

West Preston Lakeside Football Club Incorporated

Constitution

October 2013

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Rules for West Preston Lakeside Football Club Incorporated

Note

The persons who from time to time are members of the Club are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1. Name

The name of the incorporated association is "West Preston Lakeside Football Club Incorporated" (**WPLFC**).

Note

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2. Purposes

The purpose of the Club is – through Australian Rules Football, to ensure people within our community have access to well organised and well managed sporting opportunities that maximise positive health outcomes and support, individual, family and community growth.

The Club will do this by:

- Providing a safe non-threatening environment that engenders participation of all.
- Promoting a team sport by providing a structure under which footballers can participate and develop.
- Encouraging leadership and development through sport.
- Providing pathways for individuals who wish to pursue further football development opportunities.
- Promoting volunteer and community participation.
- Ensuring the club's viability and stability for future generations to come.

The West Preston Lakeside Football Club prides itself on being a family and community based club. We strive to provide fair administration based on these Incorporated Association Rules and all associated club policy documents.

3. Financial Year

The financial year of the Club is each period of 12 months ending on the 31st of October.

4. Definitions

In these Rules—

absolute majority of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

Assistant Football Manager means Manager in charge of Junior Football Operations;

Assistant Secretary means Secretary of Junior Football Operations;

Assistant Treasurer means Treasurer of Junior Football Operations;

- chairperson*, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 47;
- Committee* means the General Committee;
- committee meeting* means a meeting of the Committee held in accordance with these Rules;
- committee member* means a member of the Committee elected or appointed under Division 3 of Part 5;
- disciplinary appeal meeting* means a meeting of the members of the Club convened under rule 23(3);
- disciplinary meeting* means a meeting of the Committee convened for the purposes of rule 21;
- disciplinary subcommittee* means the subcommittee appointed under rule 20;
- Facilities Manager* means Manager responsible for facilities operations;
- financial year* means the 12 month period specified in rule 3;
- Football Manager* means Manager in charge of Senior Football Operations;
- General Committee* means having general level management of the business of the Club
- general meeting* means a general meeting of the members of the Club convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;
- juniors* means teams consisting mainly of players under 18 years of age;
- Junior President* means President of all Junior Football Operations;
- member* means a member of the Club;
- member entitled to vote* means a member who under rule 14(2) is entitled to vote at a general meeting;
- rules* means the rules of the Constitution;
- Secretary* means Secretary of all Football Club Operations;
- seniors* means teams consisting mainly of players over 18 years of age;
- Senior President* means President of all Senior Football Operations and chairperson of all Football Club Operations;
- Senior Vice President* means Vice President of all Senior Football Operations;
- special resolution* means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;
- subcommittee* means a subdivision of a committee, which is composed of Committee members and/or other Club members, organised for a specific purpose
- temporary member* means a member referred to in rule 8(5);
- the Act* means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;
- the Chairperson* means the official person presiding over the meetings;
- the Club* means West Preston Lakeside Football Club Incorporated (**WPLFC**);
- the Registrar* means the Registrar of Incorporated Associations.
- Words importing the singular include the plural and vice-versa.

- Words importing the feminine gender include the masculine gender and vice-versa.
Sponsorship Manager means Manager responsible for procuring and maintaining sponsorship and other fundraising activities;
Treasurer means Treasurer of all Football Club Operations.

PART 2—POWERS OF ASSOCIATION

5. Powers of Association

- (1) Subject to the Act, the Club has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Club may—
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Club may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. Not for profit organisation

- (1) The Club must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Club from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7. Minimum number of members

The Club must have at least 5 members.

8. Membership Classification

The Club can consist of any of the following classes of membership.

(1) Full Member

A person aged not less than 18 years may become a Full Member of the Club on payment of

the amount due under the Rules and may include:

- (a) Any player 18 years and over who has paid the amount due under the Rules.
- (b) Any person who has paid the amount due under the Rules.
- (c) All parents / guardians of a juniors player (or family) who has paid the amount due under the Rules.

