

# Mets Baseball Club Inc.

## Constitution



## Table of Contents

1. Name.....	3
2. Object.....	3
3. Definitions.....	3
4. Membership.....	4
5. Office Bearers.....	4
6. EXECUTIVE COMMITTEE .....	8
7 LIFE MEMBERSHIP.....	8
8 MEETINGS .....	9
9 ANNUAL GENERAL MEETING .....	10
10 CLUB MEETINGS.....	11
11 SPECIAL MEETINGS .....	12
12 UNIFORM AND COLOURS.....	12
13 FUNDS OF THE CLUB .....	12
14 FEES.....	13
15 PLAYERS RIGHTS AND RESTRICTIONS .....	13
16 RULES AND BY-LAWS .....	14
17 AMENDMENTS AND ALTERATIONS TO THE CONSTITUTION .....	16

## **1. Name**

The Club shall be called the “Mets Baseball Club” (herein called the Club)

## **2. Object**

The objects of the Club shall be:

- 2.1 The promotion and development of the game of baseball
- 2.2 Participation in competition within the relative Baseball Leagues and Associations
- 2.3 To uphold the rules and regulations of the game of baseball as per the competition rules of the relative League or Association that the Club is affiliated to at the time

## **3. Definitions**

- 3.1 The Club – shall mean the “Mets Baseball Club:” (as defined in 1)
- 3.2 Financial Member – shall mean any (one) parent or legal guardian of any registered player under the age of 18 years of age or any registered player over the age of 18 years of age
- 3.3 AGM – Shall mean the Annual General Meeting of the Club
- 3.4 Delegates – shall mean the elected Club representatives to the relevant associations that the Club is affiliated to at the time
- 3.5 Committee – shall mean the Executive Committee
- 3.6 Voting Member – shall mean the committee, life members who have attended at least half of the previous year’s general meetings and members of the Club
- 3.7 NSWJBL – shall mean the New South Wales Junior Baseball League
- 3.8 ABF – shall mean the Australian Baseball Federation
- 3.9 NSWBL – shall mean the New South Wales Baseball League
- 3.10 MBL – shall mean Macarthur Baseball League

## 4. Membership

The members of the Club shall be:

4.1 Officer Bearers

4.2 Life Members

4.3 Financial Members (as outlined in 3.2) and

4.4 Associate Members (participating team coach or manager)

## 5. Office Bearers

5.1. Office bearers of the Club shall be

5.1.1 Patron (s)

5.1.2 President \*

5.1.3 Vice President\*

5.1.4 Secretary\*

5.1.5 Assistant Secretary

5.1.6 Treasurer\*

5.1.7 Assistant Treasurer

5.1.8 Publicity Officer

5.1.9 Registrar / Recorder\*

5.1.10 Social Administrator

5.1.11 Equipment Officer

5.1.12 Coaching Director

(\* Executive Committee Member – See Section 6)

5.2 All office bearers and members of the executive committee shall be elected at the AGM. If insufficient nominations for positions are received, an election may be held without notice at the succeeding Club meetings until such positions are filled.

5.3 A nomination of a person for Office Bearer, as listed in 5.1 (except Patron) will be accepted if either.

5.3.1 Such nomination is made orally at the AGM, seconded and the nominee is present at the meeting to show acceptance, or a signed note of acceptance exists.

- 5.3.2 In writing, signed by both the nominator, seconder and the nominee and received by the Secretary of the Club prior to the AGM.
- 5.4 Office Bearers and members of the Committee shall be elected by secret ballot or at the direction of the chairperson by show of hands with the candidates absent.
- 5.5 Office Bearers shall hold their position until the following AGM unless dismissed by resolution of the Club in accordance with this constitution.
- 5.6 Should any Office Bearer neglect or refuse to perform any duty required of him / her under this constitution, or any duty determined by the Club and committee, another "Club" member may be appointed in their place at the next special or executive meeting.
- 5.7 Should any office bearer be absent from his / her duties for more than three (3) months, the Committee shall have the authority to appoint another member to the position during the absence (if no assistant is available).
- 5.8 SUB-COMMITTEES – Any sub-committees required by the Committee may be formed when and as required for that particular purpose.
- 5.9 Duties of the office Bearers:
- 5.9.1 PRESIDENT
- 5.9.1.1 The President shall be the chairperson of the Club and the ex-officio at all meetings
- 5.9.1.2 Shall act as the delegate to the relevant League or Association
- 5.9.2 VICE PRESIDENT
- 5.9.2.1 The Vice President shall perform all the duties of the President in his / her absence
- 5.9.3 SECRETARY
- 5.9.3.1 The Secretary shall record, or cause to be recorded, the minutes of all meeting held by the Club
- 5.9.3.2 Shall keep a petty cash book, the amount to be decided by the committee
- 5.9.3.3 Shall keep an attendance book for all meetings held by the Club
- 5.9.3.4 Shall perform, or cause to be performed, all clerical duties not the Club
- 5.9.3.5 Shall carry out the directives of the Club
- 5.9.3.6 Shall keep a list of the names and addresses of the Office Bearers, Life members and Patrons of the Club
- 5.9.3.7 Shall keep a list of names, addresses and phone numbers of all Club Members

