

THE HENLEY AND GRANGE BASEBALL CLUB INCORPORATED

Constitution (updated June 2016)

1. RULES
2. REGULATIONS
3. BY-LAWS
4. CODE OF CONDUCT
5. HARASSMENT POLICY

CONSTITUTION (RULES), REGULATIONS AND BY-LAWS OF THE HENLEY AND GRANGE BASEBALL CLUB INC.

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1. RULES

Rule 1 NAME AND COLOURS

- 1.1 The name of the Club shall be “The Henley and Grange Baseball Club Incorporated”, referred to here and after as the “Club”.
- 1.2 The Club will be known as ”The Henley and Grange Rams”
- 1.3 The Club’s colors shall be any combination of Maroon, White, Gold and Grey as determined by the Executive Committee.
- 1.4 The Club uniform will be as laid down in the Regulations

Rule 2 OBJECTIVES, PURPOSE AND POWERS:

The objectives and purpose of the Club are:

- 2.1 To promote and encourage the games of Baseball and T-Ball and to encourage the principle of fellowship among its members.
- 2.2 To promote and support the Club’s Mission Statement as contained in the Club’s Business Plan.
- 2.3 To engage in competition Baseball.
- 2.4 To register new members.

- 2.5 To raise monies, conduct social activities and obtain sponsorship to allow the purchase of equipment and to engage in such other activities considered necessary to promote the interests of the Club.
- 2.6 To ensure proper management of Club finances.
- 2.6 To employ and remunerate suitably qualified persons as may be necessary for the purpose of carrying out any of the objectives of the Club.
- 2.7 To do all acts, matters and things that are or may be incidental to the foregoing objects or any of them and it is hereby declared that it is the intention of the Club that the objects specified in each of the paragraphs of the rule shall (except where otherwise expressed in a paragraph) be construed in the most liberal way and not be limited or restricted by reference to or inference from the terms of the first or any paragraph or the name of the Club.

Rule 3 STATEMENT OF AFFILIATION, REGULATIONS AND BY-LAWS:

- 3.1 The Club will affiliate with and follow and be governed by the rules and regulations as enunciated and decreed by BaseballSA from time to time.
- 3.2 The Club may affiliate with other associations, as it deems necessary for the purpose of carrying out its aims and objectives.
- 3.3 The Club may accept affiliation from other associations or Committees with similar aims or objectives and allow these associations or Committees to have representation on such sub-committees as it sees fit.
- 3.4 The Club may appoint such delegates, as it deems necessary to represent it on any committee of any associations with which the Club is affiliated or any association, which is an affiliate of the Club.
- 3.5 The Club may establish Regulations for the proper working of the Club provided they are not in conflict with the Rules stated in this Constitution.
- 3.6 The Club may establish By-Laws governing competition as long as said By-Laws are not in conflict with Rules as are promulgated by either the BaseballSA or the Australian Baseball Federation Inc. or committees of those Associations.

Rule 4 MEMBERSHIP AND SEASON

- 4.1 Membership of the Club shall be open to all persons who agree to uphold the objectives of the Club and who are registered with the Club with the sanction of the Executive Committee.
- 4.2 Subject to sub-rules 4.5 and 6.5, membership will be on an annual basis for a period of 12 months from the first day of October in each year.
- 4.3 All financial members have full rights and obligations of membership of the Club as detailed in these Rules, Regulations or By-Laws unless otherwise indicated in these rules.

- 4.4 Membership applications must be made to the Club via methods approved by the Executive Committee.
- 4.5 Categories of Membership:
- 4.5. a Playing members
- (i) Senior Playing Member - have full membership rights.
 - (ii) Junior Playing Member - have full membership rights of a Senior Playing Member. Junior Playing Members may grant their voting rights to a parent/guardian. Proxy members must be over the age of 18. In this paragraph "Junior" means a player who is under 18 years of age at 1st January in the season of membership.
- 4.5. b Associate members - have full membership rights except for playing rights. Associate members must be adults according to the laws of Her Majesty's Government of South Australia.
- 4.5. c Honorary members
- (i) The players of any other club affiliated with BaseballSA who visit the Club on any day for the purpose of playing baseball against the Club shall be honorary members of the Club for that day.
 - (ii) The officials of a Club referred to in sub-paragraph (i) hereof provided that the maximum number of such officials shall not exceed ten (10) shall be honorary members of the Club for that day.
 - (iii) The Executive Committee and/or President shall have the power to elect as honorary members for any period not exceeding one month any person who is a member of an interstate Baseball Club which is visiting Adelaide.
- 4.5. d Honorary members shall have full membership rights save and except as follows:
- (a) they shall not be eligible to be elected as members of the Executive Committee
 - (b) they shall not be entitled to vote on any issue
 - (c) they shall not be entitled to receive any notice required to be given to members with full membership rights
 - (d) they shall not be entitled to introduce visitors.
 - (e) Honorary members shall not be liable to pay any subscription.
- 4.6 Life Members – As previously nominated and successfully voted for subject to Rule 11.
- 4.7 The category of any person's membership will be determined by the Executive Committee. Where dual membership categories apply, a single category of any person's membership will be determined by the Executive Committee subject to the proviso that the member will not be disadvantaged by that determination.