(2) Life Member

- (a) Any member of the Club may be nominated for consideration as a Life Member of the Club, by any two other members of the Committee. Nominations in writing should include the member's reasons for putting forward the candidate for Life Membership.
- (b) The candidate must satisfy at least one of the following criteria to be eligible for nomination:
 - i. Be a member of the Club with at least 10 years continuous voluntary service or 15 years broken service and has rendered outstanding service to the Club; or
 - ii. Played at least 200 open age games as a member of the Club whilst providing significant contribution to the Club.
- (c) Satisfaction of subrule 2(a) or 2(b) does not infer automatic granting of life membership.
- (d) The Committee shall verify or check the information provided in the nomination and upon satisfaction as to the eligibility and suitability of the candidate the Committee shall vote to elect a Life Member.
- (e) No member shall become a Life Member unless the candidate receive at least 75% of votes from the Committee members present at the election; if the Committee members are evenly divided the Chairperson presiding may exercise a second or casting vote.
- (f) The criteria for candidature as described herein may be adjusted in extreme circumstances including but not limited to posthumous Life Membership, at the discretion of the Committee.
- (g) A Life Member of the Club will be presented with a plaque at the Club Presentation Night to recognise and commemorate their significant contribution to the Club and will be recorded at the Annual General Meeting each year.
- (h) A Life Member shall have full privileges of the Club, including voting rights, and shall not be obliged to pay any future subscriptions or levies.
 - i. The General Committee reserves the right to set other relevant criteria
 - ii. All people who are current life members of the West Preston Football Club (WPFC), Reservoir Lakeside Football Club (RLFC,) West Preston Junior Football Club (WPJFC) are life members of the WPLFC

(3) Junior Member

- (a) Any person under the age of eighteen years may be a Junior Member of the Club upon payment of the amount due under the Rules.
- (b) A Junior Member reaching the age of eighteen during the year can be classified as a Full Member upon paying the difference in membership fees of a Junior Member and Full Member.

(4) Social Member

- (a) Any person over the age of eighteen years may be admitted as a Social Member upon payment of the amount due under the Rules.
- (b) A Social Member of the Club shall be entitled to all the privileges of the Club other than the right to:
 - i. Vote at any meeting of the Club
 - ii. Hold any office at the Club
 - iii. Nominate or second other members for office in the Club

(5) Temporary Member

- (1) Members and supporters of other Football Clubs present at the Club for the purpose of playing or officiating, or spectators may be Temporary Members for that day without payment of any amount.
- (2) A Temporary Member shall be entitled to use the amenities of the Club
- (3) A Temporary Member shall not be entitled to vote or speak at any Club election or Club meeting, shall not be entitled to offer themselves for membership of any of the Club Committees and shall not be entitled to introduce visitors to Club premises.
- (4) The Committee shall have the power to withdraw any or all privileges from a Temporary Member.

9. Who is eligible to be a member

Any person who supports the purposes of the Club is eligible for membership.

10. Application for membership

- (1) To apply to become a member of the Club, a person must submit a written application to a Committee member stating that the person—
 - (a) wishes to become a member of the Club; and
 - (b) supports the purposes of the Club; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Club under rule 13.

- (3) Player Registration –
 - (a) must be signed by the applicant and parent or legal guardian; or
 - (b) submitted electronically as per Club and Officiating League requirements.
 - (c) may be accompanied by the joining fee.

11. Consideration of application

- (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (2) All applications are to be considered approved unless they are rejected at the next Committee meeting.
- (3) If the Committee rejects the application, it must return any money accompanying the

application to the applicant.

(4) No reason need be given for the rejection of an application.

12. New membership

- (1) If an application for membership is approved by the Committee —
 - (a) the resolution to accept the membership must be recorded in the minutes of the Committee meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A person becomes a member of the Club and, subject to rule 13, is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
 - (a) the Committee approves the person's membership; or
 - (b) the person pays the joining fee.