5.9.3.8 Shall keep custody of all records of the Club and receive all correspondence of the Club

5.9.4 ASSISTANT SECRETARY

5.9.4.1 The Assistant Secretary shall, at any direction of the Secretary, assist the Secretary in all functions of that position within the Club

5.9.4.2 Shall in the absence of the Secretary, perform all functions of the position under the directive of the Committee.

5.9.5 TREASURER

5.9.5.1 The Treasurer shall collect and account for all monies payable to the Club

5.9.5.2 Shall present accounts for payment to the Committee for approval and shall draw cheques for payment upon approval

5.9.5.3 Shall deposit all monies received by the Club in the approved accounts with approved financial institution. NOTE: Monies to be withdrawn from the approved accounts shall require the signatures of any two (2) of the Committee

5.9.5.4 Shall present a financial statement, together with an audited balance sheet and statement of income and expenditure for the preceding year to the AGM

5.9.5.5 Shall present all Club account to the approved auditor in time for the audited return to be presented at the AGM

5.9.5.6 Shall submit a list to the Committee of all amounts owing by unfinancial members of the Club

5.9.5.7 Shall submit a statement of accounts at every general meeting

5.9.6 ASSISTANT TREASURER

5.9.6.1 The Assistant Treasurer shall, at the direction of the Treasurer, assist the Treasurer in all functions of that position within the Club

5.9.6.2 The Assistant Treasurer shall, at the directive of the Treasurer, perform all functions of that position under the directive of the Committee

5.9.7 PUBLICITY OFFICER

5.9.7.1 The Publicity Officer shall perform all duties in connection with general publicity, including weekly fixtures, general news and other such publication as is deemed necessary, all publicity affecting the policy of the Club shall be decided by the Committee

#### 5.9.8 REGISTRAR / RECORDER

5.9.8.1 The Registrar / Recorder shall keep a record of all the names, addresses and phone numbers of every member of each team throughout the playing season under the adopted system of the Club

5.9.8.2 Shall not add, alter or delete any entry made on a registration book or form, but shall immediately bring to the notice of the Committee any irregularity or discrepancy therein

5.9.8.3 Shall be responsible for reporting game results to the relevant League or Association

#### 5.9.9 SOCIAL ADMINISTRATOR

5.9.9.1 The Social Administrator shall be responsible under the direction of the Committee for all fund raising activities

5.9.9.2 Shall be responsible for organising canteen rosters and supplies

5.9.9.3 Shall be responsible for the organisation of Club Presentations and special functions

#### 5.9.10 EQUIPMENT OFFICER

5.9.10.1 The Equipment Officer shall be responsible for all equipment belonging to the Club and shall keep records of all such equipment to the satisfaction of the committee

5.9.10.2 Shall report on matters relating to Club equipment at each and every meeting

#### 5.9.11 COACHING DIRECTOR

5.9.11.1 The Coaching Director shall be responsible for all matters relating to individual team coaches, and if necessary assist and advise in all matters relating to coaching within the Club

5.9.11.2 Immediately bring to the attention of the Committee any identified problems associated with coaching as a whole or in any individual team. Inform the Committee and coaching staff of any changes in practice, procedure or rules pertaining to coaching.

