

RULES OF

THE CRAIGIEBURN FOOTBALL CLUB INC

(as approved at Special General Meeting on 1st October 2008)

1. NAME

- 1.1 The name of the incorporated association is the Craigieburn Football Club Incorporated (“the Club”).

2. PURPOSES

The purposes of the Club are:

- 2.1.1 to promote and advance the game of Australian Rules football;
- 2.1.2 to maintain the Club in the highest level of competition within the Essendon District Football League or such other league the Club may compete in from time to time;
- 2.1.3 to recruit, develop, train and coach junior and senior players from within the Craigieburn and neighboring areas to achieve the highest possible standards;
- 2.1.4 to achieve and maintain the highest levels of sportsmanship amongst the members and between competitors at all levels;
- 2.1.5 to develop the Club into a financially responsible, stable and successful sporting club;
- 2.1.6 to become the Club of first choice for potential players from within the Craigieburn and neighboring areas;
- 2.1.7 to be a sporting club that is influential within its community and also within the Essendon District Football League or such other league the Club may compete in from time to time;
- 2.1.8 to offer a warm and welcoming social environment for both members and guests;
- 2.1.9 to construct, build, provide, maintain, operate, purchase, develop, lease and manage grounds, ovals, club rooms , social rooms, and all other facilities (including licensed facilities) for its members and supporters and for the benefit of others in the Craigieburn and surrounding communities;
- 2.1.10 to do all things as are necessary, incidental or conducive to the achievement of these purposes.

3. DEFINITIONS

3.1 In these Rules, unless the contrary intention appears:

3.1.1 “Committee of Management” means the Committee appointed at the AGM to manage the affairs of the Club as constituted under these Rules.

3.1.2 “General Committee” means the ordinary members appointed at the AGM with assigned responsibilities as constituted under these Rules.

3.1.3 “financial year” means the year ending on 30th September (or such other date as the General Committee may determine from time to time).

3.1.4 “general meeting” means a general meeting of the members convened in accordance with these Rules.

3.1.5 “facility” and “ facilities” mean the Club’s facilities which are situated at D.S.Aitken Reserve and Vic Foster Reserve Craigieburn.

3.1.6 “premises” means those parts of the Club’s facilities at D.S.Aitken Reserve which are licensed or covered by any liquor licence issued pursuant to the Liquor Control Reform Act 1998.

3.1.7 “member” means a member of the Club.

3.1.8 “Ordinary Member of the General Committee” means a member of the General Committee who is not an officer of the Club as provided by these Rules.

3.1.9 “the Act” means the Associations Incorporations Act 1981.

3.1.10 “the Regulations” means the regulations under the Act.

3.1.11 “member of the General Committee” includes both an ordinary member of the General Committee and an officer of the Club.

3.1.12 “a general member” means a person who belongs to the category of membership known as general membership.

3.1.13 “a life member” means a person who belongs to the category of membership known as life membership.

3.1.14 “a junior member” means a person who belongs to the category of membership known as junior membership.

3.1.15 “a social member” means a person who belongs to the category of membership known as social membership.

3.1.16 “a temporary member” means a person who belongs to the category of membership known as temporary membership.

3.1.17 “a reciprocal member” means a person who belongs to the category of membership known as reciprocal membership.

3.1.18 “football” means the game known as Australian Rules football.

3.2 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

4. MEMBERSHIP

4.1 Only a natural person may be a member of the Club.

4.2 The membership of the Club shall be divided into the following categories:

4.2.1 general membership;

4.2.2 junior membership;

4.2.3 life membership;

4.2.4 social membership;

4.2.5 temporary membership;

4.2.5 reciprocal membership;

4.3 Such other category of membership which the General Committee may from time to time create and which category of membership will entitle those members to it to enjoy such rights, duties and responsibilities as the General Committee may from time to time determine.

4.4 Except where the Rules specify otherwise, the General Committee shall decide the category of membership to which each member shall belong. The General Committee may delegate this task to a sub Committee or to its Secretary or to any other member or members of the Committee.

4.5 The category of General Membership shall include one parent or one legal guardian per family, of a person under the age of 18 years, nominated on the application form for membership by a person under 18 years of age and whose nomination is approved by the General Committee or its approved delegate. Where there is more than one person under the age of 18 years in same family, only one parent or legal guardian may be nominated.

