



# **CONSTITUTION**

**OF**

**HAWKESBURY**

**and**

**DISTRICT**

**BASKETBALL**

**ASSOCIATION**

**INCORPORATED**

**RATIFIED AT GENERAL MEETING:    DATE:    9 February 2018**

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# ASSOCIATIONS INCORPORATION ACT 2009 (NSW)

## CONSTITUTION.

### 1. NAME OF THE ASSOCIATION

The name of the Association is:

**HAWKESBURY and DISTRICT BASKETBALL ASSOCIATION Incorporated.**

### 2. DEFINITIONS AND INTERPRETATION

#### 2.1 Definitions.

In this Constitution unless the contrary intention appears:

**Act** means the Associations Incorporation Act 2009 (NSW).

**Affiliated Club** means a club affiliated under the rules set out in the relevant Association By- Laws.

**BNSW** means Basketball New South Wales.

**Board** means the body managing the Association and consisting of Directors.

**Constitution** means this Constitution of the Association.

**Director** means a Member of the Board and includes any person acting in that capacity from time to time appointed in accordance with this Constitution.

**General Meeting** means the Annual or any special general meeting of the Association.

**HDBA** means Hawkesbury and District Basketball Association Incorporated.

**Individual Member** means a registered and financial Member of the Association who is at least 18 years of age.

**Intellectual Property** means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images, (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in NSW.

**Junior Member** means a registered Member of the Association who is younger than 18 years of age.

**Life Member** means an individual appointed as a Life Member of the Association under Clause 5.2.

**Local area** means the geographical area for which the Association is responsible as recognised by the state organisation for Basketball of which the Association is a Member.

**Member** means a Member of the Association for the time being under Clause 5.1

**NSO** means the National Sporting Organisation being Basketball Australia.

**Objects** means the Objects of the Association in Clause 3.

**Public Officer** means the person appointed to be the Public Officer of the Association in accordance with the Act.

**Register** means register of Members kept and maintained in accordance with Clause 7.

**Regulations** means rules, by-laws, notices, bulletins and like documents issued by the Board for the guidance and information of Members.

**Seal** means the common Seal of Hawkesbury and District Basketball Association Incorporated.

**Special Resolution** means a Special Resolution defined in the Act.

**SSO** means the State Sporting Organisation being Basketball NSW.

## 2.2. Interpretation

In this Constitution:

- a. A reference to a function includes a reference to a power, authority and duty.
- b. A reference to the exercise of a function includes, where the function is a power authority or duty, a reference to the exercise of the power or authority of the performance of the duty.
- c. Words importing the singular include the plural and vice versa.
- d. Words importing any gender include the other genders.
- e. References to persons include corporations and bodies politic.
- f. References to a person include the legal personal representatives, successors and permitted assigns of that person.
- g. A reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction) and
- h. A reference to "writing" shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail or via social media.

## 2.3. Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to become valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

## 2.4. The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

### 3. OBJECTS OF THE ASSOCIATION

The Association is established solely for the Objects. The Objects of the Association are established to:

- a. Conduct, encourage, promote, advance and administer basketball or associated activities throughout the local area.
- b. Act, at all times, on behalf of and in the interests of the Members and basketball in the local area.
- c. Affiliate and otherwise liaise with BNSW, of which the Association is a Member and adopt their rules and policy frameworks to further these Objects.
- d. Abide by, promulgate, enforce and secure uniformity in the application of the rules of basketball as may be determined from time to time by BNSW and Basketball Australia and as may be necessary for the management and control of basketball and related activities in New South Wales.
- e. Advance the operations and activities of the Association throughout the local area.
- f. Have regard to the public interest in its operations.
- g. Undertake and/or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.
- h. The ancillary Objects of the Association which are solely for the purpose of carrying out its Objects are:
  - (i) To establish uniform regulations for the management and playing of basketball in their Association.
  - (ii) To hear and adjudicate upon appeals/grievances arising from the decisions of officials/committees of the Association.
  - (iii) To suspend, impose and enforce penalties, disqualify or otherwise deal with any Member.
  - (iv) To select and send teams, players and officials to represent the Association.
  - (v) To make rules or by-laws on matters authorised by or necessary or convenient to give effect to these Objects but not rules or by-laws which are inconsistent with these Objects.
  - (vi) To call for, receive and deal with reports from the officials/committees of the Association.
  - (vii) To keep authentic records of matters appertaining to basketball and associated activities and to keep records of Members.
  - (viii) To hold or arrange competitions and provide or contribute towards the provision of prizes, awards and distinctions for said competitions (but no Member of the Association may receive from the Association any prize, award or distinction of monetary value except as a successful competitor at any competition held or promoted by the Association); and
  - (ix) To subscribe to become a member of, and co-operate with or amalgamate with, any other association or organisation, whether incorporated or not, whose objects are similar to those of the Association, but the Association must not amalgamate with any association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as done by Clause 31.