Rule 5

OFFICERS, TERM OF OFFICE AND FILLING OF VACANT OFFICES:

5.1 The Management Committee of the Club will consist of thirteen (13) members. Within the Management Committee the positions of President, Secretary, Treasurer, Junior Coordinator and Senior Coordinator will fill the five (5) positions on the Executive Committee.

5.2 Titles of Officers :

ELECTED MANAGEMENT COMMITTEE OFFICERS	Number of Officers
* President	1
* Secretary	1
* Treasurer	1
* Junior Coordinator	1
* Senior Coordinator	1
T-Ball Coordinator	1
Grants & Sponsor Coordinator	1
Events & Fundraising Coordinator	1
Website & Social Media Coordinator	1
Grounds Coordinator	1
Equipment Coordinator	1
Uniforms & Merchandise Coordinator	1
Player Liaison Officer	1
ELECTED OFFICER	Number of Officers
Auditors	2
APPOINTED OFFICERS	Number of Officers
Patron	1
Vice-Presidents	No limit
Junior Coaching Co-ordinator	1
Team Officials	No limit

- **Indicates automatic member of Executive Committee.**

5.3 Regulations may be made setting out duties for each Office of the Club.

5.4 All Appointed Officers shall be vacated at the first Executive Committee meeting following the Annual General Meeting at which meeting or a subsequent meeting the Appointed Officers for the ensuing twelve months shall be appointed by the Executive Committee.

5.5 The Elected Officers which form the Management Committee shall be vacated every two years at the appropriate Annual General Meeting subject to the following rules:

- (i) the offices of President, Treasurer, Senior Coordinator, Grants & Sponsorship Coordinator, Website & Social Media Coordinator, Equipment Coordinator and Player Liaison Officer will be vacated at an Annual General Meeting held in an odd numbered year and all other offices which form the Management Committee Meeting held in an even numbered year.
- (ii) Where a vacancy exists for and Elected Office or where an appointment has been made to any Elected Office in accordance with sub-rules 5.6 and 5.13 below and that offices is not due to be filled by election until the Annual General Meeting subsequent to the Annual General Meeting following the occurrence of the said vacancy or appointment, such Elected Office will be filled by election by simple majority for a twelve month period from the first available Annual General Meeting subsequent to the occurrence of the said vacancy or appointment.

- 5.6 All Officers are eligible for re-election or re-appointment.
- 5.7 Nominations for Vacant Elected Offices to be filled at the Annual General Meeting must be in writing and in the hands of the Secretary prior to the commencement of elections. Where there are not enough nominations in writing to fill the number of vacant Elected Offices those persons who have nominated orally will be elected to those Offices. The Executive Committee shall have the power to appoint members to any then vacant Elected Offices at its meeting following the Annual General Meeting or a subsequent meeting, but in accordance with sub-rule 5.4, the Office will only be filled until the next Annual General Meeting and shall be ratified by such meeting.
- 5.8 Nominations for Vacant Appointed Offices appointed by Executive Committee must be in writing and in the hands of the Secretary on or prior to the Annual General Meeting.
- 5.9 Subject to sub-rule 5.9 candidates for election or appointment to Offices other than Patron or Vice-President, must be financial members of the Club at the time of the election or appointment.
- 5.10 Where a person desirous of filling an Office indicates an intention to become a member, that person may fill a vacant Office. Any person filling an Office in such circumstances must take all necessary steps to become a financial member within twenty-one days of the election or appointment or the election or appointment shall lapse.
- 5.11 The Management Committee may create such other Offices and take action to appoint persons to fill them as it sees fit. Any such Office shall cease to exist on the date of the ensuing Annual General Meeting.
- 5.12 Any person may at the pleasure of the Annual General Meeting occupy more than one Office or where an appointment is being made by the Executive Committee or a Special General Meeting, at the pleasure of the Executive Committee or Special General Meeting as appropriate.
- 5.13 Elected or Appointed Officers may be removed at the Annual General Meeting or by a Special General Meeting called for that purpose on the carrying of a motion to that effect. Such motion must be submitted together with the demand of the Special General Meeting via Rule 9. Appointed Officers may also be removed by a resolution of the Executive Committee.
- 5.14 Any "Elected" Officer vacated between consecutive Annual General Meetings may be filled either by the Executive Committee or at a Special General Meeting called for that purpose. All appointments under this sub-rule to "Elected" offices made by the Executive Committee shall be ratified at the subsequent Annual General Meeting.
- 5.15 Any extraordinary vacancy for an "Appointed" office shall be re-filled by the Executive Committee until it is vacated under sub-rule 5.3.
- 5.16 Any office bearer granted a clearance to another Club shall not forfeit his membership but shall forfeit his seat on the Executive Committee or any sub-committee of the Club.