## **6. EXECUTIVE COMMITTEE**

6.1 The Executive Committee shall consist of:

- 6.1.1 The President
- 6.1.2 The Vice President
- 6.1.3 The Secretary
- 6.1.4 The Treasurer and
- 6.1.5 The Registrar / Recorder

6.2 Any member of the executive committee of the Club shall be ineligible to hold any other executive position of the Club

6.3 The Executive Committee shall attend to any urgent business of the Club which may arise between meetings of the Club

6.4 Dissent to any decision made by the Executive Committee (in 6.3) may only be shown by way of movement of motion of no confidence in the whole Executive

## **7 LIFE MEMBERSHIP**

7.1 Any member of the Club who has rendered distinguished continuous service to the Club or to the game of baseball through the Club for a minimum of 10 years may be nominated as a Life Member of the Club

7.2 A notice of nomination for Life Membership must be in writing and signed by at least five (5) members of the Club. Such nomination must be in the hands of the Secretary at least twenty one (21) days prior to the Club AGM

7.3 A approved nominee for Life Membership must obtain at least three fourths (3/4) of the eligible voting members present at the AGM

7.4 All voting for the position of Life Member shall be by secret ballot

7.5 All Life Members will be presented with a Club Jacket, design to be decided by the Committee



## 8 MEETINGS

The meetings of the Club shall be the AGM, Committee, Club and Special meetings. All meetings shall conform to the following requirements:

- 8.1 Club meetings shall be held monthly. Where possible the meeting shall follow the MBL monthly meeting
- 8.2 Meetings shall commence at a time as directed by the Committee
- 8.3 Voting shall be confined to voting members only (as per 3.6)
- 8.4 Voting shall be by a show of hands except where a secret ballot is required under this constitution
- 8.5 The chairperson shall only have a casting vote
- 8.6 A quorum shall be (exclusive of Patrons and Life Members) three (3) members of the committee
- 8.7 The chairperson at all meetings shall be the President. In the absence of the President the Vice President. In the absence of both the President and the Vice President, the meeting shall elect a chairperson from the voting members.
- 8.8 Business from the Committee shall take precedence over all other business at any Club meeting
- 8.9 The chairperson may with some concurrence of the meeting, alter the order in which the business shall be taken
- 8.10 Any meeting may be adjourned to such a day and time as the majority of the members determine

- 8.11 In the event of any meeting lapsing or adjourning, the business as remaining undealt with, shall take precedence at the next meeting
- 8.12 No business will be dealt with at an adjourned meeting that was not on the business paper for the original meeting
- 8.13 When a motion has been moved and seconded, any voting member shall be at liberty to move an amendment therein, which may not be discussed until it is seconded
- 8.14 No member or visitor shall make any offensive personal comment or remark to or about any other member of the Club. Any such offending comments or remarks shall be deleted from the minutes and the offender requested to apologise as deemed fit by the chairperson and the voting members
- 8.15 The chairperson shall (if possible) give an interpretation of the rules of the Club if called upon to do so
- 8.16 All official business of the Club shall be conducted in writing, unless granted permission by the chairperson
- 8.17 No correspondence including applications will be dealt with at the meeting unless in the hands of the Secretary prior to the commencement of the meeting

## **9 ANNUAL GENERAL MEETING**

- 9.1 The Annual General Meeting shall be held on a date to be decided by the Committee. It shall be no later than the End of May. At least twenty one (21) days written notice of the time and place of holding the AGM shall be given by the Club Secretary to every Club Member. A copy of the Annual Report and the Treasurer's Financial Statement for the previous year must be completed prior to the last Executive Meeting and tabled at the AGM
- 9.2 Business to be transacted at an Annual General Meeting shall be
- 9.2.1 Apologies

- 9.2.2 Visitor (if any)
- 9.2.3 The reading and confirmation of minutes of the preceding AGM
- 9.2.4 Consideration and adoption of Annual Reports and Statements of the Treasurer
- 9.2.5 Correspondence, relating to the AGM only
- 9.2.6 Notice of Motions
- 9.2.7 Election of Life Members
- 9.2.8 Standing down of all existing Office Bearers
- 9.2.9 Election of Office Bearers to be chaired by an independent invited person
- 9.2.10 New Committee take up positions
- 9.2.11 Elections of all other committees as directed by the Committee
- 9.2.12 Business arising out of the AGM and
- 9.2.13 General business of the AGM only

