

CONSTITUTION OBJECTS & BY LAWS (RULES & REGULATIONS) OF YAGOONA LIONS FOOTBALL CLUB INC.

The Objects and Rules of Yagoona Lions Football Club Inc. contained herein are in accordance with Section 11 and contain those matters specified in Schedule 1 of the Associations Incorporation Act, 1984

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OBJECTS OF THE CLUB

The objects of the Club are to:

- a) Encourage and promote the game of soccer for all that seek to play, irrespective of skill, ability, gender, race, religion and any other characteristic
- b) Improve the individual and team skills of the player
- c) Encourage sportsmanship
- d) Encourage district and other representation
- e) Encourage club spirit
- f) Encourage general youth development
- g) Set a standard of conduct to be observed by all Club members
- h) Raise funds to achieve these objects.

RULE 1 - INTERPRETATION

1.1 Name. The name of the Club shall be the "Yagoona Lions Football Club Inc." hereafter called "The Club".

1.2 Definitions. In these rules, unless the subject matter or context otherwise indicates or requires.

"Act" means The Associations Incorporation Act, 1984;

"Administrative Regulations" means the Club's standards for compliance with the Privacy Act.

"Club" means the Association being the "Yagoona Lions Football Club Inc." incorporated under the Act.

"Code of Conduct" means the Code of Conduct contained in the Standing Orders applicable to the Club.

"Committee" means the Management Committee of the Club as elected annually at the Annual General Meeting and defined within these Rules.

"Constituent document" means: In the case of an incorporated body, its Constitution, and includes any administrative regulations or other subsidiary regulations made under any such document.

"Constitution" refers to this document and where this Constitution is in conflict with any Rule or Regulation of the Club the Constitution shall take precedence.

"Department" means the Department of Fair Trading or that organisation or body appointed by and responsible to the Parliament of NSW for the oversight, administration and implementation of The Associations Incorporation Act, 1984.

"Executive Committee" means the Executive Committee of the Management Committee as defined under Rule 4.3 of this document.

"Financial year" means the period commencing on 1st November of each year and finishing on 31st October in that year.

"Management Committee" means the Management Committee hereafter called the "MC".

"Member" means an individual as defined in this document under Rule 3.2 of this document.

"Month" means calendar month.

"Powers of the Club" means the powers conferred upon the Club through the Constitution and the Rules and Regulations promulgated by the Club in the conduct of its affairs and the management of its activities as shall apply and be binding on all such members.

"Standing Orders" means the Rules and Regulations of the Club for the time being in force, concerning the Management and all activities of the Club and its members.

"The Headquarters" means the clubrooms at O'Neill Park, Yagoona

"The Regulation" means the Associations Incorporation Regulation, 1985

"The BDAFA" means the Bankstown District Amateur Football Association Inc.

- 1.3 **Colours.** The primary colours of the club shall be Black and Red.
- 1.4 **Affiliation.** As an affiliated member of the BDAFA Inc. the Club will operate in accordance with the Constitution and General Rules of the BDAFA.

RULE 2 – ALTERATIONS TO OBJECTS AND RULES

- 2.1 **Amendment.** These Object and Rules may only be amended or added to at the Annual General Meeting or at a Special General Meeting called for that purpose.
- 2.2 **Notices of Motion.** Notices of Motion to add, alter or rescind these Rules must be given to the Secretary at least one (1) calendar month prior to the meeting.
- 2.3 **Voting on the Amendment.** Amendments will require an affirmative three quarter (3/4) majority vote of members present and entitled to vote.

RULE 3 – MEMBERSHIP.

