



Constitution

Subiaco Junior Football
Club, Incorporated



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1 NAME:

The name of the Club is Subiaco Junior Football Club, Inc. hereinafter referred to as the "Club".

2 OBJECTS:

The objects of the Club are:

- i) To promote, advance and control the playing of Australian Rules Football and to promote, hold or enter, either alone or jointly with any other body, football matches, competitions and carnivals;
- ii) To promote Australian Rules Football as a sport within the communities in which the Club operates; and
- iii) To foster the development of young people in the community by providing a safe environment to pursue athletic endeavour.

3 ATTAINING OBJECTS

The Club shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Club.

4 PROPERTY OF THE CLUB

The Club must apply all property and income of the Club towards the promotion of the objects or purposes of the Club and no part of that property or income to be paid or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those objects or purposes.

5 POWERS OF THE CLUB:

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 5.2 To open and operate bank accounts;
- 5.3 To invest its money –



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- i) in any security in which trust moneys may be invested; or
- ii) in any other manner authorised by the rules of the Club;

- 5.4 To borrow money upon such terms and conditions as the Club thinks fit;
- 5.5 To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit;
- 5.6 To appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise;
- 5.7 To build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Club;
- 5.8 Accept donations and gifts in accordance with the objects of the Club;
- 5.9 Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club;
- 5.10 Provide gifts and prizes in accordance with the objects of the Club;
- 5.11 Organise social events for Members and the promotion of the Club; and
- 5.12 To enter into any other contract the Club considers necessary or desirable.

6 MEMBERSHIP:

- 6.1 Membership shall be open to any person who wishes to further the interests of the Club.
- 6.2 Any person seeking membership shall make application to the Executive Committee, and the Executive Committee shall determine whether the application is successful or not.
- 6.3 Each person admitted to membership shall be;
 - 6.3.1 Bound by the Constitution, Policies and By-laws of the Club.
 - 6.3.2 Liable for such fees and subscriptions as may be fixed by the Club.
 - 6.3.3 Entitled to all advantages and privileges of membership.
- 6.4 Membership Categories:



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6.4.1 ORDINARY MEMBER

Any person who is the parent or guardian of a Registered Player of the Club is recognised as an Ordinary Member and entitled to hold any office and enjoy the privileges of the Club.

6.4.2 SOCIAL MEMBER

Persons other than Ordinary Members who are interested in promoting the Club, but who do not wish to participate in the playing activities of the Club, may become a Social Member.

6.4.3 LIFE MEMBERSHIP

The Executive Committee may elect any member who has given outstanding service to the Club as a Life Member. Any member may nominate a person to the Executive Committee for consideration for Life Membership.

6.4.4 PATRON

The Club may, at its discretion, elect a patron/s or vice patron/s of the Club for such period as may be deemed necessary. Such patron/s or vice patron/s shall not be eligible to vote unless they are current members of the Club under another category of membership.

6.5 Any person submitting a valid registration form may be accepted as a Registered Player of the Club and be entitled to represent the Club, subject to age constraints and team availability, in competitions in which the Club has, or plans to, register a team.

6.6 The Registrar shall be responsible for maintaining an up to date register of Members and Registered Players of the Club. The register of Registered Players is subject to confidentiality and is not available for inspection by any party.

6.7 A member may at any reasonable time inspect the records and documents of the Club.

7 REGISTRATION FEES:

7.1 The Executive Committee shall determine the Registration fees for players and any relevant membership fees on an annual basis.



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8 TERMINATION OF MEMBERSHIP

8.1 Any person's membership may be terminated by the following events;

- i) Resignation;
- ii) Expulsion;
- iii) Ceasing to be a parent or guardian of a Registered Player; or
- iv) The child for which they are a parent or guardian ceases to be a Registered Player.

