



# Eastern Hills Basketball Association Inc.

An affiliated member of the S.A. Country Basketball Council

# Constitution

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# Eastern Hills Basketball Association Inc.

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# Eastern Hills Basketball Association Inc.

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## Constitution

### NAME

1. The name of the Association shall be the Eastern Hills Basketball Association Inc. (EHBA) (hereinafter referred to as the Association).

### OBJECTS

2. The objects of the Association shall be:
  - (a) The encouragement, promotion and control of Basketball in Mount Barker and the surrounding District of the Adelaide Hills.
  - (b) To promote good fellowship among those interested in Basketball.
  - (c) To educate, train, coach and encourage members of the Association.
  - (d) To do all such things and acts conducive to the furtherance of the objects and interests of the Association.

### MEMBERSHIP

3. The Membership of the Association shall consist of:
  - (a) All members of affiliated clubs where the club is a financial member.
  - (b) All umpires and referees are associated with EHBA.
  - (c) Any person interested in basketball if person makes application to the Executive Committee and is accepted as a member and then becomes and remains a financial member of the Association.
  - (d) Life members may be appointed from time to time by the Executive Committee.



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- 3.1 The Fees to member and affiliated clubs will be set in the following manner.
- (a) The EHBA Management committee will set the expense budget. The fee structure, or any subsequent proposed alternative, must have a reasonable expectation of covering the proposed expense budget as determined by the EHBA Committee.
  - (b) The EHBA Committee's proposed Annual Affiliation Fee, Membership fee, Team Nomination Fee and Door Fee will be forwarded to the clubs for their approval. This should be done one month prior to the end of the minor round, or as soon as possible after. If sufficient clubs object to the proposed structure, a Delegates meeting will be called to allow the matter to be resolved.
  - (c) The clubs who have objected may be asked by the EHBA Committee to provide an alternative set of fees.
  - (d) If voting on fee setting at Delegates meetings, all clubs regardless of size will have one vote. This vote will be conducted via formal ballot.
- 3.2 Potential Life Members may be recommended to the Management Committee by affiliated clubs. If so, approved by the Management Committee the new Life Member shall be recognized at the next Grand Final Presentation Day.
- 3.3 The Management Committee may expel from the Association or otherwise punish or penalise any member, team, club whose conduct, in the opinion of the Management Committee, is discreditable or injurious to the character or interests of the Association.
- (a) Before any member, team, club is expelled or otherwise punished or penalised their conduct shall be enquired into by the Management Committee and the defendant shall be given the opportunity to defend themselves and to justify or explain their conduct. Provided that a quorum is established and the majority of the Management Committee who are present when the matter is enquired into is of the opinion that the defendant has been guilty of such conduct or action as aforesaid, then the Management Committee may expel or suspend them from membership or otherwise punish or penalise them.
  - (b) Should any defendant fail to appear at any enquiry conducted in accordance with Clause 3.3 (a) hereof or any adjournment thereof; the Management Committee may proceed in that defendant's absence to conduct the said enquiry and to make its findings as hereinbefore empowered.
  - (c) Any defendant who is aggrieved by a decision of the Management Committee under Clause 3.3 (a) above may appeal against the decision to the Tribunal Committee whose decision shall be final.



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## PATRON

4. A patron may be appointed at the Annual General Meeting.

## AFFILIATION

5. Every club applying for affiliation shall:
  - (a) Make an application on such a form as prescribed by the Management Committee and pay the Annual Affiliation Fee no less than 21 days prior to the Annual General Meeting each year.
  - (b) Every club shall give particulars of its proposed uniform and colours.
  - (c) The Management Committee shall consider each application and if approved, shall register with that club, and notify that club of any changes to the proposed uniform or colours.
- 5.1 Any Club may apply for affiliation with the Association but the Management Committee shall have power to refuse any such application at its discretion.
- 5.2 Upon affiliation, each Club shall:
  - (a) Be deemed to be affiliated and bound by the Constitution, Rules, and By-Laws of the Association.
  - (b) Register all playing members as prescribed by the Rules and By-Laws.
  - (c) Become liable for such subscriptions, fees and levies as may be fixed by the Rules or By-Laws.
- 5.3 Any affiliated Club, which desires to withdraw from the Association, shall remain liable for all subscriptions, levies and/ or fees incurred up to the time of lodging its application to withdraw.
  - (a) The members of any club which withdraws, disbands, or otherwise ceases to be affiliated, shall not play for any other Club unless all amounts owing to the Association by their former Club have been paid. However, the Executive may determine the amount which individual members must pay to discharge their obligation.
- 5.4 The period of affiliation with the Association shall be for one year, unless terminated by cancellation, resignation, or expulsion.