13. Annual subscription and fee on joining

- (1) Generally at the first General Committee meeting, the General Committee must determine
 - (a) the amount of the annual subscription (if any) for the following financial year; and
 - (b) the date for payment of the annual subscription.
- (2) The General Committee may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
 - (a) the full annual subscription; or
 - (b) a pro rata annual subscription based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the General Committee.
- (3) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

14. General rights of members

- (1) A member of the Club who is entitled to vote has the right—
 - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and
 - (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Club as provided under rule 76; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
 - (a) the member is a Full Member; and
 - (b) more than 10 business days have passed since he or she became a member of the Club; and
 - (c) the member's membership rights are not suspended for any reason; and
 - (d) all subscription fees are paid and no money, fees or fines are outstanding.

- (3) No member shall be eligible for selection for any team representing the club in any organised competition unless his/her annual subscription has been paid by the due date.
- (4) If a member by any breach of these Rules or by any unlawful act causes the Club or an officer of the Club to pay any moneys or to become liable for the payment of moneys such member shall be civilly liable to the Club or to such officer for the amount so paid or due to be paid.

15. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

16. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Club, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17. Resigning as a member

- (1) A member may resign by notice in writing given to the Committee.

Note

Rule 75(3) sets out how notice may be given to the Club. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
 - (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable—
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18. Register of members

- (1) The Secretary must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the email address
 - (v) the date of becoming a member;
 - (iv) any other information determined by the Committee; and
 - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

19. Grounds for taking disciplinary action

The Committee may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules and /or any associated policies or bylaws; or
- (b) refuses to support the purposes of the Club; or
- (c) has engaged in conduct prejudicial to the Club.

20. Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a *disciplinary subcommittee* to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be committee members, members of the Club or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

21. Notice to member

- (1) Before disciplinary action is taken against a member, the Secretary (or member of the General Committee on behalf of) must give written notice to the member—
 - (a) stating that the Club proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 7 days, and no later than 3 days, before the disciplinary meeting is held.
- (3) An initial verbal notice is permissible in an extreme case as deemed necessary by a member of the General Committee, and must be followed up by a written notice as per rule 21(1) above.

22. Decision of subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) (i) reprimand the member; and/or
 - (ii) suspend the membership rights of the member for a specified period; and/or

- (iii) expel the member from the Club; and/or
 - (iv) fine the member;
- (3) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23. Appeal rights

- (1) A person whose membership rights have been suspended, who has been expelled from the Club or fined under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension, expulsion or fine.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend, expel or fine the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a *disciplinary appeal meeting* must be convened by the Committee as soon as practicable, but in any event not later than 7 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Club who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend, expel or fine the person should be upheld or revoked.

24. Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending, expelling or fining the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended, who has been expelled or fined must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend, expel or fine the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

25. Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Club.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

26. Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 7 days of the dispute coming to the attention of each party.

27. Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 3 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
 - (ii) if the dispute is between a member and the Committee or a member and the Club—a person appointed or employed by the Dispute Settlement Centre of Victoria or the Victorian Governing Body of the competition or a Justice of the Peace agreed to by the parties of the dispute.
- (3) A mediator appointed by the Committee may be a member or former member of the Club but in any case must not be a person who—
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.

28. Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must—
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

29. Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

30. Annual general meetings

- (1) The Committee must convene an annual general meeting of the Club to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Club may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Club during the preceding financial year; and
 - (ii) the financial statements of the Club for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

31. Special general meetings

- (1) Any general meeting of the Club, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

32. Special general meeting held at request of members

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 20% of the total number of members
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.

- (4) A special general meeting convened by members under subrule (3)—
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.

33. Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Club—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 34(4).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note

Rule 23(4) sets out the requirements for notice of a disciplinary appeal meeting.

34. Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment on the approved form.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (5) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (6) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Club no later than 24 hours before the commencement of the meeting.

35. Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of visual technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other. Such member must be verified by the Secretary.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting is taken to have voted in person.
- (3) The Club is not bound to make such technology available. If a member requires such then he/she may organise at their own expense.

36. Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 30 of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 11) may proceed with the business of the meeting as if a quorum were present.

37. Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

38. Voting at general meeting

- (1) On any question arising at a general meeting—
- (a) subject to subrule (3), each member who is entitled to vote can only have one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

39. Special resolutions

A special resolution is passed if at least 75% of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Club.

40. Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
- (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

41. Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
 - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
 - (d) the certificate signed by two Committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Club; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

42. Role and powers

- (1) The business of the Club must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.
- (3) The Committee may establish subcommittees consisting of members with terms of reference it considers appropriate.
 - (a) The Committee must establish and maintain a subcommittee whose sole purpose is to be responsible for Junior Football Operations.

43. Delegation

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Committee and duties of members

44. Composition of Committee

- (1) The Committee consists of the General Committee.
 - (a) President
 - (b) Vice President
 - (c) Junior President (Junior Appointee)
 - (d) Treasurer

- (e) Assistant Treasurer (Junior Appointee)
- (f) Football Manager
- (g) Assistant Football Manager (Junior Appointee)
- (h) Secretary
- (i) Assistant Secretary (Junior Appointee)
- (j) Facilities Manager
- (k) Sponsorship Manager

45. Power and Duties of the Committee

- (1) The sole management of the Club, including dismissal of all servants of the Club, shall be in the hands of the General Committee which shall have the power to perform acts and deeds that appear to the General Committee as necessary or essential in the interests of or for the proper management of the Club.
- (2) The General Committee shall have power to make, amend or repeal any Club policies that may appear to the General Committee as necessary or essential in the interests of or for the proper conduct of the affairs of the Club.
- (3) No such rule or regulation shall be inconsistent with or shall affect or repeal anything contained in this Constitution.
- (4) The General Committee shall have power to determine the division of members into different classes of members.
- (5) The General Committee shall have the right to refuse membership to any person without assigning any reason for doing so.
- (6) The General Committee shall have power to fix penalties for violation of the Club policies or the Constitution's rules and regulations or for misconduct which, in the opinion of the General Committee, is detrimental to the welfare of the Club and to enforce or rescind such penalties.
- (7) The General Committee shall meet as may be considered necessary.
- (8) Six (6) members of the General Committee, present in person or by proxy shall form a quorum at any meeting of the Committee.
- (9) The General Committee shall have power to invite any person to any meeting deemed necessary.
- (10) The General Committee shall have power to borrow raise or secure the payment of money in any such manner as the General Committee shall think fit and in particular by the issue of debentures or debenture stock, perpetual or otherwise charged upon all or any of the Club's property both present and future.
- (11) The General Committee shall have the power:
 - (a) to interpret the Rules of the Club or any word or expression used in the Constitution in the event of any doubt or difficulty, with the interpretation being final and binding on all members subject to confirmation or contradiction by a special general meeting of members that may be called for that purpose.
 - (b) to carry out all resolutions passed at any annual general meeting or special general meeting of the Club.
 - (c) on the authority of the annual general meeting or special general meeting of the Club to impose levies on members.
 - (d) to deal with members resignations which must be in writing.
 - (e) to initiate and/or enforce the discipline of any member.

(f) to deal with other matters which may arise or which are not specifically provided for in the Constitution of the Club.