Rule 6 MANAGEMENT COMMITTEE

- 6.1 The Management Committee shall consist of thirteen (13) members.

- 6.2 The members shall be the President, Secretary, Treasurer, Senior Coordinator, Junior Coordinator, T-Ball Coordinator, Grants & Sponsorship Coordinator, Events & Fundraising Coordinator, Website & Social Media Coordinator, Grounds Coordinator, Equipment Coordinator, Uniform & Merchandise Coordinator and Player Liaison Officer, one of the members shall be appointed Vice-President.
- 6.3 The Management Committee shall endeavor to meet at least once monthly.
- 6.4 The Management Committee shall be responsible for the administration of the Club and control all matters concerning the Club.
- 6.5 The Management Committee shall be empowered to reprimand, fine, suspend or expel any member who in the opinion of the Committee has acted against the best interests of the Club.
- 6.6 The Management Committee shall make such payments from the funds of the Club as are from time to time necessary for the functioning of the Club and shall authorize all purchases by or on behalf of the Club.
- 6.7 If any Officer of the Management Committee is absent from two consecutive meetings without an apology prior to those meetings or feasible excuses acceptable to the Management Committee, the Office shall be automatically vacated and the vacancy filled in accordance with sub-rule 5.14.
- 6.8 All resignations by Elected Officers on the Management Committee shall be submitted in writing to the Secretary and tabled at the next Management Committee meeting for consideration.

Rule 7 EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of five (5) members.
- 7.2 The members shall be the President, Secretary, Treasurer, Senior Coordinator and Junior Coordinator.
- 7.3 The Executive Committee shall be responsible for all decisions to spend amounts greater than \$1000. Decision of this nature must be made after a vote has been held and a majority of the Executive Committee is in agreement.
- 7.5 The Executive Committee may be required from time to time, make decisions on behalf of the Management Committee where a quorum of the Management Committee was not possible due to time constraints.
- 7.5 Decisions made by the Executive Committee must be discussed at the next meeting of the Management Committee.

Rule 8 THE ANNUAL GENERAL MEETING

- 8.1 The Annual General Meeting shall be held annually before the BaseballSA's Annual General Meeting at a time and place decided by the Management Committee.

- 8.2 Notice of the annual general meeting is required to be given to all financial members and office bearers not less than twenty-one (21) days prior to date of the proposed meeting. Email, website and social media are all considered accepted forms of communication.
- 8.3 Every office bearer and member shall be provided with a copy of the agenda of such a meeting.
- 8.4 The President shall chair the Annual General Meeting of the Club. If the President is absent the financial voting members present shall appoint one of their numbers to chair the meeting.
- 8.5 Regulations may be made detailing what the order of business of the Annual General Meeting shall be.

Rule 9 SPECIAL GENERAL MEETING

- 9.1 A Special General Meeting shall be called by the Secretary within ten days of the receipt of a demand stating the purpose of such meeting and giving the motions, which the persons desiring the meeting intend to put.
- 9.2 Notice of the special general meeting is required to be given to all financial members not less than twenty-one (21) days prior to date of the proposed meeting. Email, website and social media are all considered accepted forms of communication.
- 9.3 Any request for a Special General Meeting shall be signed by ten (10) financial members (to be financial both at the date of the demand and the Special General Meeting) OR signed by a quorum of the Executive Committee.
- 9.4 All persons signing such demands shall be in attendance or the Chairperson shall declare the motion for which the meeting was called invalid.
- 9.5 The Chairperson or in his absence, the President shall chair a Special General Meeting of the Club provided that if both the Chairperson and President are absent the financial voting members present shall appoint one of their number to chair the meeting.

Rule 10 VOTING AND QUORUMS

- 10.1 At the Annual General Meeting and at a Special General Meeting, each financial member over the age of 18 years at the date of the meeting and present at the meeting shall be entitled to one vote by show of hands or poll, subject to sub-rule 10.4. The decision as to whether there shall be a vote by show of hands or poll shall be taken by the meeting.
- 10.2 At a Management Committee meeting, each officer of the Management Committee shall be entitled to one vote by show of hands, subject to sub-rule 9.4.
- 10.3 At any meeting of the Club, the person chairing such meeting shall have a casting vote only.
- 10.4 All decisions, elections, appointments and questions at all meetings of the Club shall be resolved by a simple majority except as otherwise provided in this Constitution.
- 10.5 The quorum for an Annual General Meeting or Special General Meeting is twenty (20) eligible voting members.