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## MANAGEMENT COMMITTEE

6. The Management Committee (hereinafter referred to as "Management") shall be responsible for the administration of the Association.
- 6.1 Management shall be elected at the Annual General Meeting by nominated members of affiliated Clubs and shall hold office until the next Annual General Meeting or earlier resignation.
- 6.2 Management shall comprise minimum seven, maximum nine members made up of:
  - The President
  - Vice President
  - The Administrator (Secretary/Treasurer)
  - Committee Members
- (a) The President, the Administrator and the Vice President shall comprise the Executive Members
  - (i) The Executive Members shall be the official office bearers and bank signatories of the Association.
- 6.3 Nominations for a position on Management must be made no less than one month prior to the Annual General Meeting on the prescribed form to the Administrator of the Association.
  - (a) All nominations persons shall be made known to each Affiliated Club no less than two weeks prior to the Annual General Meeting.
  - (b) Each nominee shall disclose their interest in any club including details of any immediate family member.
    - (i) Immediate family shall include parents, brothers, sisters, spouse, and children.
  - (c) Each club may have no more than two members elected to the Management.
- 6.4 The Management shall meet at such a time and at such a place as shall be prescribed by the Rules and may exercise all such powers as are not by Regulations required to be exercised in General Meetings.



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## POWERS OF MANAGEMENT COMMITTEE

7. The Association shall have all the powers conferred under section 25 of the Act.
- 7.1 All employed staff of the EHBA, unless otherwise approved by the Management Committee and stated in the employment contract, will report to the EHBA through the President.
- 7.2 Any member of the EHBA management shall be debarred from taking part in the proceedings of that body where a majority of the EHBA committee members deems that the member has a conflict of interest.
- 7.3 Members of the EHBA Committee must always comply with the Associations Incorporation Act.

## HONORARIA

8. The Management may approve such honoraria as it may consider to be merited, to any member of the Association, and the acceptance of any such honorarium shall not affect the recipient's amateur status.

## MEETINGS OF MEMBERS

9. General Meetings of Members shall be the Annual General Meeting, Special General Meetings, and Delegates Meetings.
- 9.1 Notices:
  - (a) Notice of the date, time and place of all General Meetings shall be given in writing to the Secretary of each Affiliated Club and such notice shall be given not less than seven clear days prior to that meeting.
  - (b) In addition, the notice for the Annual General Meeting shall be published in either or both the local newspaper circulating in Mount Barker and/ or the Notice Board in the Stadium.
  - (c) The notice shall state the object of the meeting and no other business shall be dealt with.
- 9.2
  - (a) All members of the Association may attend the Annual General Meeting, or Special General Meeting. The clubs are to nominate their allocated number of people to vote. The number of people to vote per club will be determined by the club structure in the current or just previous winter season in the following manor;



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- Clubs with 1-5 senior teams get one vote, teams with 6 or more senior teams get two votes.
- Clubs with 1-5 junior teams, defined as U18 or lower get one vote, teams with 6 or more junior teams get two votes.

Hence the minimum votes per club is one, and the maximum votes per club is 4 votes, e.g., a club that has 8 teams e.g., 4 senior, 4 junior = 2 votes or a club that has 6 senior and 15 junior teams= 4 votes.

