

1

## Derinya Basketball Club Constitution

### 1. TITLE

The Club shall be called Derinya Basketball Club Inc., hereafter to be referred to as "the Club".

### 2. OBJECTS

To foster and promote the sport of basketball to both genders to all grade levels being the Primary School Grade competition, Underage Competition, Senior Competition, Open Age Competition and Veterans Competition.

### 3. DEFINITIONS

3.1 In these Rules, unless the contrary intention appears—

association has the same meaning within these rules as the word Club;

authorized parent / guardian means the person who signs the junior player's initial registration form.

committee means the committee of management of the Association;

club has the same meaning within these rules as the word Association;

financial year means the year ending on 31 August;

general meeting means a general meeting of members convened in accordance with rule 8;

junior player is a player registered by the Club's registration officer in either the primary school competition or an underage (non-Senior) competition;

member means a senior registered player, authorizing parent / guardian of a junior registered player or person as described in 5.3 of this constitution;

ordinary member of the committee means a member of the committee as defined in rule 10; regulations means regulations under the Act;

registered player means a player registered by the Club's registration officer;

relevant documents have the same meaning as in the Act;

rules also mean this constitution in its entirety and its individual clauses;

senior player is a player registered by the Club's registration officer in a Senior (non Junior) competition;

the Act means the Associations Incorporation Act 1981.

3.2 In these Rules, a reference to the Secretary of an Association is a reference—

- (a) if a person holds office under these Rules as Secretary of the Association—to that person; and
- (b) in any other case, to the public officer of the Association.

#### 4. ALTERATIONS TO THE CONSTITUTION

Any proposed alterations to the Club's constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Member of the Club and seconded by another Member. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the properly convened General Meeting, if a quorum has been achieved.

#### 5. MEMBERSHIP, REGISTRATION AND FEES

5.1 Upon the first initial payment of a Junior Player's registration fee with the Club a membership or memberships shall be created, and it / they shall default to the Junior Player(s) authorizing parent or guardian.

5.2 Upon the first initial payment of a Senior Player's registration fee with the Club they shall become members of the Club.

5.3 An adult person whom is neither a registered Senior player or an authorizing parent or guardian of Junior player may apply for membership if they have received the nominations of two existing members, paid the registration fee appropriate to a Senior player registered with the club for the first initial time, submitted the appropriate application form with the nominations to the Club secretary and the application is accepted by the Committee of the Club. If the application is rejected by the committee of the Club the committee must notify the applicant in writing that the application has been rejected and the registration fee must be refunded to the unsuccessful applicant within fourteen (14) days.

5.4 Registration to the Club shall be open to any Derinya Primary School student or underage Junior player or a Senior player regardless of race, age, gender or ability, who completes a registration form and pays the relevant registration fee as

determined at an ordinary Committee Meeting prior to the commencement of the basketball season. The Club will consider that large teams should be avoided whenever possible. With nine players, an option to rotate a player off for each game helps with game time substitutions, but further reduces game time for the players. It is incumbent on each individual team to choose how they manage their players regarding any player rotations or byes.

Teams are only ever altered if the committee feel it is for the betterment of all player participation in the sport. Prior to any decision to do so, there is consultation with the relevant coaches where their opinions are sought and the various options available are discussed. Their input is always considered. It would be unreasonable to expect us to liaise with each player's family and we expect the coaches to be the voice of their team.

An underage junior player or a Senior player whom is not a member of a team affiliated with the Club will not be registered. Registration is valid for a period of either winter or summer season.

5.5 Students from other primary schools will be accepted and registered as junior players in the Primary School Competition dependent on team vacancies and at the discretion of the team registration sub-committee of the Club. Once that junior player has been a registered with the club for either winter or summer season, they will be regarded as the same as a Derinya Primary School student.

