



# **Camden Junior Australian Football Club**

**INC9880942**

**ABN: 18 174 767 649**

The Constitution of Camden Junior Australian Football Club Inc herein is in accordance with Section 11 and contains those matters specified in Schedule 1 of the Associations Incorporation Act 1984.

Signed.....

(Public Officer)

**Adopted 16 March 2010**

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**Part 1 - Preliminary**

**1. Name and Club Colours**

The name of the Club shall be the Camden Junior Australian Football Club Incorporated hereinafter referred to as "the Club".

The Club colours shall be navy blue and white.

**2. Objectives**

The objectives of the Club shall be;

The objectives for which the Club is established are:

- a) To promote, manage, control and encourage the playing of Australian Football within the areas recognised by the Association and the Commission and in accordance with a proper standard of sportsmanship and good conduct.
- b) To promote, manage and control football competitions at junior and under age levels (including Auskick) and to promote competitions at and between Clubs in allocated areas.
- c) To operate at all times in the best interests of the Club, the Association, the Commission and the game of Australian Football.
- d) To purchase, hire, lease or otherwise acquire any real or personal property deemed necessary or desirable to assist the Club’s objectives and to dispose of such acquisitions where it is in the interests of the Club.
- e) To raise money by subscriptions, fees, donations, sponsorships, or such other means as maybe necessary to meet the establishment and/or recurrent costs of the Club including expenditure associated with the use and development of grounds, the equipping of teams and officials, the payment of legal and administrative costs and associated affiliation, registration and umpiring fees and any other purpose incidental thereto.
- f) To invest the monies of the Club not immediately required in such manner as may be determined in accordance with the policy of the General Committee of the Club as applying from time to time.
- g) To delegate powers other than those in (c) and (d) herein to any sub-Committee.
- h) To encourage the promotion of players into teams for which their ability/age is considered to be most suited.
- i) To affiliate with any other sporting organisations having similar objectives or purposes and subject to the approval of the General Committee of the Club to merge with any such organisations.

- j) To do such acts and things as are incidental or subsidiary to the above objectives.
- k) To abide by the policies developed by the Club and attached to this Constitution.

### 3. Definitions

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

“ASSOCIATION” means the Greater Sydney Juniors Western Sydney Region.

“CLUB” means Camden Junior Australian Football Club Inc.

“COMMISSION” means the AFL (NSW/ACT) Commission Limited.

“MEMBER” means a person falling within the categories in Clause 4.

“REFERENCE” to one gender shall include the others unless the context does not permit.

“COMMITTEE” means those detailed in Clause 14.

“EXECUTIVE COMMITTEE” is as described in Clause 14(g).

“SPECIAL MEETING” means a Meeting of the Club other than the Annual General Meeting.

“THE ACT” means the Associations Incorporation Act 1984

“THE REGULATION” means the Associations Incorporation Regulation 1999.

- (b) In these rules:

- (i) a reference to a function includes a reference to a power, authority and duty; and
- (ii) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (iii) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## Part 2 - Membership

### 4. Membership Qualifications

- (a) Membership shall be open to any member of the community who possesses an interest in the game of Australian Football.
- (b) The Club will comprise various categories of members as approved by the General Committee including:
  - (i) All Players officially registered with the Club.
  - (ii) The Parents and/or Guardians of any player officially registered with the Club.
  - (iii) All Team Managers and Coaches appointed as such by the General Committee.
  - (iv) All Office Bearers and Officials duly elected in accordance with this Constitution.
  - (v) Honorary Patrons and Life Members duly elected in accordance with this Constitution.
  - (vi) Any other persons duly approved for the purpose by the General Committee.
- (c) Subject to Clauses 10,11 and 12, in the event of any person failing to retain any of the qualifications by which he or she was admitted to membership, such person shall forfeit all rights and privileges until such qualifications are regained.

- (d) There shall be the following categories:

Playing Membership to consist of

- (i) junior member
- (ii) youth member

Associate Membership to consist of

- (i) honorary life member
- (ii) Club member

- (e) Honorary life members and Club members shall be over the age of 18 years and will make up the general body of members of the Club with the right to elect the Office Bearers and vote at Annual General Meeting.
- (f) Youth members shall be those members 13 - 16 years of age inclusive and junior members shall be those up to and including 12 years of age..
- (g) Club Members shall be all members that are non-playing.
- (h) A properly constituted Annual General Meeting or special Committee Meeting may appoint a person as an honorary life member of the Club in recognition of services rendered in promoting the interests and objects of the Club. Not more than two (2) honorary life members shall be elected in any financial year of the Club and such election shall be approved by a three fourths majority of financial members present.
- (i) No restrictions shall be imposed on any person by virtue of religious or political beliefs, sex, race or age, but the Committee shall have the right to refuse membership to any person without assigning any reason therefore.

