

ASSOCIATIONS CORPORATION ACT 1981 – SCHEDULE 3

RULES OF THE ASSOCIATION

NAME

1. The name of the incorporated association is THE SUNBURY FOOTBALL CLUB - JUNIOR DIVISION INCORPORATED

STATEMENT OF PURPOSE

2. The object of the association shall be to promote, control, manage, encourage and foster Australian Rules Football.

INTERPRETATION

- 3.1 In these rules, unless the contrary intention appear :-
 - “Committee” means the Committee of Management of the Association.
 - “Financial Year” means the year ending on 30 September.
 - “General Meeting” means a general meeting of members convened in accordance with Rule 12.
 - “Member” means a member of the Association.
 - “Ordinary Member of the Committee” means a member of the Committee who is not an officer of the Association under Rule 28.
 - “The Act” means the Associations Incorporation Act 1981.
 - “The Regulations” means the regulation under the Act.
- 3.2 In these Rules, a reference to the secretary of an association is a reference:-
 - (a) where a person hold office under the Rules as secretary of the association – to that person: and
 - (b) in any other case, to the public officer of the Association.
- 3.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

- 4.1 A natural person is eligible to be a member of the Association on payment of an annual subscription payable under these rules.
- 4.2 A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall be admitted to membership on payment of the annual subscription.

- 4.3 The secretary shall, upon payment of the annual subscription enter the applicants name in the Register of Members kept by him and, upon the name being so entered; the applicant becomes a member of the association.
- 4.4 A right, privilege, or obligation of a person by reason of his membership of the association:-
- (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.

ANNUAL SUBSCRIPTION

5. The Annual subscription for Membership of the Association shall be determined at the Annual General Meeting of the Association or by the Committee prior to the Annual Registration of Players.

REGISTER OF MEMBERS

6. The secretary shall keep and maintain a Register of Members in which shall be entered the full name, address, and date of entry of the name of each member and the register shall be available for inspection by the members at the address of the secretary of the association.

RESIGNATION AND EXPULSION OF MEMBER

- 7.1 A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one months notice in writing to the secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 7.2 Upon the expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
- 8.1 Subject to these rules, the Committee may by resolution:-
- (a) expel a member from the Association
 - (b) suspend a member from membership of the Association for specified period; or
 - (c) fine a member in accordance with The Regulations, if the Committee is of the opinion that the member –
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 8.2 A resolution of the committee under sub-clause (1) :-
- (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and

- (b) where the member exercises a right of appeal to the Association under this clause does onto take effect unless the Association confirms the resolution in accordance with this clause.
- 8.3 Where the Committee passes a resolution under sub-clause (1), the secretary shall, as soon as practicable, cause to be served on the member a notice in writing:-
- (a) setting out the resolution of the committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he may do once or more of the following :-
 - (i) Attend the meeting
 - (ii) Give the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) Not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.
- 8.4 At a meeting of the committee held in accordance with sub-clause (2), the committee
- (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or to revoke the resolution.
- 8.5 Where the secretary receives a notice under sub-clause (3), he shall notify the committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.
- 8.6 At a general meeting of the Association convened under sub-clause (5) :-
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 8.7 If at the general meeting :-
- (a) a majority of the members vote in person in favour of the confirmation of the resolution, the resolution is confirmed;
 - (b) in any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

- 9.1 The Association shall in each calendar year convene an annual general meeting of its members.
- 9.2 the annual general meeting shall be held on such day as the Committee determines, being not later than the 30th day of September each year.

- 9.3 The annual general meeting shall be specified as such in the notice convening it.
- 9.4 The ordinary business of the annual general meeting shall be :-
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive reports from the President, Secretary, Treasurer, Social committee and Coaches of the Association,
 - (c) to elect officers of the Association and the ordinary members of the committee, and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 9.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 9.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

SPECIAL GENERAL MEETING

- 10 All general meetings other than the annual general meeting shall be called special general meetings.
- 11.1 The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where but for this sub-clause, more than 15 months would lapse between annual general meeting, shall convene a special general meeting before the expiration of that period.
- 11.2 The committee shall, on the requisition in writing of members representing not less than 25% of the total number of members, convene a special general meeting of the Association.
- 11.3 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the secretary and may consist of several documents in like form, each signed by one or more of the members making the requisition.
- 11.4 If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 11.5 A special general meeting convened by members in pursuance of these rules shall be convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

NOTICE OF SPECIAL AND ANNUAL GENERAL MEETINGS

- 12.1 The Secretary of the Association shall, at least 7 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his

address appearing in the register of members, a notice stating the place date and time of the meeting and the nature of the business to be transacted at the meeting.

12.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

12.3 A member desiring to bring any business before a meeting may give notice of that business in the notice calling the next general meeting after the receipt of the notice.

PROCEEDINGS AT SPECIAL AND ANNUAL GENERAL MEETINGS

13.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.

