

INDEX

1. NAME	2
2. OBJECTIVES.....	2
3. POWERS	2
4. COLOURS	2
5. AFFILIATION.....	2
6. MEMBERSHIP	2
7. COMMITTEES.....	3
8. ELECTION OF OFFICERS	3
9. TERM OF OFFICE	3
10. ABSENCE OF MEMBERS OF COMMITTEES	3
11. FILLING VACANT COMMITTEE OFFICES	3
12. DUTIES OF OFFICE BEARERS	4
PRESIDENT.....	4
VICE PRESIDENT.....	4
SECRETARY	4
TREASURER.....	4
ASSISTANT SECRETARY/TREASURER	5
REGISTRAR.....	5
CLUB COORDINATOR	6
STATE COORDINATOR	6
CANTEEN COORDINATOR.....	6
MEETINGS.....	7
A. ANNUAL GENERAL MEETING	7
B. SPECIAL GENERAL MEETING.....	7
13. QUORUM.....	7
14. ASSOCIATION YEAR	7
15. FINANCE	7
16. CONDUCT	7
17. SUB-COMMITTEES	7
18. ALTERATION TO CONSTITUTION	8
19. DISSOLUTION OF THE ASSOCIATION	8
20. LIFE MEMBERS.....	8
21. HONORARY MEMBERS	8
22. AUDIT	8
23. INCOME AND PROPERTY.....	8

1. NAME

The name of the association is the Forrestfield Tee / Base / Soft Ball Association Inc.

2. OBJECTIVES

The objectives of the association are:-

- a) To promote the game of Tee Ball in the Perth Metropolitan area.
- b) To promote the game of Tee Ball in other parts of Western Australia as a secondary consideration to 2(a).
- c) To obtain sponsorship of the sport (excluding liquor and cigarette companies).
- d) To promote other forms of diamond sports as per previous association objectives, namely Baseball and Softball, on and when deemed appropriate by the residing committee.

3. POWERS

The Association has the power to do all such things as are necessary, conducive or incidental to the attainment of the objectives of the Association.

4. COLOURS

The colours of the association should be blue and red. The association colours should be worn by all representative teams when possible or any other colours that may be adopted from time to time.

5. AFFILIATION

- a) The Association shall affiliate with the Tee Ball Association of Western Australia and any other organisation that may from time to time be deemed beneficial or necessary by the committee.
- b) Member clubs must be affiliated with the Association and shall be entitled to a vote on all matters raised at Association full committee meetings.

6. MEMBERSHIP

- a) All registered players and their parents shall be considered members of the Association, Membership shall be for twelve months from September 1st each year.
- b) Players will be required to register each year and pay annual subscriptions as determined from time to time by the committee of the Association.
- c) Players will satisfy minimum and maximum age requirements as determined from time to time by the committee of the Association.

7. COMMITTEES

The Committees of the Association shall be made up of the following:-

- a) Executive Committee: President, Vice President, Secretary, Treasurer, Registrar, Assistant Secretary/Treasurer, Chief Coach and Chief Umpire.
- b) A quorum of the Executive Committee shall consist of three, one of which must be President or Vice President.
- c) Full Committee: Members of the Executive Committee, Assistant Chief Umpire, Assistant Chief Coach, Property Officer, Assistant Property Officer (Grounds person/s), TBAWA Delegates (2), Club Coordinator, State Coordinator, Social Coordinator, Canteen Coordinator, Team delegates and other members as may be invited to attend by the Executive Committee.
- d) A quorum for a full Committee shall consist of eight committee members of whom two shall be members of the executive.
- e) All officers of the Association shall be honorary.
- f) The committee shall meet as and when called by the President or Secretary or on receipt of a requisition signed by not less than 25% of the financial members of the association, by giving not less than seven days' notice.

8. ELECTION OF OFFICERS

Officers of the association shall be elected at the Annual General Meeting and the election shall be by poll.

9. TERM OF OFFICE

All the officers of the association shall be elected at the Annual General Meeting. Newly elected officers shall take office immediately after the close of the meeting at which they are elected and shall continue in office until the next Annual General Meeting. All officers shall be eligible for re-election.

10. ABSENCE OF MEMBERS OF COMMITTEES

The committee may declare vacant the office of any members who absent themselves from three consecutive meetings. The committee shall fill any vacancy that may occur in their number by appointing any member of the club.

11. FILLING VACANT COMMITTEE OFFICES

Should the President die, resign, or be removed from office, the President's office shall be filled by another member of the committee appointed by the remaining members thereof, and such member so appointed shall hold office as President for the remainder of the term for which the predecessor was appointed. Should any member of the committee die, resign, or be removed from office or be appointed President pursuant to these rules, the members place on the committee shall be filled by a member appointed by the remaining members of the committee and such member appointed shall hold office for the remainder of the term for which the predecessor was appointed.

