

**THE RULES
OF
INNISFAIL UNITED
FOOTBALL CLUB
INCORPORATED.**

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SECTION 1. OBJECTIVES

1.1. OBJECTIVES

The name of the Association (hereinafter called "the Club") is "INNISFAIL UNITED FOOTBALL CLUB INCORPORATED".

ABN NUMBER 59 906 981 676

The **objectives** of the Club are:-

- (a) To foster, and develop, the game of soccer football.
- (b) To play the game of soccer football, as a club in organized competition as may be allocated to the Club by any body controlling soccer football.
- (c) To carry on all such activities as may be necessary or convenient for the objectives of the Club.

SECTION 2. INTERPRETATIONS

2.1. INTERPRETATIONS

In these rules, except in so far as the context or subject-matter otherwise indicates or requires -

- (a) Member means a member of the Club which shall include
 1. Clubs members in accordance with these rules.
 2. Officers of the Club.
 3. Life Members-
 4. And such other persons, to which the Club may grant membership.
- (b)"The Club" means the Innisfail United Football Club.
- (c)"The Management Committee" means the governing body of the Club.
- (d)"The Act" means the Association Incorporation Act, 1981, as amended.
- (e)"The Regulation" means the Association Incorporation Act, 1981, as amended.
- (f)"Secretary" means
 1. The person who holds office under these rules as Secretary of the Club, or
 2. Where no such person holds that office - the Public Officer of the Club.
- (g) Active Club member shall mean current Club Committee Member, Team Manager, or Team Coach.
- (h)Words importing the singular include the plural and vice versa, and the words importing the masculine include the feminine and vice versa.
- (i) Special General Meeting means a General Meeting of the Club other than an Annual General Meeting, or General Committee Meeting,
- (j) a reference to a function includes a reference to a power, authority and duty, and
- (k) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (l) Where the following abbreviations appear throughout these Rules, and By-Laws, they shall have the same meaning as set out here-under,-

ASS.	FNQ Football Association Incorporated
M.C.	Management Committee
E,C.	Executive Committee
MCM.	Management Committee Meeting
Club	Innisfail United Football Club Incorporated.
G.C.M.	General Committee Meeting
SG.M.	Special General Meeting
A.G.M.	Annual General Meeting
M.P.O.	Member Protection Officer
D.G.	Director-General of the Office of Fair Trading.

2.2. COLOURS

- (a) The Club colours shall be white and red.
- (b) The alternate colours of the Club shall be green and red,

2.3. FOOTBALL YEAR

For the purposes of these rules, the Football (playing) Year shall be the period from 1st January to 31st December in the same year.

2.4. FINANCIAL YEAR

The Financial Year of the Association shall be 1st January in one year to 31st December in the same year.

2.5 LAWS OF THE GAME

- (a) The Club shall adopt the Laws of the Game **as** contained in the Referees' Chart and Players' Guide to the Laws of Association Football, current edition, as published by the Football Association, Australia, and as modified by the Playing Rules and
- (b) as modified and directed by the Association.

SECTION 3. MEMBERSHIP

3.1. MEMBERSHIP

A member of the Club shall be-

Club Members

- (a) A person is qualified to be a member of the Club for a period of 12 months if, but only if:
 - (1) the person is a person referred to in section 6.3.(1).(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the club under the Act, or
 - (2) the person is a natural person:
 - (i) who has been approved for membership of the club by the committee of the club.
- (b) The person is either: -
 - (i) A player who has attained the age of eighteen (18) years who is registered with the Club to play in the current football season; or
 - (ii) a parent or guardian of a player who is under the age of eighteen (18) years and is registered with the Club to play in the current football season; or
 - (iii) Satisfies the committee that by reason of consistent attendance at soccer matches, personal effort in relation to the organization, coaching, management or otherwise carrying out work or duties in relation to the playing of soccer (by teams of the Club) they should be regarded as giving substantial support to soccer; or
 - (iv) a junior member being a registered player under the age of eighteen (18) years

3.2. LIFE MEMBERS

- (1) Any person who has rendered outstanding service to the Club for a minimum period of not less than five (5) years, may be nominated as a Life Member by any financial member of the club and voted by the members at the A.G.M.
- (2). Not more than two Life Members shall be elected in any calendar year.
- (3). All nominations for Life Membership shall be submitted to the Club by a Proposer and Seconder, not less than thirty (30) days before the A.G.M.
- (4). Should more than two (2) nominations be submitted, the M.C. shall decide which two (2) nominations shall be put forward at the A.G.M.
- (5). Each nomination shall be put separately to the vote at the A.G.M.
- (6) The nomination must be approved by a two-thirds majority at the A.G.M
- (7) Life members must attend more than one of the Club's General Meetings per season to obtain voting rights at the A.G.M

3.3. CESSATION OF MEMBERSHIP

A person ceases to be a member of the association if the person;

- (a) Dies, or

- (b) resigns membership, or
- (c) is expelled from the club and or the association, or
- (d) if the member, not being a life member, does not renew membership within 12 months of becoming a member of the Club.