## **10 CLUB MEETINGS**

- 10.1 Club meetings will be held as outlined in 8.1 between the months of February and December inclusive
- 10.2 Business to be transacted at a Club meeting shall be
  - 10.2.1 Attendance / Apologies recorded in the meeting attendance book
  - 10.2.2 Reading and adoption of the minutes of the previous Club meeting
  - 10.2.3 Business arising from the minutes
  - 10.2.4 Treasurer's report
  - 10.2.5 Secretary's report (Correspondence and action thereon)
  - 10.2.6 President's report (delegate to MBL)
  - 10.2.7 Registrar / Recorder's report
  - 10.2.8 Equipment Officer's report
  - 10.2.9 Social Administrator's report
  - 10.2.10 Coaching Director's report
  - 10.2.11 Notice of Motions
  - 10.2.12 General Business and
  - 10.2.13 Closing

## **11 SPECIAL MEETINGS**

- 11.1A special meeting shall be convened by the Secretary when so instructed by the Committee, or upon receipt of a notice of motion, signed by the proposer and seconder and agreed to by fifty percent (50%) of the voting members
- 11.2 At least seven (7) days (or at the discretion of the Committee) notice, in writing, of a special meeting shall be given by the Secretary to the voting members of the Club
- 11.3 The date, time and place shall be determined by the Committee, and the meeting shall only deal with the specific matter for which it was convened

## **12 UNIFORM AND COLOURS**

The colours of the Club shall be red, white and blue. The Club logo shall be cross bats and ball with the wording "Mets Baseball Club" (As displayed on the cover of this Constitution).

## **13 FUNDS OF THE CLUB**

- 13.1 The funds of the Club may be expended or invested and its assets disposed of as directed by the members of the Club, or failing such directions, according to instructions of the Committee
- 13.2 The funds and assets of the Club shall be solely used to further the game of baseball for the members of the Club. Monies raised by juniors by juniors to be used for juniors and money raised by seniors to be used for seniors
- 13.3 Should the Club cease to function, all property of the Club which includes all monies, equipment, uniforms and assets shall be passed to the relevant League or Association to be held in trust and administered at the digression of the League or Association.
- 13.4 All accounts of the Club must be kept true for income and expenditure
- 13.4.1 A separate book of accounts to be kept for bother juniors and seniors
- 13.4.2 Subject to any reasonable restriction, all books of accounts of the Club may be inspected by any member of the Club, after permission is granted by the Committee
- 13.4.3 The books and accounts shall be kept at a place as directed by the Committee

## **14 FEES**

14.1 Each playing member shall pay a registration fee to the Club as directed by the Committee. Said fee is to be paid to the Club by the member before the commencement of the relative playing season or as directed by the Committee at the time

14.2 Fees for registration shall be fixed from time to time as required by the Committee

14.3 Any Club member failing to pay the set fee before the commencement of the season shall forfeit all their rights and privileges as afforded by the Club until such fees are paid (unless the Committee directs otherwise). Any unfinancial player shall not be permitted to play until such time as all outstanding amounts are paid

### **14.4 DEFAULTERS**

14.4.1 A defaulter shall be any member who has not paid within twenty one (21) days written demand of the Club, affiliated League or Association, any monies, equipment or uniforms owing

14.4.2 The Club Secretary shall inform the appropriate State body under which the player is affiliated, or the offence, after which his name will be registered as a default with that body

14.4.3 The Club must not knowingly register or play a person who is either disqualified, suspended or registered as a defaulter by the State and National bodies that the person is affiliated under.

14.4.4 Penalties such as suspension fines and disqualifications shall be per the by-laws

## **15 PLAYERS RIGHTS AND RESTRICTIONS**

15.1 If it is the belief of the Committee, that the Club or Club team shall be disadvantaged in any manner, no member shall play with any other Club during the current season, without first obtaining written consent from the Committee

15.2 No player shall receive pecuniary or monetary consideration other than out of pocket expenses for playing the game of Baseball with the Club

15.3 The Club shall not refuse permission for clearance of a member in the off season to the Club of his / her choice, providing that the member has met all financial

obligations to the Club and returned any equipment and uniforms borrowed from the Club

## **16 RULES AND BY-LAWS**

16.1 The Committee shall have the right to set penalties such as fines, suspensions and disqualifications as deemed necessary. Said penalties shall be decided prior to, if possible, or during the course of the season, relative to the League or Association that the Club teams are to compete in and be supplied in writing to all members.

