

Constitution

Woy Woy Football Club Incorporated



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Woy Woy Football Club Incorporated

1. NAME OF CLUB

The name of the Club is Woy Woy Football Club Incorporated (**Club**). (ABN 63 308 203 655)

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

“**Act**” means the *Associations Incorporation Act 2009 (NSW)*.

‘**AGM**’ means the Annual General Meeting.

‘**CCF**’ means Central Coast Football Limited.

‘**Committee Member**’ means a member of either the Executive, Football Committee, Operations Committee or Support Committee.

‘**Constitution**’ means this Constitution of the Club.

‘**Executive**’ means the Governing Body of the Club.

‘**Executive Advisory Committee**’ means the standing Committee appointed by the Executive to provide strategic advice to the Executive.

‘**Financial Year**’ means 1st October in one year to 30th September in the ensuing year

‘**Football Committee**’ means the committee responsible for managing the football activities of the Club

‘**General Meeting**’ means the annual or any special general meeting of the Club.

‘**IF**’ means International Federation (FIFA)

‘**Individual Member**’ means:

- (i) A registered financial player 18 years or older,
- (ii) A parent or guardian of a registered financial player under 18 years with a limit of one parent/guardian per player,
- (iii) Any person 18 years or older who have been approved by the Executive, upon payment of a specified annual fee.

‘**Intellectual Property**’ means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos, or films) or service marks relating to the Club or any activity of or conducted, promoted, or administered by the Club in New South Wales.

‘**Junior Competition**’ means any football competition where the players are aged in accordance with guidelines as set out by RSO and/or SSO.

‘**Junior Member**’ means a registered Member of the Club who is younger than 18 years of age.

‘**Life Member**’ means an Individual appointed as a Life Member of the Club under **clause 5.2**

‘Local area’ means the geographical area for which the Club is responsible as recognised by the regional and/or state organisations for football of which the Club is a member.

‘Member’ means a Member of the Club for the time being under [clause 5](#).

‘Membership Year’ means from 1st March in one year to the last day of February in the ensuing year.

‘Non- competition’ means any football competition where the players are aged in accordance with guidelines as set out by RSO and/or SSO.

‘NSO’ means the National Sporting Organisation being Football Federation Australia (FFA).

‘Objects’ means the Objects of the Club in [clause 3](#).

‘Operations Committee’ means the committee responsible the operational aspects of the Club

‘Ordinary Resolution’ means a resolution that requires a simple majority vote as defined in the Act.

‘Public Officer’ means the person appointed to be the public officer of the Club in accordance with the Act.

‘Register’ means a register of Members kept and maintained in accordance with [clause 7](#).

‘Registered player’ means any player that is registered with the NSO and is eligible to play football

‘RSO’ means the Regional Sporting Organisation being Central Coast Football (CCF).

‘Special Resolution’ means a Special Resolution that requires a 75% majority vote as defined in the Act.

‘SSO’ means the State Sport Organisation being Football New South Wales (FNSW).

‘Support Committee Person’ means any person on the committee that does not hold a nominated position

2.2 Interpretation

In this Constitution:

- (a) A reference to a function includes a reference to a power, authority, and duty.
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.
- (c) Words importing the singular include the plural and vice versa.
- (d) Words importing any gender include the other genders.
- (e) References to persons include corporations and bodies politic.
- (f) References to a person include the legal personal representatives, successors and permitted assigns of that person.

- (g) a reference to a statute, ordinance, code, or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments, or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) A reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act. Model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF THE CLUB

The Club is established solely for the Objects. The Objects of the Club are established to:

- (a) Conduct, encourage, promote, advance, and administer Football throughout the local area.
- (b) To be an outstanding organisation that provides a community-oriented, safe, and nurturing environment whilst remaining the Club of choice for all players, including players who have the talent and aspiration to achieve their potential to move onto Representative Football and beyond.
- (c) Act, at all times, on behalf of and in the interest of the Members and Football in the local area.
- (d) Affiliate and otherwise liaise with the RSO, SSO and/or NSO of which the Club is a member and adopt their rule and policy frameworks to further these Objects.
- (e) Abide by, promulgate, enforce, and secure uniformity in the application of the rules of Football as may be determined from time to time by NSO or IF and as may be necessary for the management and control of Football and related activities in New South Wales.
- (f) Advance the operations and activities of the Club throughout the local area.
- (g) Have regard to the public interest in its operations; and
- (h) Undertake and or do all such things or activities which are necessary, incidental, or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

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)*.

