



Western Australian Debating League Incorporated.

By Laws

Adopted by members of the Western Australian Debating League Incorporated on 12 October 2014.

Amended by members on 23 May 2016.

Amended by members 21st October 2017.

Amended by members 20th of October 2018.

Table of Contents

CHAPTER I – INTRODUCTION

1. Creation of the Bylaws	2
---------------------------------	---

CHAPTER II - ELECTIONS

2. Election of Officers.....	3
3. Appointment of National Schools Debating Championship Adjudicators.....	3
4. Appointment of National Schools Debating Championship Convenors	3
5. Electoral procedure.....	3

CHAPTER III – THE EXECUTIVE

6. Officers of the League.....	6
7. Role of the President	6
8. Role of the Administrative Vice-President.....	7
9. Role of the Technical Vice-President.....	7
10. Role of the Secretary	7
11. Role of the Treasurer	8
12. Role of the Communications Officer	8
13. Role of the Development Officer.....	8
14. Role of the Regional Vice-President.....	9
15. Role of the Sponsorship Officer.....	9
16. Role of the Administrative Officer	9
17. Role of the Technical Officer.....	9
18. Committee Members of the League.....	10
19. Western Australian State Debating Team Coach	10
20. Regional Competition Convenors	10
21. BP Competition Convenors.....	11

CHAPTER IV – FINANCIAL MANAGEMENT

22. General Rules	12
23. Main Account	12
24. Petty Account.....	12
25. Reimbursement.....	12
26. Personal Vehicles	13

Chapter I- Introduction

1. Creation of the Bylaws

- (1) These Bylaws are created under and authorised by rule 18 of the Constitution of the Western Australian Debating League Inc.
- (2) These Bylaws are to be read in conjunction with the Constitution. If any discrepancy exists between these Bylaws and the Constitution, the latter shall prevail to the extent of the inconsistency.
- (3) Unless otherwise stated, any expression defined in the Constitution shall have the same meaning in the Bylaws as it does in the Constitution

Chapter II- Elections

2. Election of Executive Members

- 1) The election of the Executive Members shall be:
 - a) First, the President;
 - b) Second, the Administrative Vice-President
 - c) Third, the Technical Vice-President;
 - d) Fourth, the remaining Executive Members
 - i) Beginning with the position with the least secondary nominations, and continuing in ascending order of number of secondary preferences;
 - ii) In the event that two or more positions have the same number of secondary nominations, the order in subrule 6 (1) shall be used;
 - iii) Secondary nominations shall be indicated by candidates to the Returning Officer prior to the elections portion of the meeting;
 - iv) Officer prior to the elections portion of the meeting;
 - e) Fifth, the Committee Members that are required to be elected at a General Meeting, ordered using the secondary preference system above.
 - f) In the event of a position failing to receive any number of eligible nominations members may open floor nominations through an ordinary motion

3. Appointment of National Schools Debating Championship Adjudicators

- 1) When the League must appoint Official and Non-Official Adjudicators to the National Schools Debating Competition, the Executive shall appoint a member to that position by Executive motion.
- 2) Notwithstanding the result of the vote, the Adjudicator Team must reflect the following
 - a) There must be at least one male and one female adjudicator elected.
- 3) In the instance where an Officer has nominated to be a National Schools Debating Competition Adjudicator, they shall be excluded from the process of appointing a member to the position.

4. Appointment of National Schools Debating Championship Adjudicators

- 1) When the League must appoint a convenor for the Australian Debating Federation's National Schools Debating Championship to be held in Western Australia, members shall vote on the candidates according to rule 5.

- 2) The Executive must appoint by motion the winner of the election of the convenor.

