

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

RULES

OF THE

**WESTERN REGION JUNIOR CRICKET
ASSOCIATION INCORPORATED**

(2019)

1. STATEMENT OF PURPOSE	4
2. NAME.....	4
3. DEFINITIONS	4
4. ALTERATION OF THE RULES	5
5. QUALIFICATION OF MEMBERSHIP	5
6. AFFILIATION, REGISTRATION AND OTHER FEES	5
7. REGISTER OF MEMBERS	6
8. CEASING MEMBERSHIP	6
9. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS.....	6
10. DISPUTES AND MEDIATION.....	8
11. ANNUAL GENERAL MEETINGS	9
12. SPECIAL GENERAL MEETINGS.....	9
13. SPECIAL BUSINESS.....	10
14. NOTICE OF GENERAL MEETINGS.....	10
15. QUORUM AT GENERAL MEETINGS	10
16. PRESIDING AT GENERAL MEETINGS.....	11
17. ADJOURNMENT OF MEETINGS	11
18. VOTING AT GENERAL MEETINGS.....	11
19. POLL AT GENERAL MEETINGS	11
20. MANNER OF DETERMINING WHETHER RESOLUTION CARRIED	11
22. PROXIES	12
23. BOARD OF MANAGEMENT	12
24. OFFICE HOLDERS	13
25. EXECUTIVE COMMITTEE.....	13
26. ELECTION OF OFFICERS AND ORDINARY BOARD OF MANAGEMENT MEMBERS	13
27. VACANCIES.....	14
28. ELECTION OF LIFE MEMBERS	14
29. MEETINGS OF THE BOARD OF MANAGEMENT	14
30. NOTICE OF BOARD OF MANAGEMENT MEETINGS.....	15
31. QUORUM FOR BOARD OF MANAGEMENT MEETINGS	15
32. PRESIDING AT BOARD OF MANAGEMENT MEETINGS.....	15
33. VOTING AT BOARD OF MANAGEMENT MEETINGS.....	15
34. REMOVAL OF BOARD OF MANAGEMENT MEMBER	15
35. MINUTES OF MEETINGS	16
36. DUTIES OF MEMBERS OF THE BOARD OF MANAGEMENT	16
37. APPOINTMENTS AND SUB-COMMITTEES	17
38. FUNDS.....	18
39. SEAL.....	19
40. NOTICE TO MEMBERS.....	19
41. WINDING UP.....	19

42. CUSTODY AND INSPECTION OF BOOKS AND RECORDS..... 19
43. STANDING ORDERS..... 19
APPENDIX 1 21
APPENDIX 2 22
APPENDIX 3 23
APPENDIX 4 24
NOTES 25

RULES OF THE WESTERN REGION CRICKET INCORPORATED ASSOCIATION

1. *Statement of purpose*

- 1.1. The purpose of which the incorporated association is established are:
- 1.2. To promote, control and manage, free from any objectionable feature, all matches between the clubs comprising this association
- 1.3. To promote and advance the game of cricket in the western metropolitan region of Melbourne and adjacent area's
- 1.4. To support the personal development of local young people, both male and female through their participation in cricket
- 1.5. To foster a better acquaintance and social spirit amongst the members of the various clubs.

2. *Name*

- 2.1. The name of the incorporated association is the Western Region Junior Cricket Association Incorporated (in these Rules called "the Association")

3. *Definitions*

- 3.1. In these Rules, unless the contrary intention appears-

"Act" means the **Associations Incorporation Act 1981**;

"Annual General Meeting" means the Association in each calendar year convene an Annual General Meeting of its members no later than the last day of August;

"Board of Management" means a committee constituted in accordance with clause 23;

"Committee" means the committee of management of the Association;

"Delegate" means a member of the member club, appointed by that member club as the member club's representative of the Association;

"Executive Committee" means a committee consisting of the office bearers and Administrator of the Association, and not more than three ordinary members;

"Financial year" means the year ending on 30 June;

"General meeting" means a general meeting of members convened in accordance with Sub-clause 14.

