

# BYLAWS OF THE AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

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*Version 2 June 2019*

These Bylaws are intended to be used as an adjunct to and should be read in conjunction with the Rules of the Australian Kinesiology Association Inc. adopted by the Australian Kinesiology Association Inc. as at 14th September 2018.

Amendments and updates to these Bylaws may be made according to the exercise of the decision-making authority of the Management Committee under the above-named Rules of the Association.



**AUSTRALIAN KINESIOLOGY ASSOCIATION INC.**

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**REVISION TABLE**

Version		Version Date		Document writers	AKAMC Ratification date	
2		June.19		AKA MC	June.19	
Revision No.	Revision Date	Revision Version	Relevant Rule	Revision Description	Revised By:	AKAMC Ratification Date
1	17.Oct.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	
1	17.Oct.14	1.2	Rule 6. 4 Public Officer and Officers Public Officer	* Any changes passed at a meeting must be lodged within one month to relevant office. * Public officer resigns, they must be replaced within one month.	AKA - MC	
1	17.Oct.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	

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

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2	1.June.19	2	Rule 6.4 Ordinary Board Member Role	Clarified and updated Responsibilities	Susan Koschel	11 June 19
2	1.June.19	2	Rule 6.9 Sub-Committees. Training Package Review	Clarification of this Sub-committee Insert: IRC representative	Susan Koschel	11 June 19
2	1.June.19	2	Rule 6.9 sub-Committees. AKA Conference Committee	Insertion of AKA Conference Committee	Susan Koschel	11 June 19
2	1.June.19	2	Rule 6.9 sub-Committees. AKA Custodians	Insertion of AKA Custodian Sub-committee	Megan McIntyre	11 June 19
2	1.June.19	2	Rule 6.9 sub-Committees. Office Administration	Insertion: * Email Communication protocol between MC and OM *Update website and database regularly.	Megan McIntyre	11 June 19
2	1.June.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 June 19
2	1.June.19	2	Rule 7 Annual General Meetings	Inserted: Forums	Megan McIntyre	11 June 19
2	1.June.19	2	Rule 9.2 Accounts to be kept	Inserted: Signatories, Authorisations and Development account description	Megan McIntyre	11 June 19

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## **RULE 5. MEMBERSHIP**

### **5.1 Types**

#### **(d) 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.

#### **(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.

##### **(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 on 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.

## **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:

- (c) 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.

#### 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) be committed to the vision, mission and values of the AKA;
- (b) exercise impartiality and fairness;
- (c) exercise due care and diligence;
- (d) act honestly and in good faith;



- (e) maintain confidentiality;
- (f) not make improper use of his or her position;
- (g) 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;
- f) 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.

- (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.

## 6.9 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 will have no decision-making power or authority unless specifically stated by the Management Committee at the time of setting up the sub-Committee.
- 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 at one week prior to the Management Committee meeting.

### Sub-Committees

#### 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 oversees 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.

### 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 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) Processing new members and renewals under Management Committee direction.
  - (ii) Telephone, email and written liaison from and to Members, and the public in relation to AKA matters.
  - (iii) Provide information to callers, Members and the public as appropriate.
  - (iv) Maintain appropriate insurance cover under Management Committee directions.
  - (v) Receive monies on behalf of the AKA and maintain low levels of debtors.
  - (vi) Make authorised payments on behalf of the AKA and maintain appropriate levels of creditors.
  - (vii) Maintain efficiency and effectiveness of operations.
  - (viii) Refer matters on to the Management Committee and other Sub-Committees as appropriate.

- (ix) Maintain office spending within budget allocations and authorisation limits.
- (x) Provide updates relating to administration tasks to the Management Committee at its scheduled meetings.
- (xi) Liaise with the auditor for preparation of year-end reports and other relevant matters.
- (xii) Forward all incoming correspondence relevant to the Management Committee to the Secretary.
- (xiii) Maintain surplus funds in approved deposit interest-bearing accounts.
- (xiv) Be one of two required signatories on the AKA operational cheque account.
- (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) Managing and liaising with Health Funds
- (xix) Manage and update website and practitioner database as required and on a regular basis

## **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.

## **Rule 9. FINANCIAL MATTERS**

### **9.2 Accounts to be kept**

#### **(a) Signatories**

All AKA bank accounts must have at least 3 signatories comprising of two Management Committee and one from the AKA Office Manager.

#### **(b) Authorisations**

For costs under \$200 any one signatory

For costs under \$3,000 and approved within the budget, any 2 signatories must sign and the treasurer notified of the payment/s.

For any costs over \$3,000 approved by the Management Committee, all 3 signatories must sign.

#### **(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 the Course Accreditation Board for their services, advertising costs, funding research for Evidence Based Research and other similar outcomes.

## 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