- (b) Voting at a Delegates meeting shall be one vote per club no matter of size.
  - (c) The conduct and procedure of General Meetings shall be in accordance with the Rules.
  - (d) Those persons entitled to be present in accordance with Clause 8.2 and Management have the power to vote at all General meetings including the AGM.
  - (e) Proxy votes are not permitted at the AGM.
  - (f) A motion must be carried by a majority of those voting unless otherwise provided in the Constitution and Rules.
- 9.3 The Annual General Meeting shall be held within three months of end of the Financial year, and business of such meeting shall include the President's Annual Report, the presentation of the Financial Accounts duly audited, the election of the Executive and such other business as may be deemed necessary.
- 9.4 A Special General Meeting shall be called by the Administrator:
- (a) By order of Management or
  - (b) By order of any two members of the Executive or
  - (c) Upon receipt of a written requisition for such a meeting signed by two affiliated clubs of the Association, setting out the objects of such meeting.
    - (i) If the Administrator fails to call the meeting within fourteen clear days from the time the request comes to hand, the persons requesting the meeting or any of them shall be entitled to call such a meeting.
- 9.5 If at any Special General Meeting the members shall decided that the meeting has been incorrectly or unnecessarily called the members who have requisitioned the meeting shall be held liable for the cost of arranging the meeting and the amount shall be paid in such manner, as Management shall direct.





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- 9.6 The number of persons present to constitute a quorum at General Meetings shall be no less than half the number of affiliated clubs and bodies.
- (a) Proxy votes shall count towards both the numbers required for a quorum and as to the vote itself on each matter for discussion.
  - (b) Management shall have power to deal with any business not completed at any meeting because of the absence of the required quorum, or the effluxion of time.

## ELECTIONS AT THE AGM

- 10 Only persons meeting the Membership criteria of the Association (clause 3) shall be eligible for election.
- 10.1 Nominees must have registered their candidature on the prescribed form (clause 6.3) each a financial member of the Association. Each nomination must be seconded.
- 10.2 After all positions have been declared vacant at the AGM, the election process shall take place as follows:
- (a) When only one nomination for a position is received such candidate shall be declared duly elected.
  - (b) If there shall be more than the required number of candidates nominated for any position an election by ballot shall be held at the Annual General Meeting and the Chairman shall appoint a returning officer and two scrutineers for that purpose.
  - (c) Management shall deal with any positions not filled by election at the Annual General Meeting and may duly appoint a member at its discretion accordingly to Rules of the Association.

## SUB-COMMITTEES AND OFFICIALS

11. Management shall:
- (a) Appoint such Sub-Committees as are deemed necessary.
  - (b) Have power to fill any position in the Association, which becomes vacant.



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## CONSTITUTION AND RULES

12. No alterations, repeal or addition to this Constitution and Rules shall be made except:
  - (a) At a Special Meeting convened for that purpose.
  - (b) At the Annual General Meeting provided that the notice of meeting gives notice of the proposed alteration, repeal or addition, and that there be no other discussion of the Constitution at the Annual General Meeting.
- 12.0 No such alteration, repeal or addition shall be effective unless it is carried by a majority of two-thirds of members entitled to vote.
- 12.1 The Rules of the Association shall be made for the purpose of enlarging upon, extending and developing the provisions of the Constitution and the interpretation thereof, and shall be attached to the Constitution as an Appendix thereto.
- 12.2 The Rules may be repealed, altered and added to by the same procedure as is required for alterations to the Constitution.
- 12.3 For the purpose of controlling the operations of the Association the Constitution and Rules shall be binding on all members.
- 12.4 No copy of the Constitution shall be issued unless a correct copy of the Rules in force at the date of issue is also attached.

## BY-LAWS

13. Management shall have power to make, alter or repeal at any time all such By-Laws, as it may deem necessary or convenient or expedient in relation to the proper conduct and management of the business and affairs of the Association and the attainment of its objects.
  - 13.1 Management shall as soon as practicable after the Annual General Meeting each year ratify or amend the existing By-Laws, a complete list of which, together with any additions that may then be made, shall be inserted in the Minute Book next to the Minutes of the Meeting at which they are discussed.
  - 13.2 All By-Laws shall be clearly distinguished from Rules and recorded and referred to as By-Laws in the Minutes of the Meeting at which they are made, altered, or repealed, and the motion shall include the date on which the By-Law is to come into force.
  - 13.3 Alterations of By-Laws must be issued to all Clubs prior to the By-Law coming into effect and no less than fourteen days clear notice shall be given.



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## INDEMNITY

14. No affiliated Club, Official, delegate or member of the Association shall have a claim, legal or otherwise against the Association or its officers for any act done in the execution of their duties.



