

Constitution for the South Australian Badminton Association Inc



Revised August 2015

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ASSOCIATIONS INCORPORATION ACT 1985 (SA)

CONSTITUTION

of

The South Australian Badminton Association Inc

1. NAME OF ASSOCIATION

The name of the incorporated association is "The South Australian Badminton Association Inc" (SABA)

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

"Act" means the *Associations Incorporation Act 1985 (SA)*.

"Affiliate Member" means a Club, Association or an RSO which is admitted as an Affiliate Member under clause 5.

"Annual General Meeting" means a meeting of the kind described in clause 17(a).

"Appointed Board Member" means a member appointed under clause 12.

"Board" means the body consisting of the Board Members and constituting the committee for the purposes of the Act.

"Club" means any badminton club or association having a membership of not less than twelve (12) adult members, possession of a venue and the possession of a constitution.

"Constitution" means this constitution of the Association.

"Delegate" means, in respect of an Affiliate Member, the person for the time being appointed as the Affiliate Member's delegate under clause 19(b).

"Board Member" means a member of the Board and includes Elected Board Members and Appointed Board members and any person acting in that capacity from time to time appointed in accordance with this Constitution.

"Elected Board member" means a board member appointed under clause 11.

"Financial year" means the year ending on the next 30 June following incorporation and thereafter a period of 12 months commencing on 1 July and ending on 30 June each year.

"General Meeting" means a general meeting of Members and includes the Annual General Meeting or any Special General Meeting.

"Intellectual Property" means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in South Australia.

“Life Member” means an individual appointed as a life member of the Association under clause 5.

“Elite Member” means an individual appointed as an elite member of the Association under clause 5.

“Individual Member” means a member for the time being of the Association through a club.

“NSO” means Badminton Australia Ltd.

“Objects” means the objects of the Association in clause 2.

“Ordinary Resolution” means:

- (a) at a meeting of Affiliate Members, a resolution passed at a General Meeting by a majority of Affiliate Members present, entitled to vote and voting; or
- (b) at a meeting of the Board or a committee of the Board, a resolution passed by a majority of those present, entitled to vote and voting.

“Participants” means persons who participate in the Sport whether as players, coaches, umpires or other officials.

“Regulation” means a rule, regulation, by-law or policy made by the Board under this Constitution.

“RSO” means a regional association that conducts competitions in the Sport.

“Special General Meeting” means a general meeting of Affiliate Members convened in accordance with clause 18.

“Special Resolution” means a resolution passed at General Meeting of the Affiliate Members if:

- (a) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all Affiliate Members; and
- (b) it is passed at a duly convened meeting of the Affiliate Members by a majority of not less than three-quarters of Affiliate Members present, entitled to vote and voting.

“Sport” means the sport of Badminton.

“Statutory time frames” means **calendar days**

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;

- (e) persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or another legislative authority having jurisdiction); and
- (h) unless the contrary intention appears, a requirement that something is in writing will be met if it is produced by electronic, photographic, lithographic or other means by which it can readily be read and reproduced.

2.3 Resolutions

Where this Constitution requires or permits a decision to be made or a resolution to be passed by a General Meeting, the Board or a sub-committee of the Board, the decision may be made or the resolution may be passed by Ordinary Resolution unless either this Constitution or the Act requires otherwise.

2.4 The Act

- (a) Words and phrases which are defined in the Act and which are not specifically defined in clause 2.1 above have the same meanings in this Constitution as they do in the Act.
- (b) Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE ASSOCIATION

The Objects of the Association are to:

- (a) encourage, promote, advance and administer the Sport throughout South Australia;
- (b) arrange, conduct and regulate competitions in the Sport;
- (c) affiliate with the NSO and act as its South Australian affiliated member;
- (d) maintain and enhance the reputation of the Sport and the standards of play and behaviour of Participants; and
- (e) undertake and or do other things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE ASSOCIATION

For furthering the Objects, the Association has:

- (a) the specific rights, powers and privileges conferred on it by section 25 of the Act.

5. MEMBERS

5.1 Categories of Members

The Members of the Association consist of:

- (a) Affiliated Clubs
- (b) Affiliated Branch Associations
- (c) Honorary Life Members
- (d) Honorary Elite Members
- (e) Individual Member

5.2 Admission of Individual Members

- (a) Must be a member of an affiliated club, association or RSO.
- (b) The application must:
 - (i) be in a form approved by the Board;
 - (ii) contain full particulars;
 - (iii) identify the category of membership for which the applicant is applying; and
 - (iv) contain any other information prescribed by Regulation for an application for membership in that category.

