

# ILLAWARRA BILLIARDS AND SNOOKER ASSOCIATION INC

## CONSTITUTION

### ARTICLE 1

#### **Name**

The name of the Association shall be the Illawarra Billiards and Snooker Association Incorporated and shall hereinafter be referred to as the Association.

### ARTICLE 2

#### **Objects**

The objects of the Association shall be to promote, encourage and stimulate interest in the game of Billiards and particularly within the boundaries of the Association.

### ARTICLE 3

#### **Constitution**

The Association shall consist of Clubs and individual members affiliated with the Association until registration or expulsion and such other Clubs and individuals as may be from time to time admitted to membership.

### ARTICLE 4

#### **Boundaries**

The boundaries of the Association shall be in accordance with the Zoning Scheme of the Billiards and Snooker Association of New South Wales.

### ARTICLE 5

#### **Affiliation**

The Association shall be affiliated with the Billiards and Snooker Association of New South Wales.

Any Club or organization wishing to be recognized as an affiliate shall apply to the Committee for affiliation.

Application for affiliation shall be made in writing on a form approved by the Committee.

The Committee shall not be required to supply reasons for accepting or rejecting an application for affiliation.

Affiliates shall pay fees as determined by the Association at its' Annual General Meeting.

Each affiliate shall have the right to nominate, as a minimum of 1 up to a maximum of 3, of their registered competitive members, who must also be members of the Association, as delegates to the General meeting of the Association.

An affiliate may have its affiliation and right to nominate delegates removed by a decision of the Committee.

An affiliate that wishes to appeal a decision removing its affiliate may do so at the next General Meeting of the Association.

## ARTICLE 6

### **Interpretation**

1. Words importing the male gender include the female and neuter genders.
2. Words importing the singular include the plural and vice versa.
3. Words importing persons include: corporations, associations, bodies, organizations, societies and all other groups of persons.
4. ‘Month’ means calendar month.
5. ‘Notice’ includes any communication in writing and when sent through the post/fax or E.Mail, it shall be deemed to have been received when it would have been delivered in the normal course of post.
6. ‘In writing’ and ‘Written’ include printing, typing, lithography and other modes of reproducing words in a visible form.
7. A ‘Power’ is the right to take any step or to take any action, or make,fix or vary any existing rule or state of affairs.
8. ‘Billiards’ means all recognized games played on a billiard table.

## ARTICLE 7

### **Powers**

The powers of the Association shall be:-

1. To arrange and control interclub competitions, Illawarra Championships and/or any state, national or international Championships delegated to the Association.
2. To promote and/or conduct tournaments, exhibitions, interzone visits and like events and associated entertainment.
3. To make regulations and rules for the conducting of matches and fixtures,etc set out in sub-clauses 1 and 2 of the Article.
4. To set down dates and venues of the matches and fixtures, etc set out in sub-clauses 1 and 2 of this Article.
5. To purchase, accept and award trophies or donations in connection with any competition or like event conducted by the Association.
6. To control the funds of and confirm or disallow payments made by the Association.
7. To impose and collect subscriptions, fees, levies and other charges from bodies, clubs, institutions, associations and individuals. These amounts are to be proposed by the Committee in writing at least one month in advance of the Annual General Meeting and are to be ratified by the Annual General Meeting.
8. To accept donations.

9. To acquire, and otherwise deal with land, buildings, leases, interests or rights, both realty and personality, and to borrow, raise or lend money, with or without security, for the carrying out of this Constitution or for matter connected therein.
10. To call Annual General Meetings, General Meetings and any Special General Meetings of the Association.
11. To hear and adjudicate upon all appeals and protests relating to any competition or tournament either before or after the event.
12. To suspend, disqualify, reinstate or otherwise deal with any individual member or affiliated club (or member thereof ) for any breach of this Constitution or of the regulations or rules made hereunder. See also Article 19.
13. To approve and recognize the constitutionally elected Illawarra Billiards and Snooker Referees Association and give authorization to its activities. To appoint or terminate the appointment of Referees, Markers and Representative Team Selectors.
14. To appoint Trustees.
15. To appoint Auditors if necessary.
16. To nominate and appoint any person or sub-committee for such purposes and with such powers as may be deemed desirable.
17. To employ or hire on such terms and for such period as the Association thinks fit, any person or implement deemed necessary to achieve the Association's objects; and to pay to them and to other persons in return for services rendered to the Association, salaries, wages, gratuities and pensions.
18. To invest and deal with the surplus monies of the Association upon such securities and in such manner as may be from time to time determined, provided that not more than an amount equal to five hundred (500) times, the Competition Registration Fee shall be invested on any one item without the approval of a General Meeting.
19. To establish, acquire, print, publish or circulate, sell or otherwise deal with any publications on billiards.
20. To make recommendations to the incoming Committee and in particular to prepare a tentative timetable for the next competitive season and recommend general adoption of same, as well as handing over all material matter of the Association.
21. To interpret this Constitution.

