

VICTORIAN BASKETBALL REFEREES ASSOCIATION

McKINNON BRANCH

CONSTITUTION

ADVISED VBRA COMMENTS 2nd JUNE 2015

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1. Name of Association:-

The Branch shall be known as the Victorian Basketball Referees Association - McKinnon Branch.

2. Affiliation:-

- (i) This Branch shall at all times remain affiliated with the Victorian Basketball Referees Association (VBRA) unless otherwise advised by the VBRA.
- (ii) Neither the Branch nor any of its members will do or omit anything in contravention of the Rules of Management of the VBRA.

3. Membership:-

- (i) Membership of the Branch shall be open to any person who is eligible to be a member of the VBRA, is in good standing with the VBRA and has paid the appropriate affiliation fee, if applicable, to the VBRA McKinnon Branch.
- (ii) An affiliate member is one who only pays the Branch affiliation fee set annually by the Branch executive at one of its Executive Meetings. This fee gives the member an affiliated membership and right to referee for the Branch, provided they hold current VBRA membership, but does not give the member voting rights within the Branch.
- (iii) The Branch shall cause a register to be kept and maintained in which shall be entered all personal details required by the VBRA.

4. Objectives and Power:-

The Branch Executive and Committee shall:

- (i) Maintain appropriate liaison with the VBRA either directly or through a Branch member delegated by the branch committee.
- (ii) **Assist** with the appointment of referees to any game under the control of Basketball Victoria when requested to do so by the appropriate authority.
- (iii) Represent the members of the Branch, or any one of them as required with any controlling body requiring officials from this Branch.
- (iv) When requested, liaise with McKinnon Basketball Association on the appointment of the referees adviser and his/her assistants.
- (v) Work with the referee's adviser and any other nominated individual to develop VBRA McKinnon Branch referees through courses and any other education activities as agreed.
- (vi) Keep the members informed on matters relevant to VBRA administration.

(vii) Assist VBRA by collection of affiliation fees, levies and applications for appointments for transmission to the appropriate persons.

(viii) Do all other such things as may be required to assist or represent its members.

5. Committee:-

(i) The management of the Branch shall be vested in a Committee which shall consist of:-

(a) President

(b) Vice President

(c) Secretary

(d) Treasurer

(e) Referee Adviser (Ex Officio)

(f) Maximum of four (4) General Committee Members

(ii) The Committee shall have the management and control of the income, funds and other property of the Branch and the responsibility to carry out the objectives of the Branch.

(iii) The Committee shall meet as often as is necessary, but not less than three times per year, to conduct the business of the Branch.

(iv) The Committee must be eligible members of the Branch according to Rule 3 (i) and Rule 3 (ii).

(v) Members of the Committee are entitled to only one vote. The Chairperson shall be entitled to an ordinary vote but not a casting vote. In the event a vote is tied, the motion is lost.

(vi) Upon invitation by the President, Life Members may attend a Committee Meeting but shall not have a vote.

(vii) The quorum for Committee meetings shall be at least half of the positions filled rounded up to the nearest whole number.

6. Election and Appointment of Committee:-

(i) The Committee shall be elected annually at the Annual General Meeting except for:-

(a) The President and Secretary who shall be elected every two years on even years, and

(b) The Vice President and Treasurer who shall be elected every two years on odd years.

(ii) Nominations for all positions can be made by any financial member by a nominator and seconder, with the approval of the nominee in writing.

- (a) Nominations should be in the hands of the Secretary 14 days before the AGM.
- (b) Nominations for positions for which no written nomination has been received shall be the only ones called for from the floor at the AGM.
- (iii) The election of the new Committee shall take place after the out-going committee members vacate all eligible positions following presentation of Annual Reports. The election shall be chaired by a life member of the Branch or some other independent person voted on by the members present at the AGM.
- (iv) Where more than one person has been nominated for a position, voting will be by secret ballot of all financial members and life members in attendance at the Annual General Meeting. Each position must be elected separately in the order displayed in Rule 5 (i).
- (v) The Branch general meeting may by resolution remove any member of the Committee before the expiration of his/her term of office (Rule 9) and appoint another in their stead to hold office until the expiration of the term of the first mentioned member.
- (vi) Casual vacancies occurring within any committee shall be filled by appointment or sent to the next General Meeting as agreed by the Committee by a simple majority vote.

