

The  
Constitution  
Of the  
**Billiards and Snooker Association  
of the ACT**  
**(BSAACT)**

(this copy approved at AGM 2019)

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### Part 1. Preliminary

- 1.1 Name:** Billiards and Snooker Association of the ACT (BSAACT).
- 1.2 National Affiliation:** The BSAACT is affiliated with the Australian Billiards and Snooker Council (ABSC). The rules and regulations of the ABSC shall be followed when not inconsistent with the rules of the BSAACT.
- 1.3 Aim:** The aim of the BSAACT is:  
 “To provide the people of the Australian Capital Territory (ACT) and its surrounding regions with the opportunity to play in regular, competitive and enjoyable billiards and snooker competitions”.
- 1.4 Objectives of the BSAACT:**
- 1.4.1 To organise billiards and snooker competitions in the ACT and region;
  - 1.4.2 To acquire, hold, deal with, and dispose of any real property;
  - 1.4.3 To open and operate bank accounts;
  - 1.4.4 Accept donations, grants, and gifts in accordance with the aim of the BSAACT;
  - 1.4.5 Print and publish any information by any media for promotion of the BSAACT;
  - 1.4.6 Provide gifts and prizes in accordance with the aim of the BSAACT;
  - 1.4.7 Organise social and other events for members for the promotion of the BSAACT; and
  - 1.4.8 To enter into any other contract the BSAACT considers necessary or desirable.

## Part 2. Membership

**Membership is open to any person who wishes to further the interests of the BSAACT.**

### 2.1 Membership:

- 2.1.1 Ordinary Member - any person other than as described below who has satisfied the provisions of paras 2.2 and 2.3 of this constitution.
- 2.1.2 Junior Member – any person who has satisfied the provisions of paras 2.2 and 2.3 of this constitution, and is under 18 years of age at the time of application. On reaching 18 years of age a junior member becomes an ordinary member.
- 2.1.3 Life Member – any person who has been proposed on a ‘Life Membership Form’ (refer to appendix 3), satisfies the ‘Criteria for Life Membership’ (refer to appendix 3a) and is accepted by a majority of members present at an AGM as a Life Member will be a Life Member. (refer to ‘Steps to Attain a Life Membership’ appendix 3b)

### 2.2 Nomination for membership of the BSAACT:

- 2.2.1 Nomination for membership of the BSAACT must:
  - 2.2.1a. be made by a member of the BSAACT in writing on the form set out in Appendix 1 (BSAACT Membership Application Form); and
  - 2.2.1b. be lodged with the secretary of the BSAACT.
- 2.2.2 As soon as practicable after receiving such nomination, the secretary must refer the nomination to the committee of the BSAACT which must decide whether to accept or reject the nomination.
- 2.2.3 If the committee accepts the nomination, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after notification of the nomination the sum payable under these rules as the entrance fee and the first year’s annual subscription.
- 2.2.4 The secretary must, on payment of the amounts mentioned in paragraph 2.2.4, enter the nominee’s name in the Register of Members, at which time the nominee becomes a member of the BSAACT.

### 2.3 Each person admitted to membership shall:

- 2.3.1 be bound by this constitution and current bi-laws of the BSAACT;
- 2.3.2 become liable for such fees and subscriptions as may be fixed by the BSAACT, and
- 2.3.3 be entitled to all advantages and privileges of membership.

**2.4 A right, privilege or obligation of a member of the BSAACT:**

- 2.4.1 cannot be transferred or transmitted to another person; and
- 2.4.2 terminates on cessation of a person's membership.

**2.5 Cessation of membership:**

A person ceases to be a member of the BSAACT if the person:

- 2.5.1 dies;
- 2.5.2 resigns from membership of the BSAACT;
- 2.5.3 is expelled from the BSAACT; or
- 2.5.4 fails to renew membership of the BSAACT within six (6) months of such renewal becoming due.

**2.6 Resignation of membership:**

A member is not entitled to resign from membership of the BSAACT except in accordance with this section.

- 2.6.1 A member who has paid all amounts payable to the BSAACT may resign from the BSAACT by first giving notice in writing (of not less than 1 month, or if the committee has determined a shorter period, that shorter period) to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- 2.6.2 If a person ceases to be a member, the secretary must record in the Register of Members the date the member ceased to be a member.