3.4. RESIGNATION OF MEMBERSHIP

- (1) A member of the Club is not entitled to resign their membership except in accordance with this rule.
- (2) A member of the Club who has paid all amounts payable by the member to the club in respect of the member's membership may resign from membership of the Club by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (3) If a member does not pay all amounts payable to the club, the M.C. will deem the member un-financial and report such to the ASS.
- (4) If a member of the association ceases to be a member under section 3.4 (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

3.5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a member of the Club:

- (a) Is not capable of being transferred or transmitted to another person, and
- (b) Terminates on cessation of the person's membership.

3.6. REGISTER OF MEMBERS

- (1) The public officer of the club must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club, together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
- (3) The register of members may not be removed from the principal place of administration, without M.C. approval.
- (4) The information contained within the register, is deemed private and can only be used for Club business.

3.7. FEES AND SUBSCRIPTIONS

- (1) A member of the club must, on admission to membership, pay to the Club the fee determined by the M.C.
 - (a) This amount must be set in place by the M.C. before the first registration of the year,
 - (b) and be displayed and or advertised before the first registration of the year.
- (2) The M.C. may at any time suspend the payment of fees either generally or in respect to individual cases and shall have discretionary-power to waive the fees chargeable to any member under any special circumstance that may arise.
- (3) Unpaid fees and subscriptions must be reported to the Treasurer, the Treasurer must report any unpaid amounts to the M.C. where the M.C. may find the member un-financial.
- (4) Family discounts are available where a parent, guardian, and two or more siblings (under 18) are playing for the club. Such discounts shall be:
 - (a) set by the MC's first meeting of the year and
 - (b) will be deducted from the older players' registration fees.
- (5) A break up of where fees go must be made available to all members

3.8. MEMBERS LIABILITIES

- (1) The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required in section 3.7.
- (2) The liability of committee members of the Club contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount , if any, unpaid by the member in respect of membership of the Club as required in section 3.7.

SECTION 4. DISPUTES

4.1. RESOLUTION OF INTERNAL DISPUTES

(1) Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to:

(a) the Clubs Member Protection Officer or an appointed M.C. member for mediation. Where this is not appropriate and or can not be resolved,

(b) the Club will refer such a matter to the ASS. Where this is not appropriate and or can not be resolved,

(c) a community mediation as arranged through the Queensland Department of Justice

(2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

SECTION 5. DISCIPLINE

5.1. DISCIPLINING OF MEMBERS

(1) Where the MC is of the opinion that a member of the Club -

(a) Has persistently refused, or neglected, to comply with the provisions of these rules, or

(b) Has persistently and willfully acted in a manner prejudicial to the interests of the Club,

it may, by resolution, expel the member from the Club, or, suspend the member/s from membership for a specified period.

(2) In addition thereto, any member who is guilty of a breach of the Clubs Code of Conduct, will be dealt with by the M.C,

(3) A written complaint may be made to the committee by any person that is a member of the Ass.

(4) On receiving such a complaint, and passing a resolution under section 5.1.(1) the Secretary, must cause written notice of the complaint to be served on the member concerned

1. Setting out the resolution of the committee and the grounds on which it is based

2. Stating that the member may address the committee at a meeting not earlier than 7 days and not later than 21 days after service of the notice

3. Stating the date, place and time of that meeting

4. Informing the member that the member is required to give written notification to the Secretary of their intention to appear at the meeting within 7 days of the receipt of the notice.

5. Inform the member that they are entitled to attend and speak, or submit to the committee written representation relating to the resolution.

(5) At the meeting the committee shall

(a) Give to the member an opportunity to make oral representation

(b) Take into consideration any submissions made by the member in connection with the complaint.

(c) By resolution determine whether to confirm or revoke the resolution.

(6) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.