5. Electoral Procedure

- 1) All candidates in League elections must be members of the League.
- 2) Unless otherwise states in these Bylaws, all members of the League are entitled to one vote in all League elections, which may be cast by a proxy.
- 3) Each candidate is entitled to submit an application not exceeding two A4 pages. Applications shall close no less than 10 days before the date of the election and all applications shall be transmitted to the members upon the closing deadline. Each candidate is entitled to speak at the election, or to designate someone to speak on their behalf, and answer questions. Speeches will proceed in alphabetical order by last name, and no other candidate may be present in the room whilst another candidate is delivering a speech or answering questions.
- 4) None Of The Above (NOTA) shall be a candidate in every election, and may be preferenced in the same number as any other candidate. If NOTA is elected before any candidates, the position shall remain vacant, and:
 - a) In the case of the election of Officers at a General Meeting, rule 18 (6) of the Constitution shall apply
 - b) In all other cases, applications shall be re-opened, and another election shall be held at the next Executive meeting under the same rules that applied to the first election.
- 5) Each voter shall indicate on one ballot paper an order of preference amongst the candidates by placing the numbers 1, 2 and 3 and so on against the name of each candidate. A voter need not place a number against the name of every candidate.
- 6) The Returning Officer shall accept a ballot paper that does not satisfy the above procedure when they are satisfied that the voter has unambiguously indicated an order of preference by some other means. A ballot paper that does not comply with the above procedures is deemed informal and shall be set aside as formally dealt with.
- 7) Each candidate is entitled to one scrutineer who is not a candidate for the same position, who must be present for the counting of ballots.
- 8) Where a candidate has nominated for more than one position, and has been elected to a position, their nomination shall be removed for all elections for subordinate positions. Where a candidate has been unsuccessful in an attempt to be elected to a position, they shall be able to nominate from the floor for the elections for subordinate positions.
- 9) A candidate must gain an absolute majority of the preferences in order to be elected. After the distribution of first preferences, if no candidate has an absolute majority, the second preferences of the lowest scoring candidate are to be distributed, with that candidate now ineligible. If still no candidate holds an absolute majority of the preferences, the next lowest candidate's second preferences are to be distributed, with that candidate now ineligible. If any second preference were to be given to the ineligible candidate previously mentioned, then the third preference of that ballot is to be distributed etc. This is to continue until a candidate gains an absolute majority or the preferences are exhausted.
- 10) Should preferences be unable to be distributed as two or more candidates slated for exclusion have an equal amount of preferences, the candidate with the lowest amount of first preferences shall be excluded. Should two or more candidates have an equal amount of first preferences, a tie-breaking committee consisting of all present executive members minus executive members who are candidates in the election shall vote to determine an order of

exclusion. Should the tie-breaking committee fail to determine an order, those candidates will be re-voted on to determine an order of exclusion.

Chapter III- The Executive

6. Executive Members of the League

- 1) The Executive Members of the League shall be the:
 - a) President
 - b) Administrative Vice-President;
 - c) Technical Vice-President;
 - d) Secretary;
 - e) Treasurer;
 - f) Communications Officer;
 - g) Development Officer;
 - h) Regional Vice-President;
 - i) Sponsorship Officer;
 - j) Administrative Officer;
 - k) Technical Officer;
- 2) No person may hold more than one Officer position at one time.

7. Role of the President

- 1) In addition to the duties outlined in the Constitution, the duties of the President shall be to:
 - a) Provide leadership, strategy and vision for the League, in consultation with the Executive and members;
 - b) Represent the views of the League in discussions with the Australian Debating Federation and other Australian Debating Federation Affiliates;
 - c) Oversee the other Officers of the League;
 - d) Build and maintain links with other organisations with similar goals and objects;
 - e) Encourage a positive environment for all members and maintain a culture of Inclusivity;
 - f) Undertake any other duties delegated by the Executive to further the objects of the League;

8. Role of the Administrative Vice-President

- 1) The duties of the Vice-President (Administration) shall be to:
 - a) Assist the President in providing leadership, strategy and vision for the League;
 - b) Organise the draw for teams competing in the Western Australian Debating League's Schools Debating Competition;
 - c) Maintain records and be responsible for the recording of mastersheets for the Western Australian Debating League's Schools Debating Competition;
 - d) Manage all rules concerning the Western Australian Debating League's Schools Debating Competition; and,
 - e) Undertake any other duties delegated by the Executive to further the objects of the League.

