



**SHEPPARTON DISTRICT
JUNIOR FOOTBALL LEAGUE
INCORPORATED**

CONSTITUTION

(Updated as at 27 November 2017)

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**CONSTITUTION
STATEMENT OF PURPOSE**

The purpose of the League is to provide Maximum Opportunity, Equality and Enjoyment for young people, participating in Australian Rules football, to achieve their best.

1.0 NAME

- 1.1 The name of the incorporated association is SHEPPARTON AND DISTRICTS JUNIOR FOOTBALL COMPETITION (SDJFC) incorporated with the SHEPPARTON & DISTRICTS PRIMARY SCHOOLS FOOTBALL ASSOCIATION (in these rules called 'the Association').

2.0 INTERPRETATIONS

- 2.1 In these rules, unless the contrary intention appears:
- 'Club' means any school, association or other organisation with one or more teams in the competition.
 - 'Competition' means the junior football competition conducted by the Association.
 - 'Executive and/or Board' means the Committee of Management of the Association.
 - 'Financial year' means the year ending on 31 October.
 - 'Member' means a member of the Association.
 - 'The Act' means the Association Incorporation Act 2009.
 - 'The Regulations' means regulations under the Act.
 - 'Youth Division' means the member clubs entering U14 and/or U16 teams in the association
 - 'Junior Division' means the member clubs entering U10 and/or U12 teams in the association
- 2.2 In these Rules, a reference to the secretary of the Association is a reference:
- a) Where a person holds office under these Rules of the Association to that person; and
 - b) In any other case, to the public officer of the Association.
- 2.3 Works or 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.

3.0 MEMBERSHIP

- 3.1 Membership shall consist of Affiliated Clubs as agreed upon at the Annual General Meeting from time to time and;
- 3.2 A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.3 A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:
- a) He or She applies for membership in accordance with sub rule (3); and
 - b) The admission as a member is approved by the Executive.
- 3.4 An application of a person for membership of the Association must:
- a) be made in writing in the form set out in Appendix 1; and
 - b) be lodged with the Secretary of the Association.
- 3.5 As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.

- 3.6 The Executive must determine whether to approve or reject the application.
- 3.7 If the Executive approves an application for membership, the Secretary must, as soon as practicable:
- a) notify the applicant in writing of the approval for membership; and
 - b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- 3.8 The Secretary must, within 28 days after receipt of the amounts referred to in sub rule (6), enter the applicant's name in the register of members.
- 3.9 An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- 3.10 If the Executive rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- 3.11 A right, privilege, or obligation of a person by reason of membership of the Association:
- a) is not capable of being transferred or transmitted to another person; and
 - b) Terminates upon the cessation of membership whether by death or resignation or otherwise.
- 3.12 The entrance fee is the relevant amount set by the board.
- 3.13 The annual subscription is the relevant amount set by the board and is payable in advance on or before 1 July in each year.
- 3.14 Each Youth Division Club, by the March meeting of each year, is to nominate four (4) delegates. Nominations must be made in writing to the secretary. Any two (2) of these delegates may represent their club and vote at a delegates meeting. Votes shall be delivered personally as per clause 8.6.
- 3.15 A right, privilege or obligation of a person by reason of his membership of the Association:
- a) is not capable of being transferred or transmitted to another person.
 - b) terminates upon the cessation of his membership whether by death or resignation or otherwise.
- 3.16 The Secretary of the Association shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.
- 3.17 Life Member – Any person who gives 10 years' service to the S.D.J.F.C. be awarded with a Life Membership and a Certificate of Services be awarded for lesser years' service.
- 3.18 Patron – A person/s who is elevated to 'patron' by the Association as recognition for their Support, encouragement, privilege or financial aid of the association.

4.0 ANNUAL GENERAL MEETING

- 4.1 The Annual Meeting of the Association will be held on the last Monday of November in each year unless otherwise decided by the board or as nominated by the President. Notice in writing of the time, date and place of the Annual Meeting as such shall be given by the

Secretary or Publicity Officer to each member and to each participating Club at least 14 days prior to the meeting.