7. Meetings of Branch:-

- a) Notice of all Annual General Meetings will be given in writing to all members no less than 28 days before the meeting.
 - (i) The Annual General Meeting of the Branch shall be held no later than the end of May. The quorum shall be 1/5th of the members. Where more than one person has been nominate for a position, voting at General Meetings on election of office bearers will be by silent ballot, all other voting will be by a simple majority on a show of hands unless any member present requests a secret ballot.
- b) Notice of all Special General Meetings will be given in writing to all members no less than 28 days before the meeting.
 - (i) A Special General Meeting of the Branch may be called by the Executive Committee or by a minimum of 20 life and financial Branch members. This must be done in writing including specific details of proposals; this must be signed and dated by those calling the SGM. Only the business as specified in the purpose of the meeting can be tabled and discussed at this meeting.
- c) Notice of all meetings shall be given to any financial member who requests it.
 - (i) The Committee shall meet as often as is necessary but not less than three times per year to conduct the business of the Branch. Voting at such meetings shall be carried by a simple majority on a show of hands of those present, unless requested

by any member of the committee and then a secret ballot shall be used. The Chairperson shall have an ordinary vote but not a casting vote; in the event a vote is tied the motion is lost.

Use of Technology at/ for Meetings.

- i. A member not physically present at a General Meeting or Executive Meeting may be permitted to participate in the meeting by use of technology that allows that member and the members present at that meeting to clearly and simultaneously communicate with each other.
- ii. For the purposes of this Rule, a member participating in a General Meeting or Executive Meeting permitted under sub rule 8e (i) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

8. Amendments to Constitution:-

- (i) No changes may be made to this constitution unless accepted at a VBRA McKinnon Branch General Meeting.
- (ii) Suggested changes to this constitution should be forwarded to the Branch Secretary no less than 14 days prior to the VBRA McKinnon Branch Annual General Meeting.

9. Notes on Policies:-

- (i) A set of Policies governing all matters not covered in this constitution shall operate in conjunction with this constitution.
- (ii) Changes to policies can be made with a simple majority vote at any Committee meeting.

10. Conduct of Members:-

- (i) Any member failing to adhere to the Branch policies will be dealt with by the appropriate policy which may include suspension from the Branch or removal of affiliation with the Branch.
- (ii) Members have the right to appeal any decisions of the Branch to the VBRA through the VBRA Grievance Policy available from the VBRA office.

11. Winding up:-

- (iii) This Branch may be wound up by the financial members at the Annual General Meeting or a Special General Meeting by a three-fourths (3/4) majority of those financial members present. The meeting shall be empowered to distribute funds to the McKinnon Basketball Association for matters relating to the development and promotion of referees and other officials.
- (i)

12. Unforeseen Matters:-

- (i) Should any matter arise for which provision has not been made in this Constitution or the association policies, the Committee shall have the power to act as is necessary to protect the interest of the Branch in conjunction with guidance from the VBRA.

13. Funds and Finance:-

- (i) The funds of the Branch shall be derived from Annual Subscription and other sources as the Committee determines. Fees for V.B.R.A. membership shall also be collected by this Branch on behalf of members.
- (ii) Funds of the Branch shall be devoted to the objectives of the branch and controlled in a business-like manner.
- (iii) The Financial Year of the Branch must run in line with the Financial Year of the VBRA.
- (iii) All cheques and any other negotiable instrument shall be signed by any two of the following Executive members - Treasurer, President, Secretary or Vice President after approval by a Resolution of the Committee.
- (iv) The Treasurer shall:-
 - (a) Collect and receive all monies due to the Branch and make all payments as authorised by the Committee.
 - (b) Keep correct accounts and books showing the financial affairs of the Branch with full details of all receipts and expenditure connected with the activities of the Branch.
- (v) The books of the Branch may be examined for and audited by an independent auditor appointed by the AGM or other General Meeting, if such meeting requires an audit be conducted. This audit to be presented to the members at the Annual General Meeting.
- (vi) The amount of the Annual Subscription shall be recommended by the Branch Executive to the Annual General Meeting for the following financial year.

14. Honorarium:-

- (i) An honorarium may be paid to selected Committee members provided a successful motion is passed at the AGM

15. Life Members:-

- (i) Any nominations for Life Membership as recommended by the Committee should meet the requirements as set out in the relevant policy and be elected at the AGM by a 3/4 majority of financial members present.

- (a) Benefits of Life Membership: All Life Members receive free entry to all VBRA McKinnon Branch Referee functions, workshops, Annual General Meetings and events. They will be invited to these via the form of notice stated in Rule 18. They will not be required to pay a Branch fee and their license fee will be paid annually to the VBRA by the Branch.

16. Custody of Records:-

- (i) Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Branch.

17. Inspection of Records:-

- (i) All accounts, books and records of the Branch shall be available for inspection by members upon request to the Secretary. The inspection shall be carried out under supervision of any of the President, Vice President, Secretary or Treasurer.

18. Form of Notice:-

All notices will be sent via the post or where an email has been provided, via email.