#### **5. Register of Members**

- (a) The Secretary of the Club shall establish and maintain a register of members of the Club specifying the name, address and contact phone number of each person who is a member of the Club, together with the date on which the person became a registered member. A copy of this register must be supplied to the Public Officer.
- (b) The Secretary and Public Officer shall keep a register of members of the Committee of the Club specifying;
  - (i) the names, residential addresses and contact phone numbers of each person who is a member of the Committee.
  - (ii) the date on which the person became a member.
  - (iii) the names of those members of the Committee who hold the positions of President, Vice-President, Secretary and Treasurer together with the date on which any such member was elected to such a position and the date on which any such member ceased to hold such a position.

#### **6. 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.

#### **7. Membership entitlements not transferable**

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

- (a) is not capable of being transferred or transmitted to another person
- (b) terminates on cessation of the person's membership

#### **8. Registration Fees**

Registration fees shall be reviewed annually in November at a General Committee meeting.

All such fees shall be due and payable prior to the member playing their first game or by no later than the first of April, whichever is the later.

No fees will be refunded once the player attends a training session or the playing season begins, whichever comes first.

## 9. 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 winding up of the Club is limited to the amount, if any, unpaid by the member in respect of registration of the Club as required by clause 8.

## 10. Resolution of Internal Disputes

- (a) Disputes between members (in their capacity as members) of the Club shall be referred to the Committee for mediation and disputes between members and the Committee are to be referred to an independent mediator agreed to by the parties concerned.
- (b) 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.

## 11. Disciplining of members

- (a) Where the Committee is of the opinion that a member of the Club:-
  - (i) has persistently refused or neglected to comply with a provision or provisions of these Rules; or
  - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of the Club or AFL code; or
  - (iii) has breached the Code of Conduct of either the Club or Association,The Committee may, by resolution:-
  - (iv) expel the member from the Club; or
  - (v) suspend the member from membership of the Club for a specified period.
- (b) A resolution of the Committee under Clause (a) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member under clause (c), confirms the resolution in accordance with this clause.
- (c) Where the Committee passes a resolution under Clause (a), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:-
  - (i) setting out the resolution of the Committee and the grounds on which it is based;
  - (ii) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (iii) stating the date, time and place of that meeting.
  - (iv) informing the member that they may do either or both of the following:-
    - (1) attend and speak at that meeting
    - (2) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- (d) At a meeting of the Committee held as referred to in Clause (c), the Committee shall:-
  - (i) give to the member an opportunity to make oral representation.
  - (ii) give due consideration to any representations submitted to the Committee by the member at or prior to the meeting; and
  - (iii) by resolution, determine whether to confirm or revoke the resolution.
- (e) Where the Committee confirms a resolution, under Clause (d), the Secretary shall, within seven (7) days after that confirmation, by notice of writing, inform the member of the fact and of the members right of appeal under Rule 12.
- (f) A resolution confirmed by the Committee under Clause (d) does not take effect:-
  - (i) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or

- (ii) where within that period the member exercises the right of appeal, unless and until the Club confirms the resolution pursuant to Rule 12 (d).

## 12. Right of appeal of disciplined member

- (a) A member may appeal to the Club in a Committee Meeting against a resolution of the Committee under rule 10 (b), within seven (7) days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (b) The notice must be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (c) On receipt of a notice from a member under Clause (a), the Secretary must notify the Committee which is to convene a Committee Meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- (d) At a Committee Meeting of the Club convened under clause (c):
  - (i) no business other than the question of the appeal shall be transacted;
  - (ii) the Committee and the member must be given the opportunity to state their respective cases orally or in writing or both; and
  - (iii) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (e) If at the Committee Meeting, the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## Part 3 – The Committee

### 13. Powers of the Committee

The Committee shall 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 a General Committee Meeting;

- (a) shall control and manage the affairs of the Club;
- (b) may exercise all such functions as may be required by the Club;
- (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.