- 4.2 The ordinary business of the annual meeting shall be:
- a) To confirm the minutes of the preceding annual meeting.
 - b) To receive from the Executive any Executive reports upon the affairs of the Association during the last preceding year.
 - c) To elect members of the executive.
- 4.3 The Annual Meeting may be attended by any interested person and they may speak with the Chairman's permission, on any subject discussed. However only the delegates from each member Youth Division club, who participated in the previous season, may vote, as per clause 3.14, on any issue raised at the Annual Meeting (except for any casting vote of the President).
- 4.4 The Secretary shall be the Public Officer unless otherwise decided.
- 4.6 Committee of Management
The affairs of the Association shall be managed by the Committee of Management ("the Committee").
- 4.7 The Committee:
- a) Shall not hold any office with any member club;
 - b) Shall control and manage the business and affairs of the Association;
 - c) May, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
 - d) Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- 4.8 Subject to section 23 of the Act, the Committee shall consist of:
- a) The officers of the Association; and
 - b) Up to Two (2) ordinary member/s from the Youth Division,
 - c) Two (2) appointed members, representing the Junior Division as per clause 4.19;
 - d) Each of whom shall be elected at the annual general meeting of the Association in each year.
- 4.9 Officeholders
- a) The officers of the Association shall be:
 - President;
 - Vice-President;
 - Treasurer; and
 - Secretary.
 - b) The provisions of rule 4.11 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 4.8(a) and 4.8(b).
 - c) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

- d) In the event of a casual vacancy in any office referred to in sub rule 4.8(a) and 4.8(b), the committee may appoint to fill the vacancy and the appointee may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- 4.10 Ordinary members of the Committee
- a) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
 - b) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint to fill the vacancy and the appointee shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.
- 4.11 Election of officers and ordinary committee members
Nominations of candidates for election of committee members as per clause 4.8(a) and (b) must be:
- a) made in writing in the form set out in Appendix 3, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- 4.12 Nominations of candidates for the election of committee members as per clause 4.8 (c) must be determined at the Junior Division end of season meeting as per clause 5.2.
- 4.13 A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- 4.14 If sufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and no further nominations may be received at the annual general meeting.
- 4.15 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.
- 4.16 If no nominations are received in accordance to 4.11 for any vacancies, persons may be nominated from the floor.
- 4.17 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 4.18 The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.
- 4.19 Appointment of Members to the Committee
- a) The elected Members of the Committee may appoint up to two (2) Appointed Members
 - b) The Appointed Members may have specific skills, expertise or representation, which complement the committee composition
 - c) Appointed Members cannot also be a Delegate.

5.0 DELEGATE'S MEETINGS

- 5.1 Youth Division Delegates meetings shall be held at least four (4) times each year at times decided by a delegates meeting or at the discretion of the Executive or any three members of the Executive. Seven days written or verbal notice of the date, time and place of the meeting and of any election, to at least one delegate of each club shall be sufficient notice to all delegates, teams and Clubs.
- 5.2 The Junior Division meetings shall be held three (3) times per year with a schedule of preseason, in season and post season or at the discretion of the Executive or any three (3) members of the executive. Seven (7) days written or verbal notice of the date, time and place of the meeting to at least one (1) representative of each club shall be sufficient notice to all representatives, teams and clubs.
- 5.3 A quorum for a Delegate's meeting shall be two thirds of participating clubs represented at a meeting by one or both delegates of the Club.
- 5.4 Teams who fail to be represented at duly constituted delegates meetings of the SDJFL maybe penalised by loss of 4 (four) premiership points from their most senior side and/or \$50 fine at the discretion of the executive.

6.0 AFFILIATION FEES

- 6.1 Affiliation fees and any other fees as decided by the Association shall be fixed at each Annual Meeting. Those fees so decided must be paid by the delegates from each Club before the first match of the then current season.

