

20 DEC 2017

SORRENTO-DUNCRAIG JUNIOR FOOTBALL CLUB INC.

Constitution

1. DEFINITIONS

| Term | Definition |
|------------------------------|--|
| ACT | Associations Incorporation Act 2015 |
| BOOKS | includes the following — (a) a register; (b) financial records, financial statements or financial reports, however compiled, recorded or stored; (c) a document; any other record of information |
| CLUBROOMS | Percy Doyle Clubrooms, Percy Doyle Oval, Warwick Road, Duncraig and Seacrest Park Club Rooms, Seacrest Park, Seacrest Road Sorrento. |
| CITY COUNCIL | City of Joondalup |
| HEADQUARTERS | Percy Doyle Clubrooms, Percy Doyle Oval, Warwick Road, Duncraig |
| LOCAL JUNIOR FOOTBALL LEAGUE | Subiaco-Claremont JCC & Subiaco-West Perth JCC |

2. CLUB IDENTITY

- 2.1. The name of the Club shall be the SORRENTO-DUNCRAIG JUNIOR FOOTBALL CLUB INC., here-in after referred to as the Club, and will be responsible to the LOCAL JUNIOR FOOTBALL LEAGUE, here-in after referred to as the LJFL, for the conduct of seventeen years-and-under age football competition within its boundaries.
- 2.2. Colours of Club shall be brown and gold or such other colour combination as members may from time-to-time agree upon.
- 2.3. The badge of Club shall be in brown and gold, or such other as the Executive Committee may from time-to-time agree upon, and will depict a Hawk.
- 2.4. The headquarters of the Club shall be located at the HEADQUARTERS.

3. OBJECTIVES

- 3.1. To foster the sport of football.
- 3.2. To participate in the LJFL fielding teams, where possible, in the Auskick, Modified and Open Rules competitions.
- 3.3. To abide by the rules and directions as determined by the LJFL.
- 3.4. To field a team or teams, or player or players in any competition that the Club may from time-to-time decide to participate in.
- 3.5. To teach the sport of football to all who desire it and can be accommodated by the Club.
- 3.6. To encourage good sportsmanship amongst players and parents.
- 3.7. To be recognised as a "Sport Safe Club" by developing and implementing sport safety practices to provide a safe environment for players, coaching staff, spectators and parent helpers.
- 3.8. To ensure that all teams are correctly attired and equipped.
- 3.9. To ensure financial viability of the Club.
- 3.10. To take advantage of the services of the Recreation Officer from the CITY COUNCIL.
- 3.11. To take advantage of the services and assistance provided by the LJFL.
- 3.12. To develop and maintain the Club facilities at the CLUBROOMS and make proper use of the buildings and facilities made available through the CITY COUNCIL.
- 3.13. To provide trophies and/or medallions to all players in the various competitions who are worthy of special recognition.
- 3.14. The Club shall be non-Sectarian and non-Political.

4. POWERS OF THE CLUB:

- 4.1. To acquire, hold, deal with, and dispose of any real or personal property as the Club thinks fit.
- 4.2. To open and operate bank accounts.
- 4.3. To invest its money in any manner authorised by the rules of the Club.
- 4.4. To borrow money upon such terms and conditions as the Club thinks fit.
- 4.5. To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 4.6. To appoint agents to transact any business of the Club on its behalf.
- 4.7. To enter into any other contract the Club considers necessary or desirable.
- 4.8. To enforce the Players Code of Conduct as described in the attached Club by-laws as determined by the Club from time to time.

5. NOT FOR PROFIT BODY

- 5.1. The property and income of the Club must be applied solely towards the promotion of the objects or purposes of the Club and no part of that property or income may be paid

or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.

- 5.2. A payment to a member out of the funds of the Club is authorised if it is —
- 5.2.1. the payment in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 - 5.2.2. the reimbursement of reasonable expenses properly incurred by the member on behalf of the Club.
 - 5.2.3. Payments made to members (including committee members) for services provided may only be made following a full resolution of the Executive Committee.