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# Rules



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## 1. THE MANAGEMENT COMMITTEE

### Here in after referred to as "MANAGEMENT"

- 1.1 Shall meet not less than once in each calendar year during February to November each year and not less than once in the period during December and January each year.
- 1.2 Any one member of Management shall have the power to call or direct the Secretary to call a meeting of Management.
- 1.3 The quorum for any Management Meeting shall be one more than half including the President or in the absence of the President then the quorum shall be more than half.
- 1.4 Subject to the provisions for regular meetings, any irregular meeting shall be by notice in writing either posted to the last known address of the member or by electronic mail such that any such notice will be received giving at least two clear days' notice of meeting.
- 1.5 A casual vacancy shall occur:
  - (i) In the event of death or resignation of a member of Management.
  - (ii) If a member of the Management fails to attend three consecutive regular meetings of Management without prior leave of absence from the Management.
- 1.6 In the case of such a vacancy, Management has the power to appoint a replacement in accordance with the Constitution.
- 1.7 Members of Management must vote in the person at any meeting of Management, a proxy votes are not permitted.
- 1.8 In the event that a member of Management has a conflict of interest, that member shall be excused from the meeting for the period that the matter is discussed.
  - (i) The conflict of interest may be disclosed by the member or may be raised by any other member.
  - (ii) If there is any doubt about a perceived conflict of interest, the conflict-of-interest issue shall be put to the vote of the meeting before the original matter shall be discussed.
  - (iii) In the event that the quorum cannot be maintained, the matter must either be adjourned or be referred to a Special General Meeting of the Association.



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## 2. THE PRESIDENT

- 2.1 Shall chair all meetings of the Association when present.
  - (a) In the absence of the President, the Vice President shall chair the meeting for the entirety of that meeting.
- 2.2 Shall be responsible for, liaison with Adelaide Hills Recreation Centre Incorporated (or its successor), the SA Country Basketball Council (or its successor).
- 2.3 At all meetings, the President shall have a deliberative vote and in the event of a tied vote, shall also have a casting vote.
- 2.4 Shall prepare the President's Report to the AGM.
- 2.5 Shall be a member of the Executive and thereby, one of the three signatories to the accounts of the Association.



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## 3. THE ADMINISTRATOR

### 3.1 Secretarial Duties of the Administrator

- 3.1.1 Shall attend all General Meetings and meetings of Management and carry out all direction given at any such meeting.
- 3.1.2 Shall attend to all clerical work of the Association assisted by such persons as Management may appoint.
- 3.1.3 Shall keep a written record of all Rules and By-Laws of the Association and rescissions, alterations, or amendments thereto, including the date on which they came into force, and advise members of additions and alterations thereto as required by the Constitution.
- 3.1.4 Shall keep records of proceedings or all meetings or the Association and of its committees and produce them as required.
- 3.1.5 Shall keep in proper files all Association records and reports of committees, officers, delegates and official.
- 3.1.6 Shall obtain a direction from Management before deposing of any Association property or records.
- 3.1.7 Shall place before Management all applications for affiliation at the next meeting of Management held after the receipt of same.
- 3.1.8 Shall keep a "Record of Members Suspended" with date of suspension and reason therefore.
- 3.1.9 Shall keep a register of Office Bearers, all Affiliated Clubs and Colours and Uniforms of affiliated Clubs.
- 3.1.10 Shall carry out all such other duties as may be required under the Constitution, Rules, and By-Laws.



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## 3. THE ADMINISTRATOR (Continued)

