



BY-LAW 1

MEMBERSHIP

This By-law is made by the Papua New Guinea Gymnastics Federation Board. It is binding on PNGGF and all members of PNGGF.

Approved by the PNGGF Board on **the 9th March 2019**



Membership By-law

1) INTRODUCTION

This By-law is made to set out procedures relating to the categories of membership of PNGGF.

2) DEFINITIONS

Club Affiliation	means recognition by PNGGF as a club who has paid the prescribed fees and met the National Affiliation Standards.
Affiliation Fee	means the annual fee set by PNGGF on the club for affiliation.
Papua New Guinea Gymnastics Federation (PNGGF)	means the Papua New Guinea Gymnastics Federation.
National Affiliation Standards	means the requirements for affiliation published by the PNGGF for each year (as detailed in the club affiliation application form).
Technical Member	means a coach or judge who has successfully completed one or more PNGGF accreditation courses and paid the prescribed fee.
The Act or Associations Incorporation Act	means the Associations Incorporation Act (Chapter No. 142) as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Federation.



CATEGORIES OF MEMBERS:

Membership of The Papua New Guinea Gymnastics Federation will be divided into the following categories:

- 1) Club Members;
- 2) Participant Members;
- 3) Technical Members;
- 4) Honorary Members;and
- 5) Life Members

3) Club Members

A Club Member is an incorporated body or group of persons recognised by and registered with PNGGF and is subject to the provisions of the PNGGF Constitution and this By-Law.

3.1.1) Club Members may be admitted in accordance with clauses 3.1.3, 3.1.4 and 3.1.5 and are entitled to attend, debate and vote at all General Meetings.

3.1.2) First Club Members

Subject to clause 6, at the time of adoption of this By-Law, the first Club Members of The Papua New Guinea Gymnastics Federation will be:

- (a) Pom Gymnastics Inc. Assoc.
- (b) Korobosea International School
- (c) Pomis International School

3.1.3) Club Affiliation

Subject to the club paying the prescribed affiliation fee and meeting the National Affiliation Standards, PNGGF will affiliate the club and will provide to the club the services and resources and any nominated benefits offered on an annual basis.

3.1.4) Affiliation Fee

The club will pay the affiliation fee to PNGGF within the time prescribed.

3.1.5) Membership Requirements

The club shall comply;

- (a) with the National Affiliation Standards (as detailed in the club affiliation application form) and agrees and undertakes that at the time of applying for affiliation the club does comply with those standards.
- (b) with the PNGGF Constitution including By-laws and Policies.



3.2) Participant Members

A Participant Member is an individual recognised by and registered with a Club Member as a participant member and will, upon Registration with the Club Member, automatically become a Participant member of PNGGF and is subject to the provisions of the PNGGF Constitution and this By-Law.

3.2.1) Participant Members

Are permitted to attend any General Meeting on written application to PNGGF in the form set out in this By-Law, endorsed by their club, but are not entitled to debate or vote, save as required by the Associations Incorporation Act.

3.2.2) Membership

Subject to the participant paying the prescribed fees and the club providing the required membership details, membership of PNGGF will be granted. Member benefits will be provided on an annual basis by PNGGF.

3.2.3) Membership fee

The participant will pay the whole of the fee prescribed by PNGGF for the relevant year of membership regardless of any portion of the year having expired.

The membership fee is payable for the calendar year (i.e. 1st January – 31st December), with members eligible to join or renew at any time during the year.

3.2.4) Membership Requirement

The participant shall at all times comply with the PNGGF Constitution, including By- laws and Policies.

3.3) Technical Members

A Technical Member is an individual recognised as holding a coaching and/or judging accreditation issued by PNGGF will, upon registration with PNGGF be admitted in accordance with clauses 3.3.2, 3.1.3 and 3.1.4 and is subject to the provisions of the PNGGF Constitution and this By-Law.

3.3.1) Technical Members are permitted to attend any General Meeting on written application to PNGGF in the form set out in this By-Law, but are not entitled to debate or vote, save as required by the Associations Incorporation Act.

3.3.2) Membership Subject to the Technical Member paying the prescribed fees and meeting all accreditation requirements, technical membership of PNGGF will be granted. Services and resources will be made available on an annual basis by PNGGF.



3.3.3) Membership fee

The Technical Member will pay the whole of the prescribed fee to PNGGF regardless of any portion of the year having expired.

Membership is valid for a 12 month period, commencing from the date of first registration with PNGGF as per 3.3.1. Members will then be eligible to renew on the 12 month anniversary of first registration, subject to completion of satisfactory updating requirements as per the National Updating Policy.

3.3.4) Membership Requirements

The Technical Member shall at all times comply with the PNGGF Constitution, including By-laws and Policies.

3.4) Honorary Members

An individual who holds an official position with PNGGF, or who holds an administrative position in Gymnastics with PNGGF, such as (but not limited to) PNGGF Board members, National Sports Management Committee members (not already a technical or participant member) shall be Honorary Members and are subject to the provisions of the PNGGF Constitution and By-Laws.