**2.7 Fees, subscriptions etc:**

- 2.7.1 The entrance fee to the BSAACT is \$1 or, if any other amount has been determined by resolution of the committee, that other amount.
- 2.7.2 The entrance fee is payable as per paragraph 2.2.3.
- 2.7.3 The annual membership of the BSAACT is \$2 or, if any other amount has been determined by resolution of the committee, that other amount.
- 2.7.4 The annual membership fee is payable -
  - (a) except as provided in paragraph 2.7.4.b - before the 1<sup>st</sup>. July in any calendar year; or
  - (b) if a person becomes a member on or after 1<sup>st</sup>. July in any calendar year - before 1<sup>st</sup> July in the succeeding calendar year.

**2.8 Members' liabilities:**

The liability of a member to contribute towards the payment of the debts and liabilities of the BSAACT or the costs, charges and expenses of winding up the BSAACT is limited to the amount (if any) unpaid by the member in relation to membership of the BSAACT as required in paragraph 2.7.

**2.9 Disciplining of members:**

A member who has a dispute with another member or members has the right to make a written complaint to the committee of the BSAACT.

- 2.9.1 On receipt of any such written complaint, the committee of the BSAACT must, as soon as practicable, appoint a member of the BSAACT, not being a member of the committee of the BSAACT, as the Chair of a Judiciary Sub-committee.
- 2.9.2 The member so appointed is to select 2 members of the BSAACT not being members of the committee of the BSAACT to assist him/her assess the complaint.
- 2.9.3 The sub-committee so established may call for any information that may assist it to reach a conclusion on the merit of the complaint.
- 2.9.4 If the Judiciary sub-committee is of the opinion that a member –
- (a) has persistently refused or neglected to comply with a provision of these rules; or –
  - (b) has acted without regard to the provisions of these rules: or --
  - (c) has persistently and wilfully acted in a manner prejudicial to the interests of the BSAACT;
- it shall report such opinion(s) to the committee of the BSAACT.
- 2.9.5 On receipt of a report from a Judiciary sub-committee, after deliberation the committee of the BSAACT may, by resolution –
- (a) expel the member from the BSAACT; or
  - (b) suspend the member from the rights and privileges of membership of the BSAACT that the committee may decide for a specified period.
- 2.9.6 If the committee passes a resolution under paragraph 2.9.5, the secretary must, as soon as practicable, serve a written notice on the member –
- (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- 2.9.7 A resolution of the committee under paragraph 2.9.5 is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under paragraph 2.9.6, confirms the resolution in accordance with this section.
- 2.9.8 Subject to section 50 of the Associations Incorporation Act 1991 (ACT), at a meeting of the committee mentioned in paragraph 2.9.7, the committee must –
- (a) give the member mentioned in paragraph 2.9.5 an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under paragraph 2.9.5.
- 2.9.9 If the committee confirms a resolution under paragraph 2.9.7, the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under paragraph 2.10.
- 2.9.10 A resolution confirmed by the committee under paragraph 2.9.7 does not take effect –
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal – unless and

until the BSAACT confirms the resolution in accordance with paragraph 2.10.4.

## **2.10 Right of appeal of disciplined member:**

- 2.10.1 A member may appeal to the BSAACT in general meeting against a resolution of the committee that is confirmed under paragraph 2.9.7, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 2.10.2 On receipt of a notice under paragraph 2.10.1, the secretary must notify the committee which must call a general meeting of the BSAACT to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- 2.10.3 Subject to section 50 of the Act, at a general meeting of the BSAACT called under paragraph 2.10.2 –
- (a) no business other than the question of the appeal may be transacted; and
  - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under subsection 2.9.7 should be confirmed or revoked.
- 2.10.4 If the meeting passes a resolution in favour of the confirmation of the resolution made under paragraph 2.9.7, that resolution is confirmed.

## **Part 3. Committee**

### **3.1 Powers of committee:**

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the BSAACT in general meeting –

- 3.1.1 controls and manages the affairs of the BSAACT; and
- 3.1.2 may exercise all functions that may be exercised by the BSAACT other than those functions that are required by these rules to be exercised by the BSAACT in general meeting; and
- 3.1.3 has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the BSAACT.

### **3.2 Positions and membership of committee:**

- 3.2.1 Management of the BSAACT shall be vested in the committee elected by the members at an Annual General Meeting and consisting of;
- (a) president
  - (b) vice president
  - (c) treasurer
  - (d) secretary
  - (e) media officer
  - (f) public officer
  - (g) other committee
  - (h) BSAACT or Club delegates
- 3.2.2 All positions on the committee shall be elected at an Annual General Meeting of the BSAACT, and all committee members are eligible for re-election.
- 3.2.3 If there is a vacancy in the membership of the committee, the committee may

appoint a member of the BSAACT to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next Annual General Meeting after the date of the appointment.

### **3.3 Election of committee members:**

- 3.3.1 Nominations for election to committee must be made by a financial member of the BSAACT.
- 3.3.2 Nominations will be taken by the Chair of an Annual General Meeting at that meeting.
- 3.3.3 If insufficient nominations are received to fill all vacant positions, any vacant positions remaining on the committee are taken to be vacancies.
- 3.3.4 If the number of nominations exceed the number of vacancies to be filled, a ballot must be held.
- 3.3.5 The ballot for the election of committee members must be conducted at the Annual General Meeting in the way the committee may direct.

### **3.4 Duties of committee:**

- 3.4.1 President – it shall be the duty of the president to:
  - (a) preside at meetings of the committee;
  - (b) represent the BSAACT;
  - (c) appoint subcommittee chairpersons subject to the approval of the committee;
  - (d) serve as an ex-officio member of all committees except for the nominating committee;
  - (e) prepare and present an Annual report to each annual general meeting at which he or she presides;
  - (f) perform such other duties as ordinarily pertain to this office.
- 3.4.2 Vice-president – it shall be the duty of the vice-president to:
  - preside in the absence of the president.
- 3.4.3 Treasurer – it shall be the duty of the treasurer to:
  - (a) receive all funds and process all payments on behalf of the BSAACT; and
  - (b) keep correct accounts and books showing the financial affairs of the BSAACT with full details of receipts and expenditure connected with the activities of the BSAACT.
  - (c) prepare an annual budget of the projected expenses likely to be incurred by the BSAACT in the next financial year, for presentation at a committee meeting following the end of each financial year.
- 3.4.4 Secretary - it shall be the duty of the secretary to:
  - (a) keep minutes of –
    - (i) all elections and appointments of committee members; and
    - (ii) the names of members of the committee present at a committee or general meeting; and
    - (iii) all proceedings at committee and general meetings.
  - (b) ensure that minutes of proceedings at any meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
  - (c) maintain a current Register of Membership.
  - (d) maintain a record of all correspondence issued or received by the association.
- 3.4.5 Other committee members – the duties of other committee members shall be defined by the needs of the BSAACT.

### **3.5 Vacancies on committee:**

For these rules, a vacancy in the office of a member of the committee happens if the member:

- (a) dies; or
- (b) ceases to be a member of the BSAACT; or
- (c) resigns the office; or
- (d) is removed from office under paragraph 3.6; or
- (e) becomes bankrupt or personally insolvent; or
- (f) is disqualified from office under section 63 (1) of the Act; or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

### **3.6 Removal of committee members:**

The BSAACT in general meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the end of the member's term of office, under conditions covered by paragraphs 2.9 and 3.5.

### **3.7 Committee meetings and quorum:**

- 3.7.1 The committee must meet at least 3 times in each calendar year at the time and place that the committee may decide.
- 3.7.2 Additional meetings of the committee may be called by any member of the committee.
- 3.7.3 Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours before the time appointed for the holding of the meeting.
- 3.7.4 Notice of a meeting given under paragraph 3.7.3 must specify the general nature of the business to be transacted at the meeting, and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- 3.7.5 Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 3.7.6 No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 3.7.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- 3.7.8 At meetings of the committee –
  - (a) the president or, in the absence of the president, the vice-president presides; or
  - (b) if the president and the vice-president are absent – 1 of the remaining members of the committee may be chosen by the members present to preside.

### **3.8 Delegation by committee to subcommittee:**

The committee of the BSAACT may delegate to 1 or more subcommittees (consisting of members of the BSAACT the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than

- 3.8.1 (a) this power of delegation; and
  - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the BSAACT in general meeting.
- 3.8.2 A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- 3.8.3 Despite any delegation under this section, the committee may continue to exercise any function



delegated.

3.8.4 The committee may, in writing, revoke wholly or in part any delegation under this section.

3.8.5 A subcommittee may meet and adjourn as it considers appropriate.

### **3.9 Voting and decisions:**

3.9.1 Questions arising at a meeting of the committee are decided by a majority of the votes of members of the committee present at the meeting.

3.9.2 Each member present at a meeting of the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

## **Part 4. General Meetings**

### **4.1 Annual General Meetings – holding of:**

The BSAACT must, at least once in each calendar year and within 5 months after the end of the financial year of the BSAACT, call an Annual General Meeting of its members.

### **4.2 Annual General Meetings – calling of and business at:**

4.2.1 The Annual General Meeting of the BSAACT must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.

4.2.2 In addition to any other business that may be transacted at an annual general meeting, the business of an Annual General Meeting is –

- (a) to confirm the minutes of the last Annual General Meeting and of any general meeting held since that meeting; and
- (b) to receive from the committee reports on the activities of the BSAACT during the last financial year; and
- (c) to elect members of the committee; and
- (d) to receive and consider the statement of accounts and the reports that are required to be submitted under section 73(1) of the Act.

4.2.3 An Annual General Meeting must be specified as such in the notice calling it in accordance with paragraph 4.4.

4.2.4 An Annual General Meeting must be conducted in accordance with the provisions of this part.

### **4.3 General meetings – calling of:**

4.3.1 The committee may, whenever it considers appropriate, call a general meeting of the BSAACT.

4.3.2 The committee must, on the requisition in writing of not less than 25% of the total number of financial members, call a general meeting of the BSAACT.

4.3.3 A requisition of members for a general meeting –

- (a) must state the purpose or purposes of the meeting; and
- (b) must be signed by all the members making the requisition; and
- (c) must be lodged with the secretary; and
- (d) may consist of several documents in a similar form, each signed by all members making the requisition.

4.3.4 If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 5 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.

4.3.5 A general meeting called by members mentioned in paragraph 4.3.4 must be called as nearly as practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the BSAACT for any reasonable expense so incurred.

**4.4 Notice:**

- 4.4.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the BSAACT, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post or email to each member at the member's address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 4.4.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the BSAACT, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in paragraph 4.4.1 specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- 4.4.3 No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an Annual General Meeting, business that may be transacted under paragraph 4.2.2.
- 4.4.4 A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

**4.5 General meetings – procedure and quorum:**

- 4.5.1 No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 4.5.2 Five (5) members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 4.5.3 If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated to notice to members given before the day to which the meeting is adjourned) at the same place.
- 4.5.4 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

**4.6 Presiding member:**

- 4.6.1 The President, or in the absence of the President, the Vice-president, presides at each general meeting of the BSAACT.
- 4.6.2 If the President and the Vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

**4.7 Adjournment:**

- 4.7.1 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 4.7.2 If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 4.7.3 Except as provided in paragraphs 4.7.1 and 4.7.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

**4.8 Making of decisions:**

- 4.8.1 A question arising at a general meeting of the BSAACT is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has been carried by a particular majority or lost, or an entry to that effect in the minute book of the BSAACT, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 4.8.2 At a general meeting of the BSAACT, a poll may be demanded by the person presiding or by not less than 5 members present in person or by proxy at the meeting.
- 4.8.3 If the poll is demanded at a general meeting, the poll must be taken –
- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

#### **4.9 Voting:**

- 4.9.1 subject to paragraph 4.9.3, on any question arising at a general meeting of the BSAACT a member has 1 vote only.
- 4.9.2 All votes must be given personally or by proxy, but no member may hold more than 3 proxies.
- 4.9.3 If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 4.9.4 A member or proxy is not entitled to vote at any general meeting of the BSAACT unless all money due and payable by the member or proxy to the BSAACT has been paid, other than the amount of the annual subscription payable for the then current year.

#### **4.10 Appointment of proxies:**

- 4.10.1 Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- 4.10.2 The notice appointing the proxy must be in the form set out in appendix 2.

## **Part 5. Miscellaneous**

#### **5.1 Funds – source:**

- 5.1.1 The funds of the BSAACT must be derived from entrance fees and annual subscriptions of the members, donations and, subject to any resolution passed by the BSAACT in general meeting and subject to section 114 of the Act, any other sources that the committee decides.
- 5.1.2 All money received by the BSAACT must be deposited as soon as practicable and without deduction to the credit of the BSAACT's bank account.
- 5.1.3 The BSAACT must, as soon as practicable after receiving any money, issue an appropriate receipt.

#### **5.2 Funds – management:**

- 5.2.1 Subject to any resolution passed by the BSAACT in general meeting, the funds of the BSAACT must be used for the objectives of the BSAACT in the way that the committee decides.
- 5.2.2 All accounts due by the BSAACT shall be paid by direct debit or cash after having been endorsed for payment at a committee meeting, or when immediate payment is required such account shall be paid and the action endorsed by the next committee meeting.
- 5.2.3 A statement of the financial position of the BSAACT must be tabled at each committee meeting by the Treasurer.
- 5.2.4 A statement of Income and Expenditure, and Assets and Liabilities of the BSAACT must be

presented to each Annual General Meeting by the Treasurer.

5.2.5 The financial year of the BSAACT shall commence on 1<sup>st</sup>. July each year.

5.2.6 The signatories to the BSAACT's account(s) are the Treasurer and at least one of the following:

- (a) President
- (b) Vice President
- (c) Secretary

5.2.7 the BSAACT's assets are to be used solely to fulfil the BSAACT's objectives.

### 5.3 Alteration of objects and rules:

Neither the objectives of the BSAACT mentioned in section 29 of the Act, nor these rules may be altered except in accordance with the Act.

### 5.4 Common seal:

5.4.1 The common seal of the BSAACT must be kept in the custody of the Secretary.

5.4.2 The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures of 2 members of the committee.

### 5.5 Custody of books:

Subject to the Act, the regulation and these rules, the Secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

### 5.6 Inspection of books:

The records, books and other documents of the BSAACT must be open to inspection at a place in the ACT, free of charge, by a member of the BSAACT at any reasonable hour.

### 5.7 Service of notice:

For these rules, the BSAACT may serve a notice on a member by sending it by post, or by electronic means to the member at the member's address shown in the Register of Members.

### 5.8 Dissolution:

5.8.1 The BSAACT may be dissolved if –

- (a) it is no longer financially viable, or
- (b) it is ungovernable, or
- (c) the Aim of the BSAACT is no longer viable,

and a motion at a general meeting called to dissolve the BSAACT is passed by a resolution of at 75% of financial members of the BSAACT present at that meeting.

5.8.2 If, on the dissolution of the BSAACT, any property or assets of the BSAACT remain after satisfaction of all debts and liabilities of the BSAACT and the costs, charges and expenses associated with that dissolution, that property and asset shall be distributed –

- (a) to another association whether or not incorporated, having objectives similar to those of the BSAACT, or
- (b) for charitable purposes,

Which association or purposes shall be determined by resolution of a majority of the members of the committee.

5.8.3 No member of the BSAACT may gain personally or materially from any such distribution.

## Appendices:

1. Membership Application Form
2. Proxy Form
3. Life Membership Application Form
  - 3a. Criteria for Life Membership
  - 3b. Steps to attain a Life Membership

## Appendix 1.

<b>BSAACT MEMBERSHIP APPLICATION FORM</b>		
<b>PREFERRED NAME</b>	<b>FAMILY NAME</b>	<b>DATE</b>
<b>ADDRESS:</b>		
<b>CONTACTS</b>	<b>Phone:</b>	
<b>:</b>		
	<b>Email:</b>	
<b>Emergency name &amp; contact:</b>		
<b>Proposer:</b>		<b>Member No:</b>
<b>Signature:</b>		
<b>Secunder:</b>		<b>Member No:</b>
<b>Signature:</b>		

ALL FEES TO BE PAID TO:           BSB    112 908  
ACCOUNT NUMBER:040000857  
ACCOUNT NAME: BSAACT  
REFERENCE: (YOUR NAME & membership type)

Appendix 2  
(refer paragraph 4.10)

**FORM of APPOINTMENT of PROXY FOR MEMBERS of the BSAACT**

I,
(full name)
of:
(address)
A member of the BSAACT,
Appoint
(full name of proxy)
of:
(address)
a member of the BSAACT, as my proxy to vote for me on my
behalf at the general meeting of the BSAACT (Annual
General Meeting or other general meeting, as the case may
be) to be held on:
(DATE OF MEETING)
and at any adjournment of that meeting.
* my proxy is authorised to vote in favour of/against (delete as
* appropriate) the resolution(s). (insert details)
* Resolution 1. In favour of/ against
* Resolution 2. In favour of/ against
* Resolution 3. In favour of/ against
(if more resolutions are presented, a second [or more] proxy form may be attached to this Form as an attachment)
(*To be inserted if desired)
Signature:
(signature of member appointing proxy)
Date of proxy signing: .....
NOTE: a proxy vote may not be given to a person who is not a current financial member of the BSAACT.

