



BY-LAWS

OF THE

AUSTRALIAN MASTERS SQUASH

ASSOCIATION INC.

Version 3 - October 2017



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1. ELECTION OF THE EXECUTIVE COMMITTEE

- (i) Nominations of candidates for election to the Executive Committee of the Australian Masters Squash Association (AMSA) -
 - a) shall be made in writing by a financial member of a Masters' State or Territory Squash association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination as set out in Attachment 2);
 - b) shall be delivered to the Secretary not less than seven (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
 - (ii) Nominations for the position of President, Treasurer and Registrar shall be called in one year and nominations for the position of Vice President and Secretary shall be called in alternate years.
 - (iii) If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
 - (iv) If insufficient further nominations are received, any vacant positions remaining on the Executive Committee are taken to be vacancies. The Executive Committee may appoint a temporary Executive Committee member to fill the vacancy until a new Executive Committee member is appointed at the next Annual General Meeting.
 - (v) 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.
 - (vi) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
 - (vii) The ballot for the election of Executive Committee positions shall be conducted at the Annual General Meeting in the way the Executive Committee may direct.
- An elected person is not eligible to simultaneously hold more than one (1) position on the Executive Committee.

2. PRESIDENT

The President is responsible for the overall management of the Association. The President is generally responsible for:

- chairing meetings;
- ensuring the Association is run in accordance with its rules and any other strategic plan that has been agreed to;
- overseeing activities and projects;
- delegation of tasks to Executive Committee members and co-opted helpers;
- representing the Association at external meetings and events.



3. VICE PRESIDENT

The Vice President should be available to take on any or all of the President's duties whenever he or she is not available or when assistance is requested by the President.

4. SECRETARY

- (i) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (ii) The Secretary must keep written records of the names of the Executive Committee, member associations president/chairperson secretary and Life Members together with their contact details; and
- (iii) Minutes of Executive Committee meetings, General Meetings and the Annual General Meeting.
- (iv) Receive and respond to correspondence; and
- (v) Other duties as directed.

5. TREASURER

The Treasurer of the Association must –

- (i) Collect and receive all amounts owing to the Association and make all payments authorised by the Association;
- (ii) Keep correct books and accounts showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association;
- (iii) Prepare four year rolling budgets; and
- (iv) Prepare end-of-year financial statements for audit and, after audit, for submission to the Annual General Meeting.

6. REGISTRAR

The Registrar of the Association must –

- (i) Collate and maintain statistical data in relation to the AMSA championships;
- (ii) Provide regular updates on AMSA rankings;
- (iii) Assist the host State/Territory with the operations of the championship's tournament software; and
- (iv) Provide appropriate reports at the conclusion of the championships.



7. REMOVAL OF EXECUTIVE COMMITTEE MEMBERS

Pursuant to Section 50 of the *Associations Incorporation Act 1991* (ACT) (the 'Act'), the Association at a General Meeting may, by resolution, remove any member of the Executive Committee from the office before the expiration of the member's term of office and may appoint another person to hold office until the expiration of the term of office of the member so removed.

8. SELECTION COMMITTEE

The Association's Selection Committee will consist of 5 nominated persons elected at the Annual General Meeting. Nominations of candidates for election shall be made in writing by a financial member of a Masters' State or Territory Squash association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination as set out in Attachment 3).

The term of appointment will be two years and the elections will take place at the Annual General Meeting in the year preceding the Trans Tasman Test Series.

The role of the Selection Committee is to select the Australian Test Team for the Trans Tasman Test series held every two years

9. ANNUAL GENERAL MEETINGS – MATTERS FOR CONSIDERATION

In addition to any other business, the Annual General Meeting will –

- (i) confirm the Minutes of the last Annual General Meeting and of any General Meetings held since that meeting;
- (ii) receive from the Executive Committee reports on the activities of the Association during the last financial year;
- (iii) elect Executive Committee members;
- (iv) appoint an auditor for the ensuing year;
- (v) elect Selectors for the ensuing year;
- (vi) appoint a Patron/s for the ensuing year;
- (vii) set the affiliation fee and license fees for the ensuing year; and
- (viii) receive and consider the financial statements of accounts and the reports that are required to be submitted to members under section 73(1) of the Act.