7.0 CLUB ADMINISTRATION

- 7.1 That each club, as a condition of affiliation, where applicable adopt the attached constitution for sporting bodies, as recommended by the department of Youth, Sport and Recreation.
- 7.2 That each Club elects an executive of 4 (four) - President, V/President, Secretary and Treasurer, plus a supporting committee which includes coaches and team managers.
- 7.3 That the club committee comprise parents, teachers, GVL club representative (where appropriate), coaches and team managers.
- 7.4 The club hold MONTHLY meetings from February to October each year.
- 7.5 By the second week of March intending clubs submit two lists to the S.D.J.F.C. plus a copy of their Constitution. The lists required are:
 - a) Executive and Committee members
 - b) Team nominations.
- 7.6 That the annual meeting of clubs be held by March prior to the season commencing.
- 7.7 All clubs affiliated with S.D.J.F.C. Inc. must have compulsory Injury and Accident Insurance cover for every team and that each club is to submit a certificate of currency prior to commencement of the current season.
- 7.8 That unless clubs comply with the above, they will be ineligible for Transfer fees.

8.0 PROCEDURE AT MEETINGS

- 8.1 All business that is transacted at a delegates meeting and all business that is transacted at the annual meeting except ordinary business as described in these rules shall be deemed to be special business.
- 8.2 No item of business shall be transacted at a meeting unless a quorum or members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- 8.3 If a quorum is not present within half an hour after the appointed time the meeting shall lapse. The president, or in his absence, the senior vice president, shall preside at the Annual Meeting of the Executive, and if both are absent then the members present shall elect one of their members as chairman at the meeting.
- 8.4 A question or motion arising at any meeting shall be determined by a show of hands unless before or on the declaration of a 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 by a particular majority or lost, shall be conclusive and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against, that resolution.
- 8.5 Upon any question arising at a general meeting of the Association, a voting member has one vote only, except the president who shall only have a casting vote. Refer clause 3.14
- 8.6 All votes shall be given personally.
- 8.7 The chairman of a meeting shall not be entitled to vote except in the case of an equality of voting on a question.

9.0 RESIGNATION AND EXPULSION OF MEMBER – DISPUTES AND MEDIATION

- 9.1 The grievance procedure set out in this rule applies to disputes under these Rules between:
- a) a member and another member, or
 - b) a member and the Association.
- 9.2 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.
- 9.3 If the parties are unable to resolve the dispute at a meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 9.4 The mediator must be:
- a) a person chosen by agreement between the parties; or
 - b) in the absence of agreement:
 1. in the case of a dispute between a member and another member, a person appointed by the executive of the Association, or
 2. in the case of a dispute between a member and the Association a person who is a Solicitor appointed or employed by the President of the G.V. Law Association or similar body.

- 9.5 A member of the Association can be a mediator.
- 9.6 The mediator cannot be a member who is a party to the dispute.
- 9.7 The parties to the dispute must in good faith, attempt to settle the dispute by mediation.
- 9.8 The mediator, in conducting the mediation must:
- a) give the parties to the mediation process every opportunity to be heard, and
 - b) allow due consideration by all parties of any written statement submitted by any party, and
 - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9.9 The mediator must not determine the dispute.
- 9.10 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 with the law.
- 9.11 A member of the association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the necessary intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 9.12 Upon the expiration of a notice given under sub-clause 9.11, 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.
- 9.13 Subject to these rules, the Executive may by resolution:
- a) expel a member from the Association;
 - b) suspend a member from membership of the Association for a specified period; or
 - c) fine a member in accordance with The Regulations, if the Executive is of the opinion that the member:
 1. has refused or neglected to comply with these rules;
 2. has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 9.14 A resolution of the Executive under sub-clause 9.13:
- a) does not take effect unless the Executive has attempted in good faith to mediate a settlement of the dispute in accordance with rule 9.1.
 - b) does not take effect unless the Executive, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause 9.13 confirms the resolution in accordance with this clause; and
 - c) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- 9.15 Where the Executive passes a resolution under sub-clause 9.13, the secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
- a) setting out the resolution of the Executive and the grounds on which it is based;
 - b) stating that the member may address the Executive at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;

- c) stating the date, place and time of that meeting;
- d) informing the member that he may do one or more of the following:
 - 1. Attend that meeting;
 - 2. Give to the Executive before the date of that meeting a written Statement seeking the revocation of the resolution;
 - 3. not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.