6. CLUB MEMBERSHIP

Note. Membership is often referred to as registration

Membership shall be open to all persons interested in the objects of the Club who shall all be Junior Playing members or Ordinary members. In particular:

- 6.1. Junior Playing membership shall be open to any person of school age from pre primary to Year 12, who wishes to represent the Club at Australian Rules Football. Specific age rules may apply for females who wish to become member; this is defined in the by-laws of the LJFL.
- 6.2. Each Junior Playing member shall be:
 - 6.2.1. Bound by the Constitution and by-laws of the Club.
 - 6.2.2. Liable for such registration fees as fixed by the Club.
 - 6.2.3. Entitled to all advantages and privileges of a registered player.
- 6.3. Ordinary membership shall be open to any parent or guardian who has a child registered as a player in accordance with 6.1. Ordinary members also include persons over 18 years of age who are appointed by the Club to coach or manage a team. Ordinary members shall be:
 - 6.3.1. Referred to as members or ordinary members.
 - 6.3.2. Bound by the Constitution and By-Laws of the Club.
 - 6.3.3. Liable to pay registration fees for Junior Playing Members in accordance with 6.2.2 (parents and guardians only).
 - 6.3.4. Entitled to all (non playing) membership rights within the Club, including:
 - 6.3.4.1. Eligible to attend and cast a vote at the Club's Annual General Meeting.
 - 6.3.4.2. Eligible to nominate for Executive Committee or other roles within the Club.
- 6.4. Special Committee Members shall be:

- 6.4.1. Any person over 18 years of age who has a genuine interest in the operation of the Club who is elected at the AGM or appointed by a motion of the Executive Committee to be a member of the Club's Executive Committee.
 - 6.4.2. Entitled to all (non playing) membership rights within the Club, including:
 - 6.4.3. Eligible to attend and cast a vote at the Club's Annual General Meeting.
 - 6.4.4. Eligible to nominate for Executive Committee or other roles within the Club.
- 6.5. Junior Playing, Ordinary and Special Committee memberships commence from when the Junior Playing member has Registered with the Club following the Club calling for membership nominations following the Annual General Meeting.
- 6.6. Junior Playing and Ordinary and Special Committee memberships cease to operate at the completion of the Annual General Meeting held following the completion of the playing season.

7. CLUB LIFE MEMBERSHIP

- 7.1. The Club Executive Committee may elect any member who has given outstanding service to the Club as a Life Member.
- 7.2. Any member may nominate a person to the Club Executive Committee for consideration for Life Membership.
- 7.3. Nominations should detail and provide evidence of how the nominee meets the criteria and the positive contribution the person has made to the Club over a period of time.
- 7.4. Nominations shall be forwarded to the Club Secretary, either by post or email.
- 7.5. The criteria for Life Membership is as follows:

Coaches and Managers

- Coaches and Managers who have completed eight years of coaching and have done so in accordance with the Club Coaching Policy be eligible for Life Membership.
- Coaches and Managers who meet the above criteria are eligible for Life Membership at the discretion of the Executive Committee.

Committee

- Ideally for Club officials who have made a significant contribution over an extended period in key roles. Adopting the timeframe in place for Coaches, eight years is proposed.
- This would generally equate to a minimum of 8 years service with a portion of that service being in one of the Executive Committee roles. Ultimately the Executive Committee of the day will have to exercise judgement as to the value of the service and contribution made by the official.

- One of the key factors to be considered is that the Club has progressed during the period of service. In other words “it is left in better shape that it was when they commenced,” relative to the portfolios they coordinated/managed.

Junior Life Membership

- The Executive Committee may award Junior Life Membership (JLM) to Junior Playing members of the SDJFC. The criteria for awarding JLM will be determined by the Executive Committee and will be modified from time to time as required.

8. OUTSTANDING SERVICE

- 8.1. The Club Executive Committee may elect any member for an Outstanding Service Award.
- 8.2. Any member may nominate a person to the Club Executive Committee for consideration for Outstanding Service.
- 8.3. The criteria for Outstanding Service Award is such that the nominee has provided outstanding service to the Club over a number of years but falls short of meeting the criteria of Life Membership.
- 8.4. Nominations should detail the positive contribution the person has made to the Club over a period of time.
- 8.5. Nominations shall be forwarded to the Club Secretary, either by post or email.

