

VIC40K ATC Team Charter

1.0 PURPOSE

The purpose of this document is to outline the fundamental processes for the functioning of the Team to represent the State of Victoria ("the Team") at the ANZ40K Australian Team Championships ("ATC").

2.0 BACKGROUND

The ATC is the annual event organized by the Australia and New Zealand 40K Committee ("ANZ40K Committee"). The event is contested by each State and Territory in Australia as well as by New Zealand North and New Zealand South. The Goal of the Team is to select the 8 best players to represent Victoria at this event ("the Playing Team").

3.0 SCOPE

The Team is granted scope by the ANZ40K Committee to endorse a Playing Team to compete at the ATC each year. The State Representative is granted scope to act as the Victorian State Representative to the ANZ40K Committee by annual election, as outlined in Section 5.0 - 5.6. As Scope is granted by the ANZ40K Committee, any topics not covered in this Charter must follow the ANZ40K Committee Charter, if applicable.

4.0 TEAM ORGANISATION

Participation in the Team is conducted on a voluntary basis.

The Team should strive to lower the participation fees through sponsorships and alternative financing.

- a) The Team relies on the involvement of several types of people:.
 - 1. "Voting Members". Any member of the Victorian 40K Community, who is a resident of Victoria, 18 years of age or older, who has participated in at least one recognized event (section 5.1.2) in the previous 24 months and is registered to vote in VIC40k Elections.
 - 2. "The Playing Team": The individuals selected to represent Victoria at ATC as players or coaches.

3. "State Representative": A member of the Victorian 40K Community, elected annually in a non-compulsory secret ballot by Voting Members, and acts as the ANZ40K Committee Member representing Victoria.
 4. "Selection Policy": The processes required to be followed for the selection of a Playing Team, outlined in the document "VIC ATC Selection Policy".
 5. "Non-Playing Committee Member": Eligible residents of Victoria elected by Voting Members for the purpose of forming the Non-Playing Committee.
 6. "Non-Playing Committee": Constituted by the State Representative and Non-Playing Committee Members for the purpose of performing duties for the Team as required under the Charter or the Selection Policy.
 7. "Players": Eligible individuals selected to be members of the Playing Team.
 8. "Coaches": Eligible individuals selected to support the Playing Team at ATC but who are not members of the Playing Team.
 9. "Captain": A Player who is a member of the Playing Team and has been elected to be the leader of the Playing Team and is authorized to act and speak on their behalf.
 10. "The Committee": Formed by the Playing Team and the Regional Representative. If at any time the Playing Team has not been constituted, all committee decisions should be delayed until the Playing Team has been formed. If any urgent action is required while the Playing Team has not been formed, the Regional Representative and Non-Playing Committee members may form an "Acting Committee" on a temporary basis. All decisions made by the Acting Committee must be ratified by the Committee as soon as possible.
- b) The Committee is responsible for making the day-to-day decisions regarding the Playing Team that are not covered by this Charter.
 - c) No members of the Committee, with the exception of the Players or Coach, shall use the Committee or their membership of the Committee to interfere with the management of the Playing Team.
 - d) The Committee continues to exist regardless of changes to membership, unless dissolved (section 11.0)

5.0 ELECTION OF STATE REPRESENTATIVE

An election for the position of State Representative shall occur within a period of 12 months from the date of the last election, unless Victoria is the host of ATC. If Victoria is the host of ATC, the election of State Representative may be deferred until after the conclusion of the

event, but not prior to the AGM. If no election was held due to lack of nominations, the date of confirmation of the State Representative is taken to be the date of the election.

5.1 RUNNING OF THE ELECTION

When an election is required, there must be 21 days public notice given. The outgoing State Representative will call for nominations from eligible members of the Victorian 40K Community. These applications are to be submitted in writing to the State Representative and close 7 days prior to the nominated date of the election.

7 days prior to the election, all nominees will be made public along with information submitted by each nominee, for the community to review prior to the election. As the confirmation of State Representative for Victoria must be accepted by the ANZ40K Committee, a non-Victorian ANZ Committee member will be asked to assist in the running of the election, and to ensure it is conducted fairly ("the Election Officer").