#### 4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the Corporations Act 2001 (Cth).

#### 5. MEMBERS

##### 5.1. Members

The Members of the Association shall consist of:

- a. **Life Members**, who, subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and vote at General Meetings. The Association shall be responsible to register all such members each year with BNSW.
- b. **Individual Members**, who, subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.
- c. **Junior Members**, who, subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.

##### 5.2. Life Members

- a. The Board may recommend, to the Annual General Meeting, that any natural person who has rendered distinguished service to the Association be appointed as a Life Member.
- b. For the purpose of "rendered distinguished service" shall be restricted to those who have contributed to the control, promotion, integration or fostering of participation and development of basketball by their participation in the Association for a period of ten (10) years, and who have set an exemplary standard of behaviour on and off the court, who have never been charged and found guilty of an offence under the disciplinary process that warranted a suspension of greater than ten (10) weeks and are nominated by a member to the Board for election at the Annual General Meeting of the Association.
- c. Names of nominees for life membership shall be submitted to the Secretary at least thirty five (35) days prior to the Annual General Meeting at which such nominees are proposed for election for life members.
- d. A resolution of the Annual General Meeting to confer life membership (subject to Clause 5) on the recommendation of the Board must be a Special Resolution and must be passed by at least three fourths of those members attending and eligible to vote.
- e. Not more than two (2) life members shall be elected at any one Annual General Meeting.
- f. A person must accept or reject the Association's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

## **6. MEMBERSHIP APPLICATION**

### **6.1. Application for Membership**

An application for membership must be:

- a. In writing or electronically on the form provided by HDBA, which includes any matters prescribed by BNSW, from the applicant or their nominated representative and lodged with the Association, and
- b. Accompanied with the appropriate fee (if any).

### **6.2. Discretion to Accept or Reject Application**

- a. The Association may accept or reject an application whether the applicant has complied with the requirements in Clause 6.1 or not. The Association shall not be required or compelled to provide any reason for such acceptance or rejection.
- b. Where the Association accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon the acceptance of the application by the Association. The Register shall be amended accordingly as soon as practicable.
- c. Where the Association rejects an application, it shall refund any fees forwarded with the application and the applicant shall be deemed rejected by the Association.

### **6.3. Renewal**

Members, (other than Life Members whose membership will be renewed annually by the Association), must renew their membership annually in accordance with the procedures set down by the Association in Regulations from time to time.

### **6.4. Deemed Membership**

- a. All persons who, prior to the approval of this Constitution under the Act, are Members of the Association shall be deemed Members from the time of approval of this Constitution under the Act.
- b. Any persons, prior to approval of this Constitution under the Act, who are not deemed Members under Clause 6.4.a shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

## **7. REGISTER OF MEMBERS**

### **7.1. Association to Keep Register**

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- a. The full name, date of birth, address, contact details, date of registration paid and registration expiry date along with gender and type/category of membership of each Member.
- b. Where applicable, the date of termination of any Member.

Members shall provide notice of any change of required details to the Association within one (1) month of such change.

## **7.2. Inspection of Register**

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

## **7.3. Use of Register**

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Board considers appropriate.