4.6 The category of Life membership shall include all Life members of the Club existing prior to 1st October 2008 and all Life members of the Craigieburn Junior Football Club existing prior to 1st October 2008.

4.7 A member who belongs to the category of membership known as a General Membership shall (subject to the operation of any other Rule herein):

- 4.7.1 be entitled to vote at general meetings;
- 4.7.2 be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
- 4.7.3 pay such entrance fee and/or annual subscription or membership fee;
- 4.7.4 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
 - 4.7.5 particular parts of the facilities are not available for use by general members either permanently or temporarily;
 - 4.7.6 the facility is not available for use by general members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event.
- 4.8 A member who belongs to the category of membership known as a Life Membership shall (subject to the operation of any other Rule herein):
 - 4.8.1 be entitled to vote at general meetings;
 - 4.8.2 be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
 - 4.8.3 not be obliged to pay such entrance fee and/or annual subscription or membership fee so long as the Life Member is no longer a player at the Club or has a child playing at the Club;
 - 4.8.4 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
 - 4.8.4.1 particular parts of the facilities are not available for use by general members either permanently or temporarily;
 - 4.8.4.2 the facility is not available for use by general members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event.
- 4.9 A member who belongs to the category of membership known as a Junior Membership shall (subject to the operation of any other Rule herein):
 - 4.9.1 not be entitled to vote at general meetings;
 - 4.9.2 not be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
 - 4.9.3 pay such entrance fee and/or annual subscription or membership fee;
 - 4.9.4 not be supplied with liquor on the premises unless he or she is accompanied by his or her spouse who has obtained attained the age of

18 years of age, parent or guardian and the liquor is supplied for consumption as part of a meal supplied on the Club's licensed premises;

- 4.9.5 not enter and be on the Club's licensed premises at times when any liquor licence held by the Club permits the supply and/or consumption of liquor unless he or she is:
 - 4.9.5.1 in the company of his/her parent, guardian or spouse (above the age of 18 years); or
 - 4.9.5.2 is on the premises during any time or during any event which is the subject of a permanent authority to permit under age persons to be on the licensed premises issued by the Director of Liquor Licensing or a similar corresponding authority.
- 4.9.6 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
- 4.9.7 particular parts of the facilities are not available for use by junior members either permanently or temporarily;
 - 4.9.7.1 the facility is not available for use by junior members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event; or
 - 4.9.7.2 particular parts of the facilities are only available for use by members of other categories.
- 4.10 A member who belongs to the category of membership known as a Social Membership shall (subject to the operation of any other Rule herein):
 - 4.10.1 not be entitled to vote at general meetings;
 - 4.10.2 not be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
 - 4.10.3 be over the age of 18 years of age;
 - 4.10.4 pay such entrance fee and/or annual subscription or membership fee;
 - 4.10.5 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
 - 4.10.5.1 particular parts of the facilities are not available for use by social members either permanently or temporarily;
 - 4.10.5.2 the facility is not available for use by social members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event; or

- 4.10.5.3 particular parts of the facilities are only available for use by members of other categories.
- 4.11 A member who belongs to the category of membership known as a Temporary Membership shall (subject to the operation of any other Rule herein):
 - 4.11.1 not be entitled to vote at general meetings;
 - 4.11.2 not be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
 - 4.11.3 not pay such entrance fee and/or annual subscription or membership fee;
 - 4.11.4 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
 - 4.11.4.1 particular parts of the facilities are not available for use by temporary members either permanently or temporarily;
 - 4.11.4.2 the facility is not available for use by temporary members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event; or
 - 4.11.4.3 particular parts of the facilities are only available for use by members of other categories.
- 4.12 A member who belongs to the category of membership known as a Reciprocal Membership shall (subject to the operation of any other Rule herein):
 - 4.12.1 not be entitled to vote at general meetings;
 - 4.12.2 not be entitled to be elected or appointed to any office in the Club or other position on the General Committee;
 - 4.12.3 not pay such entrance fee and/or annual subscription or membership fee;
 - 4.12.4 be entitled to enjoy the use of the Club's facilities subject to specific directions by the General Committee that:
 - 4.12.4.1 particular parts of the facilities are not available for use by reciprocal members either permanently or temporarily;
 - 4.12.4.2 the facility is not available for use by reciprocal members (in the event that any such facility would normally be open) because of the holding of a specific function activity or event; or
 - 4.12.4.3 particular parts of the facilities are only available for use by members of other categories.
- 4.13 Persons belonging to or of the following class of people shall be eligible for admission as temporary members of the Club:

- 4.13.1 members, players, officials and supporters of any Club which is competing against Craigieburn or which is competing at D.S.Aitken Reserve or any oval or Reserve at which the Club may operate licensed premises;
- 4.13.2 officials, delegates and umpires of the Essendon District Football League or of such other League the Club competes in;
- 4.13.3 parents and relatives (over the age of 18 years) of any junior member at any function, event or activity arranged, conducted or organized exclusively or predominantly for junior members.
- 4.14 Any member of the General Committee or its delegate may approve the admission of a temporary member.
- 4.15 Temporary Membership only lasts for the duration of the day on which it is approved or 24 hours whichever is the longer.
- 4.16 The General Committee may grant reciprocal rights to the members of another club or clubs on such terms and conditions as the General Committee thinks fit. The reciprocal rights granted to the members of another club or clubs shall entitle those persons to belong to a category of membership known as Reciprocal Membership.

5. APPLICATION FOR MEMBERSHIP

- 5.1 A person who is not a member of the Club at the time of incorporation of the Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless –
 - 5.1.1 an application for membership in accordance with sub-rule (5.2) ; and
 - 5.1.2 the admission as a member is approved by the General Committee; and
 - 5.1.3 payment made within 28 days of the date of the application, has been made of any applicable fees and subscriptions or other monetary amounts as may be determined by the General Committee.
- 5.2 An application for membership of the Club:
 - 5.2.1 shall be made in writing in a form approved by the General Committee;
and
 - 5.2.2 shall be lodged with the Secretary or such other member of the General Committee as approved by the General Committee.
- 5.3 As soon as practicable after receipt of an application, the Secretary shall refer the application to the General Committee.
- 5.4 Upon the application being referred to the General Committee, the General Committee shall determine whether to approve or reject the nomination and if

approved whether to impose any terms and conditions, as the General Committee in its discretion deems fit, upon such approval.

- 5.5 Upon the application being approved by the General Committee, the Secretary shall, with as little delay as possible, notify the applicant, in writing or such other manner, as determined by the Secretary, that the application has been

approved and the conditions, if any, and request payment within a period of 28 days, from the date the application was lodged with the Secretary, of the sum of any fees, subscriptions or other monies which are payable.

- 5.6 The Secretary shall, upon payment of the sums referred to in sub rule 5.5 within the 28 day period, enter the applicant name and other details in the register of members kept by the Secretary and upon the name being so entered, the applicant becomes a member of the Club.
- 5.7 A right, privilege or obligation of a person by reason of membership of the Club:
- 5.7.1 is not capable of being transferred or transmitted to another person; and
 - 5.7.2 terminates upon cessation of membership whether by death or resignation or otherwise.

6. FEES

- 6.1 The annual subscription/membership fees for any category of membership (except life membership) shall be fixed annually by the General Committee. Different annual subscriptions/membership fees may be fixed for particular members within a category of membership to take account of family relationships or any other factors which the General Committee considers reasonable.
- 6.2 If any member has not paid the members annual subscription/membership fee in full by 31st March or such other date as determined by the Committee of Management, the Committee of Management shall be entitled to suspend the member's entitlement to enter or use any or all of the Club's facilities either permanently or temporarily or subject to any condition that it deems fit until such time as the member pays the monies due.
- 6.3 Player registration/ playing fees may be fixed by the General Committee and shall be paid as and when directed.
- 6.4 The annual subscription/membership fees do not include access or entry to presentation day or other Club events. The cost to attend these events is a separate cost and the cost to attend events will be determined by the Committee of Management.

7. REGISTER OF MEMBERS

- 7.1 The Secretary must keep and maintain a register of members containing –
- 7.1.1 the name and address of each member;
 - 7.1.2 the date on which each member's name was entered in the register; and
 - 7.1.3 the category of membership to which the member is admitted.
- 7.2 The register shall be available for inspection at reasonable times free of charge by any member upon request.
- 7.3 A member may make a copy of entries in the register.