- 9.16 At a meeting of the Executive held in accordance with sub-clause 9.14 the Executive:
- a) shall give to the member an opportunity to be heard;
 - b) shall give due consideration to any written Statement submitted by the member; and
 - c) shall by resolution determine whether to confirm or to revoke the resolution.

- 9.17 Where the secretary receives a notice under sub-clause 9.13, he shall notify the Executive and the Executive shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.

- 9.18 At a general meeting of the Association convened under sub-clause 9.17:
- a) no business other than the question of the appeal shall be transacted;
 - b) the Executive may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - c) the member shall be given an opportunity to be heard; and
 - d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- 9.19 If at the general meeting:
- a) two-thirds of the members vote in person, in accordance with clauses 8.6 and 3.14, in favour of the confirmation of the resolution, the resolution is confirmed; and
 - b) in any other case, the resolution is revoked.

10.0 ALTERATION OF THE CONSTITUTION

- 10.1 Subject to the Act any alteration to this Constitution, may only be made by special resolution of the members as provided in Section 22 of the Act provided that notice of motion of such amendment or change be made in writing to the secretary at least 21 days prior to the meeting and all members, teams and clubs are notified personally or by mail of such meeting and notice of motion at least 21 days prior to the meeting Section 29 of the Act shall be complied with.

- 10.2 Any alteration to this Constitution must have a 3/4 majority of its members vote.

11.0 NOTICES

- 11.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post or by E-mail to the member at his address shown in the register of members.
- 11.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post. Service on any member shall be deemed to also be on service on his club.

12.0 DISPOSAL OF ASSETS

- 12.1 In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

13.0 CUSTODY OF BOOKS

- 13.1 Except as otherwise provided in these rules, the Secretary shall keep in their custody or under their control all books, documents and securities of the Association. Any member shall be entitled upon reasonable notice to the secretary to inspect such books, documents and securities.

14.0 SOURCE OF FUNDS

- 14.1 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the executive determines.

15.0 MANAGEMENT OF FUNDS

- 15.1 The Treasurer shall keep proper books of account for the funds of the Association and duly bank or invest such funds as authorised by the executive. The signatures of two office bearers authorised by the executive shall be required on any cheque or on any drawing of funds.

16.0 COMMON SEAL

- 16.1 The Common Seal shall be kept in the custody of the Secretary.
- 16.2 The Common Seal shall not be affixed to any instrument except by the authority of the executive and the affixing of the Common Seal shall be attested by the signatures either of two members of the executive or of one member of the executive and of the Public Officer of the Association.

APPENDIX 1
APPLICATION FOR MEMBERSHIP
OF SHEPPARTON & DISTRICTS JUNIOR FOOTBALL COMPETITION (SDFJC)

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
(name)

the nomination of the applicant, who is personally known to me, for membership of the Association.

(Signature of Seconder)
Date

**APPENDIX 2
FORM OF APPOINTMENT OF PROXY**

I _____, of _____
(name and occupation) (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— _____
(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]

Signed

Date

*Delete if not applicable

APPENDIX 3
NOMINATION FOR COMMITTEE OF MANAGEMENT POSITION
OF SHEPPARTON & DISTRICTS JUNIOR FOOTBALL COMPETITION (SDFJC)

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

nominate for the position of:

(insert either President /Vice President/ Secretary/ Treasurer/ Ordinary Member/Appointed Member)

with the Shepparton & Districts Junior Football Competition.

In the event of my appointment, 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 or representative of a member club,
(name)

nominate the applicant, who is personally known to me, for the position of

(insert either President /Vice President/ Secretary/ Treasurer/ Ordinary Member/Appointed Member)

Signature of Proposer
Date

I _____, a member of the Association or representative of a member club,
(name)

nominate the applicant, who is personally known to me, for the position of

(insert either President /Vice President/ Secretary/ Treasurer/ Ordinary Member/Appointed Member)

Signature of Seconder
Date

**APPENDIX 4
SCHEDULE OF FEES**

Fee	Amount
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Entrance Fee:

Annual Subscription Fee:
