

**METRO SOUTH
JUNIOR FOOTBALL LEAGUE
(INCORPORATED)**

**CONSTITUTION
OF THE LEAGUE**

**Revision 8
21st November 2012**

Revision history

Revision	Date		AGM approval
	1998	Initial Constitution	-
1	16/11/01	Constitution revised - major revision (approved as 'MSJFL Constitution draft 3 (AGM), dated 16 November 2001')	28/11/01
2	26/11/03	Clause 16.2.1 revised to increase number of Executive Committee members by two (2)	26/11/03
3	28/01/04	Sections 1, 17 and 33 titles amended. Clauses 9.1.2, 9.7, 12.1.2, 12.12, 17.3, 22.2.4, 22.2.8, 22.2.10 added. Clauses 1.1, 2.1, 3.1, 9.1.3, 9.6.2, 11.4, 11.5, 12.2, 12.3, 12.5, 12.6, 33.1, 33.2, 33.3, 33.4, 34.1, 34.2, 35.1, 35.2 amended.	SDCM 28/01/04
4	30/11/06	Re-instate position of Vice President.	AGM 29/11/06
5	30/11/07	Amend Life Membership and Service Awards	AGM 28/11/07
6	25/06/08	Amended Management of the League Clause 15	SDCM 25/06/08
7	25/11/09	Amend sections 121.7, 16.2.1, 16.2.2 and 29.1	AGM 25/11/09
8	21/11/12	Amend section 10.2.1	AGM 21/11/12

CONTENTS

Section	Page	Section	Page
1 NAME	1	23 EXECUTIVE COMMITTEE MEETINGS	11
2 INTERPRETATION	1	24 DUTIES OF THE PRESIDENT	11
3 OBJECTIVES OF THE LEAGUE	1	25 DUTIES OF THE SECRETARY	11
4 POWERS OF THE LEAGUE	1	26 DUTIES OF TREASURER	12
5 COLOURS OF THE LEAGUE	2	27 DUTIES OF THE REGISTRAR	12
6 MEMBERSHIP	2	28 DUTIES OF THE UMPIRES' DIRECTOR	13
7 LIFE MEMBERS	2	29 POWERS AND DUTIES OF THE TRIBUNAL COMMITTEE	13
8 SERVICE AWARD MEMBERS	3	30 POWERS OF UMPIRES	13
9 CLUB MEMBERSHIP	3	31 RULES OF PLAY	14
10 CLUB SUSPENSION, RESIGNATION AND EXPULSION	4	32 MISCONDUCT	14
11 AFFILIATION	5	33 SUSPENSION AND EXPULSION OF OFFICERS AND CLUB MEMBERS	14
12 OFFICERS OF THE LEAGUE	5	34 APPEAL TO THE LEAGUE	15
13 DUTIES OF CLUBS	6	35 APPEAL TO AN EXTERNAL ORGANISATION	15
14 UNIFORMS	7	36 COMMON SEAL	15
15 MANAGEMENT OF THE LEAGUE	7	37 FINANCE	16
16 COMMITTEES	7	38 BORROWING POWERS	16
17 PRESIDING OFFICER AND PUBLIC OFFICER	8	39 INDEMNITY	16
18 POWERS OF THE DELEGATES' COMMITTEE	8	40 ALTERATIONS OF CONSTITUTION	17
19 DELEGATES' COMMITTEE MEETINGS	8	41 DISSOLUTION	17
20 ANNUAL GENERAL MEETING	9		
21 SPECIAL DELEGATES' COMMITTEE MEETING	9		
22 POWERS OF THE OFFICERS AND EXECUTIVE COMMITTEE	10		

1 NAME

- 1.1 The incorporated association shall be called the Metro South Junior Football League with headquarters in Adelaide.

2 INTERPRETATION

- 2.1 In this Constitution, if not consistent with the context, “League” means the Metro South Junior Football League.
- 2.2 Unless otherwise stated:
 - 2.2.1 “Game” shall mean the game of Australian Rules Football.
 - 2.2.2 “Club” shall mean any organisation having membership of the League.
 - 2.2.3 “Member” of a Club shall mean all elected office bearers and all officials, coaches, managers, trainers, runners, players and any other financial or honorary member.
 - 2.2.4 “Advocate” of a Club shall mean a member of a Club who represents a member of the same Club at a Tribunal Committee hearing, or at any other hearing, inquiry or meeting. A parent of a player may also act as an advocate for that player.
 - 2.2.5 “Misconduct” shall mean a breach of this Constitution or the Rules of the League, other than those dealt with by the Tribunal Committee, or any other serious conduct or misconduct involving a member of the League, a member of a Club or an Officer of the League.