9. Role of the Technical Vice-President

- 1) The duties of the Technical Vice-President shall be to:
 - a) Assist the President in providing leadership, strategy and vision for the League;
 - b) Organise the adjudicator roster for the Western Australian Debating League's Schools Debating Competition;
 - c) Coordinate all Adjudicator training activities and ensure a system of long term Adjudicator quality control;
 - d) Select topics for the Competition;
 - e) Manage all rules concerning the Adjudicator Code of Conduct; and,
 - f) Undertake any other duties delegated by the Executive to further the objects of the League.

10. Role of the Secretary

- 1) In addition to the duties outlined in the Constitution, the duties of the Secretary shall be to:
 - a) Ensure the League's compliance with the Act, the Constitution, these Bylaws and any other rules that govern the League's activities;
 - b) Ensure full legal compliance by the league with all relevant state, federal laws and regulations
 - c) Maintain the Constitution and the Bylaws, and propose amendments that are necessary for the on-going success of the League;
 - d) Keep and maintain records, in addition to those required in the Constitution, necessary for organisational memory;
 - e) Assisting the Western Australian State Debating Team Coach in managing the Western Australian State Debating Team; and,
 - f) Undertake any other duties delegated by the Executive to further the objects of the League.

11. Role of the Treasurer

- 1) In addition to the duties outlined in the Constitution, the duties of the Treasurer shall be to:
 - a) Ensure the League's compliance with the Act, the Constitution, these Bylaws and any other rules that govern the League's activities;
 - b) Keep and maintain financial records, in addition to those required in the Constitution, necessary for organisational memory; and,
 - c) Undertake any other duties delegated by the Executive to further the objects of the League.

12. Role of the Communications Officer;

- 1) The duties of the Communications Officer shall be to:
 - a) Maintain and develop the League's social media and other online presence and increase its reach to interested parties;
 - b) Frequently promote the League's events and spread information relevant to the objects of the League via social media and other online forums; and,
 - c) Undertake any other duties delegated by the Executive to further the objects of the League.

13. Role of the Development Officer;

- 1) The duties of the Development Officer shall be to:
 - a) Coordinate the League's Development portfolio;
 - b) Organise education visits and seminars to schools within the Perth Metropolitan area;
 - c) Partnering with community organisations;
 - d) Oversee education materials of the League;
 - e) Develop a system for feedback and evaluation of League events; and,
 - f) Undertake any other duties delegated by the Executive to further the objects of the League.

14. Role of the Regional Vice-President;

- 1) The duties of the Regional Vice-President shall be to:
 - a) Coordinate the League's Regional portfolio;
 - b) Organise education visits and seminars to schools in regional Western Australia;
 - c) Encourage regional students to attend events held in Perth metropolitan area;
 - d) Develop new events and competitions in regional areas;
 - e) Manage and coordinate the activities of Regional Convenors;
 - f) Liaise with counterparts in other Australian Debating Federation affiliates concerning best practice and new innovations; and,
 - g) Assist the President in providing leadership, strategy and vision for the League;
 - h) Undertake any other duties delegated by the Executive to further the objects of the League.

15. Role of the Sponsorship Officer

- 1) The duties of the Sponsorship Officer shall be to:
 - a) Decrease the costs of the League by;
 - i) Establishing sponsorship relations with businesses;
 - ii) Applying for grants;
 - iii) Sourcing in-kind sponsorship relationships;
 - b) Undertake any other duties delegated by the Executive to further the objects of the League.

16. Role of the Administrative Officer

- 1) The duties of the Administrative Officer shall be to:
 - a) Assist the Administrative Vice-President in their role;
 - b) Coordinate and manage the Draw of the Regional Debating Competition
 - c) Undertake any other duties delegated by the Executive to further the objects of the League.

