



**GWANDALAN SUMMERLAND POINT  
FOOTBALL CLUB INCORPORATED**

# **CONSTITUTION**

**ABN: 002 902 507**

As adopted at a General Meeting held on 12th November 2018

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## PART 1: PRELIMINARIES

### 1. Name of the Incorporation

- a. The name of this Company shall be the **GWANDALAN SUMMERLAND POINT FOOTBALL CLUB INCORPORATED**, hereinafter referred to as the Club.
- b. The headquarters of the Club is located at Tunkuwallin Oval Gwandalan NSW 2259.
- c. The Club colours will be Green, Red, White and Black until otherwise determined by resolution at a Special General Meeting.

### 2. Definitions

- a. Definitions in this constitution unless the contrary intention appears:

- (1) **“Act”** means the Associations Incorporation Act 2009 (NSW)
- (2) **“Annual General Meeting”** means the annual general meeting of the Club held in accordance with clause 29.
- (3) **“CCF”** Central Coast Football Association the governing body for the Central Coast Football Association.
- (4) **“Company”** means Gwandalan Summerland Point Football Club Ltd (ABN 002 902 507).
- (5) **“Committee”** Executive and Official of the Club that form a governing committee
- (6) **“Constitution”** means this Constitution of the Club.
- (7) **“Executive”** appointment of the committee as defined in clause 20 of this constitution
- (8) **“Financial Year”** means the year ending on the next 30 September following incorporation and thereafter a period of 12 months commencing on 1 October and ending on 30 September each year.
- (9) **“Football”** means the sport and game of football as defined by the Football Federation Australia.
- (10) **“FFA”** Football Federation Australia the National governing body of Football within Australia
- (11) **“Junior Member”** any registered playing in an under 18 competition or lower
- (12) **“Life Member”** means an individual appointed as a Life Member of the Club under clause 9
- (13) **“Member”** means a member for the time being of the Club under clause 5
- (14) **“Objects”** means the objects of the Club in clause 3
- (15) **“Officials of the Club”** appointments of the committee as defined in clause 21 of this constitution
- (16) **“Senior Member”** a registered player, Coach, Manager that is not a Junior Member

- (17) “**Special General Meeting**” means a general meeting of the Club held in accordance with clause 30.

### 3. **Objects**

- a. The objects for which the Club was established for:
- (1) To participate as a member of CCF so Football can be conducted, promoted and developed within the local community,
  - (2) To foster friendly relations among the officials and players and encourage Football games at all levels,
  - (3) To help individuals develop their character as resourceful and responsible members of their community by providing opportunities, through the game of football, for their mental, physical, social and leadership development.

### 4. **Affiliations**

- a. To be, or remain, eligible for membership, a Club must be incorporated under the Associations Incorporation Act 2009 (NSW).

## **PART 2: MEMBERSHIP**

### 5. **Membership Generally**

- a. There are two (2) classes of member within the Club, namely, ordinary member and life member.
- b. The period of membership will be from 1<sup>st</sup> January in one year to 31<sup>st</sup> December in the same year, both dates are inclusive.
- c. Although, an individual may qualify for, and be registered under, more than one membership category, each individual may only hold one membership in the Club, and is only entitled to one vote at members’ meetings.

### 6. **Ordinary Member**

- a. A ordinary member is either:
- (1) a registered player,
  - (2) a registered coach or manager,
  - (3) a committee member.

### 7. **Application for Membership**

- a. A **player** shall become an ordinary member once registration fees have been paid and registration is approved by the Club’s registrar.
- b. Upon application, a **coach or manager** shall become an ordinary member upon acceptance by the committee of the Club. A coach or manager is an individual who is registered with CCF to teach, instruct, train and guide players to play the game of football.
- c. A **committee member** shall become an ordinary member upon election by members of the Club.