- 3.1 **Membership Criteria.** The club's members shall be persons who are eligible to be members of and/or play soccer for the Club, regardless of their own, their parents or their guardian's membership of the Club.
- 3.2 **Member Definition.** Members are persons who shall, upon admission to membership, pay to the Club a fee, which will be calculated on a yearly basis, for the current season. Membership also includes interested parties endorsed by the MC. All players must pay the insurance as specified by Soccer NSW. Only financial members and interested parties endorsed by the MC are entitled to vote at any meeting and to hold office on the MC. The Executive Committee of the Club may put forward a case against a person who, in their opinion, cannot hold a position within the club. Members will fall into the categories of Junior Member and Senior Member. A member will be classed as a Junior Member until they attain the age of eighteen (18) years.
- 3.3 **Life Members.** Life Members are persons, who following written nomination by a member, have been elected to such honorary position by the members of the Club and are subject to the requirements set out hereunder.
- 3.3.1 Life membership may be conferred on a member of the Club who has contributed exceptional service over and above the elected position the Member has occupied over a period of at least ten (10) continuous years.
- 3.3.2 Nominations must be in writing, signed by at least (5) members and handed to the Secretary of the Club at least one (1) month prior to the Annual General Meeting.
- 3.3.3 The Executive Committee shall consider all nominations submitted and in its absolute discretion, determine whether the Nominee has rendered exceptional or outstanding service to the Club as to warrant the recommendation proceeding. Any decision to reject a nomination is the prerogative of the Executive Committee and is not subject to appeal nor explanation.
- 3.3.4 Upon the Committee accepting the nomination it shall be referred to the Members of the Club for approval at either an Annual General Meeting or a Special meeting called for that purpose. Approval shall constitute a two thirds (2/3) majority vote of eligible members present giving assent to the proposal. Nominees must leave the meeting whilst voting for Life Membership is conducted.
- 3.3.5 Not more than three (3) persons shall be nominated in any one year, unless the Committee determines that year to be of special significance in which case the limitation on the number of nominees may be suspended.
- 3.3.6 Each Life Member shall be presented with a suitably designed Life Member's badge. A Life Member is subject to the Constitution, Rules and Regulations and Code of Conduct which govern the Club.
- 3.4 **Cessation of Membership.** A person ceases to be a member of the Club, should that person,
- a) Pass Away
 - b) Resign
 - c) Fail to pay any prescribed subscription, fee or fine within the time lines defined
 - d) Be expelled subsequent to the outcome of a judicial process.
- 3.5 **Resignation.** In the event of a financial member resigning membership, all outstanding fees, fines, and other amounts owing to the Club must be settled prior to the date of the resignation. A member who resigns during the year is not entitled to a refund of subscription/fee for any unused portion of that year

unless there are circumstances of hardship. In such case, an application is to be made in writing with reasons in support, and, the Executive Committee will determine the outcome of the request.

- 3.6 Outstanding Debts.** Upon the date of resignation, the Secretary shall enter the cessation in the Register of Members and note any financial debts owing to the club in which event the member shall be in default pending settlement.
- 3.7 Member in Default.** Any member in default shall have that default made known to any relevant governing authority.
- 3.8 Membership not Transferable.** A right, privilege or obligation which a person has by reason of being a member of the Club is not capable of being transferred or transmitted to another person; and terminates on cessation of the person's membership.
- 3.9 Register of Members.** The Committee must establish and maintain a Register of Members of the Club specifying the name and address of each person who is a member of the Club, together with the level of membership, and the date upon which membership was granted.
- 3.10 Location of Register.** The Register of Members will be kept at suitable secure premises and will be subject to the provisions contained in the Privacy Act.
- 3.11 Members' Liabilities.** The liability of any member of the Club to contribute towards debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership subscriptions, fees, fines, or levies of the Club.

RULE 4 – COMMITTEE

- 4.1 Name of the Committee.**
The Committee shall be called the Management Committee of the Club and is subject to the Act, the Regulation and Rules, and to any resolution passed by the Club members at a General Meeting.
- 4.2 Composition of Committee.** The Committee shall be elected at the Annual General Meeting of the Club, pursuant to Rule 7.
- 4.3 The Executive Committee.** The Executive Committee of the Club shall consist of: President; Senior Vice President; Junior Vice President; Secretary and the Treasurer.
- 4.4 Executive Authority and Requirements.** A quorum of the Executive may make urgent decisions for the Club and shall report to the Committee thereon at the next meeting of the Committee. A quorum for making such decisions shall be no less than three (3) members.
- 4.5 Additional Management Committee Members.** The additional members of the MC shall consist of: Assistant Secretary; Head Coach; Publicity Officer; Equipment Manager; Registrar; Recorder; Ground Keeper; BDAFA Delegates; Social Committee Chairperson; Club Captain and the Member Protection Officer. The MC is to determine the representation on the following sub-committees:
- a) Social Committee

