



<https://www.wildcatsbasketball.au/>  
[info@wildcatsbasketball.au](mailto:info@wildcatsbasketball.au)

## 2024 AGM Nomination forms

I \_\_\_\_\_ being a financial member of the Wildcats Basketball Club Inc. for the 2023/2024 financial year, nominate:

\_\_\_\_\_ for the position of \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Positions for nomination are:**  
*President*  
*Vice President*  
*Secretary*  
*Treasurer*  
*Ordinary Member/s*

I \_\_\_\_\_, being a financial member of the Wildcats Basketball Club Inc. for the 2023/2024 financial year, accept the nomination and agree to abide by the Constitution and Bylaws of the club.

Signed by nominator: ..... Date: .....

Signed by seconder: ..... Date: .....

Signed by nominee: ..... Date: .....

Please return to the Secretary by Friday, October 4.

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## **Rules for the Association - Wildcats Basketball Club Inc** **Composition of Committee and duties of members**

### **44 Composition of Committee**

The Committee consists of—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Secretary; and
- (d) a Treasurer; and
- (e) ordinary members (if any) elected under rule 53.

### **45 General Duties**

(1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

(2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

(3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

(4) Committee members must exercise their powers and discharge their duties—

- (a) in good faith in the best interests of the Association; and
- (b) for a proper purpose.

(5) Committee members and former committee members must not make improper use of—

- (a) their position; or
- (b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

(6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

### **46 President and Vice-President**

(1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.

(2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—

- (a) in the case of a general meeting—a member elected by the other members present; or

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(b) in the case of a committee meeting—a committee member elected by the other committee members present.

## 47 Secretary

(1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association. Example  
Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

(2) The Secretary must—

(a) maintain the register of members in accordance with rule 18; and (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all

books, documents and securities of the Association in accordance with rules 72 and 75; and

(c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and

(d) perform any other duty or function imposed on the Secretary by these Rules.

(3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

## 48 Treasurer

(1) The Treasurer must—

(a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;

and

(b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and

(c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and (d) ensure cheques are signed by at least 2 committee members. (2) The Treasurer must—

(a) ensure that the financial records of the Association are kept in accordance with the Act; and

(b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association. (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.