5.3 Discretion to accept or reject application

- (a) The Board may accept or reject an application whether the applicant has complied with the requirements in clause 5.2 or not. The Board not required, nor can it be compelled to provide, any reason for rejection.
- (b) Membership begins on the later to occur of:
 - (i) acceptance of the application by the Board; or
 - (ii) payment of any fees payable by the new Individual Member.

5.4 Affiliate Members

- (a) A Club or RSO may apply to the Board for admission to membership as an Affiliate Member.
- (b) To be, or remain, eligible for Affiliate Membership, a Club or RSO must be incorporated or be in the process of incorporation.
- (c) An Affiliate Member has the right to receive notice of General Meetings and to be present, debate and vote at General Meetings or submit a postal vote for RSO.
- (d) Each Affiliated Club or Affiliated Branch Association is taken, by virtue of that membership, to have agreed:
 - (i) that it recognises the Association as the authority for the Sport in South Australia and the NSO as the national authority for the Sport;

- (ii) that it will submit an up-to-date copy of its constituent documents to the Board as and when requested by the Board or required by the Regulations;
 - (iii) that it will conscientiously attend General Meetings;
 - (iv) that it will maintain, in a form acceptable to the Association, a register of its members and provide a copy of the register on request by the Board; and
 - (v) that, if requested by the Association, it will provide the Association with copies of its audited accounts, annual financial reports and other associated documents as soon as practicable following the Affiliate Member's annual general meeting.
- (e) If an Affiliated Member is not incorporated at the time of applying for membership, the process of incorporation must be completed within one year of applying for membership. If it is not, its membership will lapse but it may reapply on becoming incorporated.
- (f) Each Affiliate Member must have constituent documents which:
- (i) clearly reflect the Objects; and
 - (ii) conform with this Constitution, the Regulations and the Constitution and policies of the NSO.

5.5 Honorary Life Members

- (a) Life Membership is the highest honour that can be bestowed by the Association for longstanding and valued service to the Sport in South Australia.
- (b) Life Membership shall be awarded to any person who has held a SABA membership for a minimum of 10 years and during this period served in an administrative, official coaching, technical official or other voluntary capacity, or any combination of these positions.
- (c) Nominations shall be submitted to the SABA board from a member club, and upon the recommendation of The Board, be elected an Honorary Life Member of The Association at any Annual General Meeting based on a majority.
- (d) Honorary Life Members shall have automatic and continuous membership at all times with the privileges of Ordinary Members as defined, and free admittance at the discretion of The Board to all functions conducted under the direction of The Association.
- (e) A Life Member has the right to receive notice of General Meetings and to be present and to debate but not to vote at General Meetings.

5.6 Honorary Elite Members

- (a) Elite membership shall be awarded to any person who has:
 - (i) held a SABA membership for a minimum of 7 years;
 - (ii) represented South Australia at a NSO Sanctioned National Carnival;
 - (iii) been selected in a Commonwealth Games or Olympic Games Team.

(b) Nominations shall be submitted to the SABA board from a member club, and upon the recommendation of The Board, be elected an Honorary Elite Member of The Association at any Annual General Meeting based on a majority.

(c) Honorary Elite Members shall have automatic and continuous membership at all times with the privileges of Ordinary Members as defined, and free admittance at the discretion of The Board to all functions conducted under the direction of The Association.

(d) An Elite Life Member has the right to receive notice of General Meetings and to be present and to debate but not to vote at General Meetings.

5.7 Individual Members

(a) An Affiliate Member must apply for each of its Participants who represent the Club in competition in any way to be an Individual Member and may apply for any of its other members to be an Individual Member, either full or social.

(b) Participants (either Full or Social) can only be nominated by a single Club only as an Individual Member.

(c) An application under clause 5.7(a) must be signed by both the applicant Participant and the Affiliate Member.

(d) Notice given to an Affiliate Member is taken to be notice to all of the Individual Members and Participants of that Affiliate Member.

5.8 Obligations of Individual Members

Each Individual Member must:

(a) treat all staff, contractors and representatives of the Association and the NSO with respect and courtesy at all times;

(b) maintain and enhance the standards, quality and reputation of both the Association and the Sport;

(c) not act in a manner unbecoming of a Member or prejudicial to the Objects or the interests or reputation of the Association, the NSO or the Sport; and

(d) in the case of an Affiliate Member:

(i) take reasonable steps to prevent any of its Individual Members or any Participant associated with it from acting in a way that is likely to bring the Association, the NSO or the Sport into disrepute or which might adversely affect or derogate from the standards, quality and reputation of Sport and its maintenance and development; and

(ii) take reasonable steps to discipline appropriately any of its Individual Members or any Participant associated with it if the Individual Member or Participant acts in such a way.

5.9 Register of Individual Members

(a) The Association must keep and maintain a register of Individual Members in accordance with the Act.

(b) In addition to the information required by the Act, the Register may contain such other information as the Board considers appropriate.