9. PLAYERS QUALIFICATIONS

- 9.1. No person shall be eligible to play in competitions unless they are qualified in his or her specific age group under the rules laid down by LJFL of the then current year, and unless they shall first be registered in accordance with these rules and be residentially qualified OR permitted by the LJFL.

10. REGISTRATION OF PLAYERS

- 10.1. The player must lodge with the Club Registrar an approved registration form complete in every detail. His or her birth certificate, extract of birth or statutory declaration of age document signed by parent or guardian only, shall accompany the registration form prior to the first game in which they play. A valid Passport issued in the name of the player is also acceptable proof of age.

11. SUBSCRIPTION

- 11.1. Subscriptions shall be as decided annually by the Executive Committee at a General Meeting within three months following the Annual General Meeting (AGM).

- 11.2. Information regarding fees, subscriptions or other amounts must be determined prior to nominations for registrations being called each year.
- 11.3. Subject to rule (11.4), a member whose subscription is not paid within 3 months after the relevant date fixed by or under rule (11.2) ceases on the expiry of that period to be a member, unless the Committee decides otherwise.
- 11.4. A person exercises all the rights and obligations of a member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by or under rule (11.2) or within 3 months thereafter, or such other time as the Committee allows.

12. REGISTER OF MEMBERS

- 12.1. The Club Registrar shall maintain a register of players. This register will be a record of all particulars supplied on the registration form and shall include the class of membership (i.e. Ordinary member, Junior Playing member or Special Committee member) and the date on which each member became a member.
- 12.2. The register of members must be kept in the Club's approved storage location.
- 12.3. A member who wishes to inspect the register of members must contact the Registrar to make the necessary arrangements.
- 12.4. If a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the ACT; or
- 12.5. a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,
 - 12.5.1. the Executive Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club.

13. CLUB AFFILIATIONS

- 13.1. The Club is affiliated with the LJFL and shall appoint or elect a delegate as their representative to General Meetings of the Executive Committee of the LJFL.

14. TERMINATION OF PLAYER MEMBERSHIP

- 14.1. Membership of the SDJFC may be terminated upon-
 - 14.1.1. receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Club. Such person remains liable to pay to the Club the amount of any subscription due and payable by that person to the Club but unpaid at the date of termination; or
 - 14.1.2. non-payment by a member of his or her subscription within three months of the date fixed by the Executive Committee for subscriptions to be paid, unless the Executive Committee decides otherwise in accordance with rule 11.3; or

- 14.1.3. expulsion of a member in accordance with rule 14.2.
- 14.2. If any member infringes any of the Rules of the Club or is in the opinion of the Executive Committee guilty of conduct prejudicial to the increase of the Club, the Executive Committee shall have the power by a resolution carried by a two-thirds majority of all the Executive Committee to suspend for any period or expel such member, but such suspension shall be subject to review by the Club in a General Meeting.
- 14.3. Any alteration amendment or reversal of the resolution of the Executive Committee by the members in General Meetings shall require a two-thirds majority of the members present at the General Meeting.
- 14.4. The member shall have the right to be heard or to be represented before the Executive Committee at which the resolution affecting him/her is to be put and also at the General Meeting.
- 14.5. Any member who is expelled, suspended or has their membership terminated shall have the right to appeal against their suspension or expulsion by presenting their case to a Special General Meeting called for such purpose, and the decision of the Special General Meeting shall be final.

15. EXECUTIVE COMMITTEE

N.B. (1) Committee persons are sometimes referred to as Office Bearers.

(2) The main Office Bearers are often referred to as The Executive.

- 15.1. Management of the Club shall be vested in the Executive Committee elected by the members at the Annual General Meeting and consisting of:
- President
 - Vice-president
 - Secretary
 - Treasurer
 - Registrar
- 15.2. Other positions may be created, varied or deleted from time-to-time by resolution of the Executive Committee to carry out specific roles. Additional committee roles currently in operation are:
- 15.2.1. Communication Coordinator, Open Rules Coordinator, Coaches Coordinator, Modified Rules Coordinator, Auskick Coordinator, Property Coordinator, Safety/Risk Management Coordinator, Social Coordinator, Sponsorship Coordinator, Marketing and Branding Coordinator, League Delegate, Coordinator Girls' Football and General Committee.
- 15.3. All positions shall be honorary.
- 15.4. A quorum of the Executive Committee shall be a half plus one (see Item 29)

16. CASUAL VACANCIES

- 16.1. The Executive Committee may from time to time appoint committee members or members to fill casual vacancies that may arise. Examples of casual vacancies include, but are not limited to:
 - 16.1.1. cover for vacancies in the committee as in accordance with Rule 17.3 to cover for the period until the position is filled.
 - 16.1.2. cover for long periods of leave or sickness.

