

KDFNL



**KYABRAM DISTRICT
FOOTBALL NETBALL LEAGUE
INCORPORATED**

CONSTITUTION

As at 2nd December 2015

TABLE OF CONTENTS

		<u>Page</u>
1	Name	1
2	Interpretation	1
3	Board of Management Composition	1
4	Executive Committee – Operations	5
5	Membership	8
6	Delegates	10
7	Executive Committee	10
8	Tribunal	12
9	Meetings	12
10	Alterations to the Rules and State of Purpose	14
11	Notices	14
12	Protests, Charges or Disputes	15
13	Registrations of Colours	15
14	Registration of Players and Officials including Clearances and Permits	16
15	Umpires	16
16	By Laws	17
APPENDIX		
1	Application for Membership of Kyabram & District Football Netball League	18
2	Form of Appointment of Proxy for Meeting of Association Convened Under Rule 7(7)	19
3	Form of Appointment of Proxy	20
4	Schedule of Fees	21

Constitution

RULES FOR THE INCORPORATED ASSOCIATION ISSUED 1987 Associations Incorporation Act 1981

1. NAME

The name of the Incorporated Association is the Kyabram District Football Netball League Incorporated (hereinafter called the "League").

2. INTERPRETATION

In these Rules unless the contrary intention appears –

- a) "Board" means the Board of Management of the League established by and elected or appointed pursuant to these Rules.
- b) "Player" means a player registered by or with or otherwise permitted to play in the competition conducted by the league and shall include coaches both playing and non-playing.
- c) "Club" means an incorporated body which is a member of the League.
- d) "Delegate" means a person appointed to represent his or her Club on the Board in accordance with these Rules.
- e) "General Meeting" means an ordinary meeting of the Board.
- f) "Special Meeting" means a special meeting of the Board convened pursuant to these Rules.
- g) "Financial Year" means the year ending the on 31st October.
- h) "The Act" means the Associations Incorporated Act 1981 and the Regulations made under the Act.
- i) A reference to the Secretary/General Manager of an Association is a reference;
 - i) Where a person holds office under these Rules as Secretary/General Manager of this League, to that person, and;
 - ii) In any other case to the Public Officer of the League.
- j) Words and expressions contained in these Rules shall be interpreted in accordance with the provisions of the "Acts Interpretation Act 1958" and the Act as in force from time to time.

3. BOARD OF MANAGEMENT – COMPOSITION

- a) The affairs of the League shall be conducted by a Board of Management constituted as provided herein.
- b) The Board of Management shall consist of -
 - i) The Executive Committee
 - ii) The Secretary/General Manager
 - iii) Two representatives of each Club called "Delegates".
- c) The President and the Secretary/General Manager shall not be entitled to vote for resolutions before the Board save as provided for in these Rules.
- d) The Executive Committee of the Board shall be -
 - i) President
 - ii) Senior Vice President Football
 - iii) Senior Vice President Netball
 - iv) Junior Vice President
 - v) up to 5 Executive Members
- e) Election of Office Bearers to the Executive Committee
 - i) The Secretary/General Manager to be appointed by the Executive Committee in accordance with the provisions of Rule 3 (l).

Constitution

- ii) Nominations for the positions of President, Senior Vice President Football, Senior Vice President Netball and Junior Vice President and up to 5 Executive Members shall be made in accordance with the provisions of Rule 11 (h).
 - iii) If not more than one nomination for each vacant position is received, those persons nominated shall be deemed to be elected.
 - iv) If more than one nomination is received for any one position a ballot will be held at the Annual Meeting to determine the successful candidate.
- f) The provisions of rule 3 (e) so far as they are applicable and with necessary modifications apply to and in relation to, the election of persons to any offices as mentioned in sub-clause (d) (i), (ii), (iii) and (iv).
- g) Each Office Bearer of the League shall, with the exception of the Secretary/General Manager, hold office until the next Annual General Meeting after the date of their election.
- h) In the event of a casual vacancy in any office referred to in the sub clause (d) the Board may appoint any of the Delegates sitting there on to that vacant office and the delegate so appointed shall continue in that office up to and including the conclusion of the next Annual General Meeting following the date of their appointment.
- i) For the purposes of these Rules, the office of an Officer of the Association or an ordinary Director on the Board of Management or Sub-Committee thereof becomes vacant if the Officer or Director:
- i) Becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - ii) Resigns their office by notice in writing to the Secretary; or
 - iii) Fails to attend three consecutive meetings of the Board or any Sub- Committee on which he/she sits.
- j) The Board shall have the power to appoint other persons as officers for the purposes of assisting the Board in carrying out its responsibilities.
- k) The President:
- i) Shall have the same rights and privileges as Directors other than the right to vote, but the President shall have a casting vote in the case of equality of voting in order to preserve the Status Quo.
 - ii) Shall receive copies of all notices of meetings and functions and copies of all minutes.
 - iii) Shall preside, or in their absence a Vice President, at all meetings of the Board except as provided herein.
 - iv) Should the President, Senior Vice Presidents or Junior Vice President all be absent from any one Board meeting, the Directors present shall elect a Chairman from among their number who shall, in addition to having a casting vote, retain their vote as a Director.
 - v) Shall receive an Annual Allowance which is to be determined by the Board at its Annual General Meeting.
- l) The Secretary/General Manager
- i) Shall be appointed by the Board as maybe required from time to time.
 - ii) The conditions of appointment shall be agreed upon by the Board at the time of appointment.
 - iii) Shall not have a vote.