### 14. Committee

- (a) Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consist of;
  - (i) the Office Bearers of the Club; and
  - (ii) 2 ordinary members, each of whom shall be elected at the Annual General Meeting of the Club pursuant to rule 15.

- (b) The Office Bearers of the Club shall be;

President

Vice-President

Secretary

Treasurer

Registrar/ Statistician

Youth/ Junior Football Operations Officer

Publicity and Grants Officer

Fundraising and Social Officer

Sponsorship Officer

Equipment Officer

2 x General Committee Members

- (c) One of these members is to be nominated as the Club liaison with the Commission.
- (d) All members of the Committee shall be elected at the Annual General Meeting of the Club.
- (e) Members of the Committee will hold office until the next AGM unless the member vacates the office in the event of any of the following:
  - (i) Resigns by giving written notice to the Committee;
  - (ii) Dies or is rendered permanently incapable of performing their duties of office by mental or physical ill-health;
  - (iii) Is absent for more than three (3) consecutive General Committee meetings, of which the member received notice, without tendering an apology to the Secretary or President; and the Committee has resolved to declare the office vacant;
  - (iv) Is deemed by the Committee as no longer suitable to fulfil the duties required and is acting to the detriment of the Club;
- (f) 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 shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (g) The President, Vice President, Secretary and Treasurer shall make up the Executive Committee which shall deal with the administration of the Club between meetings of the Committee.

#### **15. Election of Members**

- (a) Nominations of candidates for election as Committee members shall be made in writing, signed by 2 members of the Club and delivered to the Secretary not less than 7 days before the date fixed for the Annual General Meeting.
- (b) Members whose written nominations are lodged with the Secretary prior to the Annual General Meeting shall fill any vacant positions but if not so filled then nominations may be called for from the floor of the Annual General Meeting.
- (c) If only one nomination is received for a position then the nominee is deemed to be elected.
- (d) Any positions not filled at the Annual General Meeting shall be deemed to be casual vacancies.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (f) The ballot for the election of office bearers shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (g) The newly elected members of the Committee shall take office immediately upon election.

#### **16. Duties of the Committee**

The duties of the Committee shall include the following:-

- (a) appointment of coaches and managers for each competition team
- (b) to authorise the opening of such bank accounts as required with signatories being up to three to four members of the executive Committee,



- (c) subject to any resolution passed by the Club at a General Committee meeting, the funds of the Club shall be used in pursuance of the objectives of the Club in such a manner as the General Committee determines,
- (d) all bank transactions must be signed by two members of the elected Executive Committee who are bank signatories,
- (e) supervise and control the conduct of members of the Club in sporting or social activities in relation to their use and enjoyment of the property and privileges of the Club,
- (f) the Committee shall meet at such intervals as decided by it and at meetings convened by the Secretary who will give at least 21 days prior notice of such meetings. The minimum number of meetings per calendar year will be six (6).
- (g) appoint a Public Officer to ensure that all documents and applicable fees are filed with the Office of Fair Trading within the required time frames.
- (h) arrange suitable and adequate insurance cover for all assets that are the property of the Club.

## 17. Duties of Office Bearers

### (a) **President**

The President of the Club is accountable to the members for the overall good governance of the Club. They must:-

- (i) ensure that there is a documented and published structure for the delivery of the Club Programs.
- (ii) ensure that the structure is populated with appropriately skilled and committed volunteers.
- (iii) ensure that the Club is operated responsibly and professionally and that Natural Justice Principles apply to all dealings.
- (iv) act as an advocate and promoter of the Club to all stakeholders.
- (v) ensure that the Club operates in a financially responsible and accountable manner.
- (vi) ensure that the Club acts legally, morally and ethically in all its dealings.
- (vii) chair all meetings of the Committee at which attendance is possible.
- (viii) represent the Club at key football and other appropriate forums to ensure that the interests of the Club and its members are properly and professionally promoted.
- (ix) communicate openly with the Committee about issues affecting the Club.
- (x) actively build good and positive relationships between the Club and wider community.