(7) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, give written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under section 5.1.(12).

(8) The expulsion or suspension does not take effect:

(a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

(b) Within that period the member exercises the right of appeal, unless and until the club confirms the resolution under section 5.2.(5), whichever is the later-

(9) The committee before which a member appears must consist of at least 4 committee members and where possible, the committee member has no personal ties to the member or involvement in the complaint.

(10) However if the management committee is unable to resolve the matter or if the dispute is between a member of the club and member or members of the management committee, such disputes will be referred to a "Disputes Committee"

(11) The disputes committee shall consist of five current club members as agreed by the disputing members, but shall have no personal ties or interest in the outcome of the dispute.

(12) Should no agreement be met using this method the matter shall be referred to the FNQ Football for resolution.

(13) A Life Member will be subject to all rules as stated in (section **5.1. DISCIPLINING OF MEMBERS**)

5.2. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (1) A member may appeal to the Club in a general meeting against a resolution of the committee under section 5.1, within 7 days after notice of the resolution is served on the member. By lodging with the secretary a notice to that effect.
- (2) The notice is to be accompanied by a statement of the grounds on which the member intends to rely on for the purposes of the appeal.
- (3) On receipt of a notice from a member under section 5.2,(1), the secretary must notify the committee, which is to convene a general meeting of the club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the club convened under section 5.2,(3):
 - (a) No business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
- (6) A member has the right of appeal at their own cost to:-
 - (a) FNQ Football
 - (b) Football Queensland
 - (c) Football Federation Australia

SECTION 6. THE COMMITTEE

6.1. POWERS OF THE COMMITTEE

The committee is to be called the committee of management of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting:

- (a) Is to control and manage the affairs of the Club, and
- (b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.

6.2. RULES AND MEMBERSHIP

- (1) Subject in the case of the first members of the committee to the Act, the committee is to consist of:
 - (a) the office-bearers of the Club, and
 - (b) 7 ordinary members,Each of who is to be elected at the annual general meeting of the club under section 6.2..
- (2) The office-bearers of the association will serve a one year term, are to be:
- (3) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

6.3. ELECTION OF MEMBERS

- (1) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the committee:
 - (a) Must be made in writing, signed by 2 members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the Club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient written nominations are received to fill vacancies on the committee, nominations are to be received from the floor at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

6.4. OFFICIALS

1- The Management Committee shall comprise of:

1. President
2. Vice President
3. Secretary
4. Treasurer / Public Officer

6.5. FUNCTIONS OF THE OFFICERS OF THE MANAGEMENT COMMITTEE

PRESIDENT

- (a) Shall be responsible for ensuring Officials carry out their duties in accordance with these rules,
- (b) Shall be Chairman of all Meetings, except Sub-Committees Meetings unless stipulated otherwise, and conduct such Meetings In accordance with these rules, and accepted Rules of Debate.
- (c) He shall be ex-officio member of all Sub-Committees, unless stipulated otherwise.
- (d) Any other duties required by the M.C.

VICE PRESIDENT

- (a) Shall act as Chairman in the absence of the President, and shall assume his duties as required.
- (b) Any other duties required by the M.C.

SECRETARY

- (a) Shall, as soon as practicable after being elected, lodge notice with the Club of his or her address,
- (b) Shall administer the affairs of the Club as directed, and as these rules demand.
- (c) Shall keep a proper record of all Club proceedings.
- (d) Those members attending the Meeting sign the Attendance Book, and also noting any Apologies received prior to the Meeting.
- (e) Report to the Chairman, any Official who absents himself, without reasonable excuse, from three (3) consecutive Meetings.
- (f) Accurate minutes are taken of every Meeting held by the Club
- (g) All Motions put the name of the proposer, and seconder, and the result of each Motion.
- (h) Detailed records are kept of all appointments of members of the Committee.
- (i) Minutes of proceedings at a Meeting shall be signed by the Chairperson of the Meeting, or by the Chairperson of the next succeeding Meeting.
- (j) Table all inwards correspondence at the first Meeting, after receipt, for the appropriate action. Table all outwards correspondence.
- (k) Prepare the Annual Reports, and distribute to the members, at least two weeks before the A.G.M.
- (l) Be an ex-officio member of all Sub-Committees.
- (m) Be responsible, for the proper record, of all suspended players, and shall make available, at the beginning of each year, a list of current suspended players.
- (n) Shall provide an Agenda for all members at all Meetings.
- (o) Other matters as directed by the Management Committee.