17. ELECTION OF OFFICE BEARERS & OTHER COMMITTEE MEMBERS

- 17.1. The Office Bearers and other members of the Executive Committee shall be elected at the Annual General Meeting of the Club and shall hold office until the next Annual General Meeting but shall be eligible for re-election.
- 17.2. The Immediate past President shall be ex officio a member of the Executive Committee for the year following his/her retirement.
- 17.3. The Office of a member of the Executive Committee shall be vacated:
 - 12.3.1 If they resign in a letter to the Secretary.
 - 12.3.2 If they are absent from three consecutive meetings of the Executive Committee without leave or without furnishing a reason that the Executive Committee declares to be satisfactory.
 - 12.3.3 The Secretary shall notify any such Officer who absents himself/herself from one such meeting.
- 17.4. In the event of a vacancy on the Executive Committee, the remaining members shall elect a replacement who shall serve for the remainder of the term.
- 17.5. The Club may at a Special General Meeting by 75% majority of the members present, remove any office bearer from membership of the Executive Committee before the expiration of his/her period in office provided that notice of the motion to remove shall be given to all members at least fourteen (14) days prior to the meeting and the officer or member shall be heard at the meeting if they so elect. The same meeting may by ordinary resolution appoint another person in the stead of the office so removed. The person so elected, shall hold office until the next Annual General Meeting and shall be eligible for re-election unless they are removed from office.

18. PERSONS NOT ELIGIBLE TO BE A MEMBER OF THE EXECUTIVE COMMITTEE

- 18.1. Under section 39 of the ACT the following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee of an association:

- 18.2. a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;
- 18.3. a person who has been convicted, within or outside the State, of-
 - 18.3.1. an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - 18.3.2. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - 18.3.3. an offence under Part 4 Division 3 or section 127 of the Act
- 18.4. Section 39 only applies to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

19. POWERS OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall carry out the day-to-day running of the Club and shall have the power to:

- 19.1. Control and manage the income and expenditure of the Club, its affairs and concerns, and officers and servants, and shall have power to appoint Standing Committees and Special Sub-committees to consider and report upon any questions referred to them, to expend the funds of the Club as they shall deem expedient to the interests of the Club.

Standing & Sub-Committees shall be regarded only as appointed to assist the Executive Committee in carrying out the business of the Club. Such Committees shall have no authority to transact any other business.

- 19.2. Fix registration fees payable by members.
- 19.3. From time-to-time to draw up such by-laws and regulations to be finally adopted at a General Meeting of the members for ensuring the more efficient management of the Club and the control and conduct of the members in regard to Club duties. Such by-laws and regulations shall be binding until altered, amended or revoked by a General Meeting. These by-laws will be documented in the "Club Operations Manual".
- 19.4. Cause minutes to be made of all proceedings at meetings of the Executive Committee and Annual General Meetings of members.
- 19.5. May, at their discretion, employ a person or persons to carry out certain duties required by the Club at salaries or remuneration's for such period of time, as may be deemed necessary.
- 19.6. Should a vacancy occur on the Executive Committee during the season, the Executive Committee shall appoint a successor until the next Annual General Meeting.
- 19.7. Appoint an officer/s or agent of the Executive Committee to have custody of the Club's records, documents and securities.

20. DUTIES OF OFFICE BEARERS

20.1. Functions of Executive Committee members are as follows:

20.1.1. The President shall preside at all meetings of the Club and Executive Committee, shall ensure that all decisions of the Club are carried out and in general, and carry out the usual duties of President.

20.1.2. The Vice President shall assist the President in all his/her duties and shall deputise in his/her absence.

20.1.3. The Secretary shall conduct the correspondence of the Club and Executive Committee and shall have custody of all documents belonging to the Club. They shall keep full minutes of all meetings. They shall keep a register of the members of the Club and do all acts and things as the Club or Executive Committee may direct.