### 3.2 Financial Duties of the Administrator

- 3.2.1 Shall be responsible (assisted by such person as Management may appoint) for the receipt of all moneys due to the Association which shall be deposited without undue delay to the credit of the Association's Bank Accounts.
- 3.2.2 Shall be responsible directly or indirectly for issuing of official receipts for money received.
- 3.2.3 Shall pay in such manner as may be approved by Management all accounts and approved sums claimed against the Association, all amounts to be paid by cheque and such cheques shall be signed by at least two officers of the Association.
- 3.2.4 Shall arrange for all accounts in the name of the Association to be addressed to the Administrator.
- 3.2.5 Shall obtain adequate receipts or vouchers for all payments.
- 3.2.6 Shall be familiar with an accounting package and prepare GST and BAS forms as required by law.
- 3.2.7 Shall keep proper books and accounts and submit to each ordinary meeting of Management a comprehensive report of the duties performed since the date of the last report, which shall contain:
  - (a) Particulars of receipts and expenditure.
  - (b) The amounts owing by the Association together with accounts for payment. A list of those that have not met their obligations to the Association, and of the other amounts owing to the Association.
  - (c) The amount of funds available, substantiated by presentation of current bank statements; and
  - (d) Items, or an estimate of amount, of annually recurring expenditure, not yet paid, for which funds will be required.
- 3.2.8 Shall make no substantial alteration in the methods of dealing with receipts and expenditure, or in the form of accounts books and printed stationery without first obtaining direction from Management.
- 3.2.9 Shall keep records of the property and assets of the Association.



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## 3. THE ADMINISTRATOR (Continued)

### 3.2 Financial Duties of the Administrator (Continued)

- 3.2.10 Shall close and balance the books of the Association and present them audited at the Annual General Meeting.
- 3.2.11 Shall prepare an Annual Statement of Receipts and Expenditure and such other forms of account as may be required and submit them duly audited to the Annual General Meeting: and the audited original copy of such accounts shall be fixed in the minute book next to the minute of the Annual General Meeting at which they were read.
- 3.2.12 Shall cancel and stop payment of any cheque issued by the Association which is not presented and cleared by the bank within twelve months of the date of the cheque, which shall then be written off, and the payee shall lose all rights to the amount of the said cheque.
- 3.2.13 Shall be entitled to attend, ex officio, and receive a copy of the minute of the meeting of any subcommittee, which may be dealing with matters involving the expenditure of association funds.
- 3.2.14 Shall be a member of the Executive and thereby, one of three signatories to the accounts of the Association.



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## 4. VICE PRESIDENT

- 4.1 Shall be elected by the Management.
- 4.2 Shall deputise for the President in his absence at any meeting of the Association.
- 4.3 Shall be a member of the Executive and thereby one of the signatories to the accounts of the Association.

## 5. AFFILIATION PROCEDURE

- 4.4 Applications for affiliations shall be on the prescribed form and shall be lodged with the Administrator no later than the date prescribed.
- 4.5 Should an affiliated Club wish to alter any of the particulars as registered to that club:
  - (a) Changes to official and mailing addresses shall be notified within seven (7) days.
  - (b) Any change to uniforms or colours must be applied for to Management who shall rule on the applications at the next Management Meeting and notify the applicant within seven (7) days thereafter.

## 6. TEAM NOMINATIONS PROCEDURE

- 6.1 Each club shall nominate its team on the prescribed form, prior to the prescribed closing date and with full payment.
- 6.2 Management shall draft the form, set date and nomination fees and have forms available for clubs no less than four (4) weeks prior to the closing date.
- 6.3 Any late application shall be accepted only if there are suitable vacancies in the program. Such Club shall have no right of appeal against any decision arising as a result of late entry.
- 6.4 The Administrator shall immediately notify Clubs that do not comply with regulations regarding nominations that their nomination cannot be considered unless the form is correct or the prescribed fees are paid as the case may be.



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## 7. PLAYERS

- 7.1 All players come under The Code of Behaviour Policy.
- 7.2 All players must play in the registered uniform and colour of the club they represent.
- 7.3 Players and umpires must wear appropriate footwear. No player shall be permitted to wear jewellery or other such accessories, and the umpire shall insist on each player having short, unpointed nails.
  - (a) No match shall be delayed beyond the scheduled starting time to permit any offence to be rectified and, if the match must start, an offending player shall be under the same rules as a late player.
- 7.4 Any player playing basketball does so at his or her own risk. This includes the wearing of glasses or contact lenses.
- 7.5 All Players must be registered before they play their first match in any season. Should a player change names a new registration form shall be completed and lodged with the Administrator prior to their next match.
- 7.6 Playing a non-registered player will cause that team to be awarded nil premiership points and nil percentage as that match in which a non-registered player took part shall be recorded as a 20-0 win to the non-offending team. There shall be no forfeit fines and no refunds of match fees to any of the participants.
- 7.7 All matters arising out of the regulations regarding the registration and transfer of players shall be dealt with by Management which shall be guided by the regulations for the registration of players as detailed in these Rules, Constitution and the By-Laws of the Association.



