

Wollondilly Knights Senior Australian Football Club Incorporated

Constitution

Version 2: 2017



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Section 1: Preliminary

1.1 Name of The Club

The name of the club is 'Wollondilly Knights Senior Australian Football Club' Incorporated.

1.2 Definitions and Interpretations

1. Definitions

In this constitution:

- i. **Board Member** means a member of the committee who is an office-bearer of the Club – which is to hold a position on the Board
- ii. **Club** means the Wollondilly Knights Seniors Australian Football Club Incorporated (WKS AFC)
- iii. **Director-General** means the Director-General of the Department of Services, Technology and Administration.
- iv. **Local Area** means the geographical area and community in which the Club's headquarters and general operations are located.
- v. **Member** means a person who has according to this constitution qualified for and successfully applied for membership of the Club.
- vi. **Ordinary committee member** means a member of the committee who is not an office-bearer of the Club.
- vii. **Secretary** means: (a) the person holding office under this constitution as secretary of the club, or (b) if no such person holds that office — the public officer of the club.
- viii. **Special general meeting** means a general meeting of the club other than an annual general meeting.
- ix. **The Act** means the *Associations Incorporation Act 2009*.
- x. **The Regulation** means the *Associations Incorporation Regulation 2010*.

2. Interpretations

In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is



a duty, a reference to the performance of the duty.

The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

1.3 Purpose, Objects and Powers of The Club

1. Purpose

The purpose of the Club is to provide a community service to the Wollondilly Area in the form of a sporting club currently undertaking the sport of Australian Rules football, inclusive of the benefits associated with that.

The Club is established solely for the above purpose and the objects below:

2. Objects

- A) Conduct, encourage, promote, advance and administer Australian Rules Football throughout the local area;
- B) Act, at all times, on behalf of, and in the interest of the members, and Australian Rules Football in the local area
- C) Advance the operations and activities of the Club throughout the local area
- D) Have regard to the public interest in its operations

3. Powers

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the Corporations Act 2001 (Cth).



Section 2: Membership

2.1 Membership Types

Membership to The Club is to be set out in a three tier system as per follows, with all members to adhere to the same membership standard set out in clause (2.2.1 A);

i. General Member:

General Members are members of the Club who actively participate in the primal functioning of the Club's purpose [set out in 1.3 a)]. They are to apply or have applied for general membership through; (Appendix 2), and are eligible to actively participate in Club games.

ii. Social Member

Social Members are members of the Club who indirectly participate in the primal functioning of the Club's purpose [set out in 1.3 a)]. They are to apply or have applied for social membership through; (Appendix 3), and are ineligible to actively participate in Club games, unless they also hold either; 2.1i) – General Membership or; 2.1iii) – Life Membership

iii. Life Member:

Life Members are members of the club who have met criteria set out in (Appendix 4), been approved by vote through the committee and to have accepted their designation of life member.

2.2 Standards, Registration, Application or Cessation of Membership

1. Standards

Membership standard for the Club is as follows;

A person is eligible to be a member of the Club if:

(a) the person is a natural person, and

(b) the person has applied and been approved for one form of membership to the club by the committee in accordance with Clause (2.1)

or;



c) they were an existing registered member of the club prior to the AGM where this constitution was adopted.

2. Registration of Membership

Members or prospective members of the club are eligible for registration as members of the club after they;

- a) Meet the standards of membership set out in clause (2.2.1) and;
- b) Complete the requirements to apply for membership of the club set out in clause (2.2.3)

In addition to this;

- i. The public officer of the club must establish and maintain a register of members of the club specifying the name and postal or residential address of each person who is a member of the club together with the date on which the person became a member.
- ii. The register of members must be kept in New South Wales:
 - a. at the main premises of the club, or
 - b. if the club has no premises, at the club's official address.
- iii. The register of members must be open for inspection, free of charge, by any member of the club at any reasonable hour.
- iv. A member of the club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- v. If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- vi. A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the club or other material relating to the club, or



