

# **FLAMES BASKETBALL CLUB CONSTITUTION**

## **1. NAME OF CLUB**

The name of the Club is "FLAMES BASKETBALL CLUB"

## **2. OBJECTS**

The objects of the Club shall be:

- (i) To hold, promote and participate in the playing of Basketball competitively
- (ii) To promote and advance the game of Basketball
- (iii) To provide facilities for the playing of Basketball
- (iv) To provide coaching and instruction in Basketball
- (v) To instil the values of the Club

## **3. VISION STATEMENT**

The Flames Basketball Club (FBC) is dedicated to providing its members with a club that encourages participation of both the players and its parents whilst encouraging them to be pro-active in their approach to their child's sport.

The FBC is dedicated to providing the opportunity for males and females of all ages to develop and play basketball at elite levels.

The FBC is committed to the premise that sports generally, and basketball specifically, will enhance the lives of our children, through an appreciation for the value of exercise, the camaraderie of being part of a team, and the joy of play.

Participation in FBC will contribute to development of character, individual and team skills, a sense of fair play, the will to win, teamwork, sportsmanship and recognition of the rewards of hard work, attributes that will serve our children well both on and off the court.

FBC strives to build a solid foundation that leads to a lifetime of participation in sports.

## **4. POWERS**

For the purpose of achieving or furthering these objects, the Club shall have the power:-

- (i) To borrow, raise or secure the payment of money to secure the repayment or performance of any debt, liability, contract or guarantee incurred or to be entered into by the Club
- (ii) To enter in any arrangements with any Government or Local Authority or instrumentality
- (iii) To engage Managers, Coaches or other persons
- (iv) To invest the monies of the Club for the purpose of sustaining a financial future
- (v) To amalgamate or associate with any other Basketball Club or other Sporting Association
- (vi) To do all such other things as are incidental or conducive to the objects of the Club

## **5. INCOME AND PROPERTY**

The income and property of the Club shall be applied solely towards the promotion of the Objects of the Club and no portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Club, provided that nothing shall prevent the payment in good faith of remuneration to any committee officer or volunteer empowered by the Club or to any person other than a member, in return for services actually rendered to the Club.

## **6. MEMBERSHIP**

1. Membership of the Club shall be open to all persons interested in Basketball at the discretion of the Committee.
2. In admitting a person to membership, the Committee shall take into account the need to maintain a good standard of Basketball and the need to provide Basketball Facilities for the members of the Flames Basketball Club.
3. Membership consists of the following classes:
  - a) Senior members
  - b) Junior members
  - c) Life members
  - d) Honorary members
4. A member or past member who has rendered notable service to the Club or has held important office may be elected a Life Member upon the recommendation by the Committee and voted upon at an Annual General Meeting of members.
5. A member shall cease to be a member if they:
  - a) Resign
  - b) Fail to pay any subscription due
  - c) Are suspended or expelled

## **7. FEES AND SUBSCRIPTIONS**

Fixing: The Annual membership fee of members of the Club shall be determined by the committee prior to the commencement of each season. A discount may be applied by the Committee for members who have more than one sibling subscribing to the Club or whereby any other discount may be offered. All discounts must be ratified by the committee and will be minuted. All discounts apply to the current season only.

## **8. OFFICERS**

1. The officers of the Club shall be:
  - a) President
    - i) The President shall preside at all meetings of the Flames Basketball Club including all social events where required
    - ii) The President shall ensure that all business is conducted in a proper manner and shall enforce all the Rules of the Flames Basketball Club without partiality
    - iii) The President shall perform other such duties as may be required to conduct the business and affairs of the Club in accordance with these Rules
  - b) Vice President
    - i) The Vice President shall assist the President in the execution of duties and maintenance of order at all meetings and in every other manner possible. In the absence of the President, the Vice President shall preside and conduct any meetings
    - ii) The Vice President shall perform other such duties as may be required to conduct the business and affairs of the club in accordance with these Rules
  - c) Secretary
    - i) The Secretary shall coordinate the correspondence of the Flames Basketball Club
    - ii) The Secretary shall keep full and correct minutes of proceedings of all meetings conducted by the Club. The minutes of these meetings shall be copied to all Committee Members and other members as appropriate
    - iii) The Secretary shall have custody of all books, documents, records and registers of the Club other than those required to be kept by or in the custody of the Treasurer or Registrar