- (c) Individual Members must provide the Association with the details required by the Association to keep the register complete and up to date.

5.10 Effect of Membership

- (a) This Constitution constitutes a contract between each of the Individual Members and the Association and each Individual Member is bound by this Constitution and the Regulations.
- (b) Each Individual Member is bound by the NSO constitution and regulations.

6. CESSATION OF MEMBERSHIP

6.1 General

- (a) An Affiliated Member ceases to be a Member of the Association if:
 - (i) the affiliated member is dissolved, wound up or bankrupted;
 - (ii) the affiliated member is expelled from the Association under clause 6.2
- (b) An Individual Member ceases to be a Member of the Association if:
 - (i) the individual member dies;
 - (ii) the individual member fails for any reason to pay any subscription, fee or levy expense or other debt to the Association within a period of sixty days from receipt by Member Association of a notice in writing requesting payment of same; or
 - (iii) the individual member is expelled from the Association under clause 6.2.

6.2 Expulsion for breach

- (a) Subject to clause 6.2(c) but despite anything contained in any Regulation made under clause 7(a), the Board may expel a Member (Affiliate or Individual) from membership of the Association if, in the opinion of the Board, the Member has materially breached any of its obligations under this Constitution or the Regulations.
- (b) The Board may, in its discretion, convene a judiciary committee under clause 7(c) to hear and determine an allegation that a Member (Affiliate or Individual) has materially breached one or more of its obligations under this Constitution or the Regulations and to make recommendations to the Board about the appropriate consequences of its findings. The Board may rely on the findings and recommendations of the judiciary committee.
- (c) A member (Affiliate or Individual) may not be expelled under clause 6.2(a) unless the Member (Affiliate or Individual) has been afforded natural justice.

6.3 Return of Property

A Member (Affiliate or Individual) who ceases to be a Member must not thereafter use any property of the Association (including, without limitation, its Intellectual Property) and must immediately return to the Association all of the Association's documents, records or other property in the possession, custody or control of the former Member.

6.4 Membership may be Reinstated

- (a) Nothing in this clause 6 prevents a former Individual Member from applying for readmission to Membership but, in considering the readmission application the Board is entitled to take into account the facts and circumstances in which the prior membership (or memberships) ceased.
- (b) Membership which has ceased under this clause 6 may be reinstated at the discretion of the Board without an application having been made under clause 6.4(a), with such conditions as it deems appropriate.

6.5 Refund of Membership Fees

Membership fees or subscriptions paid by the former Individual Member may, at the Board's discretion, be refunded on a pro-rata basis to the Individual Member on cessation of the membership.

7. DISCIPLINE

- (a) The Board may make Regulations governing the hearing and determination of disputes, protests or complaints by or against Individual Members and any other matter involving the enforcement of this Constitution or the Regulations against Members or Participants.
- (b) A Regulation made under clause 7(a) may:
 - (i) provide for one or more judiciary committees or tribunals to hear and resolve cases falling under clause 7(a);
 - (ii) prescribe penalties for breaches of this Constitution or the Regulations;
 - (iii) invest a judiciary committee or tribunal with power to impose penalties;
 - (iv) and otherwise prescribe the procedures for dealing with cases falling under clause 7(a).
- (c) Despite any Regulation made under clause 7(a), the Board may itself deal with any disciplinary matter referred to it or appoint a judiciary committee to do so.
- (d) All proceedings relating to cases falling under clause 7(a) must be conducted according to the rules of natural justice.

8. SUBSCRIPTIONS AND FEES

- (a) The Board will:
 - (i) fix annual membership subscriptions;
 - (ii) fix such other fees or levies as the Board considers prudent for the effective and sustainable management of the affairs of the Association; and
 - (iii) determine the time for and manner of payment of the subscriptions, fees and levies by Members (Affiliate & Individual) to the Association.
- (b) The Board may fix subscriptions, fees or levies at different rates for different categories of Membership and may determine that no subscriptions are payable by one or more of the categories for any year.

- (c) On admission to membership a new Individual Member must pay the current full year's subscription or pro-rata as applicable.

9. POWERS OF THE BOARD

9.1 Board

The Board constitutes the Committee for the purposes of the Act.

9.2 General powers of Board

- (a) Subject to the Act and this Constitution, the business and affairs of the Association must be managed by the Board which may exercise the powers of the Association for that purpose.
- (b) The Board must perform its functions in the pursuit of the Objects and in the interests of the Association as a whole, having regard to the Association's position as the governing body for the Sport in South Australia and therefore as a custodian of the Sport's reputation in the State.

9.3 Limitation

The Board may not cause the Association to disaffiliate from the NSO without an Ordinary Resolution of the Affiliate Members in General Meeting.