5.6 If an application for registration, either a first-year registration or a subsequent year registration is rejected by the committee of the Club the committee must notify the registration applicant in writing that the registration has been rejected and the registration fee must be refunded to the unsuccessful applicant within fourteen (14) days.

5.7 Registration fees for all levels and / or categories of Player registrations shall determined at an ordinary Committee Meeting of the Club.

5.8 Registration fees may be refunded to a Member at the discretion of the Club committee.

## 6. DISCIPLINE, SUSPENSION, EXPULSION OF MEMBERS AND PENALTIES

6.1 Subject to these rules, if the committee is of the opinion that a member has refused or neglected to comply with these rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the committee may by resolution—

(a) suspend that member from membership of the Club for a specified

period; or

(b) expel that member from the Association.

6.2 A resolution of the committee under sub-rule (1) does not take effect unless—

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.

6.3 A meeting of the Club committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

6.4 For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—

(a) setting out the resolution of the Club's committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the Club's committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following—

(i) attend that meeting;

(ii) give to the Club's committee before the date of that meeting a written statement seeking the revocation of the resolution; and

(e) informing the member that, if at that meeting, the Club's committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

6.5 At a meeting of the Club's committee to confirm or revoke a resolution passed

under sub-rule (1), the Club's committee must—

- (a) give the member, or his or her representative, an opportunity to be heard; and<sup>4</sup>
- (b) give due consideration to any written statement submitted by the member; and
- (c) determine by resolution whether to confirm or to revoke the resolution.

6.6 If at the meeting of the Club's committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

6.7 If the Secretary receives a notice under sub rule (6.6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

6.8 At a general meeting of the Club convened under sub rule (6.7)—

- (a) no business other than the question of the appeal may be conducted; and
- (b) the Club's committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (c) the member, or his or her representative, must be given an opportunity to be heard; and
- (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

6.9 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members in vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

6.10 A registered player, member, club official or a volunteer helper of the club who is found to have breached a 'Code of Conduct' may be suspended if the coach of his or her team or an official from the competition organizing body within which the registered player is competing in has contacted a Committee Member whom in turn

has raised this matter at a Committee Meeting and exhausted all other reasonable avenues including contact with the registered player or the registered player's member parent(s) or guardian(s), the member, club official or the voluntary helper. The first suspension will not exceed (2) two matches.

6.11 A registered player, member, club official or a volunteer helper of the club who has already been suspended once and still is in breach of the relevant 'Code of Conduct' and the coach of his or her team or an official from the competition organizing body within which the registered player is competing in has contacted a Committee Member, whom in turn has raised this matter at a Committee Meeting, and the Club has exhausted all other reasonable avenues including contact with the registered player's member parent(s) or guardian(s), the member, club official or the voluntary helper then the Club shall suspend that player for a term not exceeding (4) four matches.

6.12 A registered player, member, club official or a volunteer helper of the club who has already been suspended twice and still is in breach or continues to breach the relevant 'Code of Conduct' and the Club Committee has exhausted all other reasonable avenues then the Club Committee may invoke the penalty of expulsion on the registered player, member, club official or a volunteer helper of the club.

5

6.13 A registered player, member, club official or a volunteer helper of the club shall be expelled if clauses 6.10, 6.11, 6.12 and 13.9 have been satisfied.

## 7. DISPUTES AND MEDIATION

7.1 The grievance procedure set out in this rule applies to disputes under these rules between—

- (a) a member and another member; or
- (b) a member and the Club.

7.2 The parties to the dispute must discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

7.3 If the parties are unable to resolve the dispute at the conclusion of the discussions, or if a party fails to take part in discussions, then the parties must, within

10 days hold a meeting in the presence of a mediator.

7.4 The mediator must be—

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement—
  - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the club; or
  - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

7.5 A member of the Club can be a mediator.

7.6 The mediator cannot be a member who is a party to the dispute.

7.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

## 8. GENERAL MEETINGS

### 8.1 Annual General Meetings

8.1.1 The Committee shall convene an Annual General Meeting once in every calendar year to be held in the month of September and at a place as may be determined by the Committee.