"Member" means a member of the Association;

"Member Club" means an incorporated cricket club which has been and continues to be accepted by the association for membership with the Association and has paid the annual membership fees pursuant to Clause 6 hereof

"Ordinary member of the committee" means a member of the committee who is not an officer of the Association under Clause 24;

"Regulations" means regulations under the Act;

"Relevant documents" has the same meaning as in the Act.

"Special Meeting" means other than the Annual General Meetings, Special Meetings may be convened

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

3.2.1. if a person holds office under these Rules as Administrator of the Association--to that person; and

3.2.2. in any other case, to the public officer of the Association

3.3. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretations Act 1958 and the Act as in force from time to time.

4. Alteration of the rules

4.1. These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

5. Qualification of Membership

5.1. Member Club: Membership shall be given to an individual acting as a Member Club Delegate upon acceptance of the Clubs Application for Membership by the Association

5.2. Life: Life members elected in accordance with clause 28

5.3. Umpires Association: The relevant Umpires Association shall be entitled to have one delegate to attend meetings of the Association

5.4. Office Bearers: Any person elected as an office bearer or executive officer automatically becomes a member of the Association

5.5. With the exception of Life members, Membership shall be on a yearly basis

6. Affiliation, Registration and other fees

6.1. The Board of Management at its first meeting held after the Annual General Meeting shall determine the Affiliation, Registration, other fees and levies.

6.1.1. A schedule of fines is to be listed in the By-laws

6.2. An application of a member club for membership of the Association must-

6.2.1. be made in writing in the form set out in Appendix 1; and

6.2.2. be lodged with the Administrator of the Association no later than the first day of August of each year.

6.2.3. Provided that in special circumstances the Association may, on the recommendation of the executive committee, accept late applications.

6.3. As soon as practicable after the receipt of an application, the Administrator must refer the application to the Board of Management.

6.4. The Board of Management must determine whether to approve or reject the application.

6.5. A membership application from a club will not be accepted, if prior to the date of closure of club membership applications the Club has not held its Annual General Meeting for the forth coming cricket season.

6.6. The Association reserves the right to accept or reject any application for membership from a club, player, umpire, or to request further information to such applications

6.7. If the Board of Management approves an application for membership, the Administrator must, as soon as practicable-

- 6.7.1. notify the applicant in writing of the approval for membership; and
- 6.7.2. request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the year's annual subscription.
- 6.8. The Administrator must, within 28 days after receipt of the amounts referred to in sub-clause 6.1, enter the applicant's name in the register of members.
- 6.9. An applicant for membership becomes a member and is entitled to exercise the rights of membership when his, her or club's name is entered in the register of members.
- 6.10. If the Board of Management rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 6.11. A right, privilege, or obligation of a person or club by reason of membership of the Association-
 - 6.11.1. is not capable of being transferred or transmitted to another person; and
 - 6.11.2. terminates upon the cessation of membership whether by death or resignation or otherwise.
- 6.12. The entrance fee is the relevant amount set out in Appendix 4.
- 6.13. The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before first day of September in each year.

7. Register of members

- 7.1. The Administrator must keep and maintain a register of member clubs containing-
 - 7.1.1. the name and address of each member club;
 - 7.1.2. the date on which each club member's name was entered in the register.
 - 7.1.3. the date of birth of each member
- 7.2. The register is available for inspection free of charge by any member upon request.
- 7.3. A member may make a copy of entries in the register.
- 7.4. Member Clubs must keep and maintain a register of club members containing-
 - 7.4.1. the name and address of each member;
 - 7.4.2. the date on which each club member's name was entered in the register.
 - 7.4.3. the date of birth of each member

8. Ceasing membership

- 8.1. A member of the Association who has paid all moneys due and payable to them to the Association may resign from the Association by giving one month's notice in writing to the Administrator of his or her intention to resign.
- 8.2. After the expiry of the period referred to in sub-rule 8.1 --
 - 8.2.1. the member ceases to be a member; and
 - 8.2.2. the Administrator must record in the register of members the date on which the member ceased to be a member.