Constitution

- iv) The appointment shall be terminable on the giving of twenty-eight days' notice on either side.
 - v) Shall attend all meetings of the Board and its Committees and record proper minutes of the proceedings of such meetings and shall carry out all directions properly given by said Board or Committee.
 - vi) Shall keep in their custody all books, documents, securities, records and minutes.
 - vii) Shall forward to all member Clubs complete copies of all minutes of meetings, except those of the Tribunal, within fourteen days of such meeting.
 - viii) Shall keep correct accounts and books showing the financial affairs of the Board with full details of all receipts and expenditure connected with the activities of the Board.
 - ix) Shall receive all monies on behalf of the League or Board and shall deposit those to the credit of the Board as soon as possible in such Financial Institution as the Board shall nominate.
 - x) Shall pay all accounts by cheque signed by any two of the three persons authorised by the Board to do so.
 - xi) Shall submit financial statements to the Board as required and, in addition, submit an audited Statement of Affairs to the Annual General Meeting of the Board.
 - xii) Shall make available for inspection by all members, the accounts, books and records as referred to in clauses (v) and (viii) above.
- m) Committees, as follows, shall be appointed at the Annual General Meeting.
- i) Executive Committee comprising the President, Senior Vice President Football, Senior Vice President Netball, Junior Vice President, and up to 5 others who shall be elected by the Board at its Annual General Meeting.
 - ii) One Auditor who is qualified to carry out such commission and who is not a Director or Official of any Member Club.
- n) Delegates are to be appointed for a term of twelve months and are eligible for re-appointment. Delegates shall consist of one of the following:
- i) Two in number from each Football/Netball Club, or;
 - ii) One in number from each Football Club, and One in number from each Netball Club.
- o) The Publicity Officer shall -
- i) Be appointed by the Board as required from time to time.
 - i) Have no vote at any meeting.
 - ii) Carry out all directions properly given.
 - iii) Be, in particular, the Board's liaison with the media.
 - iv) Have his/her tenure terminated by the giving of twenty-eight days' notice on either side.
 - v) The conditions of appointment shall be agreed upon by the Board at the time of appointment.

4. EXECUTIVE COMMITTEE - OPERATION

The Executive Committee shall -

- a) Control and manage the business affairs of the League.
- b) Subject to these Rules and the Act, exercise all such powers and functions as may be exercised by the League other than those powers and functions that are required by these Rules to be exercised by General Meetings of Members.

