

CONSTITUTION OF BAULKHAM HILLS BASEBALL CLUB

Revised 11th July 2000

1. Name

The name of the association is Baulkham Hills Baseball Club (referred to in these rules as “the association”).

The Baulkham Hills Baseball Club is a Divisional Member of the Baulkham Hills Sports Club and shall encourage its members over the age of eighteen to become paid up members of the Baulkham Hills Sports Club and to support that Club where possible.

2. Objects

The objects of the association are encourage and develop the game of baseball at senior and junior levels particularly in the Baulkham Hills district.

MEMBERSHIP

3. Membership

- a) Membership is open to any individual who accept the objects and rules of the association.
- b) The association will have three types of members:
 - (i) full members,
 - (ii) playing members, and
 - (iii) life members.
- c) A person may be both a full member and a playing member at the same time.
- d) Attaining membership as per section 3b entitles that member voting rights at the next Annual General Meeting.

4. Full membership

- a) A person who wishes to have the right to vote at general meetings of the association, and be eligible for election to the committee or a sub-committee must be a full member of the association.
- b) A person wishing to become a full member of the association must be at least 18 years of age and should apply to the committee for membership.
- c) The committee may determine whether or not to accept an application for full membership.
- d) Full members must pay such fees as are determined by the committee. In the absence of a determination by the committee the annual membership fee for full members will be \$1.00.
- e) The annual membership fee for a full member is due immediately upon becoming a full member and is due for renewal at the completion of the annual general meeting in each year.

5. Playing membership

- a) A person who wishes to play baseball organised by the association must be a playing member of the association.
- b) A person wishing to become a playing member of the association should apply to the Senior or Junior sub-committee (as appropriate) for membership.
- c) A sub-committee may determine whether or not to accept an application for playing membership.
- d) Playing members must pay such fees as are determined by the committee following recommendations by the relevant sub-committee. The committee may set different fees for different playing seasons eg summer season and winter season fees.
- e) The seasonal membership fee for a playing member is due immediately upon becoming a playing member and only covers the next relevant playing season.

6. Life membership

- a) Any person who is a full member of the association may be nominated as a life member of the association.
- b) A notice of nomination for life membership must be in writing and signed by at least two full members of the association. Such notice must be in the hands of the secretary of the association at least 30 days prior to the annual general meeting of the association.
- c) Any nomination for life membership must be approved by the committee before presentation to the annual general meeting.
- d) No full member may be elected to life membership unless such member has rendered a minimum of ten (10) years distinguished service to the association.
- e) Any nomination for life membership must receive at least 75% affirmative votes of the voting members present at the annual general meeting at which the nomination is presented. Voting must be by secret ballot.
- f) A life member shall have all the rights of a full member and all the rights of a playing member but shall not be required to pay any membership fees or playing fees

7. Cessation of membership

The membership of a full member, playing member or life member will cease in the following circumstances:

- (i) receipt by the secretary of a notice of resignation signed by the member,
- (ii) failure to pay outstanding membership fees (not applicable for a life member) within a time determined by the committee, or
- (iii) termination of membership in accordance with the provisions of this constitution.

8. Members' liability

The members of the association will have no liability to contribute towards the payment of debts and liabilities of the association or the costs, charges and expenses of the winding up of the association except to the amount of any unpaid membership fees.

MANAGEMENT OF THE ASSOCIATION

9. The committee

- a) The association will have its affairs controlled and managed by the office bearers and other members known as the committee.
- b) The committee will consist of the following four office bearers:
 - (i) president,
 - (ii) vice president,
 - (iii) secretary and
 - (iv) treasurer.
 - (v) and a person nominated from each sub committee
- c) The committee must act in accordance with any resolution passed by a general meeting of the association.
- d) The committee has the power to appoint, remove or suspend employees, officers agents and contractors, and to fix their powers, duties and remuneration.
- e) The committee may delegate any of its powers to a sub-committee subject to any conditions or limitations which the committee sees fit to impose.

10. Meeting procedure - the committee

- a) The committee must meet as often as necessary to conduct the business of the association and not less than once every three months.
- b) The quorum for meetings of the committee will be one half the number of committee members elected at the previous annual general meeting.
- c) Notice of committee meetings must be given at the previous committee meeting or by such other means as the committee may decide upon.
- d) A member of the committee will cease to hold office upon resignation in writing, not being a full or life member of the association, or absence from three successive committee meetings without approval by the committee.
- e) Any casual vacancy occurring in the committee may be filled by a full or life member appointed by the committee.
- f) The committee may function validly provided its number is not reduced below the quorum. Should committee numbers fall below the quorum the remaining committee members may act only to appoint new committee members.
- g) Questions arising at any meeting of the committee will be decided by the majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting may have a second or casting vote.
- h) If within half an hour of the time appointed for a committee meeting a quorum is not present the meeting may be dissolved.
- i) Additional meetings of the committee may be convened by the president or any two members of the committee.