- 10.6 The quorum for a Management Committee meeting shall be more than half of the number of elected Management Committee members on the Management Committee, which must be inclusive of more than half of the Executive Committee.
- 10.7 The quorum for an Executive Committee or any sub-committee meeting shall be more than half of the number of members on the Executive Committee or sub-committee as appropriate
- 10.8 If no quorum is present within thirty minutes of the appointed time of commencement of a meeting of the Club, such meeting shall be adjourned for a period of at least one week (7 days) and if at such adjourned meeting, there is no quorum present, those members who are present and entitled to vote shall be deemed to be a quorum for the purpose of the business to be discussed.

Rule 11 REQUIREMENTS FOR LIFE MEMBERSHIP

- 11.1 The Annual General Meeting or Special General Meeting shall have the power to elect Honorary Life Members. Such membership may be awarded to persons who have rendered special service to the Club or game of Baseball as recommended by the Executive Committee. Life members may be elected only at the Annual General Meeting or Special General Meeting of the Club and by 3/4 majority of members present. The appointment of a Life Member carries with it presentation of a Life Member’s Certificate and the inclusion of the recipient’s name on the Club Honor Roll. The presentation of the Certificate may take place at an Annual General Meeting, Special General Meeting, or any other occasion considered suitable. Regulations may be made setting out further guideline for the appointment of Life Members provided they are not in conflict with this rule.
- 11.2 The basic criteria for Life Membership of the Club are in Rule 4 of the Constitution and also include the following:
 - (i) Outstanding to the Club and to the game of Baseball.
 - (ii) The original Constitution of the Club called for only one Life Member to be appointed in any year and two only where there had been no appointment in the past five years. It is apparent the Life Membership was intended to be restricted to an exclusive group of persons whose service was outstanding rather than just lengthy. History proved that the restriction to one Life Membership per annum was not always fair on persons deserving of the honour and therefore it was resolved that it no longer applies. However, both the Executive Committee and members should be mindful of the importance that has been attached to appointments as Life Member. The relaxation of the one Life Membership per annum rule is intended to allow appointments in any period when more than one person considered worthy of the honour of Life Membership are nominated simultaneously. It is intended that the long-standing tradition of one Life Member per annum as a maximum will rarely be departed from but it is now permitted.
 - (iii) Requirements for outstanding service:
A minimum requirement is aggregation of 100 points earned via the criteria set out below:

Each 100 games played	10 points
Each 1 year on Executive Committee	10 points
Each 1 year on Junior Committee	5 points
Each 1 year as elected officer, but not Executive Committee Membership	6 points
Each 1 year as unpaid Coach (Senior or Junior)	7 points
Each 1 year as Team Manager (Senior or Junior)	4 points

Each 1 year as Assistant Coach (Senior or Junior)
Each 1 year as Scorer

5 points
4 points

Rule 12 BANK ACCOUNTS AND SIGNATORIES

- 12.1 The bank account(s) or account(s) of the Club shall be kept with the Bank(s) or other financial institution(s) approved by the Executive Committee.
- 12.2 Any two of the Executive Committee Officers shall be signatories for all of the Club's bank or other accounts.
- 12.3 The Treasurer will maintain a register of all Club bank accounts and investments and all signatories thereto.
- 12.4 Where the Executive Committee authorises the opening of any bank account for a special purpose of the Club, other signatories may be approved in addition to those stated in sub-rule 10.2 but it shall be a necessary condition that at least one of the signatories for any withdrawal or cheque shall be a member of the Executive Committee.
- 12.5 Any withdrawal on behalf of the Club shall be attested to by at least two signatories, digital or otherwise.

Rule 13 FINANCIAL YEAR

- 13.1 The Financial year of the Club shall end on the thirtieth day of April in each year.

Rule 14 AUDIT

- 14.1 As soon as possible after the end of the financial year, and when ever requested by the President, the Treasurer will have the books of account audited by the Auditor who shall report to the members at the next Annual General Meeting in respect of the books of account and the financial statements prepared therefrom, or back to the President as appropriate. The auditors shall carry out any other inquires during the year to check custodianship of Club funds.

