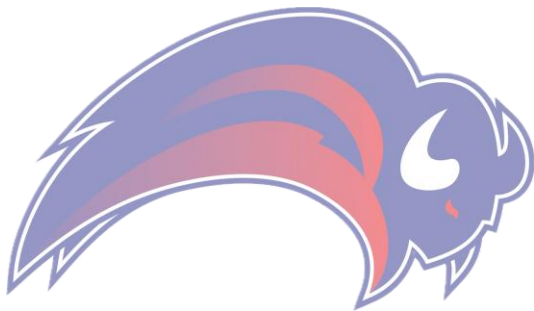


# BORONIA BUFFALOES BASKETBALL CLUB **CONSTITUTION**



OCTOBER 2025



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*“I’d like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Wiradjuri and Bunurong people of the Kulin Nation and pay my respects to Elders past and present.”*



## Name

The club is called "Boronia Basketball Club Inc" Known as *Boronia Buffaloes (The Buffaloes)*

## Purpose

Our goals are to:

- Promote and encourage basketball in Boronia and nearby areas.
- Provide opportunities for everyone to play and enjoy basketball.
- Support fair play, safety, and a sense of community.
- Work with Basketball Victoria, Knox Basketball and other groups to grow the sport.

The Buffaloes' Committee is governed by all applicable Law, the Club Constitution and the Club's Code of Conduct.

## Committee

The Committee is responsible for managing and directing the Club, including overseeing operations, finances, policies, and the welfare of members. Committee members are volunteers and are elected at the Annual General Meeting to act in the best interests of the Club.

Each member will act in good faith and with care to oversee The Buffaloes strategies, policies, and performance, ensuring its long-term sustainability.

The term for all Committee members is 12 months from the Annual General Meeting and will span two seasons.

## Values

The Boronia Buffaloes Basketball Club Committee is committed to upholding the highest standards of behaviour and governance. The following values guide how we lead the club and support our players, families, and community:

- Integrity & Fairness** – Make honest, transparent decisions in the best interests of all members.
- Respect & Inclusion** – Treat everyone with dignity and ensure the club is welcoming to all.
- Child Safety & Wellbeing** – Always prioritise the safety, welfare, and development of children.



- (d) **Community & Volunteer Spirit** – Value volunteers and encourage family and community involvement.
- (e) **Development & Enjoyment** – Support growth of players, coaches, and referees while keeping basketball fun and rewarding.

## Committee Members

The Committee manages the club and includes:

- President
  - Vice President
  - Secretary
  - Treasurer
  - Player coordinators
  - Grading coordinators
  - General Members
  - Additional Members as approved by the Committee
- (a) Committee members are elected for 12 months (2 Seasons)
  - (b) Committee members are voted in at the next available Annual General Meeting (AGM)
    - i. Special consideration can be made where a position is vacated prior to the end of the agreed term and approved by majority of committee members.
  - (c) Changes or additions to existing positions or roles must have a majority approval by the committee and confirmation issued to all members.
  - (d) Submission of intention to run for a committee position will be submitted and notified to all Committee Members no less than 72 hours prior to the AGM.
  - (e) Voting of Committee Member positions will occur during the AGM. If there are more than one candidate running for a position, the candidate with the most votes will be elected for the following Term.
  - (f) At Committee meetings, each member present is entitled to one vote, and decisions are determined by a simple majority of those votes. In the event of a tie, the Chairperson (usually the President) has a casting vote in addition to their own. Voting is normally conducted by a show of hands but may be decided by secret ballot if requested.
  - (g) A Committee Member may resign from their position by providing written notice to the Secretary (or President, if the Secretary is unavailable). The resignation must be



a minimum of four (4) weeks from the date the notice is received, unless otherwise agreed to by the Secretary (or President)

- (h) Outgoing Committee Members will ensure accurate and smooth transition of their role to the oncoming Committee Member.

## Joining the Club

To join, complete any necessary applications, agree to our rules and policies, and pay any required fees.

## Membership

### Types of Members

Membership of the *Boronia Buffaloes Basketball Club* may include the following categories, as determined by the Club at a general meeting from time to time:

#### a. Playing Member

Any person registered as a player representing the Boronia Buffaloes Basketball Club in competitions, who has paid the required annual fees or subscriptions under these Rules

#### b. Non-Playing Member

Any person registered as a coach, committee member, or other non-playing role within the Boronia Buffaloes Basketball Club, who has paid the required annual fees or subscriptions under these Rules.