TREASURER

It is the responsibility of the Treasurer of the Club to ensure -

- (a) All monies due to the Club are collected and received, and that all payments authorised by the M.C. are made
- (b) All monies received by the Club shall be deposited as soon as practicable, and without deduction, to the credit of the Club's Bank Account
- (c) Correct books and accounts are kept, showing the financial affairs of the Club, including full details of all receipts and expenditure, with the activities of the Club.
- (d) The bank books and other financial records are secure.

- (e) The Bank Statements are available at all Management Committee Meetings,
- (f) A Financial Statement is prepared for all Management Committee Meetings,
- (g) That an audited Financial Statement is prepared and submitted at least two weeks before the Annual General Meeting.
- (h) Any other duties required by the M.C.

6.6. CASUAL VACANCIES

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a). dies, or
- (b). ceases to be a member of the Club, or
- (c). becomes insolvent or under administration within the meaning of the Corporations Law, or
- (d). resigns office by notice in writing given to the secretary, or
- (e). is removed from office under rule 6.7, or
- (f). becomes a mentally incapacitated person, or
- (g). is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

6.7. REMOVAL OF MEMBER

(1) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

- (a) A member will be requested to give reason to stay on the M.C. where;
 - (i). they have missed three meetings without due cause,
 - (ii). they are non contactable for a period of four weeks without notice to the M.C.
 - (iii). breaching the proper business procedures as set at the being of each year

(2) The M.C. members are answerable to the rules set out in section **5.1. DISCIPLINING OF MEMBERS**

SECTION 7. Meetings

7.1. MEETINGS AND QUORUM

- (1) The committee must meet at least **6** times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under section 7.1.(3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business, which the committee members present at the meeting unanimously agree to treat as urgent business,
- (5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee-
- (6) No business is to be transacted by the committee 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) Rules of Debate shall apply at all Meetings.
- (9) Order of Business at MC Meetings shall be as here-under, or at the discretion of the Chairman
 - (a) Roll Call
 - (b) Apologies
 - (c) Reading & confirmation of previous minutes
 - (d) Correspondence - Inwards & Outwards
 - (e) Financial Report & Accounts for payment
 - (f) Reports by Officials and Sub-Committees
 - (g) Motions on Notice
 - (h) General Business

(10) At a meeting of the committee:

(a) the president or, in the president's absence, the vice-president is to preside, or

(b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

7.2. STANDING ORDERS

(1) These Standing Orders shall apply to all Meetings of the club, including committees.

(2) Members may speak only when called on by the Chairperson, *who* shall allow reasonable debate on all matters.

(3) No member, except the mover, shall speak on a motion until it has been seconded

(4) Motions, or amendments, can only be withdrawn by the mover and with the consent of the seconder.

(5) No motion may be withdrawn if an amendment is under discussion, or if an amendment has been passed.

(6) A motion may be re-worded by the mover with the consent of the seconder.

(7) Members may speak once only to any motion, except the mover exercising the right of reply, which closes the debate on the original motion. Members who have spoken on the original motion may speak to the amendment.

(8) The seconder of a motion may reserve the right to speak later in the debate.

(9) Any member may raise a Point of Order at the time an irregularity occurs. A Point of Order takes precedent over any other business.

(10) As distinct from a vote of confidence, any member may move dissent from the Chairperson's Ruling. The Chairperson must vacate the chair and the question put forthwith. The Chairman shall resume the Chair immediately the vote is taken.

(11) Any member who has not spoken to a question may move "That the question now be put". The mover may interrupt a speaker to move the motion, and the Chairperson shall put the question only if he considers there has been sufficient debate.

(12) Any member may move to limit a speaker's time, eg: That the speaker be no longer heard "or" "the speaker be heard for another two minutes". Such a motion is to be put immediately.

Motions to suspend Standing Orders, which motion may include changing the order of business, may be moved and subject to debate.

(13) Rescission motions shall not be accepted at the meeting at which the resolution they seek to rescind was passed. Such notices must be submitted, in writing, signed by the member submitting the motion and lodged with the secretary within (14) fourteen days of that meeting. Upon receipt of a rescission motion, the secretary shall advise all members within (7) seven days of the rescission motion being received and shall forward a copy to all members at least (14) fourteen days prior to the next S.G.M. to determine the issue.

(14) Matters not covered by these Rules of Debate shall be ruled upon by the Chairperson.