8. RESIGNATION BY MEMBER

- 8.1 A member of the Club may resign from the Club upon the giving of one months notice in writing and upon payment to the Club of all monies owed by the member.
- 8.2 Upon the expiration of the written notice and payment of all outstanding monies to the Club, 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.

9. DISCIPLINE, SUSPENSION AND EXPULSION OF MEMBERS

- 9.1 Subject to these Rules, the General Committee may by resolution:
- 9.1.1 expel a member from the Club;
 - 9.1.2 suspend a member from membership of the Club for a specified period;
- or
- 9.1.3 fine a member in order to recover an amount that cannot exceed any real cost to the Club caused by that member
- 9.2 If the General Committee is of the opinion that the member:
- 9.2.1 has refused or neglected to comply with these Rules; or
 - 9.2.2 has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club.
- 9.3 A resolution of the General Committee under sub-rule (9.1):

- 9.3.1 does not take effect unless the General 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-rule (9.4), confirms the resolution in accordance with this clause; and
 - 9.3.2 where the member exercises a right of appeal to the Club under this Rule, does not take effect unless the Club confirms the resolution in accordance with this Rule.
- 9.4 Where the General Committee passes a resolution under sub-rule (9.1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
- 9.4.1 setting out the resolution of the General Committee and the grounds on which it is based;
 - 9.4.2 stating that the member may address the General Committee at a meeting to be held not earlier than 14 days and no later than 28 days after service of the notice;
 - 9.4.3 stating the date, place and time of that meeting;
 - 9.4.4 informing the member that he or she may do one or more of the following:
 - 9.4.4.1 attend that meeting.
 - 9.4.4.2 give to the General Committee, before the date of that meeting, a written statement seeking the revocation of the resolution.
 - 9.4.4.3 not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- 9.5 At a meeting of the General Committee held in accordance with sub-clause (9.3), the General Committee:
- 9.5.1 shall give the member the opportunity to be heard;
 - 9.5.2 shall give due consideration to any written statement submitted by the member;
 - 9.5.3 shall by resolution determine whether to confirm or to revoke the resolution.
- 9.6 Where the Secretary receives a notice under sub-rule (9.4), the Secretary shall notify the General Committee and the General Committee shall convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.

- 9.7 At a general meeting of the Association convened under sub-rule (9.6):
- 9.7.1 No business other than the question of the appeal shall be transacted;
 - 9.7.2 The General Committee may place before the meeting, the details of the grounds for the resolution and the reasons for passing the resolution;
 - 9.7.3 The member shall be given an opportunity to be heard; and

 - 9.7.4 The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 9.8 If at the general meeting:
- 9.8.1 two-thirds vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 9.8.2 In any other case, the resolution is revoked.
- 9.9 Notwithstanding any Rule to the contrary, where a member, in the reasonable opinion of an officer of the Club,
- 9.9.1 behaves in an aggressive, provocative and /or abusive manner to a member of the General Committee, a player, another member, a person officiating at a game, or any other person at or during a function, game or activity in which the Club is involved; or
 - 9.9.2 acts in a manner which is objectionable or prejudicial to the interests of the Club and this includes making offensive remarks particularly concerning religion, culture, sex or race.
 - 9.9.3 the officer may instruct that member to remove himself or herself from any Club facility, any area under the control of the Club and/or any function, game or activity in which the Club is involved.
 - 9.9.4 Where a member to whom an instruction has been given under sub-rule (9.9.3) fails or refuses to comply with such instruction, the membership and any rights or privileges that attach to such membership shall be suspended immediately and such suspension shall continue unless and until the member lodges in writing an appeal to the General Committee against the action taken by the officer under sub-rule (9.9) and the appeal is dealt with by the General Committee. Any appeal under this sub-rule must be lodged within 14 days of the date on which the instruction was given.
 - 9.9.5 Where a member has lodged an appeal under sub-rule (9.9.4), the General Committee, after hearing from the member and the officer involved, may continue the period of suspension for a specified period of not more than 2 months upon such terms and conditions as the General Committee deems fit or lift the suspension with or without terms and conditions as the General Committee deems fit.