## ARTICLE 8

### **Membership**

- 1 Membership is opened to all individuals who accept the objects and rules of the Association.
- 2 Individuals wishing to become members of the Association shall apply to the Committee for membership using an application form approved by the Committee.

- 3 The Committee shall determine whether or not to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership.
- 4 Members shall pay fees as are determined by the Association at a General Meeting. Fees may include a joining fee and an annual membership registration fee. Exceptions and concession rates of fees may also be set by the Association where appropriate.
- 5 A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member. Provision of noting the date of cessation of membership shall also be contained in the register.
- 6 Membership shall cease upon resignation, expulsion, failure to pay outstanding membership within (3) three months of the due date.
- 7 Membership as well as Affiliation fees shall fall due on Registration day of the Association. All playing fees shall be paid before commencement of the final series of each snooker and billiard season. The financial year of the Association shall run from July 1 to June 30.

## ARTICLE 9

### **Member's Liability**

The members of the association shall have no liability to contribute towards the payment of debts and liabilities of the Association costs, charges and expenses of the winding up of the Association except the amount of any unpaid fees.

## ARTICLE 10

### **Patron**

The Association may at a General Meeting appoint one or more Patrons of the Association for the term expiring at the next Annual General Meeting. A Patron need not be a member of the Association. A Patron shall be entitled to receive notice of and attend all meetings of the Association and of the Committee but shall not as such be entitled to vote. The privileges of membership shall be extended to every Patron if not a member of the Association or of a club affiliated within.

## ARTICLE 11

### **Life Membership**

1. Life membership shall generally be restricted to those whose Association activities extend for at least ten (10) years and who have been recommended by the Committee to an Annual General Meeting or election. Notwithstanding this, a person with outstanding service amounting to less than ten (10) years, and who is unanimously recommended by the Committee, shall also be eligible.

2. To have his name submitted to an Annual General Meeting. Any such recommendations to be included in written notice in business section for the Annual General Meeting.
3. Life members may be elected at each Annual General Meeting or a Special General Meeting called for such purpose with at least (14) fourteen days written notice be given to each affiliated Club and Committee Members.
4. Names of Nominees for Life Membership shall be submitted in writing at a Committee meeting. Should a majority of at least three-fourths (75%) of those attending and eligible to vote at the Committee meeting approve, the name or names shall be submitted to the next Annual General Meeting.
5. Not more than two (2) Life members shall be elected at any one Annual General Meeting, a three-fourths (75%) majority being required to elect a Life Member.
6. A history of the service of the nominee shall accompany the written nomination which should be signed by at least two (2) accredited delegates.
7. Life members shall be entitled to attend and to vote at all General Meetings and shall not be obliged to pay any registration or affiliation fees only. Registration and Affiliation fees do not include Tournaments, playing fees or any other individual competitions.
8. Life members are entitled (after meeting any eligibility criteria) to enter tournaments irrespective of their participation in the Illawarra Interclub Competition. They must, however, pay any relevant entry fee.
9. It is hereby declared that the existing Life members shall continue to be Life members in accordance with these present rules

## ARTICLE 12

### **Officers**

The management of the Association shall be vested in a Management Committee consisting of the Office Bearers (Officers) and three (3) other Committee persons.

The management Committee shall hereinafter referred to as the Committee

There shall be a President, a Vice President, A Junior Vice President, a Secretary, Assistant Secretaries (if necessary), a Treasurer, a Recorder and a Publicity Officer.

All Officers shall be appointed annually at the Annual General Meeting and shall hold office until the conclusion of the next Annual General Meeting.

Affiliated individual members, accredited delegates of affiliated clubs and the current Committee shall be eligible for appointment as Officers or members of the Committee.

## ARTICLE 13

### **Duties of Officers**

#### **1. President**

The President shall preside as Chairman at all General meetings and Committee Meetings, but if he is not present within fifteen (15) minutes after the time appointed to start the meeting, or is unwilling to act, the Vice President shall be Chairman of the meeting. Should the Vice President also be absent or unwilling to act, then the members present shall elect one of their number to be Chairman of the meeting, a simple majority sufficing.

#### **2. Vice President**

The Vice President shall respectively discharge such duties as the President shall request or the Committee shall determine.

#### **3 Junior Vice President**

Perform such other Duties as the President or Committee for the time being and from time to time shall request or determine.

#### **4 Secretary**

(a) Receive and conduct the general correspondence of the Association subject to the directions of the Committee.