10. COMPOSITION OF THE BOARD

10.1 Composition of the Board

The Board will comprise:

- (a) up to seven (7) Elected Members elected under **clause 11**; and
- (b) up to two (2) Appointed Members appointed under **clause 12**.

10.2 Portfolios

The Board may allocate portfolios to elected members.

11. ELECTED BOARD MEMBERS

11.1 Nominations

- (a) The Board must call for nominations for Elected Board members at least thirty (30) days prior to the Annual General Meeting.
- (b) The Board may, when it calls for nominations, indicate which portfolios on the Board it wishes to fill, the job descriptions for those portfolios and the qualifications or experience it considers desirable for those portfolios.

11.2 Form of Nomination

Nominations must:

- (a) be individual member, Honorary Life Member or Honorary Elite Member;
- (b) be in writing;
- (c) be in the prescribed form (if any) provided for that purpose;

- (d) be signed by the nominee;
- (e) disclose any position the nominee holds in an RSO or a Club, including as an officer, a Participant, a Delegate or an employee; and
- (f) be delivered to the Association not less than fourteen (14) days before the date fixed for the Annual General Meeting.

11.3 Elections

- (a) If the number of nominations received for the Board does not exceed the number of vacancies to be filled, then, subject to clause 11.3(e), those nominated will be declared elected at the Annual General Meeting.
- (b) If there are insufficient nominations received to fill all vacancies on the Board, nominations for the remaining Elected Board positions may be made from the floor of the Annual General Meeting. If the number of nominations received from the floor does not exceed the number of vacancies to be filled, then, subject to clause 11.3(e), those nominated will be declared elected at the Annual General Meeting.
- (c) If at any stage the number of nominations for the Board exceeds the number of vacancies then to be filled, an election must be conducted at the Annual General Meeting.
- (d) Elections must be conducted by secret ballot or in such manner and by such method as may be determined by the Board from time to time or if the Board has not made a determination, by the method determined by the chairperson of the Annual General Meeting.
- (e) At the end of the procedures described in clauses 11.3(a) to 11.3(d) above, any Affiliate Member may demand a confirmatory vote in which case each Board Member appointed or elected under the preceding clauses at that meeting must have his or her appointment or election approved by Ordinary Resolution of the meeting. If the appointment or election of a Prospective Board Member is not approved by the meeting, he or she will not be entitled to take office.
- (f) If at the close of the Annual General Meeting, vacancies on the Board remain unfilled, the vacant positions will be casual vacancies under **clause 13.1**.

11.4 Term of Appointment for Elected Board Members

- (a) Subject to clause 11.4(b), the term of office of each Elected Board Member begins at the conclusion of the Annual General Meeting at which their election occurs.
- (b) If the law requires the Elected Board Member to have a particular qualification or clearance (for example, police clearance), the Elected Member's term will not begin until the qualification or clearance has been established.
- (c) Subject to clause 11.4(d), the term of office of each Elected Member ends at the conclusion of the second Annual General Meeting following their election, but the Elected Member is, subject to clause 11.4(e), eligible for re-election.
- (d) At least 25% of the Elected Board Members must retire every year.
- (e) Following the adoption of this Constitution, no person who has served as an Elected Member for a period of four (4) consecutive full terms is eligible for election as an Elected Member until the next Annual General Meeting following the date of conclusion of their last term as an Elected Member with the exemption of clause 11.4(f)

- (f) Should there be insufficient nominations either pre AGM or from the floor, the retiring members could apply to fill the casual vacancy under clause 11.3(f).

12. APPOINTED BOARD MEMBERS

12.1 Appointment of Appointed Board Members

The Elected Members may appoint up to two (2) Appointed Members.

12.2 Qualifications for Appointed Board Members

In appointing Appointed Members, the Elected Members should have regard to which personal skills and experience the Board thinks will complement the Board composition.

12.3 Term of Appointment

- (a) The term of office of each Appointed Member must be fixed by the Elected Members at the time of the Appointed Member's appointment but it cannot exceed two (2) years.
- (b) An Appointed Member whose term of office ends is eligible for re-appointment.

13. VACANCIES ON THE BOARD

13.1 Casual Vacancies

Any casual vacancy occurring in the position of Elected Member may be filled by the remaining Elected Members. A person appointed to fill a casual vacancy holds office only until the end of the next Annual General Meeting irrespective of the term of office of the person whom he or she replaces.

13.2 Grounds for Termination of a Board Member

The office of a Board Member becomes vacant if the Member:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with her creditors generally;
- (c) is disqualified from office under section 30 of the Act;
- (d) resigns his or her office by notice in writing to the Association;
- (e) is absent without the consent of the Board from meetings of the Board held during a period of three (3) months;
- (f) holds any office of employment with the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his or her interest;
- (h) in the case of an Appointed Member, is removed from office by the Elected Members;
- (i) is removed by the Members in General Meeting; or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

If a Board Member is removed by resolution of the Members, the Member cannot be reappointed to the Board as an Appointed Member without a further resolution of Members authorising the appointment.