3 OBJECTIVES OF THE LEAGUE

The League shall:

- 3.1 Promote, organise, and foster the playing of the game of Australian Rules Football through junior competition in Adelaide and contribute to the advancement of the game.
- 3.2 Promote the development of healthy character and instil a sense of fair play in players in the best traditions of true sportsmanship.
- 3.3 Promote healthy, competitive recreation for junior players of both sexes, as set out in the Rules of the League.

4 POWERS OF THE LEAGUE

The League shall:

- 4.1 Do all things that may be necessary or appropriate to achieve the objectives of the League set out in this Constitution?
- 4.2 Settle questions or disputes on any matters relating to the game in the League’s competitions that may be submitted to the League for its adjudication.
- 4.3 Employ the funds of the League as shall be deemed to be in the best interests of the game.

5 COLOURS OF THE LEAGUE

5.1 The colours of the League shall be green, red and white.

6 MEMBERSHIP

6.1 The members of the League shall consist of the following persons and organisations duly elected in accordance with this Constitution:

6.1.1 Life Members.

6.1.2 Service Award Members.

6.1.3 Clubs.

6.2 Each member of the League shall be provided with a copy of this Constitution and the Rules of the League. Copies of the documents shall be provided:

6.2.1 At the time the member is accepted for membership.

6.2.2 Following any changes made to either this Constitution or the Rules of the League. Only the document changed shall be provided.

6.3 All members of the League and all of the members of the Clubs shall be bound by this Constitution and the Rules of the League.

7 LIFE MEMBERS

7.1 Life membership may be conferred on a person for outstanding and special services rendered in connection with promoting the League's objectives and the game over a long period, generally 10 years or longer:

7.1.1 This distinction shall be conferred only at an Annual General Meeting.

7.1.2 The distinction shall carry with it the right to attend and to speak at all Annual General Meetings of the League, but not to vote at any meeting unless otherwise qualified.

7.1.3 The Secretary shall receive recommendations for Life Membership from any Club up to four (4) weeks prior to the Annual General Meeting. Each recommendation may be accompanied by details of outstanding and special service rendered to the League and the game.

7.1.4 Each Life Membership nomination shall be considered by the Executive and a recommendation for endorsement shall be forwarded to all Clubs by no later than seven (7) days prior to the Annual General Meeting.

7.1.5 A person recommended for Life Membership shall be elected a Life Member of the League by the affirmative vote of two-thirds (2/3) of the Clubs attending the Annual General Meeting.

7.1.6 The presentation of the Life members badge may take place at the Annual General Meeting or at any time and place deemed suitable to the League.

8 SERVICE AWARD MEMBERS

8.1 Service Award Membership may be conferred on a person recognising outstanding service to the League and the game.

- 8.1.1 This distinction shall be conferred only at an Annual General Meeting.
- 8.1.2 The distinction shall carry with it the right to attend and to speak at all Annual General Meetings of the League, but not to vote at any meeting unless otherwise qualified.
- 8.1.3 The nominations for Service Award Membership shall be dealt with by the Executive Committee, and be subject to the same procedure set out for Life Membership.
- 8.1.4 A Service Award Member's badge shall be awarded.

9 CLUB MEMBERSHIP

- 9.1 Club membership shall only be available to an Incorporated Australian Rules Football Club, Incorporated Sporting Club or Incorporated Community Club which is based within the inner southern suburbs of Adelaide and which has:
 - 9.1.1 Applied in writing for membership and agreeing to abide by this Constitution and the Rules of the League.
 - 9.1.2 Provided the League with a written plan outlining how it will meet the League's objectives. The plan shall include:
 - (a) the management committee structure, names of elected office bearers and minutes of the last Annual General Meeting.
 - (b) the proposed grades, including names and accreditation status of the coach of each team.
 - (c) a copy of the club's Constitution and incorporation certificate.
 - 9.1.3 Been accepted as a member by the majority vote of a Delegates' Committee Meeting following a recommendation from the Executive Committee to affiliate the Club.
 - 9.1.4 Paid the prescribed application and annual subscription fees, if any.
- 9.2 A Club shall appoint from its members two delegates who shall represent the Club at Delegates' Committee Meetings and in any other official dealings with the League.
- 9.3 Each Club shall submit the names of its nominated delegates to the Secretary in writing fourteen (14) days prior to the Annual General Meeting.
- 9.4 Each Club shall submit the name of any replacement delegate to the Secretary in writing prior to the first Delegates' Committee Meeting that the replacement delegate attends.
- 9.5 A Club shall be entitled to one (1) vote at a Delegates' Committee Meeting, except during a period when the Club is suspended in accordance with this Constitution.
- 9.6 Membership shall be renewed annually for Clubs:
 - 9.6.1 On payment of the annual subscription fees, or on payment of the first instalment of the annual subscription fees where instalments apply.
 - 9.6.2 Except that the League shall not be required to accept renewal of membership of any Club:
 - (a) serving a suspension at the time the annual subscription fee, or first instalment of the annual subscription fee where instalments apply, is due for payment.
 - (b) following alteration of its incorporated name or Constitution and where the League considers that the Club is no longer the same incorporated Club that initially applied for membership.