(b) Record and duly enter in the proper minute book minutes of all meetings of the Committee and of the Association and duly present such minutes for discussion and adoption.

(c) Maintain on hand a sufficient number of copies of the Constitution of the Association and all variations of the same.

(d) Furnish to the Committee all such reports on matters within his knowledge as are necessary to keep the Committee fully informed of the Affairs and business of the Association.

(e) Duly convene all meetings of the Committee and the Association provided for by this Constitution.

(f) Perform such other duties as the Committee shall for the time being and from time to time reasonably require.

#### **5 Games Secretary**

(a) To be responsible for the organization and running of Snooker and Billiards Competitions under the banner of the Association.

(b) To be responsible for the organization and running of all Competition, Tournaments and Championships held under the banner of the Association.

(c) To organize Referees and Markers as required for general competition matches, Tournaments and Championships under the banner of the Association.

(d) To prepare a calendar of events for the calendar year.

- (e) To obtain such information as is necessary from the Recorder to enable the organization of aforesaid competitions etc.
- (f) To supply Competition, Tournament Championship draws and details to participating Clubs and venues and to notify players where necessary with a minimum of 1 week prior to the commencement of play in said Competition, Tournament or Championship.
- (g) Perform other duties as the President or Committee for the time being and from time to time shall request or determine.

## **6 Recorder**

- (a) To assist the Games Secretary in the organization of Competitions, Tournaments and Championships.
- (b) To record game results and keep records of all competitions, Tournaments and Championships matches played under the banner of the Association, on the equipment supplied by the Association.
- (c) To supply weekly results to the media, clubs, officials and other interested bodies.
- (d) To bring to the attention of the Association the gradings of all Players within the Competitions, Tournaments and Championships.
- (e) To collect all results on the night of play and collate the information so that accurate media releases may be made consistently at the end of each week.
- (f) To keep record of all players by means of a registration number playing in the current and past competitions so that past and present players may be kept track of.
- (g) Perform such other duties as the President or Committee for the time being and from time to time shall request or determine.
- (h) All work performed by the Recorder, in relation to records, memoranda or development of computer programs shall remain the property of the Association, regardless of time, effort or monetary expenditure.

## **7 Treasurer**

The Treasurer shall:-

- (a) Receive all monies for the Association and issue proper receipts for the same.
- (b) Keep proper records of the receipts, disbursements, assets and liabilities of the Association.
- (c) Satisfy himself of the correctness of all accounts presented for payment and report accordingly to the Committee before such accounts are passed for payment.
- (d) Present to each regular meeting of the Committee a Financial Report showing the receipts and disbursements of the Association since the last such meeting, accounts due for payment, monies outstanding due to the Association and such other matters, if any, as shall be proper for consideration.
- (e) Present to each Annual General Meeting a report covering the financial business of the Association during the financial year preceding such meeting, a duly audited

balance sheet for such financial year and such other accounts, if any, as he shall deem proper or the Committee shall have directed.

## **8 Committee Members**

Perform such other duties regarding the financial business of the Association as the Committee shall for the time being and from time to time reasonably require.

## ARTICLE 14

### **Election of Officers and Committee**

Nominations for the election of all Officers and Committeemen must be made in writing and be signed by two (2) of the following; current Committee members, affiliated individual members or accredited delegates of affiliated clubs. Nominations must be in the hands of the Secretary one (1) month in advance of the Annual General Meeting. The names and consent of the nominees endorsed, their nominators and the portfolios concerned must be clearly indicated.

1. If the number of written nominations is less than the number of positions to be filled then the persons so nominated shall if duly qualified, be elected and declared accordingly. At this point, the Chairman of the Annual General Meeting shall be entitled to call for and receive verbal nominations (with consent of the nominee ) for the vacancies still to be filled.
2. If the number of written nominations is greater than the number of positions to be filled, or if the number of verbal nominations as aforesaid is greater than the number of positions to be filled, then in either of such cases an election by ballot shall be taken.
3. If the number of written nominations or of written nominations cum verbal nominations is equal to the number of positions to be filled, the Chairman shall declare those so nominated duly elected.
4. If the number of nominations both written and verbal is less than the number of positions to be filled, the persons so nominated shall if duly qualified be declared to have been elected and the remainder of the vacancies shall be filled by the Committee so elected.
5. Notwithstanding any vacancy in the Committee, the remaining members thereof may continue to act.

## ARTICLE 15

### **Meetings**

All meeting shall be held at a time and a place to be decided by the Committee.

1. There shall be an Annual General Meeting of the Association in every calendar year being not later than the last day of December in each year.
2. There shall be a General Meeting of the Association at least once every six (6) calendar months.