8.1.2 Five (5) percent of the Club's members personally present (being members entitled under these Rules to vote at a general meeting) constitutes a quorum for the conduct of the business of a general meeting.

8.1.3 Notice of the Annual General Meeting shall be given at least twenty eight (28) days before such a meeting in an appropriate manner defined in the Act and in the Derinya Primary School Newsletter and Derinya Basketball Club website.

8.1.4 The business of an Annual General Meeting shall be to receive and consider the Annual Reports and Financial Statements, to elect office bearers and ordinary committee members for a term of twelve (12) months and to transact any other business of which fourteen (14) days' notice shall have been given.

8.1.5 The President shall be entitled to take the Chair at all Annual General

Meetings of the Club. In the President's absence or unwillingness to act, the members present shall choose a Chairperson from among their own number.

8.1.6 Every resolution passed at any Annual General Meeting shall be binding on all registered players, members, parents/guardians, coaches, managers, ordinary committee members, voluntary helpers and office bearers of the Club.

8.1.7 In addition to the annual general meeting, any other general meetings may be held in the same year.

## 8.2 Special General Meetings

8.2.1 All general meetings other than the annual general meeting are special general meetings.

8.2.2 The Club's committee may, whenever it thinks fit, convene a special general meeting of the Club.

8.2.3 If, but for this sub rule, more than 15 months would elapse between annual general meetings, the Club's committee must convene a special general meeting before the expiration of that period.

8.2.4 The Club's committee must, on the request in writing of members representing not less than five (5) members eligible to vote, convene a special general meeting of the Association.

8.2.5 The request for a special general meeting must—

- (a) state the objects of the meeting; and
- (b) be signed by the members requesting the meeting; and
- (c) be sent to the address of the Secretary.

8.2.6 If the Club's committee does not cause a special general meeting to be held within 21 days after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.

8.2.7 If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Club's committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the

club to the persons incurring the expenses.

7

### 8.3 Special Business

8.3.1 All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

8.3.2 The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

### 8.4 Notice of Meetings

8.4.1 Notice may be sent—

- (a) by prepaid post to the address appearing in the register of members; or
- (b) by facsimile transmission;
- (c) or electronic email transmission.

8.4.2 No business other than that set out in the notice convening the meeting may be conducted at the meeting.

8.4.3 A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting?

### 8.5 Quorum for Meetings

8.5.1 No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

8.5.2 Five (5) percent of the Club's members personally present (being members entitled under these Rules to vote at a general meeting) constitutes a quorum for the conduct of the business of a general meeting.

8.5.3 If, within half an hour after the appointed time for the commencement

of a general meeting, a quorum is not present—

(i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and

(ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written or electronic notice to members given before the day to which the meeting is adjourned) at the same place.

8.5.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

8

## 8.6 Presiding at General Meetings

8.6.1 The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.

8.6.2 If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

8.6.3 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

8.6.4 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

8.6.5 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 8.4.

8.6.6 Except as provided in sub rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## 8.7 Voting at General Meetings

8.7.1 Upon any question arising at a general meeting of the Club, a member has one vote only.

8.7.2 All votes must be given personally or by proxy.

8.7.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

8.7.4 A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid.

8.7.5 If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

8.7.6 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

8.7.7 If a question arising at a general meeting of the Club is determined on a show of hands—

(a) a declaration by the Chairperson that a resolution has been—

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the minute book of the Club is evidence of the fact, without proof of the number or

9

proportion of the votes recorded in favour of, or against, that resolution.