11. Election of the committee

- a) The office bearers of the committee must be elected at each annual general meeting. The sub committee nominees on the committee shall be elected by the relevant sub-committees.
- b) Each member of the committee will hold office from the date of their election or appointment until the next annual general meeting.
- c) Retiring committee members are eligible for re-election.
- d) The election of office bearers of the committee is to take place in the following manner:
 - (i) Any full or life member of the association may nominate him or herself, or any other full or life member for election to the committee.
 - (ii) Nominations may be made in writing or in person at the meeting and must have the approval of the person nominated.

SENIOR & JUNIOR SUB COMMITTEES

12. Role of the Senior & Junior sub-committees

- a) The committee will be assisted in its task of managing the association by a Senior and a Junior sub-committee .
- b) The Senior and Junior sub-committees will manage the conduct of the Association's respective baseball competitions.
- c) Despite the delegation of powers to the Senior and Junior sub-committees, the committee may:
 - (i) continue to exercise all or any of the powers delegated,
 - (ii) revoke or place further conditions or limitations on any of the powers delegated, and
 - (iii) establish additional sub-committees.

13. Election of the Senior & Junior sub-committees

- a) The Senior and Junior sub-committees shall each consist of up to fifteen (15) members The chairperson and assistant secretary are to be elected at the Annual General Meeting. Additional members including the nominees to the committee are to be appointed as soon as practicable after the Annual General Meeting.
- b) Office bearers of the committee may also be elected as chairperson and assistant secretary of any sub-committee.
- c) Members of the Senior and Junior sub-committees will hold office from the date of their election or appointment until the next annual general meeting.
- d) A member of a sub-committee will cease to hold office upon resignation in writing, not being a full or life member of the association, or absence from three successive sub-committee meetings without approval by the sub-committee.

14. Meeting procedure - sub-committees

- a) The sub-committees must meet as often as necessary to conduct the business of the sub committee and not less than once every month.
- b) The quorum for meetings of the sub-committees will be three (3) sub-committee members. Either the chairperson or assistant secretary must be included in this number.
- c) Notice of sub-committee meetings must be given at the previous sub-committee meeting or by such other means as the sub-committee may decide upon.
- d) Any casual vacancy occurring in the sub-committee may be filled by a full or life member appointed by the sub-committee.
- e) A sub-committee may function validly provided its number is not reduced below the quorum. Should sub-committee numbers fall below the quorum the remaining sub-committee members may act only to appoint new sub-committee members.
- f) Questions arising at any meeting of a sub-committee will be decided by the majority of votes of those present. In case of an equality of votes the chairperson or assistant secretary in that order may have a second or casting vote.
- g) If within half an hour of the time appointed for a sub-committee meeting a quorum is not present the meeting may be dissolved.
- h) Additional meetings of a sub-committee may be convened by the chairperson or any two members of the sub-committee.

MEETINGS

15. Annual general meetings

- a) An annual general meeting of the association must be held each year within six months from the end of the financial year of the association. The financial year of the association will run from April 1 to March 31 or such other period as is determined by the committee.
- b) In the case of the annual general meeting the following business must be transacted:
 - (i) confirmation of the minutes of the last annual general meeting and any recent general meeting;
 - (ii) receipt of the committee's report upon the activities of the association in the last financial year;
 - (iii) election of office bearers and other members of the committee and the members of the Senior and Junior sub-committees;
 - (iv) receipt and consideration of a statement from the committee which is not misleading and gives a true and fair view for the last financial year of the association's, income and expenditure, assets and liabilities, mortgages, charges and other securities, trust properties.

16. Extraordinary General meetings

- a) The committee may, whenever it thinks fit, convene a extraordinary general meeting of the association. A extraordinary general meeting must be convened by the committee within one month of receiving a written request to do so from at least 20 people who are either full or life members of the association.
- b) At least 14 days' notice of all general meetings and notices of motion must be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution must be given to members at least 21 days before the meeting.
- c) The quorum for a general meeting is ten (10) people who are either full or life members present in person. If within half an hour of the time appointed for a general meeting a quorum is not present the meeting must be dissolved.
- d) Voting at general meetings will be by a show of hands unless a secret ballot is demanded. Decisions will be made by a simple majority vote except for those matters which must be decided by special resolution where a three quarter majority is required.
- e) All votes must be given personally and there will be no voting by proxy.
- f) In the case of an equality of votes the person appointed to chair the general meeting may have a second or casting vote.
- g) Written notice of all general meetings must be given to members either personally or by post.
- h) Members who have items of business they wish considered at a general meeting may give written notice of such business to the secretary. The secretary must include that business in the next notice calling a general meeting.

TERMINATION OF MEMBERSHIP & DISPUTES

17. Termination of full and life membership

- a) In relation to full and life members, the committee has the power to pass a resolution to
 - (i) suspend a person's membership,
 - (ii) terminate a person's membership, or
 - (iii) fine or otherwise discipline the member,if, in the opinion of the committee, the member's conduct is in regarded as being detrimental to the interests of the association.
- b) Before passing a resolution suspending, terminating or otherwise disciplining a member, the committee must give the person concerned,
 - (i) reasonable notice of the matters alleged, and
 - (ii) a fair opportunity to answer the allegations.and must make its decision in a fair, unbiased manner on all the information before it.
- c) A full or life member who wishes to appeal against a decision suspending, terminating or otherwise disciplining him/her may do so by notifying the secretary in writing that s/he wishes the decision to be reviewed at the next general meeting of the association.