8.2 The Executive Committee shall have the power to suspend or expel any member of the Club for:

8.2.1 False or inaccurate statements made in the member's application for membership of the Club,

8.2.2 Breach of any rule, regulation or by-law of the Club; and

8.2.3 By any act deemed detrimental to the Club,
after having undertaken due inquiry.

8.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

9 EXECUTIVE COMMITTEE

9.1 Management of the Club shall be vested in the Executive Committee elected by the members at the Annual General Meeting and consisting of;

- i) President;
- ii) Vice President;
- iii) Secretary;
- iv) Treasurer;
- v) Coaching Co-ordinator;



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- vi) Manager's Representative;
- vii) Auskick Co-ordinator; and
- viii) Equipment Manager; and
- ix) Any such additional roles as the President may, from time to time, determine.

- 9.2 All roles are appointed for a period of 12 months except for the role of President which shall be for two years.
- 9.3 The Executive Committee shall meet as regularly as may be required throughout the year to manage the affairs of the Club. Meeting dates shall be determined by the President.
- 9.4 The President shall Chair all meetings of the Executive Committee. If the President is not available the Chair shall fall to the Vice President or such other person as may be nominated by the Executive Committee may nominate a Chair for that meeting.
- 9.5 The Executive Committee shall act by resolution and a resolution upon being declared carried by the Chairman of the Executive Committee shall become binding on the members of the Club.
- 9.6 The procedure at all Executive Committee meetings shall be governed by the rules ordinarily observed in the conduct of meetings.
- 9.7 The President may extend an invitation to any other person to attend an Executive Committee meeting who may have the right to speak on any question under discussion but not have a right to vote.
- 9.8 No person shall hold more than one position on the Executive Committee at any one time. A person shall cease to be a member of the Executive Committee at the conclusion of the Annual General Meeting which follows his/her election and is eligible for re-election.
- 9.9 A quorum of the Executive Committee shall be half of its members plus one.
- 9.10 If the President or Vice President is unable to attend, then a Chairperson nominated by the meeting shall chair that meeting.
- 9.11 A member of the Executive Committee may lose his or her seat on the committee for either of the following;
- i) Absence from three or more meetings without leave of absence.



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ii) Found not to be a valid member.

9.12 Every officer of the Club, with the exception of the Auditor, if applicable, shall be indemnified out of the funds of the Club against any losses, damages, costs or expenses incurred by them in or about the discharge of their duties except such as are incurred by their own willful act, neglect or default.

9.13 No officer of the Club shall be liable for acts of any other officer, or for joining in any receipt or act for the sake of conformity or for any loss or expense happening to the Club, unless the same happens through their own willful act, negligence or default.

10 DUTIES OF OFFICERS

10.1 The obligations and responsibilities of executive roles shall be determined by the President and set out in formal Position Descriptions.

11 POWERS OF THE EXECUTIVE COMMITTEE

11.1 The Executive Committee shall carry out the day-to-day running of the Club and shall have the power to:

- i) Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
- ii) Fix the manner in which such banking accounts shall be operated upon, providing the Executive Committee passes all payments;
- iii) Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
- iv) Appoint coaches and Managers for teams to be fielded by the Club;
- v) Adjudicate on all matters brought before it which in any way affect the Club;
- vi) Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;
- vii) Make, amend and rescind Policies and Procedures;
- viii) Have the power to form and appoint any subcommittee/s as required for specific purposes;



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- ix) May at their discretion employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary;
- x) Should a vacancy occur on the Executive Committee during the season, the President, or failing them the Vice President, may appoint a successor until the next Annual General Meeting; and
- xi) Appoint an officer/s or agent of the Executive Committee to have custody of the Club's records, documents and securities.

11.2 The Executive Committee shall be entitled to delegate any of the powers of managing the Club to one of its members or a Sub-Committee. Any Sub-Committee established must be approved by the President.

12 AUDITOR

12.1 At the President's discretion the Club may appoint an Auditor or Auditors.

12.2 Where an Auditor or Auditors are to be appointed they shall be appointed by Members at the Annual General Meeting.

12.3 Any appointed Auditor/s shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Annual General Meeting.

13 GENERAL MEETINGS:

13.1 Annual General Meeting

13.1.1 The Annual General Meeting of the Club must be held within four months of the end of the club's financial year.

13.1.2 The President shall act as Chairman of the meeting.

13.1.3 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.