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## 8. CLEARANCES

- 8.1 No player shall change clubs without first obtaining a clearance from either the club they are leaving or from Management.
- 8.2 A player seeking a clearance shall:
  - (a) Complete the official clearance form.
  - (b) Obtain the signature of a Club official of the Club they wish to join.
  - (c) Deliver the clearance form to the Administrator who shall date the form, register the form and send the form to the Secretary of the Club from whom the clearance is sought,
    - (i) This registration process is to be done within 48 hours.
  - (d) The clearance form must be returned by the Club from whom the clearance is sought within fourteen (14) days stating whether the player is cleared or if refused, the reason why the clearance was refused.
  - (e) In the event of a refusal of a clearance:
    - (i) The Club seeking the clearance may appeal to Management on behalf of the player where the refusal is considered unjustified.
    - (ii) Management shall convene a hearing to consider the clearance application and may grant or refuse the clearance.
    - (i) All parties to the matter shall be invited to attend the hearing.
  - (f) In the event that either Club feel aggrieved by the decision of Management, the Club so aggrieved may appeal to the Tribunal Committee.

## 9. THE TRIBUNAL COMMITTEE

- 9.1 The Tribunal Committee shall be appointed by Management and shall consist of three respected members of the community who are not members of the Association or any affiliated Club. One member of the Tribunal shall be a Justice of the Peace.
- 9.2 The Tribunal Committee shall meet as directed by the Management to hear any reports of players, umpires, coaches, spectators or concerning clearances as per clause 8.2 (f).
- 9.3 The Tribunal Committee must convene within three (3) days of receipt of a directive from Management via Administrator.
  - (a) The notice shall include all details of the matter to be heard.
  - (b) A copy of the notice shall be sent to each club or person concerned in the matter who shall also be invited to attend the hearing.
- 9.4 The Tribunal Committee shall:
  - (a) Hear any report by an umpire concerning the conduct of any player or team during a match in which that umpire officiated.
  - (b) Hear any report by an umpire concerning the conduct of any player or team on the day of a match in which the umpire has officiated - that day ending 12 midnight.
  - (c) Hear any report by a member of Management who witnessed a reportable offence.
  - (d) Hear any report against an umpire, official or member of Management.
  - (e) Decide on any other report or any other matter, which may be referred to it by management.
- 9.5 The Tribunal Committee shall determine whether the club, player or person so charged is guilty or not guilty as charged.
- 9.6 If found guilty, the Tribunal Committee shall determine the penalty to be imposed.
- 9.7 A decision of the Tribunal Committee can only be appealed to the South Australian Country Basketball Association (SACBC) (or its successor) within fourteen (14) days of the decision.
- 9.8 All decisions of the Tribunal Committee shall be conveyed in writing to the Administrator who shall notify all persons concerned (and the SACBC in the case of suspensions).



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## 10. STANDING ORDERS FOR THE CONDUCT OF MEETINGS

- 10.1 The rules in this part shall govern the conduct of any meeting of the Association. Management, except where specifically provided otherwise.
- 10.2 Notice of Meetings
- (a) Failure to give notice of any general meeting to all clubs entitled thereto shall invalidate such meeting.
- 10.3 Meeting may be declared invalid if:
- (a) The notice calling the meeting is not:
    - (i) In accordance with regulations.
    - (ii) Signed by the Administrator of the Association or the Convenor of the meeting; or
  - (b) No time is stated in the notice; or
  - (c) It is held at any other time or place than that stated on the notice; or
  - (d) The business to be discussed is not clearly and adequately stated on the notice whenever the regulations require that business shall be so stated.
- 10.4 A meeting shall not be valid if:
- (a) Notice of meeting adjourned to a fixed date is not given or
  - (b) All members are entitled to be present to attend and the majority agree to waive formalities with regard to the notice.
- 10.5 The signature of any notice may be written or printed.
- 10.6 "Clear Days" means days (including Sundays and Public Holidays) exclusive of the day of service of the notice and that day of the meeting. The day of service is the day on which it would be received in the ordinary course of post. If the "clear" is not included in any regulations, then the period shall include the day of service and the day of the meeting
- 10.7 Representatives of the Press are excluded from all General Meetings.