16.2 Reasons to necessitate the Club imposing penalties on members shall include, but not be restricted to:

16.2.1 Failure to return Club uniform or equipment

16.2.2 Failure to replace or repair damaged, lost or stolen Club uniform or equipment

16.2.3 Failure to carry out obligation as in rules 16.2.1 and 16.2.2 in regards to equipment on loan to the Club from any other source

16.2.4 Failure to pay any monies owing to the Club by the required date and time

16.2.5 Failure to return fund raising medium (i.e.: raffle tickets) or monies raised from fund raising by the required date and time as set down by the Club

16.2.6 Failure to pay fines incurred by the Club due to the members failure to comply with rules and regulations of the League or Association that the member is playing, visiting or officiating in at the time, e.g., failure to attend meetings, carry out duties such as umpiring, return uniforms, be dismissed from games by officials. In general fines incurred by the Club through a member's irresponsibility, negligence or apathy

16.3 The Club shall always attempt to present trophies to all players in all seasons of baseball. Grand final winners will be presented with a Club Jacket once in a three year period. Should they be a member of another Grand Final winning team within the three year period, their original jacket will be embroidered to show this. Should the Club, due to financial difficulties be unable to present trophies, jackets or pay for embroidery, there shall be no cause for complaint by the members, and will not be entered into by the Committee

16.4 The Club shall always attempt to provide all necessary equipment for all players and officials. Should the Club, due to d=financial difficulties by unable to do this, there shall be no cause for complaint by the members, and will not be entered into by the Committee

16.5 All members shall be bound by rules, regulations, constitutions and penalties that the Club is subjected to by the relative Leagues and Associations that the Club is affiliated to in regards to the sport that the member is involved in with the Club.

16.6 All members who have given continuous service to the Club for a period of five (5) shall be entitled to recognition of those years of service in the form of a Clun badge or other award as decided by the Committee

16.6.1 Five years continuous service shall mean unbroken service, with the exception of service missed through circumstances beyond the control of the member e.g.: to representative commitments, illness or injury

16.6.2 Circumstances beyond the members control shall be judged by the Committee, and their decision shall be final

16.7 Coaches shall use their own judgement in regards to the following:

16.7.1 Number of players per team, except that the team must conform to the requirements of the rules and regulations as depicted by the League or Association under which the team is registered

16.7.2 Positions in the team, either fielding or batting

16.7.3 Disciplinary action, with the exception that there shall not be, under any circumstances even if the person is a parent or relative of the person being disciplined, any corporal or other type of physical punishment or disciplinary action

16.7.4 Disciplinary action by a coach or team official shall be confined to such things as missing part or whole games. Disqualification from playing or officiating as part of the team shall only be at the direction of the Committee

16.7.5 Coaches must endeavour to develop all players within their teams so that players are not sitting on the bench every week

16.7.6 Any player, parent, coach or official may, if they feel that there is any unjust or discriminatory action, make an official written appeal to the Committee, only after they have tried to resolve the problem themselves with the team

16.7.7 The Committee shall have the final say on any such appeal and no further discussion or correspondence shall be entered into

16.7.8 Coaches shall be, within reason, responsible for the conduct of all parents and supporters of the team at all training sessions or games. If the coach cannot obtain co-operation from the offender, the coach must bring the matter to the attention of the Committee at the earliest convenience. Failure to do so may cause the coach to be cited by the Committee if they feel that he / she has not taken sufficient precaution or action in the matter

16.7.9 The Committee shall have the authority to rule and carry out any action they feel is warranted as is permitted within the constitution and by-laws, on any matter not covered by this constitution and by-laws

16.8 The Club or its Committee accept no responsibility for players, spectators or officials hurt or injured. All participating members and parents should cover themselves. Parents of all children playing the sport must sign a form exonerating the Club and its officials from all aspects of liability and injuries

## **17 AMENDMENTS AND ALTERATIONS TO THE CONSTITUTION**

17.1 This constitution shall not be added to or amended except by the consent of two thirds (2/3) majority of voting members present at a special meeting called for that purpose only

17.2 Any proposed amendment or alteration shall be notified, in writing, to all financial members at least twenty one (21) days prior to such a meeting being held