



Club Constitution

(Adopted at the Annual General Meeting October 2016)

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01 NAME OF THE CLUB

The name of the Club is “WINSTON HILLS FOOTBALL CLUB”, herein after referred to as “The Club”.

02 OBJECTS OF THE CLUB

02.1 The objects of The Club are :

- (a) To actively foster, develop and promote the game of Football (Soccer) within the local district.

03 ATTAINING OBJECTS OF THE CLUB

03.1 The objects of the Club are to be attained by the following :

- (a) The Club shall do all lawful things necessary which are incidental and or conducive to the attainment of the Objects of the Club, which are not in conflict with the Objects, Rules or By-Laws of any senior organisation/body with which The Club is affiliated.
- (b) The Club shall remain an auxiliary member of the Winston Hills Sports Club and be bound by its Rules and By-Laws.

04 PROPERTY AND INCOME

04.1 Dispersal of The Clubs property and income shall be in accordance with the following :

- (a) The property and/or income of The Club shall be applied solely in the furtherance of the Objects of The Club and no portion of that property or income shall be paid or otherwise distributed directly or indirectly to members or non-members of The Club, except as bona-fide compensation for services rendered or expenses incurred on behalf of The Club while executing the Objects of The Club.

05 CLUB COLOURS

05.1 The Club colours are : Tangerine, Black and White

05.2 Playing strip colours are :

1. Shirt – Solid tangerine, with black, white and tangerine collar and trim (collar optional)
2. Shorts – Solid black, with tangerine piping (piping optional)
3. Socks – Solid black, with 2 tangerine hoops at top

05.2a Alternate playing strip shirt and Goalkeeper shirt – To be as per By-Laws

PART 1 - PRELIMINARY

1.1 INTERPRETATION

1.1.1 In these Rules, except in so far as the context or subject matter otherwise indicates or requires:

- “Association” - Means the Hills Football Incorporated
- “Ordinary Member” - Means any person who has been granted Ordinary Membership of The Club, in accordance with these Rules
- “Commission” - Means the Corporate Affairs section of the Department of Business & Consumer Affairs
- “Committee” - Means the Management Committee of the Club, that is elected in accordance with these Rules
- “Executive” - Means the Executive Committee of the Club, that is elected in accordance with these Rules
- “General Meeting” - Means a meeting of the Club’s Ordinary and Life Members in accordance with these Rules
- “Junior Member” - Means any person who has been granted Junior Membership of The Club in accordance with these Rules;
- “Life Member” - Means any Ordinary Member who has been elected to Life Membership of the Club in accordance with these Rules;
- "Member" - When used as a term on it's own, not preceded by "Ordinary" "Life" or "Junior", means a member of The Club which shall include Officials of The Club, Ordinary Members and Life Members, but excludes Junior Members
- "Person" - Means a natural person and includes a body corporate, firm or body of persons.
- “Policy” - Means the current effective resolutions of Management Committee Meetings and/or General Meetings
- "Special General Meeting" - Means a General Meeting of the Club, other than an Annual General Meeting or a regular General Meeting.
- “The Act” - Means the Associations Incorporation Act, 1984, and the Associations Incorporation Regulation, 1985 (each as amended)
- "The Club" - Means the Winston Hills Football Club

1.1.2 In these Rules:

- (a) A reference to a function includes a reference to a power, authority and duty
- (b) A reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty
- (c) Words imparting the singular number include the plural and vice versa and masculine indicates feminine and vice versa.
- (d) Any heading attached to these Rules shall not form part of the Rules.

1.1.3 Where the following abbreviations appear throughout these Rules they shall have the meanings set out hereunder:

- AC - Appeals Committee
- ACM - Appeals Committee Meeting
- AGM - Annual General Meeting
- CoCC - Code of Conduct Committee
- EC - Executive Committee
- ECM - Executive Committee Meeting
- GC - Grading Committee
- GCM - Grading Committee Meeting
- HFA – Hills Football Incorporated
- GM - General Meeting
- MC - Management Committee
- MCM - Management Committee Meeting
- SGM - Special General Meeting

1.1.4 For the purpose of these rules, the Registration Year shall be the period from the 1st January in one year until the 31 December in the same year inclusive.

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1.1.5 The financial year of the Club shall be the period from the 1st October in one year to the 30th September in the following year inclusive.

1.1.6 The provisions of the Interpretation Act, 1987, apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.

PART 2 - MEMBERSHIP

2.0 GENERAL

- 2.0.1 Membership shall be open to any person who subscribes to the Objects of The Club
- 2.0.2 Membership will be considered by the MC if and only if Rules 2.1 and 2.2 are satisfied
- 2.0.3 Membership may not be approved by the MC of any person whom it deems the privileges of membership should not be granted. Persons denied membership shall have the right of appeal at a GM, notice of appeal must be lodged in writing to the Secretary at least 7 days prior to the GM. The appeal shall be upheld if a 2/3 majority of those present and eligible to vote and voting is obtained.
- 2.0.4 No restrictions for membership shall be imposed on any person by virtue of religious or political beliefs, sex or race. The MC shall have the right to refuse membership of any person nominated.
- 2.0.5 Membership of The Club expires on the 30th November each year except in the case of Life Members and Patron
- 2.0.6 All Adult Players (who are registered to play Football for The Club), Adult Coaches, Managers and Committee Members, shall be Ordinary or Life Members of The Club
- 2.0.7 All Junior Players (who are registered to play Football for The Club) and Junior Coaches shall be Junior Members of The Club
- 2.0.8 Up to two (2) Life Members may be elected at any one AGM, should more than two (2) nominations for election as Life Members be received, the MC shall determine which if any of these shall be recommended to the AGM. Each nomination shall be put to a separate vote
- 2.0.9 There shall only be one (1) Patron of The Club at any time. Should more than one (1) nomination for election as Patron be received, the MC shall determine which if any of these shall be recommended to the AGM.
- 2.0.9a When a person is elected as Patron of The Club, that persons' tenure as Patron shall continue until their cessation (per rule 2.4)

2.1 QUALIFICATIONS FOR MEMBERSHIP

- 2.1.1 Ordinary Member - A person is qualified to be an Ordinary Member of The Club if and only if :
- (a) the person is a natural person who has attained the age of 18 years prior to or within the calendar year
 - (b) has been nominated for Ordinary Membership per Rule 2.2
 - (c) has been approved for Ordinary Membership by the MC or by appeal
 - (d) has paid the prescribed membership fee to The Club.
- 2.1.2 Junior Member - A person is qualified to be a Junior Member of The Club if and only if :
- (a) the person is a natural person who will not have attained the age of 18 years prior to 1 January or within the calendar year
 - (b) Has been nominated for Junior membership per rule 2.2
 - (c) has been approved for Junior Membership by the MC or by appeal
 - (d) has paid the prescribed membership fee to The Club.
- 2.1.3 Life Member - A person is qualified to be a Life Member of The Club if and only if :
- (a) has been associated with The Club for a period of not less than ten (10) consecutive years
 - (c) has rendered exceptional service to The Club
 - (d) has been nominated for election as a Life Member of The Club per Rule 2.2
 - (e) has been approved for election as a Life Member of The club by the MC or by appeal
 - (f) has been approved for Life Membership by the Members at an AGM.
- 2.1.4 Patron -A person is qualified to be a Patron of The Club if and only if:
- (a) there is no person currently holding the position of Patron of The Club
 - (b) the person is a natural person who has attained the age of 18 years
 - (c) has been nominated for election as a Patron of The Club in writing
 - (d) has been approved for election as a Patron of The club by the MC or by appeal
 - (e) has been approved to be a Patron of The Club by the Members at an AGM.

