

Seaford United Soccer Club Inc

The Constitution / Rules of the Club

The name of the Incorporated Association is Seaford United Soccer Club Incorporated.

1) INTERPRETATION

- 1.1) in the rules, unless the contrary intention appears**
“Committee” means the committee of Management Of the Association.
“Financial Year” means the year ending 30th June.
“General Meeting” means the general meeting of members Convened in accordance with rule (4.10)
“Members” means a member of the Association.
“Ordinary Member of the Committee” means a member Of the committee who is not an Officer of the Association Under rule (4.19)
“The Act” means the Association Incorporated Act 1981
“The Regulation” means regulation under the Act.

- 1.2) In these rules a reference to the Secretary of an Association is a reference:**

- a) where a person holds office under these rules as Secretary of the Association – to that person; and**
- b) in any case, to the Public officer of the Association**

- 1.3 Words or expressions contained in these rules shall be**

Interpreted in accordance with the provision of the Act 1958 and the Act as in force from time to time.

2) Objects of Club

2.1) Objects

The objects for which the club is established are to:

- (a) be the member Club of FFA and to comply with the constitution and by-laws of FFA and FFV;**
- (b) Prevent infringements of the constitution and By-laws of FFA and FFV and protect Football From abuse;**
- (c) Foster friendly relations among the officials and Players of Football by encouraging Football Games;**
- (d) prevent racial, religious, gender or political Discrimination or distinction among Football Players;**
- (e) promote, provide for, regulate and ensure Effective management of Football competitions, Tournaments and games under the control of or Autherorised by the Club;**
- (f) co-operate with FFA and FFV and other bodies In the promotion and development of, or otherwise in relation to, Football, the Status and Regulations and the Laws of the Game;**
- (g) facilitate the provision and maintenance of**

Grounds, playing fields, materials, equipment and other facilities for Football; and

(h) Act in the best interest of the Club and Football

2.2 Alteration of Objects and Constitution

Subject to rule 3.1, an addition, amendment or alteration of the Objects in rule 2.1, or any other rule contained in this constitution must be approved by Special Resolution.

3) FFA and FFV

3.1 Constitution

The Club must;

**a) Be a body corporate or incorporated association
To be recognized by FFA and / or FFV and
must
Have the following characteristics;**

**I) it organizes teams to participate in
Competitions sanctioned by FFV or FFV;**

**ii) All members of its teams are entitled to
Membership;**

**iii) Members may vote in an election for any
Officeholders (whether directly if over 18
Years of age or indirectly through the junior
Member's parent or other legal guardian if**

Under 18 years of age);

- iv) Agrees to be bound by the Statutes and Regulations, the laws of the Game and Those FFA or FFV rules (including the Respective constitutions) and by-laws Expressed to apply to it; and**
- v) Prevent infringement of the constitutions And by-laws of FFA and FFV and protect Football from abuse;**

b) Amend:

(I) this constitution; or

(ii) The by-laws,

To promptly adopt changes in the Constitutions and by-laws of FFA and / or FFV made from time to time to the extent that They are applicable to the Club. In this clause The reference to changes to by-laws includes Additional or replacement by-laws.

- c) Not otherwise amended or vary this Constitution without the consent of FFV And in accordance with the Act; or**
- d) Not otherwise amended or vary any of its By-Laws without the consent of FFV;**

FFV must consent to any amendments to this Constitution or those By-Laws which are Required by Law.

3.2) Enforcement of Rules

Subject to applicable Law, the Club must;

- a) Promulgate and comply with, and do everything Within its power to enforce compliance with, the Statutes and Regulations and the Laws of the Game; and**
- b) Co-operate with FFA and FFV in all matters Relating to the organization of competitions, The clubs own competition and Football In general.**

4) Membership

4.1 Ongoing Membership

Those persons who were members of the Club Immediately prior to the approval of this Constitution shall continue to be Members of The Club in accordance with rule 4.2.

