

# **MID GIPPSLAND FOOTBALL LEAGUE INC**

**Founded 1935**

**Incorporated 1987**

**Rules of Constitution & By-Laws amended 2013**

## **RULES OF CONSTITUTION & BY-LAWS**

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## STATEMENT OF PURPOSES

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| 1 | Name of the Association   |
|   | The name of the Incorporated Association is the Mid Gippsland Football League Incorporated (herein after called "the Association").   |
| 2 | Statement of Purpose  |
|   | <p>The purposes for which the proposed Incorporated Association is established are:</p> <ul style="list-style-type: none"><li>a) To promote the game of Australian Rules Football throughout the Mid Gippsland area and surrounding areas.</li><li>b) To provide a sporting and social focus and a point of contact for the Mid Gippsland area and surrounding areas.</li><li>c) To do all such things, as the Association thinks best, for the promotion and advancement of the game of Australian Rules Football in the Mid Gippsland area and surrounding areas.</li><li>d) To purchase, lease or otherwise acquire any real or personal property or right which may be deemed necessary or convenient for any of the purposes of the Association, and to sell, transfer, lease, mortgage, charge or otherwise deal with the whole or any part of the property of the Association.</li><li>e) To purchase, apply for or otherwise acquire any privileges, exemptions, certificates, licences, patents. Copyrights, trademarks or the like which may be deemed necessary or convenient for any of the purposes of the Association and to transfer or otherwise deal with the same.</li><li>f) To employ or engage any person, servants or agents to carry out the whole or any part of the purposes of the Association with the power to dismiss such employees, servants or agents as the League may from time to time determine.</li><li>g) To construct, furnish, equip, maintain and alter any houses, buildings, premises or works necessary or convenient for the purposes of the Association.</li><li>h) To take any gift of money or property or subsidy, whether subject to any special trust or not, for any one or more of the purposes of the Association. If the Association shall take or hold any property that may be subject to any trusts, the Association shall deal with the same in such manner as is allowed by law and with regard to such trust.</li><li>i) To take any steps by person or written appeals, public meetings, advertising or otherwise, as may from time to time be deemed expedient, for the purposes of procuring contributions to the fund of the Association in the shape of donations, public subscriptions, subsidies or otherwise.</li><li>j) To invest any monies of the Association not immediately required in any mode of investment, authorised by law and to borrow and to raise monies in such manner and upon such securities as may from time to time be determined, provided that any such investments shall be invested only in such forms of investment as may be permitted by law for the investment of trust funds.</li><li>k) In furtherance of the purposes of the Association to form any affiliation with any other Association or organisation having purposes similar or kindred to those of the Association or any of them.</li><li>l) To do all such lawful things as are incidental or conducive to the attainment of the above purposes or any of them.</li></ul> |

| 3 Powers |  |
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| 3.1      | Subject to the Act, the League may do all things necessary or convenient for carrying out its objects or purposes.   |
| 3.2      | Without limiting subrule (1), the League may- <ul style="list-style-type: none"> <li>a) acquire, hold and dispose of real or personal property;</li> <li>b) open and operate accounts and financial institutions;</li> <li>c) invest its money in any security in which trust monies may lawfully be invested;</li> <li>d) raise and borrow money on any terms and in any manner as it thinks fit;</li> <li>e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;</li> <li>f) appoint agents to transact business on its behalf;</li> <li>g) enter into any other contract it considers necessary or desirable.</li> </ul> |
| 3.3      | The League may only exercise its powers and use its income and assets (including any surplus) for its purposes.  |

| 4 Definitions |   |
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| 4.1           | In this Constitution, unless the contrary intention appears, <ul style="list-style-type: none"> <li>a) 'Act' means the Victorian Associations Incorporation Act 1981;</li> <li>b) 'Association' has the same meaning as in the Act;</li> <li>c) 'Ballot' means voting conducted in written form (as opposed to a show of hands);</li> <li>d) 'Committee' means the Committee of Management of the Association;</li> <li>e) 'Member Club Representative' means a representative nominated by a Member Club under Clause 7.1.</li> <li>f) 'Financial year' means each period of 12 months after the expiration of the previous financial year of the League, commencing on 1 July and ending on the following 30 June;</li> <li>g) 'General Meeting' means a general meeting of members convened in accordance with the Constitution, and includes a Special General Meeting and an Annual General Meeting;</li> <li>h) 'Special General Meeting' means a General Meeting of the League, other than an Annual General Meeting;</li> <li>i) A reference to a communication being 'in writing' means a communication recorded and transmitted in ink on paper;</li> <li>j) 'League' means the Association;</li> <li>k) 'Office-bearer' means a person elected by the Committee as an officer of the League or appointed as an officer of the League under this Constitution to fill a casual vacancy;</li> <li>l) 'Ordinary Committee Member' means a member of the Committee elected under Clause 24.1;</li> </ul> |

| 5 Alteration of the Constitution |  |
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| 5.1                              | This Constitution, and the statement of purposes of the League, and the objects of the League, must not be altered except if amended, repealed or added to by a special resolution carried at a General Meeting. |
| 5.2                              | The Constitution of the League, and any rules or By-laws made under the Constitution, must be in accordance with the Constitution and By-laws of the AFL Country.  |

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| 5.3 | A copy of the Constitution of the League shall be lodged with the AFL Country, and any changes made to the Constitution from time to time must be notified to the AFL Country.   |
| 5.4 | In the event of an inconsistency between the Constitution of the League and the Constitution of the AFL Country, or of an inconsistency between the Constitution of the League and the Rules of the Game, the former is deemed invalid to the extent of the inconsistency. |
| 5.5 | A copy of this Constitution, including amendments from time to time, shall be posted on the League's website.  |

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| <b>6 Membership</b> |   |
| 6.1                 | The membership of the League consists of the following classes of members:<br>a) Member Clubs;<br>b) Ex Officio Members; and<br>c) Life Members.  |
| 6.2                 | The rights, powers, and privileges of Member Clubs shall be exercised only through representatives appointed under Subclause 7.1.   |
| 6.3                 | Member Clubs shall be<br>a) those Clubs named in Appendix 1;<br>b) those other Clubs that are from time to time approved for membership by two-thirds of the members present and voting at a General Meeting of the League.   |
| 6.4                 | Any persons appointed by the Committee to be Life Members according to the criteria laid down from time to time in the By-laws shall be non-voting members of the League.   |
| 6.6                 | The official representatives of Member Clubs shall be entitled to vote at General Meetings and stand for or be appointed to any of the offices of the League. Life Members shall not be entitled to vote at General Meetings or to stand for or be appointed to any of the offices of the League unless they are also Ex Officio Members or Member Club representatives. Each class of members shall be entitled to such other privileges as the Committee determines from time to time.  |
| 6.7                 | A Club that is not a member of the League must not be admitted to membership unless –<br>a) they apply for membership in the form prescribed by the By-laws; and<br>b) they support the objects of the League; and<br>c) their admission as a member is approved by a General Meeting under Subclause 6.8.  |
| 6.8                 | Any application by a Club for membership of the League must be considered by the League at its next General Meeting. The application will be accepted if and only if it is supported by two-thirds of the members present and voting.   |
| 6.9                 | If the General Meeting takes a decision on an application for membership, the Secretary must, as soon as practicable –<br>a) notify the applicant Club in writing or electronically of the approval or rejection of the application for membership, whichever is applicable; and<br>b) if the General Meeting approved the nomination, request payment within 21 days after receipt of the notification of the sum payable as the joining fee and the first year's annual membership fee. |
| 6.10                | The Secretary must, within 28 days after receipt of the amounts referred to in Subclause 8.3, and within the period mentioned in that Subclause, enter the applicant Club's name in the Register of Members.  |

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| 6.11 | An applicant for membership becomes a Member and is entitled to exercise the rights of membership of that class when the Member's name is entered in the Register of Members and ceases to be a Member of the League when their name is removed from the Register of Members.   |
| 6.12 | A person ceases to be a member of the League if the person –<br>a) dies; or<br>b) resigns from membership of the League by giving written notice; or<br>c) is expelled from the League; or<br>d) fails to renew membership of the League by paying the annual membership fee within two weeks after the fee is due, unless the Committee decides otherwise; or<br>e) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors or makes an assignment of their estate for their creditors' benefit; or<br>f) becomes a represented person within the meaning of the Guardianship and Administration Act 1981; or<br>g) becomes, if the Committee so decides at its absolute discretion, an untraceable member, having been unable to be contacted at his or her registered address for a period of three months; or<br>h) in the case of the Secretary, ceases to be employed by the League as General Manager. |
| 6.13 | A Member Club ceases to be a member of the League if the Club –<br>a) resigns from membership of the League by giving written notice; or<br>b) is expelled from the League in accordance with the procedures of Clause 11; or<br>c) fails to renew membership of the League by paying the annual membership fee within two weeks of the time the fee is due, unless the Committee decides otherwise; or<br>d) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors or makes an assignment of their estate for their benefit.   |
| 6.14 | A Club, upon being admitted to membership of the League, may not resign from the League or move to another League without first obtaining the written approval of the League and the Victorian Country Football League Inc. after a period of membership of no less than three (3) years.   |
| 6.15 | After the expiry of the period referred to in Subclause 6.13 (c)<br>a) the Member ceases to be a Member; and<br>b) the Secretary must record in the Register of Members the date on which the Member ceased to be a Member.   |
| 6.16 | A Member is not entitled to resign from membership of the League except in accordance with this section.  |
| 6.17 | A right, privilege, or obligation of a person or Club by reason of membership of the League –<br>a) is not capable of being transferred or transmitted to another person or Club; and<br>b) terminates upon the cessation of membership, whether by death or resignation or otherwise.  |
| 6.18 | The liability of a member to contribute towards the payment of the debts and liabilities of the League or the costs, charges and expenses of the winding up of the League is limited to the amount (if any) unpaid by the member regarding membership of the League.  |

| 7 Member Club Representatives |  |
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| 7.1                           | Each Member Club must, at least 14 days before the close of the financial year, nominate through its Committee a representative –herby known as a ‘director’, to exercise the membership rights, powers and privileges of the Club in any dealings with the League. Such nomination must be in the form prescribed by the By-laws, and must include the signed consent of the nominee. |
| 7.2                           | The Secretary of each Member Club must, at least 14 days before the close of the financial year, inform the Secretary of the League of the name of the Director who will exercise the membership rights, powers and privileges of the Club in any dealings with the League in the coming year.   |
| 7.3                           | The Committee of any Member Club may at any time withdraw the mandate of its nominated Director under Subclause 7.1 and substitute another person, such nomination becoming effective 30 days after notice of such substitution by the Committee has been received by the Secretary of the League in the form prescribed by the By-laws.   |

| 8 Fees and Subscriptions |  |
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| 8.1                      | The joining fee for each class of member is the relevant amount set out in the By-laws.  |
| 8.2                      | The annual membership fee for each class of membership is the relevant amount set out in the By-laws.  |
| 8.3                      | The annual membership fee is payable in advance on or before 1 January in each year.   |
| 8.4                      | If a member fails to pay their membership fee after it has become due, the League Secretary must give notice in writing to the member advising that: <ul style="list-style-type: none"> <li>• the amount remains outstanding; and</li> <li>• failure to pay the outstanding amount within two weeks after the date of the notice will result in that member being deemed to have resigned from the Association in accordance with Subclause 6.13.</li> </ul> |

| 9 Register of Members |  |
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| 9.1                   | The Secretary must keep and maintain a Register of Members containing – <ol style="list-style-type: none"> <li>a) the full name of the Member;</li> <li>b) the postal or residential address of the Member;</li> <li>c) if applicable, the email address of the Member;</li> <li>d) the date of admission as a Member;</li> <li>e) the class of membership to which the Member belongs;</li> <li>f) the date the person ceased to be a Member;</li> <li>g) details of, and reasons for, any termination or reinstatement of membership;</li> <li>h) if the member is a Member Club, the name, address, telephone number, and email address of the member’s representative;</li> <li>i) any other particulars that the Committee (or the Members at a General Meeting) decide.</li> </ol> |
| 9.2                   | The Register of Members must be kept: <ol style="list-style-type: none"> <li>a) at the main premises of the League; or</li> <li>b) if the League has no premises, at the League’s official address; or</li> <li>c) at such other place as the members at a General Meeting decide.</li> </ol>  |



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| 9.3 | The Register must be available for inspection in business hours free of charge by any Member upon request to the Secretary, provided they have given reasonable notice.  |
| 9.4 | A Member may make a copy of, or take an extract from, the Register, but shall have no right to remove the Register for that purpose, except by arrangement with the Secretary.   |
| 9.5 | A Member of the League may obtain from the Secretary a copy of any part of the Register on payment of a fee to cover printing and administrative costs, as set out in the By-laws.   |
| 9.6 | A Member Club Representative may ask that any information contained on the Register about them (other than the Member's name) not be available for inspection by other Members, and if the Committee has reasonable grounds for believing the disclosure of the information would put the Member at risk of harm, that information must not be made available for inspection.  |
| 9.7 | A Member must not use information about a person obtained from the Register to contact or send material to the person, other than for: <ul style="list-style-type: none"> <li>a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the League, or other material relating to the League; or</li> <li>b) (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.</li> </ul> |

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| <b>10 Disputes and Mediation</b> |   |
| 10.1                             | The grievance procedure set out in this rule applies to disputes between – <ul style="list-style-type: none"> <li>a) a Member and another Member (in their capacity as Members); or</li> <li>b) a Member and the League; or</li> <li>c) if the League provides services to non-members) those non-members who receive services from the League, and the League.</li> </ul>  |
| 10.2                             | The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.  |
| 10.3                             | If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.   |
| 10.4                             | The mediator must be- <ul style="list-style-type: none"> <li>a) a person chosen by agreement between the parties; or</li> <li>b) in the absence of agreement – <ul style="list-style-type: none"> <li>i. in the case of a dispute between a Member and another Member, a person appointed by the Committee of the League; or</li> <li>ii. in the case of a dispute between a Member and the League, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).</li> </ul> </li> </ul> |
| 10.5                             | A Member of the League can be a mediator.   |
| 10.6                             | The mediator cannot be a Member who is a party to the dispute.  |
| 10.7                             | The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.   |

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| 10.8  | The mediator, in conducting the mediation, must –<br>a) give the parties to the mediation process every opportunity to be heard; and<br>b) allow due consideration by all parties of any written statement submitted by any party; and<br>c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process. |
| 10.9  | The mediator must not determine the dispute.   |
| 10.10 | The mediation must be confidential and without prejudice.  |
| 10.11 | If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.  |
| 10.12 | This rule does not affect the operation of Clause 11, Discipline.  |

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| <b>11 Discipline</b> |   |
| 11.1                 | A complaint to the Committee may be made by any person that a Member of the League, including a Member Club:<br>a) has refused or neglected to comply with a provision or provisions of this Constitution, or of the By-laws; or<br>b) has persistently and wilfully acted in a manner injurious or prejudicial to the interests of the League; or<br>c) has been guilty of conduct unbecoming a member; or<br>d) has been convicted of an indictable offence.  |
| 11.2                 | The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.   |
| 11.3                 | If the Committee decides to deal with the complaint, the Committee:<br>a. must cause notice of the complaint to be served on the Member concerned; and<br>b. must give the Member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint; and<br>c. must take into consideration any submissions made by the Member in connection with the complaint.   |
| 11.4                 | If, following the Committee’s consideration, the Committee believes the complaint to be justified, the Committee may recommend to a General Meeting that the Member concerned be suspended, expelled, or fined.   |
| 11.5                 | If, at the meeting of the Committee, the Committee resolves to recommend the suspension or expulsion of the Member, the Secretary shall convene a General Meeting of the League to be held within 21 days after the date on which the Committee made its resolution.  |
| 11.6                 | At a General Meeting of the League convened under Subclause 11.5:<br>a) no business other than the question of the suspension or expulsion of the Member concerned may be conducted; and<br>b) the Committee may place before the meeting details of the grounds for the recommendation and the reasons for the passing of the recommendation; and<br>c) the Member, or their representative, must be given an opportunity to be heard; and<br>d) the Members present must vote by secret ballot on the question whether the Member shall be suspended or expelled. |

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| 11.7 | A recommendation for suspension or expulsion is confirmed only if, at the General Meeting, it is supported by two-thirds of the Members present and voting in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.  |
| 11.8 | The Committee's decision to fine a Member takes effect 14 days after the day on which notice of the decision is given to the Member, except that if the Member appeals to the League, the Member is not liable for the amount of the fine until the decision of the Committee to fine them is confirmed by a resolution of the Members at a General Meeting. |
| 11.9 | A Member of an incorporated association who is the subject of a disciplinary procedure must not initiate a grievance procedure in relation to the matter which is the subject of the disciplinary procedure until the disciplinary procedure has been completed.   |