9. Discipline, suspension and expulsion of members

- 9.1. Subject to these Rules, if the Board of Management 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 Association, the Board of Management may by resolution--

9.1.1. fine that member an amount not exceeding \$500; or

9.1.2. suspend that member from membership of the Association for a specified period; or

9.1.3. expel that member from the Association.

9.2. A resolution of the Board of Management under sub-clause 9.1; does not take effect unless--

9.2.1. at a meeting held in accordance with sub-clause 9.3, the Board of Management confirms the resolution; and

9.2.2. if the member or member club exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

9.3. A meeting of the Board of Management to confirm or revoke a resolution passed under sub-rule 9.1 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-clause 9.4.

9.4. For the purposes of giving notice in accordance with sub-clause 9.3, the Administrator must, as soon as practicable, cause to be given to the member a written notice-

9.4.1. setting out the resolution of the Board of Management and the grounds on which it is based; and

9.4.2. stating that the member, or his or her representative, may address the Board of Management 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

9.4.3. stating the date, place and time of that meeting; and

9.4.4. informing the member that he or she may do one or both of the following-

9.4.4.1. attend that meeting;

9.4.4.2. give to the Board of Management before the date of that meeting a written statement seeking the revocation of the resolution;

9.4.5. informing the member that, if at that meeting, the Board of Management confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Administrator a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

9.5. At a meeting of the Board of Management to confirm or revoke a resolution passed under sub-rule 9.1, the Board of Management must-

9.5.1. give the member, or his or her representative, an opportunity to be heard; and

9.5.2. give due consideration to any written statement submitted by the member; and

9.5.3. determine by resolution whether to confirm or to revoke the resolution.

9.6. If at the meeting of the Board of Management, the Board of Management confirms the resolution, the member may, not later than 48 hours after that

meeting, give the Administrator a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

9.7. If the Administrator receives a notice under sub-clause 9.6, he or she must notify the Board of Management and the Board of Management must convene a general meeting of the Association to be held within 21 days after the date on which the Administrator received the notice.

9.8. At a general meeting of the Association convened under sub-rule 9.7--

9.8.1. no business other than the question of the appeal may be conducted; and

9.8.2. the Board of Management may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

9.8.3. the member, or his or her representative, must be given an opportunity to be heard; and

9.8.4. the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

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

10. Disputes and mediation

10.1. The grievance procedure set out in this rule applies to disputes under these Rules between-

10.1.1. a member and another member; or

10.1.2. a member and the Association.

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

10.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

10.4. The mediator must be-

10.4.1. a person chosen by agreement between the parties; or

10.4.2. in the absence of agreement-

10.4.2.1. in the case of a dispute between a member and another member, a person appointed by the Board of Management of the Association; or

10.4.2.2. 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).

10.5. A member of the Association can be a mediator.

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

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

10.8. The mediator, in conducting the mediation, must--

10.8.1. give the parties to the mediation process every opportunity to be heard; and

- 10.8.2. allow due consideration by all parties of any written statement submitted by any party; and
- 10.8.3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 10.9. The mediator must not determine the dispute.
- 10.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11. Annual general meetings

- 11.1. The Association shall in each calendar year convene an Annual General Meeting of its Members no later than the last day of August each year
- 11.2. The Executive Committee may determine the date, time and place of the annual general meeting of the Association.
- 11.3. The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 11.4. The ordinary business of the annual general meeting shall be-
 - 11.4.1. to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - 11.4.2. to receive from the Board of Management reports upon the transactions of the Association during the last preceding financial year; and
 - 11.4.3. to elect officers of the Association and the ordinary members of the Board of Management; and
 - 11.4.4. to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 11.5. The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.
- 11.6. The Annual General Meeting shall be in addition to any other general meeting that maybe held in the same year
- 11.7. A quorum for the Annual General Meeting shall not be less then fifty percent (50%) of the members of the Association entitled to vote under these rules at such meetings.