5. DUTIES AND FUNCTIONS OF OFFICE BEARERS:

- 5.1 The Office Bearers.** The Office Bearers shall at all times conduct themselves in a correct and proper manner as befits the Position and will at no time bring the Club into disrepute.
- 5.2 The President.** The President shall:
- a) Be Chairperson of all meetings;
 - b) Be an ex-officio member of all committees;
 - c) Conduct such meetings in accordance with the Rules of the Club;
 - d) Have a casting vote only at all meetings;
 - e) Represent the Club at all functions;
 - f) Represent the Club at BDAFA, Sydney Branch or State level enquiries or judiciaries or appeals if required.

- 5.3 Senior Vice President.** The Senior Vice President shall:
- a) Deputise for the President when required;
 - b) Represent the Club at BDAFA enquiries and other official functions if required;
 - c) Ensure the smooth operation of all Senior Teams over 18 years;
 - d) Represent the Club concerning all Senior Player/Team disputes at BDAFA, Sydney Branch or State Level enquiries, judiciaries or appeals if required;
 - e) Report back to the Management Committee on any issues raised by the Senior members.
- 5.4 Junior Vice President.** The Junior Vice President shall:
- a) Liaise with the Senior Vice President and Club Captain;
 - b) Supervise the co-ordination and subsequent grading of junior teams at the beginning of the season;
 - c) Generally supervise the harmony of all junior teams throughout the season at the playing level and liaise between Coaches, Managers, Players and Club Management on behalf of the junior members;
 - d) Report back to the Management Committee on any issues raised by the Junior members.
- 5.5 Secretary.** The Secretary shall:
- a) Be the contact between the Club and the BDAFA MC on all matters;
 - b) Hold the position of Public Officer;
 - c) Hold the Common Seal;
 - d) Ensure that minutes are kept of:
 - i) All appointments of members of the Committee
 - ii) All appointments of members to Sub-Committees
 - iii) Names of Committee members present at a General Meeting or a Committee meeting; and all proceedings at Committee meetings and General meetings. Note: For the purpose of this rule, "Committee meetings" includes meetings of standing Committees.
 - e) Receives, records and forwards to BDAFA all injury cards and insurance claims;
 - f) Be responsible for receiving information from BDAFA on all games, times, fields for all teams. Forwards information onto each team Manager or Coach as it becomes available;
 - g) Receives BDAFA minutes and acts on any points as requested in the Minutes. Also communicates Minutes to relevant Club officials;
 - h) Record all inwards and outwards correspondence of the Club.
- 5.6 Treasurer.** The Treasurer shall:
- a) Ensure that all monies due to the Club are collected and received, giving a numbered receipt in return, and that all payments authorised by the Club are made;
 - b) Keep correct books and accounts showing the financial affairs of the Club including full detail of all receipts and expenditures connected with the activities of the Club;
 - c) Provide the Committee with forecasts and expenditure on a regular basis to ensure that the correct financial decisions are made which will promote the future of the Club;
 - d) Produce receipts and expenditures at one meeting every month along with a current Bank statement issued by the Clubs banker to report the Clubs bank balance;
 - e) Ensure that all monies paid to the club will be held by the Clubs Banker at the Community Credit Union or other recognised financial institution approved by the MC;
 - f) Ensure all cheques for payment and monies held in trust are signed by any two (2) of the following – President, Secretary or Treasurer or a person so nominated by the Club;
 - g) Present the Club's financial records for an Annual Audit to a person nominated by the Yagoona Lions Football Club Inc.
- 5.7 Assistant Secretary.** The Assistant Secretary shall:
- a) Maintain minutes of all General, Management and special Meetings held throughout the year;
 - b) Assist the Secretary as required.
- 5.8 Registrar.** The Honorary Registrar shall:
- a) Ensure all Club players and officials are correctly registered with BDAFA;
 - b) Maintain accurate records of all teams on team sheets to allow for correct payments to BDAFA;
 - c) Act as liaison between the Club and BDAFA Registrar;
 - d) Supply complete and accurate records of each team to the Club Treasurer to allow for the collection of all fees owed to the Club;