9.7 A register of members shall be maintained by the League and contain:

- 9.7.1 The name and address of each member
- 9.7.2 The date on which the member was admitted to the League.
- 9.7.3 If applicable, the date of, and reason(s) for, termination of membership.

10 CLUB SUSPENSION, RESIGNATION AND EXPULSION

10.1 Club suspension:

- 10.1.1 The Executive Committee may recommend suspension of any Club that breaches this Constitution or the Rules of the League in a substantial way, or otherwise acts contrary to the objectives of the League.
- 10.1.2 The Executive Committee may recommend suspension of any Club whose annual subscription fees remain unpaid after 1 August in any year may be suspended by a majority vote at a Delegates' Committee Meeting.
- 10.1.3 A Club shall have its membership suspended if the Executive Committee recommendation to suspend the Club is accepted by a majority vote at a Delegates' Committee Meeting.
- 10.1.4 Any suspended Club shall forfeit its right to play matches under the control of the League and shall not be entitled to vote at any Delegates' Committee Meeting for the duration of the suspension.
- 10.1.5 The Secretary shall notify the suspended Club in writing of its suspension from the league within forty-eight (48) hours of the Delegates' Committee Meeting that imposed the suspension.
- 10.1.6 Any suspended Club may, on not less than two (2) weeks written notice to the Secretary, require the suspension to be reconsidered at a subsequent Delegates' Committee Meeting.
- 10.1.7 Suspension of a Club may be lifted by a majority vote at any subsequent Delegates' Committee Meeting subject to any conditions that may be imposed by that Delegates' Committee Meeting.

10.2 Club resignation:

- 10.2.1 Any Club wishing to resign its membership shall notify the Secretary in writing not later than six (6) months prior to the Annual General Meeting in each year.
- 10.2.2 A Club in default of such notification, shall be liable to the League for the annual subscription fees for the ensuing year, unless otherwise determined a majority vote at a Delegates' Committee Meeting.
- 10.2.3 A resignation of a Club will be accepted by the League on payment of any outstanding debts, fees or fines owing to the League, unless otherwise determined by a majority vote at a Delegates' Committee Meeting.

10.3 Club expulsion:

- 10.3.1 Any Club which breaches this Constitution or the Rules of the League in a substantial way, or otherwise acts contrary to the objectives of the League may be expelled from the League.

- 10.3.2 A Club cannot be expelled while it is serving a suspension imposed by the League.
- 10.3.3 The Executive Committee shall make a written recommendation for expulsion of a Club to any Delegates' Committee Meeting. This recommendation shall outline the reasons for the recommendation to expel the Club.
- 10.3.4 This recommendation shall be considered by a Delegates' Committee Meeting within fourteen (14) days of the Executive Committee recommendation.
- 10.3.5 Seven (7) days written notice of the Delegates' Committee Meeting that will consider the recommendation for expulsion of the Club shall be given to the Secretaries of all Clubs and to all Officers. Such notice shall include a copy of the Executive Committee's recommendation.
- 10.3.6 At any Delegates' Committee Meeting where a recommendation to expel a Club is to be considered the Club President and delegates shall be entitled to address the meeting before any vote is taken on the Executive Committee recommendation.
- 10.3.7 The Club shall be expelled if the recommendation is approved by a two-thirds (2/3) majority vote at the Delegates' Committee Meeting.
- 10.3.8 The Secretary shall notify the Club in writing of its expulsion from the league within forty-eight (48) hours of the Delegates' Committee Meeting.

11 AFFILIATION

- 11.1 The League may affiliate with incorporated organisations that have similar objectives to the League.
- 11.2 The Executive Committee shall make recommendations on affiliation to any Delegates' Committee Meeting.
- 11.3 The recommendations for affiliation shall be accepted by a majority vote at the Delegates' Committee Meeting.
- 11.4 One organisation with which the League affiliates shall be nominated by the Delegates' Committee Meeting, on a recommendation from the Executive Committee, to fulfil the role of an external appeal organisation. This organisation shall hear all appeals by Officers, Clubs and Club members allowed under this Constitution.
- 11.5 In the absence of the League formally affiliating with an appropriate organisation nominated as the external appeals organisation, the South Australian National Football League (SANFL) shall fulfil that role.

