

MACLEOD JUNIOR FOOTBALL CLUBE INCORPROARTED

MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED

**MACLEOD JUNIOR FOOTBALL CLUB
Incorporated**

CONSTITUTION AND RULES

Affiliated with the Yarra Junior Football League

MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED

CONSTITUTION AND RULES

SECTION 1 – NAME

The Association shall be known as the MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED hereinafter named 'The Club'.

SECTION 2 – INTERPRETATION

2(a) In these rules, unless the contrary intention appears:

'Committee of Management' mean the officers of the Association.

'Financial Year' means the year ending on the 31st of October.

'General Meeting' means a general meeting of members convened in accordance with sections 6 or 7.

'Ordinary Members of the Committee' means a member of the committee who is not an officer of the Club under section 10.

'Member' means member of the Association.

'Player' means playing member of the Club.

'Playing Season' is as determined by the Yarra Junior Football League and/or any other affiliated body.

'The Act' means the Association Incorporation Act 1981.

'The Regulations' means regulations under the Act.

2 (b) In these rules, a reference to the Secretary of an Association is a reference;

- (i) Where a person holds office under these Rules as Administration Secretary.
- (ii) In any other case, the public officer of the Club.

2(c) Words or expressions contained in these rules shall be interpreted in accordance

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with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

SECTION 3 – STATEMENT OF PURPOSES

Objectives

- 3(a) to promote interest in Australian Rules Football
- 3(b) to promote good fellowship among those interested in the MacLeod Junior Football Club.
- 3(c) to educate, train, coach and encourage playing members of the Club.
- 3(d) to promote and encourage good sportsmanship, teamwork and enjoyment.
- 3(e) to do all such things and acts conducive to the furtherance of the objectives and interests of the Club.
- 3(f) to provide boys and girls within its district with the opportunity to partake in football as a health recreational activity.
- 3(g) to maintain and continually upgrade facilities and coaching techniques and qualifications.

SECTION 4 – MEMBERSHIP

- 4(1) A Natural person who is nominated and approved for membership as provided in these articles is eligible to be a member of the Association on payment of the annual subscription payable under these articles.

The Association shall consist of the following classes of members:-

- (a) **PLAYING MEMBER** – shall pay such subscription as is payable under these rules and shall be paying members of the MacLeod Junior Football Club Incorporated who are under the age of eighteen years. Playing Members shall not consume, serve, be served, or possess alcohol within the area controlled by the Club nor shall they have any voting rights.
- (b) **ASSOCIATE MEMBER** - shall pay such subscription as is payable under these rules and shall be entitled to participate in all the activities of the Club other than playing in competition matches. Associate Member shall be entitled to voting rights.

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- (c) SOCIAL MEMBER - shall pay such subscription as is payable under these rules and shall be entitled to participate in all the activities of the Club other than playing in competition matches. Social Member shall not be entitled to voting rights.
- (d) LIFE MEMBERSHIP - may be elected annually upon nomination by the Committee and election by two-thirds majority of financial members present at the Annual General Meeting. Life Members shall be entitled to all the privileges of an Associate Member and shall have full voting rights but shall not be required to pay annual subscription. To be eligible for nomination as a Life Member, the member shall have provided ten years continuous service to the Club or ten years broken service at the discretion of the Committee.
- (e) PLAYER LIFE MEMBERSHIP - may be awarded to a playing member who has played one hundred and fifty games for the MacLeod Junior Football Club Incorporated. Player Life Members shall not be required to pay annual subscription and shall be entitled to all the privileges of a Playing Member to the age of eighteen, then shall be entitled to all the privileges of a Life Member.
- (f) HONORARY MEMBERSHIP - persons possessing the following qualifications shall eligible for election as Honorary Members:-
 - (i) Persons who have rendered distinguished service to the community Or special services to the Club.
 - (ii) Competitors and their Officials which shall have been competing Against the MacLeod Junior Football Club at the Club's sports ground on a particular day shall be eligible for election as Honorary Members of the Club.

Honorary Members shall be elected by an Election Committee consisting of the Secretary or some other person appointed by him and one other member of the Committee. The Secretary or such other person appointed by him shall keep a record of such Honorary Members shall not be required to pay a subscription and shall have no voting rights. Honorary membership shall be for the period of the day of the visit in (i) above or for the day of the competition in (ii) above.