- 5.9 Recorder.** The Recorder shall:
- a) Receive all game results from teams and documents those results for Club records;
 - b) Follow up if such results are not received;
 - c) Record all results for teams playing in competitions in which the Club is involved and collate these results;
 - d) Report all Club Results to the BDAFA Recorder at the time required by telephone, fax or internet.
- 5.10 Member Protection Officer.** The Member Protection Officer shall:
- a) Be aware of the current Legislation on all Member Protection affairs;
 - b) Co-ordinate the distribution of the 'Prohibited Employment Declarations' to all relevant persons;
 - c) Maintain confidential records in relation to Member Protection, harassment and unacceptable behaviour;
 - d) Handle all complaints/inquiries of child abuse allegations and alleged harassments for investigations and reporting of proceedings;
 - e) Report all incidents to the Committee and ensure that all matters relating to child/member protection are handled in a strictly confidential nature;
 - f) Explore, where appropriate self-help measures, such as personally approaching the alleged harasser and explaining that the behaviour is unacceptable and upsetting;
 - g) Ensure that all persons involved in the Club are aware of the Protection Policy and relevant Codes of Conduct;
 - h) Other duties as determined by the Member Protection Act and its guidelines.
- 5.11 Equipment Officer.** The Equipment Officer shall:
- a) Maintain a register of all Club equipment, playing strip and field equipment;
 - b) Ensure that all Club equipment is in good order and condition;
 - c) Purchase any equipment required upon written approval from the Club Committee;
 - d) Issue and record at the commencement of the season all playing and training equipment issued to all teams;
 - e) Record all equipment returned to the Club at the end of the season;
 - f) Report any lost, stolen or damaged equipment to the Club Committee.
- 5.12 Head Coach.** The Head Coach shall:
- a) Ensure that all coaches registered with the club are suitably accredited;
 - b) Organise coaching accreditation clinics;
 - c) Be available to all coaches for advice on team coaching / training problems;
 - d) Provide specialist coaching as required, e.g. Goal keeper training;
 - e) Help supervise the co-ordination of age groups at the commencement of the season and advise the Club Committee on selection of coaches;
 - f) Helps in the organisation of players to teams where disputes arise.
- 5.13 Club Captain.** The Club Captain shall:
- a) Liaise with the Head Coach and supervise the co-ordination of all teams at the beginning of the season;
 - b) Generally supervise the harmony of teams throughout the season at the playing level and liaise between Coaches, Managers, players and Soccer Club Management if the need arises;
 - c) Represent the Soccer Club as its Captain at all official occasions.
- 5.14 Ground Keeper.** The Ground Keeper shall:
- a) Keep a register of all ground equipment belonging to the Club
 - b) Maintain ground equipment to all safety levels
 - c) Organise for the dressing and taking down of equipment on relevant match days when games are scheduled at O'Neill Park.
- 5.15 Social Organiser / Committee.** The Social Organiser / Committee shall:
- a) Organise any pre-season matches in conjunction with the Committee;
 - b) Organise Presentation Days and Club functions in conjunction with the Committee;
 - c) Organise fund raising events and other functions with the assistance of the Committee;
 - d) Compile end of season reports for the Year Book (Casual Vacancies used for assistance)

- 5.16 Publicity Officer.** The Publicity Officer shall:
- a) Publish and Advertise sign on days;
 - b) Advertise all soccer club events;
 - c) Attend all general meetings and record information to be advertised;
 - d) Assist in all other soccer club functions.
- 5.17 BDAFA Delegates (2).** The BDAFA Delegates shall:
- a) Attend all BDAFA Delegates meetings and report back to the Club Committee on all relevant matters;
 - b) Obtain from the General Meeting the Club's position on any matters arising and vote according to Club viewpoint;
 - c) Report from BDAFA meetings all changes and rulings which affect the Club's teams or individual members;
 - d) Give adequate notice of inability to attend any BDAFA meeting so that notification of alternate Delegate(s) can be made to BDAFA.
- 5.19 Canteen Manager.** The Canteen Manager shall:
- a) Arrange for the delivery and/or purchase of goods for sale in the canteen and be responsible for all stock levels.
 - b) Arrange canteen roster for those teams playing at O'Neill Park.
 - c) Oversee the management of the canteen and maintain all canteen equipment
 - d) Fulfil any other duties that the Committee deems relevant to the operation of the canteen. i.e. Barbeque etc.