2.2 NOMINATION FOR MEMBERSHIP

- 2.2.1 A nomination of a person for Ordinary Membership:
- (a) shall be made an by an Ordinary Member or Life Member of The Club on the form of nomination as prescribed by the MC
 - (b) shall be accompanied by payment of the prescribed fee
 - (c) shall be lodged with the Registrar or Secretary
- 2.2.1a As soon as practicable after receiving such nomination, the Secretary shall refer it to the MC for determination as to whether it shall be approved or rejected.
- 2.2.1b As soon as practicable after approval of such nomination, the Secretary shall:
- (a) notify the nominee accordingly
 - (b) give to the Treasurer the payment of the prescribed fee
 - (c) enter the nominees particulars in the Register of Members, at which time the nominee becomes an Ordinary Member of The Club
- 2.2.1c As soon as practicable after rejection of such nomination, the Secretary shall:
- (a) notify the nominee accordingly
 - (b) arrange for a refund of the payment of the prescribed fee
- 2.2.2 A nomination of a person for Junior Membership:
- (a) shall be made by a Parent or Guardian, who must be an Ordinary Member or Life Member of The Club, of the person on the form of nomination prescribed by the MC
 - (b) shall be accompanied by payment of the prescribed fee
 - (c) shall be lodged with the Registrar or Secretary.
- 2.2.2a As soon as practicable after receiving such nomination, the Secretary shall refer it to the MC for determination as to whether it shall be approved or rejected.
- 2.2.2b As soon as practicable after approval of such nomination, the Secretary shall:
- (a) notify the nominee accordingly
 - (b) enter the nominees particulars in the Register of Members, at which time the nominee becomes a Junior Member of The Club
- 2.2.2c As soon as practicable after rejection of such nomination, the Secretary shall notify the nominee accordingly
- 2.2.3 A nomination of a person for Life Membership
- (a) shall be made and seconded by Ordinary Members or Life Members of The club in writing.
 - (b) shall include the nominator's and seconder's reasons for the nomination
 - (c) shall be lodged with the Secretary
- 2.2.3a As soon as is practicable after receiving such nomination the Secretary shall table it at a GM for determination by the MC as to whether it shall be approved or rejected for consideration at the next AGM.
- 2.2.3b As soon as practicable after approval of such nomination, the Secretary shall notify the Nominator accordingly

- 2.2.3c As soon as practicable after rejection of such nomination, the Secretary shall notify the Nominator accordingly
- 2.2.3d The Secretary shall table the nomination at the next AGM for consideration by the members present as to whether it shall be approved or rejected. A 2/3 majority in favour, of those eligible to vote, must be attained for the nomination to be approved
- 2.2.3e As soon as practicable after approval of such nomination, the Secretary shall:
- (a) notify the Nominee and the Nominator accordingly
 - (b) make note in the Register of Members, at which time the Nominee becomes a Life Member of The Club
- 2.2.3f As soon as practicable after rejection of such nomination, the Secretary shall notify the Nominator accordingly
- 2.2.4 A nomination of a person for a Patron
- (a) shall be made and seconded by an Ordinary Member or Life Member of The club in writing.
 - (b) shall include the nominator's and seconder's reasons for the nomination
 - (c) shall be lodged with the Secretary
- 2.2.4a As soon as is practicable after receiving such nomination the Secretary shall table it at a GM for determination by the MC as to whether it shall be approved or rejected for consideration at the next AGM.
- 2.2.4b As soon as practicable after approval of such nomination, the Secretary shall notify the Nominator accordingly
- 2.2.4c As soon as practicable after rejection of such nomination, the Secretary shall notify the Nominator accordingly
- 2.2.4d The Secretary shall table the nomination at the next AGM for consideration by the members present as to whether it shall be approved or rejected. A 2/3 majority in favour, of those eligible to vote, must be attained for the nomination to be approved
- 2.2.4e As soon as practicable after approval of such nomination, the Secretary shall:
- (a) notify the Nominee and the Nominator accordingly
 - (b) enter the nominated persons particulars in the Register of Members, at which time that person becomes a Patron of The Club
- 2.2.4f As soon as practicable after rejection of such nomination, the Secretary shall notify the Nominator accordingly

2.3 ENTITLEMENTS OF MEMBERS

- 2.3.1 An Ordinary Member shall be entitled to all rights and privileges, to nominate a person for membership, to nominate a person for election and/or appointment to any position on any committee, to be nominated and/or elected or appointed to any position on any committee, and to vote on any matter at any GM or the AGM.
- 2.3.2 A Junior Member shall not be entitled to any of the rights and/or privileges of an Ordinary Member.
- 2.3.3 A Life Member shall be entitled to all rights and/or privileges of an Ordinary Member, and shall not pay any Annual Fees.
- 2.3.4 A Patron shall not be entitled to any rights and/or privileges of an Ordinary Member, and shall not pay any Annual Fees.
- 2.3.5 Any right, privilege or obligation which a person has by reason of being an Ordinary or Junior or Life and/or Patron Member:
- (a) may not be transferred or transmitted to another person
 - (b) terminates upon cessation of the person's Membership.

2.4 CESSATION OF MEMBERSHIP

- 2.4.1 A person ceases to be an Ordinary/Junior/Life/Patron Member if they:
- (a) die
 - (b) resign such Membership (per Rules 2.5)
 - (c) is expelled from such Membership (per Rule 2.9)
 - (d) for a Junior Member, ceases to be registered to play Football for The Club and/or ceases to be the Coach of a team in The Club
 - (e) fails to pay the prescribed fee by the prescribed date.
- 2.4.2 As soon as practicable after a person's membership ceases, the Secretary shall make an entry to that effect in the Register of Members, to record the date on which the membership ceased.

2.5 RESIGNATION FROM MEMBERSHIP

- 2.5.1 An Ordinary/Junior/Life/Patron Member is not entitled to resign from such membership, except in accordance with Rule 2.5.2
- 2.5.2 An Ordinary/Junior/Life/Patron Member who has paid all debts to the Club in respect of such membership or otherwise, may resign from such membership by giving at least 28 days written notice of their intent to resign, to the Secretary, and upon the expiration of the period of notice given, such membership shall cease.