13.3 Board May Act

If there are any vacancies on the Board, the remaining Board Members may act but, if the number of remaining Members is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Members to a number sufficient to constitute a quorum.

14. MEETINGS OF THE BOARD

14.1 Board to Meet

- (a) The Board must meet monthly in every calendar year for the dispatch of business. Subject to this Constitution, the Board may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Any Member may at any time convene a meeting of the Board on reasonable notice to the other Members.

14.2 Attendance by Telephone

A Board Member may attend a meeting by telephone or other electronic means by which he or she can hear and be heard.

14.3 Decisions of Board

Subject to this Constitution, questions arising at any meeting of the Board may be decided by Ordinary Resolution. Each Board Member has one (1) vote on any question. The chair does have a casting vote.

14.4 Resolutions not in Meeting

- (a) Subject to clause 14.4(d), the Board may pass a resolution without a Board meeting being held if all the Board Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Board Member signs.
- (b) For the purposes of clause 14.4(a), separate copies of a document may be used for signing by those entitled to vote if the wording of the resolution and statement is identical in each copy.
- (c) Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- (d) A resolution may not be passed under clause 14.4(a) if, before it is circulated for voting under clause 14.4(a), the Board resolves that it can only be put at a meeting of the Board.
- (e) A resolution passed under this clause must be recorded in the minute book.

14.5 Quorum

At meetings of the Board the number of Board Members whose presence is required to constitute a quorum is:

- (a) if the number of Board Members then in office is an even number, half of the number of Board Members plus one; or
- (b) if the number of Board Members then in office is an odd number, half of the number of Board Members rounded up to the next whole number.

14.6 Chairperson

The Board must appoint one of the Members as its chairperson. The chairperson will act as chair of any Board meeting or General Meeting at which he or she is present and unless the Board decides otherwise is the nominal head of the Association. If the chairperson is not present, or is unwilling or unable to preside at a board meeting the remaining Members must appoint another Member to preside as chair for that meeting only.

14.7 Board Members' Interests

The Board Members must comply with sections 31 and 32 of the Act regarding disclosure of interests and voting on contracts in which a Member has an interest.

15. PERSONNEL

The Board may, from time to time, employ other personnel it considers necessary or appropriate, in each case for such period and on such conditions as the Board determines.

16. DELEGATIONS

The Board may, in writing, establish subcommittees and delegate to each of them the exercise of the functions of the Board that are specified in the instrument of delegation, other than:

- (a) this power of delegation; and
- (b) a function that is a function imposed on the Board by the Act, by any other law, or by resolution of the Association in General Meeting.

17. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting of the Association must be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Board.
- (b) All General Meetings other than the Annual General Meeting will be Special General Meetings.

18. SPECIAL GENERAL MEETINGS

18.1 Special General Meetings may be held

The Board may, whenever it thinks fit, convene a Special General Meeting of the Association.

18.2 Requisition of Special General Meetings

- (a) On the requisition in writing of not less than five per cent (5%) of the total number of Affiliate Members, the Board must, within one month after the receipt of the requisition convene a Special General Meeting for the purpose specified in the requisition.

- (b) Every requisition for a Special General Meeting must be signed by requisitioning Members, state the purpose of the meeting and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Board does not cause a Special General Meeting to be held within one month after the receipt of the requisition, the Affiliate Members making the requisition may convene a Special General Meeting to be held not later than three (3) months after the receipt of the requisition.
- (d) A Special General Meeting convened by Affiliate Members under this Constitution must be convened in the same manner, or as nearly as practical to the same manner, as a meeting convened by the Board and for this purpose the Board must ensure that the Affiliate Members making the requisition are supplied free of charge with particulars of the Members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting must be borne by the Association.

19. ATTENDANCE AT ANNUAL GENERAL MEETINGS AND APPOINTMENT OF DELEGATES

- (a) Unless this Constitution expressly provides otherwise, Individual Members, the auditor and the Board Members are entitled to attend Annual General Meetings but only Affiliate Members are entitled to vote.
- (b) Each Affiliate Member, by notice to the Association, may appoint a natural person to act as its delegate in all matters connected with the Member as if the Association were a body corporate to which section 253B of the Corporations Act 2001 applies and the appointed Delegate will have the powers in relation to the Affiliate Member as if section 253B applied to the Association.
- (c) An Affiliate Member may, by notice to the Association, revoke an appointment made under clause 19(b).
- (d) For all the purposes of this Constitution, an Affiliate Member represented at an Annual General Meeting by a Delegate is to be taken to be present in person at the meeting or in the case of RSO a postal vote may be submitted.