13.1.4 All valid members may attend the Annual General Meeting.

13.1.5 The quorum at the Annual General Meeting shall be a minimum of five (5) members. If, at the end of 30 minutes after the time appointed in the notice



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for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

13.1.6 The agenda for an Annual General Meeting shall be determined by the Secretary. The business of the Annual General Meeting shall include, as a minimum;

- i) Opening of Meeting
- ii) Apologies
- iii) Confirmation of Minutes of previous Annual General Meeting
- iv) Presentation of President's Report
- v) Presentation of Treasurer's Report and Financial Statements
- vi) Election of new Executive Committee and appointment of Auditor (if applicable)
- vii) Notice/s of Motion
- viii) Urgent general business
- ix) Closure

13.2 General Meetings

13.2.1 General Meetings may be called by the President and Secretary or on the written request of twenty (20) members of the Club.

13.2.2 The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.

13.2.3 The quorum at the General Meeting shall be a minimum of five (5) members.

14 VOTING

14.1 Voting powers at the Annual General Meeting and General Meetings:



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14.1.1 The President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote.

14.1.2 Each individual valid member present shall have one (1) vote.

14.2 Voting powers at Executive Committee Meetings;

14.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

14.2.2 Each individual committee member present shall have one (1) vote.

15 ELECTION AND RESIGNATION OF OFFICERS

15.1 At the Annual General Meeting each year all members of the Executive Committee, other than the President who is required to retire every second year, shall retire their positions. Retiring members of the Executive Committee are entitled to re-nominate for positions.

15.2 Nominations for positions on the Executive Committee, Coaches, Managers and other Officials must be submitted to the Secretary not less than two (2) days prior to the date of the Annual General Meeting.

15.3 Where no nomination is received for a position, the Executive Committee may appoint a person to fill a vacancy until the next general meeting.

15.4 Where more than one nomination is received for a position, the Chairman shall call for a poll by show of hands of members to determine the outcome. Should a poll by show of hands be inconclusive, a nominee may request a secret ballot to determine the outcome. Where a secret ballot is inconclusive the Chairman shall be entitled to a casting vote.

15.5 In the event that there is more than one (1) nomination for the role of President, the Chair of the meeting shall pass to an independent person for that poll. Should a poll by show of hands be inconclusive, a nominee may request a secret ballot to determine the outcome. Where a secret ballot is inconclusive the appointed Chair shall be entitled to a casting vote.

15.6 An Officer of the Club may tender their resignation to the Executive Committee at any time. A casual vacancy may be filled by appointment by the President until the next general meeting.



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16 FINANCE:

- 16.1 All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Executive Committee may determine.
- 16.2 All accounts due by the Club shall be paid by cheque after having being passed for payment by no less than two (2) members of the Executive Committee Meeting.
- 16.3 A statement showing the financial position of the Club shall be tabled at each Executive Committee Meeting by the Treasurer.
- 16.4 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report (if applicable) shall be attached to such financial report.
- 16.5 The financial year of the Club shall commence on 1 October each year and close on 30 September. The accounts, books and all financial records of the Club shall be maintained to a standard capable of being audited.
- 16.6 The signatories to the Club's account/s will be any two (2) of the following;
- i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Treasurer
 - v) Registrar
- 16.7 All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

17 COMMON SEAL

The Club shall have a common seal on which its corporate name appears in legible characters.



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The common seal of the Club must not be used without the express authority of the Executive Committee and every use of that common seal must be recorded in a register maintained by the Secretary.

The affixing of the common seal of the Association must be witnessed by the President and any other member of the Executive Committee.

18 ALTERATIONS TO THE CONSTITUTION:

- 18.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
- 18.2 The Secretary shall forward such notices of motion to each Executive Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.
- 18.3 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75 per cent) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting.
- 18.4 Within one month of the passing of a Special Resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment.
- 18.5 Alterations to Policies and Procedures can be made only at Executive Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

19 DISSOLUTION

If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed as follows:

- i) To another incorporated Club having objects similar to those of the Club; or
- ii) for charitable or benevolent purposes, which incorporated Club or purposes, as the case requires, shall be determined by resolution of the members.