8.7.8 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

## 9 OFFICE BEARERS

9.1 The Office Bearers of the Club shall be elected at the Annual General Meeting and be called Officer Bearers-elect until a Hand-Over Meeting has concluded (see

Rule 12) and shall include:

(a) A President;

(b) A Vice President;

(c) An Honorary Secretary;

(d) An Honorary Treasurer;

9.2 No Office Bearers from the Club shall receive any remuneration for their services.

9.3 Office bearers shall not be disqualified as candidates by reason only of previous office.

9.4. If any Office Bearers positions are not filled at the Annual General Meeting then a Special General Meeting shall be called as per clause 8.2.

9.5 The provisions of rule 11, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

9.6 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

9.7 In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

#### 10 ORDINARY MEMBERS OF THE COMMITTEE

10.1 A minimum of three (3) ordinary Committee Members of the Club shall be elected at the Annual General Meeting and be called Ordinary Committee Members elect until a Hand-Over Meeting has concluded.

10.2 Subject to these Rules, each ordinary Committee Member of the Committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.

10

10.3 In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the

conclusion of the annual general meeting next following the date of the appointment.

## 11 ELECTION, VACANCIES AND REMOVAL OF OFFICE BEARERS AND ORDINARY COMMITTEE MEMBERS

### 11.1 Election

11.1.1 Nominations of candidates for election as officers of the Association or as ordinary members of the committee must be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).

11.1.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

11.1.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

11.1.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

11.1.5 The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

### 11.2 Vacancies

11.2.1 The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Association;
- (b) becomes an insolvent under administration within the meaning of the Corporations Act;
- (c) resigns from office by notice in writing given to the Secretary;
- (d) becomes bankrupt;
- (e) becomes prohibited from being a Director of a Company by reason of an Order made under any provision of the Corporation Act either State or Commonwealth or by a court of law within Australia;

- (f) becomes of unsound mind; and
- (g) is sentenced to imprisonment by a court within Australia.

### 11.3 Removal

11.3.1 The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office

11

and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

11.3.2 A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

11.3.3 The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

### 12 HAND-OVER MEETING

12.1 A Hand-Over Meeting shall be called no later than twenty-one (21) days after the Club's Presentation Night. Office Bearers elected at an Annual General Meeting shall be Office Bearer-elect and Ordinary Committee Members – elect until the completion of the Hand-Over Meeting at which time outgoing Office Bearers and ordinary Committee Members shall rescind their position to the incoming Office Bearers and ordinary Committee Members.

12.2 This meeting is to assist Office Bearers-elect and ordinary Committee Members elect to understand their duties and enable a smooth transition from out-going Office Bearers and ordinary Committee Members.

### 13 CONTROL AND MANAGEMENT

13.1 The control and management of the Club shall be vested in a Club's Committee consisting of the Office Bearers and Ordinary Committee members elected at the Annual General Meeting.

13.2 No person shall fill more than one place on the Club's Committee at any one time.

13.3 A quorum of the Club's Committee shall be five (5). If no quorum be present within fifteen (15) minutes of the scheduled time of the meeting the meeting lapses.

13.4 The President shall be entitled to take the Chair at all meetings of the Club's Committee. In his absence or unwillingness to act, the members of the Club's Committee present shall choose a chairman from among their number.

13.5 The Honorary Secretary shall convene a meeting of the Club's Committee at least eight (8) times per year.

13.6 No person who is not a member of the Club's Committee shall be entitled to be present at a meeting thereof UNLESS invited to attend by the Chairperson.

13.7 The Club's Committee may declare vacant the seat of any member thereon who has been absent without valid excuse from two (2) consecutive meetings of the Committee.

12

13.8 All casual vacancies among Office Bearers and the ordinary Committee Members of the Club may be filled by the Club's Committee as it deems fit.

13.9 Every question submitted to the Club's Committee shall be decided by a majority of the votes of the members present. Every member of the Club's Committee shall be entitled to one (1) vote EXCEPT that in the case of an equality of votes, the Chairperson shall have a casting vote in addition to the vote to which he is entitled as a member of the Club's Committee.