10. DISPUTES AND MEDIATION

10.1 The grievance procedure set out in this rule applies to disputes under these Rules between:

10.1.1 a member and another member ; or

10.1.2 a member and the Club.

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 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 –

10.4.1 a person chosen by agreement between the parties;

or

10.4.2 in the absence of agreement –

10.4.3 in the case of a dispute between a member and another member, a person appointed by the Committee of Management of the Club; or

10.4.4 in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

10.5 A member of the Club 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.

10.8 The mediator, in conducting the mediation, must –

10.8.1 give the parties to the mediation process every opportunity to be heard; and

10.8.2 allow due consideration by all parties of any written statement submitted by any party; and 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 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 otherwise at law.

11. ANNUAL GENERAL MEETINGS

- 11.1 The Club shall in each calendar year convene an annual general meeting of its members.
- 11.2 The annual general meeting shall be held on such day as the Committee of Management determines.
- 11.3 The annual general meeting shall be specified as such in the notice convening it.
- 11.4 The ordinary business of the annual general meeting shall be:
- 11.4.1 To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting;
 - 11.4.2 To receive from the Committee, reports upon the transactions of the Club during the last preceding financial year and proposed key strategies for following 12 months;
 - 11.4.3 To elect officers of the Club and the ordinary members of the General Committee; and
 - 11.4.4 To receive and consider the statement submitted by the Club in accordance with Section 30(3) of the Act.
- 11.5 The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- 11.6 The annual general meeting shall be an addition to any other general meetings that may be held in the same year.

12. SPECIAL GENERAL MEETINGS

- 12.1 All general meetings of the Club other than the annual general meeting shall be called special general meetings.
- 12.2 The Committee of Management may, whenever it thinks fit, convene a special general meeting of the Club and where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.

- 12.3 The Committee of Management shall on the requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the Club.
- 12.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 12.5 If the Committee of Management does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them,

may convene a special general meeting to be held not later than 3 months after that date.

- 12.6 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 of Management and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expense.

13. SPECIAL GENERAL MEETING NOTICE

- 13.1 The Secretary of the Club shall, at least 14 days before the date fixed for the holding of a general meeting of the Club, cause to be sent to each member of the Club at his or her address appearing in the register 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.
- 13.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 13.3 A member desiring to bring any business before a meeting may give 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.

14. PROCEDURE

- 14.1 All business that is transacted at a special meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 14.2 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 an item.

- 14.3 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.
- 14.4 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 the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same date in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of

the meeting, the members present, being not less than three (3) shall be a quorum.

15. CHAIRPERSON

- 15.1 The President, or in his or her absence, the Vice President, shall preside as Chairperson at each general meeting of the Club.
- 15.2 If the President and Vice President are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

16. ADJOURNMENT

- 16.1 The Chairperson of the general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 16.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 16.3 Except as provided in sub-rule (16.1) and (16.2), it is necessary to give notice of an adjournment or of the business to be transacted at the adjourned meeting.

17. VOTING

- 17.1 A question arising at a general meeting of the Club shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 17.2 Upon any question arising at a general meeting of the Club, a member has one vote only.
- 17.3 All votes shall be given personally or by proxy.
- 17.4 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.
- 17.5 If at a meeting a poll on any question is demanded by not less than three (3) members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be the resolution of the meeting on that question.
- 17.6 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.
- 17.7 A member is not entitled to vote at any general meeting unless all moneys due and payable by him or her to the Club have been paid.

18. PROXIES

- 18.1 Each member shall be entitled to appoint another member as his or her proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 18.2 The notice appointing the proxy shall be in the form set out in Appendix 1 or in such other form as determined by the Committee of Management from time to time.

19. COMMITTEE POWERS

- 19.1 The affairs of the Club shall be managed by a Committee of Management constituted in accordance of these Rules.
- 19.2 The Committee of Management:

- 19.2.1 shall control and manage the business and affairs of the Club;
- 19.2.2 may, subject to these Rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Club; and
- 19.2.3 subject to these Rules, regulations and the Act, has power to perform all such acts and things as appear to the Committee of Management to be essential for the proper management of the business and affairs of the Club.