4.2 Members

The Members of the club shall consist of;

- a) Life Members, who subject to this Constitution Shall have rights set out in rule 4.4 ©**
- b) Ordinary members over 18 years of age who, Subject to this Constitution, shall have the Right to be present, debate and vote at**

General Meetings;

- c) Social Members over 18 years of age being Persons other than Ordinary Members who Are interested in promoting the Club but Who do not participate in the playing? Activities (including in the role of player, Coach, or official) of the Club and who shall Not be entitled to be present, debate and vote At General Meetings;**
- d) Junior Members under the age of 18 years Who, subject to this Constitution, are not? Entitled to hold any Office, but shall have The right to be present debate and vote at General Meetings through the junior Member's parent or other legal guardian.**

4.3 Members admitted to membership

The Club must procure that each Member Admitted to membership agrees to be bound By and observe;

- a) This Constitution;**
- b) The Laws of the Game**
- c) The Statutes and Regulations and Those of the By-Laws expressed to Apply to or in relations to Members;**
- d) The Statutes and Regulations and the Constitutions and by-laws of FFA and FFV as enforced from time to time;**

- e) The FFV Code of Behavior and Rules Of Competition, as amended from time To time; and**
- f) The FFV Code of Conduct, as amended From time to time.**

4.4 Entrance Fee and Annual Subscription

- a) There shall be no entrance fee;**
- b) The annual subscription shall be Determined by the committee and until so Determined shall be \$100 per family with 2 Or more children, sub juniors \$50, players \$70, Social \$35, bayside \$60, pensioners No discount.**
- b) Annual subscriptions are payable in Advance on or before the 1st day of July In each year, and fall into 6 categories;**
 - 1) Family membership annual subscription Fee \$100, this class of membership carries Full voting rights at the Annual General Meeting of the Association or any Special Meeting called from time to time;**
 - 2) The following categories of membership Carries no voting rights at the Annual General meeting of the Association or any Special Meeting that may be called from time to time;**

- a) social membership annual subscription
Of \$35;**
- b) players \$70 & bayside players \$60**
- c) Life membership (not exceed 20 in
Number at any one time) no Annual
Subscription Fee;
There are no pensioner discounts**
- d) Special memberships of one year
Duration available at the discretion of
the committee for services rendered to
the Association, no annual subscription
fee;**
- e) Hardships membership granted at the
Discretion of the committee and annual
Subscription fee to be determined by the
Committee, having regards to the
Hardship of each particular case.**

4.5 Registration of Members

**The secretary shall keep and maintain a
Register of members in which shall be entered
the full name, address and date of entry of the
name of each member and the Register shall
be available for inspection by members at the
address of the Public officer;**

4.6 Resignation of Members

4.6.1 A member of the Association may resign from the Association by first giving one months notice in writing to the secretary of his intentions to resign and upon the expiration of the period of notice, the member shall cease to be a member.

4.6.2 Upon the expiration of a notice given under sub clause 1, the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

4.7 Discipline of Member

1) Subject to these rules, the committee may be Resolution;

a) Expel a member from the Association;

b) Suspend a member from membership of the Association for specified period; or

c) Fine a member in accordance with the Regulations, if the committee is of the opinion That the member;

i) has refused or neglected to comply with These rules; or

ii) has been guilty of conduct unbecoming A member or prejudicial to the interest

Of the Association.

2) A resolution of the committee sub-clause (1)

- a) Does not take effect unless the committee
At a meeting held not earlier than 14 days
And not later than 28 days after the
service
On the member of a notice under sub-
Clause (3) confirms the resolution in
Accordance with this clause; and**
- c) where the member exercises a right of
Appeal to the Association under this
clause does not take effect unless the
Association confirms the resolution in
accordance with this clause.**

3) Where the committee passes a resolution Under sub-clause (1) the secretary shall, as soon as practicable, cause to be served on the member a notice in writing;

- a) Setting out the resolution of the
Committee and the grounds on which it
Is based;**
- b) Stating that the member may address
The committee at a meeting to be held
Not earlier than 14 days and no later
than 28 days after service of the
notice;**
- c) Stating the date, place and time of the
Meeting;**

**d) Informing the member that he may one
Or more of the following;**

i) attend the meeting

**ii) Give to the committee before the
Date of the meeting a written
Statement seeking revocation of the
Resolution;**

**iii) Not later than 24 hours before the
Date of the meeting, lodge with the
Secretary a notice to the effect that
He wishes to appeal to the
Association in general meeting
Against the resolution.**