20.1.4. The Treasurer shall receive all monies on behalf of the Club, issue receipts and pay all monies into such accounts in the name of the Club at such bank or banks as the Executive Committee may from time-to-time decide. They shall keep such books as the Club or Executive Committee may require. They shall submit at each Annual General Meeting an audited Annual Report including Balance Sheet, Statement of Income and Expenditure and such other information as the Club or Executive Committee may require and at any time when so directed by the President shall submit a Report, Balance Sheet or Financial Statement. They shall submit a Financial Report at each General Meeting.

20.1.5. The Registrar shall be responsible for the registration of all players with the LJFL and other duties as specified.

20.2. Additional functions of Executive Committee members are contained in the Club's "Duties of Committee members" document which is maintained by the Club Secretary and updated by the Committee as required from time to time.

21. PROCEDURE AND ORDER OF BUSINESS

21.1. The President or, in the President's absence, the Vice President must preside as chairperson of each committee meeting.

21.2. If the President and Vice President are absent or are unwilling to act as chairperson of a meeting, the Executive Committee members at the meeting must choose one of them to act as chairperson of the meeting.

21.3. The procedure to be followed at a committee meeting must be determined from time to time by the Executive Committee.

21.4. The order of business at a committee meeting may be determined by the Executive Committee members at the meeting.

- 21.5. A member or other person who is not an Executive Committee member may attend a committee meeting if invited to do so by the Executive Committee.
- 21.6. A person invited under sub rule (5) to attend a committee meeting —
 - 21.6.1. has no right to any agenda, minutes or other document circulated at the meeting;
and
 - 21.6.2. must not comment about any matter discussed at the meeting unless invited by the Executive Committee to do so; and
 - 21.6.3. cannot vote on any matter that is to be decided at the meeting.

22. MINUTES OF MEETINGS

- 22.1. The Executive Committee must ensure that minutes are taken and kept of each committee meeting.
- 22.2. The minutes must record the following —
 - 22.2.1. the names of the Executive Committee members present at the meeting;
 - 22.2.2. the name of any person attending the meeting under rule 21(5);
 - 22.2.3. the business considered at the meeting;
 - 22.2.4. any motion on which a vote is taken at the meeting and the result of the vote.
- 22.3. The minutes of a committee meeting must be prepared and distributed to the Executive Committee members within 30 days after the meeting is held.
- 22.4. The chairperson must ensure that the minutes of an Executive Committee meeting are reviewed and signed as correct by —
 - 22.4.1. the chairperson of the meeting; or
 - 22.4.2. the chairperson of the next committee meeting.
- 22.5. When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - 22.5.1. the meeting to which the minutes relate was duly convened and held; and
 - 22.5.2. the matters recorded as having taken place at the meeting took place as recorded;
and
 - 22.5.3. any appointment purportedly made at the meeting was validly made.

23. VOTING

- 23.1. Voting for the election of office bearers and members of the Executive Committee and on all other matters that come before the Club and Executive Committee shall be by resolution and carried by a simple majority in favour of the motion.
- 23.2. Each member shall have one vote and no proxies will be permitted.
- 23.3. The President or meeting Chairman may in all event of an equality of votes exercise a casting vote as well as a deliberative vote or allow a motion to lapse. In this latter case, it may not be re-introduced in the same form and not in any form at the same meeting.

- 23.4. Voting shall be by show of hands unless the Executive Committee decides that a secret ballot is needed to determine a particular question.
- 23.5. If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

24. COMMITTEES

- 24.1. The Executive Committee may appoint Committees and may delegate to them such powers as it may think fit to prescribe.
- 24.2. The Football Operations Committee shall consist of the President, Vice President, Secretary, Coaches Coordinator, Open Rules Coordinator, Modified Rules Coordinator and Auskick Coordinator.
- 24.3. The role of the Football Operations Committee is to make decisions on matters relating, but not limited to: coaching appointments, team allocation disputes, game day discipline matters and complaints.
- 24.4. The Football Operations Committee meets as required.
- 24.5. It is the role of the Secretary to record all meetings and outcomes.
- 24.6. A minimum of three members of the Football Operations Committee must be present to determine an issue.
- 24.7. The President OR Vice President MUST attend EACH meeting along with the relevant age coordinator where the issue is being discussed, i.e. Open rules, Modified rules or Auskick.
- 24.8. The Executive Committee may from time to time, vary the composition of the Football Operations Committee.
- 24.9. The Executive Committee shall be informed of decisions and outcomes of the Football Operations Committee meeting at the next available Executive Committee meeting.