3. (a) The Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit provided the the Secretary convene at least one Committee meeting on an alternate basis to the General Meetings referred to in section 2 of this Article.

(b) The President or any two (2) Committeemen may require the Secretary to convene a Committee meeting at any time by giving at least seven (7) clear days notice in writing to each member of the Committee and should the Secretary omit to comply with such requirement the President or such Committeemen may themselves convene such meeting on the like notice.

4 (a)The Committee may whenever it thinks fit require the Secretary to convene a Special General Meeting and it shall on the requisition of the President or of not less than fifteen (15) persons eligible to vote in accordance with Article 16 require the Secretary forthwith to proceed to convene a Special General Meeting. Should the Secretary omit to comply within seven (7) days with such requirement the President and failing him the requisitionists may convene such Special General Meeting.

(b) At least fourteen (14) days notice stating the business of the Meeting shall be given to each affiliated club, individual member, officer and Committeemen. Business to be confined to that appearing on the notice

4 (a) It shall be the duty of the Chairman to preserve order and endeavor to conduct all business before the meeting with due decorum, and to a speedy and proper result.

(b) No discussion shall take place except through the Chair and/or on a motion or amendment moved and seconded, and put in writing, if so demanded by the Chairman.

## ARTICLE 16

### **Quorums**

1. At General Meetings a Quorum shall consist of ten (10) persons eligible to vote.

2. At Committee meetings a quorum shall consist of more than fifty per cent (50%)of the Committee.

3. In the event of there not being a Quorum present within thirty (30) minutes after the time appointed for the meeting the same shall stand adjourned for such time and place as the President or failing him, the persons present shall determine. If at such adjourned meeting the Quorum is not present, then the meeting shall lapse.

## ARTICLE 17

### **Eligibility and Method of Voting**

1. At all General Meetings:-

(a) Each affiliated club shall be entitled to be represented by not more than ten per cent (10%) of their registered competitive members, each of whom shall be entitled to one (1) vote, providing they are a financial member of the Association and present at the meeting in person.

(b) Each member of the Committee shall be entitled to one (1) vote with the Chairman having a second or casting vote if necessary.

(c) An individual member shall be entitled to attend all General Meetings, but shall not be entitled to vote, provided that where such member has proposed or seconded a motion he shall have the right of one (1) vote in order to support that motion.

2. At Committee Meetings voting shall be decided by a simple majority with the Chairman having a second or casting vote if necessary.

## ARTICLE 18

### **Vacancies**

The position of an Officer or Committeeman shall ipsofacto be vacated

(a) If by notice in writing to the Committee he resigns his Office.

(b) If he is removed from Office by a three-fourths (75%) majority vote of Committee

(c) If he absents himself from three (3) consecutive Committee meetings without leave of absence.

## ARTICLE 19

### **Filling Vacancies**

Any vacancy on the Committee may be filled by the Committee and the person or persons so appointed shall hold Office until the conclusion of the next Annual General Meeting, or until his Office is deemed vacant whichever is the earlier.

## ARTICLE 20

### **Suspension or disqualification**

If after enquiry the Committee shall be of the opinion that the alleged conduct of any individual member of affiliated club (or member thereof) is likely to be injurious to or is undesirable in the interests or welfare of the Association, such person or club shall be afforded an opportunity of being heard in his own defense, and if the Committee by a majority is not satisfied with any resultant explanation or if no explanation is forthcoming, the Committee may reprimand, suspend or disqualify the offending party. The decision of the Committee shall be final and shall be binding unless revoked by the Billiards and Snooker Association of New South Wales.

## ARTICLE 21

### **Winding Up**

The Association may be wound up at a general Meeting convened for that purpose provided that three-fourths (75%) of those present and entitled to vote elect to dissolve the Association. Should this occur, any surplus funds and property of the Association shall pass to the Billiards and Snooker Association of New South Wales to be held by it in trust for the first Billiards and Snooker Association to be

subsequently formed in the Illawarra District, provided that such Association shall have a registered playing strength of at least one hundred (100) persons.

## ARTICLE 22

### **Miscellaneous**

The common seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the common seal shall be witnessed by the signatures of (2) two members of the Committee. The record books and other documents of the Association shall be made available for inspection, free of charge to a member upon his giving the Secretary or Treasurer, as the case may be, at least (14) fourteen days written notice.

## ARTICLE 23

### **Alterations and Amendments**

No amendments shall be made to this Constitution except at an Annual General Meeting or at a General meeting convened for that purpose and then only with the approval of three-fourths (75%) of those present and entitled to vote. Notice and particulars of any proposed amendment must be given in writing to the Association at least one (1) month in advance of the proposed General Meeting in order that Clubs and Members may be circulated.

## **AMENDMENTS**

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