12. Special general meetings

- 12.1. In addition to the annual general meeting, any other general meetings may be held in the same year.
- 12.2. All general meetings other than the annual general meeting are special general meetings.
- 12.3. The Board of Management may, whenever it thinks fit, convene a special general meeting of the Association.
- 12.4. If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Board of Management must convene a special general meeting before the expiration of that period.
- 12.5. The Board of Management must, on the request in writing of members representing not less than 50 per cent (50%) of the total number of members, convene a special general meeting of the Association.
- 12.6. The request for a special general meeting must--
 - 12.6.1. state the objects of the meeting; and
 - 12.6.2. be signed by the members requesting the meeting; and

- 12.6.3. be sent to the address of the Administrator.
- 12.7. If the Board of Management does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Administrator, 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.
- 12.8. 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 Board of Management and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

13. Special business

- 13.1. 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.

14. Notice of general meetings

- 14.1. The Administrator 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.
- 14.2. Notice may be sent--
- 14.2.1. by prepaid post to the address appearing in the register of members;
or
 - 14.2.2. by facsimile transmission or electronic transmission.
- 14.3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 14.4. A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Administrator of that business, who must include that business in the notice calling the next general meeting.

15. Quorum at general meetings

- 15.1. 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.
- 15.2. Fifty percent (50%) members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- 15.3. If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present--
- 15.3.1. in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
 - 15.3.2. 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 notice to members given before the day to which the meeting is adjourned) at the same place.

15.4. 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 twenty-five percent (25%)) shall be a quorum.

16. *Presiding at general meetings*

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

16.2. If the President and a 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.

17. *Adjournment of meetings*

17.1. 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.

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

17.3. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with sub-clause 14.

17.4. Except as provided in sub-clause 17.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

18. *Voting at general meetings*

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

18.2. All votes must be given personally or by proxy.

18.3. 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.

18.4. A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

19. *Poll at General Meetings*

19.1. 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.

19.2. 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.

20. *Manner of Determining whether Resolution Carried*

21. If a question arising at a general meeting of the Association is determined on a show of hands-

21.1. a declaration by the Chairperson that a resolution has been-

21.1.1. carried; or

21.1.2. carried unanimously; or

21.1.3. carried by a particular majority; or

- 21.1.4. lost; and
- 21.2. an entry to that effect in the minute book of the Association--
 - 21.2.1. is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

22. Proxies

- 22.1. Each member is entitled to appoint another member as a proxy by notice given to the Administrator no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 22.2. The notice appointing the proxy must be--
 - 22.2.1. for a meeting of the Association convened under rule 9.7, in the form set out in Appendix 2; or
 - 22.2.2. in any other case, in the form set out in Appendix 3.

23. Board of Management

- 23.1. The affairs of the Association shall be managed by the Board of Management.
- 23.2. The Board of Management--
 - 23.2.1. shall control and manage the business and affairs of the Association; and
 - 23.2.2. may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
 - 23.2.3. may subject to these rules, the regulations and the Act, enact by-laws with regards to;
 - 23.2.3.1. Management & Administration
 - 23.2.3.2. General Competition rules
 - 23.2.3.3. Junior Competition Rules
 - 23.2.3.4. Umpires and for any purpose
 - 23.2.3.5. Any purpose that is deemed necessary within the Statement of Purpose
- 23.3. Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of the Association.
- 23.4. Subject to section 23 of the Act, the Board of Management shall consist of--
 - 23.4.1. The office holders of the Association
 - 23.4.2. The appointed Administrator of the Association
 - 23.4.3. one club delegate representing each member club and
 - 23.4.4. the umpires advisor
 - 23.4.5. The ordinary members of the association
- 23.5. Subject to these Rules, each ordinary member of the Board of Management shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- 23.6. In the event of a casual vacancy occurring in the office of an ordinary member of the Board of Management, the Board of Management 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.

24. Office Holders

24.1. The officers of the Association shall be--

24.1.1. a President;

24.1.2. two Vice-Presidents;

24.1.3. a Secretary

24.1.4. a Treasurer and

24.1.5. a Rules Director

24.2. The provisions of clause 23, 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-clause 24.1.

24.3. 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 with exception of the founding office bearers whom shall hold office for a period of 3 terms.

