

TAMWORTH BASEBALL INCORPORATED

CONSTITUTION

8 FEBRUARY 2020

Under the Associations Incorporation Act 2009

Contents

Part 1	Preliminary.....	4
1	Definitions	4
2	Objects.....	5
Part 2	Membership	6
3	Membership of Tamworth Baseball Inc.....	6
4	Recommendation for Life Membership	6
5	Cessation of membership	7
6	Membership Entitlements not Transferable.....	7
7	Resignation of Membership	7
8	Register of Members.....	8
9	Fees and Subscriptions	8
10	Members' Liabilities	8
11	Resolution of disputes.....	9
12	Disciplining of Members.....	9
13	Right of appeal of disciplined member	10
Part 3	Incorporated Board	11
14	Powers of the Board	11
15	Composition and Membership of Board.....	11
16	Election of Board Members.....	12
17	Secretary.....	12
18	Treasurer	13
19	Casual Vacancies	13
20	Removal of Board Members	13
20	Board Meetings and Quorum.....	14
22	Appointment of Association Members as Board Members to Constitute Quorum	15
23	Use of Technology at Board Meetings	15
24	Delegation by Board to Committee	15
25	Voting and Decisions	16

Part 4 General meetings17

26	Annual General Meetings - Holding of	17
27	Annual General Meetings - Calling of and Business at.....	17
28	Special General Meetings - Calling of.....	17
29	Notice.....	18
30	Quorum for General Meetings.....	18
31	Presiding Member.....	19
32	Adjournment.....	19
33	Making of Decisions.....	19
34	Special resolutions.....	20
35	Voting.....	20
36	Proxy Votes not Permitted	20
37	Postal or Electronic Ballots	20
38	Use of Technology at General Meetings	20

Part 5 Miscellaneous.....21

39	Insurance	21
40	Funds - Source	21
41	Funds - Management.....	21
42	Association is Non-Profit.....	21
43	Distribution of Property on Winding up of Association	21
44	Change of Name, Objects and Constitution	22
45	Custody of Books etc.	22
46	Inspection of Books etc.	22
47	Service of Notices	23
47	Financial Year	23

Part 1 Preliminary

1 Definitions

1.1 The name of the association shall be Tamworth Baseball Incorporated.

1.2 In this constitution:

affiliate means a group of people as a body associated with the sport of baseball in Tamworth and recognized by resolution by the association, such as but not limited to, local baseball clubs, umpires and scorers.

board member means a member of the Tamworth Baseball Incorporated Board including the office-bearers of the association.

secretary means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

Tamworth means the city of Tamworth, New South Wales and surrounding region.

TBI means Tamworth Baseball Incorporated.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

1.3 In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.4 The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2 Objects

The objects of Tamworth Baseball Incorporated shall be:

- (a) To conduct, encourage, promote and administer the game of baseball in Tamworth, New South Wales.
- (b) To act in the interests of its members and of baseball in Tamworth at all times.
- (c) To promote mutual trust and confidence between members, affiliates and Country NSW Baseball and Baseball NSW.
- (d) To ensure the maintenance and enhancement of the Association and baseball, its standards, quality and reputation for the benefit of all participants in baseball.
- (e) To review and determine any matters relating to the conduct of baseball in Tamworth including matters of a disciplinary nature involving members.
- (f) To pursue such commercial or sponsorship opportunities as are appropriate to furthering the interests of baseball in Tamworth.
- (g) To represent the interests of its Members and of baseball generally in any appropriate forum in Tamworth.
- (h) To encourage and promote performance-enhancing drug free competitions.
- (i) To create or adopt policies in connection with the sport of baseball in Tamworth including but not restricted to policies in relation to sexual harassment, equal opportunity, drug and alcohol use in sport, health and safety, junior and senior programmes or otherwise.
- (j) To participate as an affiliate of the Country League Standing Committee ("CLSC") which is responsible for the conduct of country baseball competitions, under the auspices of Baseball NSW ("BNSW") and the Australian Baseball Federation Incorporated ("ABF") being the national peak body for the sport of baseball in Australia.
- (k) To undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

Part 2 Membership

3 Membership of Tamworth Baseball Inc.

- 3.1 A person is eligible to be a member of the association if the person is a natural person.
- 3.2 Members of the association are:
- (a) the Affiliate Representatives, and
 - (b) the Life members (non-voting)
 - (c) any person who applies for membership and whose application is approved by resolution by the Board, subject to such members shall comprise no more than 20% of total membership of the Association.
- 3.3 Affiliate Representatives shall consist of:
- (a) the president or their nominee from each baseball club affiliated with Tamworth Baseball Incorporated, and
 - (b) one representative from each baseball club, and
 - (c) one representative from each non-playing affiliate .
- 3.4 Affiliate representatives from Clauses 3.3 (b) and 3.3 (c) will be:
- (a) nominated in writing by each affiliate prior to the Annual General Meeting according to Clause 15, and
 - (b) accepted by resolution of the association.
- 3.5 Life member is a person who has been approved for life membership of the association in accordance with Clause 4.
- 3.6 A Life member:
- (a) shall have no voting privileges
 - (b) may attend any general meeting including the Annual General Meeting
 - (c) shall not take part in the proceedings of any meeting of the Association except when invited by the Chair,
- unless the life member is an Affiliate member having full membership entitlements.

4 Recommendation for Life Membership

- 4.1 A recommendation of a person for life membership of the association:
- (a) can be nominated by any person associated with baseball in Tamworth, and
 - (b) must be made in writing including by email or other electronic means in the form determined by the Board, and
 - (c) must be lodged including by electronic means with the secretary of the association.
- 4.2 As soon as practicable after receiving a recommendation for life membership, the secretary must refer the application to the Board, which will determine whether to accept or reject the recommendation.

- 4.3 As soon as practicable after the Board makes that determination, the secretary must notify the nominator in writing including by email or other electronic means, that the Board has approved or rejected the application (whichever is applicable) without explanation.
- 4.4 The secretary must enter or cause to be entered in the registry of members, the new life member's name and, on the name being so entered, the person becomes a life member of the association.

5 Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) ceases to be a member of an Affiliate as notified to the secretary in writing by an Affiliate, or
- (e) ceases to be a Life member, or
- (f) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (g) is removed from office under Clause 12 or Clause 13, or
- (h) becomes a mentally incapacitated person, or
- (i) is absent without the consent of the Board from 2 consecutive meetings of the Board, or
- (j) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (k) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

6 Membership Entitlements not Transferable

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

7 Resignation of Membership

- 7.1 A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the Board may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- 7.2 If a member of the association ceases to be a member under Clause 6.1, and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

8 Register of Members

- 8.1 The secretary must establish and maintain a register of members of the association, whether in written or electronic form, specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.
- 8.2 The register of members must be kept in New South Wales:
- (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- 8.3 The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- 8.4 A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- 8.5 If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, then that information must not be made available for inspection.
- 8.6 A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- 8.7 If the register of members is kept in electronic form:
- (a) it must be convertible into hard copy, and
 - (b) the requirements in this Clause 8 apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

9 Fees and Subscriptions

A member shall not be required to pay to the Association any fee on becoming a member, nor shall any member be liable to pay an annual subscription to the Association.

10 Members' Liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Clause 9.

11 Resolution of disputes

- 11.1 A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to the Board for resolution.
- 11.2 If a dispute is not resolved within 1 month, the dispute is to be referred to the Country League Standing Committee to be resolved according to their procedures

12 Disciplining of Members

- 12.1 A complaint may be made to the Board by any person that a member of the association:
- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- 12.2 The Board may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 12.3 If the Board decides to deal with the complaint, the Board:
- (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Board in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- 12.4 The Board may, by resolution, expel the member from the association or remove life membership or suspend the member from membership of the association or take any other action the Board deems fit if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the action taken is warranted in the circumstances.
- 12.5 If the Board resolves to take action against the member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Board for having taken that action and of the member's right of appeal under Clause 12.
- 12.6 The decision of the Board does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned under Clause 13, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Clause 13,
- whichever is the later.

13 Right of appeal of disciplined member

- 13.1 A member may appeal to the association in general meeting against a resolution of the Board under Clause 12, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 13.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 13.3 On receipt of a notice of appeal from a member under Clause 13.1, the secretary must notify the Board, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 13.4 At a general meeting of the association convened under Clause 13.3:
- (a) no business other than the question of the appeal is to be transacted, and
 - (b) the Board and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 13.5 The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 Incorporated Board

14 Powers of the Board

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the Board:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all the acts and do all things that appear to the Board to be necessary or desirable for the proper management of the affairs of the association.

15 Composition and Membership of Board

15.1 The Board is to consist of:

- (a) the office-bearers of the association, and
- (b) three (3) ordinary Board members,

each of whom is to be elected at the annual general meeting of the association under Clause 16.

15.2 The total number of Board members is to be seven (7).

15.3 The office-bearers of the association are as follows:

- (a) the president,
- (b) the vice-president
- (c) the treasurer,
- (c) the secretary.

15.4 A Board member may hold up to 2 offices (other than both the offices of president and vice-president).

15.5 There is no maximum number of consecutive terms for which a Board member may hold office.

15.6 Each member of the Board is, subject to this constitution, to hold office until immediately before the election of Board members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

16 Election of Board Members

16.1 Nominations of candidates for election:

- (a) are required for the positions of:
 - i. office-bearers of the association
 - ii. ordinary Board members
- (b) must be made in writing, signed by two (2) members of the association or nominated by an Affiliate and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (c) must be delivered to the secretary of the association at least seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.

