

**EASTERN HILLS HORNETS**

**TEEBALL AND BASEBALL**

**ASSOCIATION (INC)**

**CONSTITUTION**

**1996**

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# Title

This body shall be called the “EASTERN HILLS HORNETS TEEBALL AND BASEBALL ASSOCIATION (inc) hereafter call the EASTERN HILLS HORNETS.

# Affiliation

The EASTERN HILLS HORNETS may affiliate with such organisations as the Tee-Ball/Baseball Management Committee deems fit.

# Objectives

1. The promotion control and management of Tee-Ball/Baseball in the boundaries as allocated from time to time by the TeeBall Association of Western Australia and Western Australian Junior Baseball League.
2. The control and management of Tee-Ball/Baseball teams representing the EASTERN HILLS HORNETS.
3. To obtain sponsorship for the sport (but excluding advertising of liquor and tobacco).

# Administration

1. The EASTERN HILLS HORNETS shall be managed by a Management Committee hereafter called the “EXECUTIVE” comprised as follows:
	* President
	* Vice President
	* Secretary
	* Treasurer
	* Registrar
	* Property Officer
	* Publicity Officer
	* Chief Umpire
	* Assistant Chief Umpire
	* Chief Coach
	* Assistant Chief Coach
	* Sponsorship Coordinator
2. Delegates to the EASTERN HILLS HORNETS. Area Co-ordinators will act as Delegates on behalf of teams registered in their area of control. Area Co-ordinators are required to attend all General Meetings, Special Meetings and the Annual General Meeting of EASTERN HILLS HORNETS.

# Delegates

The EASTERN HILLS HORNETS delegates to organisations with which it is affiliated shall be required to attend all meetings of those organisations.

# Colours

The colours of the EASTERN HILLS HORNETS shall be Emerald Green, Orange and Black. These colours should be worn by all representative teams when possible or any other colour that may be adopted from time to time.

# Financial year

The financial year of the EASTERN HILLS HORNETS shall terminate on the 31st day of March in each year and all books and accounts shall be closed on that day. The duly audited Annual Statement of Income and Expenditure and Balance Sheets shall be submitted by the Treasurer to the next Annual General Meeting of the EASTERN HILLS HORNETS.

# Powers and Duties of Officers

## President and Vice President

The President shall:

1. Act as chairman on all the meetings of the EASTERN HILLS HORNETS
2. Maintain the impartiality of the chair
3. Conform to the rules of meeting procedure and maintain order throughout the meeting
4. Decide that a quorum is present, initiate the objects of the meeting if it is one called to consider special matters, to announce all other business matters of the meeting, decide points of order, points of privilege or priority, explain matters to those in doubt.
5. Request confirmation of the minutes of the previous meeting and if confirmed, to sign the same.
6. In the event of a ballot being required, announce the method of voting, exercise his/her right of casting vote in the event of equality of votes and exercise the result of the vote.
7. Decide and announce the next speaker, confine speakers to the matters under discussion and if necessary confine speakers to a reasonable timeframe.
8. Introduce invited guests
9. Expedite and finalise the business of the meeting within a reasonable time limit.
10. Be so authorised signing officer of the EASTERN HILLS HORNETS cheques.
11. Be an ex-officio member of all sub-committees
12. Represent the EASTERN HILLS HORNETS at functions etc., as may be required.
13. Appoint time and place of the next meeting
14. Present an Annual Report at the Annual General Meeting
15. Perform any other duties committed to him/her y these rules. The Vice President shall preside in the absence of the President with full powers of the President. In the absence of the President and Vice President some other member of the Tee-ball/ Baseball Executive shall be chosen by the meeting to preside and shall have all the powers and perform all the duties of the President at such meeting.

## Secretary

The Secretary shall:

1. Convene all meetings of the EASTERN HILLS HORNETS
2. Be answerable for the giving of the notice for the calling of all meetings as provided by these rules.
3. Be answerable for keeping a true record of the proceedings of all meetings
4. Attend to all correspondence
5. Be an authorised signing officer of the EASTERN HILLS HORNETS cheques.
6. Perform any other duties committed to him/her by these rules.

## Treasurer

The Treasurer shall:

1. Not pay, lend or otherwise appropriate any of the funds of the EASTERN HILLS HORNETS or any other monies for any purpose except in accordance with the rules of the EASTERN HILLS HORNETS.
2. Keep in appropriate books of account a correct account of all monies received and expended by the EASTERN HILLS HORNETS, together with date of receipt and expenditure.
3. Have charge of the EASTERN HILLS HORNETS bank books and produce them for inspection at all reasonable times when requested by the President or Auditor.
4. Submit all accounts to be passed for payment and make all authorised payments from the funds of the EASTERN HILLS HORNETS.
5. Forwith pay all monies received by him/her into the banking account of the EASTERN HILLS HORNETS
6. Receive and issue proper receipts for all monies paid to the EASTERN HILLS HORNETS.
7. Submit the books, accounts and receipts as may be required or directed by the President or Auditor
8. Assist, if required, the Auditor when he/she is auditing the accounts of the EASTERN HILLS HORNETS
9. Prepare an annual statement of income and expenditure and a balance sheet for submission to the Annual General Meeting.
10. Be an authorised signing officer of the EASTERN HILLS HORNETS cheques and shall ensure that all cheques are signed by two authorised persons.