2.6 REGISTER OF MEMBERS

- 2.6.1 The Secretary shall establish and maintain a Register of Members, specifying the name and address of every member, as well as the type of membership and the date on which such membership was approved.
- 2.6.2 The Register of Members shall be kept at the principal place of Club administration, and shall be open for inspection free of charge, by any member of The Club, at a time convenient to the Secretary.
- 2.6.3 Any member wishing to inspect the Register of Membership must submit a written request to the Secretary, stating the purpose of the inspection. Inspection of the Register must take place between 7-14 days after the request has been received by the Secretary.
- 2.6.4 The Register of Members may not be used for any purpose other than Club business.

2.7 FEES FOR MEMBERS

- 2.7.1 An Ordinary Member shall pay to the club an Annual Fee of an amount determined by the MC, which shall be payable on/after 1 January each year.
- 2.7.2 An Adult or Junior Player shall pay to the Club a Registration Fee which is inclusive of the Fee described in rule 2.7.1 and such Registration Fee is to be an amount determined by the MC each year.
- 2.7.3 An Ordinary Member or Junior Member who fails to pay their Annual Fee by 30 June each year shall thereafter cease to be a Member.
- 2.7.4 A Life Member or Patron shall not pay to the Club an Annual Fee.

2.8 LIABILITIES OF MEMBERS

- 2.8.1 The liability of any Member to contribute toward the payment of the 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 their membership and/or registration.

2.9 DISCIPLINING OF MEMBERS

- 2.9.1 The MC shall have the power to discipline any member whom it finds has infringed any of the Rules of The Club, or is found guilty of any conduct deemed to be unbecoming of a Member and/or detrimental to the best interests of the Club.
- 2.9.2 For the purposes of Rule 2.9.1, the Member shall be called to appear before the MC to answer such charges as have be laid, and if such charges are proven to the satisfaction of the MC, it may reprimand and/or suspend or expel such Member.
- 2.9.3 The Member being called to appear before the MC shall be given at least 14 days written notice of the charges laid, and the date, time and venue for such appearance. At such appearance the Member:
- (a) shall be given the opportunity to present an oral and/or written explanation or evidence in defence against the charges laid.
 - (b) may be accompanied by one (1) other person, and if the Member is a Player that person may be accompanied by one (1) further person (2 in total).
- 2.9.4 The Member shall be disciplined only after the MC has resolved to do so by a 2/3 majority of those present and voting at the MCM.
- 2.9.5 As soon as is practicable after the MCM at which such matter is determined, the Secretary shall give written notice to the Member of the MC's resolution and, if appropriate, of their right of appeal against the MC's resolution.
- 2.9.6 Where the Member wishes to appeal, until such appeal is heard and overruled, the MC's resolution shall be valid and shall apply to the Member.

2.10 RIGHT OF APPEAL OF DISCIPLINED MEMBERS

- 2.10.1 A Member shall have a right of appeal against any resolution passed under rule 2.9 if, and only if:
- (a) that Member gives written notice of such appeal to the Secretary within seven (7) days of receiving written notice of the MC's resolution.
 - (b) the resolution to be appealed against deals directly with the Member appealing
- 2.10.2 As soon as practicable after receiving such notice of appeal, the Secretary shall convene a SGM to be conducted immediately before the next GM.
- 2.10.3 At a SGM convened under rule 2.10.2:
- (a) no business other than the appeal shall be considered
 - (b) the MC and the Member shall be given the opportunity to present their respective cases orally and/or in writing, and any Member may speak for/against such appeal and/or ask questions to clarify matters.
 - (c) the Members present shall vote by secret ballot, and shall be required to resolve by 2/3 majority of those present and voting, to vary or revoke the MC's original resolution.
- 2.10.4 The resolution of the Members at the SGM is final and cannot be further appealed, and shall be advised accordingly and as soon as is practicable by the Secretary to the appellant.

PART 3 – OFFICIALS OF THE CLUB

3.0 GENERAL

- 3.0.1 An Official of The Club must be an Ordinary Member or Life Member of The Club
- 3.0.2 Officials of The Club shall, subject to these Rules, hold office from the AGM at which they are appointed until the next AGM following that of the member's election, but shall be eligible for re-election.
- 3.0.3 An Official of The Club may resign from their position by giving written notice to the Secretary
- 3.0.4 An Official of The club may be disciplined at the discretion of the MC (per rule 3.5)

3.1 OFFICIALS OF THE CLUB

- 3.1.1 The Officials of the Club shall be:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Treasurer
 - (e) Competition Secretary
 - (f) Registrar
 - (g) Club Coach
 - (h) Bear Cub Convener
 - (i) Child Protection Officer
 - (j) Equipment Officer
 - (k) Publicity Officer
 - (l) Grounds person
 - (m) Events Co-ordinator
 - (n) Canteen Officer
 - (o) General Committee (15 maximum)

- 3.1.2 The positions of President, Secretary and Treasurer must be filled. If any of these positions is not filled The Club shall be considered unmanageable and be dissolved
- 3.1.3 No one person may hold more than one EC position

3.2 DUTIES OF OFFICIALS OF THE CLUB

- 3.2.1 President - There shall be a President who shall:
 - (a) be Chairman at all Meetings except the CoCC meetings
 - (b) be an ex-officio member of all Committees and Sub-Committees
 - (c) sign off, adopted Minutes of each preceding Meeting
 - (d) conduct all Meetings in accordance with these Rules and ensure that proper protocol of debate apply
 - (e) have casting vote only at all meetings
 - (f) be responsible for the Officials of The Club carrying out their duties in accordance with these Rules
 - (g) present a President's Report to the AGM
 - (h) represent The Club to the community

3.2.2 Vice-President - A Vice-President if elected shall:

- (a) in the absence of the President, act as the President and assume the Presidents duties
- (b) Be Chairman of the CoCC
- (c) carry out such other duties as directed by the President

3.2.3 Secretary - There shall be a Secretary who shall:

- (a) attend to the general business of the
- (b) receive and issue all correspondence, including notices
- (c) record any action taken by the EC between meetings
- (c) be responsible for the keeping of such records as are required under the Act and these Rules, and maintaining as current the Register of Members
- (d) be responsible for the keeping of minutes of proceedings at all meetings including a record of those members present and absent at those meetings in accordance with the Rules of The Club.
- (e) be responsible for the dispersal records of the minutes taken at all meetings in accordance with the Rules of The Club.
- (f) be an ex-officio member of all Committees and Sub-Committees
- (g) keep a current copy of the Act and these Rules and supply a copy of such to any Member upon request by that Member
- (h) present a Secretary's Report to the AGM
- (i) be the nominated Public Officer.
- (j) hold the common seal

3.2.4 Assistant Secretary – An Assistant Secretary if elected shall:

- (a) in the absence of the Secretary, act as the Secretary and assume the Secretary's duties but not take the Secretaries place on the EC.
- (b) carry out such other duties as directed by the Secretary

3.2.5 Treasurer - There shall be a Treasurer who shall:

- (a) receive all moneys taken by the Club, record and bank such money. As soon as practicable after receiving any amount of money an appropriate receipt is to be issued by the Treasurer
- (b) pay all accounts approved for payment by the MC or EC and record such transactions
- (c) ensure that books and accounts are kept correctly, showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of The Club
- (d) present financial reports to MCM's and GM's
- (e) present a Treasurer's Report to the AGM, including an audited balance sheet and statement of income & expenditure.