## **8. EFFECT OF MEMBERSHIP**

Members acknowledge and agree that:

- a. This Constitution forms a contract between each of them and the Association and that they are bound by this Constitution and the Regulations.
- b. They shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Board or other entity with delegated authority.
- c. By submitting to this Constitution and Regulations they are subject to the jurisdiction of the Association and BNSW.
- d. The Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of basketball.
- e. They are entitled to all benefits, advantages, privileges and services of Association membership.

## **9. DISCONTINUANCE OF MEMBERSHIP**

### **9.1. Notice of Resignation**

- a. A Member who has paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving one (1) month notice in writing to the Association.
- b. Once the Association receives a notice of resignation of membership given under Clause 9.1.a, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

### **9.2. Discontinuance for Breach**

- a. Membership of the Association may be discontinued by the Board upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay monies owed to the Association, failure to comply with the Regulations or any resolutions or determinations made or passed by the Board or any duly authorised committee.
- b. Membership shall not be discontinued by the Board under Clause 9.2.a without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- c. Where a Member fails, in the Board's view to adequately explain the breach, that Member's membership shall be discontinued under Clause 9.2.a by the Association giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this Clause 9.2 as soon as practicable.



### **9.3. Member to Re-Apply**

A Member whose membership has been discontinued under Clauses 9.1 or 9.2:

- a. Must seek renewal or re-apply for membership in accordance with this Constitution, and
- b. May be re-admitted at the discretion of the Board.

### **9.4. Forfeiture of Rights**

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property, and shall not use any property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

### **9.5. Membership may be Reinstated**

Membership which has been discontinued under this Clause 9 may be reinstated at the discretion of the Board with such conditions as it deems appropriate.

### **9.6. Refund of Membership Fees**

Membership fees or subscriptions paid by the discontinued Member may be refunded to the Member upon discontinuance under the following conditions:

- a. The Association component of any fee is at the discretion of the Association and may be on a pro-rata basis.
- b. The BNSW component cannot be refunded if the Member has participated in a game of basketball.

## **10. DISCIPLINE**

(a) The Board may commence or cause to be commenced disciplinary proceedings against a Member who has allegedly:

- i. Breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Board or any duly authorised committee.
- ii. Acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Association and/or basketball.
- iii. Brought the Association, any other member or basketball into disrepute.

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Association set out in the Regulations.

(b) The Board may appoint an independent person or Disciplinary Committee to deal with any disciplinary matter referred to it. Such an independent person or Disciplinary Committee may operate in accordance with HDBA By-Laws and the procedures set out in BNSW's Disciplinary Tribunal By-Laws.

## **11. SUBSCRIPTIONS AND FEES**

The annual membership subscription (if any) and any fees or other levies payable by Members to the Association and the time for and manner of payment shall be as determined by the Board.

## **12. EXISTING DIRECTORS**

The Members of the administrative or governing body (by whatever name called) of the Association in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such adoption of this Constitution. After this General Meeting, the positions of Directors shall be vacated, filled and otherwise dealt with in accordance with this Constitution.

## **13. POWERS OF THE BOARD**

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised by the Board. In particular, the Board shall act in accordance with the Objects and shall operate for the benefit of Members and the community throughout the local area.

## **14. COMPOSITION OF THE BOARD**

### **14.1. Composition of the Board**

The Board shall comprise of nine (9) elected directors who must all be Members and who shall be elected under Clause 15.

## **15. ELECTED DIRECTORS**

### **15.1. Nomination for the Board**

- a. Nominations for elected Director positions shall be called for thirty-five (35) days prior to the Annual General Meeting. When calling for the nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be determined by the Board from time to time.
- b. Nominees for elected Director positions must declare any position they hold in BNSW or Basketball Australia.

### **15.2. Form of Nomination**

Nominations must be:

- a. In writing
- b. On the prescribed form (if any) provided for that purpose
- c. Signed by two (2) individual Members
- d. Certified by the nominee, who must be a Member, expressing their willingness to accept the position for which they are nominated.
- e. Delivered to the Association not less than fourteen (14) days before the date fixed for the annual general meeting.