12 OFFICERS OF THE LEAGUE

- 12.1 The Officers of the League ("Officers") shall be those persons identified as:
 - 12.1.1 The members of the Executive Committee.
 - 12.1.2 The members of the Tribunal Committee and the Life Membership Committee.
 - 12.1.3 The Patrons of the League ("Patrons"), if any.
 - 12.1.4 The Honorary Auditor ("Auditor").
- 12.2 The Officers, excluding the Umpires' Director and the Tribunal Committee, shall be elected at the Annual General Meeting.

- 12.3 Casual vacancies caused by the resignation of any Officer, excluding the Umpires Director and members of the Tribunal Committee, shall be filled at any Delegates' Committee Meeting, unless otherwise determined at that meeting.
- 12.4 The Officers shall not take office until the conclusion of the Annual General Meeting or Delegates' Committee Meeting at which they are elected.
- 12.5 Membership for all Officers, including the Umpires' Director and members of the Tribunal Committee, shall extend until the conclusion of the Annual General Meeting following the meeting at which the elected Officers were elected.
- 12.6 The nominations for the Executive Committee and any subsequent casual vacancies, excluding the Umpires Director, members of the Tribunal Committee and the Life Membership Committee, shall be made by the Clubs.
- 12.7 The Senior Executive Committee shall not hold positions as elected office bearers in any Club.
- 12.8 Recommendations from the Clubs for the position of Patrons and the Auditor shall be received by the Executive Committee in writing fourteen (14) days prior to the Annual General Meeting.
- 12.9 The Patrons and the Auditor shall be nominated by the Executive Committee.
- 12.10 The Auditor shall not hold any other office in the League.
- 12.11 The Officers may speak at all Delegates' Committee Meetings, but shall not vote.
- 12.12 The position of an Officer shall become vacant if the Officer is:
 - 12.12.1 Disqualified from being an Officer by the Incorporated Associations Act, 1985.
 - 12.12.2 Expelled from the position under this Constitution.
 - 12.12.3 Permanently incapacitated by ill health.
 - 12.12.4 Resigns or is absent without apology from more than four meetings in a year.

13 DUTIES OF CLUBS

Each Clubs shall:

- 13.1 Uphold the objectives of the League and abide by the Constitution and the Rules of the League.
- 13.2 Nominate delegates who shall attend Delegates' Committee Meetings.
- 13.3 Pay all Fees to the League by the date that they are due for payment.
- 13.4 Forward to the Secretary at least fourteen (14) days before the Annual General Meeting of the League notice of items of business to be discussed at such meeting.
- 13.5 Provide to the League in a timely fashion all information required by this Constitution and the Rules of the League, and as required by the Executive Committee from time to time to facilitate the proper management of the Leagues' affairs.

14 UNIFORMS

- 14.1 Each Club shall submit in writing to the Secretary, within seven (7) days of acceptance of its membership application, details of a proposed uniform for approval by the Executive Committee.
- 14.2 Any Club wishing to make any change to its approved uniform shall submit details of the proposed change in writing to the Secretary for approval by the Executive Committee.
- 14.3 A uniform approved by the Executive Committee shall not be worn by any other Club.

15 MANAGEMENT OF THE LEAGUE

- 15.1 Control of the League shall be vested in the Delegates' and the Executive Committee.
- 15.2 The Executive Committee shall manage the League in conjunction with the Delegates' Committee.
- 15.3 The South Australian National Football League may be invited to attend any Delegates' Committee Meeting in an advisory, non-voting role. The South Australian National Football League representatives attending any Delegates' Committee Meeting may speak on any item of business.
- 15.4 Clause 15.1 and 15.2 provide the Executive the power to operate the League on a daily operational basis in accordance to with all the 'Rules & Regulations' of the League. All Strategic decisions remain the right of the delegates and Executive Committee as a whole.

16 COMMITTEES

- 16.1 Delegates' Committee.
 - 16.1.1 The Delegates' Committee shall comprise of the nominated delegates from the Clubs.
- 16.2 Executive Committee.
 - 16.2.1 The Executive Committee shall consist of either:
 - (a) The President, Vice President, General Manager, Registrar, three (3) Committee members and the Umpires Director (once appointed), or;
 - (b) The President, Vice President, Secretary, Treasurer, Registrar, two (2) committee members and the Umpires Director (once appointed).
 - 16.2.2 The General Manager, if elected, shall carry out the roles of the Secretary and Treasurer.
- 16.3 Tribunal Committee.
 - 16.3.1 The Tribunal Committee shall consist of five (5) members appointed by the Executive Committee following appointment of the Umpires Director.
 - 16.3.2 Members of the Tribunal Committee shall be independent of all members of any Club.
 - 16.3.3 The Tribunal Committee sitting as a tribunal hearing shall be constituted by three (3) members, one of whom shall be elected as the Chairperson for that tribunal hearing.