Appendix 3.

<b>LIFE MEMBERSHIP APPLICATION FORM.</b>			
NAME of PROPOSED MEMBER:			
DATE of PROPOSAL:			
1 <sup>ST</sup> . PROPOSER:		MEMBER NO.	
2 <sup>ND</sup> . PROPOSER:		MEMBER NO.	
<b>ELIGIBILITY of PROPOSED MEMBER for CONSIDERATION as a LIFE MEMBER</b>			
(with reference to the CRITERIA guidelines)			
SIGNED:	1 <sup>ST</sup> . PROPOSER:		
	2 <sup>ND</sup> . PROPOSER:		
SIGNED as RECEIVED by EXECUTIVE MEMBER:			
TO BE CONSIDERED by COMMITTEE for ENDORSEMENT at the			AGM



## Appendix 3a.

**CRITERIA FOR LIFE MEMBERSHIP.**

To be considered for LIFE MEMBERSHIP (LM) to the BSAACT, a member must have been seen to have contributed to the BSAACT in one or more of the following categories:

1. Through achievement in administration, and/or
2. Fostering the AIMS & OBJECTIVES of the BSAACT, and/or
3. By the member's example to other members.

**The criteria for nomination through achievement in administration.**

To be considered for LM a member must have;

- a. A minimum of 10 years of productive service on BSAACT's committees or other representative bodies – at least 5 years served concurrently, and either
- b. Demonstrated achievement in some aspect of administration directly attributable to the nominee that had major benefit to the general membership, or
- c. Overseen a marked improvement in;
  - i. BSAACT membership numbers, or
  - ii. Members' facilities, or
  - iii. Members' competition needs and aims,

during the nominee's period of administration.

**The criteria for nomination through fostering the aims & objectives of the BSAACT.**

To be considered for LM a member must have;

- a. Contributed significantly to one or more event, article, or situation, that the nominee has initiated and/or developed, that has led to a marked improvement in the BSAACT's structure, membership, and/or State and National status, or
- b. Significantly and consistently raised the profile of Snooker and Billiards in the local community through media, public promotion, or institutional support either government, NGO, or private enterprise.

**The criteria for nomination through the member's example to other members.**

To be considered for LM a member must have;

- a. Demonstrated continued excellence over a long period at the level the nominee usually performs, abiding always with the rules of the sport, and having the respect of, and interest in, all fellow members, and
- b. Demonstrated over that time an enviable record of achievement at the nominee's level unlikely to be matched or bettered except by an equally dedicated player.

**Note:** the above criteria do not preclude the posthumous granting of Life Membership to a worthy nominee.

## **STEPS TO ATTAIN A LIFE MEMBERSHIP.**

1. A 'LIFE MEMBERSHIP APPLICATION FORM' is filled in by 2 members who intend to propose a fellow member for Life Membership.
2. The proposer(s) state the criteria the nominee has satisfied to be eligible for consideration.
3. The proposers then sign the application in the presence of a committee person who signs as having received the Form.
4. The committee person takes the Application Form to the next scheduled committee meeting, other than an AGM or EGM, where the application is considered.
5. That meeting will evaluate the nomination against the established criteria and may ask for any additional supporting materials and/or clarification on any point raised.
6. The meeting will then vote on whether or not the nomination is to be taken to the next AGM for member endorsement.
7. The vote must be unanimous by all committee present for the nomination to proceed.
8. If the vote is not unanimous, that nomination is to be declared not accepted, and cannot be re-nominated for a period of 2 years from the date of the vote.
9. At the next AGM, the nomination is put to the members present for endorsement.
10. An affirmative vote by a majority of the members present (so long as there is a quorum) will verify the member as a Life Member.
11. At the next member gathering, the Life Member will be presented with such benefits available to them, as decided from time to time by members.