- 3.2.6 Competition Secretary – A Competition Secretary if elected shall:
- (a) be responsible for the competition team nominations with the HFA, as prescribed by the GC
 - (b) co-ordinate with HFI all competition matches
 - (c) issue and receive all identification cards, teams sheets and match reports, to all competition teams for all matches
 - (d) record the results of such matches and/or competitions and duly report the results to HFI or other Organisations as required
 - (e) record red or yellow cards issued in any match and inform the Coach of any Player of any suspension that player must serve
- 3.2.7 Registrar - There shall be a Registrar who shall:
- (a) be responsible for the annual registration of all football players to the Club
 - (b) keep adequate records of all such player registrations
 - (c) be responsible for the registering of such players and their respective teams with the HFI and/or other bodies that may be accepted and approved by the MC and or The Club
 - (c) be responsible for issuing the appropriate receipt for registration fees received and for the prompt delivery of such fees to the Treasurer or deposit into The Clubs Bank account
- 3.2.8 Equipment Officer – An equipment Officer if elected shall:
- (a) be responsible for the procurement and maintenance of all of the Club’s playing equipment other than field items
 - (b) maintain a current Equipment Register
 - (c) issue such equipment to teams at the start of the football season and receive such equipment from teams at the end of the football season
 - (d) record such issues and receipts in the Equipment Register
 - (e) all expenditure on replacement or new equipment must have prior approval by the MC and receipts for sch expenditure must be forwarded to the Treasurer
- 3.2.9 Grounds Person – A Grounds Person if elected shall:
- (a) be responsible for the preparation and maintenance of all the playing fields and Amenities Buildings, whilst they are under the control of the Club
 - (b) be responsible for the maintenance of the Club’s field items
 - (c) be responsible for the scheduling of Teams ground duties
 - (d) be the Club representative to all Parks Committees or Equivalent body
 - (e) all expenditure on replacement or new equipment must have prior approval by the MC and receipts for sch expenditure must be forwarded to the Treasurer
- 3.2.10 Canteen Manager – A Canteen Manager if elected shall:
- (a) be responsible for the preparation and maintenance of all of the Canteens, whilst they are under control of the Club
 - (b) be responsible for the procurement of all goods stocked and sold from such Canteens

- (b) be responsible for keeping a record of all goods procured and sold
 - (c) be responsible for the scheduling of Teams canteen duties.
- 3.2.11 Publicity Officer – A Publicity Officer if elected shall:
- (a) be responsible for the publicising of the Club’s and/or Teams’ and/or Players’ and/or Members’ activities to the Club’s best advantage
 - (b) organise any advertising of and/or for the Club authorised by the MC
 - (c) be responsible for the collation of information, preparation and publication of the Club’s Magazine “On the Ball”
 - (d) be responsible for the collection of Sponsorship money from those businesses or persons advertising in The Clubs magazine
- 3.2.12 Events Co-Ordinator – An Events Co-Ordinator if elected shall:
- (a) Organise and control all fund raising within the Club.
 - (b) Organise all functions/events The Club sees fit to hold other than those otherwise delegated to other Club Officials in these Rules
 - (c) All such fundraising and events must be authorised by the MC.
- 3.2.13 Club Coach – A club coach if elected shall:
- (a) Be chairman of the GC.
 - (b) Be responsible, with the GC, for the grading of players
 - (c) Liaise with all coaches to ensure that proper coaching is available to all players.
 - (d) Be responsible for the scheduling of Teams training times
 - (e) Implement training schemes for players, if required, at the discretion of the MC.
 - (f) Be available, where practical, to assist any coach at training, if requested.
- 3.2.14 Bear Cub Convenor – A Bear Cub Convenor if elected shall:
- (a) Be responsible for the running of the “in-house” under 6,7 and 8 non-competition fixtures “Bear Cubs”
 - (a) Be responsible for liaison with the parents, coaches & managers of players in the “Bear Cubs” and reporting to the MC.
- 3.2.15 Child Protection Officer – A Child Protection Officer if elected shall:
- (a) Be responsible for the investigation into any written allegation of child abuse at any match, training or other Club function
 - (b) Be responsible for liaising with the Child Protection Officer of the HFA
- 3.2.16 Committee Members - A Committee Member if elected shall :
- (a) carry out such duties as may be required by the MC
 - (b) become an assistant to any other Club Official who requires such assistance
- 3.2.17 General
- (a) Any Club Official may be required to assist in any way with the general running of the Club from time to time

3.3 ELECTION OF OFFICIALS OF THE CLUB

- 3.3.1 Nominations of Ordinary Members and/or Life Members for election as Officials of The Club may:
- (a) be made in writing, signed by 2 other Ordinary Members or Life Members, and be accompanied by the written consent of the nominee (which may be endorsed on the form of nomination, or otherwise). Such nomination must be received by the Secretary at least 7 days prior to the date of the AGM at which the election is to occur and be passed on to the Chairperson of the AGM at the appropriate time
 - (b) be made orally at the appropriate time during the conduct of the AGM, provided that such nomination is proposed and seconded by 2 other Ordinary Members or Life Members, and such nomination must be accepted either orally or by written consent of the nominee.
- 3.3.2 If the number of nominations received for any Office exceeds the number of vacancies for that Office, a vote shall take place by the Members present. The nominee receiving the least amount of votes shall be eliminated from the election for that Office. This process of elimination shall continue until the required amount of nominees is reached, at which those nominees shall be elected
- 3.3.3 If the number of nominations received for any Office is equal to the number of vacancies for that Office, the nominees shall be elected.
- 3.3.4 If insufficient nominations are received for any Office, those nominated shall be elected and the remaining vacant Offices shall be deemed to be a casual vacancy, and filled accordingly.

3.4 CASUAL VACANCY OF OFFICIAL POSITION

- 3.4.1 For the purpose of these Rules, a casual vacancy of an Official Position shall exist if, and only if, such Official:
- (a) is not elected at the AGM
 - (b) dies
 - (c) ceases to be an Ordinary or Life Member
 - (d) resigns such Office by written notice to the Secretary
 - (e) is absent without the MC's consent from three (3) consecutive MCM's
 - (f) is removed from such Office in accordance with Rule 3.5
 - (h) shall benefit directly or indirectly from any contract or proposed contract with the Club.
 - (g) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code
 - (h) 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
- 3.4.2 Should such a casual vacancy exist, the MC may appoint an Ordinary or Life Member to fill the vacancy, and the Member so appointed shall hold that Official Office, subject to these Rules, until the commencement of an election of

Officers at the next AGM after being appointed to such Office, and shall be eligible for re-election.