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| <b>12 Notice of General Meetings</b> |   |
| 12.1                                 | The Secretary of the League, at least 14 days, or, if a special resolution has been proposed, at least 21 days, before the date fixed for holding a General Meeting of the League, must cause to be sent, as specified in Clause 44, to each Member of the League a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting. |
| 12.2                                 | No business other than that set out in the notice convening the meeting may be conducted at the General Meeting.  |
| 12.3                                 | A Member intending to bring any business before a meeting may notify the Secretary of that business in writing, or by electronic transmission, and the Secretary must include that business in the next notice calling a General Meeting.   |
| 12.4                                 | The accidental omission to give notice of a meeting to any Member, or the non-receipt of notice of meeting by any Member, shall not invalidate any proceedings or resolutions at any meeting of the League or any Committee thereof.  |
| 12.5                                 | At least 14 days before the day on which a General Meeting of the League is to be held, the League is to publish on its website a notice specifying –<br>a) the place, day and time at which the meeting is to be held; and<br>b) the nature of the business that is to be transacted at the meeting.   |

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| <b>13 Annual General Meetings</b> |   |
| 13.1                              | The League must, at least once in each calendar year and within three months after the end of each financial year of the League, call an Annual General Meeting of its members.   |
| 13.2                              | An Annual General Meeting is to be in addition to any other General Meeting that may be held in the same year.  |
| 13.3                              | Subject to Clause 12, the Committee may determine the date, time and place of the Annual General Meeting of the League.   |
| 13.4                              | The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.   |
| 13.5                              | The ordinary business of the Annual General Meeting shall be –<br>a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting; and<br>b) to receive from the Committee reports upon the transactions of the League during the preceding financial year; and<br>c) to elect the Ordinary Members of the Committee. |

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| 13.6 | The Annual General Meeting may conduct any special business of which notice has been given in accordance with this Constitution.   |
| 13.7 | All Members of the League are entitled to attend, or (in the case of a Member Club) to nominate a representative to attend, the Annual General Meeting. Any other person may be admitted to the meeting if the Chair so decides. |

#### 14 Special General Meetings

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| 14.1  | In addition to the Annual General Meeting, other General Meetings may be held in the same year.   |
| 14.2  | All General Meetings other than the Annual General Meeting are Special General Meetings.  |
| 14.3  | The Committee may, whenever it thinks fit, convene a Special General Meeting of the League.   |
| 14.4  | The Committee must, on the request in writing of at least 10% of the total number of members  |
| 14.5  | The request for a Special General Meeting must – <ul style="list-style-type: none"> <li>a) state the objects of the meeting; and</li> <li>b) be signed by the members requesting the meeting; and</li> <li>c) be sent to the address of the Secretary; and</li> <li>d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.</li> </ul> |
| 14.6  | If the Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, any of the members making the request may convene a Special General Meeting to be held not later than three months after that date.  |
| 14.7  | If a Special General Meeting is convened by members in accordance with Subclause 14.4, it must be convened in the same manner, as far as possible, as a meeting convened by the Committee, and all reasonable expenses incurred in convening the Special General Meeting must be refunded by the League to the persons incurring the expenses.  |
| 14.8  | The League may hold its Special General Meetings, or permit members to take part in its Special General Meetings, by using any technology that allows Members to clearly and simultaneously communicate with each other participating member.   |
| 14.9  | A Member of the League who participates in a Special General Meeting in a manner permitted under Subclause 14.8 is taken to be present at the meeting and, if the person votes at the meeting, is taken to have voted in person.  |
| 14.10 | All Members of the League are entitled to attend, or, in the case of a Member Club, to nominate a representative to attend, any Special General Meeting. Any other person may be admitted to the meeting if the Chair so decides.   |

#### 15 Special Business

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|  | All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the Constitution as ordinary business of the Annual General Meeting, is deemed to be special business. |
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| 16 Quorum at General Meetings |  |
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| 16.1                          | No item of business may be conducted at a General Meeting unless a quorum of members, entitled under this Constitution to vote, is present at the time when the meeting is considering that item.  |
| 16.2                          | A member may take part and vote in a General Meeting in person or by proxy.  |
| 16.3                          | A member may take part and vote in a General Meeting by using any technology that reasonably allows the member to hear and take part in discussions as they happen.  |
| 16.4                          | Six members present (who are themselves entitled under this Constitution to vote at a General Meeting) constitute a quorum for the conduct of the business of a General Meeting.   |
| 16.5                          | If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present: <ul style="list-style-type: none"> <li>a) in the case of a meeting convened upon the request of members, the meeting must be dissolved; and</li> <li>b) in any other case, the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chair 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.</li> </ul> |
| 16.6                          | 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 personally present (being not fewer than five) shall be a quorum.  |

| 17 Presiding at General Meetings |   |
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| 17.1                             | The President, or in the President's absence, the Vice-President, shall preside as Chair at each General Meeting of the League.   |
| 17.2                             | If the President and the Vice-President are absent from a General Meeting, or are unable to preside, or decline to preside, the members present must elect one of their number to preside as Chair. |

| 18 Adjournment of General Meetings |  |
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| 18.1                               | The Chair may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.             |
| 18.2                               | No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.                           |
| 18.3                               | If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given to members in accordance with Clause 12.                  |
| 18.4                               | Except as provided in Subclause 18.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting. |

| 19 Voting at General Meetings |   |
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| 19.1                          | Upon any question arising at a General Meeting of the League, <ul style="list-style-type: none"> <li>(a) any Member Club representative has one vote only; and</li> <li>(b) any Ex Officio Member has one vote only; and</li> <li>(c) any Life Member has no vote.</li> </ul> |
| 19.2                          | All votes must be given by persons attending or by proxy.   |

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| 19.3 | Where votes for and against a motion (other than a special resolution) are equal, the Chairperson of the meeting has a second or casting vote.<br>In the case of a special resolution, a motion is carried only if at least three-quarters of the votes are cast for the motion. |
| 19.4 | A Member Club representative is not entitled to vote at a General Meeting unless all moneys due and payable by the Member Club to the League have been paid.   |
| 19.5 | The method of voting at General Meetings is to be decided by the Committee and published in the By-laws.   |

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| <b>20</b> <b>Ballot at General Meetings</b> |  |
| 20.1  | If at a General Meeting a ballot on any question is demanded by not less than three members present in person or by proxy, or by one-fifth of the members present, whichever is the greater, it must be taken at that meeting in such manner as the Chair may direct, and the resolution of the ballot shall be deemed to be a resolution of the meeting on that question. |
| 20.2  | If a ballot is held, the Chair must appoint two members to conduct the ballot in the way the Chair decides.  |

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| <b>21</b> <b>Proxies</b> |   |
| 21.1                     | Each Member Club representative is entitled to appoint another Member (excluding a Life Member) as their proxy to attend and vote on their behalf at any General Meeting by written notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed. |
| 21.2                     | No person can hold more than four proxies or proxies representing more than 5% of the membership, whichever is the lesser.  |
| 21.3                     | The notice appointing the proxy must be in the form set out in the By-laws.   |
| 21.4                     | The form appointing a proxy must be signed by the appointer.  |
| 21.5                     | Proxies count in calculating the number required to call for a secret ballot, and the number required to pass a motion, but not in calculating the number required for a quorum.  |
| 21.6                     | Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.  |
| 21.7                     | If a Member Club representative wants a proxy to vote for or against a particular resolution, this must be specified on the notice appointing the proxy under Subclause 21.3.   |

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| <b>22</b> <b>Postal Ballots</b> |   |
| 22.1                            | The League may hold a postal ballot to determine any issue or proposal (other than an appeal under the disciplinary provisions).  |
| 22.2                            | A postal ballot is to be conducted in such manner and under such conditions as the Committee shall direct.  |
| 22.3                            | Ballot papers may be distributed to all members, and members may respond, <ul style="list-style-type: none"> <li>• through the post; or</li> <li>• where applicable, by fax; or</li> <li>• where applicable, through scanning and emailing the document.</li> </ul> |

| 23 The Committee |  |
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| 23.1             | The affairs of the League shall be managed and controlled by a Committee which, in addition to any powers and authorities conferred by this Constitution, may exercise all such powers and do all such things as are within the objects of the League, and are not by the Act or by this Constitution required to be done by the League in a General Meeting.  |
| 23.2             | Subject to the Act and the Regulations, the Committee shall have authority to interpret the meaning of this Constitution and any other matter relating to the affairs of the association on which this Constitution are silent.  |
| 23.3             | The Committee shall consist of ten ordinary members, elected from Member Club Representatives as in Subclause 24.1.  |
| 23.4             | An act performed by the Committee, a subcommittee, or a person acting as a member of the Committee is taken to have been validly performed, even if the act was performed when – <ul style="list-style-type: none"> <li>a) there was a defect in the appointment of a member of the Committee or subcommittee; or</li> <li>b) a Committee member or subcommittee member was disqualified from being a member.</li> </ul> |

| 24 Election of Committee Members |  |
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| 24.1                             | A total of 7 members shall serve on the Committee at any one time. Any person over the age of 18 who is a Member Club representative may be nominated by their Club for the position of Ordinary Member of the Committee, except that Clubs with a representative already serving on the Committee in the coming year are not permitted to put forward another nominee. Nominees must be nominated by their Member Club in the format stipulated in the By-laws.             |
| 24.2                             | A list of the candidates' names in alphabetical order, with the names of the Member Club/s who nominated each candidate, must be <ul style="list-style-type: none"> <li>a) posted in a conspicuous place in the office or usual place of meeting of the League for at least seven days immediately preceding the Annual General Meeting; and</li> <li>b) posted on the League's website for at least seven days immediately preceding the Annual General Meeting.</li> </ul> |
| 24.3                             | If insufficient nominations are received to fill all member vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received from the floor at the Annual General Meeting.   |
| 24.4                             | If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held at the Annual General Meeting.  |
| 24.5                             | If the number of nominations received is equal to the number of vacancies to be filled at the Annual General Meeting, the persons nominated shall be deemed to be elected.   |
| 24.6                             | If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and may be filled by the new Committee in accordance with this Constitution as in Subclauses 24.11, 24.12   |
| 24.7                             | In the event of a casual vacancy arising among the Ordinary Committee Members the Committee may appoint any Member Club representative to serve until the conclusion of the next Annual General Meeting, at which meeting a replacement shall be elected to serve the remainder of the term.   |

| 25 Office-bearers |  |
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| 25.1              | The office-bearers of the League shall be –<br>a) President;<br>b) Vice-President;<br>c) Treasurer; and<br>d) Secretary.   |
| 25.2              | The General Manager of the League shall be Secretary of the Committee and a member of the League ex officio for the term of their appointment.   |
| 25.3              | The Secretary shall serve as the League’s Public Officer.  |
| 25.4              | Any member of the Committee, other than the General Manager, may be elected by the Committee as President, Vice-President or Treasurer.  |
| 25.5              | At the first meeting of the Committee following the Annual General Meeting the members of the Committee shall hold an election to elect the President from those members of the Committee who have nominated for the position.<br><br>Following that election, the Committee shall hold an election from the remaining members of the Committee for Vice-President from those members of the Committee who have nominated for the position..<br><br>Following that election, the Committee shall hold an election for Treasurer from those members of the Committee who have nominated for the position..<br><br>Following that election, the Committee shall hold an election for Secretary from those members of the Committee who have nominated for the position.. |
| 25.6              | A person may nominate for more than one position but can be elected to only one.   |
| 25.7              | Any nomination for a position as office-bearer must be made in the form prescribed by the By-laws.   |
| 25.8              | Except where prescribed in the Act, the duties of the office-bearers shall be as laid down in the By-laws.   |
| 25.9              | In the event of a casual vacancy in any office referred to in Subclause 25.1, the Committee may appoint one of its members to the vacant office and the member appointed may continue in office until the conclusion of the Annual General Meeting next following the date of the appointment.   |

| 26 Vacancies on the Committee |  |
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| 26.1                          | The position of a Member of the Committee becomes vacant if the member –<br>a) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors or makes an assignment of his or her estate for their benefit; or<br>b) resigns from office by notice in writing to the Secretary; or<br>c) is removed from office under Clause 11; or<br>d) becomes a represented person within the meaning of the Guardianship and Administration Act 1986; or<br>e) is disqualified from office under the Act; or<br>f) is absent without the consent of the Committee from all meetings of the Committee held during a period of six months; or<br>g) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three months; or<br>h) ceases to reside in Australia. |



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| 26.2 | A Member of the Committee may resign from the Committee by giving written notice of resignation to the Secretary.  |
| 26.3 | The resignation takes effect at –<br>a) the time the notice is received by the Secretary; or<br>b) if a later time is stated in the notice, the later time.  |
| 26.4 | The continuing members of the Committee may act despite a casual vacancy on the Committee.   |
| 26.5 | However, if the number of Committee members is less than the number fixed under Subclause 29.1 as a quorum of the Committee, the continuing members may act only to –<br>a) increase the number of Committee members to the number required for a quorum; or<br>b) call a General Meeting of the League. |

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| <b>27 Meetings of the Committee</b> |   |
| 27.1                                | Subject to the other provisions of this Constitution, the Committee may meet and conduct its proceedings in accordance with standing orders laid down in the By-laws.   |
| 27.2                                | The Committee may hold meetings, or permit members of the Committee to participate in its meetings, by using any technology that allows members to clearly and simultaneously communicate with each other participating member.   |
| 27.3                                | The Committee must meet at least six times in each year at such place and such times as the Committee may determine.  |
| 27.4                                | Additional meetings of the Committee may be convened by the Chair or by at least one-third of the members of the Committee.   |
| 27.5                                | If the Secretary receives a written request signed by at least one-third of the members of the Committee, the Secretary must call a meeting of the Committee by giving each member of the Committee notice of the meeting within seven days after the Secretary receives the request. |
| 27.6                                | If the Secretary is unable or unwilling to call the meeting, the Chair must call the meeting.   |
| 27.7                                | A request for a Committee meeting under Subclause 27.5 must state –<br>a) why the meeting is to be called; and<br>b) the business to be conducted at the meeting.   |
| 27.8                                | A meeting of the Committee must be held within 14 days after notice of the meeting is given to the members of the Committee.  |

| 28 Notice of Committee Meetings |  |
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| 28.1                            | Notice of each Committee meeting must be given to each member of the Committee at least five business days before the date of the meeting.   |
| 28.2                            | Written notice of each Committee meeting is to be served on each member of the Committee by – <ul style="list-style-type: none"> <li>a) giving it to the member in business hours at least five business days before the day of the meeting; or</li> <li>b) leaving it, in business hours at least five business days before the day on which the meeting is to be held, at the member's postal or residential address, or place or address of business or employment last known to the server of the notice; or</li> <li>c) sending it by post to the person's postal or residential address or address of business or employment last known to the server of the notice in time for it to be delivered to that address in the ordinary course of post at least five business days before the day of the meeting; or</li> <li>d) faxing it to the member's fax number at least five business days before the day of the meeting; or</li> <li>e) emailing it to the member's email address at least five business days before the day of the meeting.</li> </ul> |
| 28.3                            | A notice of a Committee meeting called under Subclause 28.1 must state – <ul style="list-style-type: none"> <li>a) the date, time and place of the meeting; and</li> <li>b) the business to be conducted at the meeting.</li> </ul>  |

| 29 Quorum for Committee Meetings |  |
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| 29.1                             | Any five members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.   |
| 29.2                             | A Committee member who participates in the meeting as described in Subclause 27.2 is taken to be present at the meeting.   |
| 29.3                             | No business may be conducted unless a quorum is present.   |
| 29.4                             | If, within half an hour of the time appointed for the Committee meeting, a quorum is not present, the meeting shall stand adjourned to the same place and the same time and day in the following week. |

| 30 Presiding at Committee Meetings |   |
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|                                    | At meetings of the Committee – <ul style="list-style-type: none"> <li>a) the President or, in the President's absence, the Vice-President, presides as Chair; or</li> <li>b) if the President and the Vice-President are absent, or are unable to, or decline to, preside, the members present must choose one of their number to preside.</li> </ul> |

| 31 Voting at Committee Meetings |  |
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| 31.1                            | Questions arising at a meeting of the Committee, or at a meeting of any subcommittee appointed by the Committee, shall be determined by a majority of votes on a show of hands or, if a member requests, by a ballot taken in such manner as the person presiding at that meeting may determine. |
| 31.2                            | Each member present at a meeting of the Committee, or at a meeting of any subcommittee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote.  |

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| 31.3 | Any act done, or purporting to have been done, by the Committee or by a subcommittee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or subcommittee. |
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| <b>32</b> <b>Circulating Resolutions</b> |   |
| 32.1                                     | <p>The Committee may pass a valid resolution without a Committee meeting being held if a majority of the Committee members entitled to vote on the resolution cast their vote either in favour of or against that motion.</p> <p>Voting intention must be provided in writing (this may include a facsimile transmission or an email from the email account registered for that Committee member with the Secretary). If no majority decision is possible, the resolution lapses.</p> |
| 32.2                                     | <p>Committee members who do not support the resolution must indicate this on the document and sign as above.</p> <p>Separate copies of a document may be used for signing by Committee members if the wording of the resolution and statement is identical in each copy.</p> <p>Hard copies showing the voting intentions of every Committee member who has voted on the resolution must be kept with the League’s minutes.</p>   |
| 32.3                                     | <p>A circulating resolution is deemed to have passed on the day and time when the document was signed by the member whose signature achieves a majority.</p> <p>Every resolution passed must be reported to the Committee at its next meeting and entered in the minutes of the Committee as soon as practicable.</p>   |

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| <b>33</b> <b>Disclosure of Interest</b> |   |
| 33.1                                    | A Committee Member who has a material personal interest in a contract, or proposed contract, made by, or in the contemplation of, the League must disclose the nature and extent of the interest to the Committee in accordance with Section 210c of the Act.   |
| 33.2                                    | A Committee Member having a material personal interest in a matter that is being considered at a Committee meeting must not be present for any deliberations and must not vote on any motion of the Committee with respect to that matter.  |
| 33.3                                    | <p>Subclauses 33.1 and 33.2 do not apply where -</p> <ul style="list-style-type: none"> <li>a) that material personal interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the League is established; or</li> <li>b) that material personal interest exists only by virtue of the fact that the member of the Committee is an employee of the League; or</li> <li>c) the member of the Committee has that material personal interest in common with all or a substantial proportion of the members of the incorporated association.</li> </ul> |
| 33.4                                    | If there are not enough Committee Members to form a quorum to consider a matter because of Subclause 33.2, one or more Committee members (including those who have a material personal interest in the matter) may call a Special General Meeting and the Special General Meeting may pass a resolution to deal with the matter.  |
| 33.5                                    | The Secretary must record the disclosure in the minutes of the meeting of the Committee at which it is made.  |

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| 33.6 | The Chair must ensure a Committee member who has a direct or indirect material personal interest in a contract, or proposed contract, complies with the Act.  |
| 33.7 | If, at a meeting of the Committee or a subcommittee, a member of the Committee or subcommittee votes in respect of any matter in which the member has a material personal interest, that vote is not to be counted. |

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| <b>34 Removal of Committee Member</b> |   |
| 34.1                                  | The League in a General Meeting may, as it sees fit, by resolution, remove any Office-bearer or Ordinary Member of the Committee before the expiration of their term and appoint another person in their place to serve until the expiration of the term of the Member in question.   |
| 34.2                                  | A Committee Member has no right of appeal against the Member's removal from office under this rule.   |
| 34.3                                  | A Member who is the subject of a proposed resolution referred to in Subclause 33.1 may make representations in writing to the Secretary or Chair of the League (not exceeding a reasonable length) and may request that the representations be provided to the members of the League. |
| 34.4                                  | The Secretary or the Chair may give a copy of the representations to each member of the League or, if they are not so given, the member is entitled to require that they be read out at the meeting.  |

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| <b>35 Minutes of Meetings</b> |   |
| 35.1                          | The Secretary of the League must keep proper minutes of the resolutions and proceedings of each General Meeting, and each Committee meeting, and a record of the names of persons present at Committee meetings, and must enter these within one month after the relevant meeting in minute books kept for the purpose.   |
| 35.2                          | The minutes kept pursuant to this rule must be confirmed by a resolution passed by the members of the League or the members of the Committee (as applicable) at a subsequent meeting.   |
| 35.3                          | The Chair must ensure that the minutes taken of a General Meeting or Committee meeting under Subclause 35.1 are checked and signed as correct by the Chair of the meeting to which those minutes relate, or by the Chair of the next succeeding General Meeting or Committee meeting, as the case requires.   |
| 35.4                          | When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that – <ul style="list-style-type: none"> <li>a) the General Meeting or Committee meeting to which they relate was duly convened and held; and</li> <li>b) all proceedings recorded as having taken place at the meeting did in fact take place at that meeting; and</li> <li>c) all appointments or elections purporting to have been made at that meeting have been validly made.</li> </ul> |
| 35.5                          | If asked by a member of the League, the Secretary must, within 21 days after the request is made – <ul style="list-style-type: none"> <li>a) make the minute book for a particular General Meeting available for inspection by the member at a mutually agreed time and place; and</li> <li>b) give the member copies of the minutes of the meeting.</li> </ul>   |
| 35.6                          | The League may require the member to pay the reasonable costs of providing copies of the minutes.   |

| 36 Sub-committees |   |
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| 36.1              | The Committee may, in writing, delegate to one or more subcommittees the exercise of specified functions of the Committee, other than –<br>a) this power of delegation; and<br>b) any function imposed on the Committee by the Act, by any other applicable law, or by resolution of the League in General Meeting. |
| 36.2              | The Committee may co-opt any person as a member of a subcommittee, whether or not the person is a member of the League or of any Club. That person shall have no vote either on the Committee of the League or at any General Meeting of the League.  |
| 36.3              | A delegation under this section may be made subject to any conditions or limitations that the Committee imposes.  |
| 36.4              | Despite any delegation under this section, the Committee may continue to exercise any function delegated.   |
| 36.5              | Any act done by a subcommittee acting in the exercise of a delegation under this section has the same effect as it would have if it had been done by the Committee.   |
| 36.6              | The Committee may, in writing, revoke wholly or in part any delegation under this section.  |
| 36.7              | Subject to any directions from the Committee, any subcommittee may meet and adjourn as it considers appropriate.  |
| 36.8              | Subject to any directions from the Committee, a subcommittee may elect a Chair of its meetings.   |
| 36.9              | A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting. If the votes are equal, the question is decided in the negative.  |

| 37 Executive Committee |  |
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| 37.1                   | The President, the Vice-President, the Treasurer and the Secretary constitute the Executive Committee.   |
| 37.2                   | During the period between meetings of the Committee, the Executive Committee may issue instructions to the Public Officer and servants of the League in matters of urgency connected with the management of the affairs of the League. |
| 37.3                   | The Executive Committee is to report on any instructions issued under Subclause 37.2 to the next meeting of the Committee.   |

| 38 Income and Property of the League |  |
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| 38.1                                 | No portion of the income or property of the League is to be paid or transferred to any member of the League unless the payment or transfer is made in accordance with this rule. |

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| 38.2 | <p>The League may –</p> <ul style="list-style-type: none"> <li>a) pay a servant or member of the League – <ul style="list-style-type: none"> <li>i. remuneration in return for services rendered to the League, or for goods supplied to the League, in the ordinary course of business of the servant or member; or</li> <li>ii. remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the servant or member for any of the objects or purposes of the League; or</li> <li>iii. interest at a reasonable rate on money lent to the League by the servant or member; or</li> <li>iv. a reasonable amount by way of rent for premises, or a part of premises, let to the League by the servant or member; and</li> </ul> </li> <li>b) pay a member of the Committee remuneration in return for carrying out the functions of a member of the Committee; and</li> <li>c) pay a member of a subcommittee remuneration in return for carrying out the functions of a member of the subcommittee; and</li> <li>d) if so requested by or on behalf of any other association, organisation or body, appoint or nominate a member of the League to an office in that other association, organisation or body.</li> </ul> |
| 38.3 | <p>Despite Subclause 38.2 (a), (b) and (c), the League is not to pay a person any amount under that Subclause unless the League or Committee has first approved that payment.</p>   |
| 38.4 | <p>Despite Subclause 38.2 (d), the League is not to appoint or nominate a member of the League under that Subclause to an office in respect of which remuneration is payable unless the League or Committee has first approved –</p> <ul style="list-style-type: none"> <li>a) that appointment or nomination; and</li> <li>b) the receipt of that remuneration by that member.</li> </ul>  |

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| <b>39 Funds</b> |  |
| 39.1            | <p>The League must open an account with a financial institution from which all expenditure of the League is made and into which all of the League's revenue is deposited.</p>  |
| 39.2            | <p>The Treasurer of the League must –</p> <ul style="list-style-type: none"> <li>a) authorised by the League; and</li> <li>b) keep correct accounts and books showing the financial affairs of the League with full details of all receipts and expenditure connected with the activities of the League.</li> </ul> <p>The Treasurer may delegate the execution of these duties to any suitable person but must retain responsibility for their performance.</p> |
| 39.3            | <p>All money received by the League must be deposited as soon as practicable and without deduction to the credit of the League's financial institution account.</p>  |
| 39.4            | <p>The League must, as soon as practicable after receiving any money, issue an appropriate receipt.</p>  |
| 39.5            | <p>A payment is not to be drawn on the League's account except for the purpose of making a payment that has been authorised by the Committee.</p>  |
| 39.6            | <p>Except with the authority of the Committee, a payment of an amount exceeding that laid down in the By-laws is not to be made from the funds of the League otherwise than by cheque drawn on the League's account or by electronic funds transfer from the League's account.</p>   |
| 39.7            | <p>Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.</p>   |

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| 39.10 | All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of an amount exceeding that laid down in the By-laws must be signed by two members of the Committee authorised to do so by the Committee.<br><br>All electronic banking procedures must also be approved by two members of the Committee authorised to do so by the Committee. |
| 39.10 | With the approval of the Committee, the Treasurer may maintain a petty cash account system provided that all money paid from or into the petty cash account is accurately recorded at the time of the transaction, subject to any conditions the Committee may impose.   |
| 39.10 | The funds of the League shall be derived from joining fees, annual subscriptions, donations and, subject to any resolution passed by the League in General Meeting and subject to the Act, such other sources as the Committee determines.   |
| 39.11 | All expenditure must be approved by or ratified by the Committee.  |

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| <b>40 Auditor</b> |   |
| 40.1              | At each Annual General Meeting, the members of the League present at the meeting are to appoint a person meeting the requirements of the Act as the auditor of the League.  |
| 40.2              | If an auditor is not appointed at an Annual General Meeting under Subclause 40.1, the Committee is to appoint a person as the auditor of the League as soon as practicable after that Annual General Meeting.   |
| 40.3              | The auditor is to hold office until the next Annual General Meeting and is eligible for re-appointment.   |
| 40.4              | Except as provided in Subclause 40.5, the auditor, once appointed, may only be removed from office by a special resolution at a General Meeting.  |
| 40.5              | If a casual vacancy occurs in the office of auditor, the Committee is to appoint a person to fill the vacancy until the next Annual General Meeting.  |
| 40.6              | The auditor is to audit the financial affairs of the League at least once in each financial year of the League.   |
| 40.7              | The auditor, after auditing the financial affairs of the League for a particular financial year of the League, is to –<br>a) certify as to the correctness of the accounts of the League; and<br>b) at the next Annual General Meeting, provide a written report to the members of the League present at that meeting.  |
| 40.8              | In the report and in certifying to the accounts, the auditor is to –<br>a) specify the information, if any, that he or she has required and obtained under Subclause 40.10; and<br>b) state whether, in his or her opinion, the accounts exhibit a true and correct view of the financial position of the League according to the information at his or her disposal; and<br>c) state whether the rules relating to the administration of the funds of the League have been observed. |
| 40.9              | The Treasurer of the League is to deliver to the auditor a list of all the accounting records, books and accounts of the League.  |

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| 40.10 | <p>The auditor may –</p> <ul style="list-style-type: none"> <li>a) have access to the accounting records, books and accounts of the League; and</li> <li>b) require from any servant of the League any information the auditor considers necessary for the performance of his or her duties; and</li> <li>c) employ any person to assist in auditing the financial affairs of the League; and</li> <li>d) examine any member of the Committee, or any servant of the League, in relation to the accounting records, books and accounts of the League.</li> </ul> |
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| <b>41 By-laws</b> |  |
| 41.1              | The Committee may make, amend or repeal By-laws, not inconsistent with this Constitution, for the internal management of the League. |
| 41.2              | By-laws must be made available in writing to members on request, and must be posted on the League’s website.                         |
| 41.3              | Any By-law may be set aside by a vote of members at a General Meeting of the League.   |

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| <b>42 Common Seal</b> |  |
| 42.1                  | The Common Seal of the League is to be in the form of a rubber stamp inscribed in legible characters with the name of the League encircling the word ‘Seal’.   |
| 42.2                  | The Common Seal of the League must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.   |
| 42.3                  | The Common Seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal must be attested by the signatures of two members of the Committee. |
| 42.4                  | If a sealed instrument has been attested under Subclause 42.3, it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the Committee.           |
| 42.5                  | Every use of the Common Seal shall be recorded in the minute book of the League.   |

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| <b>43 Execution of Contract or other Document by Signature</b> |  |
|  | The League may execute a contract or other document if the contract or document is signed by two members of the Committee. |



| 44 Notice to Members |  |
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|                      | <p>Any notice that is required to be given to a member, by or on behalf of the League, under this Constitution may be given by –</p> <ul style="list-style-type: none"> <li>• delivering the notice to the member personally; or</li> <li>• sending it by pre-paid post addressed to the member at that member's address shown in the Register of Members; or</li> <li>• sending by facsimile transmission; or</li> <li>• sending by electronic transmission (e.g. email).</li> </ul> <p>The Committee shall decide in which of the methods above the notice must be given.</p> <p>However, notice of the following meetings must be given in writing –</p> <ul style="list-style-type: none"> <li>a) a meeting called to hear and decide the appeal against the Committee's decision – <ul style="list-style-type: none"> <li>(i) to reject an application for membership of the League; or</li> <li>(ii) to terminate a member's membership of the League;</li> </ul> </li> <li>b) a meeting called to hear and decide a proposed special resolution of the League.</li> </ul> |

| 45 Custody and Inspection of Books and Records |   |
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| 45.1   | <p>Except as otherwise provided in this Constitution, the Secretary must keep in their custody or under their control –</p> <ul style="list-style-type: none"> <li>a) records and other documents of the League; and</li> <li>b) this Constitution; and</li> <li>c) minutes of all Committee meetings and general meetings of the League.</li> </ul>  |
| 45.2   | <p>If requested to do so by a member, the League must permit the member or their representative at a reasonable time to inspect</p> <ul style="list-style-type: none"> <li>a) the Constitution and By-laws of the League;</li> <li>b) minutes of general meetings of the League <ul style="list-style-type: none"> <li>(i) at the main premises of the League, or</li> <li>(ii) if the League has no premises, at the League's official address.</li> </ul> </li> </ul> |
| 45.3   | <p>The League must give a Member of the League a copy of any document referred to in Subclause 45.2 within seven days if –</p> <ul style="list-style-type: none"> <li>a) the Member asks for the copy; and</li> <li>b) pays the fee (if any) prescribed in the By-laws.</li> </ul>  |
| 45.4   | <p>The Secretary must post on the League's website –</p> <ul style="list-style-type: none"> <li>a) the Constitution and By-laws of the League;</li> <li>b) minutes of general meetings of the League.</li> </ul>  |
| 45.5   | <p>Any office-bearer vacating their office must return to the premises of the League within 14 days any records held by the office-bearer other than on those premises.</p>   |

| 46 Winding Up |  |
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| 46.1          | <p>At the first General Meeting of the League after the adoption of this Constitution the League must pass a special resolution nominating –</p> <ol style="list-style-type: none"> <li>a) another association; or</li> <li>b) a fund, authority or institution;</li> </ol> <p>in which it is to vest its surplus property in the event of the dissolution or winding up of the association, being a body</p> <ul style="list-style-type: none"> <li>• which has similar objects; and</li> <li>• which is not carried out for the purposes of profit or gain to its individual members; and</li> <li>• which is incorporated under the Act; and</li> <li>• which fulfils the requirements specified in the Act.</li> </ul> |
| 46.2          | <p>At any subsequent General Meeting the League may amend that resolution to substitute another body meeting the same criteria.</p>  |
| 46.3          | <p>In the event of the dissolution or winding up of the League, the surplus property must be given or transferred in accordance with the provisions of the Act to that body specified in Subclause 46.1 or 46.2.</p>   |

Appendix #1: List of Member Clubs

Boolarra

Hill End

Mirboo North

Morwell East

Newborough

Thorpdale

Trafalgar

Yallourn Yallourn North

Yarragon

Yinnar

**1. FEES AND PAYMENTS**

**1.1** The entrance fee is \$1.00 per club. The annual subscription is to be not less than \$2.00 and is payable in advance on or before the first day of January in each year. The entrance fee shall be equal to the number of clubs at the time of entrance (e.g) 1/10<sup>th</sup> of League assets.

