



Baldivis Volleyball Club

Constitution

The name of the Club is Baldivis Volleyball Club, registered as Baldivis Volleyball Association WA INC.

The objects of the Club are to inspire and grow the game of volleyball in Baldivis and surrounds, ensure safety in all club activities, encourage enthusiastic participation, and actively support Volleyball WA events and tournaments.

Any 4 office holders (also known as executive committee) constitute a quorum for the conduct of the business of a committee meeting.

The club's financial year will be the period of 12 months commencing on 1st January and ending on the 31st December of each year.

Terms used

In this constitution:

Act means the Associations Incorporation Act 2015

Club means the incorporated association to which this constitution applies

Books of the Club, includes the following —

- a register
- financial records, financial statements or financial reports
- a document
- any other record of information

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act

Committee means the management committee of the Club

Committee meeting means a meeting of the committee

Committee member means a member of the committee



Baldivis Volleyball Club

Constitution

financial records include:

- tax invoices, receipts, orders for supply and payment of goods and services
- statements from the Club's bank account

financial report, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act

financial statements means the financial statements in relation to the Club required under Part 5 Division 3 of the Act

financial year of the Club will be the period of 12 months commencing on 1st January and ending on the 31st December of each year

general meeting of the Club, means a meeting of the Club that all members are entitled to receive notice of and to attend

member means a person (including a body corporate) who is an ordinary member or an associate member of the Club

ordinary committee member means a committee member who is not an office holder

ordinary member means a member with voting rights

president means the Committee member holding office as the president of the Club

register of members means the register of members referred to in section 53 of the Act

rules means these rules of the Club, as in force for the time being

secretary means the committee member holding office as the secretary of the Club



Baldivis Volleyball Club

Constitution

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act

subcommittee means a subcommittee appointed by the committee under rule 48(1)(a)

tier 1 association means an incorporated association to which section 64(1) of the Act applies

tier 2 association means an incorporated association to which section 64(2) of the Act applies

tier 3 association means an incorporated association to which section 64(3) of the Act applies

treasurer means the committee member holding office as the treasurer of the club

CLUB TO BE NOT FOR PROFIT BODY

1. Not-for-profit body

The property and income of the Club must be applied solely towards the promotion of the objects or purposes of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.

A payment to a member out of the funds of the Club is authorised if it is:

- the payment in good faith to the member as reasonable remuneration for any services provided to the Club or for goods supplied to the Club OR
- the payment of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia OR
- the payment of reasonable rent to the member for premises leased by the member to the Club OR
- the reimbursement of reasonable expenses properly incurred by the member on behalf of the Club



Baldivis Volleyball Club

Constitution

MEMBERS

2. Eligibility for membership

- Any person who supports the objects or purposes of the Club is eligible to apply to become a member.

3. Applying for membership

- A person who wants to become a member must complete registration form with the club

4. Dealing with membership applications

- The committee must consider each registration for membership of the Club and decide whether to accept or reject the application to register.
- The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- The committee must not accept an application unless the applicant —
 - Is eligible under rule 2 and has applied under rule 3.
 - The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
 - If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.
 - A person may become a Life Member on invitation by the committee in recognition of outstanding service to the club



Baldivis Volleyball Club

Constitution

5. Becoming a member

- Registration for membership of the Club becomes valid when —
- the committee accepts the registration and the applicant pays
- any membership fees payable to the Club under rule 9

6. Classes of membership

- The Club may have any class of membership approved by resolution at a general meeting, including WAVJL membership, WAVL membership, general membership and life membership
- A person can only belong to one class of membership. Any member except WAVJL members have full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee
- The number of members of any class is not limited unless otherwise approved by resolution at a general meeting

7. When membership ceases

- A person ceases to be a member when any of the following takes place —
 - for a member who is an individual,
 - the individual dies;
 - the person resigns from the Club
 - the person is expelled from
 - the Club the person ceases to be a member
- The secretary must keep a record, for at least one year after a person ceases to be a member, of the date on which the person ceased to be a member; and the reason why the person ceased to be a member

8. Resignation

- A member may resign from membership of the Club by giving written notice of the resignation to the secretary.
- The resignation takes effect when the secretary receives the notice or if a later time is stated in the notice, at that later time.
- A person who has resigned from membership of the Club remains liable for any fees that are owed to the Club at the time of resignation



Baldivis Volleyball Club

Constitution

9. Membership fees

- The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Club.
- The fees determined may be different for different classes of membership.
- A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date determined by the committee.
- If a member has not paid the annual membership fee within the given due date, the member ceases to be a member on the expiry of that period.
- If a person who has ceased to be a member under the rule above offers to pay the annual membership fee after the period referred to in that subrule has expired the committee may, at its discretion, accept that payment and if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

10. Register of members

- The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Club under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Club. In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership to which each member belongs and the date on which each member becomes a member.
- The register of members must be kept on secure online cloud storage as determined by the committee.
- A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- If a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members, the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Club.