3.5 REMOVAL OF AN OFFICIAL OF THE CLUB FROM OFFICE

- 3.5.1 A GM may, by Special Resolution, vote by secret ballot to remove an Official of The Club from Office before the expiration of their term of Office, if found guilty of any conduct deemed to be unbecoming of a Club Official, and may by subsequent resolution appoint an Ordinary or Life Member to fill that Office for the period remaining of that term.
- 3.5.2 Such Club Official shall be given at least 14 days written notice of the charges laid, and the date, time and venue of the GM at which the Special Resolution is to be heard
- 3.5.3 Such Club Official shall be given the opportunity to present an oral and/or written explanation or evidence in defence against the charges laid, at the appropriate time during the GM, and any Member may speak for or against the Special Resolution and/or ask questions relevant to the Resolution
- 3.5.4 The Club Official shall be removed from office only after the GM has resolved to do so by a 2/3 majority of those present and voting at the meeting
- 3.5.5 The resolution of the of the Members at the Extraordinary GM is final and cannot be appealed, and shall be advised accordingly and as soon as is practicable by the Secretary to the removed Official

PART 4 – COMMITTEES

4.0 GENERAL

- 4.0.1 Only Ordinary Members and/or Life Members of The Club may take a place on any Committee or Sub-Committee of The Club
- 4.0.2 All Committees and Sub-Committees must be made up of at least 1 Club Official other than the President, who is an ex-officio member of all Club Committees and Sub-Committees
- 4.0.3 The Club shall consist of the following Committees
- (a) The Executive Committee (EC)
 - (b) The Management Committee (MC)
 - (c) The Code of Conduct Committee (CoCC)
 - (d) The Appeals Committee (AC)
 - (e) The Grading Committee (GC)
- 4.0.4 The Club shall, as it sees fit, create other Committees and/or Sub-Committees to facilitate the proper running of the Club
- 4.0.5 All Club Committees and Sub-Committees must have a Club Official as Chairman
- 4.0.6 Any act and/or thing done or suffered and/or purported to have been done or suffered by any Committee, shall be valid and effectual notwithstanding:
- (a) any defect that may afterwards be discovered in the election or appointment and/or qualification of any Committee Member
 - (b) any action taken which is contradictory to these rules

4.1 COMPOSITION AND DUTIES OF THE COMMITTEES

- 4.1.1 The Executive Committee (EC) shall consist of:
- (a) The President
 - (b) The Vice President
 - (c) The Secretary
 - (d) The Treasurer
- 4.1.1a The duties of the EC shall be:
- (a) To oversee the MC
 - (b) To make expedient decisions on all matters in the interest of The Club on behalf of the MC when it is not possible to convene a MC meeting in the time available. Any such decision must be presented to and ratified by the MC at the next MC meeting or GM which ever occurs first.

- 4.1.2 The Management Committee (MC) shall consist of all the elected Officials of The Club
- 4.1.2a The duties of the MC shall be:
- (a) Subject to The Act, these Rules and any Policy passed by The Club at GM's , to properly control and manage the affairs of The Club in accordance with The Clubs Objects
 - (b) To execute all such functions as may be exercised by The Club, other than those functions required by these Rules to be executed by a GM
 - (c) To do all things legal that may be deemed necessary and/or desirable and/or expedient for the proper control and management of the affairs of the Club
 - (d) To resolve to establish and/or amend and/or rescind any Policy (other than these Rules) that it may deem necessary and/or desirable for the proper conduct and management of the Club by a majority vote of those Committee members present and voting at a MC meeting or GM.
- 4.1.3. The Code of Conduct Committee shall consist of:
- (a) The Vice President (Chairman)
 - (b) The President (ex-officio member)
 - (c) The Secretary (ex-officio member)
 - (d) The Club Coach
 - (e) The Bear Cub Convener and/or the relevant Assistant Club Coach (if elected)
 - (f) The Child Protection Officer (optional as case requires)
 - (g) 2 other Officials of The Club who are not directly involved with the case at hand
 - (h) In cases where any of the above Club Officials are directly involved, their position on the CoCC may be temporarily filled by another Club Official who is not directly involved with the case
- 4.1.2a The duties of the CoCC shall be:
- (a) The CoCC shall be convened to adjudicate on any registered player, team coach or manager or any other Member of The Club or Spectator only in relation to a breach of any football rule or for actions which bring The Club into disrepute at any match, training session , grading and/or other function
 - (b) to exonerate, expel, suspend or otherwise discipline any such person as they see fit
 - (c) To report their decision to the EC if appropriate and report their decision to the MC at the next committee meeting
- 4.1.3 The Appeals Committee shall consist of:
- (a) The President (Chairman), if not directly involved with the appeal or the member making the appeal. If the president is unable to Chair the meeting for any reason The Vice President or Secretary is to fill the position
 - (b) Three (3) other members of the MC, not directly involved with the appeal or the member making the appeal, nor did they sit on the CoCC whose decision is being appealed against

- 4.1.3a The duties of the AC shall be:
- (a) The Appeals Committee shall be convened to hear any appeal lodged against a decision made by the CoCC.
 - (b) To determine if the decision made by the CoCC was correct, and if any prescribed disciplinary action is fair.
 - (c) If the AC determines that the decision made by the CoCC was incorrect the AC shall exonerate the Member of all charges
 - (d) If the AC determines that the decision made by the CoCC was correct but considers the prescribed disciplinary action inappropriate the AC shall amend such action as it sees fit
 - (e) To report their decision to the EC if appropriate, and report their decision to the MC at the next committee meeting
 - (f) The AC's decision for any appeal is final and shall not be subject to further appeal
- 4.1.4. The Grading Committee shall consist of:
- (a) The Club Coach
 - (b) The President (ex-officio member)
 - (c) The Secretary (ex-officio member)
 - (d) All Assistant Club Coach's (if elected)
- 4.1.4a The duties of the GC shall be:
- (a) To be responsible for the grading and placing of all registered competition players into an appropriate team for their football skill level
 - (b) To organise any event deemed necessary to facilitate correct grading of such players
 - (c) To report the grading of such players to the Competition Secretary and Registrar
 - (d) To respond to any written objection, of any registered competition players grading within an appropriate time and report to the Competition Secretary and Registrar any subsequent change in gradings

4.2 SUB-COMMITTEES

- 4.2.1 The MC may choose to form and appoint a Sub-Committee for specific purposes as may be deemed necessary and such Sub-Committee shall apply itself to only that purpose for which it was formed
- 4.2.2 A Sub-Committee must be made up of Ordinary and/or Life Member(s) approved by the MC and must contain at least 2 Club Officials
- 4.2.2 The MC may delegate to any Sub-Committee the exercise of such powers and functions of the MC which are considered appropriate for that Sub-Committee to achieve its function, other than:
- (a) the power of delegation
 - (b) a power or function which is a duty imposed on the MC by the Act or by any other law.

- 4.2.2a Notwithstanding any delegation under Rule 4.2.2, the MC may continue to exercise any power or function delegated.
- 4.2.2b Any act or thing done or suffered by a Sub-Committee while it is acting in the exercise of a delegation under Rule 4.2.2, has the same consequence as it would have if it had been an act or thing done or suffered by the MC
- 4.2.3 The MC may revoke wholly or in part any delegation under Rule 4.2.2
- 4.2.4 A Sub-Committee may meet and adjourn as it thinks proper.
- 4.2.5 Any resolutions made by a Sub-Committee must be brought before the EC or MC for approval prior to any action on such resolution being taken. All Sub-Committees must report regularly, to the MC, on their activities
- 4.2.6 All Sub-Committees shall dissolve at the AGM, but may be re-established at any subsequent MC meeting.