**4) At a meeting of the committee held in
Accordance with sub-clause (2) the
Committee;**

**a) Shall give to a member an opportunity
To be heard;**

**b) Shall give due consideration to any
Written statement submitted by the
Member; and**

**c) Shall by resolution determine whether
to confirm or to revoke the resolution.**

**5) Where the secretary receives a notice under
Sub-clause (3), he shall notify the
Committee and the committee shall**

**Convene a general meeting of the
Association to be held within 21 days
After the date on which the secretary
Received the notice.**

**6) At a general meeting the Association
Convened under sub-clause (5)**

**a) No business other than the question of
Appeal shall be transacted;**

**b) The committee may place before the
Meeting details of the grounds for the
Resolution and the reasons for passing
Of the resolution;**

**c) The members present be given an
Opportunity to be heard; and**

**d) The members present shall vote by
Secret ballot on the question whether
The resolution should be confirmed or
Revoked.**

7) If at the general meeting;

**A) two-thirds of the members vote in
Person or by proxy in favor of the
Confirmation of the resolution, the
Resolution is confirmed; and**

b) In any case the resolution is revoked.

4.8 Annual General Meeting

**1) The Association shall in each calendar year
Convene an Annual General Meeting of it's
Members.**

**2) The Annual General Meeting shall be held
On such a day the committee determines;**

**3) The Annual General Meeting shall be
Specified as such in the notice convening it.**

**4) The ordinary business of the Annual
General Meeting shall be;**

**a) to confirm the minutes of the last
Preceding Annual General Meeting
And of any General Meeting held since
that meeting,**

**b) To receive from the committee reports
Upon the transactions of the Association
during the last preceding financial year;**

**c) To elect officers of the Association and
the ordinary members of the committee;
and**

**d) To receive and consider the statement
Submitted by the Association in
Accordance with these rules;**

**e) To appoint an independent Auditor for
The Association;**

**f) The Annual General Meeting shall be
In addition to any other General
Meeting that may be held in the same year**

4.9 Special General Meeting

- 1) All general meetings other than the Annual General Meeting shall be called a special**

General meetings;

- 2) The committee may, whenever it thinks fit Convene a special general meeting of the Association and where, but for this sub-Clause, more than 15 months would lapse Between annual general meetings, shall Convene a special general meeting before Expiration of that period.**
- 3) The committee shall, on requisition in Writing of members representing not less Than 5% of the total number of members, convene a special general meeting of the Association.**
- 4) The requisition for a special general Shall state the object of the meeting and Shall be signed by the members making The requisition and be sent to the address Of the secretary and may consist of Several documents in a like form, each Signed by one or more of the members Making the requisition.**
- 5) If the committee does not cause a special General meeting to be held within one Month after the date on which the**

Requisition is sent to the address of the Secretary, the members making the Requisition, or any of them, may convene A special general meeting to be held no Later than 3 months after the date.

- 6) A special general meeting convened By members in pursuance of these rules Shall be convened in the same manner As nearly as possible as that in which Those meetings are convened by the Committee and all reasonable expenses Incurred in convening the meeting shall Be refunded by the Association to the Persons incurring the expenses.**

4.10 Notice of Meeting

- 1) the secretary of the Association shall at Least 14 days before the date fixed for Holding a general meeting of the Association, cause to be sent to each Member of the Association at his address Appearing in the registrar of members, a Notice by pre-paid post stating the place, Date and time of the meeting and the Nature of the business to be transacted At the meeting.**
- 2) No business other than that sent out in the Notice convening the meeting shall be Transacted at the meeting.**
- 3) A member desiring to bring any business**

**Before a meeting may give a notice of
That business in writing to the secretary
Who shall include that business in the
Notice calling the next general meeting
After receipt of the notice.**