**1.2** Each club shall pay such annual or other fees, fines or levies as determined by the League and payments for such shall be made no later than ten days from the date of notification. Clubs defaulting shall be fined \$50 for each offence.

**1.3** All receipts from final and other matches arranged by the league and all receipts from other sources and projects authorised by the League shall be paid to the credit of the League and the League shall meet all duly authorised expenses incurred in connection with such matters and projects.

**1.4** At the end of each season and after all expenses are met the surplus League funds shall be equally divided between clubs or dealt with as the League may determine provided that all surplus funds paid to clubs as herein provided shall be applied by those clubs towards the clubs purposes and no person shall profit thereby.

**2. DUTIES OF THE OFFICEBEARERS**

**2.1 PRESIDENT**

The President (who shall not be a Director) shall be appointed by the League upon such terms as agreed upon at the Annual General Meeting. Except for exercising a casting vote, he/she shall not have a vote and his/her appointment shall be terminable on one month notice by either the League or himself. He/she shall be given such duties as the League may determine.

**2.2 SENIOR & JUNIOR VICE PRESIDENTS**

The Vice Presidents (who shall not be a Director) shall be appointed by the League upon such terms as agreed upon at the Annual General Meeting. Their appointment shall be terminable on one months notice by either the League or himself/herself. He/she shall be given such duties as the League may determine.

**2.3 SECRETARY**

The Secretary (who shall not be a Director) shall be appointed by the League upon such terms as may be agreed upon at the Annual General Meeting. He/she shall not have a vote and his/her appointment shall be terminable on one months notice by either the League or himself/herself. The Secretary shall not have a vote.

**2.4 ASSISTANT SECRETARY**

An Assistant Secretary (who shall not be a Director) shall be appointed upon such terms as may be agreed upon at the Annual General Meeting. His/her appointment shall terminate on one months notice by either the League or himself/herself.

**2.5 TREASURER**

The Treasurer (who shall not be a Director) shall be appointed by the League upon such terms as may be agreed upon at the Annual General Meeting. He/she shall not have a vote and his/her appointment shall be terminable on one months notice by the League or himself/herself. He shall receive all monies on behalf of the League and deposit these to the credit of the League as soon as possible in such financial institutions as the League shall appoint. He/she shall pay all accounts and shall submit an audited financial statement to the Annual General Meeting and shall make available for inspection by the members at General meetings all financial records relevant to the League. The Treasurer shall not have a vote

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### **2.6 PUBLICITY OFFICER**

The Publicity Officer (who shall not be a Director) shall be appointed upon such terms as maybe agreed upon at the Annual General Meeting. His/her appointment shall terminate on one months notice by either the League or himself/herself. He/she shall be given such duties as the League may determine. The Publicity Officer shall not have a vote.

### **2.7 OFFICERS (LEAGUE EXECUTIVE)**

The Officers of the Association shall number not more than seven, and shall comprise the President, Secretary, Treasurer, and not more than four others elected from the clubs of the League who shall occupy the positions of Vice Presidents, Assistant Secretary & Executive Member.

## **3. ELECTION OF OFFICERS & ORDINARY COMMITTEE MEMBERS**

**3.1** Nominations of candidates for election as Officers of the Association or as ordinary members of the committee must be -

- (a) 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) Delivered to the Secretary of the Association not less than 7 days before the date fixed for holding the annual general meeting

## **4. AGM ORDER OF BUSINESS**

**4.1** At the General Meeting of the League the order of business shall be:

- (a) Minutes of previous Annual General Meeting
- (b) Roll call of Officers, Directors and Visitors
- (c) Annual Report
- (d) Annual Financial Report and Auditors Report
- (e) Nominations and elections of President & Officers, Committees, Sub Committees and Independent Tribunal
- (f) Admittance of new clubs

**4.2** At least fourteen clear days notice in writing shall be given to all Club Secretaries of the Annual General Meeting.

## **5. INDEPENDENT TRIBUNAL**

**5.1** The panel of independent Tribunal Members shall consist of at least six persons none of whom shall be an Official or member of a club. The Mid Gippsland Football League shall elect a Chairman and three shall form a quorum.

**5.2** The Independent Tribunal shall deal with all charges brought by Umpires against players under the laws of the game and all protests and other matters referred to it by the League or League Executive. It shall have full power to deal with all matters brought before it and to make decisions, impose penalties and to make and record findings as it thinks fit. It may call for additional evidence and adjourn its meetings if thought necessary and may deal with any witness who in its opinion gives unsatisfactory evidence or fails to appear when summoned without a reasonable excuse.

**5.3** The decisions of the Independent Tribunal shall be final and binding on the league and its member clubs and shall not be subject to review without its permission. No appeal shall be allowed except where provided for under the rules of the AFL COUNTRY. Any decision of the Tribunal may only be varied by itself.

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**5.4** The Tribunal shall meet at a time and place it deems most suitable and expenses of its members and of meetings shall be borne by the League but the expense of the effected parties shall be borne by those parties.

**5.5** A copy of the Umpires report shall be lodged with the Secretary of the League. Should the report not be to hand the charge shall lapse and not be heard unless otherwise decided by the Tribunal. In any case charges shall be heard within fourteen days.

**5.6** Unless otherwise determined Tribunal hearings shall be held on the Monday immediately following the game at such locality as the League Secretary determines, starting at 7.30pm and written notice shall not be required. Clubs involved shall be represented at the hearing and shall also be responsible for the attendance of its players or witnesses named in the report. Should it not be possible to hear a charge as described above the Tribunal shall meet at a time and place it deems most suitable and the League Secretary shall give notice of the meeting by letter, fax or e-mail to the Club Secretaries and Umpires.

**5.7** All protests must be lodged in writing and accompanied by a deposit in such sum as determined by the AFL COUNTRY that shall be liable to be forfeited to the League if the protest is considered frivolous. Every protest in respect of home and away matches must together with the deposit be in the hands of the Secretary of the League within seven days from date of the match concerned and in respect to finals matches within two days from the date of the match concerned.

**5.8** Upon receipt of a protest the Secretary of the League shall call a meeting of the Tribunal which shall meet as soon as practicable to consider the matter.

**5.9** After the case for and against protesting clubs or any other charges has been heard all concerned shall withdraw from the meeting while the decision is being arrived at.

**5.10** Each affected party shall be represented at the hearing by a delegate or Official of the club concerned but no member of the legal profession shall be allowed to appear before the Independent Tribunal.

**5.11** Any club found guilty of playing a player who is not eligible under the rules of the League shall lose all points scored in matches in which he played and is liable to be fined, disqualified or otherwise dealt with at the discretion of the League. Points so lost shall be credited to the opposing club.

**5.12** No disqualified player shall be eligible to play, or have any official on field capacity with any club of the league during the term of his disqualification nor shall he be granted a permit to transfer until such term has been completed.

## **6. LIFE MEMBERS**

The League shall have power to elect at the Annual General Meeting of the Association not more than two Life Members who in its opinion have rendered outstanding service to the League and the game. If more than two nominations are received, the Mid Gippsland Football League Executive or selected panel will select the two most appropriate candidates for election at the Annual Meeting.

Such Life Members shall only be elected if at least two thirds of the Directors present at the meeting consent. The League shall issue a badge to each Life Member, such badge to provide the Life Member admittance without charge to any approved match under control of the League. Life Members shall have the same rights and privileges as Directors except the right to vote and shall receive all notices of meetings and functions.

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### **7. PERMIT & UMPIRE COMMITTEE**

The Permit and Umpire Committee shall consist of three including the Secretary whose duties shall be to grant or refuse permits in accordance with the Rules and Constitution of the League. It shall consider reports of clubs in respect to field and other Umpires and convey such results to the Secretary of the Umpires Association or other bodies concerned.