4.3 INDEMNITY OF COMMITTEE AND SUB COMMITTEE MEMBERS

- 4.3.1 Each Committee Official, and Sub-Committee person, and shall be indemnified by the Club from and against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable to, for any reason, or as a result of any contract entered into, or by any act or deed done by that person in the proper discharge of their duties, or in any way relating thereto, except as may happen through their negligence, default or unlawful act

PART 5 – MEETINGS

5.1 MANAGEMENT COMMITTEE MEETINGS

- 5.1.1 The MC shall meet monthly, at such place and time as the MC considers appropriate, for the transaction of the Club's business, and may adjourn such MCM as it may determine.
- 5.1.2 Additional meetings of the MC may be convened by either:
 - (a) The EC
 - (b) Any 5 members of the MC
- 5.1.2a Notice of such additional meeting shall be given by the Secretary to each member of the MC at least 48 hours before the time appointed for the holding of the meeting.
- 5.1.2b Such notice shall specify the general nature of the business to be transacted at the meeting and no business other than that specified may be transacted at the meeting, except business which the MC members present at the meeting unanimously agree to treat as urgent business.
- 5.1.3 A minimum of 10 MC members, 2 of which must be on the EC, shall constitute a quorum for MCM's, and no business shall be transacted unless a quorum is present.
- 5.1.3a When a quorum is not present within 30 minutes after the time designated for the opening of a MCM, the meeting shall stand adjourned to the same venue/time/day of the next week.
- 5.1.3b When a quorum is not present within 30 minutes after the time designated for the opening of an adjourned MCM, the meeting shall be dissolved, and all business scheduled to be transacted shall be held over to the next MCM.
- 5.1.4 At MCM's the President shall be the Chairman or, in his/her absence or unwillingness to preside, the Chairman shall be the Vice President or Secretary respectively
- 5.1.5. The accepted Rules of Debate (5.12) shall apply at all MCM's.
- 5.1.6 Matters arising at MCM's shall be resolved by means of a majority of the votes of the MC members present and voting by show of hands in accordance with rule 5.11
- 5.1.6a Each MC member present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairman shall exercise such casting vote that shall maintain the status quo.

5.2 GENERAL MEETINGS

- 5.2.1 A GM of Ordinary and/or Life Members shall be convened no less than 2 times per year.
- 5.2.2 The business transacted at such GM's shall include:
- (a) opening of the meeting, and the reception of apologies
 - (b) confirmation of the Minutes of the previous GM, and of any Extraordinary GM conducted since
 - (c) reception of any correspondence not previously dealt with; and
 - (d) reception of reports from Committees and Sub-Committees
 - (e) motions on notice (received from Ordinary and/or Life Members)
 - (f) agenda items (received from Ordinary and/or Life Members)
 - (g) general business (at the discretion of the Chairman)
 - (h) closure of the meeting, and notice of the next meeting(s).
- 5.2.3 A minimum of 10 Ordinary and/or Life Members shall constitute a quorum for a GM, and no business shall be transacted unless such quorum is present.
- 5.2.4 When a quorum is not present within 30 minutes after the time designated for the opening of a General meeting, it shall be dissolved, and all business scheduled to be transacted shall be held over to the next MC meeting or next GM, whichever occurs first
- 5.2.5 At a General Meeting the President shall be Chairman or, in his/her absence or unwillingness to preside, the Chairman shall be the Vice President or Secretary respectively
- 5.2.6 The accepted Rules of Debate (5.12) shall apply at all GM's.
- 5.2.7 Matters arising at GM's shall be resolved by means of a majority of the votes of the Ordinary and Life members present and voting by show of hands, in accordance with rule 5.11, and unless before or on the declaration of such show of hands a poll is demanded, the declaration by the Chairman that the resolution has on such show of hands been carried (as such or unanimously or by a particular majority) or lost, and an entry to that effect in the Minute Book, is evidence of the fact without further proof of the number and/or proportion of the votes recorded for or against that resolution.
- 5.2.7a At a GM, a poll may be demanded by the Chairman, or by not less than three (3) Ordinary and/or Life Members present in person.
- 5.2.7b Where a poll is demanded, such poll shall be taken:
- (a) immediately if it relates to the election of the Chairman of that meeting, or if it relates to an adjournment; or
 - (b) in any other case, in such manner and at such time during that meeting as the Chairman may direct; and
 - (c) the declaration of the poll and an entry to that effect in the Minute Book is the resolution of the meeting on that matter
- 5.2.8 Each Ordinary and Life Member present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairman shall exercise such casting vote that shall maintain the status quo.

5.3 SPECIAL GENERAL MEETINGS

- 5.3.1 SGM's may be convened for the following purposes only:
- (a) To deal with any matter of an urgent nature which cannot be held over to the next General meeting or be dealt with by the MC or EC adequately
 - (b) To deal with any written notice of motion involving amendment, alteration or rescission of any resolution of the MC or GM
- 5.3.2 The MC may by resolution convene a SGM, via notice given to Ordinary and Life Members at least 14 days before the time designated for the opening of such meeting.
- 5.3.3 The MC or EC shall, on the written requisition of not less than 10 Ordinary and/or Life members, so convene a SGM via notice given as per Rule 5.3.1
- 5.3.3a A requisition of members for a SGM shall:
- (a) state the purpose for such meeting
 - (b) be signed by each member making the requisition, on the one or several documents in a similar form
 - (c) shall be lodged with the Secretary.
- 5.3.3b If the Committee fails to convene such SGM, which shall be held within 1 calendar month of such written requisition being duly lodged with the Secretary, any one or more of the Members who made the requisition may convene a SGM, and it shall be held within 3 months thereafter.
- 5.3.3c Such SGM, convened by 1 or more Member in accordance with Rule 5.3.3, shall be convened as nearly as is deemed practicable in the same manner as such meetings are convened by the MC, and any Member(s) who thereby incur expense shall be entitled to reimbursement of same by the Club.
- 5.3.4 The Secretary shall convene a SGM, in accordance with the requirements of Rule 2.10 (to determine an appeal by a disciplined Member), via notice given as per Rule 5.3.1
- 5.3.5 The business transacted at such SGM shall be restricted to only that business which is included on the notice convening it.
- 5.3.6 Notwithstanding any other requirements, the requirements of each of Rules 5.2.3 through 5.2.8 shall apply to such meetings.