13.2 No items of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

13.3 5 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

13.4 If within half an hours after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

14.1 The President, or in his absence, the Senior Vice-President, or his absence, the Junior Vice-President shall preside as Chairman at each general meeting of the Association.

14.2 If the President, and Senior Vice-President and the Junior Vice-President are absent from a general meeting, the members shall elect one of their number to preside as Chairman at the meeting.

15.1 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

15.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.

16 A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and at entry to that effect in the Minute

book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

- 17.1 Upon any question arising at a general meeting of the Association, a member has one vote only.
- 17.2 All votes shall be given personally.
- 17.3 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 18 If at a meeting a poll on a question is demanded by not less than three members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 19 A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid, payable in respect of the current financial year.
- 20 All meetings of the Association shall commence at 7.30pm unless otherwise stated and conclude not later than 10.00pm.
- 21 Time shall be made available at each meeting for members to ask questions and seek information about the conduct of the Association.
- 22.1 Any Member wishing to speak shall address the club respectfully, avoid personal and unbecoming language and take his seat if ordered by the Chairman.
- 22.2 No person shall speak more than once on any motion or amendment except the mover who has the right of reply.
- 22.3 The right of explanation during debate shall be permitted only if conceded by the Chairman on request by a member.
- 23.1 A motion or amendment having been moved and seconded, debate may ensue but no more than two other speakers shall follow successively on the same side of the question. If two speakers having so spoken then there may be no speaker to take the opposite side the question shall be put forthwith.
- 23.2 No motion shall be withdrawn without the consent of the seconder.
- 23.3 No Notice of motion which shall have been entered on the Agenda shall be proceeded with in the absence of the Member who gave the notice, or by some other Member possessing written authority for that purpose from the first named Member.
- 23.4 No second amendment shall be taken into consideration until the previous amendment has been disposed of.
- 23.5 The chairman shall decide whether motions are in order or amendments are relevant to the subject matter of the question.
- 23.6 No person shall speak upon any motion or amendment for a period longer than five minutes without the consent of the Meeting which must be by special motion.

- 24 Any Member rising to a point of order during a discussion the speaker shall resume his seat then the Member rising shall state his point of order when the Chairman shall rule thereon which ruling shall be reviewed by the Meeting.
- 25 If the Chairman's ruling is disagreed with, he shall immediately leave the Chair and a new Chairman shall be elected and deal with the motion. The Chairman and the mover shall give their views on the question in dispute and the motion put. If the motion is carried the Chairman shall resume his seat and deal with the question in dispute as ruled by the Meeting. When two or more Members rise to speak at the same time, the Chairman shall decide who is to take the floor.
- 26 Any Delegate or Office Bearer wishing to leave the Meeting shall ask the permission of the Chairman.

COMMITTEE OF MANAGEMENT

- 27.1 The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 28.
- 27.2 The Committee:-
- (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and function that are required by these rules to be exercised by general meetings of the members of the Association; and
 - (c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- 28.1 The officers of the Association shall be:-
- (a) a President;
 - (b) a Senior Vice-President
 - (c) a Junior Vice-President
 - (d) a Treasurer
 - (e) a Secretary
 - (f) an Assistant Secretary; and
 - (g) a Social Secretary.
- 28.2 The provisions of rule 32 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- 28.3 Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- 28.4 In the event of a casual vacancy in any office referred to in sub-clause (1), the committee may appoint one of its members to the vacant office and the member may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

- 29.1 Subject to Section 23 of the Act, the Committee shall consist of :-
- (a) the officers of the Association; and
 - (b) 5 ordinary members –
Each of whom shall be elected at the annual general meeting of the Association in each year.
- 29.2 Each ordinary member of the committee shall, subject to these rules, hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- 29.3 In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may point a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.
- 30 Any Committee Member absent without apology or reasonable excuse for three meetings of the club shall cease to be a committee member and it shall be within the power of the committee to fill any vacancy so created.
- 31 Any committee Member may at any time resign as a Committee Member by giving written notice to the Secretary.

ELECTION OF OFFICERS AND VACANCY

- 32.1 Nominations of candidates for election as officers of the Association or as ordinary members of the committee:-
- (a) Shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- 32.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nomination shall be received at the annual general meeting.
- 32.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 32.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 32.5 The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- 32.6 A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- 33 For the purposes of these rules, the office of an officer of the Association or of an ordinary member of the committee becomes vacant if the officer or member :-

- (a) ceases to be a member of the Association;
- (b) becomes an insolvent under administration within the meaning of the companies (Victoria) Code; or
- (c) resigns his office by notice in writing given to the secretary.