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## 11. QUORUM

- (a) If, after the expiration of fifteen minutes from the time appointed for a meeting, there is not a quorum present, the meeting shall be abandoned.
- (b) Where regulations provide for the presence of a quorum at meetings, a meeting is not valid and may not lawfully transact any business unless a quorum is present throughout the whole of the meeting.
- (c) The person constituting a quorum are those competent to transact and vote upon the business before the meeting, including the Chairperson of such meeting.



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## 12. CHAIRPERSON

- (a) The President shall preside at all General Meetings and Meetings of Management, in the absence of the President, the Vice President shall preside.
  - (b) Except at the Annual General Meeting, if the Deputy Chairperson is elected to take the chair to open a meeting, he or she shall retain the Chair until the end of the meeting whether or not the person normally acting as Chairperson subsequently arrives at the meeting.
- 12.1 The Chairperson of all meetings shall have both a deliberative and a casting vote but may refrain from exercising either right to vote.
- (a) Should a motion be rejected because the Chairperson has elected not to exercise the right to use a casting vote the motion is defeated but may be brought forward again at a subsequent meeting.
- 12.2 **Replacing the Chairperson:**
- (a) If during any meeting a new Chairperson is desired, the motion shall be that another person, whose name shall be stated, takes the chair.
  - (b) A motion that the Chairperson leaves the chair, if carried, will automatically adjourn the meeting.
  - (c) If the Chairperson leaves the meeting before adjourning or closing it, the members may elect a new Chairperson and continue the meeting.
  - (d) If the Chairperson incorrectly declares the meeting closed before the business is finalised, his declaration may be withdrawn.
- 12.3 **The Chairperson shall:**
- (a) Make sure that proper notice of the meeting has been given.
  - (b) Make sure that a quorum is present.
  - (c) Conduct the meeting in accordance with the Constitution and Rules.
  - (d) In addressing the meeting be impartial and brief in his or her remarks.
  - (e) Preserve order, and for that purpose may instruct any person to withdraw, or refrain from speaking, or may adjourn the meeting.
  - (f) Give all members present a reasonable opportunity of speaking but ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been before the meeting.
  - (g) Terminate any discussion which is not, at that time, relevant to the business before the meeting.
  - (h) See that the Minutes of each meeting are correct and confirmed as soon as possible.



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## 12. CHAIRPERSON (Continued)

### 12.4 Vote of no confidence or resignation of the Chairperson:

- (a) Any member challenging the efficiency of any Chairperson may move a vote of no confidence and if this is passed by two-thirds majority of the members present and entitled to vote then the Chairperson shall resign.
- (b) Upon any such resignation of the President at a General Meeting, the members shall thereupon elect his successor.
- (c) Upon any such resignation of the President at a Management Meeting, Management shall appoint the Vice President to take the Chair until the conclusion of such meeting. Notice shall be given within seven days to the Secretary of each affiliated Club that the President has resigned, and the notice shall state the name of the new person appointed by Management to fill the vacancy.
- (d) If the Chairperson rises to speak, all discussion shall cease until the Chairperson resumes their seat.

### 12.5 Point of Order:

- (a) The Chairperson in deciding a point of order at any meeting shall state the provision, rule or practice, which is deemed applicable, and the Chairperson's decision shall be final unless a motion be moved and seconded that the chairperson's ruling be disagreed with.
- (b) If the motion is carried there shall be no further discussion of the matter, or of the business, which may have given rise to it, until the Administrator has obtained the option on the point of order of a person acceptable to the Chairperson and to the meeting in writing.

## 12. CHAIRPERSON (Continued)

### 12.6 Motions and Amendments

- (a) No motion or amendment shall be withdrawn without the leave of the Chairperson and consent of the mover and seconder.
- (b) A motion or amendment which is not passed at a meeting may not be brought before the same meeting (unless members agree to discuss the matter again) but the matter may be brought forward at a subsequent meeting.
- (c) Any resolution, which has been acted upon, being the authority under which such action is taken, may not be rescinded.
- (d) A motion may be moved at a subsequent meeting to correct any error or omission or as a result of further information being presented.