5.4 ANNUAL GENERAL MEETINGS

- 5.4.1 An AGM of Ordinary and Life Members shall be convened in November of each year, via notice given to all Ordinary and Life Members at least 14 days prior to the time designated for the opening of such AGM
- 5.4.2 In addition to any other business which may be transacted at the AGM , the business transacted shall include:
- (a) opening of the meeting, and the reception of apologies
 - (b) conformation of the Minutes of the preceding AGM
 - (c) reception of the Annual Report of the President
 - (d) reception of the Annual Report of the Secretary
 - (e) reception of the Annual Report of the Treasurer, which shall include an Audited Balance Sheet and Statement of Income and Expenditure
 - (f) reception of any Annual Reports of other Officials of The Club and/or Sub-Committees
 - (g) motions on notice (received from Ordinary and/or Life Members) for alterations to the Rules and By-Laws of The Club
 - (h) agenda items (received from Ordinary and/or Life Members)
 - (i) consideration of the granting of Honorariums to nominated Officials of The Club
 - (j) election of Officials of The Club (nominated as per Rule 3.3)
 - (k) election of Life Members (nominated per Rule 2.2.3)
 - (l) election of Patron of The Club (nominated per Rule 2.2.4)
 - (n) general business (at the discretion of the Chairman)
 - (o) closure of the Meeting, and notice of the next AGM
- 5.4.3 Notwithstanding any other requirements, the requirements of each of Rules 5.2.3 through 5.2.8 shall apply to such meetings.

5.5 SUB-COMMITTEE MEETINGS

- 5.5.1 At Sub-Committee meetings the President shall be Chairman or, in his absence or his unwillingness to preside, the Chairman shall be resolved in accordance with the requirements of Rule 4.0
- 5.5.2 Matters arising at Sub-Committee meetings shall be resolved by a majority of the votes by show of hands of the Sub-Committee members present and voting.
- 5.5.3 Each Sub-Committee member present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairman shall exercise a casting vote that shall maintain the status quo.

5.6 SPECIAL RESOLUTION

- 5.6.1 A resolution of the Club is a Special Resolution if:
- (a) it is carried by a two-third majority (or more) of those Ordinary and/or Life Members present and voting in person at a GM, written notice of which was given at least 7 days before such meeting, specifying the Special Resolution which has been proposed
 - (b) where it is shown to the Commission that it is not possible or practicable for such resolution to be carried in a manner specified in (a) above, the resolution is carried in a manner specified by the Commission.

5.7 NOTICE

- 5.7.1 Should the nature of the business proposed to be transacted at a GM duly require a Special Resolution, the Secretary shall give written notice to Ordinary and/or Life Members at least 14 days before the date designated for the conduct of such meeting, and it shall specify the place, date and time of the meeting, and details of the Special Resolution to be proposed.
- 5.7.2 A Member desiring to bring specific business before any meeting shall give written notice of such business to the Secretary, who shall include it as an agenda item for consideration by the appropriate meeting.
- 5.7.3 Notices of motion to alter or amend the Objects, Rules and By-Laws of The Club must be received by the Secretary at least 14 days prior to the AGM
- 5.7.4 All notices of motion to amend the Objects, Rules and By-Laws shall stipulate the clause and/or sub-clause to be considered. In the event that a notice of motion refers to a new clause and/or sub-clause in the Objects, Rules and By-Laws, the notice of motion shall stipulate the proposed new number of the new clause/sub-clause. Should such an amendment be successful, all ensuing Rule, Clause and Sub-Clause numbers will be automatically amended.
- 5.7.5 Such notices of motion for alteration or amendment of the Objects, Rules and By-Laws, proposed and accepted at an AGM, shall apply to the forthcoming year
- 5.7.6 An amendment or alteration to the Objects or Rules, once submitted and resolved cannot be amended or altered until the next AGM.

5.8 QUORUMS

- 5.8.1 An ECM shall have a quorum of three(3) EC members.
- 5.8.2 A MCM meeting shall have a quorum as per Rule 5.1.3 Should the meeting have commenced with a quorum and then, through MC members becoming ineligible to sit on a case, a quorum is not present, then those MC members remaining at the meeting will constitute a quorum.
- 5.8.3 A CoCC meeting shall have a quorum of 3 CoCC members
- 5.8.4 An ACM shall have a quorum of the Chairman and 2 other Appeals Committee members.
- 5.8.5 A GM, SGM or AGM shall have a quorum as per Rules 5.2, 5.3 and 5.4. Should a meeting have commenced with a quorum and then, through Members becoming ineligible to sit on a case, a quorum is not present, then those Members remaining at the meeting will constitute a quorum.

5.9 PRESIDING MEMBER

- 5.9.1 At any Meeting, except CoCC meetings, the President shall preside as the Chairman.
- 5.9.2 In the Presidents absence and/or unwillingness to preside, the Vice-President shall preside as the Chairman. If the Vice-President is also absent or unwilling to preside, the Secretary shall preside as Chairman
- 5.9.3 In the case where the President, Vice-President and Secretary are absent or unwilling to preside as Chairman of a meeting, those Ordinary and/or Life Members present shall elect one of their number to preside as Chairman.

5.10 ADJOURNMENT OF A MEETING

- 5.10.1 The Chairman of a meeting at which a quorum is present may, at any time during a meeting, with the consent of a majority of members present and voting, duly adjourn the meeting.
- 5.10.2 Unless advised to the contrary by the Chairman at the time of the adjournment, the meeting shall be re-convened at the same time, venue and day of the next week as that designated for the opening of the meeting adjourned.
- 5.10.3 Should a GM be adjourned for 14 days (or more), the Secretary shall give written and/or oral notice of the adjourned meeting to each Ordinary and Life Member of The Club, stating the date, time and place of the meeting and the business to be transacted at the meeting
- 5.10.4 No business shall be transacted at such adjourned meeting, other than the business remaining unfinished at the meeting adjourned

5.11 VOTING AND PROXIES

- 5.11.1 At all meetings, only Ordinary or Life Members shall be entitled to have one vote, which shall be given personally.
- 5.11.2 At all meetings no Junior Members are entitled to vote.
- 5.11.3 A Member shall be entitled to appoint another member as proxy.
- 5.11.4 Only when an equality of votes exists on any matter the Chairman shall exercise a casting vote so as to maintain the status quo.
- 5.11.5 A Member is not entitled to vote at any meeting unless all money due and payable by the Member to the Club has been duly paid.
- 5.11.6 All members shall sign the attendance book, prior to taking part in the meeting.
- 5.11.7 A member under suspension from The Club is not entitled to vote.
- 5.11.8 At all meetings conducted by The Club, the number of majority required to pass the following shall be : Resolution - simple majority
Rescission Motion – two thirds majority
Amendments or alterations to the Constitution – two thirds majority
Amendments or alterations to the By-Laws - simple majority
- 5.11.9 At all meetings voting shall be done by a show of hands in the usual manner unless a secret ballot is called for by three (3) Members allegeable to vote.