- 4(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at the time but has ceased to be a member) shall not be admitted to membership:-
 - (a) unless he is nominated as provided in sub-clause (3), and
 - (b) his admission as a member is approved by the Committee.
- 4(3) A nomination of a person for membership of the Association:-

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- (a) shall be made in writing in the form set out in Appendix 1; and
 - (b) shall be lodged with the Secretary of the Association.
- 4(4) As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 4(5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 4(6) Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for membership of the association and request payment with the period of 28 days after receipt of the notification of the sum payable under these rules as the entrance fee and the first year's annual subscription.
- 4(7) The Secretary shall, upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the nominee's name in the register of member of the association.
- 4(8) A right, privilege or obligation of a person by reason of his membership of the Association:-
- (a) is not capable of being transferred or transmitted to another person;
 - (b) terminates upon the cessation of his membership whether by death or resignation or otherwise.

SECTION 5 – MISCONDUCT AND EXPULSION OF A MEMBER

- 5(1a) A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one months notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 5(1b) Upon the expiration of a notice given under sub-clause (1a), the Secretary shall make in the register of members an entry recording the date on which the Member, by whom the notice was given, ceased to be a member.
- 5(2a) Subject to these rules, the Committee may by resolution:-
- (a) expel a member from the Association;
 - (b) suspend a member from membership of the Association for a specified period, or
 - (c) fine a member in accordance with the Regulations, if the Committee is of the opinion that the member:-
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- 5(2c) Where the Committee passes a resolution under sub-clause (2a), the Secretary shall as soon as practicable, cause to be served on the member a notice in writing:-

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- (a) setting out the resolution of the Committee and the grounds on which it is based,
- (b) stating that the member may address the Committee at a meeting to be held not earlier than, 14 and not later than 28 days after service of the notice,
- (c) stating the date, place and time of that meeting,
- (d) informing the member that he may do one or more of the following:-

- (i) Attend that meeting
- (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution
- (iii) Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.

5(2d) At a meeting of the Committee held in accordance with sub-clause (2d), the Committee:-

- (a) shall give to the member an opportunity to be heard;
- (b) shall give due consideration to any written statement submitted by the member; and
- (c) shall by resolution determine whether to confirm or to revoke the resolution.

5(2e) Where the Secretary receives a notice under sub-clause (2c), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

5(2f) At a general meeting of the Association convened under sub-clause (2e):

- (a) no business other than the question of the appeal shall be transacted:
- (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution:
- (c) the member shall be given an opportunity to be heard, and
- (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

5(2g) If at the general meeting:-

- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution – the resolution is confirmed; and
- (b) in any other case, the resolution is revoked.

SECTION 6 – ANNUAL GENERAL MEETING

6(1) The Association shall in each calendar year convene an annual general meeting of its members.

6(2) The annual general meeting shall be held on such day as the Committee

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determines.

- 6(3) The annual general meeting shall be specified as such in the notice convening it.
- 6(4) The ordinary business of the annual general meeting shall be:-
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting
 - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year
 - (c) to elect officers of the Association and the ordinary members of the Committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- 6(5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 6(6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

SECTION 7 – SPECIAL GENERAL MEETING

- 7(1) All general meetings other than the annual general meeting shall be called special general meetings.
- 7(2) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 7(3) The Committee shall on the requisition in writing of members representing not less than 5% of the total number of members, convene a special general meeting of the Association.
- 7(4) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 7(5) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 7(6) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which

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those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

SECTION 8 – NOTICE OF MEETING

- 8(1) The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 8(2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 8(3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

SECTION 9 – PROCEEDINGS AT MEETINGS

- 9(1a) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
- 9(1b) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 9(1c) 28 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of business of a general meeting.
- 9(1d) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting,

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- the members present (being not less than 3) shall be a quorum.
- 9(2a) The President or in his absence, the Vice-President, shall preside as chairman at each meeting of the Association.
- 9(2b) If the President and the Vice-President, are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- 9(3a) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to 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.
- 9(3b) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 9(4) A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 9(5a) Upon any question arising at a general meeting of the Association, a member has one vote only.
- 9(5b) All votes shall be given personally or by proxy.
- 9(5c) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 9(6a) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on the question.
- 9(6b) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

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- 9(7) A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid other than the amount of the annual subscription payable in respect of the current financial year.
- 9(8a) Each member shall be entitled to appoint another member as his proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 9(8b) The notice appointing the proxy shall be in the form set out in Appendix 2.