(b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

3. Application for Membership

An application of a person for membership of the club:

- i. (a) must be made in writing in the form set out in [(Appendix 2-4) dependent on type of membership] to this constitution, and

(b) must be lodged with the secretary of the club.
- ii. As soon as practicable after receiving an application for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the application.
- iii. As soon as practicable after the committee makes that determination, the secretary must:

(a) notify the applicant, in writing, that the committee approved or rejected the application (whichever is applicable), and

(b) if the committee approved the application, request the nominee to pay (within the period of 28 days after receipt by the applicant of the notification)
- iv. The secretary must, on acceptance of application within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the club.

4. Cessation of Membership

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

- (a) dies, or
- (b) resigns membership, or;
- (c) is expelled from the Club, or;
- (d) fails to pay the Club the fees prescribed for their level of membership as set out in the Annual Club Handbook (Appendix 1) within 3 months of the due date.



2.3 Fees Applicable

A member of the club must, on admission of membership, pay the fee prescribed for their level of membership set out in the Annual Club Handbook (appendix 1). This fee requires a minimum payment of \$1 AUD and must be paid before the due date, or within 3 months of the due date via the following clause;

The due date is to be April 1 of each year unless;

- i. An applicant has been granted an extension by the committee, or;
- ii. An applicant has applied for membership on or after the due date, making an individual due date applicable to that applicant upon their successful application of membership.

2.4 Membership Rights

1. Membership Entitlements

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

2. Resignation of Membership

- a) A member of the club 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.
- b) If a member of the club ceases to be a member under clause (2.2.4), 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. Members' Liabilities



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 dissolution of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by clause (2.2.3).

2.5 Resolution of Disputes and Disputing of Members

1. Resolution of Disputes and Disciplining of Members

A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.

If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

A complaint may be made to the committee by any person that a member of the club:

- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
- (b) has willfully acted in a manner prejudicial to the interests of the club.

The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

If the committee decides to deal with the complaint, the committee:

- (c) must cause notice of the complaint to be served on the member concerned, and
- (d) must give the member at least 14 days from the time the notice is served within which to make submissions to the



committee in connection with the complaint, and

(e) must take into consideration any submissions made by the member in connection with the complaint.

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 and the expulsion or suspension is warranted in the circumstances.

If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause 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 clause (2.4.5).

The expulsion or suspension does not take effect:

until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or if within that period the member exercises the right of appeal, unless and until the club confirms the resolution under clause (2.4.5), whichever is the later.

2. Right of Appeal of Disciplined Member

A member may appeal to the club in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

On receipt of a notice from a member under clause (2.4.5), 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.

At a general meeting of the club convened under clause (2.4.5):



- (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.
- (d) The appeal is to be determined by a simple majority of votes cast by members of the club.



Section 3: The Board and Committee

1. Powers of The Board and Committee

The Committee is a composition of the office-bearers of the Club, known as the Board, and ordinary committee members. All committee members are to obtain one vote for each motion at hand in any general meeting unless otherwise stated in this constitution. The committee is to be made up of no more than nine (9) individual members of the Club, and the minimum number of committee members is to be 5.

Subject to the Act, the Regulation and this constitution and to any resolution passed by the club in general meeting, the committee:

- (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 this constitution 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.

2. Compositions of The Board

The board is to consist of:

The office-bearers of the club, each of whom is to be elected at the annual general meeting of the club under clause (4.1).

The office-bearers of the club are as follows: (a) The President, (b) The Vice-President, (c) The Treasurer, (d) The Vice-Treasurer, (e) The Secretary.

The official Responsibilities of the office-bearers are as follows;

(a) The President

- i. The President of the club is to preside as chairperson at each general meeting of the Club.
- ii. Provide a report of the Club's actions and doings since the previous general meeting



- iii. Hold the casting vote in the event of a tie, in regards to voting on any particular motion at a general meeting of the Club.

(b) The Vice-President

- i. The Vice-President is to fulfill the responsibilities of the President in the President's absence.