PROCEEDINGS OF COMMITTEE

- 34.1 The Committee shall meet at least once each month during a football season at such place and such times as the committee may determine.
- 34.2 Special meetings of the Committee may be convened by the President, or Secretary, or by any 3 of the members of the Committee.
- 34.3 At least 2 days notice shall be given to members of the committee of any special meeting.
- 34.4 A majority of the members of the Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee.
- 34.5 No business shall be transacted 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 shall stand adjourned to the same place at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 34.6 At meetings of the Committee:-
 - (a) the President or in his absence the Senior Vice-President or in the absence of both of them the Junior Vice-President, shall preside; or
 - (b) If the President and both Vice-Presidents are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 34.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 34.8 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 34.9 Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

SUB COMMITTEES

- 35.1 The Association may form sub-committees as it deems fit from time to time. In particular the Association shall form a Social committee to organise and run the social functions of the Association.
- 35.2 The members of any sub-committee shall be appointed by the Committee and shall be financial members of the Association.

SECRETARY

- 36 The secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

ASSISTANT SECRETARY

- 37 The assistant secretary shall assist the secretary in his duties and deputise for him in his absence at general and committee meetings.

TREASURER

- 38.1 The Treasurer of the Association

- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
- (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

- 38.2 The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

AUDITOR

- 39 All accounts of the Association shall be audited each year by an Auditor who shall not hold any other office in the Association.

REMOVAL OF MEMBER OF COMMITTEE

- 40.1 The Association in general meeting may by resolution, remove any member of the committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.
- 40.2 Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at a meeting.

CHEQUES

- 41 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 of the President, Secretary and Treasurer.

SEAL

- 42.1 The Common Seal of the Association shall be kept in the custody of the secretary.
- 42.2 The Common Seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the committee or of one member of the committee and of the Public Officer of the Association.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 43 These rules and the statement of purposes of the Association shall not be altered except in accordance with the Act, providing that notice of any proposed alteration, amendment, addition or recession shall be given in writing to the Secretary of the Association not less than 28 days prior to the date of the general meeting of which the proposal is to be voted upon, and the secretary shall inform the members in writing of the proposals within 21 days of receiving notice of same.

NOTICES

- 44.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- 44.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

- 45 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of by delivering such assets to such other institution having similar aims to the Association as shall be determined by a majority of not less than three-fourths of members of the association in accordance with Section 29 of the Act.

CUSTODY OF RECORDS

- 46 Except as otherwise provided in these Rules, the secretary shall keep in his custody or under his control all books, documents and securities of the Association.

FUNDS

- 47 The funds of the Association shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

MISCELLANEOUS

- 48 The rules of the Association shall be printed and a copy supplied to all members on joining for the first time or on request by non-members for perusal.
- 49.1 The Association shall adopt the Rules of the Game as defined by the Australian Football Council.
- 49.2 The Secretary of the Association shall keep a copy of the Rules of the Game of Australian Football as defined by the Australian National Football Council.
- 49.3 The Association shall endeavour to become attached to a suitable league so that its teams may compete regularly according to their age and standard.
- 49.4 The colours of the Football Jumpers shall be royal blue, with a white V, and socks to be royal blue, or as otherwise decided by the Committee.
- 50.1 The Coaches of the Football Teams shall be appointed by the Committee each year and shall:
- (a) arrange training and coaching sessions and attend Committee Meetings;
 - (b) be responsible for the enlarging of each boys individual skills, irrespective of ability;
 - (c) have power to co-opt interested parents to assist in coaching or practice sessions;
 - (d) assist the Secretary to organise practice matches against other Associations;
 - (e) In age groups under 9 through to under 12 inclusive it is mandatory to use a roster system for their teams through-out the 14 home & away matches. Ensuring equal opportunity for all players.
- All players named on the match day team sheet shall be played for a minimum of 3 quarters of football.
- During the finals of the season, the structure of the team shall be at the coaches discretion. Allowing the coach and his staff to field what they consider the best side available.
- Age groups under 13 through to under 16 inclusively are not required to use a full roster system as in the younger age groups.
- Coaches of these age groups shall maintain a main core of players and in situations where numbers are plentiful, other team members can be rotated around these core players. Requiring players to strive hard to achieve their football aims. At all times coaches should do all things possible to assure all team members that they are an integral part of our club and their prospective team.
- 50.2 The Captains and Vice Captains of the Football Teams shall be elected at the discretion of the respective coaches.
- 51.1 The Committee shall elect on a rotational basis Delegates to represent the Association at all meetings :-
- (a) of the Leagues to which the Association is attached
 - (b) of the Boardman Reserve Committee, and
 - (c) at which the Association may need to be represented as decided by the Committee.
- 51.2 Delegates shall consist of Committee Members and Coaches.
- 51.3 Delegates when representing the Association shall provide a report on any meeting attended to the committee.

- 52 The Committee shall elect a Publicity Officer who shall publicise events and news of the Association.
- 53.1 Members of the Association may be elected as Life Members of the Association by a three quarter majority of members present at a general meeting.
- 53.2 Members of the Association may be nominated for Life Membership in recognition of outstanding service to the Association or have served the Association for not less than 10 consecutive years.