Rule 15 SUBSCRIPTIONS

- 15.1 The fees to be charged each season for all categories of membership shall be decided by the Management Committee. Regulations may be made fixing the due dates for payment of those fees. The fees must be set at a level sufficient to meet all Summer Baseball costs including a contribution towards Club facilities. No Member may play baseball if they are not a financial member of the Henley and Grange Baseball Club

Rule 16 DEFINITION OF "FINANCIAL" AND EFFECTS OF BEING "UNFINANCIAL"

- 16.1 The Executive Committee may at its discretion waive all or part of any member's subscription in exceptional circumstances including hardship.
- 16.2 Where goods are purchased, services supplied or a payment is made on behalf of any member on the Club account, that member must have a purchase order where applicable signed by the Club Treasurer. The member in receipt of the goods or services, or indebted

to the Club is unfinancial after 30 days have elapsed from the receipt by him of an invoice for payment of the outstanding amount if such amount has not been paid to the Club during that period.

- 16.3 No member shall be allowed to play whilst he/she is unfinancial without the approval of the Executive Committee.
- 16.4 The coaches and selection panel shall ascertain from the Treasurer each member's financial status before selecting him to play.
- 16.5 An unfinancial member will not have the power to vote at any Club meeting. (Treasurer to advise Chairperson of eligibility before each meeting).
- 16.6 Persons who cease to be members during a season shall not be entitled to a refund of any subscriptions paid but the Executive Committee may at its pleasure calculate and pay him an appropriate amount.

Rule 17 HONORARIA

- 17.1 An honorarium may be paid to any person occupying an Office of the Club or any Club member. The Management Committee shall consider each case on its merits.

Rule 18 GRIEVANCES

- 18.1 Complaints may be made in writing to the Secretary for transmission to the Management Committee who will hear the case and read a decision.
- 18.2 If the complainant does not agree with the decision they shall have the right to request the Management Committee to reconsider its decision once only. Such request must be made in writing to the Secretary within three days of notification of the decision of the Management Committee and must be heard within seven days with at least two thirds of the members of the Executive Committee present.
- 18.3 If after the Management Committee has reconsidered their decision, the complainant is still not satisfied with the decision, he/she may appeal through the Secretary to a Special General Meeting for his/her grievance to be heard within ten days of receipt by the Secretary of the appeal. Any such appeal must be endorsed by at least ten (10) other financial members of the Club as required in Rule 8. The decision of the Special General Meeting shall be final.

Rule 19 INJURED PLAYERS

- 19.1 The Club shall not be held liable for any injury sustained by a Club member during any Club activity or for any treatment administered to a player or member by any Sports Injuries Officer.

Rule 20 ALTERATION TO CONSTITUTION

- 20.1 The Constitution may be added to, repealed or amended at either an Annual General Meeting or a Special General Meeting. Any addition, repeal or amendment to be proposed at an Annual General Meeting by a member must first be submitted in writing, duly seconded, to the Secretary at least 60 days before the Annual General Meeting for it to be considered at that meeting. The Management Committee may at its discretion, add to,

repeal or amend the Constitution at an Annual General Meeting or a Special General Meeting, providing members with 21 days notice of meeting.

20.2 No motion to add to, repeal or amend the Constitution shall be passed unless it is carried by at least a 2/3 majority of those members present and entitled to vote at the meeting.

Rule 21 ALTERATION TO REGULATIONS AND/OR BY-LAWS

21.1 Regulations and/of by-laws may be created, rescinded, added to or amended by a resolution of at least 2/3 of the Management Committee. Any variation to the Regulations must be ratified by the next Annual General Meeting or at a Special General Meeting (by a simple majority) or they will lapse. An Annual General Meeting or Special General Meeting may vary the notice to that in Rule 21 is given.

Rule 22 INTERPRETATION

22.1 All disputes as to the meaning of this constitution shall be decided by the Management Committee whose decision shall be final. If a matter arises which, in the opinion of the Management Committee, is not provided for in the rules of the Constitution or the Regulations or By-laws, the matter shall be determined by the Management Committee in the manner that it thinks fit and its decision shall be binding.

Rule 23 NOTICES

23.1 Any notice sent by post or email shall be deemed served on all members at the expiry of 48 hours after posting or emailing and it shall be sufficient proof of service to show that the email address was correct or that the notice was properly addressed and that the envelope was stamped and posted. Notices need not be signed personally.

Rule 24 PROPERTY OF THE CLUB

24.1 No member shall by reason of their membership of the Club have any transferable or assignable interest in the property of the Club whether by operation of law or otherwise. Upon a member ceasing to be a member of the Club any interest in any property of the Club shall cease.

Rule 25 INDEMNITY

25.1 No member of the Committee shall be liable for the acts, defaults, neglect or receipts of any other member of the Management Committee or for any loss or expense incurred to or by the Club through the insufficiency or deficiency of title to any property acquired by or of the Management Committee for or on behalf of the Club or for the insufficiency or deficiency of any security in or upon which any of the monies of the Club are invested or for any loss or damage arising from the bankruptcy insolvency or tortuous acts of any person with whom any monies securities or effects are deposited or for any other loss damage or misfortune whatsoever that may happen in the execution of his or her duties unless the same occurred through his or her own willful act or default.