25. AUDITOR

- 25.1. The Annual General Meeting shall elect or appoint an Auditor or Auditors.
- 25.2. The Auditor/s shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts etc. of the Club and report thereon to the Annual General Meeting.
- 25.3. The Auditor shall not be a member of the Executive Committee.

26. EXECUTIVE COMMITTEE MEETINGS

26.1. Executive Committee Meeting

- 26.1.1. Shall be held monthly at a time and place convenient to the Executive Committee.

- 26.1.2. The Secretary is responsible for forwarding an Agenda of the Executive Committee meetings to all Executive Committee members so as to reach them not less than two days prior to the next meeting.
- 26.1.3. All members (Junior Playing, Ordinary and Special Committee members) may attend any Executive Committee meetings.
- 26.1.4. All members are entitled to contribute to meeting discussions.
- 26.1.5. Only Executive Committee members elected at the AGM or endorsed by a previous motion of the Executive Committee are eligible to vote at an Executive Committee meeting.
- 26.1.6. On request by an Executive Committee member and with consent of the President, the Secretary may issue an out of session motion to Executive Committee members for the purchase of equipment or items required prior to the next committee meeting. In these cases, the normal rules for voting apply as if the motion was called during the meeting.
- 26.1.7. The Secretary shall record the outcome of all motions within the Club's usual record keeping system.
- 26.1.8. In the event of the non-attendance of the President and Secretary, the members present shall elect a Chairman and Minute Secretary for the meeting provided that there is a Quorum.
- 26.1.9. A quorum of the Executive Committee shall be not less than half plus one Executive Committee members
- 26.1.10. If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.
- 26.1.11. A member of the Executive Committee may lose their seat on the Executive Committee if absent from three or more meetings without leave of absence.

26.2. Annual General Meeting

- 26.2.1. Shall be held before January of each year following the year ending 30 September of each year at such time and place as the Executive Committee may determine. Notification of the meeting shall state the time and place of such meeting and shall be emailed (and sent by any other means as determined by the CLUB President) to members at least fourteen days prior to the date of such meeting.
- 26.2.2. All members (Junior Playing, Ordinary and Special Committee members) may attend the Annual General Meeting.
- 26.2.3. All members are entitled to contribute to AGM discussions.
- 26.2.4. Ordinary and Special Committee members are eligible to cast a vote at the AGM.

- 26.2.5. Junior Playing members are not able to vote at the AGM unless the person is 18 years of age.
- 26.2.6. The quorum at the Annual General Meeting, shall be a minimum of half plus one Executive Committee members. If at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- 26.2.7. The agenda for an Annual General Meeting shall be:
- Opening of Meeting.
 - Apologies.
 - Confirmation of Minutes of previous Annual General Meeting.
 - Presentation of Treasurer's statement.
 - Election of New Executive and appointment of Auditor.
 - Vote of Thanks to outgoing Executive.
 - Notice/s of Motion.
 - Urgent general business.
 - Closure.

26.3. Special General Meeting

- 26.3.1. A Special General Meeting may be summoned at any time by the President or on requisition by not less than two members of the Executive Committee or in emergency by the Secretary, but in every case at least forty-eight hours notice shall be given.
- 26.3.2. Alternatively, a Special General Meeting may be summoned by the Secretary upon receiving notification of a meeting notice containing signatures of 5% of the Ordinary members.
- 26.3.3. The meeting notice should contain the purpose of the meeting, items to be discussed and where possible resolutions sought.
- 26.3.4. At least forty-eight hours notice shall be given to ordinary members in calling for a Special General meeting.
- 26.3.5. Junior Playing members may attend and speak at a Special General meeting, however may not cast a vote unless the person is 18 years of age.
- 26.3.6. The President shall instruct the Secretary to forward notice of such meetings to all members so as to reach them not less than two days before the date of such meeting. Such requests shall state the purpose for which such meetings is to be held and at such Special General Meeting no matters shall be dealt with except those specified in the notice convening the Meeting and no resolution shall be

deemed to be carried unless carried by a two-thirds majority of the Ordinary members present.