SECTION 10 – COMMITTEE

- 10(1a) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 10(2)
- 10(1b) The Committee:-
- (a) shall control and manage the business and affairs of the Association.
 - (b) May, subject to these rules the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association, and
 - (c) Subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.
- 10(2a) The officers of the Association shall be:-
- (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- 10(2b) The provisions of Rule 11 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- 10(2c) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- 10(2d) In the event of a casual vacancy in any office referred to in sub-clause (2a) the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.
- 10(3a) Subject to section 11 of the Act, the Committee shall consist of:-
- (a) the officers of the Association; and

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- (b) 11 ordinary members.
each of whom shall be elected at the annual general meeting of the Association for a term of not less than 12 months.
- 10(3b) Each ordinary member of the Committee shall subject to these rules, hold office until the annual general meeting next after the date of his election for re-election.
- 10(3c) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association 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 his appointment.

SECTION 11 – ELECTION OF OFFICERS AND VACANCY

- 11(1a) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:-
 - (a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination), and
 - (b) shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- 11(1b) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 11(1c) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 11(1d) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 11(1e) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Chairman may direct.
- 11(1f) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- 11(1g) Members eligible to vote for the Committee of the Club shall be Life Members, Associate Members and Social Members, provided that the total number of such members comprises at least 60% of the total membership of the Club, excluding Honorary Members and Junior Members.

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- 11(2) For the purposes of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:-
- (a) ceases to be a member of the Association.
 - (b) Becomes an insolvent under administration with the meaning of the Companies (Victoria) Code; or
 - (c) Resigns his office by notice in writing given to the secretary.

SECTION 12 - PROCEEDINGS OF COMMITTEE

- 12(1) The Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- 12(2) Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.
- 12(3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 12(4) Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 12(5) No business shall be transacted 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 shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 12(6) At meetings of the Committee:-
- (a) the President or in his absence the Vice-President shall preside; or
 - (b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 12(7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 12(8) 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 and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 12(9) Written notice of each committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the

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meeting or by sending it by pre-paid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.

12(10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

12(11) The order of the committee Meeting shall be:-

- (1) Chairperson
- (2) Apologies
- (3) Minutes
- (4) Business arising from minutes
- (5) Correspondence
- (6) Treasurer's Report
- (7) Delegates Report
- (8) Social Committee Report
- (9) Other Reports: including Bar, Registrations, Maintenance
- (10) General Business
- (11) Notice of Motions
- (12) Next Meeting

SECTION 13 - OFFICE BEARERS AND THEIR DUTIES

13(1) President

The President shall have overall responsibility for the running of the Club and shall oversee the behavior of all members and supporters. The President shall chair all meetings and shall have a deliberative vote, and if voting were equal, shall have a casting vote. On the event of the absence of the President, the meeting shall appoint a Chairperson who shall have the same powers as the President.

13(2) The Administration Secretary

The Administration Secretary shall:-

- (i) Attend to all Correspondence both inward and outward
- (ii) Be EX-Officio on all committees and have a vote on same
- (iii) Maintain a record of all registered members of the Club
- (iv) Keep a proper record of all resolutions and proceedings of all meetings.
- (v) Familiarize himself/herself with the articles of Association of the Yarra Junior Football League or any bodies the Club is affiliated with
- (vi) Make available to members for inspection all books and documents upon request in writing by a member within seven (7) days of the request.
- (vii) Prepare an agenda for each meeting.

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13(3) The Treasurer

The Treasurer shall:-

- (i) Collect and receive all moneys due to the Association and make all payments authorized by the Association and keep correct accounts and bills showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (ii) The accounts and books referred to in sub-clause (i) shall be available for inspection by members.
- (iii) Furnish an audited statement of the financial years transactions at the Annual General Meeting.
- (iv) Furnish a statement showing the position of the Club's finances at each Committee Meeting, and produce a Bank Statement on request.
- (v) To provide the Secretary with details of payments for memberships.

13(4) The Club Delegate

The Club Delegate shall:-

- (i) Attend Yarra Junior Football League Delegate meetings and report to Committee on matters relevant to MacLeod Junior Football Club.
- (ii) Represent MacLeod Junior Football Club players in tribunal hearings or investigations.
- (iii) Spokesperson for MacLeod Junior Football in raising issues with Yarra Junior Football League via the Delegates Meeting.