Rule 26 SEALHOLDERS AND PUBLIC OFFICER

26.1 The Club shall provide a Common Seal with the name of the Club thereon, and such seal shall be affixed to all Deeds or Documents requiring execution by the Club. Every

instrument to which the seal is attached shall first be approved by the Executive Committee and shall be signed by President and Secretary of the Club who shall be the Sealholders for the Club. The Executive Committee shall give directions from time to time as to the safe custody of the seal. The Secretary shall be the Public Officer for the purpose of the Associations Incorporation Act 1956-1965 (as amended) and in the event of a vacancy in the Office of Secretary, the Executive Committee may appoint another member of the Executive Committee as Public Officer until the Office of Secretary is filled.

Rule 27

DISSOLUTION AND ALLOCATION OF EQUIPMENT AND MONEY

- 27.1 If at any time the Executive Committee considers that the Club should be dissolved, it shall submit its reasons to a Special General Meeting convened for that purpose. If a resolution dissolving the Club is carried by a majority of the members present and voting at the meeting, all real and personal property of the Club shall be realised and sold and the debts owed to the Club recovered and the proceeds applied in the discharge of the liabilities of the Club and the expense of liquidating the same and the balance (if any) donated to a suitable charity.

2. REGULATIONS

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1. CLUB MONOGRAM
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1. CLEARANCES
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REGULATIONS OF THE HENLEY AND GRANGE BASEBALL CLUB INCORPORATED

Regulation 1. CLUB MONOGRAM

- 1.1 The Club's monogram will be a gold Rams head on a maroon background.

Regulation 2. UNIFORMS AND ACCESSORIES AND BADGE

- 2.1 Uniforms and accessories and the Club badge are to be designed and supplied upon such terms, as the Executive Committee shall from time to time direct.

Regulation 3. DUTIES OF OFFICERS OF THE CLUB

3.1 PRESIDENT

- (i) In the absence of the Chairperson, the President presides over meetings with the same voting powers. At his own discretion he/she may attend, as an ex officio member, any meetings of any sub-committees to which he/she has not been elected.

3.2 SECRETARY

- (i) Shall convene and attend all meetings of the Executive Committee, and the Special General Meetings and the Annual General Meeting.
- (ii) Shall perform the clerical work of the Club and carry out all directions given at meetings of the Executive Committee or Club.
- (iii) Responsible for the preparation of minutes of all Executive Committee Meetings, the Annual and Special General Meetings.
- (iv) Register all players and maintain names and addresses of all members.
- (v) Co-ordinate preparation of Annual Report and ensure each member receives a copy.
- (vi) Act as a Sealholder for the Club.
- (vii) Responsible for the collation of Delegates' reports from affiliated organisations and reporting of same to the Executive Committee.

3.3 TREASURER

- (i) Shall attend all meetings of the Executive Committee, Special General Meetings and Annual General Meeting.

- (ii) Keep a true and correct record of all monies received and expended by the Club and of matters in respect of which such receipts and expenditure takes place.
- (iii) Received all monies from the Secretary and other appointed members and promptly pay same to credit of The Henley and Grange Baseball Club Inc. at such bank or other financial institution as the Executive Committee shall determine.
- (iv) Maintain a register of all Club investments.
- (v) Pay all accounts passed by the Club with such assistance from Treasurers of any sub-committees as is necessary.
- (vi) Submit a statement of the financial position of the Club at such times as the Executive Committee may require.
- (vii) Furnish a financial report for the financial year providing at least a duly audited receipts and payments statement for inclusion in the Annual Report to be presented to the members at the Annual General Meeting.
- (viii) Provide the Secretary with information regarding outstanding monies for action and render accounts on behalf of the Club for monies due.
- (ix) At least bi-monthly, provide the Executive Committee with evidence of the existence of all Club liquid assets in excess of current requirements.
- (x) Act as internal auditor of such bank accounts as are administered by sub-committee Treasurers and be responsible for reporting the financial position in each of those bank accounts to the Executive Committee as required.

3.4 JUNIOR COORDINATOR

- (i) The Coordinator shall chair all meetings of the Club's junior sub-committee and shall exercise a casting vote only on that sub-committee. Shall be an automatic member of the Club's Executive Committee and shall be responsible for regular reports to that committee on all matters concerning junior baseball in the Club

3.5 T-BALL COORDINATOR

- (ii) The Coordinator shall chair all meetings of the Club's T-Ball sub-committee and shall exercise a casting vote only on that sub-committee. Shall be an automatic member of the Club's Executive Committee and shall be responsible for regular reports to that committee on all matters concerning T-Ball in the Club.