RULE 6 - COMMITTEE POWERS AND RESPONSIBILITIES

- 6.1 Management Role.** The Committee shall control and manage the affairs of the Club. It may exercise all such functions as may be exercised by the Club other than those functions that are required by the Act, the Regulation or these Rules to be exercised by a General Meeting of the Club.
- 6.2 Making of Regulations.** The Committee may make any such administrative regulation (not inconsistent with the Act, the Regulation or with these rules) as in the opinion of the Committee is necessary or desirable for the proper control, administration and management of the Club's finances, affairs, interests, and activities, including, but without limiting the generality thereof the specification of powers, duties and responsibilities of office bearers, or delegated positions, selection policies, and practices, and may amend or rescind from time to time any such administrative regulation PROVIDED THAT 14 days notice in writing of any amendment or rescission shall be given to the members.
- 6.3 Extent of Power.** The Committee has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club and consistent with the promotion and interests of soccer.
- 6.4 Duration of Office.** Each member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election. Such member is eligible for re-election.
- 6.5 Duties and Responsibilities.** Members of the Committee shall fulfil the duties and responsibilities of the position to which elected or appointed in accordance with the requirements of that position's Function and Accountability statement as per Rule 5. Responsibilities may be re-allocated from time to time at the direction of the Executive.
- 6.6 Absence from Duties.** Any MC member may on request, be granted reasonable Leave of Absence by the MC. Where a Committee member misses three (3) consecutive meetings without prior Committee approval, being General or MC meetings, the position shall be declared a Casual Vacancy and the Committee shall proceed to make a casual appointment.
- 6.7 Removal of a Member of the Committee.** The Club in a General Meeting may by resolution, remove any member from the office held by the member before the expiration of the term of the member's office. It may then by resolution, appoint another person to hold that office until the expiration of the term of office of the person so removed.

RULE 7 - ELECTION OF MEMBERS OF THE COMMITTEE

- 7.1 Written Nominations.** Nominations of candidates (who need to be members of the Club as defined) for election to a position as either an Executive or ordinary member of the Committee shall be made in writing. It shall list the position(s) for which nominating and shall be signed by the candidate and endorsed by two (2) members.
- 7.2 Time Limit on Nominations.** Such nomination(s) shall be delivered to the Secretary of the Club on or before the date of the Annual General Meeting and prior to the commencement of the meeting.
- 7.3 Nominee Deemed Elected.** If at the commencement of the Annual General Meeting no more than one nomination has been received by the Secretary for any position, the Nominee shall be deemed to be elected to the position sought.
- 7.4 Need for Ballot.** If more than one nomination is received for any position, and at the Annual General Meeting each Nominee declares his/her intention of remaining a candidate, a ballot shall be held for that position.
- 7.5 Nomination during course of Annual General Meeting.** If following rules 7.3 and 7.4 there remains any position vacant, verbal nominations shall be received at the Annual General Meeting.
- 7.6 Creation of Casual Vacancy.** If there are insufficient further nominations, any vacant position remaining on the Committee shall be deemed to be a casual vacancy.
- 7.7 Method of Ballot.** Where a ballot is conducted for the election of Executive and ordinary members of the Committee, it shall be conducted in such usual and proper manner as the Committee may direct.
- 7.8 Term of Office.** The Term of Office for an elected member shall be the period between their election and the next scheduled Annual General Meeting unless otherwise deemed so by the MC.

RULE 8 - REQUIREMENTS OF OFFICIALS

- 8.1 Minutes of Meetings to be Signed.** Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- 8.2 Address of Secretary and Treasurer.** The Secretary shall, as soon as practicable after being appointed, lodge notice with the Club of his or her address. The Treasurer shall as soon as practicable after being appointed lodge notice with the Club of his or her address.
- 8.3 Executive to Determine Standing Orders, List of Duties, Code of Conduct and Administrative Regulations.** The Executive may alter the duties of any Official at any time that it is considered necessary to do so. The Executive shall determine the Standing Orders and may alter the Orders at any time it is considered necessary to do so.

RULE 9 - CASUAL VACANCIES

- 9.1 Creation of a Casual Vacancy.** For the purpose of these rules a Casual Vacancy in the Committee shall occur if the Committee Member:
- a) passes away;
 - b) ceases to be a member of the Club;
 - c) becomes insolvent under administration within the meaning of the Companies (New South Wales) Code;
 - d) resigns office by notice in writing given to the Secretary;
 - e) is removed from office under Rule 6.7 herein;
 - f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - e) is absent, without leave, in excess of three (3) consecutive meetings as determined by the MC.
- 9.2 Filling of Casual Vacancy.** In the event of a Casual Vacancy occurring in the membership of the Committee or of an elected position, the Committee may appoint another person to fill the vacancy. The person so appointed shall hold office, subject to these rules, until the date of the next Annual General Meeting following the date of the appointment.

RULE 10 - MEETINGS AND QUORUM

- 10.1 Frequency of Meetings.** Management meetings of the Club are to be held on the first Wednesday of each month. General meetings are to be held on the third Wednesday of each month or as deemed necessary. Other meetings of the Committee shall be held at such times and intervals as the Committee shall decide.
- 10.2 Quorum for Committee Meeting.** For any meeting to proceed, the following quorums are required to be present: Management Committee – five (5) MC members. General Meetings – seven (7) members including five (5) MC members.
- 10.3 Absence of Quorum.** The Committee shall transact no business unless a quorum is present. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present - that meeting stands adjourned to the same place and at the same hour of the same day of the following week. If, at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 10.4 Chairing of Committee.** At a meeting of the Committee the President or, in the President's absence, the Senior Vice President shall preside. If the President and Senior Vice President are absent or unwilling to act, such one of the remaining members of the Executive as may be chosen by the members present at the meeting shall preside.
- 10.5 Calling of Special Meeting.** The Secretary shall, upon receiving a request in writing signed by three (3) members of the Committee, convene a special meeting of the Committee. However no such special meeting will be convened unless the requisition from the three (3) members sets out, in writing, the purpose for which the meeting is to be held.
- 10.6 Meetings of Sub-Committees.** A Sub-Committee may meet and adjourn, as it thinks proper.

RULE 11 - VOTES AND VOTING

- 11.1 Voting Rights.** Any member seeking to exercise the right to vote on any question must be a current member at the time of the meeting. Each member present at a meeting of the Committee or of any Sub-Committee appointed by the Committee (excluding the person presiding at the meeting) is entitled to one (1) vote. In the event of an equality of votes on any question, the person presiding at the meeting may exercise a casting vote.
- 11.2 Casting vote.** In the case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a casting vote.
- 11.3 Committee and Sub-Committee Meetings.** Questions arising at a meeting of the Committee or of any Sub-Committee (including Standing Committees) appointed by the Committee shall be determined by a majority of the votes of the members of the Committee or Sub-Committee present at the meeting.
- 11.4 Vacancy no Restraint on Committee.** Subject to meeting the requirements for a quorum, the Committee may act notwithstanding any vacancy on the Committee.

RULE 12 – NOTICES OF MOTION

- 12.1 Time Frame.** Notices of Motion and or recommendations shall be in the hands of the Secretary no less than seven (7) days prior to the meeting.
- 12.2 Format.** They should be clearly set out and shall be dated and signed by the mover and seconder who shall be members of the Club.
- 12.3 Rulings.** The Chairperson may rule any motion out of order and state his/her reasons for rejection. The Chairpersons ruling may be dissented from if a properly moved and seconded motion to that effect is carried by majority vote, in which case the rejected motion shall stand open for discussion.

RULE 13 - ANNUAL GENERAL MEETINGS

- 13.1 Frequency of Annual General Meeting.** The Club shall, within the period of six months after the expiration of the competition run by BDAFA, hold an Annual General Meeting of its members. The Annual General Meeting of the Club shall be convened on such a date each year and at such place and time as the Committee deems fit.
- 13.2 Identification of AGM.** An Annual General Meeting shall be specified as such in the notice convening it.
- 13.3 Capacity to Vary.** Rule 13.1 above has effect subject to any extension or permission granted by the Department under section 26 (3) of the Act.
- 13.4 Business of AGM.** In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- a) Confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting; and
 - b) Receive from the Committee reports on the activities of the Club during the last preceding financial year; and
 - c) Elect the Executive of the Club and the remaining Management Members of the Committee; and to
 - d) Receive and consider the statement which is required to be submitted to members pursuant to Section 26 (6) of the Act;
 - e) Consider and vote on any changes to this constituent document; and
 - f) Any other business brought forward in accordance with these rules.

RULE 14 - EXTRAORDINARY GENERAL MEETINGS.

- 14.1 Definition of Extraordinary General Meeting.** All General Meetings, other than the Annual General Meeting, Ordinary General Meetings and Special General meetings called by the Committee shall be Extraordinary General Meetings.
- 14.2 Members right to requisition an Extraordinary General Meeting.** The Committee shall, on the requisition in writing of not less than 10 members (being members entitled to attend and vote at a general meeting of the Club), convene an Extraordinary General meeting of the Club.
- 14.3 Contents of Requisition.** A requisition of members for an Extraordinary General meeting shall:
- a) State the purpose or purposes of the meeting;
 - b) Be signed by the members making the requisition;
 - c) Be lodged with the Secretary; and
 - d) Consist of several documents in similar form, each signed by one or more of the members making the requisition.
- 14.4 Time Scale for holding an Extraordinary General Meeting.** The Committee must convene an Extraordinary General meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the Secretary.

RULE 15 - MEMBERS' RIGHTS, RESPONSIBILITIES & DISCIPLINARY MEASURES.

- 15.1 Code of Conduct.** The Committee shall formulate a Code of Conduct, (which will include a suitable Sports Rage Policy) within its regulations that shall apply to all members. That Code of Conduct shall contain elements to ensure the provision of procedural fairness, together with an independent and appropriate appeal mechanism so that no member may be denied natural justice and a fair hearing. Such Code of Conduct will be supplied to every member.
- 15.2 Empowerment of Committee.** The Executive Committee is empowered to take action if any member:
- a) Refuses or neglects to comply with a provision of these rules;
 - b) Acts in a manner which is unbecoming of a member;
 - c) Acts in a manner which is prejudicial and/or detrimental to the interests of the Club;
 - d) Neglects to comply with a lawful requirement or direction of the Club or the Committee, or a Committee empowered to act in the interests of the Club;
 - e) Acts in such a manner as to bring the game or Club into disrepute,
 - f) Breaches the Code of Conduct or neglects to take action to enforce that Code.

Where the Executive Committee is of the opinion that a member of the Club has committed an offence as per Rule 15.2 the committee shall:

- a) Give written notification to the alleged offender stating the details of the alleged offence together with the date, time and place of the hearing

it may after calling such member to appear :

- a) Issue a warning or reprimand to the member;
- b) Seek an apology from the member (be it verbal or written);
- c) Impose a monetary penalty on the member;
- d) Suspend playing privileges;
- e) Suspend the member from membership of the Club for a specified period;
- f) Expel the member from the Club.

15.3 Requirement for written procedures. The Rules and Regulations of the Club shall contain specific written procedures for the management of all disciplinary matters. The procedures must preserve the rights of all members by following due process with regard for the requirements of procedural fairness, the provision of natural justice, the presumption of innocence until proven guilty, and the right of appeal to an independent body.

15.4 No Legal representation. All Club disciplinary matters will be conducted informally and no member shall have right to legal representation.

15.5 Parental presence for junior members. No junior member will be the subject of a disciplinary hearing without a parent or responsible adult being present.