## **8. Rights of Ordinary Members**

- a. Ordinary members have the following rights in accordance with and as prescribed with this constitution:
  - (1) is entitled to a notice of all General Meetings and agenda,
  - (2) is entitled to attend, debate and exercise their voting rights at the Annual General Meeting, Special General Meetings and General Meetings,
  - (3) Nominated candidates for election to hold an executive or official of the club appointment at the annual general meeting,
  - (4) to nominate candidates for admission as life member,
  - (5) to exercise any other right of a member prescribed in this constitution.

## **9. Life Member**

- a. Any member may nominate an individual for admission as a life member. For an individual to be considered they must demonstrate long and exemplary service to the Club as a committee member, player, coach or volunteer.
- b. Nominations for life members are to be submitted:
  - (1) In writing using in the form determined by the committee,
  - (2) Outlining their exemplary service to the club and reasons why they should be considered for life membership,
- c. Nominations for life membership are to be considered by the committee at their next General Meeting after the nomination is received,
- d. A nominee is approved by a majority of two-thirds of the members present at the General Meeting at which the recommendation is considered,
- e. Life members are awarded their membership at the annual presentation evening.

## **10. Rights of Life Members**

- a. Life members have the following rights in accordance with and has prescribed with this constitution:
  - (1) have the right to remain a life member until they resign their life membership,
  - (2) are entitled to a notice of General Meetings,
  - (3) is entitled to attend, debate and exercise their voting rights at the Annual General Meeting, Special General Meetings and General Meetings,
  - (4) Life members registered for the Club to play in the CCF competition are entitled to have their annual registration cost paid for by the Club.

## **11. Register of members**

- a. The Club shall keep and maintain a register in which shall be entered as a minimum:
  - (1) the full name, address, category of membership and date of entry to membership to the Club,
  - (2) the full name, residential address and date of entry to membership of each Life Member,
  - (3) the full name, residential address and date of entry to membership of each member that is required to complete a Working the Children Check.

## **12. Membership fees**

- a. Membership fees herein known as registration fees, for ordinary members shall be set annually by the Committee at a General Meeting.
- b. The Club's basic operating mandate will be wholly funded by registration fees and registration fees will be set accordingly. The registration fees for members will cover the following costs:
  - (1) FFA registration fee,
  - (2) Football NSW registration fee,
  - (3) CCF Registration fee,
  - (4) Player insurance,
  - (5) Ground hire including lights
- c. Registration fees shall be due and payable at the time of application for membership unless decided under special circumstances by the committee members. Terms of these special circumstances will be decided on a case by case basis.

### **13. Cessation of membership**

- a. Membership in the Club shall be deemed to have ceased if:
  - (1) Dies,
  - (2) if the member submits a signed letter of resignation to the Club,
  - (3) if the member is expelled by the Club,
  - (4) if the member is no longer registered with the Club.

### **14. Refund of Membership fees**

- a. Members may be entitled to a refund of membership prior to the Club team nomination date. Members that discontinue their membership after this date will not be entitled to a refund.

### **15. Resolution of Disputes**

- a. The dispute resolution procedure set out in this rule applies to disputes under this constitution between a member and:
  - (1) another member,
  - (2) the Club.
- b. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- c. If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by the Club.

### **16. Discipline of Member**

- a. A complaint may be made to the committee by any person that a member of the Club:
  - (1) has refused or neglected to comply with a provision or provisions of this constitution,
  - (2) has wilfully acted in a manner prejudicial to the interests of the Club,

- b. The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- c. If the committee decides to deal with the complaint, the committee:
  - (1) must cause notice of the complaint to be served on the member concerned,
  - (2) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint,
  - (3) must take into consideration any submissions made by the member in connection with the complaint.
- d. The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- e. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 17.
- f. The expulsion or suspension does not take effect:
  - (1) until the expiration of the period within which the member is entitled to appeal against the resolution concerned,
  - (2) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under clause 17, whichever is the later.

## **17. Right of Appeal of Disciplined Member**

- a. A member may appeal to the Club in general meeting against a resolution of the committee under clause 16, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c. At a General Meeting of the Club convened under clause 30:
  - (1) no business other than the question of the appeal is to be transacted,
  - (2) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both
  - (3) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

## **PART 3: THE COMMITTEE**

### **18. Power of the Committee**

- a. Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:
  - (1) is to control and manage the affairs of the Club,
  - (2) may exercise all the functions that may be exercised by the Club, other than those functions that are required by this constitution to be exercised by a General Meeting of members of the Club,



- (3) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.

## **19. Composition and membership of the Committee**

- a. The committee is to consist of:
- (1) an Executive Committee of the Club,
  - (2) Officials of the Club.
- b. A minimum of four (4) executive committee appointments and three (3) Officials of the Club appointments must be filled to form the Club.
- c. One of those appointments must be the President.
- d. A committee member may hold up to two (2) offices (other than both the offices of president and vice-president).
- e. There is no maximum number of consecutive terms for which a committee member may hold office.
- f. Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election, and is eligible for re-election.

## **20. Executive Committee**

- a. The Executive Committee consists of the five (5) appointments:
- (1) President,
  - (2) Vice President,
  - (3) Secretary,
  - (4) Treasurer,
  - (5) Director of Football.
- b. If the positions of both the President and Vice – President become vacant, operation of the Club will be suspended until at least one is replaced by the remaining Committee members.

## **21. Officials of the Club**

- a. The Officials of the Club consists of the following appointments:
- (1) Registrar,
  - (2) Fixtures Officer,
  - (3) Member Protection Officer,
  - (4) Head Coach,
  - (5) Senior Football Manager,
  - (6) Junior Football Manager,
  - (7) Women's Development Officer,
  - (8) Junior Development Coordinator,
  - (9) Gear Steward,
  - (10) Fundraising Officer,
  - (11) Canteen Manager,
  - (12) Grounds person,
  - (13) Public Officer.

## **22. Nomination and Election of the Executive and Officials of the Club**

- a. Nominations of candidates for election as executive or as official of the club:
  - (1) must be made in writing, signed by two (2) members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), If the number of nominations received for an appointment is equal to the vacancy to be filled, the person nominated will be deemed elected,
  - (2) must be delivered to the secretary of the Club at least 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- b. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the Annual General Meeting.
- c. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- d. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- f. The ballot for the election of executive and official of the club is to be conducted at the Annual General Meeting in any usual and proper manner that the committee directs.
- g. A person nominated as a candidate for election as an Executive or as an Official of Club must be a member of the Club unless decided as special circumstances by the committee, with terms to be decided on a case by case basis.

### **23. Casual Vacancy**

- a. A Casual Vacancy in the position of an officer bearer of the Club occurs if the person(s):
  - (1) Dies,
  - (2) Becomes incapable of performing the functions of office,
  - (3) Ceases to be a member of the Club,
  - (4) Resigns office by giving notice in writing the Club,
  - (5) Is removed under for disciplinary breaches in accordance with the Code of Conduct.

### **24. Filling a Casual Vacancy**

- a. In the event of a Casual Vacancy occurring in either the Executive or any other Official appointment of the Club the Committee may appoint a member of the Club at next General Meeting or Special General Meeting to fill the vacancy.
- b. The member so appointed is to hold office, subject to this constitution, until the Annual General Meeting next following the date of the appointment.

### **25. Resigning from a Committee appointment**

- a. Committee members have the right to resign her or his position by submitting a signed letter of resignation to the Club.
- b. A vacancy on the Committee and their respective position(s) held, caused by death, or resignation which has been accepted by the Executive Committee, shall be filled in accordance with Clause 24.

### **26. Removal of a Committee Member**

- a. No Member of the Committee shall be removed for arbitrary reasons but may be removed if:

- (1) The person is unable to perform the duties expected of the position due to, but not limited to, any of the following reasons
    - i) if she/he becomes incapable of performing the business of the Club
    - ii) if she/he is absent from three or more meetings of the Committee without satisfactory reason
  - (2) The person has compromised the integrity of the Club due to, but not limited to, any of the following reasons
    - i) if she/he breaches the CCF Code of Conduct,
    - ii) if she/he has been found guilty of an offence involving violence or harassment under the Discipline Policy,
    - iii) if she/he has failed to properly account for monies or other property belonging to the Club.
- b. A Member of the Committee holding his or her respective position(s), as President or other position(s) may be removed from their position by the Committee for good and sufficient cause by a two/third (2/3) vote of the Committee Members present, provided notice to remove the person has been given to all Executive Committee Members. If an Executive Committee member is removed by the Committee, the Committee must appoint a successor to the position(s) for the remainder of the term(s) being filled.
- c. A Member of the Committee may also be removed from office for good and sufficient cause at a Special General Meeting of the Members of the Club provided notice to remove the Committee member has been given to persons entitled to attend the Members' meeting. If an Executive Committee member is removed at a Members' meeting, the Members entitled to vote may elect a successor to fill the position(s) held by the removed Executive Committee member for the remainder of the term(s) being filled.

## **27. Delegation by committee to sub-committee**

- a. The committee may delegate one or more sub-committees (consisting of the member or members of the Club that the committee thinks fit) to exercise of any functions determined by the committee.

## **28. Duties of the Executive and Official of the Club**

### **a. President**

- (1) Ensure the Club is run efficiently administratively, financially and socially to support on field activities,
- (2) Provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit,
- (3) Have the powers to convene a meeting of the Executive,
- (4) Be the chairperson for all General meetings,
- (5) Ensure committee members fulfil their responsibilities to the Club,
- (6) Ensure all complaints and disputes are investigated and responded to in a timely manner,
- (7) Organise the Junior and Senior Football presentation venues,
- (8) Act as the spokesperson for the Club,
- (9) Represent the Club at all CCF General Meetings,
- (10) Represent the Club at the Appeal Boards,
- (11) Liaise with external organisations for improvement to facilities and infrastructure,
- (12) Organise the coaches and managers meeting,
- (13) Branding of the Club image and support to sponsors,
- (14) Perform the role of the Public Officer.

### **b. Vice President**

- (1) Is to perform the duties of the President in his absence,
- (2) Coordinate Club and sanction pre-season trial matches,

- (3) Provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit,
- (4) Ensure committee members fulfil their responsibilities to the Club.

**c. Secretary**

- (1) Maintain a register of the Club internal and external correspondence,
- (2) Issuing notices of all Club meetings,
- (3) Record all minutes of meetings and table a copy of the minutes at the next meeting,
- (4) Maintain a record of all injuries to registered players,
- (5) Assist the Director of Football manager in managing team allocation in Football NSW registration system,
- (6) Collocate team awards for end of year presentation,
- (7) Ensure that the Club is adequately insured and the policy is current,
- (8) Manage the content on the Gwandalan Cobras website page.

**d. Treasurer**

- (1) Maintain an accurate ledger for all of the Club financials,
- (2) Ensure all monies received are banked into the Club's bank account as soon as practicable,
- (3) Reconcile the Bank Statement of Accounts with the Club's other financial records monthly,
- (4) Present a revenue and expenditure report at the Annual General Meeting and General Meetings,
- (5) Prepare financial records for audit annually,
- (6) Ensure that the Club's invoices are fully paid in accordance with the billing period,
- (7) Maintain a register of the Club internal and external correspondence,
- (8) Issuing notices of all Club meetings.

**e. Director of Football**

- (1) Manage the grading of players in the Club, create and allocate players to teams in Football NSW registration system,
- (2) Promote and foster football within the Club,
- (3) Develop a junior development program,
- (4) Assist the Club's Coach as required,
- (5) Promote cadet refereeing for junior members within the Club,
- (6) Coordinate training opportunities to improve the level of coaching within the Club,
- (7) Assist the Vice-President in developing pre-season trial matches,
- (8) Coordinate a Club Gala Day,
- (9) Assist teams of all ages to attend external Gala Days,
- (10) Assist the Vice-President coordinate pre-season trials matches.

**f. Registrar**

- (1) To manage the Football NSW registration system,
- (2) Ensure all registrations are entered onto the electronic Football NSW registration system,
- (3) Provide advice to personnel having difficulties with registering on the on-line system,
- (4) Coordinate a plan to advertise registration dates,
- (5) Manage the Club's Social Media profile.

**g. Fixture Officer**

- (1) To review the draft CCF fixtures draw and report of any abnormalities,
- (2) Man the official table at local games on a rotating roster,
- (3) Ensure that the personnel manning the official fixture table are trained to undertake their duties,

- (4) Review CCF Referee Fixtures allocation to ensure all home games (U10 and above) have an official referee allocated and if CCF cannot provide a referee advise the home team that they may be required to supply a referee,
- (5) Ensure that cadet referees have been allocated to Small Sided games (U9 and below) played at the Clubs home ground,
- (6) Advise teams of late notice forfeits or fixture changes,
- (7) Organise a suitable time for the Club's team photographs,
- (8) Advise teams of ground closures.

**h. Member Protection Officer**

- (1) To maintain a register of all of personnel that requires Working with Children Check,
- (2) Maintain a copy of the Working with children Check Certificate,
- (3) Ensure that the Working with Children Check Certificates are in date.

**i. Head Coach**

- (1) Administer Division 1 or Premier League Football Squad,
- (2) Select player Coach and game day manage Division 1 or Premier League Football Squad,
- (3) Assist the Vice-President in developing premier League pre-season trial matches,
- (4) Develop a pathway for juniors to integrate into senior football,
- (5) Assist the Director of Football in developing a Junior Development Programs,
- (6) Promote and foster football for within the Club.

**j. Senior Football Manager:**

- (1) Assist the Director of Football in creating and allocating players to All Age and Overage teams,
- (2) Advise the Director of Football of a suitable grade the teams should be recommended,
- (3) Ensure Team's submit their team presentation awards to Secretary,
- (4) Assist the Fixtures Officer to man the Official table on Sundays on a Rotating Roster,
- (5) Assist with the organisation of junior and senior presentations.

**k. Junior Football Manager**

- (1) Assist the Director of Football in creating and allocating players to junior teams,
- (2) Liaise and Coordinate junior support requirement to CC Mariners Fixtures,
- (3) Advise the Director of Football of a suitable grade the teams should be recommended,
- (4) Ensure Team's submit their team presentation awards to Secretary,
- (5) Assist the Fixtures Officer to man the Official table on Saturdays on a Rotating Roster,
- (6) Assist the Football Director in Developing Junior Development Programs,
- (7) Assist the Director of Football in Promoting the development of cadet referees,
- (8) Manage and allocate Cadet Referees to junior home games (U9 and below),
- (9) Assist with the organisation of junior presentations.

**l. Women's Development Coordinator**

- (1) Promote and develop women's football within the Club and CCF,
- (2) Assist the Director of Football in developing Junior Development programs,
- (3) Assist the Fixture officer to run the Sunday Official Table on a Rotating Roster,
- (4) Assist with the organisation of senior presentations.

**m. Junior Development Coordinator**

- (1) Promote and develop junior football within the Club and CCF.
- (2) Assist the Director of Football in developing Junior Development programs.
- (3) Assist the Director of Football in the Cadet Referee Program.
- (4) Assist the Fixture officer to run the Saturday Official Table on a Rotating Roster.
- (5) Assist with the organisation of junior presentations.

n. **Gear Steward**

- (1) Manage the inventory for the Club's equipment.
- (2) To ensure each team has their playing equipment available at the coaches and managers meeting.
- (3) Provide quotes to the executive committee for approval to procure equipment,
- (4) Procure Club merchandise and equipment through approved suppliers.

o. **Fundraising Officer**

- (1) Promote sponsorship opportunities for local business to support the Club,
- (2) Organise events to bring the members and sponsor together in a social environment,
- (3) Assist with the organisation of junior and senior presentations,
- (4) Organise the Club's raffles on a rotating roster.

p. **Canteen Manager**

- (1) Order supplies for the management of the canteen,
- (2) Allocate a roster for teams to conduct BBQ duty,
- (3) Operate and manage the canteen.

q. **Grounds person**

- (1) Ensure that the ground is marked prior to each competition game weekend.

r. **Public Officer**

- (1) Notifying NSW fair trading of any change in the Club's official Address within 28 days,
- (2) Collecting all Club documents from former committee member and delivering to incoming committee members,
- (3) Returning all Club's documents to committee within 14 days, when they leave their role as Public Officer,
- (4) Acting as the official contact for the Club for any external (including government) body or person wishing to contact the Club, including taking delivery of documents served on the Club and bringing them to the attention of the committee,
- (5) Custody of any documents as required by the constitution.

## **PART 4 GENERAL MEETINGS**

### **29. Annual General Meetings**

- a. The Club must hold its first Annual General Meeting within 18 months after its registration under the Act.

- b. The Club must hold its annual general meetings within 6 months after the close of the Club's financial year.
- c. An official notice of the Annual General Meeting shall be given to all members at least 14 days before the meeting is to be held, at such place, and at such date as the committee may determine.
- d. Such notification shall be by one or all of the following:
  - (1) Website Notice
  - (2) Public Announcement
  - (3) Any other method determined by the members
- e. Twelve (12) ordinary members or 25% of the voting membership, whichever is less, shall form quorum at the Annual General Meeting of the Club.
- f. No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week unless an alternative date and or time is agreed.
- g. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- h. The agenda of the Annual General Meeting shall include:
  - (1) Roll Call,
  - (2) Minutes of the previous Annual General Meeting,
  - (3) President's Address,
  - (4) Treasurer's Report,
  - (5) Other Reports,
  - (6) Outstanding items of business,
  - (7) Dissolution of the outgoing Committee,
  - (8) To elect Executive and the Official of the Club,
  - (9) Raise any new items of business,
  - (10) Member reports,
  - (11) Closure.
- i. Each member is entitled to receive notice of, to attend, debate and vote at the Club's Annual General Meeting.

### **30. Special General Meetings**

- a. A Special General Meeting may called in the following circumstances:
  - (1) by the Executive Committee,
  - (2) Shall be called by the Executive Committee upon receipt of a written request submitted to the Club, signed by not less than 12 Members or 25% of the voting membership, whichever is less, setting out the items of business to be conducted at the Special General Meeting. The Special General Meeting shall be held within 30 days of receipt of the written request from the members.
- b. If within 30 minutes after the appointed time for the commencement of a Special General Meeting, a quorum is not present, the meeting convened will be dissolved.
- c. Only the business set out in the notice of the Special General Meeting shall be considered.

### **31. General Meeting**

- a. The Committee shall meet as determined by the Executive at least six (6) times per year, upon 14 days' notice given by the President and Secretary, at such place and time as the committee may determine.

- b. Additional meetings of the committee may be convened by the President or by any member of the committee.
- c. Such notification shall be by one or all of the following:
  - (1) Website Notice,
  - (2) Public Announcement,
  - (3) Any other method determined by the members,
- d. Five (5) committee members or 25% of the voting membership, whichever is less, shall form quorum at all General Meeting of the Club. Any items of business shall be decided by a majority of the votes unless otherwise required by this constitution or other law.
- e. If within 30 minutes after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting convened will be dissolved.
- f. Where a General Meeting is adjourned for fourteen (14) days or more the Secretary will publish written notice of the adjourned meeting stating the place, date and time of the meeting is to reoccur.

### **32. Presiding member**

- a. The President or, in the president's absence, the Vice-President, is to preside as chairperson at each General Meeting of the association.
- b. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

### **33. Adjournment**

- a. The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b. If a General Meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

### **34. Special Resolutions**

- a. A special resolution may only be passed by the Club in accordance with section 39 of the Act.

### **35. Recording of Meetings**

- a. The Secretary is to keep a detailed record (Minutes) of all proceedings of all General Meetings. The Minutes of General Meetings are to be promulgated of all members to be able to access.

### **36. Members Right to Vote**

- a. Each member over 18 years of age shall be entitled to one (1) vote.
- b. Unless agreed otherwise by the committee no junior member shall be entitled to vote at any club meeting.
- c. Proxy voting must not be undertaken at or in respect of a General Meeting.
- d. In the event of an equality of votes on any business, the person presiding may exercise a second or casting vote. If the person presiding does not exercise a casting vote the motion will be lost.



## **PART 5 GENERAL BUSINESS**

### **38. Income**

- a. The income of the Club will be derived from member's registration fees, proceeds of activities, sponsorship, donations and other sources member see fit.
- b. The income and property of the Club will be applied solely towards the aims and objects of the Club and no portion will be paid or tributed, directly or indirectly to any member of the club unless decided by committee members at an Annual, Special or General meeting on the basis that it will assist the aims and objects of the Club.
- c. All monies received are to be deposited as soon as practicable and without deduction, to credit of the Club's account.
- d. The Club will as soon as practicable after receiving monies issue an appropriate receipt.
- e. The Club shall not assume a debt.

### **39. Insurance**

- a. The Club will effect and maintain all insurances as determined by the governing bodies.

### **40. Audits**

- a. Auditors of the Club will be elected at the Annual General Meeting and furnish a report to members at the Annual General Meeting.
- b. The auditors will examine:
  - (1) all accounts,
  - (2) vouchers,
  - (3) receipts,
  - (4) Books and other documents.
- c. The auditor may be a member of the Club however, shall not be a member or person who is closely related to a member of the Executive.

### **41. Grading of Players**

- a. The grading of all players will occur in accordance with CCF Rules and Regulations.
- b. Player is to be graded in teams with players of a similar ability.
- c. Teams are to be graded into a competition with teams of similar ability

### **42. Playing in a Higher Division (age group)**

- a. All junior players shall be registered in their correct age group, however at times their maybe a requirement for players to play in a division (age group) higher than their registered age.
- b. Approval for the player to play in a higher grade is to given by the Executive
- c. A player may apply to play in a higher division in the following circumstances:
  - (1) at the request of the club requirement to form a team,
  - (2) at the request of player and parent or guardian.
- d. The player must demonstrate they have the mental and physical capability to play in the division and grade they have been nominated.

### **43. Gala Days**

- a. The Club will subsidise half the cost of one (1) Gala Day per junior team throughout the year.
- b. A team may nominate for more than one Gala Day per year however the onus of the full cost for additional Gala Days is on the coach, manager and parents.

#### **44. Cadet Referees**

- a. Cadet referees may officiate junior non-competition fixtures.
- b. A Cadet referee must be a minimum age of 11 and must not referee any game
- c. A cadet referee must only referee fixtures that are a minimum of two (2) age groups or more below their registered age, unless authorised by the Executive.

#### **45. Premiership jackets**

- a. Players, coaches and managers registered to a team (including the team sponsor) that wins a Premiership (Grand-final) shall subsidise the cost of a premiership winning jacket per registered person in recognition of their achievement.

#### **46. Constitution amendments and name change**

- a. An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.
- b. Constitution amendments may be proposed by the committee, or submitted by a member to the Club in writing at a Special General Meeting; and must be approved by a majority vote of the Executive Committee, and by a 2/3's vote of the membership voting in person.
- c. All members entitled to vote shall be notified with the Club's notice of the said members' meeting about constitution amendments.
- d. Such notification shall be by one or all of the following:
  - (1) Website Notice,
  - (2) Public Announcement,
  - (3) Any other method determined by the members,

#### **47. Winding up**

- a. In the event of dissolution of the Club, and after payment of all debts and liabilities, its remaining property shall be either:
  - (1) held by an appointed custodian for a time specified by a Special General Meeting,
  - (2) disposed to one or more not-for-profit soccer related organisations, or any not-for-profit community organisations.

#### **48. Indemnity**

- a. Members of the Committee, their heirs, executors, administrators and estate and effects respectively shall be indemnified and saved harmless at all times by the Club against all costs, losses and expenses incurred by them respectively in or about the discharge of their respective duties, except such as happens from their own respective wilful neglect or default.