#### c. Life Member

Any person is eligible for Life Member of the Boronia Buffaloes Basketball Club after 30 seasons as a Club member.

Seasons will constitute as a Player, Coach or Committee Member

#### d. Other Members

Any other membership category as determined by the Committee from time to time.

*An individual may hold membership in more than one of the above categories at the same time*



## Rights of Members

Members can:

- (a) Attend and vote (if \*eligible) at meetings
- (b) Access meeting minutes and key documents.
- (c) Take part in club activities.
- (d) Nominate to become part of the committee (if not already)

\*Eligibility is provided to voting committee members only

## Ending Membership

Membership ends if you resign, do not pay fees, or are expelled for misconduct or failure to adhere to requirements of the constitution and/or policies.

## Meetings

Regular meetings are held throughout the season. They should aim to be monthly but no less than one every 2 months.

- a. Meetings will be considered valid if 60% of the Committee is present with at least two of the following Committee members in attendance:
  - President
  - Vice President
  - Treasurer
  - Secretary
- (a) Special meetings can be called by the committee or members as required and agreed on.
- (b) Majority of voting committee members are needed to approve decisions.
- (c) The Committee secretary will, publish an agenda no later than 48 hours prior to each meeting, allowing each committee member to have sufficient notice of the matters to be considered at that meeting.
- (d) Agenda items can be raised by all committee members no later than 3 days prior to the scheduled meeting. In preparing the agenda, the secretary should endeavour to ensure that the raised matters are included in the agenda.
- (e) All Buffaloes committee meeting minutes must clearly reflect key discussions and decision rationales for transparency. The secretary must circulate draft minutes to all committee members within 7 days



- (f) We hold an Annual General Meeting (AGM) within four (4) weeks of the financial year end.
  - I. The Annual General Meeting will be held at a Knox Basketball Association Club Premises

## Finance

Our financial year ends on 31st October each year

- (a) All income goes into the club bank account and spending must be approved by the Committee. No less than two (2) executive members are required to sign off on payments, with Treasurer being a mandatory party.
- (b) All assets or income is prohibited for distribution to members whilst in operation

## Changing the Rules

Rules can only be changed at a general meeting with majority of members voting in favour.

## Disciplinary Process

The Boronia Buffaloes Basketball Club is committed to handling all matters in a fair, respectful, and constructive way. Wherever possible, concerns, incidents, or grievances will first be addressed through open discussion and, if needed, mediation between the parties involved. Only when these steps are unable to achieve a satisfactory resolution will the Club formally engage its disciplinary process.

- (a) For breaches of The Buffaloes policies or values, a verbal warning may be provided and information around which areas of the policy were breached.
- (b) A second infraction of The Buffaloes policies will result in a written warning provided to the person responsible
- (c) A third infraction will be referred to the Committee for consideration, and a penalty may be incurred to the relevant party.
- (d) A fourth may result is immediate de-registration from Knox Basketball
- (e) Any major infractions can be referred directly to the committee from Knox Basketball or other governing body for consideration, bypassing the above steps.
  - i. Appeals can be submitted to The Buffaloes Committee for consideration.
- (f) For any individuals under 18, their parents / legal guardians will also be made aware at each step



## Conflict of Interest

In the event of a conflict of interest within the Committee, the relevant party will be excused from their decision-making responsibilities during the disciplinary process. During these times a proxy may be required to complete ongoing Committee tasks.

## Charter Review

The Committee will regularly review this Charter to ensure it remains relevant and consistent with The Buffaloes objectives and responsibilities and standards of governance.

## Closing the Club

If the club closes, remaining funds go to another not-for-profit sports group, not to members

If a season is unable to proceed (either due to decision by Knox Basketball or Boronia Basketball Club), any monies paid in advance by players will be refunded, less any applicable fees or taxes.

Section	Detail
Owner	Boronia Buffaloes Basketball Club
Effective Date	19/10/2025
Board Approval	19/10/2025
Date of Last Review	19/10/2025
Minimum Frequency of Review	Annually
Next Scheduled Review	19/10/2026
Approval Body	Buffaloes Committee
Related Policies/Charters	Club Policies