16.3.4 The Umpires Director shall attend the Tribunal Committee tribunal hearings but shall not speak or vote on any matter

17 PRESIDING OFFICER AND PUBLIC OFFICER

- 17.1 At any Delegates' Committee Meeting or Executive Committee Meeting the President shall be the Presiding Officer.
- 17.2 In the absence of the President at any Delegates' Committee Meeting or Executive Committee Meeting the Executive Committee shall appoint a member of the Executive Committee to act as President.
- 17.3 The Secretary of the League shall act as the Public Officer for the League, as defined in the Associations Incorporation Act, 1981.

18 POWERS OF THE DELEGATES' COMMITTEE

The Delegates' Committee shall:

- 18.1 Control the League.
- 18.2 Admit a Club to the League.
- 18.3 Suspend or expel a Club on a recommendation from the Executive Committee.
- 18.4 Affiliate with an incorporated organisation on a recommendation from the Executive Committee.
- 18.5 Ratify rules recommended by the Executive Committee, as may be found necessary from time to time for the conduct of the League.
- 18.6 Approve, on a recommendation from the Executive Committee, accounts properly incurred in the conduct of the League's affairs for payment by the Treasurer.
- 18.7 Approve the borrowing of money.
- 18.8 Suspend or expel a Club member.

19 DELEGATES' COMMITTEE MEETINGS

- 19.1 Delegates' Committee Meetings, which shall include the Annual General Meeting and any Special Delegates' Committee Meeting, shall be held not less than eight times in each calendar year to further the objectives of the League.
- 19.2 A quorum at any Delegates' Committee Meeting shall be two-thirds (2/3) of the total number of Clubs.
- 19.3 At all Delegates' Committee Meetings the vote of the majority shall rule unless specific alternative provisions shall apply.
- 19.4 Voting shall be by secret ballot if desired by any Club present.
- 19.5 Delegates shall be present to vote, no proxies shall be permitted.
- 19.6 If at any Delegates' Committee Meeting there is no quorum within 30 minutes of the appointed time for the meeting the meeting shall be adjourned for a period not exceeding 14 days.

20 ANNUAL GENERAL MEETING

- 20.1 The business of the Annual General Meeting shall be:
 - 20.1.1 Attendance and apologies.
 - 20.1.2 Confirmation of the Minutes of the previous Annual General Meeting.
 - 20.1.3 Presentation of the Annual Report, Balance Sheet, Statement of Accounts and Auditor's Report.
 - 20.1.4 Notices of Motion.
 - 20.1.5 Amendments to the Constitution.
 - 20.1.6 Affiliation with other incorporated organisations.
 - 20.1.7 Presentation of the Budget for the forthcoming year.
 - 20.1.8 Setting of the Fees.
 - 20.1.9 Setting of the Remuneration Fees for any Officer.
 - 20.1.10 Election of Life members
 - 20.1.11 General Business.
 - 20.1.12 Election of Officers.
- 20.2 The Annual General Meeting shall be held once in each calendar year between 31 October and 31 December.
- 20.3 Seven (7) days notice of every Annual General Meeting shall be given in writing to the Secretaries of all Clubs and to all Officers of the League. Such notice shall clearly set forth the business to be transacted at the meeting.

21 SPECIAL DELEGATES' COMMITTEE MEETING

- 21.1 A Special Delegates' Committee Meeting shall be convened at the written request of either:
 - 21.1.1 The Executive Committee, or;
 - 21.1.2 No fewer than three (3) Clubs, any such request shall be signed by the Secretary of each requesting Club.
- 21.2 A request for a Special Delegates' Committee Meeting shall state the proposed business to be transacted at the meeting.
- 21.3 Seven (7) days notice of a Special Delegates' Committee Meeting shall be given in writing to the Secretaries of all Clubs and to all Officers, unless shorter notice is allowed under other Clauses of this Constitution. Such notice shall clearly set forth the business to be transacted at the meeting.