5. MEMBERS

5.1 Members

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.
- (b) Individual Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
- (c) Junior Members, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.

5.2 Life Members

- (a) Any Member who has rendered distinguished service to the Club may be nominated as a Life Member.
- (b) The Executive Advisory Sub-Committee is responsible for nominating new Life Members.
- (c) The Secretary must receive written nominations not later than 45 days prior to an AGM.
- (d) The Executive will review the nominations put forward and accept or reject by a Special Resolution.
- (e) The Executive will put forward a motion to the Annual General meeting that the Member(s) who have been endorsed be appointed as a Life Member.
- (f) A resolution of the annual general meeting to confer life membership (subject to **clause 5.2(g)**) on the recommendation of the Executive must be a Special Resolution.
- (g) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

6. MEMBERSHIP

6.1 Application for Membership

- (a) For players, by registration on the form prescribed from time to time by the NSO and RSO and lodged with and accepted by the Clubs Registrar within the prescribed time frame and accompanied by the appropriate fee (if any).
- (b) For Team Coach and Manager, by being offered and accepting a team coach or team manager position; and
- (c) For the Executive and Committee Members, by being elected at an AGM or by way of becoming a committee member by filling a vacancy.

6.2 Discretion to Accept or Reject Application

- (a) The Club may accept or reject an application or renewal whether the applicant or member has complied with the requirements in clause 6.1 or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Club accepts an application or renewal, the applicant shall become a Member or renewed as a member. Membership shall be deemed to commence upon acceptance of registration with the Club. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

6.3 Renewal

Members (other than Life Members) must renew their membership annually in accordance with the procedures set down by the Club in Regulations from time to time.

6.4 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under [clause 6.4\(a\)](#) shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

7.1 Club to Keep Register

The Club shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) The full name, address, and date of entry of each Member; and
- (b) Where applicable, the date of termination of membership of any Member.

Members shall provide notice of any change and required details to the Club within one month of such change.

7.2 Inspection of Register

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request.

7.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Executive considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations and By-laws.
- (b) They shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Executive or other entity with delegated authority.
- (c) By submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club, RSO, SSO and NSO.
- (d) The Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Football.

9. DISCONTINUANCE OF MEMBERSHIP

9.1 Notice of Resignation

- (a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving one month's notice in writing to the Club.
- (b) Once the Club receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a member.

9.2 Discontinuance for Breach

- (a) Membership of the Club may be discontinued by the Executive upon breach of any clause of this Constitution or the Regulations, including, but not limited to, the failure to pay any monies owed to the Club, failure to comply with the Regulations or any resolutions or determinations made or passed by the Executive or any duly authorised sub-committee.
- (b) Membership shall not be discontinued by the Executive under **clause 9.2(a)** without the Executive first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Executive's view to adequately explain the breach, that Member's membership shall be discontinued under **clause 9.2(a)** by the Secretary giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this **clause 9.2** as soon as practicable.

9.3 Member to Re-Apply

A Member whose membership has been discontinued under **clauses 9.1 or 9.2**:

- (a) Must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) May be re-admitted at the discretion of the Executive.

9.4 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Club and its property and shall not use any property of the Club including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to the Club immediately.

9.5 Membership may be Reinstated

Membership which has been discontinued under this [clause 9](#) may be reinstated at the discretion of the Executive, with such conditions as it deems appropriate.

9.6 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis (less any unrecoverable cost) to the Member upon discontinuance.

10. DISCIPLINE

- (a) The Executive may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:
- (i) Breached, failed, refused, or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Executive or any duly authorised committee.
 - (ii) Acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the Club and/or Football; or
 - (iii) Brought the Club, any other Member, or the game of Football into disrepute.

That Member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties, and the appeal mechanisms of the Club set out in the Regulations.

- (b) The Executive may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations but is subject always to the Act.

11. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and any fees or other levies payable by Members to the Club and the time for and manner of payment shall be as determined by the Board.