### **15.3. Elections**

- a. If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Board, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- b. If there are insufficient nominations received to fill all vacancies on the Board, or if a person is not approved by the majority of Members under Clause, 15.3.a, the positions will be deemed casual vacancies under Clause 16.1.
- c. If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Board.
- d. Voting shall be conducted by secret ballot in such a manner and by such method as determined by the Board from time to time.

### **15.4. Term of Appointment for Elected Directors**

- a. Directors elected under Clause 15 shall be elected for a term of one (1) year. Subject to provisions in this Constitution relating to early retirement or removal of Directors, elected Directors shall remain in office from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the next Annual General Meeting.

## **16. VACANCIES ON THE BOARD**

### **16.1. Casual Vacancies**

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Director's term under this Constitution.

### **16.2. Grounds for Termination of Director**

In addition to the circumstances in which the office of Director becomes vacant by virtue of the Act, the office of Director becomes vacant if the Director:

- a. Dies.
- b. Becomes bankrupt or makes any arrangement or composition with his creditors generally.
- c. Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health.
- d. Resigns his office in writing to the Association.
- e. Is absent without the consent of the Board from meetings of the Board held during a period of six (6) months.
- f. Holds any office of employment with the Association without the approval of the Board.
- g. Is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of that interest.
- h. In the opinion of the Board (but subject always to this Constitution):

1. Has acted in a manner unbecoming or prejudicial to the Objects and interests of the Association.
2. Has brought the Association into disrepute.
  - i. Is removed by special resolution.
  - j. Would otherwise be prohibited from being a Director of a corporation under the Corporations Act 2001(Cth).

### **16.3. Board may Act**

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act. However, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may only act for the purpose of increasing the number of Directors to a number sufficient to constitute a quorum.

## **17. MEETINGS OF THE BOARD**

### **17.1. Board to Meet**

- a. The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Board within a reasonable time.
- b. The Board shall meet on a minimum of bi-monthly basis or six (6) times per year.
- c. The Board may meet on alternate months as a Committee to discuss any operational issues that may need addressing.

### **17.2. Decisions of Board**

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of Directors shall for all purposes be deemed a determination of the Board. All Directors (including the Chairman) shall have one (1) vote on any question. Where voting is equal the motion will be lost.

### **17.3. Resolutions Not in Meeting**

- a. A resolution in writing that has been signed or assented to by facsimile, email or other form of visible or electronic communication by a majority of the directors, shall be as valid and effectual as if it had been passed at a meeting of directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the directors.
- b. Without limiting the power of the Board to regulate its' meetings as it thinks fit, a meeting of the Board may be held where one or more of the directors is not physically present at the meeting, provided:
  - b.1. All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication.

- b.2. Notice of the meeting is given to all the directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the board or this Constitution. The notice will specify that directors are not required to be present in person.
- b.3. If a failure in communications prevents Clause 17.3.b.1 from being satisfied by the number of directors which constitutes a quorum, and none of such directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until Clause 17.3.b.1 is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.
- b.4. Any meeting held where one or more of the directors is not physically present, shall be deemed to be held at the place specified in the notice of the meeting, provided a director is there present. If no director is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

#### **17.4. Quorum**

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is five (5).

#### **17.5. Notice of Board Meetings**

Unless all Directors agree to hold a meeting at shorter notice, (which agreement shall be sufficiently evidenced by their apology or presence) not less than fourteen (14) days written notice of the meeting of the Board shall be given to each Director. The agenda shall be forwarded to each Director not less than four (4) days prior to such meeting.

#### **17.6. Chairperson**

The Board shall appoint a chairperson from among its number. The chairperson shall be the nominal head of the Association and will act as chair of any Board meeting or General Meeting at which he is present. If the chairperson is not present, or is unwilling or unable to preside at a Board meeting, the remaining Directors shall appoint another Director to preside as chair for that meeting only.