27. USE OF TECHNOLOGY TO BE PRESENT DURING COMMITTEE METINGS

- 27.1. The presence of an Executive Committee member at a committee meeting need not be by attendance in person but may be by that Executive Committee member and each other Executive Committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- 27.2. A member who participates in an Executive Committee meeting as allowed under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

28. RECORDING OF MEETINGS AND RECORD KEEPING

- 28.1. The Club Secretary shall be responsible for preparing and distributing notices of meetings to committee/members as required.
- 28.2. The Club Secretary shall be responsible for recording meeting outcomes and distributing this record to members as soon as practicable following the conclusion of the meeting.
- 28.3. The Club Secretary shall store all notices and records of meetings in the Club's official record storage facility. Records can be stored physically or electronically.

29. QUORUM

- 29.1. At any General Meeting, a quorum shall consist of a minimum of half plus one of the Executive Committee and in the case of a Special General Meeting include at least four (4) members of the Executive Committee.
- 29.2. If within half an hour after the time appointed for the meeting a quorum is not present, the Meeting shall be dissolved.
- 29.3. The Chairman at any General Meeting may, with the consent of the Meeting, adjourn the same from time-to-time and from place-to-place but no business shall be transacted at such adjourned meeting other than the business left unfinished at the Meeting from which the adjournment took place.

30. FINANCIAL YEAR

- 30.1. The financial year of the Club shall commence on 1st October and end on 30 September each year. The accounts, books and all financial records of the Club shall be audited each year.

31. FINANCE

- 31.1. All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Executive Committee may determine.
- 31.2. All accounts due by the Club shall be paid after having been passed for payment by the nominated signatories or having been passed by a motion of the Executive Committee.
- 31.3. The Secretary shall not spend more than a set amount Petty Cash without the consent of the Executive Committee and shall keep a record of such expenditure in a Petty Cash Book.
- 31.4. The Treasurer shall table a statement showing the financial position of the Club at each Executive Committee Meeting.
- 31.5. A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 31.6. The signatories to the Club's account/s will be the Treasurer and either the President, Vice President or Secretary except that the Executive Committee may authorise any member of the Executive Committee to deputise for any of the above. All cheques written must have two signatories.
- 31.7. All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members except in good faith in the promotion of these objects.
- 31.8. The Treasurer shall be responsible for maintaining the custody and security of books and financial records on behalf of the Club.

32. COMMON SEAL

(A rubber stamp on which is engraved the Club's name).

- 32.1. The common seal of the Club shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or other document except pursuant to a resolution of the Executive Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

33. ALTERATIONS TO THE CONSTITUTION

- 33.1. Subject to the *Associations Incorporation Act 2015*, as from time-to-time amended, this Constitution may be repealed or amended to added to by a notice of motion carried by a seventy five percent (75%) majority of all members present at a Annual General Meeting. The following procedure shall apply in relation to any proposed amendment to the Constitution.

- 33.1.1. Notice in writing of any proposed repeal or amendment of this Constitution shall be given to the Secretary not less than twenty days prior to the Meeting at which it is to be dealt with.
- 33.1.2. Such notice of motion shall be signed by at least two members.
- 33.1.3. The Secretary shall include in the notice of meeting at which the proposed repeal or amendment is to be presented a full and true copy of such proposed repeal or amendment.

34. INTERPRETATION OF RULES

- 34.1. Interpretation of these rules shall be at the sole determination of the Executive Committee whose decision shall, unless and until set aside by a Special General Meeting, be binding upon all members.