12. EXISTING COMMITTEE MEMBERS

The Members of all Committees of the Club in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next annual general meeting following such adoption of this Constitution. After this General Meeting the positions of Committee Members shall be filled, vacated, and otherwise dealt with in accordance with this Constitution.

13. CLUB GOVERNANCE COMPOSITION

13.1 Executive

The Executive shall comprise of:

- President
- Vice President
- Secretary
- Treasurer
- Club Administrator (Registrar)
- Football Committee Chairperson

13.2 Powers of the Executive

Subject to the Act and this Constitution, the business of the Club shall be managed, and the powers of the Club shall be exercised by the Executive. In particular, the Executive shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area. Any decision made by the Executive shall be ratified at the next monthly General Meeting.

13.3 Public Officer

The Public Officer, who may hold any other position in the Club, will be appointed at the AGM as required by the Associations Incorporation ACT 1984. The position must not be left vacant for more than 14 days. In the case of a Casual Vacancy the Executive shall appoint another Executive Member to the role of Public Officer.

13.4 Primary (1st) & Secondary (2nd) Delegates

The First and Second delegates are elected by the Committee during an AGM to represent the Club as a Member of the RSO.

13.5 Football Committee

The Football Committee shall comprise of:

- Chairperson.
- Non-Competition Player Representative/s.
- Junior Competition Player Representative.
- Senior Competition Player Representative.
- Women's Competition Player Representative
- Director of Coaching

The Football Committee shall be responsible for all matters directly related to the management, grading and the fair playing of Football within the Club in accordance with the Committee handbook

13.6 Operations (General) Committee

The Operations Committee shall comprise of:

- Ground Controller
- Gear Steward
- Canteen Manager
- Marketing & Sponsorship
- Web and Social Media Administrator
- Social and Event officer
- Liquor Licensee
- Member Protection Information Officer (MPIO)

13.7 Directors

Directors are persons that do not hold a nominated position. They can be elected at an AGM or at the discretion of the Executive. Minimum number is 3 maximum is as the discretion of the Executive.

14. ELECTION OF COMMITTEE MEMBERS

14.1 Nomination for a Committee Position

- (a) Nominations for elected Committee positions shall be called for at least twenty-one days (21) prior to the annual general meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be determined by the Executive from time to time.
- (b) Nominees for elected Committee positions must declare any position they hold in an NSO, SSO or RSO.

14.2 Form of Nomination

Nominations must be:

- (a) in writing on the prescribed form provided for that purpose.
- (b) Signed by two Individual Members.
- (c) Certified by the nominee (who must be a member) expressing his willingness to accept the position for which he is nominated; and
- (d) Delivered to the Club Secretary not less than three 3 days before the date fixed for the annual general meeting

14.3 Elections

- (a) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Committee, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- (b) If there are insufficient nominations received to fill all vacancies on the Committee, or if a person is not approved by the majority of Members under [clause 14.3\(a\)](#), the positions will be deemed casual vacancies under [clause 15.1](#).
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Committee.
- (d) Voting shall be conducted in such a manner and by such a method as determined by the Executive from time to time.

14.4 Qualifications for Executive Members

The nominated Executive will preferably have specific skills in football, finance, marketing, law, or business generally or such other skills which complement the Executive composition.

14.5 Term of Appointment for All Elected Committee Members

Committee Members elected under **clause 14** shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of Members, elected committee Members shall remain in office from the conclusion of the Annual

General Meeting at which the election occurred until the conclusion of the next Annual General Meeting following.

15. VACANCIES ON THE COMMITTEE

15.1 Casual Vacancies

Any casual vacancy occurring in the position of Executive or Committee Member may be filled by the remaining Committee Members from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the term under this Constitution.

15.2 Grounds for Termination of Committee Member

In addition to the circumstances in which the role of a Committee Member becomes vacant by virtue of the Act, the office of a Committee Member becomes vacant if the Committee Member:

- (a) Dies.
- (b) Becomes bankrupt or makes any arrangement or composition with his creditors generally.
- (c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health.
- (d) Resigns their role in writing to the Club.
- (e) Is absent without the consent of the Executive from meetings they would normally be expected to attend during a period of six months.
- (f) Is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest.
- (g) In the opinion of the Executive (but subject always to this Constitution):
 - (i) Has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club.
 - (i) has brought the Club into disrepute.
- (h) Is removed by Special Resolution; or
- (i) Would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*

15.3 Executive May Act

In the event of a casual vacancy or vacancies in the Executive, the remaining Executive members may act. However, if the number of remaining Executive members is not sufficient to constitute a quorum at a meeting of the Executive, they may act only for the purpose of increasing the number of Executive to a number sufficient to constitute a quorum.