12. DUTIES OF OFFICE BEARERS

President

The President shall attend all meetings of the association and executive.

- a) The President shall be the chairman of all meetings of the Forrestfield Tee / Base / Soft Ball Association and executive. The President shall not have a deliberate vote.
- b) The President shall be an ex-officio member of all committees.
- c) Where immediate action is required in any matter affecting the policy of, or the interests of, the association and it is impractical to refer the matter to the appropriate committee, the President shall seek advice from as many members as practical and shall act in such a manner as the majority of such members approve.

Vice President

- a) The Vice President shall attend all meetings of the association and executive.
- b) The Vice President shall deputise for the President when the President does not attend. The Vice President shall support the President in all their roles.

Secretary

The Secretary shall attend all meetings of the association and executive.

- a) The Secretary shall keep a true and correct record of all minutes and resolutions passed at such meetings.
- b) The Secretary shall perform the clerical work of the association and executive and carry out all directions given at such meetings.
- c) The Secretary shall have the right to attend all meetings of the committees, sub-committees and member club meetings, but shall have no voting power at such meetings unless the Secretary is a selected member of that committee.
- d) The Secretary will be advised, with seven days' notice, of all affiliated club meetings.

Treasurer

The Treasurer shall attend all meetings of the association and executive.

- a) The Treasurer shall be responsible to see that all monies collected and received are paid into the association banking account without undue delay and all accounts are paid. Further, the Treasurer will keep proper books of account and render a statement of account (and balance sheet if required) at the Annual General Meeting.
- b) The Treasurer shall present a financial statement of accounts to all full committee meetings.
Failure to present financial statements at more than 2 meetings in a row will allow the Assistant Treasurer Secretary to adopt the role of Treasurer until such time as the records are up to date and viable.
- c) A reconciliation of the General Account is to be presented to the AGM.
- d) Independently reviewed accounts are to be presented to the committee no later than the April General Meeting following the AGM.

Assistant Secretary/Treasurer

The Assistant Secretary/Treasurer shall attend all meetings of the association and executive.

- a) The Assistant Secretary/Treasurer shall deputise for the Secretary and/or Treasurer should they not attend.
- b) In addition, the Assistant Secretary/Treasurer will:
 - Coordinate and liaise with Life Members for all functions.
 - Coordinate sponsorship packs.
 - Coordinate and liaise with club and state sponsors.
 - Coordinate and liaise with potential club and state sponsors.
 - Organise and coordinate the Christmas function.
 - Liaise with any other organisations that can provide goods or services for the association.
 - Organise the end of year club wind up and appreciation night.

Registrar

The Registrar shall attend all meetings of the association and executive.

- a) The Registrar shall keep a register of all players and sponsors of all member clubs.
- b) The Registrar shall coordinate with other clubs regarding the transfer of players and relevant game counts.
- c) The Registrar is responsible for updating all Honour boards and Perpetual Trophies.
- d) The Registrar is responsible for notifying players of all club game milestones in appropriate time.
- e) The Registrar shall collect grading sheets and score books from all coaches at season's end.
- f) The Registrar is responsible for keeping a record of, and maintain, the list or database of players, past and present, and their game counts. This includes club games, club and 'pre-State' carnivals, games played during the State Championships weekend, games played as a part of the Super Squad (or any exhibition team), and those played for other clubs.

Property Officer

- a) The Property Officer shall be responsible for all equipment and property belonging to the association.
- b) The Property Officer shall keep a record of such equipment and property and shall report any damage, loss or other discrepancy to the full committee.

Chief Umpire

The Chief Umpire shall attend all meetings of the association and executive.

- a) The Chief Umpire shall be responsible for the issue of score sheets and ball on game days, diamond umpire allocations and match day ruling queries, and for coordination of TBAWA and FTBSBA umpiring clinics as required.
- b) The Chief Umpire shall also be required to help with the allocation of umpires for pre-State carnivals and the allocation of umpires for the roster given to the club by TBAWA

Chief Coach

The Chief Coach shall attend all meetings of the association and executive.

- a) The Chief Coach shall be responsible for coordination of TBAWA and FTBSBA coaching clinics and ensuring that all coaches are kept informed of current techniques.
- b) The Chief Coach is the sole arbitrator should there be any dissention over player selections for the State Championships teams.
- c) The Chief Coach shall be responsible for ensuring all coaches behave appropriately and be the Chairperson on any player or coach disciplinary committee.
- d) The Chief Coach shall be available to help all teams with the running of training sessions and game sessions if approached by a concerned parent or the coach of a particular team.

Club Coordinator

- a) The Club Coordinator shall be responsible for organising club and state uniforms and all trophies and photographs.
- b) The Club Coordinator shall liaise and assist the Assistant Secretary/Treasurer with their duties as required.