- 19.2.4 shall develop annual budgets that allocates appropriate funding for both the Senior and Junior age groups to ensure operational needs are responsibly met.
- 19.2.5 shall ensure that revenue raised from Junior membership is used primarily to fund Junior operational needs
- 19.2.6 shall present the prepared budget to the General Committee within 90 days following the AGM. The annual budget is to be approved by the General Committee within this same 90 day period.

- 19.3 Unless otherwise stated in the rules, the powers of the General Committee as constituted under Rule 21 are limited to the responsibilities assigned to them by the Committee of Management

20. CONSTITUTION OF THE COMMITTEE OF MANAGEMENT

- 20.1 The officers of the Club shall be –
 - 20.1.1 a President;
 - 20.1.2 two Vice Presidents one being the Senior and the other the Junior;
a Treasurer;
 - 20.1.3 an Assistant Treasurer;
 - 20.1.4 a Secretary; and
 - 20.1.5 an Assistant Secretary.

- 20.2 The provisions of Rule 22, 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 referred to in sub-rule (1).

- 20.3 Each officer shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

- 20.4 In the event of a vacancy or casual vacancy in any office referred to in sub-rule (1), the Committee of Management may appoint one of its members to the vacant office and the member appointed may continue in the office up to and including the conclusion of the annual general meeting next following the date of appointment.

21. CONSTITUTION OF THE GENERAL COMMITTEE

- 21.1 Subject to Section 23 of the Act, the General Committee shall consist of :

21.1.1 the officers of the Club; and

21.1.2 up to 10 ordinary members.

21.1.3 Each of whom shall be elected at the annual general meeting of the Club in each year.

- 21.2 The composition of the General Committee shall be broadly representative of the membership of the Club in particular with representation from as many age groups the Club has teams entered into as reasonably practicable.

- 21.3 Each ordinary member of the General Committee shall, subject to these Rules, hold office until the Annual General Meeting next after the date of the person's election, but shall be eligible for re-election.

- 21.4 Each ordinary member of the General Committee shall be assigned a specific role by the Committee of Management and the specific role will consider the skill set of each individual

- 21.5 In the event of a casual vacancy occurring in the office of an ordinary member of the General Committee, the General Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the next Annual General Meeting next following the date of the appointment.

22. NOMINATION FOR AND ELECTION OF OFFICERS AND ORDINARY MEMBERS OF THE GENERAL COMMITTEE

- 22.1 Nominations of candidates for election as officers of the Club or as ordinary members of the General Committee:

22.1.1 shall be made in writing, signed by two members of the Club and accompanied by written consent of the candidate (which may be endorsed on the form of nomination) and

22.1.2 shall be delivered to the Secretary of the Club not less than seven (7) days before the date fixed for the holding of the annual general meeting.

- 22.2 If insufficient nominations are received to fill all vacancies on the General Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 22.3 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.
- 22.4 If the number of nominations exceeds the number of vacancies to be filled. A ballot shall be held.
- 22.5 The ballot for the election of the officers and ordinary members of the General Committee shall be conducted at the annual general meeting in such usual and proper manner as the General Committee may direct.
- 22.6 A nomination of a candidate for election under this Rule is not valid if that candidate has been nominated for another office for election at the same time.
- 22.7 For the purposes of the election of office holders and ordinary members of the General Committee to be held in 2008, the members of the Club shall comprise the members of the Club (who are eligible to vote) immediately prior to that election and the members of the Craigieburn Junior Football Club (who are eligible to vote) immediately prior to that election.

23. VACANCIES

- 23.1 The office of an officer of the Club, or of an ordinary member of the General Committee, becomes vacant if the officer or member-
- 23.1.1 ceases to be a member of the Club;
 - 23.1.2 becomes an insolvent under administration within the meaning of the Corporations Law;
 - 23.1.3 resigns from the office by giving notice in writing to the Secretary;
 - 23.1.4 dies; or
 - 23.1.5 is removed pursuant to Rule 27 and Rule 9?.

24. QUORUM AND PROCEDURE FOR MEETING

- 24.1 The General Committee shall meet at least 6 times in each year at such place and at such times as the General Committee shall determine.
- 24.2 Special meetings of the General Committee may be convened by the President or by any four (4) of the members of the General Committee.