18. Termination of player membership

a) In relation to player members, the Senior sub-committee and the Junior sub-committee have the power to pass a resolution to

- (i) suspend a person's membership,
- (ii) terminate a person's membership, or
- (iii) fine or otherwise discipline the member,

if, in the opinion of the relevant sub-committee, the member's conduct is regarded as being detrimental to the interests of the association.

b) Before passing a resolution suspending, terminating or otherwise disciplining a member, the sub-committee must give the person concerned,

- (i) reasonable notice of the matters alleged, and
- (ii) a fair opportunity to answer the allegations.

and must make its decision in a fair, unbiased manner on all the information before it.

c) A member who wishes to appeal against a decision suspending, terminating or otherwise disciplining him/her may do so by notifying the secretary in writing that s/he wishes the decision to be reviewed at the next meeting of the committee.

19. Disputes between members

a) In the event of a dispute arising between members (in their capacity as members), or between a member and the association, or a member and a committee, the following procedure will apply.

b) Each side of the dispute must nominate a representative who is not directly involved in the dispute. Those representatives must then attempt to settle the dispute by negotiation.

c) Should the nominated representatives be unable to resolve the dispute within 14 days (or such other period as they may agree upon) the dispute must be referred to a person mutually agreed upon for mediation.

d) If the dispute is not resolved by the above procedures it may be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

ADMINISTRATIVE

20. President & Vice-president

a) The president or, in the president's absence, the vice-president will act as chairperson at each extraordinary general meeting and committee meeting of the association.

b) If the president and vice-president are absent from an extraordinary general meeting or unwilling to act, the members present at the meeting may elect one of their number to act as chairperson.

21. Funds

- a) The treasurer must ensure that proper accounting records are kept which correctly record and explain the transactions of the whole association and its overall financial position. Those accounting records must also separately reflect the transactions and financial position of the junior and senior sections of the association
- b) The treasurer must ensure that:
 - 1) receipts are issued promptly for all money received by the association.
 - 2) All money received by the association is deposited intact at the earliest possible date to the credit of one of the associations bank accounts.
 - 3) All payments are made by cheque signed by two signatories authorised by the committee.
 - 4) Any major or unusual expenditure not provided for in the budget must be authorised in advance by at least two of the office bearers.
 - 5) All expenditure made since any previous committee meeting must be presented to the next committee meeting for endorsement: and
 - 6) An income and expenditure report showing the transactions and financial position of the whole association and of the junior and senior sections of the association (with comparisons against budget) must be presented at each meeting.
- c) The associations income and assets must be used to further its objects. No part of the associations income or assets may be divided among its members. However, this does not preclude members from:
 - 1) enjoying the associations facilities:
 - 2) receiving legitimate payment for services rendered or goods supplied: and
 - 3) receiving prizes or trophies related to playing baseball.
- d) The funds of the association may be derived from membership fees, the sale of goods, donations, sponsorship, grants and other sources approved by the committee.

22. Minutes and registers

- a) The secretary and assistant secretaries must ensure that minutes of all meetings are entered in books kept for that purpose. These minutes must be held in the custody or control of the secretary and assistant secretaries.
- b) All minutes must be signed by the chairperson of the meeting at which the proceedings were held or by the chairperson of the next succeeding meeting.
- c) The assistant secretaries must keep a register of members of the association which:
 - (i) contains the name and address of each member,
 - (ii) contains the date on which they became a member of the association,
 - (iii) shows the type of membership, and
 - (iv) is updated within one month of any change taking place.

The register must be held in the custody of the assistant secretaries but under the control of the secretary and be made available for inspection by any full or life member, free of charge, upon giving reasonable notice.

- d) The secretary must keep a register of members of the committee which:
 - (i) contains the name and residential address of each committee member;
 - (ii) contains the date on which they became a member of the committee; and
 - (iii) is updated within one month of any change taking place.

23. Special resolutions

- a) A special resolution must be passed by an extraordinary general meeting of the association to effect the following changes:
- (i) a change of the association's name;
 - (ii) a change of the association's constitution;
 - (iii) an amalgamation with another incorporated association;
 - (iv) to voluntarily wind up the association and distribute its property;
 - (v) to apply for registration as a company or a co-operative.
- b) A special resolution may be passed in the following manner:
- (i) a notice must be sent to all members advising that an extraordinary general meeting is to be held to consider a special resolution;
 - (ii) the notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
 - (iii) a quorum must be present at the meeting; and
 - (iv) at least three-quarters of the valid vote must be in favour of the resolution.

24 Club Colours

- e) The association's club colours are maroon, gold and white.

End