Brighton Seahawks Junior Football Club Inc. Constitution

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## 1. NAME

1.1. The **name** of the Club is “Brighton Seahawks Junior Football Club Inc.” herein referred to as the “Club”.

1.2. The Club shall be affiliated with the West Australian Football Commissions controlling body, herein referred to as the “Association”.

1.3. The Club will be located at Halesworth Park, 24 Halesworth Parade, Butler WA 6036

## 2. OBJECTIVES, PURPOSES AND POWERS

2.1. The **objectives** and **purposes** of the Club are:

2.1.1. To promote, encourage, foster, teach and improve the standard of the game of Australian Football among juniors under the jurisdiction of the Association as determined from time to time by the Association.

2.1.2. To provide and maintain a Club House for the use of members of the Club and other sporting bodies.

2.1.3. To provide organised competitions for juniors in such age groups and under such rules and By-laws as may be determined by the Association from time to time.

2.1.4. To promote good fellowship, true sportsmanship and citizenship amongst the members.

2.2. The property and income of the Club shall be applied solely toward the promotion of the objectives or purposes of the Club and no part of the property or income may be paid or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those objectives and purposes.

2.3. **Powers** – The Club may do all things necessary or convenient for carrying out its objectives and purposes, and in particular may:

2.3.1. Acquire, hold, deal with and dispose of any real or personal property or any rights or privileges.

2.3.2. Conduct appeals for funds, and accept donations, whether being real or personal property, devises & bequests under testamentary dispositions and to generally raise funds by public subscription and any other means as may from time to time be approved by the Management Committee.

2.3.3. Invest in Trustee Securities or otherwise deal with the monies of the Club not immediately required for the purpose of the Club in such a manner authorised by law as may from time to time be determined by the Management Committee.

2.3.4. Hold and administer property on trust.

2.3.5. Draw, accept and negotiate cheques, bills of exchange, promissory notes and other negotiable instruments.

2.3.6. Appoint delegates and representatives to other Associations, societies and bodies and appoint or elect sub-committees and standing committees as it sees fit.

2.3.7. Appoint and co-opt persons to positions on the Club's committees and remove persons from such positions as required.

2.3.8. Approve the membership of any person and terminate the membership of any person.

2.3.9. Suspend, fine or otherwise deal with any member, official, or player of the Club for non-compliance with the laws of Australian Football, the Constitution or By-laws of the Club, or of conduct not deemed to be in the best interest of the Club or the game of Australian Football.

2.3.10. Apply and ensure compliance with the By-laws of the Club and perform all such acts and responsibilities to the attainment of the objectives of the Club.

2.3.11. Determine from time to time any membership application fee and annual subscription.

2.4. The Club shall, subject to these rules, abide by the rules and requirements of the Association.

## 3. MEMBERSHIP

3.1. The membership shall be Youth to all persons genuinely interested in the objectives and purposes of the Club.

3.2. The process to apply for membership to the Club shall be as follows –

3.2.1. A person who wishes to become a member must apply for membership to the Committee in writing signed by that person, and must be nominated by a member and seconded by another member, and in such form as the Committee from time to time directs.

3.2.2. An application for Junior Playing Membership shall be by lodging a signed approved player registration form or approved online player registration and accompanied by the full annual subscription fee as determined by the Management Committee from time to time subject to clause 3.5 and 3.7.

3.2.3. An application for Ordinary Membership shall be by lodging a signed membership application to the secretary and accompanied by the full annual subscription fee as determined by the Management Committee from time to time subject to clause 3.5 and 3.7.

3.2.4. Life Members do not have to apply for membership each year as their membership is continual subject to clause 3.3.3.

3.2.5. The Committee members must consider each application made under clause 3.2.1 at a Committee Meeting and must, at the Committee meeting or the next Committee meeting, accept or reject that application.

3.2.6. The Secretary must advise all members whose application for membership has been rejected that their application was rejected within seven (7) days from the date of such rejection.

3.2.7. An applicant whose application for membership of the Club is rejected under clause 3.2.5 must, if he or she wishes to appeal against that decision, give notice to the secretary of his or her intention to do so within

a period of fourteen (14) days from the date he or she is advised of the rejection.

3.2.8. When notice is given under clause 3.2.7, the Club in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave the notice a reasonable opportunity to be heard by or to make representations in writing to the Club in the general meeting.

3.3. The membership of the Club shall consist of:

3.3.1. Junior Playing Members

- Players shall be eligible to participate provided they qualify to the age limit laid down by the Association.
- Players must lodge with the Registrar an approved registration complete in every detail. His/her birth certificate, extract of birth shall accompany the registration prior to the first game in which he/she plays for the Club.
- All footballers eligible to play for the Club may be a playing member of the Club for a twelve (12) month subscription commencing on the first day of March each year.
- On payment of the annual subscription the membership of each junior playing member will also include the parents/guardians of the junior playing member as defined on the player registration.
- Notwithstanding the number of junior playing members per family in the Club, all voting necessary at any meetings of the Club shall be limited to one vote per parent/guardian.