13(5) The Registration Secretary

The Registration Secretary shall:-

- (i) Organize registration of all players with the appropriate governing bodies
- (ii) Organize and follow through necessary clearance documents and permits to play with the appropriate governing bodies and Associations
- (iii) To maintain a correct and up to date record of requirements under sub clause (i) and (ii)
- (iv) To maintain a correct and up to date games register, detailing total games played by every registered player with the Association
- (v) To advise the appropriate Team Manager or Coach of upcoming player milestones.

SECTION 14 - REMOVAL OF MEMBER OF COMMITTEE

14(1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first-mentioned member.

14(2) Where the member to whom a proposed resolution referred to in sub-clause makes representations in writing to the Secretary of President of the

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Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

SECTION 15 - CHEQUES

- 15 All cheques, drafts, bills of exchange, promissory notes and other negotiable Instruments shall be signed by two members of the Committee of Management.

SECTION 16 - SEAL

- 16(1) The Common Seal of the Association shall be kept in the custody of the Secretary or Treasurer.
- 16(2) 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 either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

SECTION 17 - ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 16 No alteration of the statement of purposes and no new rule, or alteration of a Rule, shall be made except by a three quarters majority of votes recorded by authorized proxy (whose authorization is to be lodged in writing with the Administration Secretary, forty-eight (48) hours prior to the meeting) at any Annual General Meeting or at a Special Meeting called for the purpose, and or which fourteen (14) days notice shall have been given to all members of the Club. By exhibiting such rule proposed alteration in the Clubs Training Rooms and by mail.

SECTION 18 – NOTICES

- 18(1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
- 18(2) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

SECTION 19 - WINDING UP OR CANCELLATION

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

SECTION 20 - CUSTODY OF RECORDS

- 20 Except as otherwise provided in these Rules, the secretary shall keep in his custody or under his control all books, documents and securities of the Association.

SECTION 21 - FUNDS

- 21(1) The funds of the Association shall be derived from entrance fees annual subscriptions, donations and such other sources as the Committee determines.
- 21(2) The property assets and income of the Club, wherever derived, shall be applied towards the promotion of the objectives of the club under section 3 and no portion thereof shall be paid or transferred either directly or indirectly by way of the Club. Provided that nothing herein contained shall prevent in good faith or remuneration to any officers or servants of the Club or any member in return for services actually rendered, it shall prevent the payment of interest on money borrowed from any member of the club. Should the Club for any reason whatsoever cease to function, any member or person holding any Club monies or property shall forthwith pay the same to the Committee of Management.

SECTION 22 - BY-LAWS

- 22(1) The Committee of Management may prescribe by resolution By-laws to give better effect to these Rules or for the proper and effective administration of the Association.

22(2) **AGENDA FOR THE ANNUAL GENERAL MEETING**

- (a) Attendance
- (b) Apologies
- (c) Minutes of the last Annual General Meeting
- (d) Amendments to the Constitution and By-Laws of the Club
- (e) Presentation and adoption of the Annual Report and Balance Sheet
- (f) Election of Office Bearers (Executive Committee)
 - (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
- (g) Election of Committee
 - (i) Registration Secretary

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- (ii) League Delegate
- (iv) 9 other members – duties to be allocated at first meeting of the Committee
- (h) To elect Life Members to the Club
- (i) To determine the Annual Membership Fee
- (j) General Business

22(3) MEMBERSHIP

- (a) Playing Membership (registration fee)
- (b) Associate Membership (including voting rights)
- (c) Social Membership

22(4) DUTIES

The following duties will be allocated by the Committee at their first meeting after the Annual General Meeting.

- (a) Bar Manager who will have responsibility of the running the bar, including the ordering of stock and ban king of money. A trading report, including details of bank accounts should be presented at Committee meetings.
- (b) Publicity Officer who shall be responsible for Club news and Eagle Talk.
- (c) Property Stewards whose responsibility will be to see that:-
 - (i) Every team has adequate supply of necessary equipment, including footballs and first aide kits.
 - (ii) To see that all equipment is properly housed and marked clearly.
 - (iii) To keep a check list on equipment issued and to make sure that all equipment is returned at the end of the season.
 - (iv) To make sure new supplies are ordered well in advance.
- (d) Ground maintenance who will ensure the playing fields are safe and ready for all games. Includes the monitoring of a ground marking roster and set up for match day.
- (e) Pavilion Supervisor who will ensure the pavilion is clean and ready for use for all matches and follow up all maintenance needs for the pavilion including telephone, electricity, gas and plumbing.
- (f) Jumper Maintenance who will allocate the required quantity and size of playing jumpers to each team, ensuring that their be no double up of numbers. To provide necessary replacement if required during the year and maintain a record and ensure all jumpers are returned at the end of the season.
- (g) Sponsorship who will co-ordinate the drive for sponsorship by all members of the Committee.

