

# Northern Tasmanian Billiards & Snooker Association Inc

## Constitution

### **1 TITLE**

The official title of the Association shall be Northern Tasmanian Billiards & Snooker Association Inc

And shall be herein afterwards referred to as the Association.

### **2 AIMS AND OBJECTIVES**

To promote, encourage, control and advance the game of Billiards and Snooker in Northern Tasmania.

### **3 NOT FOR PROFIT CLAUSE**

The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fida compensation for services rendered or expenses incurred on behalf of the organisation.

### **3 CONTROL**

Control and Management of the Association shall be vested in its appointed officials who will administer all business connected with the Association.

### **4 MEMBERSHIP**

4.1 Membership shall be open to any person who wishes to further the interests of the Association

4.2 Any person seeking membership shall make application to the Association and the committee will determine whether the application is successful or not. Applications denied membership shall be advised in writing.

4.3 Each Person admitted to membership shall be;

4.3.1 bound by the Constitution and By-Laws of the Association.

4.3.2 Come liable for such fees and subscriptions as may be fixed by the Association.

4.3.3 Entitled to all advantages and privileges of membership.

4.4 Members

4.4.1 Ordinary Member

Any person who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association.

4.4.2 Junior Member

Any person under the age of 18 years may become a Junior Member. Such shall have no voting rights nor be entitled to hold any office.

4.4.3 Life Membership

Any member who has given outstanding service to the Association may be elected by the Annual General Meeting as a Life Member by a majority decision. Any member put forward for Life Membership must be sent to the Association Secretary 14 days prior to the Annual General Meeting date.

Once granted Life Membership a Life Member will be entitled to all the privileges of membership without paying any annual fees, entry fees or other special fees as determined by the Association.

#### 4.4.4 Patron

The Annual General Meeting may, at its discretion elect a Patron/s or Vice Patron/s of the Association for the term expiring at the following Annual General Meeting. Such Patron/s or Vice Patron/s shall not be eligible to vote unless they are current financial members of the Association under another category of membership.

### 5 Termination of Membership:

5.1 Any person's membership may be terminated by the following events.

5.1.1 Resignation.

5.1.2 False or inaccurate statements made in the member's application for membership of the Association, breach of any rule, regulation or By-Law of the Association or commit any act detrimental to the Association.

5.2 The Committee shall have the power to suspend or expel any member of the Association for any of the events in item 5.1 above

5.3 Any member who is expelled, suspended or has their membership terminated shall have the right to appeal against their suspension or expulsion, such appeal shall be in writing addressed to the Association Secretary within 14 days of notification of suspension or expulsion

### 6 Committee

6.1 Management of the Association shall be vested in the committee elected by the Annual General Meeting and consisting of:

6.1.1 President

6.1.2 Vice President

6.1.3 Secretary

6.1.4 Treasurer

The above four will be referred to as the Executive Committee.

6.1.5 6 General Committee Persons

6.2 A quorum at all committee meetings shall be half of the committee

6.3 Prospective candidates for positions of the Associations Committee shall advise the Secretary no later than 14 days prior to the date fixed for the Annual General Meeting. Such advice shall be in written form stating the position for which the candidate is applying.

All Candidates must be nominated and signed by a financial member of the Association and seconded and signed by a financial member of the Association along with the Candidates signature for position nominated.

In the case of there being no written applications for any vacant positions, applications shall be accepted on and from those present at the Annual General Meeting.

In the case of there being only one candidate applying for a vacant position, nominations can be taken on and from those present at the Annual General Meeting.

No person will be allowed to fill more than one position on the Committee.

7 Powers of the Committee

7.1 The Management Committee shall carry out the day to day running of the Association and shall have the power to:

7.1.1 administer the finances, appoint bankers 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;

7.1.2 fix the manner in which such banking accounts shall be operated upon, providing all payments are passed by the committee;

7.1.3 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;

7.1.4 adjudicate on all matters brought before it which in any way affect the Association;

7.1.5 cause minutes to be made of all proceedings at meetings of the committee and General Meetings of members;

7.1.6 make, amend and rescind rulings and By-Laws;

7.1.7 have the power to form and appoint any sub-committee/s as required for specific purposes;

7.1.8 should a vacancy occur on the Committee during the year, the Committee shall appoint a successor until the next annual General Meeting

8 POWERS OF THE EXECUTIVE COMMITTEE

In the event of an urgent matter arising, which needs immediate action the Executive Committee will act on a majority decision and report such action to the next Committee meeting for ratification.

DUTIES OF THE EXECUTIVE COMMITTEE

**PRESIDENT:**

1. Shall preside at all meetings of the Association, including Committee and Sub-Committee meetings.
2. To ensure that the Association's business is conducted in accordance with the Constitution, By-Laws and Committee and Members directives.

**VICE PRESIDENT:** In the event of the absence of the President, shall preside over any meeting and have the same powers as the President had been present.

