

**Swan Districts Baseball Club Incorporated**

**Constitution 2015**

1. This body shall be called the “Swan Districts Baseball Club Inc”. Herein after, referred to as “the club”.
2. The objects of the club shall be:
  - a. The promotion, control and management of baseball and tee-ball in the district of the City of Swan.
  - b. The organisation of inter club matches through the governing body of Baseball WA, social and fundraising events, and ensuring that the costs of these activities incurred by the club are paid in a timely manner.
  - c. The management and regulation of all matches, including the conduct of players and members, complying with Baseball WA regulations, and the laws of the City of Swan and the State of Western Australia.
  - d. Completing the entire tasks incidental to the aforementioned activities.
3. The control and management of the club shall be vested by a committee, which shall be constitutional as follows:
  - a. The committee shall consist of a president, vice president{s}, treasurer, secretary and registrar (the executive committee) and at least 4 other members.
  - b. Each member gets one vote, except the president who has the casting vote.
  - c. All nominations for the executive committee and other committee positions can be announced at the AGM. All members are encouraged to give consideration to possible candidates prior to the AGM.
4. The executive committee has the power to:
  - a. Appoint new committee members to fill vacancies that where left vacant at the completion of the AGM, or vacancies arising from resignations.
  - b. To remove an official from office.
  - c. To bear and adjudicate any disputed clearances, within 14 days of the written advice.
5. The committee shall have complete control of the management of the club and shall have the power:
  - a. To appoint all sub-committees and boards to complete the duties of the said committee.
  - b. Where necessary, to appoint an expert not on the committee to assist with the duties.
  - c. To appoint the chairperson of the subcommittee or board:
    - i. This chairperson may be an existing committee member
    - ii. The chairperson shall report all activity of the sub-committee or board to the executive and general committee.

6. The executive and general committee has the following general powers:
  - a. To acquire any land, buildings or other assets for the purpose of advancing the game of baseball in the club's district.
  - b. To raise monies for the purpose of carrying on the affairs of the club by any of the following:
    - i. Public functions and entertainment
    - ii. Collection of funds from the public
    - iii. Player and general membership fees
    - iv. Loans against existing assets (last resort)
    - v. Sale of existing assets (last resort)
    - vi. Any other means, providing it is legal and ethical.
  - c. To affiliate with the governing body of baseball in Western Australia
  - d. To participate where possible in matches outside of the governing body of baseball in Western Australia.
  - e. To contract with the City of Swan to secure playing grounds.
  - f. To determine playing fees based on budgeted requirements and collect those fees in a timely manner.
  - g. To pursue means of recovering outstanding monies owed to the club in a reasonable and legal manner.
  - h. To take reasonable steps to meet all of the duties required to operate the club.
7. The income and assets of the club are to be utilised for the operation and promotion of the game of baseball within the club.
  - a. Including meeting the honorariums set out by the executive committee for the State League and AAA's coach on a year by year basis.
  - b. Including covering the flight costs of imported players (no more than 2), only if the viability of said action is agreed upon by the executive committee, based on the financial situation of the club in the given year.
  - c. Including offering host families a small honorarium, to be decided on by the executive committee, and only if this action does not place undue financial strain on the club.
  - d. See section 2.B.
8. The Annual General Meeting (AGM) will be held annually within four months of the close of the club's financial year.
9. The following business must be attended to at the AGM:
  - a. The minutes from the previous AGM are presented
  - b. Presentation and consideration of the season's financial report
  - c. A report of the club's activities by the President
  - d. Election of new executive and general committees, election of Patron
  - e. Nomination of life members to be called upon and presented, then voted on
    - i. Nomination to be received in writing (electronic or hard copy) at least 2 weeks prior to AGM for consideration by the committee.
  - f. Any other business deemed relevant or important by the President