24.4. In the event of a casual vacancy in any office referred to in sub-clause 24.1, the Board of Management 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.

25. Executive Committee

25.1. The Executive Committee shall provide strategic direction to the Board of Management.

26. Election of officers and ordinary Board of Management members

26.1. Nominations of candidates for election as officers of the Association or as ordinary members of the Board of Management must be--

26.1.1. 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); and

26.1.2. delivered to the Administrator of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

26.2. Nominations of candidate for election as club delegate of the Association

26.2.1. Shall be made in writing, signed by two committee members of the member club

26.2.2. Shall include the name of an authorised proxy delegate

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

26.4. 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.

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

- 26.6. The ballot for the election of officers and ordinary members of the Board of Management must be conducted at the annual general meeting in such manner as the Board of Management may direct.
- 26.7. A candidate may nominate for more than one office bearer position, but may not hold more than two positions on the board of management
- 26.8. In the event of the absence of a Club representative from a Board of Management meeting, his/her Club shall be fined an amount determined by the Board of Management.

27. Vacancies

- 27.1. The office of an officer of the Association, or of an ordinary member of the Board of Management, becomes vacant if the officer or member--
 - 27.1.1. ceases to be a member of the Association; or
 - 27.1.2. becomes an insolvent under administration within the meaning of the Corporations Law;
 - 27.1.3. resigns from office by notice in writing given to the Administrator or
 - 27.1.4. Fails to attend three consecutive meetings of the Board without gaining prior leave of absence from the board.
- 27.2. The Association in general meeting, may by resolution remove any officer, delegate or other member of its board before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term first mentioned above
- 27.3. Where the member to whom a proposed resolution referred to in sub-clause 27.3 makes representations in writing to the President or Administrator (not excluding reasonable length) and request that they be notified to the members of the Association, the Administrator, or, the President may send a copy of the representation to each member of the Association, or, if they are not so sent, the member may require that the be read out at the meeting

28. Election of Life Members

- 28.1. The Association may elect a maximum of two (2) Life members at Annual general Meetings, in recognition of special or meritorious service rendered to the Association
- 28.2. Nominations for Life Membership shall be made in writing, signed by two (2) members of the Association and lodged with the Administrator at least 21 days prior to the Annual General Meeting.
- 28.3. Appointment of a Life Member shall be made by a seventy-five (75%) majority of those present and entitled to vote at an Annual General Meeting
- 28.4. Life members of the Association shall be awarded all privileges of members of the Association except that they have no voting rights at any meeting of the Association
- 28.5. All life members of the West Metro Cricket Association Incorporated and Williamstown and Districts Cricket Association Incorporated will be recognised as such in this competition

29. Meetings of the Board of Management

- 29.1. The Board of Management must meet at least 6 times in each year at such place and such times as the Board of Management may determine.
- 29.2. Special meetings of the Board of Management may be convened by the President or by any 4 members of the Board of Management.

30. Notice of Board of Management meetings

- 30.1. Written notice of each Board of Management meeting must be given to each member of the Board of Management at least 2 business days before the date of the meeting.
- 30.2. Written notice must be given to members of the Board of Management of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

31. Quorum for Board of Management meetings

- 31.1. Fifty percent (50%) of the Board of Management constitute a quorum for the conduct of the business of a meeting of the Board of Management.
- 31.2. No business may be conducted unless a quorum is present.
- 31.3. If within half an hour of the time appointed for the meeting a quorum is not present--
 - 31.3.1. in the case of a special meeting--the meeting lapses;
 - 31.3.2. in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week.
- 31.4. The Board of Management may act notwithstanding any vacancy on the Board of Management.

32. Presiding at Board of Management meetings

- 32.1. At meetings of the Board of Management--
 - 32.1.1. the President or, in the President's absence, a Vice-President presides; or
 - 32.1.2. if the President and both Vice-Presidents are absent, or are unable to preside, the members present must choose one of their number to preside.