### 12.7 Amendments:

- (a) An amendment moved and seconded is voted upon before the motion is put. If carried, the amendment becomes the motion and the motion as amended is put to the meeting. The original motion lapses.
- (b) No second or subsequent amendments shall be received until the first amendment has been voted upon.
- (c) An amendment, which is a direct negative of the motion, shall not be allowed.

### 12.8 Voting

- (a) Voting at all meetings shall be by show of hands unless the regulations require a ballot or unless at least two of the members present and entitled to vote demand a ballot, whereupon a ballot shall be taken.
  - (i) Any member may demand a division.
  - (ii) The vote is to be recounted by at least two persons and a count taken of the total number of persons entitled to vote in order to establish the require majority.
  - (iii) Those voting "for" or "against" will be divided on the floor of the meeting.
- (b) When a ballot is required, the Chairperson shall determine the manner in which it is to be taken.

## 12. CHAIRPERSON (Continued)

### 12.9 Adjournment of meetings

- (a) A motion to adjourn a meeting must state the time and date of the proposed adjournment. The motion to adjourn may not be moved during the election of officers or while another person is speaking.
- (b) The only amendments allowed to a motion for adjournment are as to time, date or place.
- (c) A chairperson may only adjourn a meeting without a motion for adjournment when it has not been possible to maintain order.

### 12.10 Minutes of all meetings shall be kept and shall be set out in the following form:

- (a) Description of nature of meeting, whether Annual, Special or adjourned, date and time.
- (b) Names of all Management members present, and the minutes of all general Meetings shall include Clubs present.
- (c) Apologies, and names of management not present.
- (d) Confirmation of the Minutes of the previous meeting.
- (e) Business arising from the Minutes.
- (f) Correspondence and reports placed before the meeting.
- (g) Record of business of the meeting in order in which is done, all motions and amendments to be set out in their exact words and whether carried or rejected.
- (h) The time of arrival or departure of any member does not present during the whole of the meeting.
- (i) The time at which the meeting was declared closed or adjourned.



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## 12. CHAIRPERSON (Continued)

### 12.11 Signing of Minutes:

- (a) When any Minutes are signed by the Chairperson as a true record without confirmation, he shall add the words "Signed as a true record without conformation" above his or her signature. The signing of minutes in this manner shall be reported to the Committee at the first opportunity.
- (b) Minutes may not be altered after they have been signed. Any inaccuracies noted must be corrected and initialed by the Chairperson prior to signature.
- (c) Minutes shall be prima facie evidence of the proceedings of a meeting and may only be proved to be inaccurate or incomplete by a unanimous decision of the person who was present at the meeting to which they relate.

### 12.12 Re-Opening previous Minutes matters:

- (a) A member may not re-open any question decided at a previous meeting during the reading of the minutes until accuracy of the Minutes is confirmed.
- (b) The member may, after the minutes have been signed and while Business Arising out of the minuted is before the meeting, propose a motion in relation to a previous decision.



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## 13. MATCH RECORDS

- 13.1 The match records shall be the basis for:
- (a) All relevant grading enquiries
  - (b) The arrangement for all final matches
  - (c) Individual player awards
- 13.2 Any member of any Club disputing the records shall make a formal complaint in writing to the Administrator.

## 14. GENERAL RULES

- 14.1 Each affiliated club shall be entitled to one copy of the Constitution, Rules and By-Laws of the Association.
- 14.2 Fees, Levies, subscriptions, registration fees and other payment to be made By Clubs and/or members shall be set by Management, if not determined at the Annual General Meeting.
- 14.3 No premiership points shall be allowed to any club or team playing an ineligible player or playing matches while any fees or fines remain unpaid unless such club applied in writing for, and has been granted, an extension of time for payment.
- (a) Scores shall be recorded as 20-0 for the benefit of the non-offending team.
  - (b) Premiership points for the "win" shall be allotted to the non-offending team.

**These Rules ends after clause 14.3 (b)**