Constitution

- c) Subject to these Rules and the Act, has power to perform all such acts and things that appear to be necessary and essential for the proper management of the business and affairs of the League.
- d) Subject to the requirements of Section 10 herein, may act notwithstanding any vacancy on the Board.
- e) Provisions of Rule 3 (e) so far as they are applicable and with necessary modifications, apply to and in relation to, the election of persons to any of the offices mentioned in 3 (d) above.
- f) Derive funds from:
 - i) Entrance fees
 - i) Annual Subscriptions
 - ii) Donations
 - iii) Other sources as the Board may from time to time determine.
- g) Have a Common Seal which shall be kept in the custody of the Secretary/General Manager and -
 - i) Shall not be affixed to any instrument except by Authority of the Executive Committee.
 - ii) The affixing of the Common Seal shall be attested to by the signatures of two members of the Executive Committee or by one member of the Executive Committee together with the Public Officer of the League.
- h) In the event of the winding-up or cancellation of the Incorporation of the League, the assets of the League shall be disposed of in accordance with the provisions of the Act.
- i) Have the power to -
 - i) Control all matches within the League and to arrange matches between teams representing other Leagues or Associations.
 - ii) Settle all disputes arising between member Clubs, subject to the right of appeal to the AFL Victoria Country, Netball Australia and subject to the provisions of the Act.
 - iii) Maintain full control over its Registered Players and Officials and in addition to other powers, have the authority to impose fines on Clubs, Club Officials and Players for any of the following reasons -
 - 1. Any breaches of these Rules or the Rules, the AFL Victoria Country and/or Netball Australia.
 - 2. Any breaches of the Laws of the Game as published and amended from time to time by the Australian Football League and/or Netball Australia.
 - 3. Any unbecoming conduct on or off the playing area and as to what constitutes unbecoming conduct the Board shall be the sole judge.
 - i) Suspend any Player who refuses, without reasonable excuse, to take part in any Inter-League or Championship match or any match arranged by the Board.
 - ii) Suspend any person refusing to pay fines as aforementioned from playing in any League match.
 - iii) Suspend any Club or Club Official for refusing to pay fines as aforementioned.
 - iv) Dismiss any member of the media from a meeting subject to a motion to that effect being received and duly carried.
- j) Deal with any Club in a manner in which it deems appropriate that:
 - i) Plays an unregistered player.

- ii) Plays a player who has obtained their registration or permit illegally.
 - iii) Plays a player who has obtained their registration or permit on fraudulent certification of the Club Secretary.
 - iv) Contravenes these Rules.
 - v) Contravenes the Rules of AFL Victoria Country and/or Netball Australia.
 - vi) Contravenes any of the Laws of the Game as amended and published from time to time by the Australian Football League and /or Netball Australia.
 - vii) Condone the refusal of any of its players, without reasonable excuse acceptable to the Executive Committee, to take part in any Inter-League or Championship match after being selected by the League or its Selection Committee.
 - viii) Fails to produce to the Executive Committee or Tribunal any player or official who has been reported for a breach of the Rules of AFL Victoria Country and/or Netball Australia or the AFL Laws of the Game as published and amended from time to time by the Australian Football League and /or Netball Australia. Where a player or official is unable to attend due to unforeseen circumstances he/she must submit a Statutory Declaration stating reasons for his/her non-attendance and also a written account of the incident in writing to the League Secretary/General Manager prior to the above hearing. A mandatory penalty for this offence shall be determined by the Executive Committee.
 - ix) Fails to produce to the Executive Committee or Tribunal any player or Officer who has been reported for a breach of these Rules. A penalty for this offence shall be determined by the Executive Committee.
 - x) Neglects to pay its declared share of any loss that may arise or call that has been made within one month after due notice of a loss has been given or a call has been made by the Secretary/General Manager. The Club so neglecting shall be suspended from the League and shall be disqualified from any future representations thereon, but may be re-admitted at any time subject to the payment of the said share of loss or call and any other monies due and payable at the time of disqualification.
 - xi) Behaves in a manner unbecoming to or prejudicial to the best interests of the League and the Executive Committee shall be the sole judge as to what is unbecoming or prejudicial to the best interests of the League.
 - xii) Fails to produce to the Executive Committee or tribunal any player or official who has been requested to attend the above meetings. Where a player or official is unable to attend due to unforeseen circumstances he must submit a Statutory Declaration stating reasons for their non-attendance and also a written account of the incident in writing to the Secretary/General Manager prior to the above hearing. A mandatory penalty for this offence shall be determined by the Executive Committee.
- k) Deal with any player in a manner in which it deems appropriate who:
- i) Contravenes any of these Rules.
 - ii) Contravenes any of the Rules of AFL Victoria Country and/or Netball Australia.
 - iii) Contravenes any of the Laws of the Game as amended from time to time by the Australia Football League and/or Netball Australia.
 - iv) Behaves in a manner unbecoming or prejudicial to the best interests of the League, and as to what is unbecoming or prejudicial to the League the Executive Committee shall be the sole judge.
- l) Have the power to elect Life Members annually and:
- i) Such nominees shall be elected at any Meeting of the Board by a majority of those Board Members present.