20. NOTICE OF ANNUAL GENERAL MEETING

- (a) Notice of the Annual General Meeting must be given to every Affiliate Member, the auditor and the Board Members by the means authorised in clause 32.
- (b) A notice of an Annual General Meeting must specify the place, day and hour of the meeting and state the nature and order of the business to be transacted at the meeting.
- (c) At least thirty (30) days notice of an Annual General Meeting must be given to those Affiliate Members entitled to receive notice including:
 - (i) Notice that certain Board Member positions are vacant;
 - (ii) Request for any motions to rescind, alter or amend, or suspend Rules of the Constitution;
 - (iii) Request for notice of any other business;
 - (iv) Notice of any business brought forward by the Board.

- (d) At least fourteen (14) days' prior to an Annual General Meeting must be given to those Affiliate Members entitled to receive notice, together with:
 - (i) the agenda for the meeting;
 - (ii) any notice of motion received from Affiliate Members entitled to vote;
 - (iii) A copy of the Annual Report.

21. BUSINESS

- (a) The ordinary business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Board and auditors, the election of Board Members under this Constitution and the appointment of the auditors.
- (b) Elect two(2) scrutineers to adjudicate on any secret ballot.
- (c) Receive the Board's Annual Report
- (d) Elect a Patron, Vice Patron/s.
- (e) Attend to the reimbursement of the Treasurer's expenses for the past year.
- (f) All business that is transacted at an Annual General Meeting, other than those matters referred to in clause 21(a), is special business.
- (g) No business other than that stated on the notice for an Annual General Meeting may be transacted at that meeting.

22. PROCEEDINGS AT ANNUAL GENERAL MEETINGS

22.1 Quorum

No business may be transacted at any Annual General Meeting unless a quorum is present at the time when the meeting proceeds to business. Subject to clause 22.3(a)(ii), a quorum for General Meetings is **50 percent of** Affiliate Members.

22.2 Chairperson to preside

The chairperson of the Board will, subject to this Constitution, preside as chairperson at every Annual General Meeting except:

- (a) in relation to any election for which the chairperson of the Board is a nominee; or
- (b) where the chairperson of the Board has a conflict of interest.

If the chairperson of the Board is not present or is unwilling or unable to preside, the Affiliate Members present must appoint another Board Member to preside as chair for that meeting only.

22.3 Adjournment of meeting

- (a) If within half an hour from the time appointed for the Annual General Meeting a quorum is not present, the meeting must be adjourned until the same day in the next week at the same time and place or to such other day, time and place as the chairperson determines. Notification of date, time of reconvened meeting will be sent to Affiliate Members within three days of the adjourned meeting. If at the

adjourned meeting a quorum is not present within half an hour from the time appointed for the adjourned meeting

- (i) if the meeting was convened on the requisition of Affiliate Members under clause 18.2, the meeting will lapse; and
 - (ii) in any other case, those Affiliate Members present will constitute a quorum.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and must, if directed by the meeting, adjourn the meeting from time to time and from place to place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- (d) Except as provided in clause 22.3(c), it is not necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

22.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of Affiliate Members present at the meeting.

22.5 Lodgement of Postal Votes

- (a) Any RSO wishing to lodge a postal vote at a General Meeting of The Association shall forward such vote to the Association on the appropriate form (hereinafter referred to as the VOTING FORM). The VOTING FORM must be in the hands of the Board prior to commencement of the meeting for such form to be valid. The VOTING FORM shall consist of two parts:
- (i) Containing a discussion form relating to the business of the meeting;
 - (ii) Containing the ballot papers on which RSO's are asked to state how they wish to cast their votes. Such votes may be qualified to deal with possible amendments moved at the meeting.
- (b) On this form RSO's are requested to indicate whether they wish to:
- (i) second a motion of which notice has been received;
 - (ii) move any amendment to such motion;
 - (iii) present any discussion to the meeting in relation to any items of business.
- (c) Completed VOTING FORMS shall be placed in an envelope marked BALLOT PAPER which shall then be sealed. This envelope shall not be marked so as to identify the RSO lodging the VOTING FORMS. This envelope shall then be placed in an envelope marked POSTAL VOTE and the RSO shall ensure that this envelope is properly sealed, carries the name of the RSO and the name and

signature of the Secretary or, in his/her absence, the President of the RSO lodging the forms.

(d) This envelope shall be returned to The Association in the postage prepaid envelope supplied.

(e) The arrival of Postal Votes shall be recorded and acknowledged and such Votes shall be retained in a secure place for verification by the Board.

