

NARRE SOUTH SAINTS JUNIOR FOOTBALL & NETBALL CLUB INC

Strathaird Reserve, Community Parade, Narre Warren South VIC 3805

ABN 82 006 009 237 Reg No. A0047426T

www.nslfc.com

Constitution of
Narre South Saints Junior
Football & Netball Club Inc

(ABN 82 006 009 237)

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RULES OF THE INCORPORATED ASSOCIATION

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.

1. DEFINITIONS

1.1 In these Rules unless the contrary intention appears:

"Act" means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act.

"Annual General Meeting" means a meeting held in accordance with Rule 31

"Association" means the Narre South Saints Junior Football & Netball Club Inc.

"Committee" means the Football Executive and any other committee established by the Football Executive in accordance with these Rules.

"Committee Meeting" means a meeting of a Committee held in accordance with these Rules.

"Committee Member" means a member of a Committee.

"Executive Committee Meeting" means a meeting of the Football Executive held in accordance with these rules.

"Executive Committee Member" means a member of the Football Executive.

"Financial Year" means the 12 month period ending on the 31st August.

"Football Executive" means the executive committee having management of the business of the Association.

"Games" means the games of football and any other games that the Football Executive shall decide from time to time.

"General Meeting" means a general meeting of the members of the Association held in accordance with these Rules and includes an Annual General Meeting and a Special General Meeting.

"member" means a member of the Association.

"Office Holder" has the same meaning as in the Act.

"Rules" means these rules of the Association as amended from time to time.

"Special General Meeting" means General Meeting other than an Annual General Meeting.

2. NAME AND LOCATION

2.1 The name of the incorporated association is "Narre South Saints Junior Football & Netball Club Inc".

2.2 The location of the headquarters for the Association and its mailing address shall be determined from time to time by the Football Executive.

3. PURPOSES

3.1 The general purpose of the Association is to promote, foster, encourage and stimulate interest in the Games, and to endeavour to maintain a high standard of sportsmanship in the playing of the Games, and also where possible to provide and maintain club premises.

3.2 Without limiting the generality of Rule 3.1, the particular purposes of the Association are:

- (a) to promote the culture of the Games in any way the Association shall think proper;
- (b) to foster, encourage and provide where possible, the facilities for playing the Games;
- (c) in relation to the Games, to promote and hold, either alone or jointly with any other club or persons competitions and matches, and to offer, give or contribute toward prizes, medals and awards whether for members or other persons, and to promote or give support to social gatherings and other entertainments;
- (d) to invest and deal with the surplus moneys of the Association upon such securities and in such a manner as may from time to time be determined by the Football Executive;
- (e) to borrow or raise and give security for money in such a manner as from time to time be determined by the Football Executive;
- (f) to organise funds by yearly membership fees, donations and sponsorship for the operations of the Association and to subscribe and contribute to any charitable benevolent or useful object of a public character;
- (g) to manage all funds and assets of the Association and generally to give effect to any other matter incidental or conducive to the furtherance of the purposes of the Association as herein before described.

4. POWERS

4.1 Subject to the Act, the Association has power to do all things incidental or conducive to the attainment of its purposes.

4.2 Without limiting Rule 4.1, the Association 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 which trust monies may be lawfully 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.

5. ASSOCIATION MUST NOT SECURE PECUNIARY PROFIT FOR MEMBERS

5.1 Association must not secure pecuniary profit for the members.

6. MINIMUM NUMBER OF MEMBERS

6.1 The Association must have at least 5 members.

7. ELIGIBILITY

7.1 Membership shall be open to all residents of Victoria.

7.2 No restrictions shall be placed on any person by virtue of race, sex, religion, or political beliefs.

8. APPLICATION FOR MEMBERSHIP

8.1 A person can become a member of the Association as follows:

- (a) Football Members: person must complete a Player Registration Form;
- (b) Social Members and Limited Members: person must submit a written application to the Football Executive stating that the person:
 - (i) wishes to become a member of the Association and specifying the relevant membership class;
 - (ii) supports the purposes of the Association; and
 - (iii) agrees to comply with the Rules.

8.2 The Player Registration Form and/or the application:

- (a) must be signed by the applicant and/or parent or guardian if the applicant is under 18 years of age.

