

# The Constitution

## Billiards and Snooker Association of the ACT (BSAACT) Inc.

### **ARTICLE I: NAME, PURPOSE AND POWERS**

**Section A: Name** – Billiards and Snooker Association of the ACT (Inc) (BSAACT)

**Section B: National Affiliation** – The BSAACT is affiliated with the Australian Billiards and Snooker Council (ABSC). The rules and regulations of the ABSC shall be followed when not inconsistent with the rules and regulations of BSAACT.

**Section C: Purpose** – The purpose of the association shall be:

“To provide people of the Canberra region with an opportunity to play in regular, competitive and enjoyable billiards and snooker competitions”.

#### **Section D: Powers of the Association**

1. To organise billiards and snooker competitions in the Canberra region;
2. To acquire, hold, deal with, and dispose of any real property;
3. To open and operate bank accounts;
4. Accept donations, grants, and gifts in accordance with the purpose of the association;
5. Print and publish any information by any media for promotion of the association;
6. Provide gifts and prizes in accordance with the purpose of the association;
7. Organise social events for members for the promotion of the association; and
8. To enter into any other contract the association considers necessary or desirable.

### **ARTICLE II: MEMBERSHIP**

#### **Section A: Membership**

1. Membership shall be open to any person who wishes to further the interests of the association.
2. Each person admitted to membership shall:
  - 2.1. be bound by the Constitution and By-laws of the association;
  - 2.2. become liable for such fees and subscriptions as may be fixed by the association; and
  - 2.3. be entitled to all advantages and privileges of membership.

## **Section B: Membership Categories**

1. Life Member
2. Ordinary Member
3. Junior Member

## **Section C: Suspension or Termination of Membership**

1. Any person's membership may be terminated by the following events:
  - 1.1. Resignation
  - 1.2. Expulsion
  - 1.3. A member's annual membership fee remains unpaid after six months falling due;
2. The Executive Committee shall have the power to suspend or expel any member of the association for:
  - 2.1. False or inaccurate statements made in the member's application for membership of the association,
  - 2.2. Breach of any rule, regulation or by-law of the association; and
  - 2.3. By any act detrimental to the association, after having undertaken due inquiry.
3. Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a general meeting called for such purpose, and the decision of the general meeting shall be final.

## **ARTICLE III: COMMITTEE**

### **Section A: COMMITTEE**

- NB: (1) Committee persons are sometimes referred to as Office Bearers.  
(2) The President, Vice President, Secretary and Treasurer are referred to as the Executive.
1. Management of the association shall be vested in the Committee elected by the members at the Annual General meeting and consisting of:
    - 1.1. President
    - 1.2. Vice President
    - 1.3. Secretary
    - 1.4. Treasurer
    - 1.5. Media Officer
    - 1.6. Public Officer
    - 1.7. Other Committee Members
    - 1.8. Association or Club delegates
  2. All positions on the Committee will be elected at the Annual General meeting, and all previous Office Bearers will be eligible for re-election.
  3. A quorum of the Committee shall be half of its Executive plus one.

## **Section B: POWERS OF THE COMMITTEE**

1. The Committee shall carry out the day-to-day running of the association and shall have the power to:
  - 1.1. Administer the finances and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
  - 1.2. Fix the manner in which such banking accounts shall be operated upon, providing the Committee passes all payments;
  - 1.3. Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
  - 1.4. Adjudicate on all matters brought before it which in any way affect the association.
  - 1.5. Cause minutes to be made of all proceedings at meetings of the Committee and general meetings of members;
  - 1.6. Make, amend and rescind rulings and by-laws;
  - 1.7. Have the power to form and appoint any sub-committee/s as required for specific purposes;
  - 1.8. May at their discretion employ a person or persons to carry out certain duties required by the association, at salaries or remunerations for such period of time, as may be deemed necessary;
  - 1.9. Should a vacancy occur on the Committee during the season, the Committee shall appoint a successor until the next Annual General meeting.
  - 1.10. Appoint an officer/s or agent of the Committee to have custody of the association's records, documents and securities.

## **ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

- 1.1. Preside at meetings;
- 1.2. Represent the association;
- 1.3. Appoint committee chairpersons subject to the approval of the Executive;
- 1.4. Serve as an ex-officio member of all committees except the nominating committee; and
- 1.5. Perform such other duties as ordinarily pertain to this office

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

Preside in the absence of the President

**Section C: Secretary** – It shall be the duty of the Secretary to:

- 1.1. Record the minutes of all meetings.
- 1.2. Keep a file of the association's records.
- 1.3. Maintain a current roster of membership.
- 1.4. Issue notices of meetings and conduct the general correspondence of the association.