(f) Any RSO which has correctly lodged a postal vote for a General Meeting shall be deemed to have attended that meeting and its vote(s) shall be dealt with as though cast by a voting member present.

22.6 Registration of Postal Votes

- (a) Postal Vote envelopes shall be presented, unopened, to the scrutineers immediately upon their election.
- (b) In the absence of direction to the contrary any vote FOR or AGAINST a motion shall stand, notwithstanding any amendments to that motion which may be moved at the meeting.
- (c) Where a motion is not addressed by a RSO, it shall be deemed that the vote is an abstention.
- (d) The scrutineers shall present any motions, amendments and/or discussions, as directed by The RSO which lodged the VOTING FORMS at the appropriate time.
- (e) At the conclusion of the meeting all VOTING FORMS shall be destroyed in their entirety by the scrutineers. VOTING FORMS shall be subject to inspection only until the specific motion to which they relate is resolved.
- (f) In the event that the scrutineers consider that a Postal Vote may have been tampered with then such vote shall be dealt as follows:
 - (i) Any expressed wish to second motions shall be treated as valid
 - (ii) Any discussion presented shall be treated as valid.
- (g) Any proposed amendment to a motion of which notice was properly given shall be treated as valid.
- (h) Any votes shall be set aside. The scrutineers shall determine whether such votes, if cast either FOR or AGAINST, could have altered the final outcome of a ballot.
- (i) In the event that the final outcome of a ballot could not have been altered by the casting votes, then that outcome shall be valid as though all votes were properly cast. In the event that the final outcome of a ballot could have been altered by the casting votes then that outcome shall be UNRESOLVED until the next Annual or Special General Meeting.

22.7 Recording of Determinations

A declaration by the chairperson that a resolution has on a show of hands been carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association is conclusive evidence of the fact without proof of the number of the votes recorded in favour for or against the resolution.

23. VOTING AT ANNUAL AND SPECIAL GENERAL MEETINGS

23.1 Affiliate Members entitled to vote

Each Affiliate Member is entitled to one (1) vote at General Meetings

23.2 Chairperson may exercise casting vote

The chair of a General Meeting does have a casting vote.

24. DISPUTE RESOLUTION PROCEDURE

- (a) The dispute resolution procedure set out in this clause applies to disputes between an Individual Member and:
 - (i) another Individual Member; or
 - (ii) the Association.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days after the scheduled meeting, refer the dispute to the State Sport Dispute Centre for resolution.
- (d) The Board may prescribe additional grievance procedures in Regulations consistent with this Rule 24.
- (e) In this clause 'Individual Member' includes any former Individual Member who was an Individual Member not more than six months before the dispute occurred.

25. RECORDS AND ACCOUNTS

The Association must comply with its obligations under of the Act in respect of accounts, records and minutes.

26. AUDITOR

- (a) A qualified auditor must be appointed at each Annual General Meeting as the Association's auditor (**Auditor**) for the then current Financial Year.
- (b) Any vacancy occurring during the year in the office of Auditor must be filled by the Board.
- (c) The Auditor has power at any time to call for the production of all books, accounts and other documents relating to the affairs of the Association.
- (d) An auditor may be appointed at each Annual General Meeting as the Association's auditor for the then current Financial Year.
- (e) If the Annual General Meeting appoints an auditor, any vacancy occurring during the year in the office of auditor must be filled by the Board.
- (f) The auditor has power at any time to call for the production of all books, accounts and other documents relating to the affairs of the Association.

27. APPLICATION OF INCOME

- 27.1 The income and property of the Association must be applied solely towards the promotion of the Objects.
- 27.2 Except as prescribed in this Constitution or the Act, no portion of the income or property of the Association may be paid or transferred, directly or indirectly or whether by way of dividend, bonus or otherwise, to any Affiliate Member or any associate of an Affiliate Member
- 27.3 Subject to clause 27.4, nothing in clauses 27.1 or 27.2 prevents a payment in good faith to any Affiliate Member:
- (a) in accordance with clauses 3 and 27.1 where that Affiliate Member is a not-for-profit entity with a similar purpose to the Association;
 - (b) for any services actually rendered to the Association whether as an employee, Board Member or otherwise;
 - (c) for goods supplied to the Association in the ordinary and usual course of operation;
 - (d) for interest on money borrowed from any Affiliate Member;
 - (e) for rent for premises demised or let by any Affiliate Member to the Association;
 - (f) for any reasonable out-of-pocket expenses incurred by the Affiliate Member on behalf of the Association.
- 27.4 No payment made under clause 27.3 may exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

28. WINDING UP

Subject to this Constitution, the Association may be wound up or deregistered in accordance with the Act.