4.11 Proceedings At Meetings

- 1) all business that is transacted at a special
General meeting and all business that is
Transacted at the annual general meeting
With the exception of that specially referred
To in these rules as being ordinary business
Of the annual general meeting shall be
Deemed to be special business.**
- 2) No item of business shall be transacted at a
General meeting unless a quorum of
Members entitled under these rules to vote
Is present during the time when the meeting
Is considering that item.**
- 3) Five (5) members personally present (being
Members entitled under these rules to vote
At a general meeting) constitute a quorum
For the transaction of the business of a
General meeting.**
- 4) If within half an hour after the appointed
Time for the commencement of a general
Meeting, a quorum is not present, the
Meeting if convened upon requisition of
Members shall be dissolved and (unless
Another place is specified by the chairman**

**At the time of the adjournment or by
Written notice to members given before the
Day which the meeting is adjourned) at the
Same place and if at the adjourned meeting
The quorum is not present within half an
Hour after the time appointed for the
Commencement of the meeting, the
Members present (being not less than 3)
Shall be a quorum.**

**4.12 The president, or in his absence, the Vice
President, shall preside as Chairman at
Each general meeting of the Association.**

**a) If the President and Vice President are
absent from a general meeting, the
members present shall elect one of their
numbers to preside as a chairman at the
meeting.**

**4.13 The chairman of a general meeting at
Which a quorum is present may, with
Consent of the meeting, adjourn the
Meeting from time to time and place to
Place, but no business shall be transacted
At an adjourned meeting other than the
Business left unfinished at the meeting
At which the adjournment took place.**

**a) where a meeting is adjourned for 14
days or more, a notice of the adjourned
meeting shall be given as in the case of
the general meeting.**

b) except as provided in sub-clause (1) and

(2), it is necessary to give notice of an Adjournment or of the business to be Transacted at an adjourned meeting.

4.14 A question arising a general meeting of

The Association shall be determined on a Show of hands and unless before or on Declaration of the show of hands a poll Is demanded, a declaration by the Chairman that a resolution has, on a Show of hands, been carried or carried Unanimously or carried by a particular Majority or lost, and an entry to that Effect in the Minute Book of the Association is evidence of the fact, Without proof of the number or Proportion of the votes recorded in Favor of, or against, the resolution.

4.15 Upon any question arising at a general Meeting of the Association, a member Has one vote only.

1) all votes shall be given personally or By proxy.

2) In the case of an equality of voting on a Question, the chairman of the meeting Is entitled to exercise a second or Casting vote.

4.16 If at a meeting a poll on any question is Demanded by not less than three Members, it shall be taken at that Meeting in such a manner as the

**Chairman may direct and the resolution
Of the poll shall be denied to be a
Resolution of the meeting on that
Question.**

**1) A poll that is demanded on the
Election of a chairman or on a
Question of an adjournment shall
be taken forthwith and a poll that is
demanded on any other question
shall be taken at such time before
the close of the meeting as the
chairman may direct.**

**4.17 A member is not entitled to vote at any
General meeting unless all money due
And payable by him/her to the
Association have been paid, other than
amount of the annual subscription
payable in respect of the current
financial year.**

**a) each member shall be entitled to
appoint another member as his
proxy by notice given to the secretary
no later than 24 hours before the
time of the meeting in respect of
of which the proxy is appointed.**

**b) the notice appointing the proxy
shall be in form set out in (a).**

4.18 Committee of Management

**The affairs of the Association shall be
Managed by a committee of management
Constituted as provided in rule (4.19).**

1) the committee

**a) shall control and manage the business
and affairs of the Association.**

**b) may, subject to these rules, the
regulations and the Act, exercise
all such, powers and functions as may
be exercised by the Association other
than those powers and functions that
are required by these rules to be
exercised by general meeting
members of the Association; and**

**c) subject to these rules, the regulations
and the Act, has the power to
perform all such acts and things as
appear to the committee to be
essential for the proper management
of the business and affairs of the
Association.**

4.19 The officers of the Association shall be;

a) A President;

b) A Vice President

c) A Treasurer; and

d) A Secretary.