3.3.2. Ordinary Members

- Any person on payment of such sum as may be decided upon by the Management Committee from time to time shall become a financial ordinary member of the Club for a twelve (12) month period commencing on the first day of March each year and as such shall be entitled to vote.

3.3.3. Life Membership

In recognition of outstanding service to the Club over a period of many years the Club may appoint persons as Life Members of the Club. Notice of any motion for such appointment shall be given to the Secretary and approved by a majority of the Management Committee at least twenty eight (28) days prior to the Annual General Meeting and then ratified by a three quarter majority of those members attending the Annual General Meeting who are entitled to vote. The Nominator must have five years associated membership to the Nominee. The Nominee must have had a minimum of eight (8) years active membership of the Club. The Nominee must have served a minimum of five years in an ordinary or honorary official position.

Any member or members so recommended shall be appointed at an Annual General Meeting of the Club, and any member so elected as a

Life Member, shall be entitled to all the privileges of an Ordinary Member of the Club without the payment of a fee.

- Nomination for life members shall be from recommendations of the Management Committee in accordance with the By-Laws of the Club.
- Any member recommended shall be appointed at an Annual General Meeting of the Club.
- Life Members shall be entitled to all privileges of the Ordinary Member of the Club without the payment of a fee.
- Life Members shall be members of the Club from the date of their appointment until they –

  a. die;

  b. resign by notice in writing delivered to the secretary and that resignation is accepted by resolution of the Committee; or

  c. are convicted of an offence under the Associations Incorporation Act 2015.

3.3.4. Honorary Members

- A person may be elected as an Honorary Member of the Club by the Management Committee of the Club.
- Such membership shall last a twelve (12) month period commencing on the first day of March each year.
- Honorary Members shall not be entitled to vote at any meeting of the Club.
- The Management Committee may revoke the admission of an Honorary Member without any notice and without any reason for doing so.

3.4. All such persons are hereinafter referred to collectively as “the Members”.

3.5. The Club shall provide a copy of its rules (constitution) to each member on acceptance of their membership. This copy will be provided either by direct hyperlink to the location of the rules on the Club’s website, by email to the parent/guardians email address as provided on the registration, or by delivery to the parent/guardian in hard copy either in person; to their residential address as provided on their registration, or by post to their postal address as provided on their registration.

3.6. On payment of annual subscription, the Members shall be classified as members of the Club for twelve (12) months, or part thereof, commencing on the first day of March each year.

3.7. Every member shall be under continuing liability for subscription until they cease to be a member.

3.8. Any member who fails to pay his/her subscription within two (2) months of the same falling due, without prior arrangement with the Treasurer of the Club, shall cease to be a member of the Club.

3.9. Club Patron

Any person who, in the opinion of the Club, would foster the interests and aims of the Club may be appointed as Club Patron on receiving a seventy-five (75) percent majority of all members of the Club present at any Annual General Meeting PROVIDED THAT only one (1) Club Patron shall be appointed at any Annual General Meeting. The position of Club Patron is honorary. The number of Vice Patrons shall be determined by seventy-five (75) percent majority of all members of the Club present at any Annual General Meeting.

3.10. Suspension and Expulsion of Membership

3.10.1. Suspension

- If at any time a two-thirds majority of the Management Committee shall be of the opinion that the interests of the Club so require they may suspend any member of the Club by written notice for a period not exceeding twelve (12) weeks. Such notice shall also state the grounds on which his/her suspension is based.

- On passing of such all privileges of that member shall be forfeited. Any member who is suspended may appeal within seven (7) days from the date of the written notice against such a suspension in which case the Secretary shall place on the agenda for the next general committee meeting to discuss the issue.

- At such meeting the member whose suspension is under consideration shall be allowed to offer an explanation of the conduct either verbally or in writing and if two-thirds of the members present shall vote for his/her suspension then he/she thereupon cease to be a member of the Club for the period of the suspension specified.

3.10.2. Expulsion

- If at any time a two-thirds majority of the Management Committee shall be of the opinion that the interests of the Club so require they may by written notice invite any member of the Club to resign from the Club within a time specified. Such written notice shall also state the grounds on which his/her resignation is sought. In default of his/her resignation the question of his/her expulsion shall be submitted to a General Meeting to be held within three (3)
weeks after the date specified in such notice. It shall be in the power of the Management Committee to exclude such member from the Club House and grounds until such meeting shall be held. The member whose expulsion is sought shall have notice of such meeting.

- At such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of the conduct either verbally or in writing and if two-thirds of the

members present shall vote for his/her expulsion then he/she thereupon ceases to be a member of the Club.

3.11. Cessation of Membership

A member ceases to be a member of the Club if the member -

a. dies;

b. resigns by notice in writing delivered to the Secretary, or if the member is the President to the Vice President Admin, or another Committee member and that resignation is accepted by resolution of the Committee;

c. is convicted of an offence under the Associations Incorporation Act 2015;

d. is permanently incapacitated by mental or physical ill-health;

e. is the subject of a resolution passed under clause 4.10;

f. is deregistered as a playing member; or

g. fails to pay his/her subscription within two (2) months of the same falling due, without prior arrangement with the Treasurer of the Club.

3.12. Liability of Members

3.12.1. Every person ceasing to be a Member of the Club, whether by retirement or expulsion shall not be relieved of any indebtedness to the Club and shall remain liable for any subscription, club property and any other monies due and unpaid at the date of his/her ceasing to be a member.

3.12.2. Any member who has ceased to be a financial member of the Club shall not be granted clearance until all dues are paid.

3.12.3. Any person on ceasing to be a member of the Club shall forfeit right to any claim upon the Club, its property and funds.

3.12.4. The property of the Club shall belong to the general body of members and no person who resigns or is expelled from the Club shall have any claim whatsoever on the property or assets of the Club.

3.13. Members Register

3.13.1. The Registrar, on behalf of the Club, must comply with the Associations Incorporation Act 2015 by keeping and maintaining in an up to date condition a register of all the members of the Club; and the postal, residential or email address of all members.

3.13.2. The register must be so kept and maintained at the Registrar's place of residence, or at such other place as the members at a general meeting decide.

3.13.3. The Registrar must cause the name of a member who dies or ceases to be a member to be deleted from the register of members referred to in clause 4.13.1.

3.14. Committee Register

3.14.1. The Secretary, on behalf of the Club, must comply with the Associations Incorporation Act 2015 by keeping and maintaining in an up to date condition a register of all the elected members of the Management Committee; and the postal or residential addresses of all Management Committee.

3.14.2. The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.

3.14.3. The Secretary must cause the name of a member of the Management Committee who dies or ceases to be a Management Committee member to be deleted from the register of Management Committee members referred to in clause 4.14.1

3.15. Inspection by Members of Records and Documents

3.15.1. Upon request by a member of the Club, the Registrar shall make the Register of Members names available for inspection by the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose. For the avoidance of doubt the Register of Members that can be inspected by members is a register of member names only.

3.15.2. Upon request by a member of the Club, the Secretary shall make the Register of Committee Members names available for the inspection by the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose. For the avoidance of doubt the Register of Committee Members that can be inspected by members is a register of Committee Member names only.

3.15.3. Upon request by a member of the Club, the Secretary shall make the Rules of the Club available for inspection by the member and the member may make a copy of or take an extract from the rules but shall have no right to remove the rules for that purpose.

3.15.4. Access to the register of members of the Club referred to in 3.13.1 and the register of the Committee referred to in 3.14.1., is for the purpose of members and Committee members to liaise in relation to the affairs of the Club and for no other purpose. Misuse of information will incur penalties.

3.15.5. The Club may request a Statutory Declaration setting out the purpose for which the copy of the register of members or Committee members is required.

3.15.6. If a member requests the Club provide them with a copy of the register of members or register of Committee members then the club may charge the member a reasonable amount to do so.

## 4. MANAGEMENT

4. 1. The business and general affairs of the Club shall be the responsibility of the Management Committee of the Club (hereinafter called "the Management

Committee") who shall have full control of the property of the Club and absolute authority regarding its disposition.

4.1.1. The Management Committee shall consist of:

- President – Delegate
- Vice President – Football
- Vice President – Administration
- Secretary
- Treasurer
- Registrar – Junior & Youth Rules
- Registrar – Auskick
- Volunteers Coordinator
- Coaching Coordinator – Youth Rules
- Coaching Coordinator – Junior Rules
- Coaching Coordinator – Auskick
- Team Managers Coordinator - Junior Rules & Youth Rules
- Auskick Coordinator
- Auskick Administrator
- Property Manager
- Canteen Manager
- Fundraising Officer
- Social Convenor
- Sponsorship Coordinator
- Merchandise Officer
- Communications Officer
- Information Technology Officer
- Special Projects

The Management Committee, general Committee members and any officers appointed by the Management Committee for the Club to act on the Committee or a sub-committee shall be a member of the Club.

4.1.2. The Executive of the Club will consist of the Principal Office Bearers – President, Vice Presidents (x2), Secretary, Treasurer and Registrar – Junior and Youth Rules.

4.1.3. The Committee of the Club will consist of Management Committee members and general committee members as elected at the Annual General Meeting or appointed under clause 4.1.5.

4.1.4. The number of general committee members will be determined at the Annual General Meeting each year.

4.1.5. If a vacancy remains on the Management Committee at the conclusion of the Annual General Meeting or a casual vacancy occurs in the office of a Management Committee position under clause 5.4.9 then the Committee may appoint a member of the Club to fill that vacancy at the next available Committee meeting and the member appointed will hold office until the next following Annual General Meeting.

4.1.6. The delegate to the Association or other governing bodies shall be the President and a proxy delegate shall be appointed from within the Management Committee. The nominated delegate shall represent the Club at all Association and governing body meetings with full voting powers. The delegate shall submit written reports to the Management Committee at every committee meeting.

4.1.7. The Officers of the Club shall be honorary.A Committee Member must not receive remuneration for acting as a Committee Member.

A Committee Member may only receive:
(a) reimbursement of reasonable out-of-pocket expenses; or
(b) payment approved by a resolution of Members at a General Meeting, excluding the Member concerned.

4.1.8. Every Officer of the Club shall be indemnified out of the funds of the Club against any losses, damages, cost or expenses incurred by him/her in or about the discharge of his/her duties except such as are incurred by his/her own wilful act, neglect or default.

4.1.9. No Officer of the Club shall be liable for the acts of any other officer, or joining in any receipt or act for the same of conformity or for any loss or expense happening to the Club, unless the same happens through his/her own wilful act, neglect or default.

4.1.10. The Officers of the Club (including Management Committee members, sub-committee members, and Team Officials) whilst exercising their duties, must:

- act with care and diligence;
- act in good faith and for proper purpose;
- not misuse their position;
- not misuse information obtained;
- not allow the club to operate when insolvent.

4.1.11. Management Committee members and general committee members must disclose any interests in contracts or activities being considered by the Management Committee, where they may obtain financial, material or personal benefit or gain, at a Committee meeting. The interest must be recorded in the meeting minutes. The discussion regarding the disclosed interest can take place only after the declaring member leaves the room. The disclosed interest must be re-disclosed and recorded in the meeting minutes at the next Annual General Meeting (AGM) of the Club.

4.2. Powers of the Management Committee

4.2.1. The Management Committee shall at all times act for and be responsible for the daily running of the Club.

4.2.2. To take and defend all legal proceedings by or on behalf of the Club and to appoint all necessary Attorneys for any such purpose.

4.2.3. To borrow, raise or secure the payment of money and to sell and dispose of all assets of the Club.

4.2.4. Regulate the use and management of the Club premises and property, admission of Members and the conduct of the Club and its affairs generally.

4.2.5. To co-opt any Member onto the Management Committee to assist the Management Committee as required.

4.2.6. To remove and re-appoint the Coach and/or any team officials.

4.2.7. Authorise all accounts for payment.

4.2.8. Appoint any sub-committees as deemed necessary and conducive to the furtherance of the objectives and purposes of the Club. The subcommittees will have no authority to transact with any other business without approval from the Management Committee.

4.2.9. To make such By-laws as the Management Committee may deem necessary for the carrying out of the objectives of the Club and to vary and rescind such By-laws if necessary, provided they do not interfere with the clauses of this Constitution and the Association. The Club's Bylaws may be repealed or amended or added to by a notice of motion carried by a seventy-five (75) percent vote of the Management Committee members present at a Committee meeting whereby the said repeals, amendments or additions are presented.

4.3. Executive Meetings

4.3.1. Should urgent business arise outside the normal Management Committee meeting, the President with the Executive Committee shall have power to act and take action, but they shall submit a written report of the same to the next meeting of the Management Committee for ratification.

4.3.2. A quorum for an Executive Meeting shall consist of Four (4) Executive Members of the Management Committee.

4.4. Expulsion from the Committee

Any elected or appointed officer who fails to attend two (2) consecutive meetings of the Management Committee without leave of absence, or who acts in a manner likely to discredit the Club shall be required to show cause to the Management Committee why he/she should not be removed from office.

4.4.1. Any person so removed may within fourteen (14) days of notice of removal request that such a decision be reconsidered at a Special General Meeting.

4.4.2. A resolution at such Special General Meeting passed by not less than seventy-five (75) percent of the members in attendance may rescind the earlier decision to remove the officer.

4.4.3. In the event of the President being removed from office pursuant to rule 4.4 the Vice President Admin shall be declared the President and a Special General Meeting shall be held at which a new Vice President Admin shall be elected.

4.4.4. In the event of the Vice President or Treasurer being removed from office pursuant to rule 4.4 a Special General Meeting shall be held at which a new Vice President or Treasurer as the case may be shall be elected.

4.5. Interpretation of the Constitution and Rules

Interpretation of the Constitution and rules shall be at the sole determination of the Management Committee whose decision shall, unless and until set aside by a General Meeting be binding upon all members.

## 5. ANNUAL GENERAL, SPECIAL AND GENERAL MEETINGS

5.1. Annual General Meeting (AGM)

The Annual General Meeting must be held **within six (6) months after the end of the financial year**, unless otherwise permitted under the Act.

5.1.1. The Agenda of the AGM shall be:

- Confirmation of minutes of previous AGM
- Presentation of all Annual Reports (President, Treasurer and any other Annual Reports)
- Presentation and confirmation of Audited Financial Reports
- Election of Club Patron, Vice Patron and Life Member (if any)
- Notice of motions
- General Business of the outgoing committee
- Election of the Principal Officer Bearers, Management Committee and general committee members
- Appointment of Auditor

5.1.2. All positions of the Management Committee will be declared vacant at every AGM after the presentation of the Annual reports and all general business and prior to election of the Management Committee.

Nominations and elections will be held in accordance with clause 5.2 Election of the Management Committee.

5.1.3. The AGM shall be advertised by circular or other means and shall give at least fourteen (14) clear days notice of the meeting and contain the day, hour, place and business including motions on notice of the meeting.

5.1.4. The President shall be the Chairperson of the AGM. In the event of the President's absence the Vice President Admin shall chair the AGM. The Secretary shall be the minute taker at the AGM.

5.1.5. Voting at the AGM shall be by show of hands however any five (5) members present may demand a poll which shall forthwith be taken by a secret ballot and the result declared by the Chairperson and witnessed

by the Secretary. A majority vote shall decide the issue and in the case of equality of votes the Chairperson shall have a casting vote only.

5.1.6. No person other than financial members of the Club shall be entitled to vote at the AGM.

5.1.7. Twenty (20) financial members who shall include at least six (6) members of the Management Committee shall constitute a quorum at the AGM. Should at any stage during the meeting fall below ten (10) financial members it shall be postponed to a date fourteen (14) days thereafter.

5.1.8. In the event of a quorum not being present within thirty (30) minutes after the advertised or notified time of commencement of the meeting, the meeting shall be adjourned to a date fourteen (14) days thereafter and if a quorum of members not be present at the adjourned meeting thirty (30) minutes after the notified time the members present shall be deemed to constitute a quorum.

5.2. Election of the Management Committee

5.2.1. The Chairperson of the AGM shall have the power on the day of the meeting to call for nominations for the positions vacant.

5.2.2. The Nominees and Nominators shall be financial members of the Club. Nominees shall not be financial members or office bearers of another Junior Football Club within the Association.

5.2.3. Nominations must be submitted **in writing to the Secretary prior to the AGM** on the approved nomination form.
Verbal nominations are not permitted.

5.2.4. Every person so nominated must personally consent to such nomination, either in writing to the Secretary prior to the AGM or in person to the Secretary at the AGM. If nominations are submitted in writing, they must be on a nomination form made available by the Secretary not less than fourteen (14) days prior to the AGM and must be signed by the nominator. Only if the nominee is unable to attend the AGM in person to consent their nomination, they must provide acceptance of the nomination in writing to the Secretary prior to the AGM. If written acceptance has not been received, then the Secretary will deem that the nomination has not been accepted.

5.2.5. A member shall be prohibited from being elected to the Committee (without prior approval by the Commissioner for Consumer Protection) if they:

- are an undischarged bankrupt or their affairs are under insolvency laws;
- have been convicted of an offence in connection with the promotion, formation or management of a body corporate;
- have been convicted of an offence involving fraud or dishonesty punishable on conviction by at least three months of imprisonment; or
- have been convicted of an offence under Division 3 (the duties of officers provisions) or section 127 (the duty with respect to incurring debt) of the Associations Incorporation Act 2015.

5.2.6. Where a member is prohibited from being elected to the Management Committee because they have been convicted of an offence (refer clause 4.3.5) they cannot be a Management Committee member for a period of five years from their conviction, except where their conviction resulted in imprisonment, in which case they cannot be a Management Committee member for five years from their release from custody.

5.2.7. All nominators of Nominees for executive roles should give an outline of the Nominees ability to undertake the position before voting shall be taken.

5.2.8. In the event that there are more candidates nominated than the required number, the Chairperson of the AGM together with the Secretary shall decide the issue on a secret ballot and the Member polling the highest total will be elected.

5.2.9. Should nominations be less than the required number of nominations to fill all vacancies on the Management Committee the vacancies may be filled at the first or subsequent meeting of the Management Committee as per clause 4.1.5.

5.2.10. Each Management Committee Member holds office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of the next Annual General Meeting. Committee dMembers are eligible for re-election.

5.2.11. Only financial members of the Club and Life Members are entitled to vote and only one vote is allowed per member.

5.3. Special General Meeting

5.3.1. Special General Meetings shall be convened by a written requisition signed by at least three (3) percent (%) of Ordinary Members of the Club, or by a seventy-five (75) percent (%) majority of the Management Committee, or by the President.

5.3.2. Where a Special General Meeting is requested by Members under clause 5.3.1, the requisition must be lodged with the Secretary and must include the object of the meeting and any motion proposed to be put to the meeting.

5.3.3. A Special General Meeting convened under clause 5.3.1, whether by Members, the Management Committee, or the President, must be notified to all Members by the Secretary not less than fourteen (14) days prior to the date of the meeting.

5.3.4. The notice must include the date, time, venue, and details of the business to be considered.

5.3.5. If the Secretary fails to issue notice of the Special General Meeting in accordance with this clause, the requestor or any of them may convene the meeting.

5.3.6. The President shall chair the Special General Meeting of the Club. In the event of the President's absence the Vice President shall chair the Special General Meeting. The Secretary shall be the minute taker at the Special General Meeting.

5.3.7. All business at such meeting shall be considered special and no other matter shall be entertained.

5.3.8. Only financial members and Life members shall be entitled to vote on any matters at a Special General Meeting provided always that the Chairperson shall have a casting vote.

5.3.9. Twenty (20) financial members shall constitute a quorum at a Special General Meeting.

5.3.10. Voting at the Special General Meeting shall be done by a show of hands.

5.3.11. In the event of a quorum not being present within thirty (30) minutes after the notified time of commencement the Special General Meeting, adjournment shall be ordered by the Chairperson in accordance with clause 5.1.8.

5.3.12. Notices of all General Meetings must be provided to Members by post, email or other approved electronic means.

5.4. Meetings of the Management Committee, Voting, Attendance and Vacancies

5.4.1. The Management Committee shall meet at least once every calendar month during the competition season. The first meeting being within one (1) month after the AGM.

5.4.2. The attendance of at least five (5) Management Committee Members throughout the meeting shall constitute a quorum.

5.4.3. At least four (4) days notice of meeting in writing or other means shall be given to members of the Management Committee.

5.4.4. Each Management Committee Member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.

5.4.5. All votes shall be given personally or by proxy but no member may be more than four (4) proxies.

5.4.6. The Patron, Vice Patron and Honorary Members shall be admitted to the meetings of the Management Committee with the right to move and second motions and speak for or against the motion but not have a vote.

5.4.7. The Secretary shall forthwith call a special meeting of the Management Committee upon receiving written requisition from two (2) members of the Management Committee and such special meeting shall be held no later than seven (7) days immediately following receipt of such request.

5.4.8. A casual vacancy occurs in the office of the Committee member if the Committee member –

a. dies;

b. resigns by notice in writing delivered to the President, or if the Committee member is the President to the Vice President Admin, and that resignation is accepted by resolution of the Committee;

c. is convicted of an offence under the Associations Incorporation Act 2015;

d. is permanently incapacitated by mental or physical ill-health;

e. is absent from three (3) consecutive meetings without submitting an apology to the Secretary;

f. ceases to be a member of the Club; or

g. is the subject of a resolution passed under clause 3.9.

5.4.9. The President shall chair the Management Committee Meeting. In the event of the President's absence the Vice President of Administration or other Executive Committee Member shall chair the Management Committee Meeting. The Secretary shall be the minute taker at the Committee Meeting. A report will be presented by each Executive Committee Member and thereafter each Management Committee Member will have the option of presenting a report.

5.5. Sub-Committees

5.5.1. Members of the sub-committee shall be Members of the Club, but need not be members of the Management Committee.

5.5.2. The President shall act as ex-officio member of all sub-committees and a member of the Management Committee shall be Chairperson of the subcommittees.

5.5.3. The provisions relating to the meetings of the Management Committee

shall so far as applicable relate to the meetings of the sub-committee.

5.5.4. The Chairperson of each sub-committee shall report monthly in writing to a meeting of the Management Committee on the recommendations of the sub-committee which the Management Committee may, in its discretion, accept or refuse.

## 6. DUTIES OF PRINCIPAL OFFICE BEARERS

6.1. President

In accordance with the duty statement the President shall:

6.1.1. Act as Chairperson of all Annual General Meetings, Special Meetings and Management Committee meetings, maintaining order and shall be responsible for the smooth running of the Club. On all ceremonial occasions the President shall represent the Club.

6.1.2. Have the same right to speak on any question under discussion as any other member.

6.1.3. Only vote in the event of equality of votes in which case he/she may exercise a casting vote only.

6.1.4. Encourage discussion in an impartial manner and conduct the affairs of the Club with due decorum and in promotion of the objectives of the Club. The President shall employ standard Rules of Debate at all times.

6.1.5. Ensure that all legal formalities are observed at Club meetings and functions. Therefore the President must be familiar with the Rules of Chairing a Meeting and with the Rules of the Club's Constitution.

6.1.6. Liaise with the Secretary to prepare and issue at least four (4) days prior to the monthly meeting, an Agenda setting out the items to be discussed at the next meeting.

6.1.7. Liaise with the Secretary and approve the minutes of all meetings prior to them being sent to all Committee members.

6.1.8. Act as Spokesperson for the Club at all functions, in his/her absence nominate a representative to take his/her place. Persons acting on behalf of the President shall accept the duties and responsibilities pertaining to the position.

6.1.9. Attend all Junior Football League meetings, functions and the like as required, or in his/her absence nominate a representative to take his/her place. The President shall report back to the Management Committee and any other relevant persons the business discussed at the Meeting as specified in clause 4.1.6.

6.1.10. Liaise as required with other bodies coordinating football competitions.

6.1.11. Promote the Club actively and, in conjunction with the Volunteers Coordinator, seek suitable persons to fill vacant positions within the Club.

6.1.12. Ensure the Club is run by the Rules defined in the Constitution and Bylaws and actively seek debate with Members in relation to its

relevance and effect.

6.1.13. Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.

6.1.14. Promote good fellowship, true sportsmanship and good citizenship among junior footballers and people involved in junior football.

6.1.15. Provide a report of his/her activities at all Club Meetings.

6.1.16. Present an Annual Report at the Annual General Meeting.

6.2. Vice President – Football

In accordance with the duty statement the Vice-President – Football shall:

6.2.1. Assist the President at all times.

6.2.2. In the absence of the President, shall carry out the duties of the President in regards to football related matters.

6.2.3. Administer the football structure and recruiting techniques for players, Coaches and Assistants, essential for the long term success and stability of the Club.

6.2.4. Pursue and implement programs that focus on player retention and player growth within the Club.

6.2.5. Administer the football program across all age groups to ensure the Club complies with the policies and guidelines of the Association.

6.2.6. Review the football program of the Club and undertake self-education to keep informed of policy changes within Association as they may apply to the Club.

6.2.7. Assist and review the Registrars for all programs.

6.2.8. Assist and review the Coaching Coordinators for all programs and Auskick Coordinator.

6.2.9. Assist the Team Managers Coordinator to coordinate the Team Managers. Ensure communication via players and parents through all teams is maintained to the highest level.

6.2.10. Liaise with and assist the Property Manager in regards to equipment required for all programs.

6.2.11. Provide a report of his/her activities at all Committee Meetings.

6.3. Vice President – Administration

In accordance with the duty statement the Vice President – Administration shall:

6.3.1. Assist the President at all times.

6.3.2. In the absence of the President, shall carry out the duties of the President in regards to administration related matters.

6.3.3. Manage the administration structure of the Club and objectives essential for the long term success and stability of the Club.

6.3.4. Liaise with Treasurer and all sub-committees in the preparation of budgets.

6.3.5. Be responsible for the ongoing review and succession planning of the administrative duties of the Club. Communicating with the membership and seek feedback on the direction of the Club.

6.3.6. In conjunction with the President and VP Football, pursue and implement programs that focus on player retention and player growth within the Club.

6.3.7. Promote the Club and seek revenue streams appropriate for a junior football club.

6.3.8. Assist the Volunteer Coordinator in finding suitable persons to fill vacant positions within the Management Committee.

6.3.9. Liaise with and assist all non-football related Management Committee members in regards to their portfolios.

6.3.10. Provide a report of his/her activities at all Committee Meetings.

6.4. Secretary

In accordance with the duty statement the Secretary shall:

6.4.1. Administer all correspondence, inwards and outwards, of the Club as directed by the Management Committee.

6.4.2. Maintain a current copy of the Club's Constitution, By-laws and Policies.

6.4.3. Keep and maintain in an up to date condition a register of the members of the Club as per clause 3.12.

6.4.4. Keep and maintain in an up to date condition a register of the Committee members of the Club as per clause 3.12.

6.4.5. Unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in Clause 3.12, but other than those required to be kept and maintained by, or in the custody of, the Treasurer.

6.4.6. Keep a full and accurate record of the proceedings of all Management Committee, Executive, Annual General and Special General Meetings of the Club. Take minutes and prepare a written record of Club meetings on a monthly basis or for any extraordinary meetings as directed by the President. On preparation of the minutes, liaise with the President, or chairperson of the said meeting to which the minutes refer, before issuing a copy to all Committee members at least four (4) days prior to the next meeting.

6.4.7. Keep a list of the attendances of the members present at the Meetings of the Club.

6.4.8. Send out required notices for calling of meetings as directed by the

Management Committee.

6.4.9. Prepare meeting agendas as directed by the President and issue to all Committee members, at least four (4) days prior to the monthly meeting.

6.4.10. Ensure all actions are identified at meetings and that responsible persons are appropriately recorded in the minutes.

6.4.11. Arrange for the keeping of Club records and the updating and categorising of such reports.

6.4.12. Carry out purchasing for administrative items required by the Club as directed by the President.

6.4.13. Provide administrative and secretarial support as required.

6.4.14. Notify Consumer Protection of any changes to the Club's details within 28 days.

6.4.15. Lodge any Special Resolutions to amend the Constitution within one month of passing.

6.5. Treasurer

In accordance with the duty statement the Treasurer shall:

6.5.1. Be responsible for the management of the Club's financial matters and the recording of all transactions in approved suitable books of account.

6.5.2. Be responsible for ensuring the bank account details and signatories are maintained correctly. The nominated signatories are the President, Vice President – Administration, Treasurer and/or Secretary. The method of operation of the bank accounts will be any two nominated signatories to sign.

6.5.3. In consultation with the Vice President – Administration prepare the annual budget for the Club. The budget is to be prepared and submitted to the Management Committee for approval prior to the end of the calendar year.

6.5.4. Ensure all payments as authorised by the Management Committee on behalf of the Club, are made in a timely manner and are signed in accordance with the bank account authority.

6.5.5. Produce financial reports showing the surplus or deficit of the club accounts. Reports are to be submitted to the Management Committee at each monthly meeting. They shall identify income and expenses into various categories to match budget figures and have a Balance Sheet.

6.5.6. Ensure all Club insurance policies are kept up to date and required insurance levels are maintained as approved by the Management Committee. Prepare and submit all insurance claims, in liaison with the Vice President – Admin, as approved by the Management Committee.

6.5.7. Administer the issuing of all invoices on behalf of the Club.

6.5.8. Collect and receive in person or by appointed deputy all monies due to

the Club and issue receipts for same. To cause all said monies to be deposited into a bank account in the name of the Club.

6.5.9. Present all accounts for payment to the Management Committee to be passed for payment.

6.5.10. Maintain and keep all account books showing the Club's financial records and transactions.

6.5.11. Arrange for review of the Club's accounts by the approved auditor.

6.5.12. Liaise with financial bodies and government bodies as and when required in regards to all financial matters of the Club.

6.5.13. Submit an Annual Report and Audited Financial Statements to the Annual General Meeting.

6.5.14. Provide a report of his/her activities at all Management Committee and General Meetings.

6.5.15. Ensure the Club lodges its Annual Information Statement with Consumer Protection within six (6) months after the end of the financial year.

6.6. Registrar – Junior and Youth Rules

In accordance with the duty statement the Registrar – Junior and Youth Rules shall:

6.6.1. Be responsible for the registration of all Juniors and Youths players for the club.

6.6.2. Administer the registration requirements of Club players/members in accordance with the Association and Club policies.

6.6.3. Liaise with the Vice President – Football regarding team compositions and upholding the Registration and Player Placement Policy, determine the Junior & Youths Rules teams to be nominated by the Club and their grading, after registration day.

6.6.4. Keep an up to date record of all Junior & Youths Rules players names, ages, addresses, phone numbers, milestones and medical conditions and advise Coaches and Committee members as required.

6.6.5. Liaise with the Association in regards to Club registrations. Attend Association meetings as and when required in consultation with the Vice President – Football.

6.6.6. Provide a report of his/her activities at all Management Committee Meetings.

**7. DISPUTES**

7.1. Notice in writing of any dispute or grievance shall be lodged with the Secretary of the club.

7.2. Upon receipt of written notice the Secretary shall notify each member of the Management Committee of the Club of the requirement to convene a meeting within seven (7) days, for the purpose of addressing the matter on notice.

7.3. At the Management Committee meeting at which a dispute or grievance is to be considered and determined, the committee must –

a. Give due consideration to all submissions so made; and

b. Determine the dispute or grievance

7.4. The Management Committee must give each party to the dispute or grievance written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

7.5. A party to the dispute or grievance may, within 14 days after receiving notice of the Management Committees Determination under sub-rule 7.3 (b), give written notice to the Secretary requesting the escalation to the Association.

7.6. If a dispute is not resolved by the Management Committee, the parties may agree to refer the matter to an independent mediator or escalate the matter to the relevant governing body where applicable.

## 8. COMMON SEAL

The Common Seal of the Club engraved with the name of the Club shall be kept in the care of the President or his/her nominated representative. The seal shall not be affixed to any deed or other document except pursuant to a resolution of the Management Committee and in the presence of the President and two (2) members of the Management Committee both of whom shall subscribe their names as witnesses.

## 9. FINANCIAL MATTERS AND AUDITORS

9.1. The financial year of the Club will be 1 October to 30 September each year.

9.2. The Auditor(s) shall be nominated by the Management Committee and appointed at the Annual General Meeting.

9.3. The Auditor(s) shall audit the Annual Statement of Accounts and Balance Sheet of the financial year ending 30 September and certify to their authenticity.

9.4. The Audit Report and Financials for the year ending 30 September shall be presented to the AGM for acceptance by the members.

9.5. They Auditor(s) shall have the power at any time to call forth product of all books, accounts, vouchers and other documents relative to the affairs of the Club.

9.6. The Auditor(s) shall not necessarily be members of the Club.

9.7. A member may, at any reasonable time, inspect without charge the financial records including the books, documents, records and securities of the Club.

## 10. DISSOLUTION

If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another Club incorporated under the Act which has similar objectives and which is not carried out for the purposes of profit or gain to its individual members and which Club shall be determined by Special resolution of the members.

## 11. AMENDMENTS TO THE CONSTITUTION AND INTERPRETATION OF RULES

11.1. Interpretation of these rules relating to the Club shall:

11.1.1. Be the sole determination of the Management Committee whose decision shall be binding on all members of the Club until set aside by the Annual General Meeting or Special General Meeting.

11.1.2. Include all genders and any reference to a particular gender shall mean all genders.

11.2. Amendments to the Constitution:

11.2.1. Subject to the Associations Incorporation Act 2015 as from time to time amended, this Constitution may be repealed or amended or added to by a notice of motion carried by seventy five (75) percent majority of all members present at the Annual General Meeting or a Special General Meeting duly convened for that purpose.

11.2.2. The following procedures shall apply in relation to any proposed amendments to the Constitution.

- Notice of any proposed repeal or amendments of this Constitution shall be given by the Secretary by circular or other means not less than fourteen (14) days prior to the Annual General Meeting at which it is to be considered, or not less than fourteen (14) days prior to a Special General Meeting called for such purpose at which it is to be considered. Any notice of motion to repeal or amend the Constitution must be notified as a Special Resolution.

- The Secretary shall include in the notice of the proposed repeal or amendment of this Constitution a full and true copy of such proposed repeal or amendment.

- Within one month of the passing of a Special Resolution altering its rules, the Club must lodge with Consumer Protection (Department of Local Government, Industry Regulation and Safety) notice of the Special Resolution setting out particulars of the alteration together with a certificate given by a member of the Management Committee certifying that the resolution was duly passed as a Special Resolution and that the rules of the club as so altered conform to the requirements of the Associations Incorporations Act 2015.

- Any alteration of the rules of the Club will not take effect until they are lodged with Consumer Protection (Department of Local Government, Industry Regulation and Safety).