## Registrar

Shall keep a register of all clubs, and sponsors of all affiliated organisations and shall ensure the eligibility of all players in EASTERN HILLS HORNETS competitions.

## Property Officer / Property Officer Assistant

Shall be responsible for all equipment and property belonging to the EASTERN HILLS HORNETS. Shall keep a true record of such equipment and property and shall report all damage, loss or other discrepancy to the TeeBall/Baseball Executive.

## Publicity Officer

Shall be responsible for the Publicity Promotions undertaken by the EASTERN HILLS HORNETS.

## Sponsorship Coordinator

Shall be responsible for all correspondence and liaison with Sponsors of the EASTERN HILLS HORNETS.

## Chief Umpire / Assistant Chief Umpire

The Chief Umpire and Assistant shall be responsible for:

1. Maintaining a consistent interpretation of the rules of Teeball and Baseball
2. Administrating the accreditation of umpires.

## Chief Coach / Assistant Chief Coach

The Chief Coach and Assistance shall be responsible for:

1. Maintaining coaching standards in accordance with policy guidelines
2. Administrating the accreditation of coaches.

# Powers of the Executive Committee

1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Registrar, Chief Umpires and Chief Coaches.
2. Should any urgent matters arise, and it is impracticable to refer the matter to a General Meeting, the Executive shall have the power to deal with such matters.
3. The President shall seek the opinion of all available Executive members and shall act in such a manner as the majority of such members approve.
4. In the event of there being no majority the President shall call a meeting of the Executive Committee to decide on the matter.

# Powers and Duties of the Executive

The EXECUTIVE subject to the control by members as shown in minutes shall have the following powers and perform the following duties:

1. To control, superintend and manage the affairs of the EASTERN HILLS HORNETS, its offices, members and funds.
2. To suspend for any period as the Executive may desire, or expel any member for any breach or infringement of the rules or for any misconduct or dereliction of duty or for any non-compliance with or disobedience of any order contained in any resolution of the Executive or for conduct in its opinion unworthy of a member.
3. To control the finances of the EASTERN HILLS HORNETS.
4. To arbitrate on any dispute which may arise between affiliated organisations or members thereof in connection with TeeBall/Baseball and to determine any matter referred to it by any affiliated organisations.
5. To deal with, as it deems necessary, any affiliate organisation or member thereof which the Executive determines is functioning in a manner detrimental to the welfare of Teeball / Baseball.
6. To remove from office an official appointed under Clause 15 and fill such vacancy thereby created.
7. To fill any vacancy that may arise on the Executive
8. To make, amend or rescind playing rules appertaining to Teeball / Baseball
9. To cause to be made or demand an audit of the books and accounts of the EASTERN HILLS HORNETS at any time.
10. Generally all such powers as may be necessary for the proper conduct of the business of the EASTERN HILLS HORNETS.

# Attendance

Any office bearer absent from more than three (3) consecutive meetings of the Executive shall be liable to expulsion at the discretion of the said Executive.

# Executive Meetings

The Executive shall meet at least once during each two calendar months Area Co-ordinators acting as delegates must attend these meetings.

# Annual General Meeting and Special General Meetings

The Annual General Meeting of the EASTERN HILLS HORNETS shall be held within three (3) weeks of the 31st March in each year at such time as may be determined by the Executive. Such meetings shall deal with the appointment of officers, appoint of sub-committees, appointment of an auditor, consider the Presidents Annual Report, Annual Statement of Income and Expenditure and Balance Sheets, discuss any matters brought forward and take any constitutional action which may be deemed advisable. The Secretary upon request of the President or any two members of the Executive or upon requisition signed by at least 30 members of the EASTERN HILLS HORNETS summons a meeting of the members of the EASTERN HILLS HORNETS.

# Notice of Meeting

1. 28 days notice must be given for an Annual or Special General Meeting
2. 14 days notice must be given for a General Meeting
3. 2 days notice (unless committee agree to shorter notice unanimously) must be given for Executive Committee meetings.

# Elections and Appointments

1. At the Annual General Meeting the EASTERN HILLS HORNETS shall elect the following office bearers:
	* President
	* Vice President
	* Secretary
	* Treasurer
	* Registrar
	* Property Officer
	* Publicity Officer
	* Chief Umpire
	* Assistant Chief Umpire
	* Chief Coach
	* Assistant Chief Coach
	* Sponsorship Coordinator
2. At the Annual General Meeting the EASTERN HILLS HORNETS may elect:
	* Patron
	* One or more Vice-Patrons
	* Delgates to the WABL (Western Australian Baseball League)
	* Delegates to the WAJBL (Western Australian Junior Baseball League)
	* Delegates to TBAWA (TeeBall Association of Western Australia)

# Quorums

1. At General Meetings (Annual and Special) a quorum shall consist of the President or a Vice President, the Secretary or Treasurer and Five other members.
2. At Executive Committee Meetings a quorum shall consist of three members
3. Where at any meeting of (a) or (b) above, a quorum is not present the person presiding at the meeting shall adjourn it to such time, date and place as he may decide and, at the adjourned meeting any number of members shall constitute a quorum.