- iv) The Secretary shall perform other such duties as may be required to conduct the business and affairs of the Club in accordance with these Rules
- d) Treasurer
  - i) The Treasurer shall be responsible for the correct receipt of all monies received and expended and ensure that all transactions are processed through the official bank account(s) of the Club
  - ii) The Treasurer shall prepare a financial statement which shall be tabled for presentation at the Annual General Meeting
  - iii) The Treasurer shall provide a budget of anticipated income and expenses which shall be tabled at Committee meetings when required
  - iv) The Treasurer shall ensure that the Club's finances are maintained on a sound basis and shall have custody of all securities, books, accounting records and documents of a financial nature belonging to the Club
  - v) The Treasurer shall perform other such duties as may be required to conduct the business and affairs of the Club in accordance with these Rules
- e) Registrar
  - i) The Registrar shall ensure all players are properly registered with the Association before playing and process all clearances both from within and external to the Association
  - ii) The Registrar shall be responsible for receiving, checking and communicating all match reports from all scheduled fixtures, to the Association and any other interested third parties
  - iii) The Registrar shall ensure that any permits required from the Association for players are completed and forwarded to the Association for approval
  - iv) The Registrar shall have custody of all relevant books, documents, records and registers of the Club
  - v) The Registrar shall perform other such duties as may be required to conduct the business and affairs of the Club, in accordance with these Rules
- f) Uniform Coordinator
  - i) The Uniform Coordinator shall ensure all players are correctly fitted with the Club official uniform in compliance with the competition Association
  - ii) The Uniform Coordinator shall be responsible for distributing unique player numbers for each team registered in the Association
  - iii) The Uniform Coordinator shall receipt payments for the purchase of uniforms and other Club attire
  - iv) The Uniform Coordinator shall liaise with uniform suppliers and approve all debtor accounts for the process of payment

## 9. COMMITTEE

1. The administration of the Club shall be the responsibility of the Committee
2. The Committee shall comprise the officers of the Club and not less than four and not more than twelve members
3. The officers and other members of the Committee shall be nominated by and elected from the financial members of the Club and shall be elected annually at the Annual General Meeting and shall take office the following day
4. The Committee shall meet on at least 4 occasions each. Any member of the Committee absent from three (3) consecutive meetings without an apology formally recorded in the Minutes or leave of absence will forfeit their position on the said Committee. Apology to be confirmed by Committee
5. The quorum shall be an absolute majority six members
6. The Committee shall have the power to form Sub-Committees including but not limited to, representation on any other third party committees directly affecting the management of the Club -Management Committee

7. The Committee shall have the power to fill any vacancy of officer or other member of the Committee as may occur before the next Annual General Meeting
8. Minutes of all resolutions and proceedings shall be kept by the Secretary
9. If a quorum is not present within half an hour of the convened meeting time, the meeting will lapse for want of quorum

## **10. ANNUAL GENERAL MEETING**

1. The Annual General Meeting shall be held during the month of February each year on a day to be determined by the Committee
2. The quorum shall consist of nine (9) members
3. The business of the Annual General Meeting shall include:
  - a) Confirmation of Minutes and matters arising
  - b) The President's Report
  - c) The Treasurer's Report
  - d) The election of officers and members of the Committee

## **ELECTION OF OFFICE BEARERS**

1. Nominations must be made either prior to the AGM, in writing to the Secretary, or at the AGM either verbally or in writing, to the Secretary
2. Nominations shall consist of proposer and seconder
3. If two or more members are nominated for the same position, then voting shall be conducted by secret ballot. In the event of a tied vote, the ballot is to be decided by the drawing of lots
4. Representatives of the Club at the Junior Domestic Association Meeting
5. Motion of notice AND
6. General Business

## **11. EXTRAORDINARY GENERAL MEETING**

1. An Extraordinary General Meeting may be called in one of the following ways:
  - i) By resolution
  - ii) By petition in writing to the Secretary by at least ten (10) members of the Club
  - iii) By the President or
  - iv) By resolution at a previous Annual General Meeting or Extraordinary General Meeting
2. The quorum shall consist of nine (9) members