33. Voting at Board of Management Meetings

- 33.1. Questions arising at a meeting of the Board of Management, or at a meeting of any sub-Board of Management appointed by the Board of Management, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- 33.2. Each member present at a meeting of the Board of Management, or at a meeting of any sub-Board of Management appointed by the Board of Management (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

34. Removal of Board of Management Member

- 34.1. The Association in general meeting may, by resolution, remove any member of the Board of Management before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- 34.2. A member who is the subject of a proposed resolution referred to in sub-clause 34.1 may make representations in writing to the Administrator or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

34.3. The Administrator 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.

35. Minutes of Meetings

35.1. The Administrator of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Board of Management meeting, together with a record of the names of persons present at Board of Management meetings.

36. Duties of Members of the Board of Management

36.1. The **President** shall

36.1.1. When in attendance be Chairperson of Annual General Meetings, Special Meetings and Board of Management Meetings

36.1.2. Represent the Association as required

36.2. The **Vice-President(s)** Shall

36.2.1. In the absence of the President, one of the Vice-Presidents shall be Chairperson of Annual General Meetings, Special Meetings and Board of Management Meetings

36.3. The **Secretary** shall:

36.3.1. Act as the public officer of the Association

36.3.2. Attend and report to Association and Board of Management meetings

36.4. The **Treasurer** shall:

36.4.1. Be Chairperson of the Finance Committee

36.4.2. Collect and receive all monies due to the Association and make all payments authorised by the Association

36.4.3. Keep true and accurate accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association

36.4.4. Prepare an annual budget for the Association as soon as possible after the Annual General Meeting

36.4.5. Render accounts for all monies due to the Association

36.4.6. Submit to all Board of Management meetings, an up to date statement of the financial position of the Association

36.4.7. Submit annual accounts to the Association Auditor

36.5. The **Rules Director** Shall:

36.5.1. Be Chairperson of the Rules Committee

36.5.2. Be responsible:

36.5.2.1. for the drafting of the inaugural rules of the competition

36.5.2.2. for the ongoing review of the rules of the competition

36.5.2.3. To adjudicate on any disputes and breaches arising from the application of the rules

36.5.2.4. for establishing penalties for all breaches of rules that are not previously covered within the by-laws.

36.6. **Club Delegates** shall perform duties as directed by the Board of Management, including representation of the Association at V.M.C.U. meetings

36.7. **Proxy Club Delegates** shall be permitted to represent Club Delegates, who have been granted a leave of absence, at meetings of the Board of Management and general Meetings

37. Appointments and Sub-Committees

- 37.1. The Association may, subject to the rules, the Act and the regulations, delegate any of its powers to Sub-Committees and at any time recall or revoke any such delegations
- 37.2. At its first meeting after the Annual General Meeting the Board of Management may make the following appointments.
- 37.2.1. The **Administrator**; whom shall
- 37.2.1.1. Be Chairperson of the Adverse Weather and Grounds Committee
 - 37.2.1.2. Be Chairperson of the Affiliations and Fixtures Committee
 - 37.2.1.3. Be Chairperson of the Permits, Clearances and Registration Committee
 - 37.2.1.4. Monitor all registrations and clearances and keep registers of same
 - 37.2.1.5. Report to Player, Clearances and Registration Committee all breaches of the Rules relating to registration of players and the notification of match results
 - 37.2.1.6. Notify clubs within five days of their failure to lodge match reports in accordance with the By-laws
 - 37.2.1.7. Inform the Treasurer of breaches of the Rules incurring fines
 - 37.2.1.8. Manage results of all matches conducted by the Association
 - 37.2.1.9. Forward all notices of meetings
 - 37.2.1.10. Attend and report to meetings of the Association and Board of Management meetings
 - 37.2.1.11. Provide affiliated clubs with all relevant information
 - 37.2.1.12. Convene hearings of the appeals board in accordance with the by-laws
 - 37.2.1.13. Convene hearings of the tribunal and advise arrangements in accordance with the by-laws
 - 37.2.1.14. Attend to the administrative matters of the Association
 - 37.2.1.15. Keep minutes of the resolution and proceedings of each General Meetings and Board meetings together with a record of the names of persons present at such meetings
 - 37.2.1.16. Prepare and distribute as required, copies of minutes of the above meetings
 - 37.2.1.17. Maintain accurate and up to date premierships ladders for all Grades
- 37.2.2. The **Umpires Advisor** shall
- 37.2.2.1. Be Chairperson of the Umpires' Appointment Boards
 - 37.2.2.2. Provide liaison between the Association and the relevant Umpires' Association
 - 37.2.2.3. Attend all meetings of the relevant Umpires' Association
 - 37.2.2.4. Be responsible for the training of the umpires in respect to the rules of the game of Cricket and in other aspects incidental to improvement of umpiring standards
- 37.2.3. **Executive Committee**: Whose membership shall be the office bearers and Administrator of the Association, and not more than three ordinary members
- 37.2.4. **Permits and Registration Committee**: Whose membership shall be two delegates and the Administrator as Chairperson
- 37.2.5. **Adverse Weather and Grounds Committee**: whose membership shall be two delegates and the Administrator as Chairperson