17. Role of the Technical Officer

- 1) The duties of the Technical Officer shall be to:
 - a) Assist the Technical Vice-President in their role;
 - b) Undertake any other duties delegated by the Executive to further the objects of the League.

18. Committee Members of the League

- 1) The Committee Members of the League shall include:
 - a) A Western Australian State Debating Team Coach;
 - b) A Western Australian State Debating Team Manager;
 - c) Regional Competition Convenors;
 - d) BP Competition Convenors
 - e) Welfare Arbitrator

19. Western Australian State Debating Team Coaches

- 1) State Team Coaches shall ordinarily be appointed at an Executive meeting by Executive motion.
- 2) Up to two members may be elected Coaches for the WA State Debating Team.
- 3) The duties of the Western Australian State Debating Team Coach shall be to:
 - a) Create a selection program for the WA State Debating Team;
 - b) Organise a training program for the WA State Debating Team;
 - c) Select the members of the WA State Debating Team;
 - d) Accompany the WA State Debating Team to the National Schools Debating Championships; and,
 - e) Undertake any other duties delegated by the Executive to further the objects of the League.
 - f) Provide regular reports to the Executive on the affairs of the State Team.
 - g) Undertake any other duties delegated by the Executive to further the objects of the League

20. Western Australian State Debating Team Manager

- 1) The Executive shall appoint a member to be the Western Australian State Debating Team Manager by Executive motion.
- 2) The duties of the Western Australian State Debating Team Manager shall be to:
 - a) Organise the administrative elements of the WA State Debating Team; and,
 - b) Undertake any other duties delegated by the Executive to further the objects of the League.

21. Regional Competition Convenors

- 1) Regional Competition Convenors shall ordinarily be appointed at an Executive meeting by Executive motion.
- 2) Up to two members may be elected Co-Convenors for the same Regional Competition
- 3) The duties of the Regional Competition Convenors shall be to:
 - a) Coordinate any Regional Competitions; and,
 - b) Undertake any other duties delegated by the Executive to further the objects of the League
 - c) Assist the Regional Vice-President in the execution of their duties
 - d) Assist the BP Convenors in the execution of BP rounds in regional areas.

22. BP Competition Convenors

- 1) BP Competition Convenors shall ordinarily be appointed at an Executive meeting by Executive motion.

- 2) Up to two members may be elected Co-Convenors for the same BP Competition.
- 3) The duties of the BP Competition Convenors shall be to:
 - a) Coordinate the BP Competition; and,
 - b) Undertake any other duties delegated by the Executive to further the objects of the League.

23. National Schools Debating Competition Convenors

- 1) National Schools Debating Convenors shall ordinarily be appointed at an Executive meeting by Executive motion.
- 2) Up to two members may be elected co-convenors for the same NSDC Competition
- 3) The duties of the NSDC convenors shall be to
 - a) Coordinate the NSDC competition
 - b) Report directly to the committee on all matters of the competition
 - c) Provide regular reports and an AGM report.
- 4) For the NSDC convenors to be prohibited from holding an office in relation to State team.

24. Welfare Supervisor

- 1) As provided in the Welfare Policy

Chapter IV- Financial Management

23. General Rules

- 1) The League shall hold no cash for any extended period of time. All cash received must be deposited as soon as possible, and cannot be used for any purpose. If cash is required for payment, it must be withdrawn from the Petty Account according to rule 21.
- 2) The League shall open and maintain the following bank accounts:
 - a) The 'Main Account', which shall be a savings account;
 - b) The 'Petty Account', which shall be an everyday transaction account;
- 3) The Main and Petty Accounts shall not incur fees if possible.
- 4) 'Miscellaneous expenditure' means any budgeted costs that an invoice is not ordinarily received for, including but not limited to printing, food, stationery and first aid supplies.