7.3. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

(1) The M.C. may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:

(a) this power of delegation, and

(b) a function which is a duty imposed on the committee by the Act or by any other law.

(2) A function of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.

(4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.

(5) A sub-committee must report to the M.C., and can only act with the approval of the M.C.

(6) The M.C. may, by instrument in writing, revoke wholly or in part any delegation under this rule.

(7) A sub-committee may meet and adjourn, as it thinks proper.

7.4. VOTING AND DECISIONS

(1) Questions arising at a meeting of the M.C. or of any sub-committee appointed by the M.C. are to be determined by a majority of the votes of members of the M.C. or sub-committee present at the meeting.

(2) Each member present at a meeting of the M.C. or of any sub-committee appointed by the M.C. (including the person

presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(3) Subject to section 7.1.(5), the M.C. may act despite any vacancy on the committee.

(4) Any act or thing done or suffered, or pertaining to have been done or suffered, by the M.C. or by a sub-committee appointed by the M.C., is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the M.C. or sub-committee.

(5) Junior members shall not be entitled to vote

7.5. ANNUAL GENERAL MEETING – HOLDING OF:

(1) With the exception of the first annual general meeting of the Club, the Club must, at least once in each calendar year and within the period of 12 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.

(2) The club must hold its first annual general meeting:

(a) within the period of 18 months after its incorporation under the Act, and

(b) within the period of 6 months after the expiration of the first financial year of the Club-

(3) Section 7.5.(1) and (2) have effect subject to any extension or permission granted by the Director-General **under** the Act.

7.6. ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT

(1) The annual general meeting of the Club is, subject to the Act and to section

7.5.; to be convened on such date and at such place and time as the M.C. thinks fit-

(2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

(a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,

(b) to receive from the committee reports on the activities of the Club during the last preceding financial year,

(c) to elect office-bearers of the Club and ordinary members of the M.C.,

(d) to receive & consider the statement which is required to be submitted to members under section 7.8.(6) of the Act.

(3) An annual general meeting must be specified as such in the notice convening it.

7.7. SPECIAL GENERAL MEETING – CALLING OF

(1) The committee may, whenever it thinks fit, convene a special general meeting of the Club.

(2) The committee must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the Club.

(3) A requisition of members for a special general meeting:

(a) must state the purpose or purposes of the meeting, and

(b) must be signed by the members making the requisition, and

(c) must be lodged with the secretary, and

(d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

(5) A special general meeting convened by a member or members as referred to in section 7.7.(4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the Club for any expense so incurred.

7.8. NOTICE

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under section 7.8.(1), the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business that may be transacted under section 7.6.(2).

(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

7.9. PROCEDURE

(1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

(2) Twelve members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for transaction of the business of a general meeting.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

(a) if convened on the requisition of members, is to be dissolved, and

(b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 5) is to constitute a quorum.

7.10. PRESIDING MEMBER

(1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the Club.

(2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their numbers to preside as chairperson at the meeting.

7.11. ADJOURNMENT

(1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place-

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in section 7.11.(1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

7.12. MAKING OF DECISIONS

(1) A question arising at a general meeting of the Club is to 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 chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.

(2) At a general meeting of the Club, a poll may be demanded by the chairperson or by at least 3 members present in person at the meeting.

(3) If a poll is demanded at a general meeting, the poll must be taken;

(a) Immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or

(b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and

(c) the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

7.13. SPECIAL RESOLUTION

A resolution of the Club is a special resolution:

(a) if it is passed by a majority which comprises at least three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or

(b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Director-General.

7.14. VOTING

- (1) On any question arising at a general meeting of the Club a member has one vote only.
- (2) All votes must be given personally.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote-
- (4) A member is not entitled to vote at any general meeting of the Club unless all moneys due and payable by the member to the Club has been paid, other than the amount of annual subscription payable in respect of the then current year.
- (5) Junior members shall not be entitled to vote

SECTION 8. MISCELLANEOUS

8.1. PUBLIC OFFICER

- (a) The Public Officer shall be responsible for the receipt and submission of the Annual Statement to the Department of Fair Trading.
- (b) Shall submit the Returns as required by the Association's Corporation Act, as amended.
- (c) Shall submit to the Management Committee, copies of the Returns, as listed in preceding paragraph, within one month of the A.G.M.
- (d) The Public Officer shall be a Member of the Club, who shall be elected at the A.G.M. each year.