- (12) The General Committee shall cause correct books of account to be kept showing the financial affairs of the Club and the particulars usually shown in the books of account of like nature.
- (13) The General Committee shall authorise all expenditure including any expenditure passed on at the annual general meeting or special general meeting of the Club.
- (14) The General Committee shall direct the method of dealing with monies received for and on behalf of the Club.
- (15) The General Committee shall have power to appoint an assistant or assistants to the Treasurer.
- (16) The General Committee shall submit to members a statement containing the following:
 - (a) the income and expenditure of the Club during its last financial year.
 - (b) the assets and liabilities of the Club at the end of its last financial year.
 - (c) the Mortgages, charges and securities affecting any of the property of the Club at the end of its last financial year.
- (17) The General Committee has the power to
 - (a) appoint a Club member to an unoccupied position on the General Committee.
 - (b) appoint a Club member to an unoccupied position on a subcommittee.
 - (c) Co-opt a non-member to an unoccupied position on the General Committee
 - (d) Co-opt a non-member to an unoccupied position on a subcommittee.

46. General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each Committee member must become familiar with the Constitution, the Act and all Club policies.
- (2) The Committee is collectively responsible for ensuring that the Club complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Club; and
 - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Club.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (6) In addition to any duties imposed by these Rules, a Committee member must perform any other duties imposed from time to time by resolution at a general meeting.

47. Chairperson, Presidents and Vice-Presidents

- (1) Subject to subrule (2), the Senior President, or in the absence of the Senior President, the Vice President or the Junior President, will be the Chairperson for any general meetings and for any committee meetings
- (2) If the President, Vice President or Junior President are absent, or are unable to preside, the Chairperson of the meeting must be—
 - (a) Treasurer or Secretary
 - (b) in the case of a general meeting—a member elected by the other members present; or
 - (c) in the case of a committee meeting—a committee member elected by the other committee members present.

48. Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the Club with the Registrar.

- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Club and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Club in accordance with rules 74 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

49. Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
 - (b) ensure that all moneys received are paid into the account of the Club within 7 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
 - (d) ensure cheques are signed by at least two (2) General Committee members.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Club are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting of the Club.

- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Club.

50. Other Committee Members

- (1) The roles and responsibilities of other committee members will be deemed by the General Committee.

Division 3—Election of Committee members and tenure of office

51. Who is eligible to be a Committee member

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over;
- (b) is entitled to vote at a general meeting; and
- (c) is financial.

52. Positions to be declared vacant

- (1) This rule applies to—
 - (a) the first annual general meeting of the Club after its incorporation; or
 - (b) any subsequent annual general meeting of the Club, after the annual report and financial statements of the Club have been received.
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 55.

53. Nominations

- (1) Nominations of candidates for election as officers of the Club or as ordinary members of the Committee must be –
 - (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) 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.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the Committee must be conducted at the annual general meeting by secret ballot.

54. Election of General Committee etc.

- (1) At the annual general meeting, separate elections must be held for each of the committee positions—
 - (a) President
 - (b) Vice President
 - (c) Junior President (Junior Appointee)
 - (d) Treasurer
 - (e) Assistant Treasurer (Junior Appointee)
 - (f) Football Manager
 - (g) Assistant Football Manager (Junior Appointee)
 - (h) Secretary
 - (i) Assistant Secretary (Junior Appointee)
 - (j) Facilities Manager
 - (k) Sponsorship Manager
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 55.
- (4) On his or her election, the new Chairperson may take over as Chairperson of the meeting.

55. Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers— one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for

more than one position, the candidates who received the most votes.

- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
- (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

56. Term of office

- (1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Club may—
 - (a) by special resolution remove a committee member from office; and
 - (b) elect an eligible member of the Club to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or Chairperson of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
- (5) The Secretary or President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

57. Vacation of office

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
 - (a) ceases to be a member of the Club; or
 - (b) fails to attend (3) three consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 68.

Note

A Committee member may not hold the office of secretary if they do not reside in Australia.

58. Filling casual vacancies

- (1) The Committee may appoint an eligible member of the Club to fill a position on the Committee that—
 - (a) has become vacant under rule 57; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 56 applies to any committee member appointed by the Committee under subrule (1)

or (2).

- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Committee

59. Meetings of Committee

- (1) The Committee must meet at least 6 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Club at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

60. Notice of meetings

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

61. Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 60 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

62. Procedure and order of business

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.