13.10 Minutes of every meeting of the Club's Committee shall be kept up by the Honorary Secretary and shall be signed by the Chairperson of the next succeeding meeting, subject to their being adopted by the meeting, as a true record of the proceedings of the meeting.

13.11 Notice of all General Meetings of the Club's Committee shall be given at least three (3) days before such meetings, personally, in writing or by email to the member as shown in the records of the Club.

13.12 Every resolution of the Club's Committee shall be binding on all members, registered players, parents/guardians, coaches, managers, ordinary committee members, voluntary helpers and Office Bearers of the Club.

13.13 The Club's Committee shall on receipt of a request in writing stating the

objects of the meeting proposed to be called and signed by not less than five (5) of the Club's members whom are eligible to vote, convene a Special General Meeting within twenty-one (21) days of the date of receipt of such requisition by the Honorary Secretary.

13.17 The President and at least one other of the Vice President, Secretary or Treasurer plus two more members of the Club's committee shall constitute an executive of the Club and may act in any way deemed beneficial to the Club when immediate action is required, and it is not practicable or convenient to call a meeting of the Committee.

13.18 All assets and property of the Club shall be vested in the Office Bearers and ordinary committee members of the Club and they shall deal therewith in such manner as they may be directed by the Club.

#### FINANCE

14.1 The Club's financial year shall be from September 1

st

to August 31

st

.

14.2 The Club's Committee shall have power to control the finances of the Club, to collect registration fees, to collect playing fees, and to collect any levies (agreed to by a majority of office bearers and ordinary committee members present at an ordinary committee meeting) which may be necessary to facilitate the operations of the Club.

14.3 All monies shall be paid into a bank account opened in the name of the Club and operated by any two of the President, Vice President, or Honorary Treasurer as joint signatories.

13

14.4 The income of the Club, howsoever derived, shall be applied solely towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Club or to any of them or to any person claiming through them.

14.5 The Honorary Treasurer shall keep such accounts and submit such financial statements as the Club Committee may require. He/ She shall present a statement of receipts and expenditure to the Annual General Meeting and shall deliver to the Honorary Secretary, when required, a statement of the Club's finances.

## 15 DISSOLUTION

15.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club Members to be held not less than one month thereafter to discuss and vote on the resolution.

15.2 If, at that Special General Meeting, the resolution is carried by at least two thirds of the Members of the Club present at the meeting, the Club Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

15.3 After discharging all debts and liabilities of the Club, and prior to the winding up and cancellation of the Incorporated Association, the remaining assets must be disposed of in accordance with the provisions of the Act.

## 16 CUSTODY AND INSPECTION OF BOOKS, RECORDS AND MINUTES

16.1 Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

16.2 All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.

16.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.

16.4 The Secretary must ensure that accurate minutes of all General and Committee meetings are prepared and kept.

16.5 The Club must provide Members with access to the minutes of the general meetings of the Club (including accounting records and financial statements).

16.6 The Club will provide a Member with access to minutes and any other documents of an ordinary Committee or Sub-Committee meeting if and only if the Member can satisfy the Club's Committee of the relevance of the minutes and / or

documents requested to there enquiry.

16.7 Upon the resignation or removal by a General Meeting of the Club or other official notice in accordance with these rules or the Act a current or former Office Bearer, a current or former Committee person, a current or former Member, or a person whom is a current or former voluntary helper of the Club must return any documents belonging to the Club within 28 days of their cessation to be an Office Bearer, Committee person, Member or voluntary helper of the club.

This constitution was unanimously accepted at the Derinya Basketball Club's Annual General Meeting conducted on Tuesday 6<sup>th</sup> September 2018.

Signed ..... Louise Jenkins (President)

Signed ..... Kylie Austin (Vice President)

Signed ..... Emily Marino (Secretary)

Signed ..... Mark Davies (Treasurer)

Signed ..... Kelly Hunt U8-U10 (Enrolments)

Signed..... Irene Jelenc U12-U14 (Enrolments)