#### **17.7. Conflict of Interest**

A Director shall declare his interest in any contractual, selection, disciplinary or financial matter in which a conflict of interest arises or may arise. He shall, unless otherwise determined by the Board, absent himself from discussions of such matters and shall not be entitled to vote in respect of such matters. If the Director casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Board. If this is not possible, the matter shall be adjourned or deferred.

### **17.8. Disclosure of Interests**

- a. The nature of interest of a Director must be declared at the meeting of the Board which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Board at the next meeting of the Board. If a Director becomes interested in a matter after it is made or entered into, the declaration of interest must be made at the first meeting of the Board held after the Director becomes interested.
- b. All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

### **17.9. General Disclosure**

A general notice stating that a Director is a Member of any specified firm or company and he is "interested" in all transactions with that firm or company is sufficient declaration under Clause 17.8. After the distribution of the general notice, it is not necessary for the Director to give special notice regarding any particular transaction with that firm or company.

### **17.10. Recording Disclosure.**

Any declaration made, any disclosure or any general notice given by a Director in accordance with Clauses 17.7, 17.8, 17.9 must be recorded in the minutes of the relevant meeting.

## **18. DELEGATIONS**

### **18.1. Board May Delegate Functions**

The Board may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Board must take into account broad stakeholder involvement.

### **18.2. Delegation by Instrument**

In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:

- a. this power of delegation, and
- b. A function imposed on the Board or the Executive officer by the Act, any other law, this Constitution or by resolution of the Association in a General Meeting.

### **18.3. Delegated Function Exercised in Accordance with Terms**

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

#### **18.4. Procedure of Delegated Entity**

The procedure for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under Clause 17. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Board.

#### **18.5. Delegation May be Conditional**

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

#### **18.6. Revocation of Delegation**

At any time, the Board may by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

### **19. ANNUAL GENERAL MEETING**

- a. The Association's Annual General Meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Board.
- b. All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

### **20. SPECIAL GENERAL MEETINGS**

#### **20.1. Special General Meetings May be Held**

The Board may, whenever it thinks fit, convene a Special General Meeting. When, but for this clause, more than fifteen (15) months elapses between Annual General Meetings, the Board shall convene a Special General Meeting before the expiration of that period.

#### **20.2 Requisition of Special General Meetings**

- a. The secretary will convene a Special General Meeting when five (5) per cent of the Members (no less) submit a requisition in writing.
- b. The requisition for a Special General Meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one (1) or more of the Members making the requisition.
- c. If the Board does not cause a Special General Meeting to be held one (1) month after the date in which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held no later than three (3) months after that date.
- d. A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Board.

## **21. NOTICE OF SPECIAL GENERAL MEETING**

- a. Notice of every General Meeting shall be given as per Clause 35 (e) to any Life Member and all Members entitled to receive notice. The Auditor and Directors shall also be entitled to receive notice of every General Meeting. This will be sent to the auditor's last known address. No other person shall be entitled, as of right, to receive notices of General Meetings.
- b. A notice of a General Meeting shall specify the place, day and hour of the Meeting and shall state the business to be transacted at the Meeting.
- c. At least twenty-one (21) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
  1. the agenda for the meeting and
  2. any notice of motion received from Members entitled to vote.
  3. Any notice of motion proposed by the Board
- d. Notice of every General Meeting shall be given in the manner authorised in Clause 35.

## **22. BUSINESS**

- a. The business to be transacted at the Annual General Meeting includes the consideration of accounts and reports of the Board and auditors, the election of Directors under this Constitution and the appointment of auditors.
- b. All business that is transacted at a General Meeting and at the Annual General Meeting, with the exception of those matters set down in Clause 22.a shall be special business.
- c. No business other than that stated on the notice for a General Meeting shall be transacted at that meeting.

## **23. NOTICES OF MOTION**

Members entitled to vote may submit notices of motion for inclusion as special business at an Annual General Meeting. All notices of motion must be submitted in writing to the Association no less than twenty-five (25) days (excluding receiving date and meeting date) prior to the general meeting.