### (b) **Vice President**

The Vice President of the Club is responsible for directing the activities of various volunteers including:-

- (i) overseeing the ground management and property management aspects of the Club operations.
- (ii) overseeing the operation of the canteen and social activities of the Club.
- (iii) overseeing the internal and external communication activities of the Club.
- (iv) ensuring that the Club has sponsorship and fundraising programs in place to service its needs.
- (v) overseeing team managers and providing them with mentoring, training and all materials to complete their jobs.
- (vi) controlling all merchandise ordering and sales.
- (vii) chairing meetings in the Presidents absence.
- (viii) assisting the President in all areas.

### (c) **Treasurer**

The Treasurer is the chief financial officer of the Club and is responsible for setting up and keeping Club accounts, tracking financial activities and reporting monthly to the Committee on the Club's financial performance including:-

- (i) preparing the Club's annual budget for the funding of the Club administration.
- (ii) assisting with the setting of annual registration fees based on projected costs and revenue streams.
- (iii) paying all accounts passed for payment at the General Committee meetings.
- (iv) Keeping accounts and sending receipts for all monies received.
- (v) banking all monies within seven (7) days of receipt.
- (vi) keeping a record of assets and liabilities of the Club.
- (vii) being responsible for recording and controlling all funds pertaining to the Club, including registrations, canteen, match fees, sponsorship monies and fundraising.
- (viii) reporting monthly to the Committee on the financial status and performance of the Club.
- (ix) setting up and administering the Club accounts.
- (x) developing, implementing and monitoring internal control measures that are both practical and that protect the Club's asset base.
- (xi) acting as one of the Club's signatories and as principal point of contact between the Club and its banker.
- (xii) presenting an audited balance sheet at the Annual General Meeting
- (xiii) completing all BAS requirements as set out by the Australian Taxation Office.

(c) **Secretary**

The Secretary is the focal point of the Club's administrative processes and is the initial point of contact. Specific tasks include:-

- (i) convening General Committee meetings
- (ii) keeping an up to date copy of the Club's Constitution.
- (iii) keeping a list of all Office Bearers and sub-Committee members.
- (iv) keeping a list of Club property.
- (v) being responsible for all correspondence and the issue of notices.
- (vi) presenting correspondence at all General Committee meetings.
- (vii) making sure that true and accurate minutes of all Club proceedings are kept and published.
- (viii) organisation of attendance records from meetings.
- (ix) distribution of minutes as soon as possible after each meeting.
- (x) preparing the agenda for all General Committee meetings and the Annual General Meeting.

(d) **Registrar/ Statistician**

The Registrar shall

- (i) accept all registrations on a date determined from year to year.
- (ii) maintain a register of all Club players, coaches, team members and umpires. (Including full name and current residential address on all members with a date on which that person became a member.)
- (iii) maintain a record of all results of competitions and carnivals
- (iv) maintain a record of all representative team players relative to the Club.
- (v) supply all team managers/coaches and publicity officer with relevant records and season fixtures.
- (vi) be responsible for all data entries in the computer in relation to registering players.
- (vii) be responsible for maintaining and updating all statistical information as required by the Club.
- (viii) be responsible for compilation of Best and Fairest results.
- (ix) be responsible for sighting all proof of age documentation where necessary.
- (x) accept late registrations as submitted by the individual. Complete appropriate Association paper work to register the individual into the correct team.
- (xi) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- (xii) liaise with team managers and the Treasurer to ensure that all player records are complete and all appropriate fees have been paid.

(e) **Youth/ Junior Football Operations Officer**

The Junior Football Operations Officer is responsible for all the player aspects of the Club. The Junior Football Operations Officer must hold a minimum of a Level 1 Coaching Accreditation. The role includes:-

- (i) acting as a liaison point between the Committee and Coaches and Assistant Coaches.
- (ii) developing the coaching structure to be presented to the Committee for approval during November each year for the next season.
- (iii) meeting at least twice during each season with all team management to explain the program, provide support material and information, explain Club expectations and obtain and provide feedback.
- (iv) ensuring all coaches complete an appropriate level coaching course run by the AFL
- (v) liaising with team management regarding wash out games.
- (vi) developing a recruitment strategy in conjunction with the AFL Club Development Manager.
- (vii) recruiting sufficient coaches to reliably and professionally deliver the Auskick and Junior Football Programs.
- (viii) ensuring all coaches have the equipment necessary to carry out their programs.
- (ix) encouraging and fostering the maximum possible amount of participation in all Club Programs.

