



## NORTH WEST BASKETBALL QUALIFYING CONFERENCE (NWBQC) SYSTEM OF GOVERNMENT AND ADMINISTRATION

1. The Authority is subject to the BV Bylaws and under the requirements of the VJBL. There shall be a meeting of the delegates of the participating associations and clubs which shall meet not less than twice a year, including a meeting designated as the Annual Meeting.
2. The Annual Meeting of the participating associations shall elect a Chairperson, a Secretary and a Governing Committee of not less than three and not more than five. The Committee shall appoint an Administrator. The Governing Committee shall include the Secretary and the Administrator and shall be responsible for the administration of competitions in accord with established policies, including grading.
3. The Administrator shall be appointed. If the position becomes vacant, then a committee consisting of a member of BV Board, a member appointed by the VJBL Committee of Management, the Chairperson of the NWBQC and a delegate of the NWBQC who is a senior Administrator in his or her own association shall appoint a new administrator, this body shall also draw up the contract for the person appointed.
4. The Administrator shall operate under a Service Agreement between BV, VJBL & NWBQC which allows the Administrator to be under the operational control of the Governing Committee of the NWBQC whilst being paid by BV for expenses incurred in the employment of the Administrator.
5. The Administrator shall be responsible for the routine running of the Competition with the right to delegate and employ casual staff according to the guidelines established by the participating associations and after consultation with Governing Committee of the NWBQC.
6. A Disputes Convenor shall be appointed to preside over disputes in accord with procedures specified in the VJBL guidelines.
7. The Annual Meeting shall be conducted in May.
8. Notice of the Annual Meeting shall be provided to participating associations no later than three weeks before the meeting.
9. The Annual Meeting shall receive Annual Reports, including a Treasurer's Statements of the Conference. The Auditor shall be appointed by the meeting.
10. Nominations for the positions specified in Clause 2 shall be called when associations are informed of the date of the meeting. All nominations must be received no later than five days before the meeting, including the name and the signature of the nominator representing an association participating in the competition and the signature of the nominee indicating the acceptance of nomination. Where there are more nominations for a position than places available, an election shall be conducted by secret ballot by the exhaustive preferential system. Any person not elected in an earlier ballot may stand for a later position. Where there are insufficient nominations by the due date, nominations may be made at the Annual Meeting.
11. At the Annual Meeting, all delegates of any association which has participated in the competition in the previous four months, and in financial good standing, shall be entitled to vote. In addition the Treasurer, Secretary, Chairperson, Administrator and Disputes Convenor shall be entitled to vote.
12. Subject to the authority of the Delegates Meeting, the Administrator may impose penalties on unfinancial associations, after due warning. Such penalties may include exclusion from finals; lose of home games and fines for late payments.
13. All monies of the NWBQC shall be deposited in a bank approved by the governing body, and all cheques shall be signed by two of the Treasurer, the Chairperson and one other nominated by the delegates.
14. The process for resolving grievances, the Rules of Operation of the competition, schedule of fines and other rules and principles shall be as for the Victorian Junior Basketball League, except where specified in this document, in the collated set of Rules of operation, or by a duly passed resolution of a NWBQC Delegates Meeting.

System of Governance and Administration voted on and passed at  
NWBQC Delegates Meeting held 29<sup>th</sup> November 2006