### **8. MATCH ARRANGEMENT COMMITTEE**

The match Arrangement Committee duties shall be to compile, implement and oversee a list of fixtures for the following season, and arrange and have entire control of finals games and any matches played by representative teams selected from the clubs.

### **9. REGISTRATION OF PLAYERS**

As per AFL COUNTRY Rules 1.22 to 1.24

### **10. CLEARANCES**

As per AFL COUNTRY Rules 1.0 to 2.1

### **11. UMPIRES & TIMEKEEPERS**

Field Umpires shall be appointed by the League in a manner it may prescribe. The Umpires fee shall be paid to the League Secretary no later than fourteen days before the match by the home Club.

**11.1** It shall be the duty of both Club Officials to wait on the Umpire after the completion of each match to ascertain whether any player or players are to be reported.

**11.2** The League shall arrange the appointments of all Senior Grade Umpires and the Field Umpires of all other grades. It shall be the responsibility of competing Clubs to arrange all other Umpiring appointments and the appointment of a Timekeeper to all grades. Goal and Boundary Umpires shall be dressed in the recognised dress for Umpires. Complaints against any of these Officials shall only be considered if made in writing to the League Secretary.

**11.3** Umpire appointments for all grades of finals matches shall be the responsibility of the League. Timekeepers for such matches shall be appointed by the competing Clubs.

**11.4** Goal Umpires and Timekeepers shall be supplied, by the League through the Secretary of their respective Clubs, with official score and time keeping cards prior to each match.

**11.5** Goal Umpires shall record the scores at the end of each quarter and at the finish of the game and if the scores do not agree they must consult the Timekeepers cards in an endeavour to reach agreement. If no agreement can be reached they must report at once to the Central Umpire and both Captains shall endeavour to settle the matter immediately.

**11.6** Timekeepers shall record on their official cards the time that both teams appear on the ground and the starting time of each quarter and shall record the scores as a check if required by the Goal Umpires.

**11.7** All the foregoing Officials shall make themselves thoroughly familiar with and become proficient in their respective duties as required under the laws of the game.

**11.8** At the conclusion of each match all official cards and records shall be collected by the Home Club Secretary, who shall return them to the Secretary of the League within 48 hours of the completion of the match.

**11.9** Goal and Boundary Umpires provided by a Club shall not have the power to report players except where a player disputes his decisions or unduly interferes with or assaults or uses abusive, threatening or insulting language or behaviour towards him during the progress of the game or within or without the oval on the day of the match. Such reports to be lodged and dealt with similar to those of the Field Umpire.

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**11.10** Notwithstanding anything contained elsewhere Goal and Boundary Umpires appointed from a registered AFL COUNTRY Umpires Panel to officiate in MGFL matches shall have the power to report players for field offences ECT, as provided for under NFL laws of the game.

### **12. PLAYING TIMES**

Unless otherwise decided starting and playing times shall be

- Seniors 2.30pm Playing four quarters of twenty minutes plus time on
- Reserves 12.40pm Playing four quarters of twenty minutes with no time on.
- Thirds 10.55am Playing four quarters of twenty minutes with no time on.
- Fourths 9.15am Playing four quarters of eighteen minutes with no time on.

**12.1** The Club of any defaulting team not on the ground ready to start at the scheduled starting time shall be fined \$5.00 for each minute after the scheduled starting time, the only excuse being unforeseen circumstances for which due allowance will be made.

- Seconds games shall terminate not later than 2.25pm
- Thirds games shall terminate not later than 12.33pm
- Fourths games shall terminate not later than 10.48am

### **13. TEAM LIST**

A club official of each competing team shall furnish an official list on which is plainly written the correct first and surnames and jersey numbers of the players taking part in the match. Such list to be handed to the Central Umpire prior to the commencement of the match and any player recorded on such list as interchange players shall be regarded as having played in the match provided that he was present and ready to take the field if required. Such list must be produced if desired by the opposing Captain.

### **14. PLAYING UNIFORM**

Each Club shall register its uniform with the League which shall determine the exclusive right of any Club to wear such uniform which shall not be changed without approval of the League. All players must play in there respective Club uniform that shall include Guernseys, Shorts and Socks and in a number allotted to them in the official team list on the day of the match.

### **15. ON FIELD CLUB PERSONNEL UNIFORM**

The Runner, Trainer and other on field Club Personnel shall be dressed in a uniform approved by the League.

### **16. SCORE BOARD**

Each Club shall provide an adequate score board approved by the League with letters and figures not less than 300mm in size.

### **17. COMPETITION**

The competition shall be for a premiership and shall consist of a series of home and away matches as determined by the League. In all of these matches four points shall count for a win or bye and two for a draw and in the event of any Clubs tying at the conclusion of the round the relative positions shall be determined by the proportion of points kicked for and against such Clubs. All Clubs shall adhere to the programme of matches as drawn up by the League and any Club failing to complete any engagement on the day shall be fined \$100 in the case of a Senior team, \$50 in case of a Reserve grade team and \$15 in the case of Thirds and Fourths teams and or dealt with as the League may determine.



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### **18. BEST & FAIREST**

A Sealed envelope containing the Central Umpires preferential voting to be returned to the League Secretary with normal match returns. At the end of the home and away matches these votes will be counted and the player/s with the greatest number of votes shall be declared the winner/s. Any player who has incurred disqualification during the season shall be ineligible to receive the award.

### **19. FINALS**

At the conclusion of the home and away matches, the five leading clubs shall play off for the premiership. The Club finishing fifth will play the fourth team in the Elimination Final, the third placed team will play the second team in the Qualifying Final. The winner of the Elimination Final will play the loser of the Qualifying Final in the First Semi Final, the first placed team will play the winner of the Qualifying Final in the Second Semi Final. The winner of the First Semi Final will play the loser of the Second Semi Final in the Preliminary Final and the Grand Final shall be played between the winners of the Second Semi Final and the Preliminary Final.

In the event of a draw in any finals match.

- (a) Two additional five minute halves shall be played, Teams to change ends at the end of the first period.
- (b) If the additional time has been played and the scores are still tied a further two five minutes periods shall be played with teams changing at the end of the first period.
- (c) In the event of the teams still being tied the first team that scores wins.

No team is to be addressed by their coach at change overs.

### **20. ELIGIBILITY FOR FINALS**

To qualify for senior grade finals matches a player must have played three games with Club in the current year. To qualify for Reserve grade matches a player must have played three games with the Reserves grade and not more than fifty percent of the games with Senior grade in the current year. To qualify for the Thirds finals a player must have played three games with the Club in the current year. To qualify for the Fourths finals a player must have played three games with the Club in the current year.

**20.1** In the event of any one Club having Senior and Reserve teams playing on the same weekend in the finals, rule 20 shall not apply providing a player has played at least three games with the Club and only plays in either Senior or Reserve games on that weekend.

### **22. COMPLAINTS**

Clubs or Club Officials or Directors infringing any rule of the League or laws of the game and penalties for which are not provided for shall be dealt with as the League may determine. All complaints to be lodged in writing with the Secretary of the League within four days and unless made by an Umpire shall be accompanied by a deposit of \$300 which may be forfeited if deemed frivolous.

### **23. INTERPRETATION**

Any matter not provided for in these rules shall be determined by the League and the Leagues interpretation of any of its rules shall be final and shall be taken and acted upon as binding on all Clubs.

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### **24. JUNIOR AGE COMPETITION**

Amendments to the age limits of the third and fourth grade competitions shall be made at the Annual General Meeting. Should a junior grade competition be altered, that age group for that grade of competition shall not be able to be further altered for a minimum of two seasons of competition.

### **25. QUALIFICATION OF THIRDS PLAYERS**

To qualify to play in the thirds team a player must be under eighteen years of age on the first day of the current year.

### **26. QUALIFICATION OF FOURTHS PLAYERS**

To qualify to play in the fourths team a player must be under sixteen years of age on the first day of the current year.

### **27. FOOTBALLS**

The home club shall supply the following match football, all of which are to be National Football League approved.

- Seniors Two new footballs
- Reserves One football
- Thirds One football
- Fourths One football

Should ground conditions be pour and or inclement weather prevail, an approved wet weather football shall be used. All footballs used in the Fourths grade shall be of an approved school size.

### **28. ANNUAL REPORTS**

Member clubs must provide to the League a copy of their Annual Report each year.