(c) The Treasurer

- i. The Treasurer is to ensure that all money due to the club is collected and received and that all payments authorised by the club are made, and
- ii. that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.

(d) The Vice-Treasurer

- i. The Vice-Treasurer is to fulfill the responsibilities of the Treasurer in the Treasurer's absence.
- ii. Assist the Treasurer in upholding the Treasurer's responsibilities

(e) The Secretary

- i. The secretary of the club must, as soon as practicable after being appointed as secretary, lodge notice with the club of his or her address.
- ii. It is the duty of the secretary to keep minutes of: (a) all appointments of office-bearers and members of the committee, and (b) the names of members of the committee present at a committee meeting or a general meeting, and (c) all proceedings at committee meetings and general meetings.
- iii. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

A Board member may hold up to 2 offices (other than both the president and vice-president offices).

Each member of the Board is, subject to this constitution, 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.

3. Composition of The Committee

The Committee is to consist of:

- (a) The Board, and
- (b) Ordinary Committee Members of the club, each of whom is to be elected at the annual general meeting of the club under clause (4.1).

The Ordinary Committee Members of the club are as follows:

- (a) Registrar
- (b) Sponsorship Co-ordinator
- (c) Grants Co-Ordinator
- (d) Sports Ground Co-ordinator
- (e) General and Social Committee Member

A Committee member may hold up to 2 office-bearing positions (other than both the president and vice-president offices). There is no limit as to how many Ordinary Committee Member positions can be held, and each Ordinary Committee Member position can be held by more than one member simultaneously.

Each member of the Committee is, subject to this constitution, 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. Election of The Board and Committee

Nominations of candidates for election as office-bearers of the club or as ordinary committee members are to be received at the annual general meeting.

If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.



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

A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the club must be a member of the club.

5. Casual Vacancies

In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

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 an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) Resigns office by notice in writing given to the secretary, or is removed from office under clause 19, or
- (e) Becomes a mentally incapacitated person, or
- (f) Is absent without the consent of the committee from 3 consecutive meetings of the committee, or
- (g) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (h) Is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

6. Removal of Members in Office

The club in a 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.

If a member of the committee to whom a proposed resolution referred to in this clause relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be



notified to the members of the club, the secretary or the president may send a copy of the representations to each member of the club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

7. Sub-Committee

The committee 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.

In regards to this;

- i. A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- ii. A delegation under this clause 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.
- iii. Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- iv. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- v. The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause. A sub-committee may meet and adjourn as it thinks proper.



Section 4: General Meetings

1. Annual General Meeting

The club must hold its annual general meeting between October and December of each year, inclusive of those months. The annual general meeting of the club is, subject to the Act and to this clause (4.1), to be convened on such date and at such place and time as the committee thinks fit. 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 committee members,
- d) To receive and consider any financial statement or report required to be submitted to members under the Act. (3) An annual general meeting must be specified as such in the notice convening it.

2. Special General Meeting

The committee may, whenever it thinks fit, convene a special general meeting of the club. The committee must, on the requisition in writing of at least 10 per cent of the total number of members, convene a special general meeting of the club.

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.

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.

A special general meeting convened by a member or members as referred to in this clause (4.2) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

Aside from the reasons listed within this clause, there are grounds for a special general meeting through sub-clause (4.3.2iv).

3. Quorums and General Meetings

1. General Information

For the purposes of upholding this constitution, the rules for general meetings and quorums are as the following articles;

- i. The committee must meet at least 6 times in each period of 12 months at such place and time as the committee may determine.
- ii. Additional meetings of the committee may be convened by the president or by any member of the committee.
- iii. 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 before the time appointed for the holding of the meeting.
- iv. Notice of a meeting given under sub-clause (iii) 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.
- v. Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- vi. 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.
- vii. 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.
- viii. At a meeting of the committee:
 - a. The president or, in the president's absence, the vice-president is to preside, or



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.

2. Quorums

For the purposes of upholding this constitution, the rules for quorums are as the following articles;

- i. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- ii. Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- iii. If within 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.
- iv. If at the adjourned meeting a quorum is not present within an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

If a quorum is not met by the standards of sub-clause (4.3.2iv), then a special general meeting is to be called at the earliest convenience of the members of the club, with a dissolution of the current committee with the sole purpose of running an election for the vacant positions of the committee.

3. General Meetings

General Meetings are to, in addition to the purpose of the continuation of the Club, adhere to the guidelines laid out in this constitution. The president to be the presiding member of a general meeting, or, in the absence or of the president, the vice-president shall become the presiding member. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting. The presiding member is to open and close general meetings giving an appropriate amount of time deemed fit by the committee for the secretary to record the minutes of the meeting.

The procedure for proper notification of general meetings are as follows;



- i. 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.
- ii. 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 sub-clause (i), the intention to propose the resolution as a special resolution.
- iii. 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 which may be transacted under clause (4.1).
- iv. 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.

4. Adjournment

- i. 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.
- ii. 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.
- iii. Except as provided in subclauses (i) and (ii), 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.

4. Voting and Decisions

1. Voting by appearance



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

Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote. In addition to this, the committee may act despite any vacancy on the committee, subject to clause (3.5), and any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

- i. A question arising at a general meeting of the club is to be determined by either:
 - a. A show of hands, or
 - b. If on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- ii. If the question is to be determined by a show of hands, 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.
- iii. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

A member is not entitled to vote at any general meeting of the club unless all money due and payable by the member to the club has been paid, and a member is not entitled to vote at any general meeting of the club if the member is under 18 years of age.

2. Voting by Proximity

Proxy voting must not be undertaken at or in respect of a general meeting.

3. Voting by Postal Ballot

The club may hold a postal ballot to determine any issue or proposal (other than an appeal under clause (2.5.2)). A postal ballot is to be conducted in accordance



Wollondilly Knights
Senior Australian Football Club

with Schedule 3 to the Regulation.



Section 5: Miscellaneous

1. Insurance

The club may effect and maintain insurance.

2. Funding

The funds of the club are to be derived from joining fees and annual subscriptions of members, donations/sponsorships and player registration fees. Funds may be sourced elsewhere as the Committee deems appropriate. The rules for use and delegation of funds are as follows;

- i. All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club's bank.
- ii. The club must, as soon as practicable after receiving any money, issue an appropriate receipt.
- iii. 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.
- iv. All electronic funds transfers, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 authorised members of the committee.

3. Club Records and Books

Except as otherwise provided by this constitution, 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.

The following documents must be open to inspection, free of charge, by a member of the club at any reasonable hour:

- (a) Records, books and other financial documents of the club,
- (b) This constitution,
- (c) Minutes of all committee meetings and general meetings of the club.



A member of the club may obtain a copy of any of the documents referred to in this clause (5.3a-c) on payment of a fee of not more than \$1 for each page copied.

4. Financial Year

The Financial Year of the club is from November 1 to October 31.

5. Service of Notices

(1) For the purpose of this constitution, 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 electronic mail (e-mail) to an address specified by the person for giving or serving the notice.

(2) For the purpose of this constitution, 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 (by sending it by pre-paid post to the address of the person, or
- 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 electronic mail (e-mail), on the date it was sent.

6. Change of Name, Objects and Constitution

An application to the Director-General for registration of a change in the club's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

7. Dissolution Provisions

Subject to any law to the contrary, if the business of the Club comes to an end for reasons other than reconstruction and the Club shall be dissolved or wound up, whether voluntarily or otherwise the assets remaining after payment of the costs and expenses attendant upon such winding up and



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the debts and liabilities of the Company shall be given paid or transferred in equal shares to the current members or their respective successor in title or assigns as the case may be.



Appendix

- 1. Club Handbook**
- 2. General Membership Application**
- 3. Social Membership Application**
- 4. Life Membership Application**