22 POWERS OF THE OFFICERS AND EXECUTIVE COMMITTEE

- 22.1 The elected Officers, excluding the Parton and Auditor, shall:
 - 22.1.1 Appoint the Umpires' Director.
- 22.2 The Executive Committee shall:
 - 22.2.1 Manage the affairs and control the finances of the League.
 - 22.2.2 Recommend affiliation with other incorporated organisations.
 - 22.2.3 Appoint representatives to any organisation with which the League is affiliated.
 - 22.2.4 Appoint the members of the Tribunal Committee.
 - 22.2.5 Control the Umpires' Panel.
 - 22.2.6 Approve accounts properly incurred in the conduct of the Leagues' affairs for payment by the Treasurer, or make a recommendation to the Delegates' Committee Meeting to approve such accounts.
 - 22.2.7 Consider and adjudicate on any apparent infringement of this Constitution or the Rules of the League, whether such infringement should become known to the Executive Committee by formal notice or otherwise. Officers with a conflict of interest shall disqualify themselves.
 - 22.2.8 Make recommendations on membership of any incorporated Club that applies in writing for membership of the League.
 - 22.2.9 Recommend suspension, reinstatement or expulsion of a Club.
 - 22.2.10 Suspend or recommend expulsion of an Officer.
 - 22.2.11 Suspend or recommend expulsion of a Club member.
 - 22.2.12 Approve all aspects of playing uniforms, including alternate uniforms.
 - 22.2.13 Appoint sub-committees for any purpose relating to the affairs of the League, and to prescribe the duties and powers of any such sub-committee.
 - 22.2.14 Make rules as may from time to time be found necessary for the conduct of the League. Such Rules shall be ratified at the Delegates' Committee Meetings.
 - 22.2.15 Appoint Selectors, Coaches, Managers and Officials of representative teams.
 - 22.2.16 Approve representative teams and the captains nominated by the Coaches.
 - 22.2.17 Settle any question which may arise and which is not provided for in this Constitution or the Rules of the League.

23 EXECUTIVE COMMITTEE MEETINGS

- 23.1 The Executive Committee shall meet at least four (4) times per year with the exception of January of each year.
- 23.2 Three members of the Executive Committee shall form a quorum.
- 23.3 Each member of the Executive Committee, excluding the President, shall be entitled to one vote. Members shall be present to vote; no proxies shall be permitted.
- 23.4 At all meetings of the Executive Committee the vote of the majority shall rule.
- 23.5 The President of the Executive Committee shall have a casting vote only.
- 23.6 Voting on any question shall be by secret ballot if desired by one member present.

24 DUTIES OF THE PRESIDENT

The President shall:

- 24.1 Be the representative and spokesperson of the League.
- 24.2 Call meetings of the League.
- 24.3 Preside at Executive Committee Meetings and Delegates' Committee Meetings of the League.

25 DUTIES OF THE SECRETARY

The Secretary shall:

- 25.1 Keep all records and Minute Books and the Seal of the League in custody.
- 25.2 Keep a roll of all Clubs.
- 25.3 Keep a record of the names and addresses of all office bearers of all Clubs and of all Officers of the League.
- 25.4 Give notice of all meetings in accordance with this Constitution.
- 25.5 Conduct all general correspondence and keep copies of such correspondence.
- 25.6 Keep all Minutes of Delegates' Committee Meetings and Executive Committee Meetings.
- 25.7 Advertise of the Annual General Meeting fourteen (14) days before the date of the meeting.
- 25.8 Provide all Clubs with the information and items of business at least seven days prior to the Annual General Meeting.
- 25.9 Ensure the Annual Report is available for the Annual General Meeting.
- 25.10 In cases of suspension, expulsion or appeal notify all parties concerned.
- 25.11 Be the Public Officer of the League.
- 25.12 Attend to all such other administrative matters as are necessary for efficient conduct of the League

26 DUTIES OF TREASURER

The Treasurer shall:

- 26.1 Keep a proper book of accounts.
- 26.2 Receive all monies for and on behalf of the League and as soon as practical pay them into such financial institution or institutions as the Executive Committee decide, to the credit of the account or accounts in the name of the Metro South Junior Football League (Incorporated).
- 26.3 Pay all accounts properly approved by the Executive Committee or Delegates' Committee Meeting.
- 26.4 Submit a statement of the financial position of the League at least once a month to the Executive Committee.
- 26.5 Prepare a Balance Sheet and completed, audited Statement of all Accounts and submit it to the Delegates seven (7) days prior to the Annual General Meeting. These shall be presented at the Annual General Meeting.
- 26.6 Prepare the Budget for the forthcoming year and submit it to the Delegates seven (7) days prior to the Annual General Meeting. This shall be presented at the Annual General Meeting.
- 26.7 Attend to all such other matters as are necessary and appropriate for the proper management of the finances of the League.

27 DUTIES OF THE REGISTRAR

The Registrar shall:

- 27.1 Prepare the program of games and fixtures for the season.
- 27.2 Keep records of player details and publish details of registered players to their Club.
- 27.3 Keep records of game details, including player participation in games.
- 27.4 Keep record of the Premiership Table.
- 27.5 Produce the records as required by the Executive Committee Meetings or Delegates' Committee Meetings.
- 27.6 Attend to all such other matters as are necessary and appropriate for the proper management of the membership, playing and other records of the League

28 DUTIES OF THE UMPIRES' DIRECTOR

The Umpires' Director shall:

- 28.1 Keep records of the Umpires Panel.
- 28.2 Manage the Umpires' Panel.
- 28.3 Train and educate the umpires.
- 28.4 Allocate the Umpires to all League games.
- 28.5 Review Club member reports that are related to an alleged breach of the Rules of the League by a Club member and which are submitted by an umpire from any League game.
- 28.6 Refer any Club Member reports to the Tribunal Committee and advise the President and secretary of such reports.
- 28.7 Organise the Tribunal Committee quorum.
- 28.8 Organise the requirements for Tribunal Committee hearings.
- 28.9 Conduct Secretarial duties for the Tribunal Committee hearings.
- 28.10 Advise the President and Secretary of the outcomes of Tribunal Committee hearings.
- 28.11 Attend to all such other matters as are necessary and appropriate for the proper umpiring of all League games.

29 POWERS AND DUTIES OF THE TRIBUNAL COMMITTEE

The Tribunal Committee shall:

- 29.1 Hear all charges properly referred to it by a Field Umpire, Club Delegate or League Executive member against a Club member that are related to an alleged breach of the Rules of the League before, during or after a game.
- 29.2 Allow the Club member, or their Club advocate to provide a written or verbal defence against the charges and hear such defence.
- 29.3 Determine all charges following presentation to the hearing of the charges and the defence.
- 29.4 Set penalties as outlined in the Rules of the League.
- 29.5 Refer any matter to the Executive Committee for action.
- 29.6 Notify the Club member of the decision of the tribunal hearing.

30 POWERS OF UMPIRES

- 30.1 An umpire shall have control, in accordance with the Rules of the League, of any game to which they are allocated.
- 30.2 An umpire may report a Club member from any League game to which they are allocated for an alleged breach of the Rules of the League by the Club member.

31 RULES OF PLAY

31.1 The playing rules of the League shall be those rules as set by the Australian Football League, subject to those rules as modified under the Rules of the League.

32 MISCONDUCT

32.1 In all cases of alleged misconduct by any Officer, Club or Club member an inquiry shall be held by the Executive Committee within seven (7) days of the date when such alleged misconduct has been brought to the notice of the Executive Committee.

32.2 Misconduct by a Club member that has been properly dealt with by the Tribunal Committee shall only be the subject an inquiry where the Tribunal Committee recommends the matter to the Executive Committee for action.

32.3 Any Officer, Club or Club member that is the subject of an inquiry for alleged misconduct shall be given adequate opportunity to be heard in defence.

32.4 Forty-eight (48) hours written notice shall be given to such Officer, Club or Club member and to the Secretary of the Club, setting out the alleged misconduct and notifying the time and place of such inquiry hearing.

32.5 Following the completion of the inquiry the Executive Committee shall take such action as it sees fit in accordance with this Constitution and shall report in writing to the next Delegates' Committee Meeting, or if required, to a Special Delegates' Committee Meeting:

- 32.5.1 The alleged misconduct and the outcome of any such inquiry.
- 32.5.2 The action the Executive Committee has taken, if any, as a result of such inquiry.
- 32.5.3 Any recommendations for action to be taken by the Delegates' Committee Meeting.

33 SUSPENSION AND EXPULSION OF OFFICERS AND CLUB MEMBERS

33.1 In all cases of alleged misconduct by an Officer or a Club member the Executive Committee may summarily suspended the Officer or Club member pending an Executive Committee inquiry and the determination of any charges made.

33.2 Following its inquiry into a charge of alleged misconduct the Executive Committee may suspend an Officer or a Club member, or it may recommend in writing to a Delegates' Committee Meeting the expulsion of the Officer or Club member.

33.3 An Officer or a Club member shall expelled if the recommendation of the Executive Committee is approved by a two-thirds (2/3) majority vote at the Delegates' Committee Meeting.

33.4 The Secretary shall notify the Officer or Club member and the Secretary of the Club in writing within forty eight (48) hours:

- 33.4.1 Of the outcome of the Executive Committee inquiry in the case of the Club member's suspension, or;
- 33.4.2 Of the outcome of the Delegates' Committee Meeting in the case of the Club member's expulsion from the League.

34 APPEAL TO THE LEAGUE

- 34.1 Any Officer or Club member found guilty of misconduct by the Executive Committee, or any Officer or Club member suspended by the Executive Committee or the Tribunal Committee may appeal to the League.
- 34.2 An appeal by an Officer or Club member shall be received by the Secretary in writing within forty-eight (48) hours of the Officer or Club and Club member being notified of the decision in respect of the incident for which the appeal is made.
- 34.3 An appeal shall be heard by a Delegates' Committee Meeting, or Special Delegates' Committee Meeting within five (5) days of the appeal being received by the Secretary.
- 34.4 The Delegates' Committee Meeting may:
 - 34.4.1 Uphold the previous decision.
 - 34.4.2 Quash the previous decision.
 - 34.4.3 Vary the decision.
- 34.5 All appeals shall be accompanied by the appeal fee, if any, which shall be set at the Annual General Meeting. In the absence of any fee being set at the Annual General Meeting, no fee shall apply.

35 APPEAL TO AN EXTERNAL ORGANISATION

- 35.1 Any Officer, Club or Club member suspended, disqualified or expelled by the League shall have the right of appeal to the appeal organisation with which the League is affiliated for the purpose of hearing appeals.
- 35.2 Such appeal shall be made to the appeal organisation within forty-eight (48) hours of the Officer, Club or Club member being notified of the decision in respect of the incident for which the appeal is made.
- 35.3 Such appeal shall be in writing addressed to the Secretary of the appeal organisation and shall set forth specifically the decision appealed against and the grounds for such appeal. A copy of such appeal shall be provided to the Secretary of the League.
- 35.4 The appeal shall be accompanied by the fee, if any, as set by the appeal organisation.
- 35.5 The League shall in no way be responsible for any expenses incurred by the appellant.
- 35.6 Pending a decision on the appeal by the appeal organisation, the League's suspension, disqualification or expulsion shall be operative.

36 COMMON SEAL

- 36.1 The League shall have a Common Seal.
- 36.2 The Common Seal shall be kept in the custody of the Secretary.
- 36.3 The Common Seal shall be affixed to any document or writing, upon resolution of a Delegates' Committee Meeting or an Executive Committee Meeting by the Secretary in the presence of the President.

37 FINANCE

- 37.1 The financial year of the League shall commence on the 1 November and close 31 October the following year.
- 37.2 All monies received shall be paid to the credit of the League at a financial institution or institutions approved by the Executive Committee.
- 37.3 The accounts of the League shall be audited annually by the Auditor.
- 37.4 The assets and income of the League shall be applied exclusively to the promotion of its objectives and no portion shall be paid or distributed directly or indirectly to any Officer, Club, person or organisation except as bona fide remuneration for services rendered or expenses incurred on behalf of the League.

38 BORROWING POWERS

- 38.1 The League shall have the power to borrow money in such manner and upon such security and terms as it shall deem fit, but such power shall not be exercised except by a resolution of a Delegates' Committee Meeting.
- 38.2 At least fourteen (14) days' notice in writing of such intention to borrow shall be given to the Secretary of each Club.

39 INDEMNITY

- 39.1 Every Officer shall be indemnified against any liability incurred in the discharge of any lawful duty undertaken on behalf of the League.
- 39.2 This indemnity shall be provided by Indemnity Insurance, the cost of which shall be paid out of the funds of the League.
- 39.3 This indemnity shall extend to any liability and in defending any proceedings, whether civil or criminal, in which judgement is given in favour of the Officer, or in which the Officer is acquitted.
- 39.4 No Officer shall be responsible, otherwise than the Officer's own wilful act or default:
 - 39.4.1 For any other Officer, or for any servant of the League.
 - 39.4.2 By the insufficiency or deficiency of value of, or title to, any property or security acquired or taken on behalf of the League.
 - 39.4.3 By the bankruptcy or any tortious act of any customer or debtor of the League.
 - 39.4.4 By anything done in the execution of the Officer's duties or in relation thereto.

40 ALTERATIONS OF CONSTITUTION

- 40.1 This Constitution shall not be repealed, altered, or have addition made to it without the affirmative vote of a three-fifths (3/5) majority of the Clubs present at the Annual General Meeting, or at a Special Delegates' Committee Meeting, and entitled to vote.
- 40.2 At least seven (7) days' notice in writing of such proposed alterations shall be given to the Secretaries of all Clubs in either case.
- 40.3 Any alterations so made shall take place immediately, unless decided otherwise by a three-fifths (3/5) majority vote of the Clubs present at the Meeting.

41 DISSOLUTION

- 41.1 The League shall not be dissolved unless all liabilities have been discharged and a motion has been passed by a majority vote of the Clubs present at the Special Delegates' Committee Meeting convened for the purpose.
- 41.2 In the event of the League being dissolved, the funds which remains after such dissolution and the satisfaction of all debts and liabilities of the League shall be paid and applied by the League in accordance with its powers to any organisation which:
 - 41.2.1 Has similar objectives as the League, and;
 - 41.2.2 Which has rules prohibiting the distribution of its assets and income to its members.