15.6 Witness in attendance. Any member attending a hearing shall be permitted to have as company a witness who shall be an observer unless invited to do otherwise by the Chairperson of the Hearing.

RULE 16 - APPEAL RIGHTS OF MEMBERS

16.1 Initial appeal. A member may appeal to the Management Committee of the Club against a decision of the Executive Committee within 7 days after notice of decision is passed to the member.

16.1.1 Any such appeal must be in writing and contain reasons in support of the appeal.

16.2 Limitations on Committee. Members of the Executive Committee are limited to stating the case on which the original decision was founded.

16.3 Exclusion of other business at appeal hearing. At a Special Meeting for the purposes of resolving an appeal no other business will be transacted.

16.3.1 Initial representation of the cases for and against shall be made by a spokesperson for either party. Following debate from the floor, the time frame of which shall be at the discretion of the Chair, the matter will be determined by a secret ballot in which the members will vote to either uphold or disallow the appeal.

16.4 Penalty set aside pending resolution of appeal. In any decision resulting in a penalty, any implementation of that penalty shall be set aside and have no effect, should an Appeal be submitted within the specified time and pending the outcome of that Appeal.

16.5 Finality of appeal. A decision arising from the vote of MC members at a Special meeting called for the purpose of determining an Appeal is final and no further Appeal may proceed to any other body or court other than on a point of law.

16.6 Limitations on scope of appeal. An MC Appeal Board is limited to reviewing the basis of the decision made at the original hearing and the processes adopted in arriving at the decision(s) determined. The introduction of new evidence will not be permitted.

RULE 17 - INSURANCE

- 17.1 Insurance required.** The Club shall effect and maintain insurance pursuant to Section 44 of the Act.
- 17.2 Other Insurance.** In addition to the insurance required under Rule 17.1 the Club may effect and maintain other insurance.

RULE 18 - INSPECTION OF BOOKS ETC

- 18.1** The records, books and other documents of the Club shall be open for inspection by BDAFA or other governing bodies subject to prior arrangements being made.

RULE 19 - CLUB PROPERTY

- 19.1** All property issued to Club members pursuant with their duties, always remains the property of the Club. In the event of a member who resigns or is dismissed from the Club for any reason, any property of the Club held in their possession must be returned within seven (7) days of the date of resignation or dismissal.

RULE 20 – AUDITOR

- 20.1 Appointment.** An auditor who shall not be connected with the Club shall be appointed at the AGM each year.
- 20.2 Additional Requirement.** No person who held office as Treasurer of the Club during any portion of a year for which the accounts are to be audited shall be eligible for appointment as auditor.

RULE 21 – COMMON SEAL

- 21.1 Custody.** The Common Seal of the Club shall be kept in the custody of the Public Officer.
- 21.2 Usage.** The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal shall be attested to by the signatories - any two (2) members of the Executive Committee plus the Public Officer.

RULE 22 – DISSOLUTION

- 22.1 Requirement.** The Club shall only be dissolved by the decision of four fifths of those present and eligible to vote at a Special General Meeting called for that purpose.
- 22.2 Assets.** Upon dissolved, all assets of the Club are to be liquidated to meet existing debts and liabilities
- 22.3 Funds.** Such funds shall not be paid or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions which have object similar or in par of the Club.

RULE 23 - MATTERS NOT SPECIFICALLY PROVIDED FOR & INTERPRETATION OF THE RULES & ADMINISTRATIVE REGULATIONS OF THE CLUB

- 23.1 Extent of Committee's Powers.** The Committee is hereby empowered to deal as it may think fit with members, in respect of complaints or offences and any other matters or circumstances not otherwise specifically provided for or covered in these rules or the administrative regulations.
- 23.2 Committee's Sole Authority to Interpret Rules.** The Committee shall be the sole authority for the interpretation of these rules and the administrative regulations. Its decision on any question of interpretation or upon any other matter affecting the Club shall be final and binding upon the members, or the members of the standing Committees and all other persons affected by these rules and administrative regulations.
- 23.3 Club Funds.** The Club is required to apply any funds (if any) or other income to the promotion of its objects and is prohibited from paying dividends or distributing profit or income to its shareholders or members.