5.1.1 ELIGIBILITY TO VOTE IN ELECTIONS

Any member of the Victorian 40K Community, who is a resident of Victoria, 18 years of age or older, who has participated in at least one recognized event in the previous 24 months will be eligible to register to vote. Once registered the individual will be considered a Voting Member.

It is the responsibility of the State Representative to maintain complete and accurate records of registered voters.

Any Voting Member may request confirmation of their registration with the State Representative at least 7 days prior to an election being held.

5.1.2 RECOGNISED EVENTS

A Recognized Event is any event that is eligible for ITC Points and/or is included on the VIC40K Calendar.

5.1.3 VOTING IN ELECTIONS

Voting in Elections is open to all Voting Members, and is a non-compulsory, secret ballot. In the first election occurring after the ratification of this Charter, Google Forms will be used to collate votes. The Election Officer will collate the votes received and will confirm the results with the State Representative for publication.

5.2 NOMINATIONS FOR STATE REPRESENTATIVE

A Voting Member may self-nominate for the position of State Representative as part of an election for the position of State Representative. This is to be submitted in writing to the outgoing State Representative and the Election Officer.

5.2.1 ELIGIBILITY FOR NOMINATION

Any Voting Member is eligible for nomination, provided they are not currently excluded from Team involvement under the Code of Conduct.

A voting member who has played for another State or Territory at ATC must wait until a period of at least 24 months has elapsed from the time of their last representation, before being eligible for State Representative.

A former State Representative who has been removed either by the Playing Team or the Community (as per Section 5.4 and 5.5) is not eligible for nomination until at least 12 months have passed from their removal.

5.3 CONFIRMATION OF APPOINTMENT

Once voting has concluded, the Election Officer will confirm the results with the outgoing State Representative and successful candidate. This will then be posted publicly to the Victorian 40K Community within 48 hours. The date of appointment will be from the date of public announcement.

5.4 REMOVAL OF REGIONAL REPRESENTATIVE BY PLAYING TEAM

If at any point during the 12 month appointment, the Playing Team determines that the State Representative is not representing the interests of the Team it may call for a vote of no confidence in the State Representative. A vote of no confidence must be proposed by at least one of the Players and seconded by an additional Player.

The Captain will then be required to bring the Vote of No Confidence to the Playing Team at an Extraordinary General Meeting. Removal of the State Representative requires a Special Majority of two thirds or greater of the Playing Team (eg. 6//8, 6/9, 7/10). In this case the State Representative may either step down and initiate the Running of an Election (Section 5.1) or the Captain may appeal directly to the ANZ40K Committee to provide an Election Officer.

If a Vote of No Confidence is called, and is not successful, the Playing Team may not call another Vote of No Confidence within the 12 month period of the State Representative's appointment. They may still be signatories to a Petition for Removal (section 5.5)

5.5 REMOVAL OF STATE REPRESENTATIVE BY COMMUNITY

A "Petition for Removal" which includes the signatures of at least 15 Voting Members, may be taken to the ANZ40K Committee at any point in the 12 month period of appointment of the State Representative. The ANZ40K Committee will conduct an investigation under the terms of the

ANZ40K Committee Charter and if there is a substantial portion of the Voting Members seeking the removal of the State Representative the ANZ40K Committee may provide an Election Officer to conduct an Election as outlined by this Charter. The outgoing State Representative may stand for election at this time, but if unsuccessful in retaining their appointment, are considered to have been “removed by the community”.

5.6 FAILURE TO CALL AN ELECTION IN 12 MONTH PERIOD

If the State Representative has not called an election within a 12 month period of the last election, unless in circumstances in which Victoria is hosting the ATC, and there is fewer than 21 days remaining in the 12 month term, then an election may be triggered by any Voting Member contacting the ANZ40K Committee, and requesting an Election Officer to supervise and organise an election as outlined in this charter.

6.0 ELECTION OF NON-PLAYING COMMITTEE MEMBERS

Within four weeks (28 days) of the AGM each year, the State Representative will call for nominations for the roles of Non-Playing Committee Members. There will be a 7 day “nomination window” for individuals to nominate for A position.

