

By-Laws of Aspire Badminton Club Incorporated



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By-Laws

1. INTRODUCTION

- 1.1 These by-laws have been made by the Board pursuant to clause 41 of the Constitution.
- 1.2 These by-laws have effect from the Effective Date.
- 1.3 All fees and payments are in Australian Dollars

2. MEMBERSHIP CATEGORY AND PRIVILEGES

- 2.1 Membership of Aspire Badminton Club Incorporated is available in the classes described in **clause 3.1** of the Constitution
- 2.2 **Honorary Members and Life Members**
 - (a) Honorary Membership is only available to persons nominated by the Board in consideration of any special services rendered to Aspire Badminton Club Incorporated or in the advancement of the game of badminton. Subject to by-law **2.2(b)**, a person so nominated will not be admitted as an Honorary Member unless their nomination is approved by Voting Members at the AGM held next after their nomination.

- (b) The Board may, in its absolute discretion, determine that special circumstances apply to a nomination for Honorary Membership or that the nomination is urgent and award Honorary Membership to that person without the nomination being approved at an AGM.
- (c) Life Membership is only available to persons who held Life Membership of Aspire Badminton Club **Incorporated** pursuant to its Constitution in force as at October 2018. **[Minimum 5 year service?]**
- (d) Honorary Members and Life Members will, during the continuance of their life and Membership, have all the rights, benefits and privileges of **Ordinary** Members. **[Minimum 2 years Service]**
- (e) Subject to clause **4.5** of the Constitution, **Honorary Members and Life Members are exempted from any future payment Membership Subscription Fees for the period of their Membership. In addition, Life Members are entitled to 50% discount off sessions fees.**

2.3 Ordinary Members

Ordinary Membership is only available to persons:

- (a) 18 years of age and over as at the start of the relevant Membership Year;
- (b) Entitled to free social sessions on the club's birthday and Annual General Meeting

2.4 Junior Members

- (a) Junior Membership is only available to persons under 18 years of age as at the start of the relevant Membership Year.
- (b) If a Junior Member reaches 18 years of age during a Membership Year, that Member will be eligible for the following Membership Year, without further application, to continue their Membership as an Ordinary Member or subject to payment of the relevant Membership Subscription Fee.
- (c) Junior membership are entitled to ordinary membership inclusions on clause 2.3b or gold membership inclusions clause 2.6.1 to

2.5 Provisional Member

Cannot vote or stand for office

2.6 Gold Members

Gold membership includes ordinary membership and benefits; additional inclusion are:

- 2.6.1 Club Shirt
- 2.6.2 One entry to ACT Open Tournament
 - 2.6.2.1 Free entry shall be redeemed within the membership year
 - 2.6.2.2 Unclaimed entry will be forfeit and cannot be redeemed for cash.

3. MEMBERSHIP FORMS (Including Fees)

- 3.1 Annual membership form
- 3.2 Junior coaching form

4. ANNUAL MEMBERSHIP PRIVILEGES, FEES AND CONDITIONS

- 4.1 Fees are in Australian Dollars
- 4.2 Membership privileges and inclusion are non-refundable, non-transferable and cannot be redeemed for cash.
- 4.3 Any unclaimed inclusion(s) shall be deemed forfeited
- 4.4 **ORDINARY MEMBERSHIP**
 - 4.4.1 annual membership fee is \$40
 - 4.4.2 includes free social session on the club's birthday and Annual General Meeting
- 4.5 **GOLD MEMBERSHIP**
 - 4.5.1 annual membership fee is \$80
 - 4.5.2 includes ordinary membership privileges as per by-laws clause 4.3.2
 - 4.5.3 includes one club shirt
 - 4.5.4 includes one entry to the ACT Open Tournament

5. TERM FEES AND CONDITIONS

- 5.1 Fees are in Australian Dollars
- 5.2 Junior Coaching Fee is \$120 per Term (10 sessions)
 - 5.2.1 Refunds are at the discretion of the club's committee
 - 5.2.2 Credit for term fees at the discretion of the club's committee
 - 5.2.3 Make up lessons maybe available at the alternate venue
 - 5.2.4 Make up lesson is only available for the next available session
 - 5.2.5 Unclaimed make up lessons shall be deemed forfeited

6. REGISTRAR ACCESS FEE

- 6.1 Registrar access fee is \$40

7. GENERAL MEETING VOTING METHOD

- 7.1 A vote shall be conducted by a show of hands or such other method as determined by the Chairperson. The result of the vote shall be declared by the Chairperson and shall be final.

8. BOARD ELECTION BALLOT METHOD

- 8.1 A vote shall be conducted by a show of hands or such other method as determined by the Chairperson. The result of the vote shall be declared by the Chairperson and shall be final.