16. MEETINGS

16.1 Executive Meetings

The Executive shall meet as often as is deemed necessary for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may

adjourn and otherwise regulate its meetings as it thinks fit. Any Executive member may at any time convene a meeting of the Executive within reasonable time. The executive can request the chairperson of any subcommittee and any operations committee member to attend an executive meeting for any Club related purpose. These meetings may be held physically, virtually or a combination format as agreed by the Executive Committee

16.2 Football Committee meetings

The Football Committee shall meet monthly or as often as deemed necessary in every football year to ensure all football functions are delivered in a timely and professional manner. The Football Committee Chairperson can request the Chairperson of any subcommittee and any operations committee member to attend a Football Committee meeting for any football related purpose. These meetings may be held physically, virtually or a combination format as agreed by the Football Committee

16.3 General Meetings

All nominated committee members are required to meet on the first Monday of every Month, (except for the month of December) at a place and time advised by the Club Secretary. For this meeting, a written report is required and should be emailed to the Club Secretary in the required format at least 3 full days prior to the meeting date. The Club Secretary will provide notice of any variation to the meeting date and venue. These meetings may be held physically, virtually or a combination format as agreed by the Executive Committee

16.4 Decisions of Committee's

Subject to this Constitution, questions arising at any meeting of any of the committees shall be decided by a majority of votes and a determination of a majority of nominated Committee Members shall for all purposes be deemed a determination of the Committee. All Committee Members shall have one vote on any question. Where voting is equal, the Chairperson may exercise a casting vote. If the Chairperson does not exercise a casting vote, the motion will be lost.

16.5 Resolutions Not in Meeting

- (a) A resolution in writing that has been signed or assented to by email, facsimile, or other form of visible or other electronic communication by all the Executive for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Executive Member.
- (b) Without limiting the power of the Executive to regulate its meetings as it thinks fit, a meeting of the Executive may be held where one or more of the Executive Members is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously, and instantaneously whether by means of telephone or other form of communication.
 - (ii) Notice of the meeting is given to all the Executive Members entitled to receive notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive Committee or this Constitution. The notice will specify that Executive Members are not required to be present in person.

- (iii) If a failure in communications prevents [clause 16.6](#) from being satisfied by the number of directors which constitutes a quorum, and none of such directors are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until [clause 16.6](#) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.
- (iv) Any meeting held where one or more of the directors is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a director is there present. If no director is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

16.6 Quorum

At meetings of Committees the number of Members whose presence is required to constitute a quorum shall be more than 50% of the relevant committee Members

16.7 Notice of Meetings

Unless all Members of the relevant Committee agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than fourteen (14) days written notice of the meeting of the Committee shall be given to each Committee Member. The agenda shall be forwarded to each Committee Member not less than three (3) days prior to such meeting.

16.8 Chairperson

The relevant Committee shall appoint a chairperson from among its number. The chairperson shall be the nominal head of the Committee and will act as chair of any meeting at which he is present. If the chairperson is not present or is unwilling or unable to preside at a committee meeting the remaining Committee Members shall appoint another Committee Member to preside as chair for that meeting only.

16.9 Conflict of Interest

A Committee Member shall declare his interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He shall, unless otherwise determined by the Chairman of the relevant committee, absent himself from discussions of such matters and shall not be entitled to vote in respect of such matters. If the Committee Member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Committee Member to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the relevant Committee. If this is not possible, the matter shall be adjourned or deferred.

16.10 Disclosure of Interests

- (a) The nature of the interest of a Committee Member must be declared at the meeting of the committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the committee at the next meeting of the committee. If a Committee Member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the relevant committee held after the Committee Member becomes interested.
- (b) All disclosed interests must also be disclosed to each Annual General meeting in accordance with the Act.