**1) The provision of rule (5.0) so far as they
Are applicable and with the necessary
Modifications, apply to and in relation
To the election of persons to any of the
Offices mentioned in clause (4.19)**

**2) each officer of the Association shall
Hold office until the annual general
Meeting two years after the date of
His election but is eligible for re-election**

**3) In the event of a casual vacancy in any
Office referred to in sub-clause (4.19)
The committee may appoint one of its
Members to the vacant office and the
Member so appointed may continue in
Office up to and including the
Conclusion of the annual general
Meeting next following the date of
His appointment.**

**4.20 Subject to section (5.0) of the Act, the
Committee shall consist of;**

a) The office of the Association; and

b) 5 ordinary members;

**4.21 The four office of the Association are split
Into two groups namely the President and**

Secretary are in group one and the Treasurer and Vice President are in group two, each group shall be elected at the annual general meeting of the Association for a duration of two years, and only one of the two groups shall be eligible for election at the annual general meeting, Ordinary members each of whom shall be elected at the annual general meeting of the Association in each year.

a) Each ordinary member of the Committee shall, subject to these Rules hold office until the annual General meeting next after the date of His election but is eligible for Re-election.

b) In the event of casual vacancies Occurring in the office of an ordinary Member of the committee, the Committee may appoint a member of The Association to fill the vacancy and The member so appointed shall hold Office, subject to those rules, until the Conclusion of the annual general Meeting next following the date of his Appointment.

5.0 Election of Officers and Vacancy

**5 .1) Nominations of candidates for elections
As officers of the Association or as
Ordinary members of the committee.**

**a) Shall be made in writing, signed by two
Members of the Association and
Accompanied by the written consent of
The candidate (which may be endorsed
On the form of nominations); and**

**b) Shall be delivered to the secretary of
The Association not less than 7 days
Before the date fixed for the holding
Of the annual general meeting.**

**5.2 If insufficient nominations are received
To fill all vacancies on the committee, the
Candidates nominated shall be deemed to
Be elected and further nominations shall be
Received at the annual general meeting.**

**5.3 If the number of nominations received is
Equal to the number of vacancies to be
Filled, the persons nominated shall be
Deemed to be elected.**

**5.4 If the number of nominations exceeds the
Number of vacancies to be filled, a ballot
Shall be held;**

**5.5 The ballot for the election of officers and
Ordinary members of the committee**

**Shall be conducted at the annual general
Meeting in such a usual and proper manner
As the committee may direct;**

**5.6 A nomination of a candidate for election
Under this clause is not valid if that
Candidate has been nominated for another
Office for election at the same election;**

**5.7 For the purpose of these rules, the office of
An officer of the Association of an ordinary
Member of the committee becomes vacant
If the officer or member;**

a) ceases to be a member of the Association;

**b) Becomes an insolvent under
Administration within the meaning
Of their companies (Victoria) Code; or**

**C) resigns his office by notice in writing
Given to the secretary.**

**5.8 The committee shall meet at least three
Times in each year at such a place and
Such times as the committee determine.**

**5.9 Special meetings of the committee may
Be convened by the President or by any
Six of the members of the committee.**

**5.10 Notice shall be given to members of the
Committee of any special meeting
Specifying the general nature of the
Business to be transacted and no other**

Business shall be transacted at such a Meeting.

**5.11 Any six members of the committee
Constitute a quorum for the transaction
Of the business of a meeting of a committee**

**5.12 No business shall be transacted unless a
Quorum is present and if within half an
Hour to the time appointed for the meeting
A quorum is not present the meeting shall
Stand adjourned to the same place and at
The same hour of the same day in the
Following week unless the meeting was
A special meeting in which case it lapses.**

5.13 At meetings of the committee;

**a) The President or in his absence the
Vice President shall preside; or**

**b) If the President and Vice President
Are absent, such one of the remaining
Members of the committee as may be
Chosen by the members present shall
Preside;**

**5.14 Questions arising at a meeting of the
Committee or of any sub-committee
Appointed by the committee shall be
Determined on a show of hands or, if
Demanded by a member, by a poll taken
In such a manner as the person presiding**

At the meeting may determine;

5.15 Each member present at a meeting of the Committee or of any sub-committee Appointed by the committee (including the Person presiding at the meeting) is entitled To one vote and, in the event of an Equality of votes on any question, the Person presiding may exercise a second or Casting vote.