3.6 FUNDRAISING CO-ORDINATOR

- (i) Shall act as Chairperson of all meetings of the Club's Fundraising Sub-committee. Shall be an automatic member of the Executive Committee and shall be responsible for reporting activities conducted by the Club.

3.7 PUBLICITY AND PROMOTIONS OFFICER

- (i) Shall be an automatic member of the Executive Committee and under direction of the Executive Committee be responsible for publicity both within and outside the Club. Arrange and/or co-ordinate sponsorship of the Club or players from appropriate sources. Liaise with members through written publicity and oral contact.

3.8 AUDITORS

- (i) Audit the accounts of the Club once yearly prior to the Annual General Meeting. Submit a copy of the statement of receipts and expenditure prepared by the Treasurer duly certified to the Executive Committee prior to the Annual General Meeting for the Secretary to include in the Annual Report. Take whatever other action is necessary in relation to auditing the accounts of the Club at any time.

3.9 PLAYERS' REPRESENTATIVE

- (i) Shall be appointed by the Chairman prior to the commencement of the playing season and shall liaise with all players of the Club regarding queries, grievances etc. by the players and where necessary given detailed reports to the Executive Committee of such occurrences.

3.10 OPERATIONS MANAGER

- (i) Be first point of call from all matters concerning the senior club.
- (ii) Liaise between coaches, players, sponsors, other members, parents of junior member, teams clubs etc., in such a way as to improve the Club's efficiency and standing. Report to the Executive Committee, of which he/she is an automatic member, on all matters involving his duties, in particular, identify and report on opportunities for improvement in all areas of the Club and on any matters sought to be referred by the Players' Representative.
- (iii) Where possible be the Club's delegate to all BaseballSA council meetings.

3.11 MATCH AND GROUNDS CO-ORDINATOR

- (i) Responsible for the allocation of grounds for games, condition of the baseball grounds condition of the storeroom in the middle of the West Lakes Oval complex, the line marking of diamonds, allocation of umpires. Act as Chairperson of the Match and Grounds sub-committee. Automatically is a member of the Executive Committee. Act as one of the four delegates to the West Lakes Sports and Social Club Incorporated.

3.12 GROUND MANAGERS

- (i) Through the Match and Ground sub-committee take responsibility for the marking out and maintenance of a Club playing arena
- (ii) Responsible to the Match and Grounds Co-ordinator for regular reports on the general condition of the ground, make recommendations for improvements or alterations where necessary
- (iii) Responsible for general cleanliness of grounds and surrounding areas.

3.13 EQUIPMENT MANAGER

- (i) Through the Treasurer, estimate gear requirements, purchase as required, sell as appropriate to members and repair gear.
- (ii) (u) Prepare uniforms as required for Club use. Maintain and register of allocation of uniforms to players and team officials. Repair uniforms as required.

Regulation 4. APPLICATIONS

- 4.1 The Executive Committee may call for applications from any person wishing to become a member or to renew membership of the Club. Completion of such application may but will not necessarily be a pre-condition of membership. The Executive Committee may refuse without stating its reasons, and application from any person for new membership.

Regulation 5. DATES FOR PAYMENT OF SUBSCRIPTIONS

- 5.1 For Senior and Junior Players - the total fee determined by the executive committee in accordance with Rule 15 must be paid prior to the commencement of the playing season, or as agreed as per payment plan.

Regulation 6. RULES OF BUSINESS PROCEDURE

- 6.1 All meetings of the Club shall be opened by the Chairperson as appropriate and shall proceed in the following order: Apologies Minutes of previous meeting to be read and accepted Discussion on business arising from minutes and information Correspondence Business arising from correspondence. Business shall then continue in the following order for the following types of meetings: Annual General Meeting: Receipt and adoption of the Audited Statement of Receipts and Payments for the previous financial year.. Ratification of any matters required by the Constitution. Adoption of Annual Report. Amendments to the Constitution and ratification of variations to the Regulations made by the Executive Committee. Election of "Elected Officers" and Sub-committees. Election of Life Members

General Business. Executive Committee: Financial Statement Reports on visits, matches, social events Official Club reports General Business Sub-committees: Financial Statement Reports on events, functions Business for which sub-committee formed to process General Business

Regulation 7. RULES OF DEBATE

The following rules of debate shall be adhered to for all meetings of the Club:

- 7.1 Every member shall rise to address the Chair.
- 7.2 No question shall be discussed until a motion has been propose and seconded.
- 7.3 No member shall be allowed to speak more than once on any motion except in explanation or contradiction of a mis-statement, with the exception of the mover of the motion who shall have the right of reply.
- 7.4 If the formal adjournment motion is put by a member and the motion is lost, it may not be moved again for at least fifteen minutes.
- 7.5 Point of order - Any person may rise on a point of order, which must be heard by the President or Chairperson immediately.