After the closure of the nomination window all nominees will be made public along with information submitted by each nominee, for the community to review prior to the election. It is the responsibility of the State Representative to conduct the election of Non-Playing Committee Members.

The number of positions to be filled will be determined in the Selection Policy.

6.1 VOTING IN ELECTION OF NON-PLAYING COMMITTEE MEMBERS

Section 5.1.1 to 5.1.2 applies in relation to eligibility to vote in the election of Non-Playing Committee Members.

6.2 NOMINATIONS FOR NON-PLAYING COMMITTEE MEMBER

A Voting Member may self-nominate for the position of Non-Playing Committee as part of an election for the position of State Representative. This is to be submitted in writing to the State

Representative. An individual who has nominated for the Playing Team is not eligible to nominate for this role.

All eligibility requirements in section 5.2.1 apply to nomination eligibility for the role of Non-Playing Committee Member as well.

6.3 CONFIRMATION OF APPOINTMENT

Once voting has concluded, the State Representative will confirm the results with all candidates. This will then be posted publicly to the Victorian 40K Community within 48 hours. Non-Playing Committee member appointments are valid until the next AGM.

7.0 OFFICE BEARERS AND COMMITTEE MEMBERS

All members of the Committee, except for the State Representative and Non-Playing Committee must be members of the Playing Team for the upcoming ATC.

7.1 EXECUTIVE OFFICERS

The Executive roles on the Committee shall consist of:

The Captain

The State Representative

7.2 NON-EXECUTIVE COMMITTEE MEMBERS

Non-Executive members of the Committee shall be able to vote regarding issues raised at Committee meetings.

7.3 SPECIAL PROJECTS

A Committee member may be appointed by the Captain or State Representative to chair special project groups. The terms of reference of the Special Project Group shall be decided by the Committee. Other members of the Special Project Group can be recruited from non-committee members.

8.0 MEETINGS

There are to be three categories of meetings recognised by the Charter. Committee Meetings, Annual General Meeting (AGM) and Extraordinary General Meetings (EGM).

8.1 PROCEDURE AT MEETINGS

The Captain shall act as the chair of any Committee meeting, of the Annual General Meeting (AGM) and of any Extraordinary General Meetings (EGM). In the Captain's absence, the chair will be held by the State Representative.

The State Representative shall make and preserve correct minutes of all proceedings at both General and Committee meetings in documents that shall be produced and accepted by at least two Committee members at every subsequent meeting. The State Representative is also to ensure that these minutes are available publicly if requested.

Proxy voting will be available for Committee members unable to attend either the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM), upon production of a written letter of authorisation appointing the proxy, signed by the absent member.

8.2 ANNUAL GENERAL MEETINGS

An AGM of the Team shall be held within one month of the Conclusion of ATC of every year on a date to be fixed by Executive Officers, commencing from 2023. Such a meeting shall consider the accounts for the past financial year ended 30 June, and will include a review of the Playing Team's performance at the most recently concluded ATC, prepared by the Captain.

Fourteen clear days' notice of such meeting shall be given to all members of the Playing Team. Five attendees from the Playing Team and the State Representative are required to form a quorum. Agenda items are to be forwarded to the State Representative 7 days prior to the meeting taking place. Any Voting Member may attend the AGM, and may have an agenda item included for discussion by contacting the State Representative 7 days prior to the meeting taking place.

8.3 COMMITTEE MEETINGS

Committee meetings are open to all members of the Team. Voting is restricted to committee members. The Secretary shall call Committee meetings on a bi-monthly basis across the calendar year or as determined by the Executive Committee members. The State Representative shall issue an agenda at least two days before the scheduled meeting. Five committee members shall form a Quorum. Reports from the Captain, Treasurer and any special project Chairs, shall be provided to each meeting where appropriate. Where there is no agreement on an issue or decision, a formal vote shall be taken and in the event of a tie, the vote of the Captain shall have the value of two members' votes.

At least three members of the Committee must be present to form a Quorum.