Constitution

- ii) Nominations for Life Membership shall be in writing and lodged with the Secretary/General Manager at least twenty-one days prior to such meeting of the Board.
 - iii) The nominations shall describe in detail the services rendered to the league and to the nominee's Club.
 - iv) The nominees, if elected, shall be presented with the official Kyabram District Football Netball League badge with the words "Life Member" inscribed.
- m) Award annually Best and Fairest Award recognition in each of the grades under the following conditions:
- i) Voting shall be carried out by the officiating Field Umpire/s for Football and Umpires for Netball who shall award three votes for the Best and Fairest Player on the ground/court, two votes for the second and one vote for the third.
 - ii) Votes shall be counted at the conclusion of the home and away round matches of each season.
 - iii) Players found guilty of On Field/court Offences during the season are ineligible to receive a Best and Fairest Award for that season.
 - iv) Players found guilty of on field/court offences during finals shall not be ineligible to receive these awards.
 - v) Players found guilty of On Field/court Offences during the finals shall not be ineligible to receive these awards in the following season.
- n) In the event that the League has surplus finance at any time, the Board may distribute such funds to member Clubs on an equal basis as thought fit.
- o) Reserve the right to order that a particular brand or grade of football/netball be used for competition matches.

5. MEMBERSHIP

- a) Any body being corporate or unincorporated having aims, objects and purposes similar to or commensurate with those of the League, which is desirous of joining the League as a member and which agrees on joining to abide by these Rules and any rules of competition established by the League, may apply to the Board for membership of the League.
- b) Any application from such a body shall be in writing and shall state and contain:
- i) The name of the body desiring to be admitted as a member of the League.
 - ii) Whether such body is corporate or unincorporated.
 - iii) The names of the current Directors or Office Bearers of such body.
 - iv) The current financial membership of such body.
 - v) A full disclosure of the financial state of affairs of such body.
 - vi) In the case of a body unincorporated its written constitution, and in the case of a body incorporated pursuant to the Victorian Companies Code its Memorandum and Articles of Association, and in the case of a body incorporated under the Act, a copy of its Statement of Purposes and Rules.
 - vii) Such other information and submissions in support of the application as the body shall wish to bring to the attention of the Board.
- c) The Board may, at its discretion, accept or refuse such application for membership of the League provided that no body shall be accepted into membership unless:
- i) At least seven tenths of the Board in attendance at a meeting called for that purpose consent to the admission of the body to the League.
 - ii) Such applicant shall use a properly enclosed ground approved by the League on which to play its matches and shall have security of tenure thereon.

Constitution

- d) In the event that an application is consented to by the Board, subject as is herein after provided, membership shall continue unless and until determined by the Board.
- e) The Board may require that anybody admitted as a member pay such affiliation fees, levies or other payments to the League as the Board shall from time to time determine.
- f) In the event that any Club ceases to be a member of the League, whether permanently or temporarily, it shall remain liable to make any payments due under the last preceding rule which became due prior to its ceasing to be a member of the League.
- g) Subject to the preceding rules hereof a Club once admitted to membership of the League shall not cease to be a member without first giving fourteen day's notice in writing to the Secretary/General Manager of that intention, and in such an event it shall forfeit any right to benefits but shall remain liable to make any payments which became due and payable by it, prior to its ceasing to be a member of the League.
- h) Subject always to these Rules, the Board shall determine the membership dues, subscriptions and levies which shall be payable to the member Clubs of the League, from time to time and in such manner as the Board may determine. The receipt of the Secretary/General Manager shall be sufficient discharge for each Club of its obligations in respect of the accounts which are to be paid in accordance with determinations of the Board made from time to time.
- i) The Secretary/General Manager shall keep a Register of member Clubs in which shall be entered the full name and address and date of entry of each member and the Register shall be available for inspection by Members at the addresses of the Public Officer.
- j) A member Club of the League who has paid all moneys due and payable by it to the League may resign from the League by first giving fourteen day's notice in writing to the Secretary/General Manager of its intention to resign and upon expiration of the period of notice the member shall cease to be a member.
- k) Subject to these Rules the Board may by resolution of at least seven-tenths majority -
 - i) Expel a Club from the League.
 - ii) Suspend a Club from membership of the League for a specified period of time.
 - iii) Fine a Club if the Board is of the opinion that the membership of the Club:
 - 1. Has refused or neglected to comply with these rules.
 - 2. Has been guilty of conduct unbecoming a member or prejudicial to the interest of the League.
- l) A resolution of the Board under sub clause 5 (k) (i),(ii) and (iii) above does not take effect unless the Board at a meeting held earlier than fourteen days and not later than twenty eight days after the service of a notice on the Club under sub clause 5 (m) confirms this resolution.
- m) Where the Board passes a resolution under sub clause 5(k) (i), ii) and iii) the Secretary/General Manager shall, as soon as practicable, cause to be served on the Club a notice in writing:
 - i) Setting out the resolution of the Board and the grounds on which it is based.
 - ii) Stating that the Club representatives may address the Board at a meeting to be held not earlier than fourteen days and not later than twenty-eight days after service of the notice.
 - iii) Stating the date, place and time of the meeting.

Constitution

- iv) Informing the Club that it may do one or more of the following:
 - 1. Attend that meeting.
 - 2. Give to the Board before the date of that meeting a written statement seeking the revocation of the resolution.

- n) At a meeting held in accordance with sub clause 5 (m) the Board shall:
 - i) Give the Club the opportunity to be heard.
 - ii) Give due consideration to any written statement submitted by the Club.
 - iii) By resolution determine whether to confirm or revoke the resolution.

- o) At a meeting of the Board convened under sub clause 5 (l) -
 - i) No business other than the question of appeal shall be transacted.
 - ii) The Board may place before the meeting details for the grounds of the resolution and the reasons for passing the resolution.
 - iii) The Club representatives shall be given an opportunity to be heard.
 - iv) The Directors present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
 - v) Should seven tenths of those Directors vote in person or by proxy in favour of the resolution then the resolution is confirmed.
 - vi) In any other case the resolution is revoked.

- p) Upon the expiration of the notice given under sub clause l) 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.

6. DELEGATES

- a) Each member Club shall nominate Delegates in accordance with Rule 3ni and 3nii who shall, subject to the Act, be appointed to the Board and such appointment shall expire immediately prior to the next Annual General Meeting of the Board.

- b) Except in extenuating circumstances, the validity of which shall be determined by the Executive Committee, Clubs failing to attend a properly constituted meeting of the Board shall receive a penalty determined by the Executive Committee.

- c) The Secretary/General Manager shall be notified at the Annual General Meeting of the Board, the Names, Addresses, Email and Telephone Numbers of each Delegates.

- d) In the case of necessity, any Club may withdraw or change its Delegates at any time.

- e) No Delegate of any Club which shall be a party to any protest, charge or dispute shall not, if the decision to be reached is likely to effect the result of any match played, vote upon the questions arising in connection with such protest, charge or dispute at the meeting of the Board dealing with the same.

- f) No Delegate shall represent more than one Club.

- g) Each Delegate present at a meeting shall have one vote for themselves and one vote for each Proxy, if any, held by them subject to the Act.

7. EXECUTIVE COMMITTEE

- a) The Executive Committee shall be as defined in Clause 3 (m) (i) hereof.

Constitution

- b) The Executive Committee shall deal with the affairs and business of the League between Board meetings, but no decision of the Committee shall be made contrary to decisions made by the Board.
- c) The Executive Committee shall have the power to make recommendations to the Board on its own initiative or as directed by the Board.
- d) The Executive Committee shall have the power to call Special General Meetings as well as Ordinary Meetings of the Board.
- e) The Executive Committee shall approve all playing arenas and facilities.
- f) The Executive Committee shall act in the event that unsuitable conditions may effect the playing of a match and should any surface be deemed unsuitable for play shall have the power to transfer the match to a suitable venue.
- g) The Executive Committee shall:
 - i) Meet at such place and such times as the Executive Committee may determine.
 - ii) Special meetings of the Executive Committee may be convened by the President or by any three of the members of the Executive Committee.
 - iii) Notice shall be given to members of the Executive Committee of any special meeting specifying the general nature of the business to be transacted.
 - iv) Any four members of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee.
 - v) 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 at 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.
 - vi) At meetings of the Executive Committee:
 - 1. The President or in their absence the Vice President's (Netball or Football) shall preside; or
 - 2. If the President and the Vice President's are absent, such one of the remaining members of the Executive Committee as may be chosen by the members present shall preside.
 - vii) Questions arising at a meeting of the Executive 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.
 - viii) Each member present at a meeting of the Executive Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes of any one question, the person presiding may exercise a second or casting vote.
 - ix) Written notice of each committee meeting shall be served on each member of the Executive Committee by delivering it to them in a reasonable time before the meeting or by sending it by electronic mail or pre-paid post addressed to them at their usual or last known place of abode at least two business days before the date of the meeting.
- h) The office of an Officer or Director on the Executive Committee shall become vacant as per the provisions of Clause 3 (i) above and such vacancy shall be filled in accordance with Clause 3 (h).

Constitution

8. TRIBUNAL

The Executive Committee shall appoint Tribunal Members as they see fit and in accordance with the AFL Victoria Country Rule 7.1.2 (Qualification).

The Tribunal shall:

- a) Inquire into and determine upon all charges referred against Players under the Rules and Regulations of AFL Victoria Country and the Laws of the Game as published and amended from time to time by the Australian Football League.
- b) Inquire into and determine upon all charges referred against Players under the Rules and Regulations of Netball Australia as published and amended from time to time by Netball Australia.
- c) To inquire into and if such inquiry subsequently warrants determination, act accordingly, on any matter referred to it by the Board or Executive Committee.
- d) The meetings of the Tribunal shall be held at any town within the League's territory that the Secretary/General Manager may determine.
- e) A minimum number of three Members shall constitute a Quorum for the purpose of Clauses (a), (b) and (c) above.
- f) To enable it to reach a fit and just decision on any matter before it, the Tribunal may:
 - i) Call for additional evidence.
 - ii) Adjourn its meeting if thought necessary.
 - iii) Deal with any person appearing before it, if in the opinion of the Tribunal:
 1. Wilfully prevaricates
 2. Gives unsatisfactory evidence
 3. Conducts himself in an unseemly manner
- g) Deal with all matters brought before it and make decisions, impose penalties and to make and record findings as it deems necessary.
- h) Shall permit any one registered Club Official to attend its Meetings in the interests of a charged player or Official of their Club.

9. MEETINGS

- a) The Annual General Meeting of the Board shall:
 - i) The League shall in each calendar year convene and hold an annual general meeting of its members in accordance with the provisions of the Act and on a date at a venue to be determined by the Executive Committee.
 - ii) Receive the Minutes of the preceding Annual General Meeting of the Board.
 - iii) Receive a report from the President on the past year's activities.
 - iv) Receive a statement of Financial Affairs of the League from the Secretary/General Manager for that Financial Year.
 - v) Elect a person to take the Chair and to conduct the election of Office Bearers as per Section 3 herein.
 - vi) Receive the particulars of each member Clubs President, Secretary and Delegates.
 - vii) Determine the Executive Committee's allowances.
 - viii) Determine any changes to the Rules as provided for in Section 11 herein.
 - ix) Deal with any application for League membership in accordance with Section 5 herein.

Constitution

- x) Appoint an Umpiring Association for the forthcoming season.
 - xi) Determine the Admission Charges for the forthcoming season.
 - xii) In the event of equality of voting for Office Bearers in Sub Clause (v) above, a decision shall be arrived at by ballot.
 - xiii) Receive and approve/disapprove of the Registered Colours submitted by the member Clubs as their uniform for the forthcoming season as per Section 15 herein.
 - xiv) Receive from each member Club the Annual Affiliation Fee.
 - xv) There shall be no voting by proxy at any Annual General Meeting.
- b) Ordinary Meetings of the Board shall be convened from time to time by either the Board, or the Executive Committee, such meetings shall not number less than four in any one year.
- c) Special Meetings of the Board shall be convened by those listed in Sub-Clause (i) to (iv) below and at such meetings no business other than that specified in the notice of such meetings shall be Transacted.
- i) The Board.
 - ii) The Executive Committee.
 - iii) The President
 - iv) A Requisition signed by the Secretaries of five member Clubs, such Requisition setting out the objects of the proposed meeting which shall be held within fourteen days of the receipt of the Requisition by the Secretary.
 - v) The Secretary/General Manager on the direction of the President in the case of an emergency, notwithstanding the provisions contained herein, shall give twenty-four hour's notice by telephone to each Club in the person of the President, Secretary or a Delegate.
- d) A Quorum at any meeting of the Board shall be a majority of member Clubs.
- e) No business shall be transacted unless a Quorum is present and if within thirty minutes 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 hour of the same day in the following week, unless the meeting was a Special Meeting in which case it lapses.
- f) Questions arising at a meeting of the Board or its Committees shall be determined by a show of hands or, if demanded by a Delegate or Committee member, by a poll taken in such a manner as the Chairman of the meeting may determine.
- g) Upon a question arising at any meeting of the Board, a Delegate has one vote only save as provided in Rule 3 (i),(iv),9 (i) and (j) hereof.
- h) All votes shall be given personally save as provided in Rule 9 (i) and (j).
- i) Any Delegate unable to attend a meeting of the Board has the power to delegate their vote on any question arising to the attending Delegate of their own Club.
- j) Should both Delegates of any one Club be unable to attend a meeting of the Board the right of the Club to vote on any question arising at that meeting is forfeited.

Constitution

10. ALTERATIONS TO THE RULES AND STATEMENT OF PURPOSES

- a) Alterations to the Rules and Statement of Purposes shall be in accordance with the Act and shall:
 - i) Be submitted in writing to the Secretary/General Manager at least twenty-eight days prior to the Annual General Meeting of the Board or any General Meeting of the Board.
 - ii) Be forwarded to the member Clubs at least twenty-one days prior to the meeting as in Sub-Clause (i) above.
 - iii) Be accepted from the President and Secretary/General Manager.
 - iv) Be accepted by the Board and duly determined in their original state with no amendments being permitted.
 - v) Be included in the Rules or Statement of Purposes if a seven-tenths majority of eligible voters or their proxy holders vote to this effect and provided that the proposed alteration is approved by the Registrar.
 - vi) Be received from a Delegate at a meeting, in the course of which a State of Emergency has been declared by the President, and dealt with as in sub clause (v) above.

11. NOTICES

- a) A notice may be served by or on behalf of the League upon any member either personally or by sending it by post or by electronic mail to the member at the address as shown in the Registrar of Members.
- b) Where a document is properly addressed, pre-paid and posted to a person as a letter, or receive receipt has been received for electronic mail the document shall unless the contrary is proved, be deemed to have been served upon that person at the ordinary time at which the document would have been delivered.
- c) Unless in the course of an emergency, notice of meetings shall be issued at least fourteen days prior to that meeting and such notice shall detail.
 - i) The date, time and location of such meeting.
 - ii) Business to be transacted at that meeting.
- d) Nothing contained in Section 5 above shall be invalidated by the provisions contained in this clause.
- e) In the course of an emergency, the President may instruct the Secretary/General Manager to convene a Special General Meeting which shall be carried out by the Secretary/General Manager advising by telephone either the President, Secretary/General Manager or Delegates of each member Club of such meeting which can be called within twenty four hours of such telephoned notice.
- f) Matters not appearing on the notice of meeting shall not be considered by that meeting unless at that meeting a majority of those present vote to consider the matter and at the discretion of the Chairman.
- g) The Secretary/General Manager shall call from all member Clubs, items to be included in the notice paper for discussion at the meeting so called.
- h) The Secretary/General Manager shall call for nominations for the positions of President, Senior Vice-President Football, Senior Vice President Netball, Junior Vice-President and up to five Members of the Executive Committee and Committees of the Board as per Section 3 and these nominations shall close with the Secretary/General Manager prior to the Annual General Meeting.

Constitution

12. PROTESTS, CHARGES OR DISPUTES

- a) Clubs preferring charges, protests or notifying of disputes against other clubs or players for infringement of these Rules or those of AFL Victoria Country and Netball Australia shall -
 - i) If it is sought to effect the result of a match, lodge such protest, charge or notification of dispute, in writing, with the Secretary/General Manager within two days (Sunday not to be included) or
 - ii) In any other case within seven days
 - iii) Forward with such lodgement a deposit which is determined by the Executive Committee. Which shall be liable to forfeiture should the hearing authority deem the matter referred to it as frivolous.
- b) Club members or other persons not being registered umpires shall make such lodgement as in sub-clauses (i), (ii) and (iii) above through a member Club.
- c) Umpires referring charges against players, officials or Clubs must -
 - i) After the conclusion of the match and before leaving the venue inform the Secretary's, (or designated Club Official) of both Clubs of their intention to make a report or prefer charges.
 - ii) Notwithstanding anything in sub-clauses (i) and (ii) above, the inability of the reporting officials to obtain these endorsements shall not necessarily invalidate the reports or charges.
 - iii) Forward the original copy of the report or charge to the Secretary/General Manager, one copy to the charged or reported player's or official's Club and one copy to the Club of the other player (if any) mentioned in the report or charge.
- d) Upon receipt of any duly lodged charge, protest or notification of dispute the Secretary/General Manager shall -
 - i) Notify the Club or player's Club of the particulars appertaining thereto within forty-eight hours of receipt.
 - ii) Organise a Tribunal meeting making all necessary arrangements for its conduct.
 - iii) Notify the President of the Tribunal arrangements.
 - iv) Subsequently notify the Club and/or players involved in the hearing of any of the above of the Tribunal arrangements.
- e) It is the duty of the charged player or Club Official's Club to provide the said persons with a copy of the report or charge laid against him.
- f) To determine any protest, charge or dispute the Board or Tribunal shall admit evidence of any player, Club official or League official.
- g) Should a player charged with an offence and be found guilty by the Tribunal the costs of the tribunal shall be borne by the guilty player's Club.
- h) Verbal evidence tendered at the hearing shall be recorded and all documentary evidence shall become the property of the Board.