8.2. COMMON SEAL

- (a) The common seal of the Club shall be kept in the custody of the Public Officer
- (b) The common seal shall not be affixed to any instrument, except by authority of the MC. and the affixing of the common seal shall, be attested by the signature of two members of the M.C.

8.3. INSURANCE

- (1) The Club must effect and maintain insurance under section 70 and 70(A) of the Act.
- (2) In addition to the insurance required under clause (1), the Club may effect and maintain other insurance.

8.4. FUNDS - SOURCE

- (1) The funds of the Club are to be derived from entrance fees and annual subscriptions of members, donations and- subject to any resolution passed by the Club in general meeting, such other sources as the committee determines,
- (2) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (4) Any person collecting monies on behalf of the Club shall conform to the Treasurer's requirements in handling that money.

8.5. FUNDS - MANAGEMENT

- (1) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 members of the M.C., that the M.C. has authorized.
- (3) Any Association Member failing to pay their Account/s within the due time- -
 - (a) Shall not be allowed to take part in any competitions.
 - (b) Shall not have a vote at any Association Meeting
- (4) Any member un-financial as at the Annual General Meeting shall not be permitted to re-join the following season unless all outstanding monies have been paid in full and the member to give an undertaking, in writing, that they would not allow himself to be in a similar position in the future. A second occurrence by the same member shall mean that member to show cause why he should have any membership application accepted,
- (5) A member of the Committee may be reimbursed for any out-of-pocket expenses, provided a receipt has been obtained for the expenditure.
- (6) If the Club is wound up or dissolved any assets, property or cash reserves that remain after the paying of all its debts and liabilities cannot be distributed to members or former members. The distribution of any excess assets, property or cash shall make to an Incorporated Association that has similar objectives to that of the Club. The Association that is to receive any excess assets, property or cash is to be determined by the Club prior to the winding up or dissolution of the Club and approved by the Department of Fair Trading.
- (7) Signatories of the Club will be selected by the M.C.

- (a) By vote,
- (b) Following the criteria as follows:
 - (i) Signatories are not to be related in any form
 - (ii) Blood, legal or by common law and as such
 - (iii) Shall not reside in the same residence.
- (c) There will be three signatories selected.

8.6. ALTERATIONS OF OBJECTS AND RULES

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.

8.7. CUSTODY OF BOOKS

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

8.8. INSPECTION OF BOOKS

The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour. But shall at all times be held in the custody of a committee member, except where books are presented for auditing purposes.

8.9. SERVICE OF NOTICES

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) By delivering it to the person personally, or
 - (b) By sending it by pre-paid post to the address of the person, or
 - (c) By sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.
 - (d) Where an email is sent it is deemed delivered if no "failure to deliver" is received by the recipient, read receipts must be sent with all correspondence sent for the purpose of these rules.

8.10. CODES OF BEHAVIOUR

(a) Innisfail United Football Club has adopted the document "Codes of Behaviour" developed and published by the Australian Sports Commission and FFA. Copies of that that document are available upon request.

It describes the key principles on which our Club will seek to promote good sportsmanship from the various perspectives of:

1. Players
2. Parents
3. Coaches
4. Teachers
5. Administrators
6. Officials
7. Media
8. Spectators

All who participate in the Club's activities are to adhere to the principles of good sportsmanship as outlined in the Codes of Behaviour document.

8.11. DIRECTOR OF COACHING

(a) The role of the Director of Coaching is to arrange the appointment of Team Coaches, to facilitate the training and development of Coaches, and to assist them with any coaching and team *management* issues. The Director of Coaching shall also have a responsibility to participate in the grading of players.

8.12. MEMBERSHIP OF FNQ FOOTBALL ASSOCIATION INC

(a) The Innisfail United Football Club Incorporated shall at all times be bound by the Rules and Regulations of the Ass. and Football Queensland and Football Federation Australia

(b) Where there is any inconsistency between any provision of the Rules and Regulations of the Club and those of the Ass., Football Queensland and Football Federation Australia then, to the extent of such inconsistency the Rules and Regulations of the Ass., Football Queensland and Football Federation Australia shall prevail.

(c) The Club shall be bound by the lawful decisions of the Ass., Football Queensland and Football Federation Australia, and it shall do all things reasonably necessary to implement and enforce such decisions.

(d) The Club shall affiliate with, and stay affiliated with, the Ass., Football Queensland and the Football Federation Australia