(f) **Publicity and Grants Officer**

The role of Publicity and Grants Officer includes:

- (i) being responsible for all publicity for the Club and liaising with the local media as required.
- (ii) handling the promotion of the sport of AFL within the boundaries of the Club.
- (iii) facilitating knowledge and understanding of the sport in the community at large.
- (iv) preparing and disseminating press releases where necessary.
- (v) maintaining and updating the Club's website.
- (vi) being responsible for liaising with members via the website and the Club's email database.
- (vii) keeping coaches, managers and Committee members up to date with all relevant information as supplied.
- (viii) applying for all relevant grants.

(g) **Fundraising and Social Officer**

The role of the Fundraising and Social Officer includes:

- (i) being responsible for all social activities as directed by the Committee.
- (ii) being responsible for all fundraising activities as directed by the Committee.
- (iii) being responsible for yearly Club photos
- (iv) being responsible for organizing a sub-Committee to assist with the yearly presentation day including ordering of trophies.

**(h) Sponsorship Officer**

This role includes:

- (i) being responsible for all aspects of sponsorship for the Club.
- (ii) assisting the Publicity and Grants Officer in obtaining grants for the Club.

**(i) Equipment Officer**

The role of Equipment Officer includes:

- (i) maintaining and updating all Club equipment.
- (ii) storage of equipment in the off season.
- (iii) replacing damaged or lost equipment
- (v) keeping an assets register of all Club equipment.
- (vi) maintaining and ordering all first aid equipment.
- (vii) Completing a first aid roster for all home games.

**(j) General Committee Members (x2)**

The General Committee members will help as required with the day to day running of the Club as directed by the Committee.

## 18. 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) resigns office by notice in writing given to the secretary;
- (b) ceases to be a member of the Club;
- (c) is removed from office under rule 19;
- (d) is absent from three (3) consecutive Committee meetings without reasonable excuse;
- (v) becomes a mentally incapacitated person or dies.

## 19. Removal of Committee Member

- (a) The Club in a General Committee 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.
- (b) Where a member of the Committee to whom a proposed resolution referred to in clause (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the members of the Club, the Secretary or President may send a copy of the representations to each member of the Committee or, if they 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.

## 20. Patrons, Life Members and Service Awards

- (a) Patrons shall be appointed or re-appointed at each Annual General Meeting or at a Special Meeting called in accordance with clause 24. Tenure of office will continue until the next Annual General Meeting, or until a Special Meeting is called in accordance with clause 24.
- (b) Life membership may be conferred upon any member who has ten (10) years active involvement and has rendered outstanding service, or has displayed exceptional, unusual or distinguished merit to the Club.
- (c) Playing members of the Club shall be entitled to a Service Award automatically if they have played continuously for the Club from the Under 10 division through to the Under 16 division. Club members who have give ten (10) years service to the Club may be awarded and can be approved at any General Committee Meeting.

## 21. Delegation by the Committee to Sub –Committee

Sub-Committees shall be appointed by the Committee from time to time for the purpose of undertaking specific projects.

- (a) The Committee may, from time to time, appoint sub-Committees, as it sees fit and define the functions thereof.
- (b) Each sub-Committee shall submit a written report of meetings to the Committee for ratification. The Committee shall action the report if required.
- (c) A sub-Committee may meet and adjourn as it thinks proper.

## **22. Voting and Decisions**

- (a) Questions arising at a meeting of the Committee or any sub-Committee appointed by the Committee shall be determined by a majority of votes of members of the Committee or sub-Committee present at the meeting.
- (b) Each member present at a meeting of the Committee or any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or a sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.

## **Part 4 – Committee Meetings**

### **23. Annual General Meeting**

- (a) The Annual General Meeting of the Club shall be held in November each year at such place and time as the Committee may determine.
- (b) 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:
  - (i) Apologies
  - (ii) Confirmation of minutes of previous Annual General Meeting and of any special Committee Meeting which may have been held since that meeting.
  - (iii) reports upon the activities of the Club during the financial year just ended from all Committee members.
  - (iv) receipt and consideration of the audited financial statement which is required to be submitted to members pursuant to section 26 (6) of the Act.
  - (v) appointment of the auditor for the following season
  - (v) Election of office bearers and general members of the Committee.