29. DISTRIBUTION OF ASSETS ON WINDING UP

- (a) If, on winding up, dissolution or deregistration of the Association and after satisfaction of all the Association's debts and liabilities, there remain surplus assets (as defined in the Act) those surplus assets must not be paid to or distributed amongst the Members (Affiliate or Individual) but must be distributed to another organisation or organisations which has objects similar to the Objects and a constitution which prohibits the distribution of income and property to Members.
- (b) The organisation or organisations to whom the distribution is to be made under clause 29(a) may be determined by the Affiliate Members in General Meeting at or before the time of winding up, dissolution or deregistration, and in default a determination by the Affiliate Members, by a judge of the Supreme Court of South Australia or any other Court that has jurisdiction in the matter.

30. CONSTITUTION

30.1 Alteration of Constitution

- (a) Subject to clause 30.1(b), this Constitution may be repealed or altered or a new provision may be added by Special Resolution passed at a duly convened General Meeting.

- (b) If, in the opinion of the Board, it is necessary to amend this Constitution:
- (i) to achieve or maintain affiliation of the Association with the NSO;
 - (ii) to comply with the NSO constitution and regulations; or
 - (iii) to achieve or maintain a particular tax status,
- the Board may, by Ordinary Resolution, make the amendments that it considers necessary for the purpose.

31. REGULATIONS

31.1 Board to formulate Regulations

The Board may make and amend rules, regulations, by-laws or policies (**Regulations**) for the proper advancement, management and administration of the Association, the advancement of the purposes of the Association and the Sport in South Australia as it thinks necessary or desirable, including without limitation regulations governing:

- (a) the conduct of competitions (including but not limited to the rules of competition and codes of conduct);
- (b) the conduct of meetings;
- (c) the resolution of disputes;
- (d) discipline of Members and Participants for breaches of this Constitution or the Regulations; and
- (e) any other matter in respect of which this Constitution authorises the Board to make Regulations or which the Board considers is necessary or appropriate for the good governance of the Association and its affairs.

The Regulations must be consistent with the Constitution, the NSO constitution and any regulations made by the NSO.

31.2 Regulations Binding

All Regulations are binding on the Association and all Members.

31.3 Publication of Regulations

Regulations and any amendments, alterations or other changes to or interpretations of the Regulations may be communicated to Members (Affiliate or Individual) by a notice on the Association's website or in any journal or publication which is published by or on behalf of the Association and which is circulated by the Association to the Members (Affiliate or Individual).

32. NOTICE

- (a) Any notice required or authorised by this Constitution to be given to an Individual Member may be served on the Individual Member personally or by sending it through the post in a prepaid envelope addressed to the Individual Member at the Individual Member's last known place of business or by facsimile, email or other electronic means or by its insertion on the Association's website or in any journal or publication which is published by or on behalf of the Association and which is circulated by the Association to its members.

- (b) Any notice required or authorised by this Constitution to be given to the Association may be served by delivering it personally to the Association at its registered office or by sending it through the post in a prepaid envelope addressed to the Association at the registered office.
- (c) A notice served by post will be taken to have been received by the recipient on the second working day after it was posted.
- (d) A notice served by facsimile, email or other electronic means will be taken to have been received by the Individual Member two hours after it was sent.

33. PATRONS AND VICE PATRONS

The Association at its Annual General Meeting may appoint annually on the recommendation of the Board a chief patron and as many vice patrons as it considers necessary, subject to approval of that person or persons.

34. INDEMNITY

- (a) Every Board Member and employee of the Association is entitled to be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity as Board Members or employee in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any proceedings in which relief is granted by the Court.
- (b) The Association must indemnify its Board Members and employees against all damages and losses (including legal costs) for which any such Board Member or employee may be or become liable to any third party in consequence of any act or omission:
 - (i) in the case of a Board Member, performed or made in good faith whilst acting on behalf of and with the authority, express or implied of the Association; and
 - (ii) in the case of an employee, performed or made in good faith in the course of, and within the scope of their employment by the Association.

35. TRANSITIONAL PROVISIONS

35.1 Continuing Membership

- (a) Each Club or RSO that is an Affiliate Member of the Association on the day on which this Constitution is adopted will automatically be admitted to membership as an Affiliate Member.
- (b) Each other person who is an Individual Member on the day on which this Constitution is adopted, will automatically be admitted to membership in the category that, in the reasonable opinion of the Board, is the category most appropriate for that Individual Member.

35.2 Board members

For the purpose of determining when the term ends for each Board Member in office on the day on which this Constitution is adopted, time served in the Board Members current term will be counted as if this Constitution had been in place at the commencement of that term.

35.3 Regulations deemed applicable

All rules, by-laws, policies and regulations of the Association in force at the date of the approval of this Constitution are to be deemed to be Regulations and continue to apply unless they are inconsistent with, or have been replaced by this Constitution.