63. Use of technology

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

64. Quorum

- (1) No business may be conducted at a committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 63) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 60.

65. Voting

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

66. Conflict of interest

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
 - (a) that exists only because the member belongs to a class of persons for whose benefit the Club is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Club.

67. Minutes of meeting

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under rule 66.

68. Leave of absence

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

69. Source of funds

- (1) The funds of the Club may be derived from joining fees, annual subscriptions, donations, fund-raising activities, social activities, grants, levies, interest, sponsors contributions, bar trading, canteen trading and any other sources approved by the Committee.
- (2) Annual subscriptions, all levies and fines shall be deemed to be debts due and recoverable by the Treasurer in the name of the Club.

70. Management of funds

- (1) The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Club, the Committee may approve expenditure on behalf of the Club.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two General Committee members.
- (5) All funds of the Club must be deposited into the financial account of the Club no later than 7 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

71. Financial records

- (1) The Club must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

72. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.
- (2) Without limiting subrule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the annual general meeting of the Club;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

73. Common seal

- (1) The Club may have a common seal.
- (2) If the Club has a common seal—
 - (a) the name of the Club must appear in legible characters on the common seal;
 - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

74. Registered address

- (1) The registered address of the Club is—
 - (a) the address determined from time to time by resolution of the Committee; or
 - (b) if the Committee has not determined an address to be the registered address— the postal address of the Secretary.

75. Notice requirements

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email
- (2) Subrule (1) does not apply to notice given under rule 61.
- (3) Any notice required to be given to the Club or the Committee may be given—
 - (a) by handing the notice to a member of the Committee; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) by email to the email address of the Club or the Secretary

76. Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Club, including minutes of committee meetings.

Note

See note following rule 18 for details of access to the register of members.

- (2) The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
- (3) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Club referred to in this rule and the Club may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following—

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the Club.

77. Winding up and cancellation

- (1) The Club may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any members or former members of the Club.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

78. Alteration of Rules

- (1) These Rules may only be altered by special resolution of a general meeting of the Club.

Note

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Club is taken to have adopted its own rules, not the model rules.

79. Colours, Names & Competition

- (1) The seniors will compete under the name of WPLFC, whilst the juniors will compete under the name of WPJFC.

- (2) The colours of the Club shall be red, white and blue; however, the committee may vary this at their discretion for special occasions or as directed by the Northern Football League (NFL).
- (3) The Club shall compete in the NFL

80. Appointment of Coaches

- (1) The Committee or appointed delegate/s must advertise for and shall appoint a coach or coaches for all teams for the following season on such conditions as it thinks fit subject to ratification by the General Committee.
- (2) The Club may offer the senior coach a position for up to 3 years.

81. Appointment of Captains and Vice-Captains

The Captain and Vice-Captain of any team representing the Club shall be appointed by the Coach of the teams subject to ratification by the Committee or appointed delegate.

82. Indemnity of all Officers

If the President, Junior President, Vice President, Secretary or Treasurer in their offices as such have paid or are liable to pay money for any act, default, or any omission of or by any other person such money shall be refunded to such office bearer of the Club.

83. Bank Accounts

- (1) The Bank accounts of the Club shall be kept with such bank, or other financial institutions as from time to time appointed by the General Committee and all monies banked therein.
- (2) Any investment accounts held by the Club must require two (2) signatories of the General Committee
- (3) All bank accounts shall be in the name of "*West Preston Lakeside Football Club Inc*".
- (4) Bank accounts shall not be opened until approved by the General Committee.
- (5) All bank accounts of the Club shall have the registered signatories of the Presidents and Treasurers.
- (6) All cheques drawn on the Club accounts shall be signed by any two (2) members of the General Committee registered with the Bank.

84. Employed Personnel

- (1) All positions of employment of the Club must be reviewed at the end of the Club's financial year and must be advertised if that position is to be refilled.
- (2) People holding positions of employment within the Club may not hold an official voting position on any Committee