24. Main Account

- 1) Unless otherwise stated in this chapter, all of the League's funds shall be held in the Main Account.
- 2) Two signatories shall be required to transfer, or otherwise transact, funds from the Main Account, including transferring funds to the Petty Account.
- 3) The signatories for the Main Account shall be the President, the Treasurer and the Secretary only.
- 4) A cheque book shall be obtained for the Main Account, however Electronic Funds Transfer and the Petty Account shall be used in preference to cheques as a method of payment.

25. Petty Account

- 1) The Petty Account shall be used for all online payments, invoices, and miscellaneous expenditure where possible.

- 2) The Petty Account shall have a debit card attached to it, and as such only requires one signatory to transact funds.
- 3) The Petty Account shall not be used for Electronic Funds Transfers, except to transfer funds to the Main Account
- 4) Only the President and Treasurer shall have a debit card in their name.
- 5) The Executive, through a motion, must approve any funds transferred to the Petty Account, except where an invoice has been received before payment.
- 6) At an Executive Meeting prior to any event where miscellaneous expenditure is required, the Executive may pass a motion approving the transfer of the budgeted amount of miscellaneous expenses plus a contingency of 10%.
- 7) All receipt for transactions using the debit cards must be retained and reconciled against the transaction records.
- 8) The President and Treasurer remain solely responsible for any transaction on their respective debit cards.
- 9) At the conclusion of any event, any excess funds must be immediately transferred back to the Main Account.
- 10) At all other times, the balance of the Petty Account shall be one dollar.

26. Reimbursement

- 1) Where possible, the debit cards attached to the Petty Account shall be in preference to reimbursing members.
- 2) Members will only be reimbursed for legitimate budgeted expenses incurred on behalf of the League.
- 3) Members must complete the reimbursement form prescribed by the Treasurer, and supply a copy of the receipt before reimbursement can be provided.
- 4) In the event that a receipt is lost, the Executive must approve the reimbursement through a motion before the member can be reimbursed.
- 5) A receipt is not required for reimbursement under rule 19.
- 6) Members shall be reimbursed by Electronic Funds Transfer or by cheque.
- 7) The Executive shall determine what is a legitimate budget expense incurred on behalf of the League, and has the right to refuse reimbursement.

27. Reimbursement

- 1) The use of personal vehicles for League business shall be reimbursed by the League using the calculation method in sub-rules (3) and (4).
- 2) Reimbursements will only be provided if the vehicle is being used for purposes approved by the Executive of the League.
- 3) The value of the reimbursement shall be the product of:
 - a) Kilometres travelled,
 - b) Fuel consumption expressed in litres per hundred kilometres,
 - c) The average price of fuel in the Perth Metropolitan Area expressed in dollars per litre,
 - d) 0.01 to convert fuel consumption into litres per kilometre,
 - e) and 1.2 to cover wear and depreciation of the vehicle.
- 4) The values used in the calculation above shall be determined using the following methods:
 - a) Kilometres travelled should be calculated using an online mapping system with the departure point inputted as the General Post Office (GPO) of the city or town of

departure, and the destination point inputted as the GPO of the city or town of arrival, with the Perth GPO being inputted as the departure or destination point for all journeys that start or end in the Perth Metropolitan Area;

- b) Fuel consumption should be calculated using the quoted fuel consumption of the vehicle used, rounded up to the nearest litre;
 - c) The average price of fuel in the Perth Metropolitan Area should be determined by accessing fuelwatch.wa.gov.au and using the price trend graphs to obtain the average metropolitan price for the minimum required fuel product of the vehicle used on the date of departure.
- 5) The League will not cover vehicle expenses for journeys beginning and ending within 35 kilometres of the Perth GPO.
 - 6) The League will, at the discretion of the Executive, cover public transport expenses for journeys beginning and ending within 35 kilometres of the Perth GPO.
 - 7) All vehicle related reimbursements are subject to Executive decision.