8.4 EXTRAORDINARY COMMITTEE MEETINGS

Upon the recommendation of the Captain and one other member of the Committee an extraordinary general meeting may be held with fourteen clear days' notice of such meeting

together with a full explanation of all items on the agenda to be discussed at the meeting made publicly available to Voting Members.

9.0 AMENDMENTS TO CHARTER

This Charter will be annually reviewed at the AGM. The Charter may be amended by a motion approved by a minimum of 75% of those entitled to vote provided there is a quorum at an AGM, the motion having been publicized 14 days in advance. The Committee shall in 2025, the third AGM from this year of writing, undertake a formal and detailed review of the charter and make recommendations to be presented at the 2025 AGM for the ensuing three years.

The Selection Policy and Code of Conduct are also to be reviewed at the AGM. Amendments to the Selection Policy and Code of Conduct must be approved by a Special Majority of two thirds of those entitled to vote, providing there is a quorum at the AGM.

10.0 COMMITTEE FUNDS

10.1 PLACEMENT OF FUNDS

The Committee's banking accounts shall be operated through ANZ, to be administered by the Team Captain and the Committee members of the Vic40k Non For Profit organisation. These accounts shall be available to be audited if requested by the Captain, State Representative and or other Committee member.

10.2 REPORT ON BALANCE

The Captain will be required to present an updated statement of accounts at each committee meeting, Annual General Meeting and Extraordinary Meeting.

10.3 WITHDRAWAL PROCEDURE

The procedure for withdrawal of funds from the Team account held by ANZ shall be only by at the authorisation of the committee at a committee meeting and production to the Executive Officers of a copy of the appropriate invoice.

10.4 AUTHORISATION

The Captain shall be authorised to make payments on behalf of the Committee, as a dual signatory with the Captain.

10.5 PAYMENT OF ATC EXPENSES

It will be the responsibility of the Captain to arrange the payment of Entry Fees for the Playing Team for ATC. Organisation of Accommodation for ATC will be the responsibility of the Captain in conjunction with the State Representative.

11.0 DISSOLUTION OF ASSETS

The Committee shall not dissolve except by a resolution of an Extraordinary General Meeting convened for this purpose, or at the direction of the ANZ40k Committee. In such an event, the distribution of any surplus assets shall be handed over to a registered charity nominated by the State Representative and one other committee member.

12.0 OTHER DOCUMENTS

This Charter is supported by three other relevant documents:

- The ANZ40K Committee Charter
- VIC40K ATC Team Selection Policy
- VIC40K ATC Team Code of Conduct

CAPTAIN:

- Conduct and preside over Committee meetings
- Oversee the selection of the Playing Team
- Management of the Playing Team once selected
- Any selector duties as determined by the Selection Policy
- Captain's duties as determined by the ANZ40K Committee
- Co-Signatory to authorize use of committee funds.
- Generate and leave an annual report for the incoming Captain and Executive

REGIONAL REPRESENTATIVE:

- Act as liaison between external parties, including but not limited to the ANZ40K Committee, Venues, Sponsors and any other relevant stakeholders, in consultation with the committee.
- Chair any general committee meetings in absence of the Captain.
- Assist the Captain. in all other areas of executive business as needed.
- Act as official Victorian representatives as required for the ANZ40K Committee.
- Ensure the playing team is represented and their preferences are made priority in all votes or other decisions made by the ANZ40K Committee.
- Facilitate fundraising activities
- Provide notice to all Voting Members of Elections and notice to all Committee members of Committee meetings as required by this Charter.
- Maintain accurate, relevant lists of eligible and registered voting members.
- Prepare an agenda and generate minutes for the Committee meetings
- Be responsible for Team VIC Correspondence (eg. Rules queries for ATC, communication to the TO)
- Coordinate with Victorian TO's to produce a calendar of events
- Direct the collection and allocation of Committee funds through the leadership of the Committee
- Maintain all Committee financial records and files
- Maintain Committee funds and pay Committee bills
- Provide a report at each Committee meeting in relation to the Committee's monetary status

- Generate and leave an annual report, including the state of finances, for the incoming Regional Representative