## **24. PROCEEDINGS AT GENERAL MEETINGS**

### **24.1. Quorum.**

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Association shall be ten (10) Members.

### **24.2. Chairperson to Preside**

The chairperson of the Board shall, subject to this Constitution, preside as chair at every General Meeting except:

- a. In relation to any election for which the chairperson is a nominee, or
- b. Where a conflict of interest exists.

If the chairperson is not present, or is unwilling or unable to preside, the delegates present shall appoint another Director to preside as Chairman for that meeting only.



### **24.3. Adjournment of Meeting**

- a. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- b. The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- c. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- d. Except as provided in Clause 24.3.b it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

### **24.4. Voting Procedure**

At any meeting a resolution put to the vote of the meeting shall be decided on by a show of hands unless (before or on the declaration of the result of the show of hands) a poll is demanded by:

- a. The chairperson or
- b. A simple majority of Members.

### **24.5. Recording of Determination**

Unless a poll is demanded under Clause 24.4, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Association's book of the proceedings.

### **24.6. Where Poll Demanded**

If a poll is duly demanded under Clause 24.5 it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

## **25. VOTING AT GENERAL MEETINGS**

### **25.1. Members Entitled to Vote**

Each Member (financial at the time of the meeting) shall be entitled to one (1) vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in Clause 5.1

### **25.2. Chairperson Not to Exercise Casting Vote**

Where voting at a General Meeting is equal, the motion will be lost.

## **26. GRIEVANCE PROCEDURE**

- a. The grievance procedure set out in this rule applies to disputes under these rules between a Member and:
  - (i) another Member/s, or
  - (ii) the Association.
- b. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties. The Board may appoint a Director or independent person to conduct the initial investigation and make decisions, in relation to the grievance, on behalf of the Board. The aggrieved person/s may approach the full Board should they feel that their matter remains unresolved. If the matter still remains unresolved then the procedure in Clause 26.c should be implemented.
- c. If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent person or tribunal established by BNSW in accordance with the procedures determined by BNSW from time to time.
- d. The Board may prescribe additional grievance procedures in the Regulations consistent with this Clause 26.

## **27. RECORDS AND ACCOUNTS**

### **27.1. Records**

The Association shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Association and the Board). It shall produce these as appropriate at each Board or General Meeting.

### **27.2. Records Kept in Accordance with the Act**

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Financial Director.

### **27.3. Board to Submit Accounts**

The Board shall submit the Association's statements of account to the Members at the Annual General Meeting in accordance with this Constitution and the Act.

### **27.4. Accounts Conclusive**

The statements of account, when approved or adopted by an Annual General Meeting, shall be conclusive except when errors have been discovered within three (3) months after such approval or adoption.

### **27.5. Accounts to be Available to Members**

The Secretary shall cause to be made available to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the statements of account, the Board's report, the auditor's report and every other document required under the Act (if any) on the Association's website at least fourteen (14) days prior to such meeting or emailed if requested.

## **27.6. Negotiable Instruments**

All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two (2) duly authorised Directors or in such other manner as the Board determines.

## **28. AUDITOR**

- a. A properly qualified auditor or auditors shall be appointed by the Association in a General Meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act, the duties shall be regulated in accordance with the Corporations Act 2001 (Cth) and generally accepted principles and/or any applicable code of conduct. The Auditor may be removed by the Association in a General Meeting.
- b. The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor at the conclusion of each financial year.

## **29. INCOME**

**29.1.** Income and property of the Association shall be derived from such sources as the Board determines from time to time.

**29.2.** The income and property of the Association shall be applied solely towards the promotion of the Objects.

**29.3.** Except as prescribed in this Constitution or the Act:

- a. No portion of income or property of the Association shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
- b. No remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

**29.4. Payment in Good Faith of or to any Member can be made for:**

- a. Any services actually rendered to the Association whether as an employee, Director or otherwise
- b. Goods supplied to the Association in the ordinary and usual course of operation
- c. Interest on any money borrowed from any Member
- d. Rent for premises demised or let by any Member to the Association or
- e. Any out-of-pocket expenses incurred by a Member on behalf of the Association.