9. CONSIDERATION OF APPLICATION

9.1 As soon as practicable after an application for membership is received, the Football Executive must decide by resolution whether to accept or reject the application.

9.2 If the Football Executive rejects the application, it must notify the applicant in writing of its decision as soon as practicable after the decision is made and must return any money accompanying the application to the applicant.

9.3 No reason need be given for the rejection of an application.

10. NEW MEMBERSHIP

10.1 If an application for membership is approved by the Football Executive:

- (a) the resolution to accept the membership must be recorded in the minutes of the Executive Meeting;
- (b) the Secretary must, as soon as practicable, enter the name and address of the new member, class of membership and the date of becoming a member, in the register of members

10.2 A person becomes a member of the Association and, subject to Rule 12.2, is entitled to exercise his or her rights of membership from the date that the Football Executive approves the

person's membership.

11. ANNUAL REGISTRATION

11.1 The Football Executive must determine the amount of the Annual Registration Fee (if any) for the following Financial Year and the date for payment of this Fee.

11.2 The Joining Fee is determined from time to time by the Football Executive.

12. GENERAL RIGHTS OF MEMBERS

12.1 A member of the Association who is entitled to vote has the right:

(a) to receive notice of General Meetings and Special Resolutions in the manner and time prescribed by these Rules;

(b) to attend and be heard at General Meetings;

(c) to have access to minutes of General Meetings and other documents of the Association as provided under Rule 50; and

(d) to inspect the register of members.

12.2 A member is entitled to vote if the member's membership has not been suspended for any reason.

13. RIGHTS NOT TRANSFERRABLE

13.1 The rights of a member are not transferrable and end on the cessation of the membership.

14. CESSATION OF MEMBERSHIP

14.1 The membership of a person ceases on resignation, expulsion or death or the non-payment of membership fees by the due date.

14.2 Any member may at any time withdraw from the club by giving notice in writing to the secretary.

15. CLASSES OF MEMBERSHIP

15.1 Subject to Rules 16 to 20 (inclusive), the Football Executive may create different classes of membership and may confer on such classes such rights, privileges, or benefits as the Football Executive sees fit.

16. FOOTBALL MEMBERSHIPS

16.1 There must at all times be a class of membership, the members of which are known as "Football Members".

16.2 A Football Member:

(a) must be under the age of 18 on the first of January; and

(b) is entitled to play football for the Association.

16.3 A parent or guardian of a Football Member is entitled to:

- (a) attend and vote at General Meetings on matters affecting the Association as a whole and matters relating to football (one vote for each Football Member represented by that parent or guardian);
- (b) vote on the appointment of the Committee Members of the Football Executive (one vote for each Football Member represented by that parent or guardian); and
- (c) nominate as a member of the Football Executive.

17. LIFE MEMBERS

17.1 There must at all times be a class of membership, the members of which are known as "Life Members".

17.2 Subject to Rule 17.3, nominations of persons to be Life Members must be submitted to the President or Secretary at least 14 days prior to the Annual General Meeting using the Life Member Nomination form as set out in Appendix 2.

17.3 A member may only nominate and/or second one person per year and may not nominate a family member, spouse or partner.

17.4 The relevant sitting committee shall have the power to determine that the relevant criteria has been met prior to presenting the nomination at the Annual General Meeting.

17.5 Life Members must:

- (a) Have provided long and meritorious service to the Association, in some capacity, for at least 4 years; and
- (b) Be a person who has served the club for no less than 6 years, in some capacity, and recommended to the club for recognition using the Life Member nomination form as set out in Appendix 2.

17.6 No more than 3 Life Members may be accepted per year.

17.7 The nomination of a person to be a Life Member must be approved by a Special Resolution at the Annual General Meeting.

17.8 Life Members are entitled to vote at General Meetings on matters affecting the Association as a whole.

17.9 Existing life members shall be recognized within the Narre South Saints Junior Football & Netball Club Inc and retain all privileges.

17.10 A Football Member who is the child of a Life Member is not obliged to pay the annual registration fee.

18. PLAYING LIFE MEMBERS

18.1 There must at all times be a class of membership, the members of which are known as "Playing Life Members".

18.2 Playing Life Members must have played at least 125 football matches for the Association inclusive of both regular season and finals (not including interleague games played).