**NOTE:** In the event of the absence of both President and Vice-President (from a meeting) a member of the General Committee shall be elected, from among themselves and shall chair the meeting.

**SECRETARY:**

1. Shall be responsible for convening all meetings and correctly record all minutes of the meeting.
2. Shall receive all correspondence in the name of the Association and deal with same in accordance with directions given by the Committee.
3. Shall attend to all clerical duties of the Association.

**TREASURER:**

1. Shall be responsible for the receipt of all monies due to the Association and deposit same, within fourteen (14) days, in such bank as approved by the Committee.
2. Shall correctly keep books and accounts of all monies received and issue receipts for same and the Association will only acknowledge such receipts as are issued by the Treasurer.
3. All accounts (as authorised by Committee) are to be paid by cheque and such cheques must be signed by the Treasurer plus one (1) other of the two (2) Executive Officers authorised by the Committee to do so.
4. Shall cause to have a report of all financial matters at each Committee meeting and full financial report with Auditors statement for Annual general meeting.
5. Shall at least once in each financial year of the Association, cause to have the financial accounts audited.

**9      GENERAL MEETINGS:**

9.1.1 The Annual General Meeting of the Association must be held within three months of the Associations Financial Year.

9.1.2 The Secretary shall at least give 14 days notice of the date, time and place of the Annual General Meeting to Members

9.1.3 All Financial Members may attend the Annual General Meeting

9.1.4 The quorum at the Annual General Meeting shall be a minimum of ten percent of the Financial Members of the Association. 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 stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

9.1.5 The Agenda for the Annual General Meeting will be:

- Opening of Meeting
- Apologies
- Confirm previous AGM Minutes and Business arising from such minutes
- Receive President's report
- Receive Treasurers report and Auditors report
- Election of Committee: President, Vice President, Secretary, Treasurer and six committee persons
- Appointment of Auditor
- To determine the remuneration of servants of the Association
- Notices of Motions received (must be received by the Secretary 14 days prior to the AGM)
- General Business as that as been properly submitted (must be received by the Secretary 14 days prior to the AGM)
- Close of Meeting

## 9.2 Special General Meetings

- 9.2.1 Special General Meetings may be called by the Committee or at the request of the President and Secretary or on the written request of 10 percent of the Financial Members of the Association.
- 9.2.2 The Secretary shall give at least seven days notice of the date, time and place of the Special General Meeting to the members by the way of insertion in the local newspaper. Notice of Special General Meetings shall set out clearly the business for which the Meeting has been called. No other business shall be dealt with at the Special General Meeting.
- 9.2.3 The quorum at the Special General Meeting shall be a minimum of 10 percent of financial members.

## 9.3 Committee Meetings

The Committee will hold at least 10 meetings a year and these 10 meetings are to be held on a monthly basis (not including the Annual General Meeting or any Special General Meeting) during the Associations financial year and on other occasions deemed necessary from time to time.

## 9.4 Meetings by Phone / Fax / Email

Where necessary meetings / decisions can be made by phone / fax / email, this kind of meeting will be conducted by the Secretary or President who will correctly note all business conducted, the time and vote if taken of the business conducted.

The business conducted will be tabled at the next General Committee Meeting

# 10 VOTING

- 10.1 Voting at the Annual General Meeting and all Special General Meetings shall be one (1) vote per financial member present  
In the event of a tied motion, the motion will be deemed defeated.
- 10.2 All voting on motions shall be by show of hands unless otherwise specified by chairperson. A declaration by the chairperson that a resolution has been carried, or carried unanimously or carried by a particular majority, or lost and 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.
- 10.3 Voting Powers at Committee meetings  
Each Individual committee member present shall have one (1) vote  
The President shall be entitled to a casting vote only in the event of a tie
- 10.4 Voting Powers at Executive meetings  
Each Individual committee member present shall have one (1) vote  
In the event of a tied motion, the motion will be deemed defeated

## **11 AMENDMENTS TO THE CONSTITUTION**

The Constitution can only be altered at:

- a) An Annual General Meeting; or
- b) A Special General Meeting.

Such notice of request to alter the Constitution must be in writing, signed by two (2) or more requisitions.

This written notice must be in the hands of the Secretary at least fourteen (14) days prior to said Annual or Special General Meeting.

Any motion to alter the Constitution must be passed by at least three (3) quarters of the members present who are eligible to vote.

## **12 ALTERATIONS TO BY-LAWS**

The By-Laws of the Association can only be made or altered at General Committee Meetings provided notice of the proposed alteration/s has been duly notified to committee members

## **13 FINANCIAL YEAR**

The financial year of the Association is the period beginning 1<sup>st</sup> January and ending 31<sup>st</sup> December in each year.

## **14 NON-PROFIT**

The assets and income of the Association shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

## **15 WINDING-UP**

In the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, not exceeding \$2.00 per member, shall transfer to any organization which has similar objects and which is exempt from income tax.