Working as part of a team as well as autonomously.
- (e) Attention to detail.
- (f) Working knowledge of website management tools.
- (g) Troubleshooting and analytical skills.

### **AKA Awards sub-Committee**

The Awards sub-Committee are responsible for the following:

- (a) Refer to the AKA Awards Policy and Guidelines.
- (b) Provide and update relevant forms for Awards applications.
- (c) Update Awards policies and guidelines in line with any recognised need for changes to these documents in line with current/modern processes, seeking approval of any proposed changes from the Management Committee.
- (d) Be impartial when reviewing all applications for awards, noting conflicts of interest and any perceived biases with regard to applicants and applications.
- (e) Review award applications and provide recommendations to the Management Committee with rationales for the Management Committee to make the final decisions pertaining to approving or rejecting awards.
- (f) The Management Committee is responsible for:
  - (i) checking with the office for any historical information pertaining to reasons why an Award applicant may be rejected, e.g. suspended membership, behaviours, criminal history, etc.
  - (ii) approving or rejecting Awards applications providing a rationale for any rejected Award application, which is to be minuted at a Management Committee meeting.
- (g) Awards are to be presented, where applicable at a public event e.g. Conference or General Meeting. In the absence of a public event, an online event is to be held, wherein AKA Members are in attendance. In the event that a public forum is not available, the Award recipient is to be invited to a Management Committee meeting, along with the Awards Committee for a special presentation of the award.
- (h) Special awards are to be printed and framed for recipients.
- (i) Other awards such as years of service/membership are to be mailed, if they cannot be presented in person.

(Refer to the minutes of the Management Committee meeting 16&18/10/2023).



## Rule 7. GENERAL MEETINGS

### 7.1 Annual General Meeting

The Annual General Meeting (AGM) is a private meeting for Members only. Requests for non-members to attend and/or participate must be approved by the Management Committee in advance of the meeting.

#### Forums

A forum may be held for discussion between the Management Committee and the membership to discuss topics and future directions of the Association. A forum may be held:

- (a) in person prior to the AKA Conference or the Annual General Meeting;
- (b) via technology by use of meeting programs e.g. Skype or Zoom; and
- (c) via the AKA website.

### 7.11 Technology

- (a) All General Meetings (including annual General Meetings) may be called or held using any technology, previously determined by the Committee, which gives each of the Members a reasonable opportunity to participate. In that case the Members do not need to be physically present at the meeting.

BYLAW MOTION: Any meetings involving members are to be run as a MEETING and not as a WEBINAR. Meetings are to be conducted in such manner that members should be able to speak freely, express concerns, vote on motions etc.

Moved: Janine Michael, Seconded: Franca Wild. MOTION CARRIED.

(Refer to the Special General Meeting Minutes 24<sup>th</sup> February, 2022).

## Rule 9. FINANCIAL MATTERS

### 9.2 Accounts to be kept

- (a) Signatories

Authorised personnel for all AKA bank accounts will consist of the AKA Office Manager and the AKA Administration Assistant after an initial six-month successful probationary period has been attained for each position. In the event that neither the AKA Office Manager nor the AKA Administration Assistant have completed their successful six-month probationary period, authority will fall to two of the three executives of the Management Committee members who have served in their positions for the longest amount of time.

(Refer to the minutes of the Management Committee meeting 21/09/2023)

- (b) Authorisations

Costs under \$500 may be authorised by the AKA Office Manager at their discretion, for purchases or payments directly related to the running of the Association, that are included in the projected budget for the current financial year. Such purchases or payments that are not included in the projected budget for the current financial year, that are authorised by the Office Manager, are to be outlined in the monthly Office Manager's report to the Management Committee, along with a rationale for the purchase.

For costs over \$500 that have not been accounted for in the projected budget for the current financial year, a rationale is to be provided with a request for approval from the Management

Committee. If approved, a motion is to be minuted at the next upcoming Management Committee meeting.

Should approval for payment over \$500 be sought in between Management Committee meetings, a motion may be raised and voted on by the Management Committee members via email, or project board (such as Trello or similar), until a majority vote is received. Such motions require ratification at the next upcoming Management Committee meeting, wherein the ratified motion is minuted.

(Refer to the minutes of the Management Committee meeting 21/09/2023).

(c) **Development Account**

This account is to be maintained for the benefit of the kinesiology community, bringing awareness to the general public, advancing kinesiology and promoting the AKA. This account will be used to pay advertising costs, funding research for Evidence Based Research and other similar outcomes.

## **9.7 Inspection of Records**

The Committee will make the financial records and other documents of the Association (excluding documents containing information of a private nature concerning any Member) open for inspection by Practitioner Members or Practitioner/Instructor Members at such reasonable time and place determined by the Committee.

BYLAW MOTION: That financial reports and other documents\*\* are to be sent to the member (without any changes) within 14 days of the request for financial reports and within 28 days for other documents, with the exception of the Christmas and New Year period, when the office is closed. In instances where more than 4 documents are requested, a further period of 14 days may be required. \*\*only documents containing information of a private nature concerning any Member will have this information blacked out. Moved: Janine Michael, Seconded: Yvette Miley. MOTION CARRIED.

(Refer to the Special General Meeting Minutes 24<sup>th</sup> February, 2022).

## **GENERAL GOVERNANCE**

### **1. AKA Website**

The new AKA Website went live in October 2021. This work was completed by Project [...]. This website is comprised of complex systems, which requires extensive training to update and make changes. At the Australian Kinesiology Association Management Committee meeting dated 9<sup>th</sup> October 2021, a motion was passed as follows:

Motion: That the Office Manager and Management Committee President have the final decision on who gains administration access to the website.

Moved: Gail Medland, Seconded: Alice Bullivant, Abstain: Kim Phillips. MOTION CARRIED.

Rationale: To ensure that any person who has access to the AKA website has appropriate knowledge and training to upkeep its integrity and function.

## ACRONYMS:

|      |                                              |
|------|----------------------------------------------|
| AKA  | Australian Kinesiology Association           |
| ASIC | Australian Securities Investment Corporation |
| ASQA | Australian Skills Quality Authority          |
| CAB  | Course Accreditation Board                   |
| CC   | Conference Committee                         |
| CPE  | Continued Professional Education             |
| EBR  | Evidenced Based Research                     |
| IRC  | Industry representative Council              |
| MC   | Management Committee                         |
| PRB  | Practitioner Registration Board              |
| RTO  | Registered Training Organisation             |
| TPR  | Training Package Review                      |
| VET  | Vocational Education and Training            |