18.3 Provided the Playing Life Member is at least 18 years of age, he or she is entitled to vote at

General Meetings on matters affecting the Association as a whole and matters relating to the Game(s) played by that Playing Life Member.

18.4 A Playing Life Member is not obliged to pay the annual registration fee in subsequent years.

19. SOCIAL MEMBERS

19.1 There must at all times be a class of membership, the members of which are known as "Social Members".

19.2 Any person who supports the purposes of the Association may be a Social Member.

19.3 Social Members:

- (a) may only attend General Meetings with the prior consent of the chairperson of such General Meeting;
- (b) are not entitled to vote at General Meetings; and
- (c) may be Social Members for a period not exceeding 12 months, without the consent of the Football Executive.

20. LIMITED MEMBERS

20.1 There must at all times be a class of membership, the members of which are known as "Limited Members".

20.2 Limited Members must be persons who are actively involved in the management and operations of the Association.

20.3 A Limited Member must be approved by the Football Executive.

20.4 A Limited Member may attend and vote at General Meetings on matters affecting the Association as a whole.

20.5 At any given time, there must be no more than two Limited Members who are involved in each Game.

21. REGISTER OF MEMBERS

21.1 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 date of becoming a member;
 - (iv) the class of membership;
 - (v) any other information determined by the Football Executive; and
- (b) for each former member, the date of ceasing to be a member.

21.2 Any member may, at a reasonable time, inspect the register of members although they must provide a valid reason in writing, which is to be approved by the President. The President must in

making their decision consider any privacy issues which may arise out of a member inspecting the register containing all the members' personal information. The President may choose to provide some or all of the member register under this clause.

22. DISCIPLINARY ACTION

22.1 The Football Executive may take disciplinary action against a member in accordance with this Rule 22 if the Football Executive is satisfied that the member:

- (a) has refused to comply with these Rules; or
- (b) has engaged in conduct prejudicial to the Association.

22.2 Before taking disciplinary action against a member, the Secretary must give written notice to the member:

- (a) stating that the Football Executive intends to take disciplinary action against the member;
- (b) stating the grounds for the proposed disciplinary action;
- (c) specifying the date, place and time of the meeting at which the Football Executive intends to take the disciplinary action ("Disciplinary Meeting");
- (d) advising the member that he or she may do one or both of the following:
 - (i) attend the Disciplinary Meeting and address the Football Executive at that meeting; and
 - (ii) give to the Football Executive at any time before the Disciplinary Meeting a written statement.

22.3 The notice must be given no earlier than 28 days and no later than 14 days, before the Disciplinary Meeting is held.

22.4 At the Disciplinary Meeting, the Football Executive must:

- (a) give the member an opportunity to be heard; and
- (b) consider any written statement by the member.

22.5 After complying with Rule 22.4, the Football Executive may:

- (a) take no further action against the member;
- (b) suspend the membership of the member for a specified period; or
- (c) expel the member from the Association.

23. GRIEVANCE PROCEDURE

23.1 The grievance procedure set out in this Rule 23 applies to disputes under these Rules between:

- (a) a member and another member;
- (b) a member and the Football Executive; and

- (c) a member and the Association.
- 23.2 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.
- 23.3 The parties to a dispute must first attempt to resolve the dispute between themselves.
- 23.4 If the parties to a dispute are unable to resolve the dispute between themselves, the parties must:
- (a) notify the Football Executive of the dispute;
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- 23.5 The mediator must be chosen by agreement between the parties, failing which a person appointed or employed by the Dispute Settlement Centre of Victoria.
- 23.6 A mediator must not:
- (a) have a personal interest in the dispute; or
 - (b) be biased in favour of or against any party.
- 23.7 In conducting the mediation, the mediator must:
- (a) give each party every opportunity to be heard;
 - (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.
- 23.8 The mediator must not determine the dispute.
- 23.9 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.

24. POWERS OF FOOTBALL EXECUTIVE

- 24.1 The business of the Association must be managed by or under the direction of the Football Executive.
- 24.2 The Football Executive may exercise all powers of the Association except those that these Rules or the Act require to be exercised by the members.
- 24.3 The President of the Football Executive shall elect an Executive Committee Member to be the chairperson of Executive Committee Meetings and General Meetings.
- 24.4 The Football Executive shall determine the powers, duties, and responsibilities of each of the positions on the Football Executive.