5.12 RULES OF DEBATE

- 5.12.1 The Chairperson will preserve order and rule on all points of order and decide priority of speakers. All speakers shall address the chair at all times.
- 5.12.2 No speaker shall interrupt another whilst they are speaking
- 5.12.3 Each speaker shall be allowed three (3) minutes (subject to extension by the chairperson) to address the meeting. No member shall speak more than twice on an issue, unless by way of clarification.
- 5.12.4 On a point of order being raised, the speaker so interrupted shall take their seat until the point has been determined by the Chairperson, who will rule and while the ruling is being taken, the objector shall sit down. The speaker will then resume their speech, subject to the ruling. Should there be any dissent against the ruling, the reason shall be expressed and a vote taken without discussion.
- 5.12.5 Every motion and amendment shall have a seconder before being taken into consideration. When an amendment is taken on a motion, no second amendment shall be taken until the first is resolved. If that amendment is carried, it shall be put as the original motion and no further amendment may be made at the meeting.
- 5.12.6 Discussion shall cease if the motion “That the motion now be put” is carried by a simple majority. The mover of the first motion having had the right to reply.
- 5.12.7 In the case of discord arising, the Chairperson shall have the power to adjourn the meeting to a date the Chairperson shall fix and then by leaving the chair shall terminate business.

PART 6 – MISCELLANEOUS

6.1 ALTERATION OF THE OBJECTS AND THESE RULES

6.1.1 These Rules may be rescinded and duly replaced, or amended, or added to, only at an AGM or properly convened SGM

6.2 INSURANCE

6.2.1 The Club shall effect and maintain Insurance pursuant to Section 44 of the Act.

6.2.2 In addition to the Insurance required under Rule 6.1.1, The Club may effect and maintain other Insurances as it deems are required

6.3 FUNDS SOURCE AND MANAGEMENT

6.3.1 The funds of the Club shall be derived from Registration fees of players, Membership fees, donations, sponsorship and, subject to any resolution passed by The Club or MC, such other sources as the MC determines.

6.3.2 All money received by The Club shall be deposited, as soon as practicable, and without deduction, to the credit of the Club's Bank Account.

6.3.3 The Club shall, as soon as practicable, issue an appropriate receipt for all money received.

6.3.4 Subject to any resolution passed by the Club, the funds of the Club shall be used only in pursuance of the Objects of the Club in such manner as the MC determines.

6.3.5 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments issued by The Club shall be signed by any two (2) of the following Club Officials: President, Treasurer or Secretary.

6.3.6 Expenditure in excess of the prescribed amount stated in the By-Laws must first be endorsed by resolution by the EC or MC or GM.

6.3.7 The financial year of the Club shall end on the 30th June each year.

6.4 AUDITOR

6.4.1 The Club at each AGM shall appoint an Auditor who shall be a registered Chartered or Public Accountant. Such Auditor when not otherwise nominated shall be that Auditor appointed by The Winston Hills Sports Club

6.4.2 No person who held office as Treasurer during any portion of the year for which the accounts are to be audited shall be eligible for appointment as auditor.

6.4.3 The Auditor shall vouch for the accuracy of the Balance Sheet, and the Statement of Income and Expenditure, as presented to an AGM or MC meeting by the Treasurer.

6.4.4 The Auditor may conduct any financial investigations required by the MC and/or The Club members

6.5 COMMON SEAL

- 6.5.1 The Common Seal of the Club shall be kept in the custody of the Public Officer.
- 6.5.2 The Common Seal shall not be fixed to any instrument except by authority of the MC, and the affixing of the Common Seal shall be attested by the signatures of any two (3) of the EC.

6.6 CUSTODY OF THE CLUB'S BOOKS, RECORDS AND OTHER DOCUMENTS

- 6.6.1 Except as otherwise provided by these Rules, the Public Officer shall keep in his/her custody or under his/her control all of the Club's books, records and other documents relating the The Club

6.7 SERVICE OF NOTICES AND DOCUMENTS

- 6.7.1 For the purposes of these Rules, a notice may be served by, or on behalf of, the Club upon a member either personally or by sending it by registered post to the member's address as shown in the Register of Members.
- 6.7.2 Where a document is sent to a person by properly addressing, and prepaying, and posting to the member, such document shall be, unless the contrary is proved, be deemed for the purposes of these Rules, to have been served on the member at the time at which the document would have been delivered in the ordinary course of post.

6.8 AFFILIATION

- 6.8.1 The club shall affiliate with the Local Football Association nominated by Soccer NSW and shall adopt the Laws of the Game and any decisions, interpretations and amendments thereof, approved by that body
- 6.8.2 The Club shall do all things necessary to implement and/or enforce a decision of the HFA and/or its governing body, regarding any Member or non-Member associated with The Club

6.9 SCOPE OF JURISDICTION

- 6.9.1 The jurisdiction of the Club shall cover all Members The Club, Teams, Players, Coach's, Managers and Spectators associated with the Club or within its boundaries being its Home Ground as defined in the Club By-Laws.
- 6.9.2 Jurisdiction shall also cover players representing this Club in matches or competitions played outside its boundaries.

6.10 WINDING-UP OR DISSOLUTION OF THE CLUB

- 6.10.1 The Club shall not be wound up and/or dissolved except by means of an Extraordinary Special Resolution carried at a GM specifically convened for the purpose of hearing such Resolution.

- 6.10.2 Where such Extraordinary Special Resolution is carried by at least a 4/5 majority of the Members present and voting The Club shall be wound up/dissolved
- 6.10.3 Where the resolution to wind-up/dissolve The Club is carried, there shall be no refund of membership fees to any Member
- 6.10.4 If upon the winding-up or dissolution of The Club there remains, after the satisfaction of all of its debts and/or liabilities, any money or property whatsoever, it shall not be paid or distributed among the Members of The Club
 - 6.10.4a Any remaining money shall be transferred to The Winston Hills Sports Club
 - 6.10.4b Any remaining property shall be donated to other auxiliaries within the Winston Hills Sports Club where appropriate
 - 6.10.4c Property which is not appropriate for use by the auxiliaries shall be donated to organisations/bodies having Objects similar (or in part similar) to the Objects of The Club, and which shall also prohibits the distribution of its or their property among its Members.
 - 6.10.4d Such organisations/bodies referred to in Rule 6.11.4c shall be determined by the Members of The Club at or before the winding-up/dissolution of The Club, or in default thereof by the MC of the Winston Hills Sports Club

6.11 MATTERS NOT COVERED BY THESE RULES

- 6.11.1 Where any matter not specifically covered by these Rules or The Club's By-Laws is duly brought before The Club, The Club in a MC meeting shall have the power to determine that matter, provided that such matter is not covered by the Act or other Law.
 - 6.11.1a Such determination shall be binding on The Club and its Members
 - 6.11.1b Any Ordinary Member or Life Member may appeal against any such determination made at a MCM in accordance with these Rules

These Rules were adopted by the WINSTON HILLS FOOTBALL CLUB Inc. at an Annual General Meeting held on the fifteenth day of October in 2001, and take effect from that date.

PRESIDENT:

(Signature)

VICE PRESIDENT:

(Signature)

SECRETARY:

(Signature)

TREASURER:

(Signature)

Any election or appointment made or resolution carried under the Rules hereby repealed, if in force at the commencement of these Rules, shall continue in force as far as is practicable as made or carried under these Rules.