9. OFFICE BEARERS DUTIES

- 9.1 President
- 9.2 Vice-President
- 9.3 Treasurer
- 9.4 Secretary
- 9.5 General Committee

DON'T FORGET MINIMUM AMOUNT FOR CASH issue.

PROXY FORM

10. BOARD MEETING – STANDING ORDERS

- 10.1 To establish the conventions and processes that will guide how Board meetings are conducted. This procedure outlines the specifics of how meetings will be convened and run, how the agenda will be determined and communicated, how decisions will be reached and how the outcomes of the meeting shall be documented. It is intended that this procedure provide the Board and all other standing and ad-hoc committees with an easy-to-understand set of rules for calling of meetings, running of meetings and recording of meetings.
- 10.2 NOTICE AND AGENDA OF MEETINGS
 - The Board Secretary should make all Board members aware of the dates of Board meetings with at least 3 days notice.
 - The 3 day notice period may be waived with the agreement of the Board for specific circumstances (such as emergency meetings for a specific subject).
 - The dates for all regular Board meetings for the year should be determined in the first Board meeting of each calendar year.
 - All Board members should be in attendance at all Board meetings.
 - The Board may invite additional attendees to report to the Board or participate in discussions. These invitees will be considered ex-officio and will not have a vote on matters before the Board. - Invitations for additional attendees must be made by the Chair. - Requests for an additional attendee to be invited should be made to the Chair by any regular meeting attendee prior to the agenda being published for a meeting. - Invitations for additional attendees are at the discretion of the Chair unless mandated by a motion of the Board.
 - Notice of a meeting shall include the time, date, location and a call for agenda items and deadline for papers of said meeting.
 - Board members to submit an apology to the Secretary and / or the Chair asap where a member is aware that they will be absent from a Board meeting in order that it can be ascertained as to whether a quorum will be present and therefore whether a valid meeting can be conducted.
 - A meeting shall not be deemed to be in breach of these Standing Orders, if notice failed to reach one or more members due to reasons beyond the control of the Club.

10.3 MEETING AGENDA

- The Board Secretary shall be responsible for receiving all papers and drafting the agenda. They will also ensure the agenda is communicated to Board members.
- If the Board Secretary is unable to perform this function the Board Chair will delegate this responsibility and make the delegation known to all Board members.
- All Agenda items will have an expected duration associated with the item to facilitate effective time management.
- All Agenda items raised will have appropriate associated documentation to ensure the item can be appropriately discussed at the meeting.
- Any business individual Board members wish to be included should be submitted to the Board Secretary prior to the distribution of papers.
- The Agenda and associated papers will be circulated at least (seven days) prior to each meeting.
- Papers and reports not included with the agenda will only be received and discussed at the meeting with the permission of the Chair or a motion of the meeting.
- The Agenda will be verified as the first order of business at each meeting with amendments to be agreed by a majority of the members in attendance.
- At the start of each meeting the Chair will ask for amendments and additions to the agenda. - All agenda items shall be ordered by the Chair. - Removal or alteration of agenda items shall be made by general agreement of the Board. - Additions to the agenda shall only be made via a motion of the meeting.
- To ensure a timely close to the meeting an agenda item may be deferred to the next meeting via a procedural motion of the meeting.

10.4 RECORDING OF MINUTES

- The Board Secretary will be responsible for the taking and documentation of meeting minutes.
- Minutes should be documented in a consistent form and to a consistent level of detail from meeting to meeting.
- Minutes should record all attendees (including ex-officio attendees) as well as apologies and unexplained absences of Board members.
- All moved resolutions of the Board (whether successful or not) should be documented explicitly unless they are withdrawn by the mover. In addition resolutions will be documented according to the following rules:
 - The outcome of a vote on a resolution, whether passed or not, will be noted.
 - Any conflict of interest that resulted from a member not participating in a vote should be noted.
 - Voting intentions of individuals will never be noted except in the following circumstances:
 - A procedural motion requiring the recording of voting intentions is passed prior to the motion being put.
 - A Board member requests that their abstention from voting on a motion is recorded.
 - A Board member requests that their dissension from the outcome of a motion is recorded.

- The outcome of a vote on a resolution resolved by the use of the Chair's casting vote whether passed or not, will be noted as having been resolved by the use of the casting vote.
- Minutes should not contain reports or documents contained within the Agenda unless those reports are amended in the course of the meeting or provided after the Agenda was distributed.
- Minutes should be distributed to all Board members within two weeks of the meeting date.
- At the end of each meeting minutes of previous meetings that have been approved are to be signed by the Chair.
- If at any meeting the Board Secretary is not present at the start of the meeting or is not willing to take the minutes for all or part of that meeting, the voting members present shall choose one of their number, or staff member present, to take the minutes for that meeting or part of that meeting as the case may be. In this scenario, normal minute taking conventions should be used.