State Coordinator

- a) The State Coordinator shall be responsible for nominations for coaches and players for State Championships Teams.
- b) The State Coordinator shall arrange for participation in any lead up carnivals and the State Championships weekend.
- c) The State Coordinator shall follow up all necessary nomination forms so they are completed.
- d) The State Coordinator shall arrange the State Team Wind-up.

Canteen Coordinator

- a) The Canteen Coordinator is responsible for setting up the canteen (including food, consumables, equipment and cleaning) at the start of each season, the packing up of the canteen (including consumables, equipment and cleaning) at the end of each season, and any mid-season stocktakes and major cleaning duties.
- b) The Canteen Coordinator is responsible for the running of the canteen for the duration of the season, including the purchasing of stock, maintenance of equipment, rostering of 'helpers', and keeping the canteen area clean, tidy and safe for all users.
- c) The Canteen Coordinator is responsible for incoming and outgoing monies to the canteen, in conjunction with the Treasurer.
- d) The Canteen Coordinator is responsible for pricing and selling food items that are considered REASONABLY priced under 'current' market conditions by any 'average' person.

13. MEETINGS

A. ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held in March each year.
- b) Notice of the meeting is to be provided in writing to all members of the association not less than fourteen days prior to the meeting.
- c) Voting at an Annual General Meeting shall be restricted to members, life members and honorary members.
- d) Voting shall be restricted to those in attendance.

B. SPECIAL GENERAL MEETING

A Special General Meeting of members:

- a) may be called by the committee by giving not less than seven days' notice.
- b) shall be called by the committee on receipt of a requisition stating the business and signed by at least ten members of the association and by giving not less than seven days' notice.

14. QUORUM

- a) At all general meetings of the association eight (8) members shall make a quorum.
- b) Where at any general meeting a quorum is not present, the person presiding at the meeting shall adjourn to such time, date and place as he may decide and at the adjourned general meeting any members shall constitute a quorum.

15. ASSOCIATION YEAR

The financial year of the association shall be from the 1st March, to the last day in February the next year.

16. FINANCE

A banking account will be opened with a recognized banking institution in the name of the association, which shall be operated by any two of the three signatories, consisting of the President, Secretary and Treasurer.

Signatories to all club bank accounts shall be updated annually to reflect any changes in the club Executive. These updates shall not be done until AFTER the previous years' accounts have been audited and accepted by the April general meeting after the AGM (as per the section 'Audit', and 'Treasurer's Duties').

17. CONDUCT

The full committee shall have the power to suspend or expel any member whose conduct is deemed to be detrimental to the welfare of the association, after such member has been given the opportunity to appear before the full committee to answer any charge of misconduct of which he or she has been accused.

18. SUB-COMMITTEES

The Executive Committee may set up or absolve any sub-committees from time to time as may be deemed necessary for the efficient operations of the association.

19. ALTERATION TO CONSTITUTION

No alteration whatsoever shall be made to these rules other than by a notice of motion in writing, lodged before the Annual General Meeting or General Meeting as described in articles 13 and 14.

Any such notice of motion must be incorporated in the notice of the meeting.

Any amendments to the rules of the Association are to be made by Special Resolution and passed by 75% majority of members present and entitled to vote at the meeting

The Constitution is to be read in conjunction with the Association Policy. Should there be any conflict between the two, the constitution will prevail.

20. DISSOLUTION OF THE ASSOCIATION

In the event of dissolution of the association, members shall decide on the disposal of the association assets in such manner as will benefit the game of Tee Ball. Such decisions shall be made at a General Meeting of the association which has been called in terms of articles 13 or 14.

In accordance with the Act, the distribution of surplus funds and property shall be to either an association incorporated under the Act, or for charitable purposes.

21. LIFE MEMBERS

Members of the association who have rendered especially meritorious direct services to the association may, on recommendation by the full committee, be appointed life members of the association. A maximum of two life memberships may be given in any one association year.

A life member must have served on the Executive Committee for at least 5 years and being a member of the club for at least 8 years working for the club over and above what is required of them.

22. HONORARY MEMBERS

The full committee may elect to the association, for a period of 12 months, honorary members who:

- a) Wish to play but in the opinion of the Executive cannot afford to do so.
- b) Are adults (without playing children) who wish to assist in the administration of the association.

23. AUDIT

One honorary Auditor shall be elected to conduct an independent review of the association books by the April Executive meeting held after the AGM.

24. INCOME AND PROPERTY

The income and property of the association shall be applied solely towards promotion of its objectives as set forth in this constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to its members, provided that nothing herein shall prevent the payment or re-imburement in good faith to any member who may have expenses incurred while performing duties authorised by the association.