Baldivis Volleyball Club

Constitution

COMMITTEE

11. Committee

- The committee members are the persons who, as the management committee of the Club, have the power to manage the affairs of the Club Subject to the Act, these rules and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Club.
- The committee must take all reasonable steps to ensure that the Club complies with the Act, these rules and the by-laws (if any)

12. Committee members

- The committee members consist of the office holders of the Club.
- The committee has a maximum number of members who may be ordinary committee members which is five.
- The office holders of the Club are the president, vice president, secretary, treasurer and head coach (also known as executive committee)
- A person may be a committee member if the person is an individual who has reached 18 years of age and a member
- A person must not hold 2 or more of the offices of president, vice president, secretary, treasurer and head coach at the same time

13. President

- It is the duty of the president to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- The president has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

14. Vice President

- The Vice President supports the President.
- They assist with overseeing operations, ensuring constitutional compliance, and helping to implement strategic goals.
- The Vice President acts as Chair in the President's absence and may take on additional duties as delegated by the Executive Committee.



Baldivis Volleyball Club

Constitution

15. Secretary

Correspondence & Meetings

- Deal with the Club's correspondence.
- Consult with the president regarding the business to be conducted at each committee meeting and general meeting.
- Prepare notices for committee and general meetings (unless another member is authorised to do so).

Records & Registers

- Maintain the register of members on behalf of the Club and record any changes, as required under section 53(1) of the Act.
- Maintain an up-to-date copy of the Club's rules, as required under section 35(1) of the Act.
- Maintain a record of committee members and other persons authorised to act on behalf of the Club, as required under section 58(2) of the Act (unless another member is authorised to do so).
- Ensure the safe custody of the books of the Club (excluding financial records when assigned to the treasurer).
- Maintain full and accurate minutes of committee and general meetings.

16. Treasurer

- Ensure that any amounts payable to the Club are collected and issue receipts in the Club's name.
- Ensure that all monies received are credited to the appropriate Club account.
- Ensure that authorised payments of the Club are made on time.
- Ensure the Club complies with the relevant requirements of Part 5 of the Act.
- If the Club is a tier 1 club, coordinate preparation of the Club's financial statements before submission to the annual general meeting.
- If the Club is a tier 2 or tier 3 club, coordinate preparation of the Club's financial report before submission to the annual general meeting.
- Provide assistance to any auditor or reviewer conducting an audit or review under Part 5 Division 5 of the Act.
- Ensure the safe custody of the Club's financial records, financial statements, and financial reports.
- Carry out any other duty given to the treasurer under the rules or by the committee.



Baldivis Volleyball Club

Constitution

17. Head coach

- The Head Coach shall be responsible for directing and supervising all coaching activities within the association, ensuring the development and performance of its teams, and implementing training programs that uphold the standards, policies, and objectives of the association.”

18. MPIO (Ordinary Member)

- 1.Ensuring Compliance with Member Protection Policies
 - The constitution outlines the rights and responsibilities of members, as well as the procedures for resolving disputes, complaints, or breaches.
 - The MPIO ensures that these policies are understood, followed, and accessible,
- 2.Providing Information to Members
 - The MPIO acts as a point of contact for members who need guidance on protection policies or who want to report concerns.
 - They explain the constitutional provisions that affect member rights, reporting procedures, or disciplinary processes.
- 3.Protecting Member Rights
 - The MPIO ensures members are aware of these rights and assists them in navigating the processes outlined in the constitution.
- 4.Liaising with Committees
 - The MPIO communicates member concerns to the board or relevant committees while maintaining confidentiality, ensuring that actions taken align with the constitution and legal obligations.

19. Events Coordinator (Ordinary Member)

- Deliver all club events in accordance with VWA policies, standards and competition requirements.
- Coordinate events including equipment needs and risk management procedures.
- Ensure all activities align with VWA member protection, child-safeguarding and health and safety guidelines.
- Maintain clear communication with coaches and committee members to facilitate smooth event preparation and delivery. Contact chief referee of the day if issues arise
- Monitor event performance and provide feedback or reports to the committee to support continuous improvement.
- Send through the scoresheets to indoor@volleyballwa.com.au after the games have been completed and making sure everything on the scoresheet is completed



Baldivis Volleyball Club

Constitution

20. How members become Committee members

- A member becomes a committee member if the member is elected to the committee at a annual general meeting or is appointed to the committee by the committee to fill a casual vacancy

21. Nomination of committee members

- At least 14 days before an annual general meeting, the secretary must send written notice to all the members calling for nominations for election to the committee and stating the date by which nominations must be received by the secretary
- A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 7 days before the annual general meeting
- A member may nominate for one specified position of office holder of the Club or to be an ordinary committee member

22. Election of office holders

- At the annual general meeting, a separate election must be held for each position of office holder of the Club
- If there is no nomination for a position, the president of the meeting may call for nominations from the members at the meeting
- If only one member has nominated for a position, the president of the meeting must declare the Member elected to the position
- If more than one member has nominated for a position, the members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- Each member present at the meeting may vote for one member who has nominated for the position.
- A member who has nominated for the position may vote for themselves
- On the member's election, the new president of the Club may take over as the chairperson of the meeting



Baldivis Volleyball Club

Constitution

23. Election of ordinary committee members

- If the number of members nominating for the position of ordinary committee member is not greater than the number of vacancies, the chairperson of the meeting must declare each of those members to be elected to the position and may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections
- If the number of members nominating for the position of ordinary committee member is greater than the number to be elected, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member
- A member who has nominated for the position of ordinary committee member may vote for themselves

24. Term of office

- The term of office of a committee member begins when the member is elected at an annual general meeting or is appointed to fill a casual vacancy.
- A committee member holds office until the positions on the committee are declared vacant at the next annual general meeting
- A committee member may be re-elected.

25. Resignation and removal from office

- A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the president.
- The resignation takes effect when the notice is received by the secretary or president or if a later time is stated in the notice, at the later time.
- At a general meeting, the Club may by resolution remove a committee member from office and elect a member who is eligible to fill the vacant position.



Baldivis Volleyball Club

Constitution

26. When membership of committee ceases

- A person ceases to be a committee member if the person dies or otherwise ceases to be a member or resigns from the committee, is removed from office or becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act, becomes permanently unable to act as a committee member because of a mental or physical disability or fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend

27. Filling casual vacancies

- The committee may appoint a member who is eligible to fill a position on the committee that has become vacant or was not filled by election at the most recent annual general meeting.
- If the position of secretary becomes vacant, the committee must appoint a member who is eligible to fill the position within 14 days after the vacancy arises
- Subject to the requirement for a quorum, the committee may continue to act despite any vacancy in its membership
- If there are fewer committee members than required for a quorum the committee may act only for the purpose of appointing committee members under this rule or convening a general meeting

28. Payments to committee members

- ***For the purposes of this Constitution:***
- A Committee Member includes a member of any subcommittee of the Club.
- A Committee Meeting includes a meeting of the Committee or any subcommittee.
- The Committee may establish subcommittees, including a Junior Volleyball Subcommittee and an Events Subcommittee, to assist in the conduct of the Club's activities.
- A Committee Member, including a subcommittee member, may be reimbursed from Club funds for reasonable out-of-pocket expenses properly incurred in good faith when attending meetings or undertaking authorised Club business.
- Any reimbursement:
- Is limited to actual expenses incurred, including travel and accommodation,
- Does not include payment for time, services, or volunteer duties, and
- Must be approved in accordance with policies or procedures adopted by the Committee.
- Nothing in this clause permits the Club to operate for the financial gain of its members.



Baldivis Volleyball Club

Constitution

29. Committee meetings

- The committee must meet at least 6 times in each year on the dates and at the times and places determined by the committee
- The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- Special committee meetings may be convened by the president or any 2 committee members.

30. Notice of committee meetings

- Notice of each committee meeting must be given to each committee member at least 24 hours before the time of the meeting
- The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting
- Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent

31. Procedure and order of business

- The president or, in the president's absence, the vice-president must preside as chairperson of each committee meeting
- If the president and vice-president are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting
- The procedure to be followed at a committee meeting must be determined from time to time by the committee
- The order of business at a committee meeting may be determined by the committee members at the meeting
- A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee
- A person invited to attend a committee meeting has no right to any agenda, minutes or other document circulated at the meeting and must not comment about any matter discussed at the meeting unless invited by the committee to do so and cannot vote on any matter that is to be decided at the meeting



Baldivis Volleyball Club

Constitution

32. Use of technology to be present at committee meetings

- The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication
- A member who participates in a committee meeting as allowed above is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person

33. Quorum for committee meetings

- No business is to be conducted at a committee meeting unless a quorum is present (4 committee members)
- If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting, in the case of a special meeting the meeting lapses or otherwise the meeting is adjourned to the same time, day and place in the following week
- If a quorum is not present within 30 minutes after the commencement time of an adjourned committee meeting as mentioned above and at least 2 committee members are present at the meeting those members present are taken to constitute a quorum

34. Voting at committee meetings

- Each committee member present at a committee meeting has one vote on any question arising at the meeting
- A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion
- If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question
- If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted



Baldivis Volleyball Club

Constitution

35. Minutes of committee meetings

- The committee must ensure that minutes are taken and kept of each committee meeting
- The minutes must record the names of the committee members present at the meeting, the name of any person attending the meeting, the business considered at the meeting and any motion on which a vote is taken at the meeting and the result of the vote
- The president must ensure that the minutes of a committee meeting are reviewed and confirmed as correct by the chairperson of the meeting or the chairperson of the next committee meeting
- When the minutes of a committee meeting have been confirmed as correct they are, until the contrary is proved, evidence that the meeting to which the minutes relate was duly convened and held and the matters recorded as having taken place at the meeting took place as recorded and any appointment purportedly made at the meeting was validly made

36. Subcommittees and subsidiary offices

- To help the committee in the conduct of the Club's business, the committee may appoint one or more subcommittees or create one or more subsidiary offices and appoint people to those offices
- A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate
- A person may be appointed to a subsidiary office whether or not the person is a member
- Subject to any directions given by the committee a subcommittee may meet and conduct business as it considers appropriate and the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate



Baldivis Volleyball Club

Constitution

GENERAL MEETINGS OF CLUB

37. Annual general meeting

- The committee must determine the date, time and place of the annual general meeting
- If it is proposed to hold the annual general meeting more than 6 months after the end of the Club's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year
- The ordinary business of the annual general meeting is as follows:
 - 1.to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
 - 2.to receive and consider the committee's annual report on the Club's activities during the preceding financial year and
 - 3.if the Club is a tier 1 club, the financial statements of the Club for the preceding financial year presented under Part 5 of the Act and
 - 4.if the Club is a tier 2 club or a tier 3 club, the financial report of the Club for the preceding financial year presented under Part 5 of the Act
 - 5.if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report
 - 6.to elect the office holders of the Club and other committee members
 - 7.if applicable, to appoint or remove a reviewer or auditor of the Club in accordance with the Act
 8. to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members
- Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.



Baldivis Volleyball Club

Constitution

38. Special general meetings

- The committee may convene a special general meeting
- The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened
- The members requiring a special general meeting to be convened must make the requirement by written notice given to the secretary and state in the notice the business to be considered at the meeting and each sign the notice
- The special general meeting must be convened within 28 days after notice is given
- If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- A special general meeting convened by members under the rule above must be held within 3 months after the date the original requirement was made and may only consider the business stated in the notice by which the requirement was made
- The Club must reimburse any reasonable expenses incurred by the members convening a special general meeting under the rule above

39. Notice of general meetings

- The secretary or, in the case of a special general meeting convened by the members must give to each member at least 14 days' notice of a general meeting if a special resolution is to be proposed at the meeting or at least 7 days' notice of a general meeting in any other case.
- The notice must specify the date, time and place of the meeting and indicate the general nature of each item of business to be considered at the meeting and if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee
- if a special resolution is proposed set out the wording of the proposed resolution as required by section 51(4) of the Act and state that the resolution is intended to be proposed as a special resolution



Baldivis Volleyball Club

Constitution

40. Use of technology to be present at general meetings

- The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication
- A member who participates in a general meeting as allowed under the above rule is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person

41. Presiding member and quorum for general meetings

- The president or, in the president's absence, the vice-president must preside as chairperson of each general meeting
- If the president and vice-president are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting
- No business is to be conducted at a general meeting unless a quorum is present (4 Office holders)
- If a quorum is not present within 30 minutes after the notified commencement time of a general meeting, in the case of a special general meeting the meeting lapses or in the case of the annual general meeting, the meeting is adjourned to the same time and day in the following week and the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned
- If a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under the rule above and at least 2 ordinary members are present at the meeting, those members present are taken to constitute a quorum



Baldivis Volleyball Club

Constitution

42. Adjournment of general meeting

- The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- A meeting may be adjourned if there is insufficient time to deal with the business at hand or to give the members more time to consider an item of business
- No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned
- Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more

43. Voting at general meeting

- On any question arising at a general meeting, each member except WAVJL members have one vote
- A motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion
- If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote
- If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote
- For a person to be eligible to vote at a general meeting as an ordinary member, the ordinary member must have been an ordinary member at the time notice of the meeting was given and must have paid any fee or other money payable to the Club by the member



Baldivis Volleyball Club

Constitution

44. When special resolutions are required

- A special resolution is required if it is proposed at a general meeting to affiliate the Club with another body or to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager
- Under the Act, a special resolution is required if an incorporated club proposes to do any of the following—
- to adopt a new constitution, to alter its rules, including changing the name of the club, to decide to apply for registration or incorporation as a prescribed body corporate, to approve the terms of an amalgamation with one or more other incorporated clubs, to be wound up voluntarily or by the Supreme Court or to to cancel its incorporation

45. Determining whether resolution carried

- In this rule *poll* means the process of voting in relation to a matter that is conducted in writing
- The chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been carried or carried unanimously or carried by a particular majority or lost
- If the resolution is a special resolution, the declaration must identify the resolution as a special resolution
- If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person the poll must be taken at the meeting in the manner determined by the chairperson, the chairperson must declare the determination of the resolution on the basis of the poll
- If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately
- If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson
- All polls must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined



Baldivis Volleyball Club

Constitution

46. Minutes of general meeting

- The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting
- The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote
- In addition, the minutes of each annual general meeting must record —
 - 1.the names of the ordinary members attending the meeting
 - 2.the financial statements or financial report presented at the meeting
 - 3.any report of the review or auditor's report on the financial statements or financial report presented at the meeting
- The chairperson must ensure that the minutes of a general meeting are reviewed and confirmed as correct by the chairperson of the meeting or the chairperson of the next general meeting.
- When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that the meeting to which the minutes relate was duly convened and held and the matters recorded as having taken place at the meeting took place as recorded and any election or appointment purportedly made at the meeting was validly made

FINANCIAL MATTERS

47. Source of funds

- The funds of the Club may be derived from entrance fees, annual membership, donations, fund-raising activities, grants, interest and any other sources approved by the committee



Baldivis Volleyball Club

Constitution

48. Control of funds

- The Club must open an account in the name of the Club with a financial institution from which all expenditure of the Club is made and into which all funds received by the Club are deposited
- Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Club
- The committee may authorise the treasurer to expend funds on behalf of the Club up to a specified limit with approval from the committee for each item on which the funds are expended
- All funds of the Club must be deposited into the Club's account within 5 working days after their receipt.

49. Financial statements and financial reports

- For each financial year, the committee must ensure that the requirements imposed on the Club under Part 5 of the Act relating to the financial statements or financial report of the Club are met
- Those requirements include if the Club is a tier 1 club, the preparation of the financial statements, if the Club is a tier 2 club or tier 3 club, the preparation of the financial report and if required, the review or auditing of the financial statements or financial report, as applicable
- The presentation to the annual general meeting of the financial statements or financial report, as applicable
- If required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.



Baldivis Volleyball Club

Constitution

GENERAL MATTERS

50. Custody of books and securities

- The books and any securities of the Club must be kept in the secretary's custody or under the secretary's control
- The financial records and, as applicable, the financial statements or financial reports of the Club must be kept in the treasurer's custody or under the treasurer's control The books of the Club must be retained for at least 7
- years.

51. Record of office holders

- The record of committee members and other persons authorised to act on behalf of the Club that is required to be maintained under section 58(2) of the Act must be kept under the secretary's control
- Section 58 of the Act sets out the details of the record that an incorporated club must maintain of the committee members and certain others and provides for members to inspect, make a copy of or take an extract from the record and prohibits a person from disclosing information in the record except for authorised purposes

52. Inspection of records and documents

- The member must contact the secretary to make the necessary arrangements for the inspection.
- The inspection must be free of charge.
- If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members



Baldivis Volleyball Club

Constitution

53. Grievance Process

- The purpose of this grievance process is to provide all members, players, coaches, and volunteers of the Volleyball Club with a fair, transparent, and timely method to raise and resolve concerns or complaints.
The process encourages open communication, early resolution, and respect for all parties involved.
- Step 1: Informal Resolution (Early Discussion) Goal: Resolve the issue quickly and informally where possible. If a member has a concerns, they are encouraged to first discuss the issue directly with the committee. Many misunderstandings can be resolved through open communication without needing to escalate further.
Outcome: If resolved, no further action is needed. A brief record may be made (with consent) for reference.
- Step 2: Formal Written Complaint If the matter cannot be resolved informally, the complainant should submit a formal written grievance to the Club Secretary or MPIO within 14 days of the incident or outcome of the informal process. The written complaint should include: The nature of the grievance (what happened, when, where, and who was involved). The steps already taken to resolve the issue. The desired outcome or resolution sought.
Acknowledgement: The Club Secretary (or appointed officer) will acknowledge receipt of the complaint within 5 working days and confirm the next steps.
- Step 3: Initial Review and Mediation The Club Committee or MPO will review the complaint to determine whether it can be resolved through mediation or requires formal investigation. If appropriate, the parties involved may be invited to a mediation meeting, facilitated by a neutral club official or external mediator. Mediation is confidential and voluntary, aiming for mutual understanding and agreement. Outcome: If mediation succeeds, the agreed resolution is documented and shared with all parties. If it fails or is inappropriate, the process moves to Step 4.



Baldivis Volleyball Club

Constitution

54. Grievance Process CONT

- Step 4: Formal Investigation The Club Committee will appoint an Independent Investigator (or subcommittee not involved in the grievance) to examine the matter. The investigator will: Interview the complainant, respondent(s), and relevant witnesses. Review any evidence or documentation provided. Maintain confidentiality and impartiality throughout the process. The investigation should normally be completed within 21 days, though complex cases may take longer (with updates provided to all parties). Outcome: A written Investigation Report will be prepared with findings and recommendations.
- Step 5: Decision and Outcome The Club Committee will review the investigator's report and decide on appropriate action. Possible outcomes include: No action (if complaint not upheld). Apology or mediation agreement. Disciplinary measures (e.g., warnings, suspension, or removal from position). The decision will be communicated in writing to all relevant parties within 7 days of the outcome being decided.
- Step 6: Appeal Process If the complainant or respondent is dissatisfied with the outcome, they may submit an appeal to sports integrity. Records will be retained for a minimum of 3 years or in accordance with club policy



Baldivis Volleyball Club

Constitution

55. Publication by committee members of statements about Club business prohibited

- A committee member must not publish, or cause to be published, any statement about the business conducted by the Club at a general meeting or committee meeting unless –
- the committee member has been authorised to do so at a committee meeting; and
- the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

56. Distribution of surplus property on cancellation of incorporation or winding up

- In this rule surplus property, in relation to the Club, means property remaining after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of winding up or cancelling the incorporation of the Club but does not include books relating to the management of the Club. On the
- cancellation of the incorporation or the winding up of the Club, its surplus property must be distributed as determined by special resolution

57. Alteration of rules

If the Club wants to alter or rescind any of these rules, or to make additional rules, the Club may do so only by special resolution

ADOPTED POLICIES

Baldivis Volleyball Club supports all Volleyball Western Australia (VWA) and Volleyball Australia (VA) policies found [here](#) including but not limited to:

- VA Complaints, Disputes and Discipline Policy
- VA Safeguarding Children and Young People Policy
- VWA Photography and Videography Policy
- VWA Diversity & Inclusion Policy
- WAV Social Media Policy

To ensure appropriate implementation of the policies with Baldivis Volleyball Club, references to VWA also implies reference to Baldivis Volleyball Club.