13. REGISTRATION OF COLOURS

- a) The Secretary of each member Club shall forward to the Annual General Meeting of the Board an exact description of the playing uniform to be worn by members of the Club in the forthcoming season.
- b) The uniform so described shall be approved or otherwise at this meeting.

Constitution

- c) Any Club wishing to adopt the same uniform as registered for the preceding year shall take priority.
- d) The registered uniform shall not be changed without the consent of the Board.
- e) Each Club shall be responsible for its members playing in the correct uniform and numbers as indicated on the official team sheets.

14. REGISTRATION OF PLAYERS AND OFFICIALS INCLUDING CLEARANCES AND PERMITS

- a) Upon receipt of an application to play the Secretary/General Manager shall enter the applicant's name in a file to be kept for the purpose and when the application has been approved shall be duly registered to play for the Club which he has applied to be registered with and for no other Club unless a permit has been granted under these Rules or the rules of AFL Victoria Country and/or Netball Victoria. The act of registration shall be the entering of the player's name, where they have been cleared from and the date of birth in the official Kyabram District Football Netball League Register of Players.
- b) No player shall apply to be registered with a Club if he has previously lodged an application for registration with another Club, such application being unresolved.
- c) All clearances granted by Clubs to players shall require the Secretary's endorsement.
- d) No Club shall play an unregistered player.
- e) The age limit of Third Grade Football players shall be Under 18 years of age as of January 1st annually.
- f) The Secretary/General Manager shall from time to time or upon application from a member Club, forward to the applicant Club a list of players so registered with that Club.
- g) The Register of Players shall be open to inspection by Board members or Secretaries of member Clubs.
- h) Any player applying to play in the Thirds Football grade competition shall have their application for registration endorsed by a parent or guardian.
- i) Any Club playing a player contrary to these Rules and/or the Rules of AFL Victoria Country and/or Netball Australia shall, in addition to other penalties imposed by the Board, be deemed to have lost the match subject to protest and the match shall be recorded as a win to the opposing Club.
- j) Any application for registration as a player will lapse if the clearance on which such application is based is subsequently refused by that player's Club.

15. UMPIRES

- a) All Umpires have the power to report players and Officials, for any of the following reasons-
 - i) Any breaches of these Rules or the Rules of AFL Victoria Country and Netball Australia.
 - ii) Any breaches of the Laws of the Game as published and amended from time to time by the Australian Football League and Netball Australia.

Constitution

- iii) Any unbecoming conduct as to what constitutes unbecoming conduct the Board shall be the sole judge.
- b) All Umpires appointed by a Club have power of report having been first identified on the match day paperwork lodged with the League Secretary/General Manager.
- c) In any Football match played between Clubs or under the control of the League, all Umpires fees shall be paid by the League Secretary/General Manager to the appropriate Umpire's Association.
- d) In any Netball match played between Clubs or under the control of the League during the Home and Away season, fees shall be paid by the individual member club to the Umpire.

16. BY LAWS

The By Laws may be amended, added to or repealed by a majority at any Board Meeting of the League.

Constitution

APPENDIX 1 APPLICATION FOR MEMBERSHIP OF KYABRAM & DISTRICT FOOTBALL NETBALL LEAGUE

I, _____ of _____
(name and occupation) (address)

desire to become a member of _____
(name of Association)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of Applicant

Date

I, _____, a member of the Association,
(name)
nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

I, _____, a member of the Association, second the
(name)
Nomination of the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

Constitution

APPENDIX 3 FORM OF APPOINTMENT OF PROXY

I, _____ of _____
(name) (address)

being a member of _____
(name of Incorporated Association)

Appoint _____ of _____
(name of proxy holder) (address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the
***annual / *special** general meeting of the Association to be held on—

(insert *date of meeting*) _____ and at any adjournment of that meeting.

My proxy is authorised to vote ***in favour of / *against** the following resolution: [*insert details of resolution*]

Signature

Date

*Delete if not applicable

**APPENDIX 4
SCHEDULE OF FEES**

<i>Fee</i>	<i>Amount</i>
Entrance fee	
Annual subscription fee	