25. COMMITTEES

- 25.1 Subject to clause 26, the Football Executive may establish Committees as it sees fit and determine the positions on such Committees.

25.2 Subject to clause 26 and except for powers imposed on the Football Executive by the Act or any other law, the Football Executive shall delegate powers to the Committees as it sees fit and such delegation may be revoked wholly or in part.

26. COMMITTEE MEMBERS OF FOOTBALL EXECUTIVE

26.1 The Football Executive must consist of the following Committee Members:

- (a) a President;
- (b) a Vice-President Football;
- (c) a Vice-President Administration;
- (d) a Secretary;
- (e) a Treasurer;
- (f) a Registrar; and
- (g) such other Committee Members as determined by the Football Members at the Annual General Meeting.

26.2 The Committee Members of the Football Executive:

- (a) must be a Football Member or a Limited Football Member or a Life Football Member with an entitlement to vote.

26.3 The Committee Members of the Football Executive are elected at the Annual General Meeting by the parents or guardians of the Football Members.

26.4 Each Committee Member of the Football Executive holds office for 2 years.

26.5 President, Vice-President Administration, Secretary are declared vacant every year ending in an odd number.

26.6 Vice-President Football, Treasurer, Registrar are declared vacant every year ending in an even number.

26.7 The Football Executive may not be made up at any one time of two people who are married or in a long-term relationship. For clarity, a long-term relationship is defined as being in a relationship for a period of more than 8 years.

26.8 In the event that two people who are married or in a long-term relationship hold simultaneous positions defined in clause 26.7, the person who assumed their role at the latest date will be required to vacate their position to satisfy the requirements of clause 26.7.

27. INDEMNITY OF OFFICE HOLDERS

27.1 The Association indemnifies each Office Holder against any liability incurred in good faith by the Office Holder in the course of performing his or her duties as an Office Holder.

28. SECRETARY

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

28.2 The Secretary must:

- (a) maintain the register of members in accordance with Rule 21;
- (b) keep custody of the common seal (if any) of the Association and all books, documents and securities of the Association in accordance with Rules 48 and 50;
- (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) performed any other duty or function imposed on the Secretary by these Rules.

29. ANNUAL GENERAL MEETINGS

29.1 The Football Executive must convene an Annual General Meeting of the Association within 5 months of the end of the Financial Year.

29.2 The Football Executive may determine the date, time and place of the Annual General Meeting, notification shall be either electronically or by mail.

29.3 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 Football Executive on the activities of the Association during the preceding Financial Year; and
 - (ii) the financial statements of the Association for the preceding Financial Year submitted by the Football Executive in accordance with Part 7 of the Act;
- (c) to elect members of the Football Executive.

30. SPECIAL GENERAL MEETINGS

30.1 Any General Meeting other than an Annual General Meeting is a Special General Meeting.

30.2 The Football Executive may convene a Special General Meeting whenever it thinks fit.

30.3 No business other than the business set out in the notice may be conducted at the Special General Meeting.

31. GENERAL MEETINGS

31.1 The chairperson for General Meetings is determined by the President under rule 24.3.

31.2 If the chairperson appointed under rule 24.3 is absent from a General Meeting, the chairperson must be an Executive Committee Member elected by the other Executive Committee Members present.

31.3 No business may be conducted at a General Meeting unless a quorum is present. The quorum for a General Meeting is at least:

- (a) 10% of Football Members (who may be represented by a parent or guardian).

31.4 Notice of each General Meeting must be given to each member at least 21 days before the

date of the meeting. The notice must state the date, time and place of the meeting and:

- (a) indicate the general nature of each item of business to be considered at the meeting; and
- (b) 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.

32. VOTING AT GENERAL MEETINGS

32.1 On any question arising at a General Meeting:

- (a) each member who is entitled to vote on such question has one vote;
- (b) members must vote personally (no proxy voting allowed); and
- (c) except in the case of a Special Resolution, the question must be decided on a majority of votes.