3. BY-LAWS

BY-LAWS OF THE HENLEY AND GRANGE BASEBALL CLUB INCORPORATED

BY LAW 1 CLEARANCES

- 1.1 All clearance applications received by the Secretary within seven days of an Executive Committee meeting shall be considered by that Committee. In the event that no meeting is scheduled within seven days, the Emergency Sub-committee will meet to consider the clearance.

BY LAW 2 INTERNAL COMPETITIONS

- 1.2 In any internal competition run by the Club and variation to the playing rules must first be approved by the Executive Committee.

4. CODE OF CONDUCT

The Code of Conduct has been developed for all members and persons participating in Club activities or representing the Club at SABL or ABL activities. This Code is in addition to that governing behaviour in the Club rooms as set out in the West Lakes Sports Club Code of Conduct.

Players

Players are expected to:

- Compete by the competition conditions and rules. Verbal abuse against umpires, opposing coaches, team officials, players, scorers or fans will not be tolerated. Control your temper and remember you can't change the past so focus on your game to help the team achieve a win.
- Co-operate with your coach and team-mates. Show respect for your opponents and their skills.
- Be friendly to all participants; acknowledge all good plays whether they are by your team or the opposition.
- Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
- Report all medical issues and injuries to a coach or trainer and seek proper treatment when necessary.
- Pay fees by Registration Day or not be eligible for selection. **Auto direct credit payments to BSB 105138 ACC: 029135640 Henley & Grange Baseball Club Inc.**

Players are expected **NOT** to:

- Smoke on the field or during a game when named on the team sheet, use chewing tobacco or drugs of any kind unless prescribed by a licensed physician.
- Behave in a manner that is likely to result in loss of or damage to private property or to cause a disturbance.
- Abuse equipment such as throwing helmets or bats. Players will be held responsible for replacing equipment/property damaged by such abuse.

Remember it's a game - so play for the fun of it.

COACHES/MANAGERS

Coaches and Managers are expected to:

- Set the example for the players, parents and spectators through their own behaviour (on and off the field).
- Provide supervision of the behaviour of the team at all times.
- Not criticise or ridicule players in front of spectators, parents and other teams but provide constructive criticism with a player in private.
- Accept decisions of the umpire as being fair and called to the best of their ability but by all means challenge decisions if a rule is breached or not applied properly. Do not abuse or ridicule the umpires, nor allow your players to do so. Do not embarrass your opponents.
- Develop team respect from opponents, spectators and officials. Do not criticise other teams, supporters or officials by words or gestures.
- Encourage sportsman like behaviour among the players.
- Ensure whenever possible all players have equal time on the diamond and everyone has a reasonable chance of success. Avoid over playing the talented players - the average player needs development and deserves equal time.
- Encourage players to work together as a unified group (teamwork).
- Provide assistance with coaching expertise and knowledge to developing teams.
- Be aware of any players with medical or injury problems.
- Enforce this Code of Conduct including non-selection of un-financial players and bring any breaches to the attention of the Executive Committee.

PARENTS & SPECTATORS

Parents and spectators are expected to:

- Respect the facilities of our Club and any baseball venue attended so that the Club's name is not tarnished.

- Respect officials' decisions and teach children to do likewise.
- Remain outside the playing field other than if required through player injury to enter as only team personnel (coaches, players, team officials are allowed on the field).
- Encourage children to participate, according to the rules, do not force them. Focus on the child's efforts and performance rather than winning or losing. Remember that children play sport for their enjoyment, not yours. Never ridicule or scold children for making a mistake, positive comments are motivational.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Abide by the liquor license governing alcohol sale and consumption on the Club's premises and no alcohol is to be brought onto the premises for consumption.
- Show appreciation of volunteer coaches, officials and administrators. Without them, the game could not your child proceed.

Volunteer yourself to spread the load and build a stronger Club.

Any breach of this Code will be dealt with by the Executive Committee and appropriate action decided upon which may include Club or playing suspension. **It is assumed all persons associated with the Club are aware of this Code and such will be issued to all players.**

5. HARRASMENT POLICY

Henley and Grange Baseball Club is committed to providing a sporting environment free of harassment. We believe that anyone who represents the Club has the right to be treated with respect and dignity. Harassment will not be tolerated in our Club. All complaints will be taken seriously, and we will ensure they will be dealt with promptly with sensitivity and confidentially. Disciplinary action can be taken against the person(s) who may be found in breach of this policy.