# Finance

1. The EASTERN HILLS HORNETS shall leve on Players / Teams and organisations all fees, fines or any other charges as may be fixed from time to time in respect of Teeball and Baseball, all such monies to be paid within thirty (30) days of the date of charges being made.
2. A banking account will be opened with a recognized banking institution(s) in the name of the EASTERN HILLS HORNETS which shall be operated by any two of three signatories, consisting of the President, Secretary and Treasurer.

# Appeals

Individual and organisations shall have the right of appeal on any matter relative to the conduct of Teeball/Baseball to the Executive.

# members

All Players registered together with their parents or guardians shall be members of the EASTERN HILLS HORNETS. Membership shall be for twelve months from Registration each year. Membership is recognised by the payment of gees as determined by the EASTERN HILLS HORNETS.

# Life Members

Members of the EASTERN HILLS HORNETS who have rendered specially meritorious direct services to the EASTERN HILLS HORNETS may, on recommendation by the Executive to the members at an Annual General Meeting be elected Life Members of the EASTERN HILLS HORNETS by a three-fourths majority of members voting. A maximum of two Life Memberships may be given in any one year.

# Honorary members

The Executive may elect honorary members to the EASTERN HILLS HORNETS for a period of twelve months who are adults (without children playing) who wish to assist in the administration of the EASTERN HILLS HORNETS.

# PATron and Vice-Patron

The general body of members may elect persons or organisations to be Patron(s) or Vice-Patrons at any Annual General Meeting. A simple majority of those present will be sufficient to elect any Patron or Vice Patrons for a period of twelve months.

# Common Seal

The common seal of the EASTERN HILLS HORNETS shall be in the custody of the Secretary and shall be affixed to any document only pursuant to a resolution of the Executive. The affixation of the seal shall be witnessed by the President and Secretary.

# Non-Profit Making

The income and property of the EASTERN HILLS HORNETS whencesover derived shall be applied solely towards the promotion of its objects as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to its members provided that nothing herein shall prevent the payment in good faith or remuneration to any officer or servant of the EASTERN HILLS HORNETS for services actively rendered to the EASTERN HILLS HORNETS.

# Dissolution

The EASTERN HILLS HORNETS may at any time, with the consent of a majority of 75 per centum of the members present, at a General Meeting called for the purpose, be dissolved.

If upon dissolution or winding up of the EASTERN HILLS HORNETS there remains after the satisfaction of all it liabilities any property whats, the same shall not be paid or distributed among the members of the EASTERN HILLS HORNETS but shall be given or transferred to some other incorporated association having objects similar wholly or inpart to the objects of the EASTERN HILLS HORNETS and which shall prohibit the distribution of its or their income and property among its or their members or for some charitable purpose which incorporated association, shall be determined by the members of the EASTERN HILL HORNETS at the time of dissolution or winding up, or in default thereof or if any insofar as effect cannot be given to such determination then such payment or distribution shall be determined by a Judge of the Supreme Court.

# Alterations to constitution

To alter this Constitution a majority vote of 75 per centum of those present at a General Meeting is required.

Such alteration cannot be made unless written notice of motion is lodged with the Secretary and all delegates and organisations have received written notification at least 21 days prior to the meeting.

# Voting at General Meeting

The decision of any question to be decided at any EASTERN HILLS HORNETS meeting shall be by show of hands except where upon a resolution carried by a majority of the members present it is decided to submit the question to ballot.

# Auditors

1. One or more persons shall be appointed at the Annual General Meeting of the EASTERN HILLS HORNETS to audit the accounts and books of the EASTERN HILLS HORNETS at least once a year and at other times when instructed by the Executive. The Auditor shall be a Certified Practicing Accountant.
2. The Auditors shall examine and audit all the books and accounts of the EASTERN HILLS HORNETS annually, and have power to call for all books, papers, accounts, receipts, etc. relating to the affairs of the EASTERN HILLS HORNETS report thereon to the Annual General Meeting or at any other time as requested by the Executive Committee.

# Elections

1. Members of the Executive (excluding affiliated organizations and delegates) shall hold office until the end of the Annual General Meeting at which their successors are elected.
2. Nominations for office shall be declared open by the Secretary for a period not less than 14 days and received by the Secretary up to a time and date fixed by the retiring Executive and not later that the date of the Annual General Meeting.
3. Should nomination for any office be received in excess of the vacancies a ballot shall be taken.
4. Should nominations equal the number of vacancies the persons nominated shall be deemed elected.
5. Should insufficient nominations be received at the Annual General Meeting for the number of vacancies the Executive shall appoint a member to fill each position still remaining vacant.