16.2 If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.

16.3 If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be casual vacancies.

16.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

16.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

16.6 The ballot for the election of office-bearers and ordinary Board members of the Board is to be conducted at the annual general meeting in any usual and proper manner that the Board directs.

16.7 A person nominated as a candidate for election as an office-bearer or as an ordinary Board member of the association must be an affiliate member of the association if so elected.

17 Secretary

17.1 The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of their address.

17.2 It is the duty of the secretary to keep minutes whether in written or electronic form of:

- (a) all appointments of office-bearers and members of the Board, and
- (b) the names of members of the Board present at a Board meeting or a general meeting, and
- (c) all proceedings at Board meetings and general meetings.

17.3 Minutes of proceedings at a meeting must be signed by the chair of the meeting or by the chair of the next succeeding meeting.

17.4 The signature of the chair may be transmitted by electronic means for the purposes of Clause 16.3.

18 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

19 Casual Vacancies

19.1 In the event of a casual vacancy occurring in the membership of the Board, the Board may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.

19.2 A casual vacancy in the office of a member of the Board occurs if the member:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) ceases to be a member of an Affiliate as notified to the secretary in writing by an Affiliate, or
- (e) ceases to be a Life member, or
- (f) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (g) is removed from office under Clause 12 or Clause 13, or
- (h) becomes a mentally incapacitated person, or
- (i) is absent without the consent of the Board from 2 consecutive meetings of the Board, or
- (j) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (k) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

20 Removal of Board Members

20.1 The association in general meeting may by resolution remove any member of the Board from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

20.2 If a member of the Board to whom a proposed resolution referred to in Clause 20.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20 Board Meetings and Quorum

21.1 The Board must meet at least 4 times in each period of 12 months at the place and time that the Board may determine.

21.2 Additional meetings of the Board may be convened by the president or by any member of the Board.

21.3 Oral or written notice of a meeting of the Board must be given by the secretary to each member of the Board at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.

21.4 Notice of a meeting given under Clause 21.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.

21.5 Any three (3) members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.

21.6 No business is to be transacted by the Board unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

21.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

21.8 At a meeting of the Board:

- (a) the president or, in the president's absence, the vice-president is to preside as Chair, or
- (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the Board chosen by the members present at the meeting is to preside.

22 Appointment of Association Members as Board Members to Constitute Quorum

- 22.1 If at any time the number of Board members is less than the number required to constitute a quorum for a Board meeting, the existing Board members may appoint a sufficient number of members of the association as Board members to enable the quorum to be constituted.
- 22.2 A member of the Board so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- 22.3 This Clause does not apply to the filling of a casual vacancy to which Clause 19 applies.

23 Use of Technology at Board Meetings

- 23.1 A Board meeting may be held at 2 or more venues using any technology approved by the Board that gives each of the Board's members a reasonable opportunity to participate.
- 23.2 A Board member who participates in a Board meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

24 Delegation by Board to Committee

- 24.1 The Board may, by instrument in writing, delegate to one or more committees (consisting of the member or members of the association, or any other person deemed to be so qualified, that the Board thinks fit) the exercise of any of the functions of the Board that are specified in the instrument, other than:
- (a) this power of delegation, and
 - (b) a function which is a duty imposed on the Board by the Act or by any other law.
- 24.2 A function the exercise of which has been delegated to a committee under this Clause may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
- 24.3 A delegation under this Clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances that may be specified in the instrument of delegation.
- 24.4 Despite any delegation under this Clause, the Board may continue to exercise any function delegated.
- 24.5 Any act or thing done or suffered by a committee acting in the exercise of a delegation under this Clause has the same force and effect as it would have if it had been done or suffered by the Board.
- 24.6 The Board may, by instrument in writing, revoke wholly or in part any delegation under this Clause.
- 24.7 The selection of executive committee members of any committee as required by the relevant By-Laws is to be conducted in any usual and proper manner that the Board directs preferably at the annual general meeting of TBI.
- 24.8 A committee may meet and adjourn as it thinks proper.

25 Voting and Decisions

- 25.1 Questions arising at a meeting of the Board or of any committee appointed by the Board are to be determined by a majority of the votes of members of the Board or committee present at the meeting.
- 25.2 Each member present at a meeting of the Board or of any committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 25.3 Subject to Clause 21.5, the Board may act despite any vacancy on the committee.
- 25.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a committee appointed by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or committee.