16.11 General Disclosure

A general notice stating that a Committee Member is a member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under [clause 17.9](#). After the distribution of the general notice, it is not necessary for the Committee Member to give a special notice regarding any particular transaction with that firm or company.

16.12 Recording Disclosures

Any declaration made, any disclosure or any general notice given by a Committee Member in accordance with **clauses 17.9 and/or 17.10** must be recorded in the minutes of the relevant meeting.

17. DELEGATION

17.1 Executive May Delegate Functions

The Executive may, by instrument in writing, create, establish, or appoint special committees, individual officers, and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Executive must consider broad stakeholder involvement.

17.2 Delegation by Instrument

In the establishing instrument, the Executive may delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Executive Committee by the Act, any other law, this Constitution, or by resolution of the Club in a General Meeting.

17.3 Delegated Function Exercised in Accordance with Terms

A function, the exercise of which has been delegated under this clause, may, while the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

17.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Executive under **clause 17**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Executive with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Executive.

17.5 Delegation May Be Conditional

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any function. These may be specified in the delegation.

17.6 Revocation of Delegation

At any time, the Executive may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

18. SEAL

- (a) The Club may have a Seal upon which its corporate name shall appear in legible characters.
- (b) The Seal shall not be used without the express authorisation of the Board. Every use of the Seal shall be recorded in the Club's minute book. Two directors must witness every use of the Seal, unless the Board determines otherwise.

19. ANNUAL GENERAL MEETING

- (a) The Club's annual general meeting shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Executive.
- (b) All General Meetings other than the annual general meeting shall be held in accordance with this Constitution.

20. SPECIAL GENERAL MEETING

20.1

Special General Meetings May be Held

The Executive may, whenever it thinks fit, convene a Special General Meeting of the Club and, where, but for this clause more than fifteen (15) months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

20.2 Requisition of Special General Meetings

- (a) The secretary will convene a special general meeting when 25 or more Members submit a requisition in writing.
- (b) The requisition for a special general meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

- (c) If the Executive does not call a special general meeting to be held one month after the date in which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a special general meeting to be held no later than three months after that date.
- (d) A special general meeting convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Executive.

21. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Life Member and Individual Member entitled to receive notice. Notices shall be sent to the addresses appearing in the Club's Register. No other person shall be entitled, as of right, to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (c) At least five (5) days' notices of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from Members entitled to vote.
- (d) Notice of every general meeting shall be given in the manner authorised in **clause 35**.

22. BUSINESS

- (a) The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Executive and auditors, the election of Committee Members under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a general meeting and at an annual general meeting, with the exception of those matters set down in **clause 22(a)**, shall be special business.
- (c) No business other than that stated on the notice for a general meeting shall be transacted at that meeting, except in the area of General Business.

23. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a general meeting. All notices of motion must be submitted in writing to the Club Secretary by Friday prior to the scheduled general meeting.

24. PROCEEDINGS AT GENERAL MEETINGS

24.1 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be more than 50% of Committee Members.

24.2 Chairperson to Preside

The chairperson of the Executive shall, subject to this Constitution, preside as chair at every general meeting except:

- (a) in relation to any election for which the chairperson is a nominee; or
- (b) where a conflict of interest exists.

If the chairperson is not present, or is unwilling or unable to preside, the committee members present shall appoint another committee person to preside as chairperson for that meeting only.

24.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so, directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 24.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

24.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of the Members.

24.5 Recording of Determinations

Unless a poll is demanded under **clause 24.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's book of proceedings.

24.6 Where Poll Demanded

If a poll is duly demanded under **clause 24.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll shall be the resolution of the meeting.

25. VOTING AT GENERAL MEETINGS

25.1 Members Entitled to Vote at a General Meeting

Each Individual Member and Life Member shall be entitled to one vote at General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

25.2 Members Entitled to Vote at an Annual General Meeting

Each Individual Member and Life Member shall be entitled to one vote at Annual General Meetings. No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in **clause 5.1**.

25.3 Chairperson May Exercise Casting Vote

Where voting at General Meetings is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote the motion will be lost.

25.4 Proxy Voting

Proxy voting shall not be permitted at all General Meetings including Annual General Meetings.

25.5 Postal Voting

No motion shall be determined by a postal ballot unless determined by the Executive. If the Executive so determines, the postal ballot shall be conducted under the procedures set by the Executive from time to time.

26. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by the RSO in accordance with the procedures determined by the RSO from time to time.
- (d) The Executive may prescribe additional grievance procedures in the Regulations.

27. RECORDS AND ACCOUNTS

27.1 Records

The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings, and dealings of the Club. It shall produce these as appropriate at each Executive or general meeting.

27.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Treasurer.

27.3 Executive to Submit Accounts

The Executive shall submit the Club's statements of account to the Members at the annual general meeting in accordance with this Constitution and the Act.

27.4 Accounts Conclusive

The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

27.5 Accounts to be Sent to Members

The Secretary shall send to all persons entitled to receive notice of annual general meetings in accordance with this Constitution, a copy of the statements of account, the Club's report, the auditor's report, and every other document required under the Act (if any).

27.6 Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, by any two duly authorised Executive Members or in such other manner as the Executive determines.

28. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Club at the Annual general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Club at an Annual general meeting.
- (b) The accounts of the Club shall be examined, and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each financial year.

29. INCOME

- 29.1** Income and property of the Club shall be derived from such sources as the Executive determines from time to time.
- 29.2** The income and property of the Club shall be applied solely towards the promotion of the Objects.
- 29.3** Except as prescribed in this Constitution or the Act:
- (a) no portion of the income or property of the Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
 - (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Club.
- 29.4** Payment in good faith of or to any Member can be made for:
- (a) any services actually rendered to the Club whether as an employee, director or otherwise
 - (b) goods supplied to the Club in the ordinary and usual course of operation
 - (c) interest on money borrowed from any Member
 - (d) rent for premises demised or let by any Member to the Club; or
 - (e) any out-of-pocket expenses incurred by a member on behalf of the Club.

Nothing in **clauses 29.2 or 29.3** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

30. WINDING UP

- (a) Subject to this Constitution the Club may be wound up in accordance with the Act.
- (b) The liability of the Members of the Club is limited.
- (c) Every Member undertakes to contribute to the assets of the Club in the event of it being wound up while a member, or within one year after ceasing to be a member, for payment of the debts and liabilities of the Club contracted before the time at which they ceased to be a member and towards the costs, charges, and expenses of winding up the Club, such an amount not exceeding one dollar (\$1.00).

31. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

32. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution at a Special General Meeting or an Annual General Meeting. Notification of such meeting shall be given to all members at least 21 days prior to the meeting. All changes to the Constitution are to be registered with the NSW Office of Fair Trading within 28 days of them being approved.

33. REGULATIONS

33.1 Executive to Formulate Regulations

The Executive may formulate, issue, adopt, interpret, and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and football in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Executive, RSO, SSO and NSO.

33.2 Regulations Binding

All Regulations are binding on the Club and all Members.

33.3 Regulations Deemed Applicable

All clauses, rules, by-laws, and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, by-laws, and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

33.4 Bulletins Binding on Members

Amendments, alterations, interpretations, or other changes to Regulations shall be advised to Members by means of bulletins approved by the Executive and prepared and issued by the Club. The Club shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all Members.

34. STATUS AND COMPLIANCE OF CLUB

34.1 Recognition of Club

The Club is a member of the regional body for Football and is recognised by that body as the entity responsible for the delivery of Football in the local area and is subject to compliance with this Constitution. The regional bodies' Constitutions shall continue to be so recognised and shall administer Football in the local area in accordance with the Objects.

34.2 Constitution of the Club

This Constitution will clearly reflect the Objects of the region and state bodies for Football and will conform to the Constitutions of those bodies, subject always to the Act.

34.3 Region and SSO

The Club may not resign, disaffiliate, or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.

35. NOTICE

- (a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or facsimile transmission or, where available, by electronic mail to the Member's registered

address or facsimile number or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address, facsimile number, or electronicmail address.

- (b) Where a notice is sent by post, service of the notice shall be deemed to be affected by properly addressing, prepaying, and posting the notice. Service of thenotice is deemed to have been affected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be affected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be affected the next business day after it was sent.

36. INDEMNITY

- (a) Every Executive and Committee Member of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as committee member in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Club shall indemnify its directors and employees against all damages and losses (including legal costs) for which any such director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - (ii) in the case of a director, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or
 - (iii) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.