5.16 Written notice of each committee meeting Shall be served on each member of the Committee by delivering it to him at a Reasonable time before the meeting or by Sending it by pre-paid post addressed to Him at his usual or last known place of Abode at least two business days before The date of the meeting.

5.17 Subject to sub-clause (5.11) the Committee May act notwithstanding any vacancies on The committee.

5.18 Secretary

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

5.19 Treasurer

The Treasurer of the Association;

- a) Shall collect and receive all monies due
To the Association and make all
payments
Authorized by the Association; and**
- b) Shall keep correct accounts and books
Showing the financial affairs of the
Association with full details of all receipts
And expenditure connected with activities
Of the Association;**
- c) The accounts and books referred to in
Sub-clause (5.19) shall be available for
Inspection by members.**

5.20 Removal of Members of the Committee

- a) The Association in general meeting
May by resolution remove any member?
Of the committee before expiration of his
Term of office and appoint another
Member in his stead to hold office until
Expiration of the term of the first –
Mentioned member.**

- b) Where the member to whom a proposed Resolution referred to in sub-clause (a) Makes representations in writing to the Secretary or president of the Association (Not exceeding a reasonable length) and Request that they be notified to the Members of the Association, the Secretary or President may send a copy Of the representation to each member of The association or, if they are not sent, The member may require they be read Out at the meeting.**

5.21 Grievance Procedure

Disputes and Mediation

- 1) The grievance procedure set out in this rule applies to disputes under these Rules between;**
 - a) a member and another member; or**
 - b) a member and the Association.**
- 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.**
- 3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator; ---**
- 4) The mediator must be—**
 - a) a person chosen by agreement between the parties; or**
 - b) in the absence of agreement---**

- i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
 - ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice.
- 5) A member of the Association can be a mediator.
 - 6) The mediator cannot be a member who is a party to the dispute.
 - 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - 8) The mediator, in conducting the mediation, must—
 - a) give the parties to the mediation process, every opportunity to be heard; and
 - b) allow due consideration by all parties of any written statement submitted by any party; and
 - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
 - 9) The mediator must not determine the dispute.
 - 10) 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.

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5.22 Cheque's

**All cheque's, drafts, bill of exchange,
Promissory notes and other negotiable
Instruments shall be signed by 2
Members of the committee.**

5.23 Seal

- a) The Common Seal of the Association
Shall be kept in the custody of the
Secretary.**
- b) The Common seal shall not be affixed
To any instrument except by the
Authority of the committee and affixing
Of the Common Seal shall be attested by
The signatures of two committee members
Of the committee or one member of the
Committee and of the Public Officer of
the Association.**

5.24 Alteration of Rules and Statement Of Purpose.

**These rules and the statement of purpose of
The Association shall not be altered except
By a special resolution passed by a
Majority of at least three quarters of the
Members present and entitled to vote at
A general meeting of which notice specify
The intention to purpose members at least
21 days before the meeting.**

5.25 Notices

- a) A notice may be served by or on
Behalf of the Association upon
Any member either personally or
By sending it by post to the member
At his address shown in the register
Of members.**
- b) Where a document is properly
Addressed pre-paid and posted to a
Person as a letter, the document shall
Unless the contrary is proved, be
Deemed to have been given to the
At the time at which the letter
Would have been delivered in
The ordinary course posted.**

5.26 Winding up or Cancellation

**A winding up clause that in event of
The club being wound up, the
Assets and property of the club
After payment of all debts and
Liabilities shall not be distributed
To members but shall be
Distributed to a fund or funds with
Similar objects and / or to a fund
Exclusively for charitable purpose.**

5.27 Custody of Records

**Except as otherwise provided in
These rules, the secretary shall
Keep in his/her custody or under
His/her control all books,**

**Documents and securities of the
Association.**

5.28 Funds

**a) The funds of the Association shall
Be derived from annual
subscriptions, donations and such
other sources as the committee
determines.**

**a) The funds raise from Lucky
Envelopes or Pot-of-Gold Gaming
Machines are to be used for the
development of Junior Soccer
within the Club**