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22(5) STANDING ORDERS

- (a) Any person wishing to move a motion shall address the chair respectfully, avoid personalities and unbecoming language and shall take his/her seat if called to order by the Chairperson.
- (b) The motion shall be seconded before it is debated and shall not be, withdrawn without the consent of the seconder.
- (c) No person shall speak more than once on any motion or amendment except the mover to the original motion who shall have the right to reply. The right of explanation during debate shall be permitted only if conceded by the Chairperson on request by any person.
- (d) A motion or amendment having been moved and seconded debate may ensue but no more than 2 speakers shall follow successively on the same side of the question. If 2 speakers have spoken and there being no speaker to take the opposite view the question shall be put forthwith.
- (e) One any person rising to a point of order during a discussion the speaker shall resume his/her seat and the person shall state his/her point of order, when the Chairperson shall rule thereon which ruling may be revised by the meeting.
- (f) If the Chairperson's ruling is disagreed with, he/she shall immediately vacate the chair and another Chairperson shall be elected who shall deal with the motion. The Chairperson and the mover shall give their views on the question in dispute immediately after which a vote shall be taken. If the motion is carried the Chairperson shall resume his/her seat and deal with the question in dispute as ruled by the meeting.
- (g) When two or more persons rise to speak at the same time the Chairperson shall decide who is entitled to the floor.
- (h) Any person wishing to leave the meeting shall ask permission of the Chairperson.
- (i) No second amendment shall be taken into consideration or discussed unless the previous amendment has been disposed of.
- (j) If an amendment is carried the question as thereby amended shall become the question before the meeting whereupon any other amendment upon it may be moved.
- (k) The Chairperson shall decide whether motions are in order or whether amendments are relevant to the subject matter of the question.
- (l) No person shall speak upon any motion or amendment for a longer period than 5 minutes without the consent of the meeting which must agree by separate motion.

RULES REQUIRED TO COMPLY WITH THE LIQUOR CONTROL ACT AND THE REQUIREMENTS OF THE LIQUOR LICENSING COMMISSION

While and so long as the Association is the holder of any licence, permit or authority issued pursuant to any provision of the Liquor Control Act 1987 or any amendment or re-enactment thereof the following additional rules shall be Rules of the Association:-

MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED

- 23 No payment shall be made to an officer, official or servant of the Association by way of commission or allowance from the receipts of the Association for the sale and disposal of Liquor.

VISITORS

- 24(1) Visitors being invitees of the members of the Association may be admitted to licenced premises of the Association subject to the names and residential addresses of all such visitors being recorded in writing in a Visitor's Book to be provided by the Association and kept in a conspicuous position at the entrance to the licensed premises. Each written entry shall be signed and dated by the member who invited the visitor.
- 24(2) A visitor shall not be supplied with liquor on the premises of the Association unless in the company of a member, providing that a visitor may be supplied with liquor on the club premises when not in the company of a member at a particular function or occasion in respect of which a Limited Licence has been granted pursuant to Section 52 of the Liquor Control Act 1987.

MACLEOD JUNIOR FOOTBALL CLUBE INCORPROARTED

Appendix 1

Application for membership of **MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED.**

I,
(Full name of the applicant)

of
(Address)

.....
(Occupation)

Desire to become a member of MacLeod Junior Football Club Incorporated ("the Association").

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
Signature of Applicant

Date

I, A member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Proposer

Date

I, a member of the Association second the nomination of the applicant, who personally known to me, for membership of the Association.

.....
Signature of Seconder

Date

MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED

Appendix 2

FORM OF APPOINTMENT OF PROXY

I,

Of

being a member of **MACLEOD JUNIOR FOOTBALL CLUB INCORPORATED** ("The Association")

hereby appoint of

.....

being a member of the Association, as my proxy to vote for me on behalf at the general meeting of the Association (annual general meeting, as the case may be) to be held on

the day of 20 and at any adjournment of that meeting.

My proxy is authorized to vote in favour of / against the resolution.

(delete as appropriate)

(insert details)

Signed

The day of20