35. DISSOLUTION

- 35.1. The club shall be wound up voluntarily whenever a notice of motion to do so in accordance with these Rules has been duly passed by a Annual General Meeting with a seventy five percent (75%) majority and confirmed by a seventy five percent (75%) majority at a further General Meeting called for the specific purpose within twenty eight days of the first meeting.
- 35.2. If, on the winding up of the Club, and property of the Club remains after satisfaction of the debts and liabilities of the Club and costs, charges and expenses of winding up, that property shall be distributed:
 - 35.2.1. to another association incorporated under the Act; or
 - 35.2.2. An organisation that holds a current licence under the *Charitable Collections Act 2001*.
- 35.3. Which incorporated association or purposes, as the case requires shall be determined by resolution of the members when authorising and directing the Executive Committee under section 33(3) of the Act to prepare a distribution plan for the distribution of the surplus property of the Club.

36. INSPECTION OF RECORDS

- 36.1. An Ordinary or Special Committee member may contact the Secretary to make arrangements to inspect the BOOKS contained by the Club.
- 36.2. The inspection must be free of charge.
- 36.3. If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the Executive Committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.

- 36.4. The member may make a copy of or take an extract from a record or document but does not have a right to remove the record or document for that purpose.
- 36.5. Notice of any issues relating to the records is to be provided to the Secretary who will arrange for the item to be raised at the next available Executive Committee meeting.

37. COMPLAINTS

37.1. Match day or Operational Complaints

- 37.1.1. All match day and operational complaints shall be handled in accordance with the Club's Complaints Handling Procedure as updated from time to time. Examples of match day or operational complaints may include but are not limited to: disputes between members, team allocation issues, complaints about coaches, players, parents, coaching appointments and individual team issues.

37.2. Complaints relating to the Rules or Operation of the Club

- 37.2.1. All complaints relating but not limited to: the management of the Club, application of the rules, harassment, equal opportunity, conduct of a committee member(s) shall be addressed using the following process:
- 37.2.2. The complaint shall be in writing to the Secretary who shall refer the matter to the Executive Committee at the next Executive Committee meeting.
- 37.2.3. If the President considers the matter to be urgent, he/she may call for a special Committee meeting to be held to address the complaint.
- 37.2.4. The Secretary must give parties to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least seven days before the next Executive Committee meeting is to be held. If the matter is to be addressed at a special Committee meeting, then the Secretary must give parties written notice at least forty eight hours prior to the meeting.
- 37.2.5. The notice given to each party to the dispute must state —
- 37.2.5.1. when and where the committee meeting is to be held; and
 - 37.2.5.2. that the party(s), may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Executive Committee about the complaint.
 - 37.2.5.3. Legal representation is not permitted.
- 37.2.6. At the committee meeting at which a dispute is to be considered and determined, the committee must —
- 37.2.6.1. give each party to the dispute, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
 - 37.2.6.2. give due consideration to any submissions so made; and
 - 37.2.6.3. determine the dispute.

37.2.6.3.1. In determining the dispute, the committee may:

37.2.6.3.1.1. Determine the dispute directly:

37.2.6.3.1.2. Nominate an independent person to investigate the matter and provide a report to the committee: or

37.2.6.3.1.3. Nominate an independent person to mediate the complaint in an effort to resolve the matter.

37.2.7. The Executive Committee must give each party to the dispute 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.

37.2.8. The Decision made by the Executive Committee is final.

37.2.9. Parties who are still aggrieved by the decision of the Executive Committee may elect to constitute a Special General meeting in accordance with 26.3.2.

38. NOTICES

38.1. Any Notice required to be given under these Rules shall be sufficiently given if advertised or emailed to members or in the case of the club, posted or emailed care of the Secretary.

38.2. In the event of Notice required to be given to call a Special General Meeting those Notices may be given in such manner as may be deemed expedient having regard to the circumstances then prevailing.

39. Change History

| Date | Changes Made | Authorised By |
|------------|---|------------------------------------|
| 09/11/2011 | Review of Constitution, remove references to nonexistent organisations, improve consistency and present a complete version of the document. | Mark Lawler, President SDJFC |
| 08/11/2017 | Review of Constitution Inclusion of Criteria for Life Membership and Outstanding Service Formalisation of Football Operations Committee. Deletion of defunct Football Committee. Changes to the Constitution to reflect the changes in the Associations Incorporations Act 2015 which came into effect on 1 July 2016. | John Sobolewski President SDJFC |

Signed and authorised by



John Sobolewski
President
Sorrento Duncraig Junior Football Club

8 November 2017