Part 4 General meetings

26 Annual General Meetings - Holding of

The association must hold its annual general meetings:

- (a) within six (6) months after the close of the association's financial year, or
- (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

27 Annual General Meetings - Calling of and Business at

27.1 The annual general meeting of the association is, subject to the Act and to Clause 26, to be convened on the date and at the place and time that the Board thinks fit.

27.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
- (b) to receive from the Board reports on the activities of the association during the last preceding financial year,
- (c) to elect office-bearers of the association and ordinary Board members,
- (d) to receive and consider any financial statement or report required to be submitted to members under the Act.

27.3 An annual general meeting must be specified as that type of meeting in the notice convening it.

28 Special General Meetings - Calling of

28.1 The Board may, whenever it thinks fit, convene a special general meeting of the association.

28.2 The Board must, on the requisition of at least 25% of the total number of members, convene a special general meeting of the association.

28.3 A requisition of members for a special general meeting:

- (a) must be in writing, and
- (b) must state the purpose or purposes of the meeting, and
- (c) must be signed by the members making the requisition, and
- (d) must be lodged with the secretary, and
- (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

28.4 If the Board fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.

28.5 A special general meeting convened by a member or members as referred to in Clause 28.4 must be convened as nearly as is practicable in the same manner as general meetings are convened by the Board.

28.6 For the purposes of Clause 28.3:

- (a) a requisition may be in electronic form, and
- (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

29 Notice

29.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least fourteen (14) days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

29.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Clause 29.1, the intention to propose the resolution as a special resolution.

Note. A special resolution must be passed in accordance with section 39 of the Act.

29.3 No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under Clause 27.2.

29.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30 Quorum for General Meetings

30.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.

30.2 Five (5) members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

- 30.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members—is to be dissolved, and
 - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 30.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three (3)) are to constitute a quorum.

31 Presiding Member

- 31.1 The president or, in the president's absence, the vice-president, is to preside as chair at each general meeting of the association.
- 31.2 If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chair at the meeting.

32 Adjournment

- 32.1 The chair of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 32.2 If a general meeting is adjourned for fourteen (14) days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 32.3 Except as provided in Clauses 32.1 and 32.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33 Making of Decisions

- 33.1 A question arising at a general meeting of the association is to be determined by:
- (a) a show of hands or, if the meeting is one to which Clause 38 applies, any appropriate corresponding method that the committee may determine, or
 - (b) if on the motion of the chair or if five (5) or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- 33.2 If the question is to be determined by a show of hands, a declaration by the chair that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

33.3 Clause 33.2 applies to a method determined by the Board under Clause 33.1 (a) in the same way as it applies to a show of hands.

33.4 If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chair.

34 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

35 Voting

35.1 On any question arising at a general meeting of the association a member has one (1) vote only.

35.2 In the case of an equality of votes on a question at a general meeting, the chair of the meeting is entitled to exercise a second or casting vote.

35.3 A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.

35.4 A member is not entitled to vote at any general meeting of the association if the member is under eighteen (18) years of age.

36 Proxy Votes not Permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

37 Postal or Electronic Ballots

Postal or electronic ballot must not be undertaken at or in respect of a general meeting.

38 Use of Technology at General Meetings

38.1 A general meeting may be held at two (2) or more venues using any technology approved by the Board that gives each of the association's members a reasonable opportunity to participate.

38.2 A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

39 Insurance

The association may effect and maintain insurance.

40 Funds - Source

- 40.1 The funds of the association are to be derived from playing fees, tournament charges, canteen sales, donations and, subject to any resolution passed by the association in general meeting, any other sources that the Board determines.
- 40.2 All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- 40.3 The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

41 Funds - Management

- 41.1 Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- 41.2 All electronic transactions, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) authorised signatories.
- 41.3 The association is to implement financial protocols on the management of finances and financial records as it determines from time to time.
- 41.4 A debit card may be used for financial transactions subject to any resolution passed by the association in general meeting regarding its use and financial limits.

42 Association is Non-Profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

43 Distribution of Property on Winding up of Association

- 43.1 Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- 43.2 In this Clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

44 Change of Name, Objects and Constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a Board member.

45 Custody of Books etc.

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the Board determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

46 Inspection of Books etc.

46.1 The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:

- (a) records, books and other financial documents of the association,
- (b) this constitution,
- (c) minutes of all Board meetings and general meetings of the association.

46.2 A member of the association may obtain a copy of any of the documents referred to in Clause 46.1 on payment of a fee of not more than \$1 for each page copied.

46.3 Despite Clauses 46.1 and 46.2, the Board may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

47 Service of Notices

47.1 For the purpose of this constitution, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) by sending it by email or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

47.2 For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) in the case of a notice sent by email or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

47 Financial Year

The financial year of the association is each period of twelve (12) months after the expiration of the previous financial year of the association, commencing on 1 October and ending on the following 30 September.