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- 1.1. Receive all funds and process payments.
- 1.2. Keep an itemised account of all receipts and expenditures and make reports as directed

**Section E: Other Committee members** –the duties of other committee members shall be:

- 1.1. Defined by the Executive.

## ARTICLE V: MEETINGS

### **Section A: GENERAL MEETINGS**

#### Annual General meeting

1. The Annual General meeting of the association must be held within five months of the tabling of the Annual report, but before the end of the calendar year.
2. The Secretary shall give at least twenty eight (28) days' notice of the date of the Annual General Meeting to members.
3. All financial members may attend the Annual General meeting.
4. The quorum at the Annual General meeting shall be a majority of the Executive. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum, the meeting shall be adjourned for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
5. The agenda for an Annual General meeting shall be:
  - 5.1. Opening of Meeting
  - 5.2. Apologies
  - 5.3. Confirmation of Minutes of previous Annual General meeting
  - 5.4. Presentation of the President's Report
  - 5.5. Presentation of Treasurer's statement
  - 5.6. Election of new Committee
  - 5.7. Vote of thanks to outgoing Committee
  - 5.8. Notice/s of Motion
  - 5.9. Closure

#### General meetings

6. General meetings may be called by the Committee or at the request of the president and secretary or on the written request of members of the association.

7. The secretary shall give at least fourteen (14) days' notice, in writing, of the date of the General meeting to the members. Notice of General meetings shall set out clearly the business for which the meeting has been called.
8. The quorum at the General meeting shall be a majority of the Committee.

## **Section B: VOTING**

1. Voting powers at the Annual General meeting and general meetings:
  - 1.1. The president shall be entitled to a deliberative vote, and, in the event of a tied vote, the president shall exercise a casting vote.
  - 1.2. Each financial member present shall have one (1) vote.
  - 1.3. Members under suspension are not entitled to vote.
2. Voting powers at Committee Meetings;
  - 2.1. The president shall be entitled to a deliberative vote, and, in the event of a tied vote, the president shall exercise a casting vote.
  - 2.2. Each individual committee member present shall have one (1) vote.

## **ARTICLE VI: Finance**

### **Section A: FINANCE**

1. All funds of the association shall be deposited into the association's accounts at a bank or recognised financial institution as the Committee may determine.
2. All accounts due by the association shall be paid by cheque, direct debit or cash after having being passed for payment at a Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Committee Meeting.
3. A statement showing the financial position of the association shall be tabled at each Committee Meeting by the treasurer.
4. A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General meeting by the Treasurer.
5. The financial year of the association shall commence on 1 July each year.
6. The signatories to the association's account/s will be the Treasurer and at least one of the following;
  - 6.1. President
  - 6.2. Vice President
  - 6.3. Secretary
7. Association's assets are to be used solely to fulfil the association's objectives.

## **ARTICLE VII: AMENDMENTS**

### **Section A: ALTERATIONS TO THE CONSTITUTION AND BY-LAWS:**

1. No alteration, repeal or addition shall be made to the Constitution except at an Annual General meeting, or General meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members at least 28 days before the meeting.
2. Alterations to the By-laws can only be made at Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.
3. Such motions, or any part thereof, shall be of no effect unless passed by a two thirds (2/3s) majority (special resolution) of those present and entitled to a vote at the Annual General Meeting or Committee Meeting, as the case may be.

## **ARTICLE VIII: Dissolution**

### **Section A: DISSOLUTION**

1. The association may be dissolved if:
  - 1.1. It is not financially sustainable; or
  - 1.2. Is ungovernable; or
  - 1.3. The purpose of the association is no longer viable, and a motion is passed by a resolution of at least  $\frac{3}{4}$  of current financial members to dissolve the association.
2. If, on the closure of the association, any property of the association remains after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of that winding up, that property shall be distributed:
  - 2.1. To another incorporated association having objectives similar to those of the association; or
  - 2.2. For charitable purposes, which incorporated association or purposes, as the case requires, shall be determined by resolution of the members.

### **Appendices**

1. Membership Form
2. Life membership criteria
3. Proxy form