- 24.3 Notice shall be given to all members of the General 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.
- 24.4 Any four (4) members of the General Committee which must include any two (2) representatives from the Juniors plus any two representatives from the Seniors constitute a quorum for the transaction of the business of a meeting of the General Committee.
- 24.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same time of the same day in the following week, unless the meeting was a special meeting, in which case it lapses.
- 24.6 At meetings of the General Committee –

- or
- 24.6.1 The President, or in his or her absence, a Vice President shall preside:
- 24.6.2 If the President and both Vice Presidents are absent, such one of the remaining members of the General Committee as may be chosen by the members present shall preside.
- 24.6.3 Questions arising at a meeting of the General Committee or of any Sub-General Committee appointed by the General Committee shall be determined by a show of hands or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 24.6.4 Each member present at a meeting of the General Committee or of any Sub-Committee appointed by the General Committee (including the person presiding at the meeting) is entitled to one vote and in the event of an inequality of votes in any question; the person presiding may exercise a second or casting vote.
- 24.6.5 Written notice of each General Committee meeting shall be served on each member of the General Committee by delivering it to the member at the member's last known address or by transmitting it by email or other similar means at a reasonable time before the meeting.
- 24.6.6 Subject to sub-rule 24.4, the General Committee may act notwithstanding any vacancy on the General Committee.

25. MINUTES

- 25.1 The Secretary shall keep minutes of the resolutions and proceedings of each general meeting and each General Committee in books provided for that purpose together with a record of the names of persons present at such meetings.

26. TREASURER

26.1 The Treasurer of the Club shall:

- 26.1.1 collect and receive all moneys due to the Club and make all payments authorized by the Club;
- 26.1.2 keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- 26.1.3 The accounts and books referred to in sub-rule (26.1.2) shall be available for inspection by a member upon reasonable notice being given to the Treasurer.
- 26.1.4 Where a sub-Committee is formed by the General Committee pursuant to these Rules, the members of the sub-Committee shall collect, receive and account for all monies in the manner and upon such terms and conditions as authorized in writing by the General Committee.

27. REMOVAL OF GENERAL COMMITTEE MEMBERS

- 27.1 Notwithstanding the provisions of Rule 9, the Club at a general meeting may by resolution remove any member of the General Committee before the expiration of the member's term of office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.
- 27.2 Where the member to whom a proposed resolution referred to in sub-clause (27.1) makes representations in writing to the Secretary or the President of the Club (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the Secretary or the President may send a copy to each member of the Club or if the representations are not so sent, the member may require that the representations be read out at the meeting.

28. SIGNING OF NEGOTIABLE INSTRUMENTS

- 28.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two officers of the Committee of Management who have been previously authorized by the Committee of Management.
- 28.2 To assist good governance, all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments cannot be counter signed by members of the same or related family.

29. ALTERATIONS OF STATEMENTS OF PURPOSES AND RULES

- 29.1 These Rules and the Statement of Purposes of the Club shall not be altered except in accordance with the Act.

30. SERVICE OF NOTICES

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

31. WINDING UP

- 31.1 In the event of the winding up of the Club or the cancellation of the incorporation of the Club, the assets and funds of the Club shall be disposed of in accordance with the provisions of the Act.

32. CUSTODY OF RECORDS

- 32.1 Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Club.

33. SOURCES OF FUNDS

- 33.1 The funds of the Club shall be derived from entrance fees, annual subscriptions, other fees, donations, proceeds of ventures, enterprises, activities, events and competitions, sale of food, merchandise and liquor, interest, dividends and such other sources as the Committee of Management of the Club determines and by such other means as is consistent with its Statement of Purposes.
- 33.2 Where the Club receives any funds from Craigieburn Junior Football Club whether or not such funds arise out of the winding up of that Club, the amount of such funds that are not matched by the Club (with the matched funds not exceeding \$25,000) at the relevant time (" the excess funds"), will be deposited in a separate account.
- 33.3 Unless approved by 75% of the General Members present and voting at a general meeting of the Club, the "excess funds" shall not be used for the normal operating expenses of the Club and shall only be used for capital improvements in the facilities of the Club.