### **24. Special Meetings**

- (a) The Committee may convene a Special Meeting of the Club whenever it thinks fit or on receipt of a requisition in writing from not less than seven (7) members of the Club stating the purpose of the meeting.
- (b) If the Committee fails to convene a Special Meeting to be held within 30 days 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 Meeting to be held not later than 90 days after that date.

### **25. Notice**

- (a) Except where the nature of the business to be proposed to be dealt with at a Committee Meeting requires a special resolution of the Club, the Secretary shall provide at least 14 days notice of the meeting to each member of the Committee specifying the place, date and time of the meeting and the nature of the business to be transacted.
- (b) Where the nature of the business requires a special resolution of the Club, at least 21 days notice of the meeting shall be provided in the manner described in clause (a) and specifying the intention to propose the resolution as a special resolution.

- (c) No business other than that specified in the notice convening a Special Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 23 (b).
- (d) A member desiring to bring any business before a Committee Meeting may give notice in writing of that business to the Secretary who shall include that business in the notice for the meeting provided that the requirements of notice under this rule can be satisfied.

## **26. Procedure**

- (a) The Committee shall meet on the **3<sup>rd</sup> Tuesday of each month** or otherwise as required at such place and time as the Committee may determine.
- (b) Oral or written notice of a meeting of the Committee shall be given by the Secretary at least fourteen (14) days before the date of such meeting.
- (c) Any seven (7) members of the Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee, providing at least two (2) are executive members.
- (d) No business shall 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 stands adjourned to a time and place to be advised within fourteen (14) days of the date of such adjourned meeting.
- (e) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present (being not less than five) shall constitute a quorum.

## **27. Presiding Member**

- (a) The President or, in the President's absence, the Vice-President, shall preside as chairperson at each Committee Meeting of the Club.
- (b) If the President and Vice-President are absent or unwilling to act at a Committee Meeting the members present shall elect one of their number to preside as chairperson at the meeting

## **28. Adjournment**

The chairperson of a Committee Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to another time and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

## **29. Decisions and Voting**

- (a) A question arising at a Committee Meeting of the Club shall be determined on a show of hands unless a poll is demanded by any member present at the meeting. The resolution of the poll on the matter shall be deemed to be the resolution of the meeting on the matter in question.
- (b) Upon any question arising at a Committee Meeting all office bearers shall be entitled to one vote. In the event of equality of voting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (c) No proxy voting will be permitted at any meeting of the Club.

## **30. Special Resolution**

A resolution of the Club is a special resolution if it is passed by a majority which comprises not less than three-quarters of such members of the Club as, being entitled under these rules to do so, voting in person at a Special Meeting of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules.

## **31. Financial Year**

The financial year of the Club will commence on the first day of October and end on the last day of September.

**Part 5 – Miscellaneous**

**32. Insurance**

- (a) The Club shall effect and maintain insurance at minimum to the level provided by the Commission and it’s insurance partner with consideration given to section 44 of the Act.
- (b) In addition to the insurance required under clause (a), the Club may effect and maintain other insurance.

**33. Funds - Source**

- (a) The funds of the Club shall be derived from registration fees, fundraising, sponsorship and, subject to any resolutions passed by the Office Bearers in a Committee Meeting, such other sources as the Committee determines.
- (b) All money received by the Club shall be deposited within seven (7) days and without deduction to the credit of the Club's bank account.
- (c) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

**34. Alteration of the Constitution**

The Constitution will not be altered nor be repealed except upon a resolution carried by a three quarters majority of person present at an Annual General Meeting or Special Meeting of the Club. Twenty-one (21) days notice in writing of any motion concerning such alterations is to be given to all members. If the Constitution is altered, the Public Officer must ensure compliance with Section 20 of the Act and supply a copy of the new Constitution to the Office of Fair Trading.

**36. 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 the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two members of the Committee.

**37. Custody of Books**

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

**38. Inspection of Books**

The records, books and other documents of the Club shall be open for inspection, free of charge, by a member of the Club at any reasonable hour.

**39. Service of Notices**

- (a) For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally, by sending it by post to the member at the member's address shown in the register of members, email or on the Club’s website.

**40. Dissolution**

- (a) The Club can only be dissolved at a Special Meeting called specifically for the purpose in accordance with this Constitution
- (b) In the event of dissolution the remaining property of the Club shall be transferred to the Commission for distribution to remaining Clubs within the area.

**Date approved by CJAFC .....**

**Signature of Club Secretary .....**