10. GENERAL MEETINGS – CALLING OF BY MEMBERS

The Executive Committee shall, upon request in writing of not less than 3 of the total number of members, call a General Meeting of the Association.

A request of members for a General Meeting:



1. shall state the purpose or purposes of the meeting;
2. shall be signed by the members making the request; and
3. shall be lodged with the Secretary.

If the committee fails to convene a General Meeting to be held within one month after the date on which the request is lodged with the Secretary, any one or more of the members who made the request may call a General Meeting to be held not later than three (3) months after that date.

A General Meeting called by a member or members shall be called as nearly as is practicable in the same manner as General Meetings are called by the Executive Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expenses so incurred.

11. ADJOURNMENT OF GENERAL MEETINGS

For any business to be transacted at the Annual General Meeting or a General Meeting, there must be a quorum of at least five members present.

The person presiding at a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Except as provided above, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

12. DISCIPLINING OF MEMBERS

- (i) Where the Executive Committee is of the opinion that a member organisation, an individual member of State/Territory association or a Life Member –
- has persistently refused or neglected to comply with a provision or provisions of the Constitution, Regulations, By-laws or Determinations as determined by the Executive Committee from time to time; or
 - has persistently and willfully acted in a manner prejudicial to the interests of the Association,

The Executive Committee may, by resolution of the remaining members of the Association, instruct the Secretary to give notice in writing to the member organisation, the individual member of the State/Territory association or Life Member setting out the resolution of the Executive Committee and the grounds on which it is based; and request a response within 28 days after the date of the notice.

The Executive Committee will consider the response received and shall resolve to:



- expel the member organisation, or the individual member of the State/Territory Association or the Life Member from the Association, or
 - suspend the member organisation, or the individual member of the State/Territory Association or the Life Member for a specified period; or
 - not discipline the member organisation, or the individual member of the State/Territory Association or the Life Member and take no further action.
- (ii) Following the Executive Committee's resolution the Secretary shall notify the member organisation, or the individual member of the State/Territory association or the Life Member of the decision.
- (iii) A resolution to expel or suspend the member organisation, or the individual member of the State/Territory association or the Life Member confirmed by the Executive Committee does not take effect –
- until the expiration of the period within which the member organisation, or the individual member of the State/Territory association or the Life Member is entitled to appeal against the resolution; or
 - if within that period the member organisation, or the individual member of the State/Territory association or the Life Member exercises the right of appeal, unless and until the Association confirms the resolution.

13. RIGHT OF APPEAL OF DISCIPLINED MEMBERS

- (i) A member organisation, or the individual member of the State/Territory association or the Life Member may appeal a decision of the Executive Committee within 7 days after notice of the resolution is served on the member organisation, or the individual member of the State/Territory association or the Life Member by notifying the Secretary.
- (ii) Upon receipt of a notice from a member organisation, or the individual member of the State/Territory association or the Life Member, the Secretary shall notify the Executive Committee, which shall convene a General Meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- (iii) At a General Meeting of the Association convened as above –
- no business other than the question of the appeal shall be transacted; and
 - the Executive Committee and the member organisation, or the individual member of the State/Territory association or the Life Member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
 - If the meeting passes a special resolution in favour of the confirmation of the resolution that resolution is confirmed.



14. LIFE MEMBERSHIP

The eligibility criteria for Life Membership is set out in a separate Policy Manual.

- (i) A Life Member shall be presented with a badge signifying his or her Life Membership
- (ii) A Life Member shall be invited to all functions of the Association and shall be admitted free-of-charge to all of those functions.
- (iii) The Secretary shall establish and maintain a register of members on whom the Association has conferred Life Membership.

15. CUSTODY OF BOOKS ETC

The Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association except for those required by the Secretary or Treasurer to carry out their respective duties.

16. INSPECTION OF BOOKS ETC

The records, books and other documents of the Association shall be open to inspection, free of charge, by a member organisation, an individual member of a State/Territory association or a Life Member at any reasonable hour.

17. AWARDS

The Executive Committee may from time to time determine guidelines for the introduction of relevant AMSA awards and these will be contained in the Policy Manual.

18. INFORMATION TECHNOLOGY

General Meetings may be held by utilizing information technology, including conference calls, email, video link and any other available technology.

19. INSURANCE

The question of insurance is a matter for the host state to determine.

20. OPERATIONS MANUAL

The Operations Manual will be the operating guidelines and procedures for the running of the Australian Masters Squash Championships.

The Operations Manual will be reviewed following each Championship.

Changes to the Operations Manual should be approved by February of each calendar year.



21. WORK AND HEALTH SAFETY

AMSA is currently exempt from the *Work Health & Safety Act 2011* which came into effect in NSW, the ACT, the Commonwealth and the Northern Territory from 1 January 2012.

The provisions of the Act only apply if AMSA has paid employees.

AMSA may provide guidelines dealing with work health and safety issues at the Australian Masters Squash Championships as set out in the Operations Manual.

22. AMENDMENT TO THE BY-LAWS

The By-laws may be amended at a General Meeting of the Association provided that notice of the proposed amendment is included in the notice to call the said meeting.



A.M.S.A.
Australian Masters Squash Association Inc.

PATRONS

Heather McKay Geoff Hunt

**NOMINATIONS FOR VACANIES ON THE EXECUTIVE COMMITTEE OF THE
AUSTRALIAN MASTERS SQUASH ASSOCIATION INC
(DATE)**

Pursuant to By Law 1 of the AMSA By Laws, the Annual General Meeting of Australian Masters Squash Association Inc. is to elect a number of Executive Committee members.

Nominations for the positions of President, Treasurer and Registrar shall be called in one year and nominations for the positions of Vice President and Secretary shall be called in alternate years. Nominations for the five selectors will be called in the year preceding the Trans Tasman Test Series.

Members of the Executive, Life Members and one Member from each of the States/Territories may vote on these appointments. Where a person holds dual positions they may only vote once.

Attached is a Nomination form which is to be completed and **received by the AMSA Secretary by (date) 20 at 10.00am** which is seven (7) days before the AGM.

Please submit the completed nomination via email (rowles.michelle@yahoo.com.au);

If insufficient nominations are received to fill all vacancies on the Executive Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

If insufficient further nominations are received, any vacant positions remaining on the Executive Committee are taken to be vacancies. The Executive Committee may appoint a temporary Executive Committee member to fill the vacancy until a new Executive Committee member is appointed at the next Annual General Meeting.



A.M.S.A.
Australian Masters Squash Association Inc.
PATRONS
Heather McKay Geoff Hunt

NOMINATION FOR (DATE) EXECUTIVE COMMITTEE

TO BE RECEIVED BY AMSA SECRETARY BY 10.00am, (DATE) 20..

Proposer:

I, _____

(Name of Proposer = State / Territory; please print)
being a Member or Life Member of the Australian Masters Squash Association Inc.

nominate _____
(Name of Individual – please print)

as _____ in accordance with the Constitution.
(Position title – please print)

Signed: _____ Date: _____
(Signature of Proposer – President of State / Territory or Life Member)

Nominee:

I, _____ (Name of Nominee – please print)

being a financial member of a State/Territory association represented by a member of the Australian Masters Squash Association Inc. consent to the above nomination.

Signed: _____ Date: _____
(Signature of Nominee)



A.M.S.A.
Australian Masters Squash Association Inc.
PATRONS
Heather McKay Geoff Hunt

NOMINATION FOR (DATE) SELECTION COMMITTEE

TO BE RECEIVED BY AMSA SECRETARY BY 10.00am, (DATE) 20..

Proposer:

I, _____

(Name of Proposer = State / Territory; please print)
being a Member or Life Member of the Australian Masters Squash Association Inc.

nominate _____
(Name of Individual – please print)

as _____ in accordance with the Constitution.
(Position title – please print)

Signed: _____ Date: _____
(Signature of Proposer – President of State / Territory or Life Member)

Nominee:

I, _____ (Name of Nominee – please print)

being a financial member of a State/Territory Association represented by a member of the Australian Masters Squash Association Inc. consent to the above nomination.

Signed: _____ Date: _____
(Signature of Nominee)