- 37.2.6. **Tribunal Pool:** A minimum of 5 persons (who shall be ineligible to hold any other office) shall form the Tribunal Pool. The Tribunal shall have the power to hear:
- 37.2.6.1. Reports relating to behavioural matters arising from matches conducted by the Association
 - 37.2.6.2. Reports relating to acts contrary to the good name of the Association.
 - 37.2.6.3. Other matters as directed by the Board of Management.
- 37.2.7. **Appeals Board:** a nominee from each club and with an Executive Committee Member as Chairperson shall form the Appeals Board Pool. A quorum for the Board shall be an Executive Member and at least two (2) and up to four (4) members of the Appeals Board Pool
- 37.2.7.1. Any member of the Tribunal Pool shall not be able to form part of the Appeals Pool
 - 37.2.7.2. Decision of the Appeals Board shall be final and binding
- 37.2.8. **V.M.C.U Representative Carnival Co-ordinator:** who shall be responsible for the selection of the coaches and management staff for all V.M.C.U. representative carnivals that the Association see's fit to participate in and shall chair the selection of the representative teams, along with the appropriate coach and/or manager.
- 37.2.9. **Social Committee:** whose membership shall be two (2) club delegates and a Vice President as Chairperson
- 37.2.10. **Affiliations and Fixtures Committee:** whose membership shall be two (2) club delegates together with the Administrator as the Chairperson
- 37.2.11. **V.M.C.U Delegate:** A required number of V.M.C.U. delegates shall be appointed by the Board of Management
- 37.2.12. **Finance Committee:** Whose membership shall be one club delegate plus a Vice President and the Treasurer as the Chairperson
- 37.2.13. **Rules Committee:** Who shall consist of the Rules Director as the Chairperson and (4) Board of Management Members.
- 37.2.14. **Auditor:** whose duties are to audit the accounts of the Association annually to certify their correctness
- 37.3. In the event of a casual vacancy in any appointment to sub clause 37.2, the Board of Management may appoint a person to the vacant position and the person so appointed may continue in that position up to the Annual General Meeting following the date of their appointment.

38. Funds

- 38.1. The Treasurer of the Association must-
- 38.1.1. collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - 38.1.2. keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 38.2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Executive Committee. The Treasurer or Administrator must be one of the signatory's
- 38.3. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Board of Management determines.

- 38.4. No payment shall be made from the Association funds unless such payments have been approved by the Board of Management
- 38.5. All monies received on behalf of the Association shall be paid into the Association accounts within one week.

39. Seal

- 39.1. The common seal of the Association must be kept in the custody of the Administrator.
- 39.2. The common seal must not be affixed to any instrument except by the authority of the Board of Management and the affixing of the common seal must be attested by the signatures either of two members of the Board of Management or, of one member of the Board of Management and of the public officer of the Association.

40. Notice to Members

- 40.1. Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by-
- 40.1.1. delivering the notice to the member personally; or
- 40.1.2. sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- 40.1.3. facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- 40.1.4. electronic transmission, if the member has requested that the notice be given to him or her in this manner.

41. Winding up

- 41.1. In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

42. Custody and Inspection of Books and Records

- 42.1. Except as otherwise provided in these Rules, the Administrator must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 42.2. All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- 42.3. A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

43. Standing Orders

- 43.1. The order of business shall be:
- 43.1.1. Roll call;
- 43.1.2. Minutes;
- 43.1.3. Correspondence
- 43.1.4. Reports
- 43.1.5. General
- 43.2. No decision shall take place, except a motion or amendment moved and seconded and put in writing if so demanded by the chairperson

- 43.3. Any member, when proposing a motion or amendment or discussing and question, must rise and address the chairperson, and no other member shall interrupt unless by a call to order, when he/she shall sit down to the member calling to order shall state the point of order (without comment), and the chairperson shall decide upon the same. The chairperson decision shall be final on all questions of order or practice, and shall state the same without comment or argument
- 43.4. No member shall be permitted to speak more than once on the motion before the chair, except strictly in explanation or contradiction of a mis-statement, except the mover of the original motion, who shall have the right of reply, and no further discussion shall take place after the mover has replied. No speaker shall occupy a longer period of ten (10) minutes.
- 43.5. Only one amendment shall be discussed at a time, upon the adoption of any amendment, the original motion shall be deemed rejected and the amendment carried shall be acted upon as an original motion. It is competent, whether the amendment is carried or not, to receive other amendments, one at a time, to be disposed of in a like manner and decided until the subject is disposed of.
- 43.6. No member shall propose more than one (1) amendment upon a motion, and no member shall speak more than once to the same question, which shall include the motion and all amendments, except the mover of the motion, who shall be entitled to reply, and thereupon all discussion shall cease and the question shall be put. Any member seconding a motion or amendment without remark shall be held not to have spoken thereon. In the case of the amendment being lost, the presiding officer shall put a motion to the vote
- 43.7. A motion "that the debate be now concluded" may be moved at any stage of the debate and shall be immediately put to the meeting without discussion. If lost, the debate shall continue as if such a motion had not been moved. If carried, then the amendment or motion that has been moved (under discussion) shall be put to the meeting without any further discussion
- 43.8. In the event of any member having urgent business to place before the meeting, it shall be competent for him to move the suspension of Standing Orders and if agreed to by the meeting, such business shall take precedence over all other
- 43.9. All motions and amendments shall be decided by a show of hands, unless a division is demanded, before the next business is preceded with (three members being necessary to call for the same).
- 43.10. When a motion to disagree with the chairperson's ruling, for the time being, has fully proposed and seconded, the chairperson shall leave the chair until the motion has been disposed of by the meeting, after which the chairperson shall resume the chair
- 43.11. No more than two members shall speak in succession either for or against any question before the meeting, and if at the conclusion of the speaker's remarks no member rises to speak on the other side, the motion shall then be put to the meeting

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF
WESTERN REGION JUNIOR CRICKET ASSOCIATION INCORPORATED**

I,....., ofdesire to become a
(*name and occupation*) (address)

member of
(*name of Association*)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
Signature of Applicant
Date

I,....., a member of the Association,
(*name*)
nominate the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Proposer
Date

I,....., a member of the Association, second
(*name*)
the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Secunder
Date

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF
ASSOCIATION CONVENED UNDER CLAUSE 9.7**

I,.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Association convened under clause 9.7, to be held on-

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under clause 9.1).

.....
Signed
Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

.....
Signed
Date

* Delete if not applicable

APPENDIX 4

SCHEDULE OF FEES

<i>Fee</i>	<i>Amount</i>
Entrance fee	\$0
Annual subscription fee per team entry	\$100

NOTES

"SCHEDULE 1

PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001

Amendments:

Aug 2019 - Updated as a result of Approval AGM 2019. Inclusion of second vice president and addition of 3 Ordinary Members to the executive.