10. AGM Voting rights:
  - a. The right to vote is held by:
    - i. Any outgoing executive and general committee member
    - ii. Any active, registered and fully financial player
    - iii. Any life member
    - iv. Any fully financial and registered non player
11. The executive and general committee shall meet at least monthly during the season and as often as deemed necessary by the executive committee off season.
12. Any special meeting may be called when deemed necessary by the president or any member of the committee, giving at least 2 days' notice in a communication that includes the nature of the meeting.
13. A "Quorum" shall comprise of:
  - a. General Meeting – at least one third of the active, financial members
  - b. Committee Meeting – at least two thirds of the executive committee and 2 others
  - c. Sub-Committee or Board Meeting – at least three members
14. The Constitution shall be reviewed at least four yearly and:
  - a. If change is required:
    - i. These changes should be presented to the executive committee for consideration and final approval.
    - ii. The adjusted constitution should then be submitted to the Department of Commerce for lodgement.
    - iii. The club will incur the cost of alterations and lodgement.
    - iv. The constitution will be made available upon request, any costs associated will be incurred by the requesting party (Outside of the committee).
15. The Club Seal
  - a. This shall be used in all official club communications
  - b. An electronic version will be held by the secretary, and distributed as required to other executive and general committee members.

## Duties of Officials

### 16. The President

- a. The President shall chair all meetings except for the AGM
- b. The President shall have a casting vote in the event of an equal result
- c. In the absence of the President, the Vice President may chair
- d. In the absence of the Vice President a chair can be elected from the executive committee
- e. In the event that a vote is required, the President may elect to cast a proxy vote through a chosen representative, or via electronic communications

### 17. The Secretary

- a. Shall take and maintain accurate minutes of all meetings
- b. Shall perform all necessary clerical duties required for the operation of the club
- c. Shall store all necessary electronic communications and minutes on behalf of the club
- d. Shall pass all existing hard (where appropriate) and electronic copies of the club's communications and minutes onto the newly elected secretary
- e. Shall have voting rights at all meetings and in relevant matters

### 18. The Treasurer

- a. Shall maintain accurate records of all incoming and outgoing monies relating to the official operation of the club
- b. Shall prepare and present monthly financial reports to in season committee meetings
- c. Shall collect monies due to the club and issue receipts where applicable
- d. Shall pay out monies owed by the club in a timely manner
- e. Shall prepare and present the club's yearly financial report at the AGM
- f. Shall pass along all hard and electronic copies of financial records to the newly elected treasurer
- g. Shall have voting rights at all meetings and in relevant matters

### 19. The Registrar

- a. Shall collect the registration forms, and ensure that each player who has submitted a form is registered on the appropriate data base
- b. Shall collect registration fees on behalf of the club, issue receipts to players, and pass the relevant information along to the treasurer of the club
- c. Shall arrange for the clearance of players to and from the club, ensuring that any monies owed to the club are collected prior to approval.
- d. Shall maintain the registration forms, and generate a player list, including contact details for future reference
- e. Shall have voting rights at all meetings and in relevant matters

20. The Coach

- a. Shall attend training sessions and actively ensure that players receive adequate skills training and development
- b. Shall represent the club in a dignified and honourable manner at all training sessions, scheduled games and functions
- c. Shall not bring the club or the game into disrepute
- d. Shall foster a team spirit amongst the players
- e. Shall have a say in the selection of imported players
- f. Shall select teams from the squad of players
- g. Shall identify and foster youth talent
- h. Shall within reasonable limits, discipline players (suspension of play)
- i. Shall have the right and responsibility to report breach of conduct by players and officials

21. The Auditor

- a. Will be nominated at the AGM
- b. Will avail themselves in a reasonable timeframe to examine and report on the validity of the financial records of the season
  - i. This may be done at the end of season, following the AGM within 2 months OR
  - ii. In several smaller reviews completed at intervals throughout the season

22. The Emergency Committee

- a. In the event of an emergency situation, the executive committee may make any necessary decisions without consulting the general committee, where it is not possible to assemble the complete committee in time