3.4.1) Honorary Members are permitted to attend any General Meeting on written application to PNGGF in the form set out in this By-Law, but are not entitled to debate or vote, save as required by the Associations Incorporation Act.

3.4.2) Membership Requirements

The Honorary Member shall at all times comply with PNGGF Constitution including By-laws and Policies.

3.5) Life Members

An individual who has contributed long and meritorious service to PNGGF may be elected as a Life Member at any AGM by a Special Resolution.

3.4.1) A Club Member or a Director may nominate an individual for election as a Life Member of PNGGF in accordance with the By-Law referred to in clause 3.4.5.

3.4.2) Nominations for a Life member must set out the reasons why, in the opinion of the nominator, the nominee should be considered for Life Membership.

3.4.3) If the nomination does not satisfy the eligibility criteria set out in the By-Law referred to in clause 3.4.5, the Directors may decide not to submit the



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nomination, to the next AGM for approval. If this occurs the Directors shall provide reasons for their decision to the nominator.

3.4.4) A Life member is entitled to the following privileges:

- a) notice of and attendance at, any General Meetings but no right to debate or vote at any General Meeting;
- b) subject to any separate agreement with PNGGF to the contrary, has no obligation, and may not be required, to pay any subscription or other amount; and
- c) invitations to major Gymnastics Events controlled by PNGGF.

3.4.5) A By-Law will list the eligibility criteria and nomination procedure relating to Life membership applications.

4) MEMBERSHIP SUBSCRIPTIONS:

4.1) Subject to clause 4.3, PNGGF in General Meeting must determine from time to time (and may delegate the determination of that amount to the Directors, either specifically or generally, and may revoke the delegation):

- a) the amount (if any) payable by an applicant for membership;
- b) the amount (if any) of the annual subscription payable by each Member; and
- c) the due dates for payment.

4.2) Subject to clause 4.3, PNGGF may determine any other amount to be paid by each Member, or any class of Members, whether of a recurrent or any other nature, from time to time at any AGM.

4.3) No application fee, subscription or other amount will be payable for membership as an Honorary Member or Life Member.

4.4) Each Member must pay PNGGF the amounts determined according to this Clause 4.

5) DEFERRAL OR REDUCTION OF SUBSCRIPTIONS:

5.1) The Directors may defer the obligations of a Club Member to pay a subscription or other amount, or reduce (including to zero) the subscription or other amount payable by a Club Member, if the Directors are satisfied that:

- a) there are reasonable grounds for doing so;
- b) PNGGF will not be materially disadvantaged as a result; and
- c) the Club Member agrees to pay the deferred or (if greater than zero) the reduced subscription or other amount within a time fixed by the Directors.



6) ADMISSION OF MEMBERS:

A Member will become a Member, and the Directors will direct the PNGGF Secretary to record their name in the register of Members kept by PNGGF, only upon meeting the criteria applicable to the relevant category of membership and provided the Member has signed an application in which the Member undertakes to:

- a) be bound by PNGGF Constitution, the Policies and By-Laws;
- b) pay the fees and subscriptions determined to apply to the Member under clause 4; and
- c) support PNGGF in the encouragement and promotion of its Objects.

7) REGISTER OF MEMBERS:

PNGGF must keep a register of all Members in accordance with the Associations Incorporation Act.

8) NON-ASSIGNABILITY:

Membership is personal to each Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.

9) ATTENDANCE AT GENERAL MEETINGS

9.1) Members

Members are permitted to attend any General meeting on written application to PNGGF in the form set out at attachment A of this By-law as endorsed by his/her Club. Such application to be received by PNGGF 14 days prior to the date of the general meeting

9.2) Exemption

Directors of PNGGF are exempt from provisions of clause 9.1.

10) CHANGES TO THE BY-LAW

Amendments to this By-law will be made pursuant to the PNGGF Constitution.



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APPLICATION FORM

Attachment A

PAPUA NEW GUINEA GYMNASTICS FEDERATION OF GENERAL MEETING

ATTENDANCE REQUEST

Written application to attend a Papua New Guinea Gymnastics Federation General Meeting.

Type of Member:

- Participant Technical Technical

Member Details: Name: _____

Address: _____

E-mail Address: _____

Phone Number: _____

I hereby seek permission to attend the Papua New Guinea Gymnastics Federation General Meeting:

_____ (insert date of meeting)

- AGM General Meeting

Signed: _____ Date: _____

Club Endorsement

Club: _____

Name: _____

Declaration of Endorsement:

I hereby declare and acknowledge that by signing this nomination form that I confirm that the above details of the Member are correct and endorse his/her attendance at the nominated Papua New Guinea Gymnastics Federation meeting.

Signed: _____

Date: _____

Please return this form to PNGGF no later than **14 days** prior to the date of the general meeting