Nothing in Clauses 29.3 or 29.4 preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in similar transaction.

### **30. WINDING UP**

- a. Subject to this Constitution the Association may be wound up in accordance with the Act.
- b. The liability of the Members of the Association is limited.
- c. Every Member undertakes to contribute to the assets of the Association in the event of it being wound up while a Member, or within one (1) year after ceasing to be a Member, for payment of debts and liabilities of the Association contracted before the time at which they ceased to be a Member and towards the costs, charges and expenses of winding up the Association. Such an amount not to exceed one dollar (\$1.00).

### **31. DISTRIBUTION OF PROPERTY ON WINDING UP**

If upon winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation/s that has Objects similar to those of the Association or to BNSW to be held in trust. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Association by this Constitution. The organisation(s) is to be determined by the Members in a General Meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of NSW or other court as may have or acquire jurisdiction in the matter.

### **32. ALTERATION OF CONSTITUTION**

The Constitution shall not be altered except by Special Resolution.

### **33. REGULATIONS**

#### **33.1. Board to Formulate Regulations**

The Board may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of the Association, the advancement of the purposes of the Association and basketball in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Board and those of BNSW.

#### **33.2. Regulations Binding**

All Regulations are binding on the Association and all Members.

#### **33.3. Regulations Deemed Applicable**

All clauses, rules, by-laws and Regulations of the Association in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws and Regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

### **33.4. Bulletins Binding on Members**

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Board and prepared and issued by the Association. The Association shall take reasonable steps to distribute information in the bulletins to Members. The matters in bulletins are binding on all Members.

## **34. STATUS AND COMPLIANCE OF ASSOCIATION.**

### **34.1. Recognition of Association**

The Association is a Member of BNSW and is recognised by BNSW as the entity responsible for the delivery of basketball in the local area and is subject to compliance with this Constitution. The BNSW Constitution shall continue to be so recognised and shall administer basketball in the local area in accordance with the Objects

### **34.2. Constitution of the Association**

This Constitution will clearly reflect the Objects of BNSW and will conform to the Constitutions of BNSW, subject always to the Act.

### **34.3. BNSW**

The Association may not resign, disaffiliate or otherwise seek to withdraw from its state body without approval by Special Resolution.

## **35. NOTICE**

- a. Notices may be given by the Association to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or facsimile transaction or, where available, by electronic mail to the Member's registered address or facsimile number or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address, facsimile number or electronic mail address.
- b. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) days after posting.
- c. Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- d. Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.
- e. Members may receive notification of a meeting by one or all of the following:
  - i. Affixing the notice of the meeting at the registered office of the Association
  - ii. Inserting the notice of the meeting in a newsletter to be made available to all members at any stadium regularly used by the members of the Association.
  - iii. Posting the notice of the meeting on the Association's website
  - iv. Posting a notice on the Association's Facebook page.

NOTE: Notification, in all cases, to be made available no later than as prescribed by Clause 21.

### **36. INDEMNITY**

- a. Every Director and employee of the Association will be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity as a Director or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- b. The Association shall indemnify its Directors and employees against all damages and losses (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct.
  - (i) In the case of a Director, performed or made while acting on behalf of and with the authority, expressed or implied, of the Association or
  - (ii) In the case of an employee, performed or made in the course of, and within the scope of their employment by the Association.

### **37. INSURANCE**

- a. The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
- b. In addition to the insurance required under clause (a), the Association may effect and maintain other insurances.
- c. The Association should be aware of the insurances and their coverage gained under the insurance via the BNSW Registration System.

### **38. FINANCIAL YEAR**

The financial year of the Association runs from 1 January one (1) year to 31 December the same year.

**Approved by the Board**

**DATE 27 November 2017**

**Ratified at a Special General Meeting DATE 9 February 2018**

**AMENDMENTS.**