## **12. CHAIRMAN OF GENERAL MEETING**

1. The President, or in their absence, the Vice President shall preside at the Annual General Meeting and at the Extraordinary General Meeting
2. In the absence of the President or the Vice President, the meeting shall elect any member of the Club to chair the meeting
3. The Chairman of any General Meeting shall have a casting vote as well as a deliberate vote

## **13. VOTES**

1. At every General Meeting a resolution put to the vote shall be decided by a secret ballot or show of hands
2. At all General Meetings each member shall only be entitled to vote if he is present at the time the vote is taken
3. At all General Meetings, each member shall be entitled to one vote
4. Social Members are entitled to one vote if present in any manner convenient to the Secretary

## **14. NOTICE OF MEETINGS**

1. Ten (10) days notice shall be given of the Annual General Meeting by letter or newsletter to all members
2. Fourteen (14) days notice shall be given of an Extraordinary General Meeting by notice displayed at the Club in a prominent place or by letters to members
3. Seven (7) days notice shall be given of a Committee Meeting in any manner convenient to the Secretary

## **15. MINUTES OF MEETINGS**

1. The Secretary, or in their absence another member, shall keep Minutes of all General Meetings and Committee Meetings
2. Minutes of all Meetings shall be open to inspection by any member at a time and place convenient to the Secretary

## **16. APPLICATION**

The Club shall be affiliated to the Werribee Basketball Association, but this shall not prohibit players with the ability to play in other competitions.

## **17. SUSPENSION AND EXPULSION**

1. Any member of the Club who fails to observe the Rules and Regulations of the Club or whose conduct, in the opinion of the Committee, is prejudicial to the interests of the Club or to Basketball, may be suspended or removed from membership of the Club by an absolute majority of the Committee at the meeting of the Committee called for that purpose
2. The member whom it is proposed to suspend or expel, may attend such meeting for the purpose of being heard and offering an explanation for their alleged conducts if they so desire
3. An appeal shall lie to the Extraordinary General Meeting which shall be called by the Committee at the request in writing to the Secretary by the member who has been suspended or expelled, within seven (7) days of the Committee's decision
4. Any member who is suspended or expelled shall not be entitled to any refund of subscription
5. On appeal from a decision of the Committee, the Extraordinary General Meeting may make such resolution as it may see fit to allow or disallow the appeal in whole or in part and may vary the decision of the Committee
6. Where a member is suspended, such member shall be deemed to be not a member during the period of suspension

## **18. RESIGNATION**

Any committee member who wishes to resign their position shall do so in writing by letter addressed to the Secretary

## **19. FINANCE**

1. The Committee shall cause true accounts to be kept of the monies received and expended
2. A Balance Sheet containing a summary of the assets and liabilities of the Club as at a date no greater than a week prior to the Annual General Meeting, together with a Statement of Profit and Loss for the preceding year shall be made out and submitted to the next Annual General Meeting

3. The Committee shall conduct its financial transactions through a bank or other financial institution
4. All cheques shall be signed by any two of the following
  - a) The President
  - b) The Secretary
  - c) The Treasurer
  - d) The Vice President
5. The accounts shall be opened for inspection by committee members upon giving reasonable notice to the Treasurer at a time and place convenient to the Treasurer

## **20. COMMON SEAL**

The Club should have and use a common seal (Flames logo) inscribed with the name of the Club which should be affixed to any document after authority has been given by the Committee.

## **21. DISSOLUTION**

1. The Club may at any time, with the consent of a majority of two-thirds of the members present at a General Meeting called for the purpose, be dissolved
2. If upon dissolution or winding up of the Club there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other Club or Institution having objects similar wholly or in part, to the objects of the Club and which shall prohibit the distribution of its or their income and property among its or their members, or to some charitable object or objects which Club, Institution or object shall be determined by the membership of the Club at or before the time of dissolution or winding up, or in default thereof or in-so-far as effect cannot be given to such determination, then such payment or distribution shall be determined by a judge at the Supreme Court

## **22. INSPECTION OF RULES**

The Rules shall be open for inspection by any member on request giving reasonable notice to the Secretary at a time and place convenient to the Secretary

## **23. ALTERATION OF RULES**

1. No alteration, addition or amendment of these Rules shall be made unless and until carried by a Resolution at a General Meeting called for such purpose by a majority of two-thirds of the committee members present
2. Notice of any proposed addition, alteration or amendment shall be given in accordance with the provision of Rule 13