- 33.4 For the avoidance of doubt, only General Members can vote to determine how to best use the “excess funds” for capital improvements or if otherwise determined by 75% of the Junior members present and voting at a general meeting of the Club, how to best use the excess funds for operational purposes. However, if the General Members decide according to these rules to use the “excess funds” for operational purposes, then the operational expenditure must not exceed more than \$10,000 in any one year.

34. COLOURS OF THE CLUB

- 34.1 The Club recognizes that significance of brown and white in the colours of the Senior and Junior Clubs.

35. SUB-COMMITTEES

- 35.1 All sub-Committees shall be subject to and sub-ordinate to the General Committee of the Club.

36. LIFE MEMBERS

- 36.1 Life membership may be granted to a person in consideration of one or more of the following circumstances:
- 36.2 special or exemplary service rendered to the Club;
- 36.3 playing 200 or more games of Senior football with the Club and a minimum of 80 games with under age teams and / or
- 36.4 serving the Club for at least ten (10) years.
- 36.5 Nominations for Life membership shall be dealt with as follows:
- 35.6 Nominations must be forwarded to the Secretary at least 14 days prior to the Annual General Meeting specifying the details in support of the nomination and signed by the member making the nomination.
- 36.7 All nominations must be seconded by a member of the Club and must be in writing.
- 36.8 No member can receive a Life Membership without the nomination being approved by the Committee of Management.
- 36.9 Once a nomination has been approved by the Committee of Management of the Club, the nomination must be presented to the annual general meeting and must be approved by 75% of the members present and voting.
- 36.10 Life Members shall have the privileges set out in Rule.

37. FOOTBALL POSITIONS

- 37.1 The Club shall review all football operation and coaching positions annually.

38. CLUB CORRESPONDENCE

- 38.1 All articles (including advertising) which are official Club publications must be countersigned by the President and the Secretar, or in the absence of one or both of them by a Vice President and /or Treasurer, prior to the articles being delivered for publication. One copy is to be kept on file.

39. NON-PROFIT

- 39.1 Subject to the further prohibition in sub-rule (2), the assets and income of the Club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the Club except as bona fide remuneration for services rendered or expenses incurred on behalf of the Club.
- 39.2 No amount shall be paid to an officer or servant of the Club by way of commission or allowance from the receipts of the Club for sale and disposal of liquor.

40. VISITORS

- 40.1 The Club shall keep a record of each guest and visitor to the Club's premises including the name, address, date of visit and the name of the member introducing the guest or visitor.
- 40.2 A visitor shall be entitled to enter and remain on the premises in the company of a member who shall enter the name and address of the visitor of the visitor in a book kept on the premises for that purpose.
- 40.3 A visitor to the Club must not be supplied with liquor on the Club premises unless the visitor is a guest in the company of a member of the Club; or
- 40.4 present at an occasion or function in the Club premises in respect of which a limited licence pursuant to the relevant liquor licensing legislation in force at the time has been issued authorizing the sale and disposal of liquor to that visitor.
- 40.5 No member, other than a member of the Committee, shall introduce more than four visitors to the premises on any date subject to the next sub-clause. The General Committee may allow a member to sign in more than four visitors where it is proposed that those visitors attend a function or special occasion.

- 40.6 No person may be signed in as a visitor more than five times in the same year.
- 40.7 A visitors behaviour on the premises shall be the responsibility of the introducing member who may be disciplined by the General Committee for the behaviour of the visitor.
- 40.8 The General Committee, any member of the General Committee, or member of the bar staff of the Club shall have the right to exclude or evict any guest, visitor or member whose behaviour on the premises is considered by the General Committee, member of the General Committee or the bar staff as objectionable or prejudicial to the interests of the Club or in breach of any conditions of any liquor licence or permit held by the Club. Further the General Committee, any member of the General Committee or bar staff shall have the right to exclude or evict any visitor or guest from the premises or the facility for any reason whatsoever.

APPENDIX 1



PROXY FORM

In accordance with the Constitution of the Craigieburn Football Club, I hereby

Appoint _____ **(please print) as my proxy**

Name of Member _____ **(please print)**

Signed _____ **Date** _____

Note: This proxy form must be given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.