32.2 If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

33. DETERMINING WHETHER THE RESOLUTION CARRIED

33.1 Subject to Rule 33.2, the chairperson of a General Meeting may, on the basis of a show of hands, declare that a resolution has been:

- (a) carried;
- (b) carried unanimously;
- (c) carried by a particular majority; or
- (d) lost,

and an entry to the effect in the minutes of the meeting is conclusive proof of that fact.

33.2 If a poll is demanded by 3 or more members on any question, the poll must be taken at the meeting in the manner determined by the chairperson and the chairperson must declare the result of the resolution on the basis of the poll.

34. MINUTES OF GENERAL MEETINGS

34.1 The Football Executive must ensure that minutes are taken and kept of each General Meeting.

34.2 The minutes must:

- (a) record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote;
- (b) include the financial statement submitted to the members and;
- (c) any audited accounts or auditor's reports or report of a review accompanying the

financial statements that are required under the Act.

35. ELECTION OF EXECUTIVE COMMITTEE MEMBERS

35.1 A member is eligible to be elected or appointed as an Executive Committee Member if the member:

- (a) is 18 years or over;
- (b) resides in Australia; and
- (c) is entitled to vote at a General Meeting.

35.2 The chairperson of the Annual General Meeting must declare all positions on the Football Executive vacant and hold elections for those positions in accordance with this Rule 35.

35.3 Prior to the election of each position, the chairperson of the Annual General Meeting must call for nominations to fill that position at least 21 days before the date of the Annual General Meeting.

35.4 An eligible member may:

- (a) nominate himself or herself; or
- (b) with the member's consent, be nominated by another member.

35.5 Nominations must be received by the Secretary no less than 7 days before the date of the Annual General Meeting.

35.6 A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

35.7 If only one member is nominated for each position, the chairperson must declare the member elected to the position.

35.8 If more than one member is nominated, a ballot must be held in accordance with this Rule 35.

35.9 If a ballot is required, the ballot must be conducted as follows:

- (a) the chairperson of the meeting must appoint a returning officer to conduct the ballot. The returning officer must not be a member nominated by the position.
- (b) the election must be by secret ballot;
- (c) the voter must write on the ballot paper the name of the candidate(s) for whom they wish to vote;
- (d) each formal ballot paper on which the name of a candidate has been written counts as one vote for that candidate; and
- (e) the returning officer must declare elected the candidate(s) who received the most votes.

36. TERM OF OFFICE

36.1 Subject to Rules 36.3 and 37, an Executive Committee Member holds office until the positions of the Football Executive are declared vacant at the next Annual General Meeting, except for the following positions which are held for 2 years:

- (a) the President of the Football Executive; and
 - (b) two other Committee Members of the Football Executive as listed in clauses 26.5 and 26.6.
- 36.2 An Executive Committee Member may be re-elected.
- 36.3 A General Meeting of the Association may:
- (a) by Special Resolution remove an Executive Committee Member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with these Rules.

37. VACANCIES OF OFFICE

- 37.1 An Executive Committee Member may resign from the Football Executive by written notice addressed to the Football Executive.
- 37.2 A person ceases to be an Executive Committee Member if he or she:
- (a) ceases to be a member of the Association;
 - (b) fails to attend 3 consecutive Executive Committee Meetings without leave of absence;
 - (c) ceases to resident in Australia; or
 - (d) otherwise ceases to be an Executive Committee Member by operation of section 78 of the Act.
- 37.3 The Football Executive may appoint an eligible member of the Association to fill a position on the Football Executive that:
- (a) has become vacant because of Rule 37; or
 - (b) is not filled by election at the last Annual General Meeting.
- 37.4 If the position of Secretary becomes vacant, the Football Executive must appoint a member to the position within 14 days after the vacancy arises.

38. EXECUTIVE COMMITTEE MEETINGS

- 38.1 Executive Committee Meetings must be held monthly between March and September, or as otherwise directed by the President. Times and places for the meetings are to be determined by the Football Executive.
- 38.2 Executive Committee Meetings may be convened by the Chairperson or by any 4 Executive Committee Members.
- 38.3 No business may be conducted at an Executive Committee Meeting unless a quorum is present. The quorum for Executive Committee Meetings is 4 Football Executive members.
- 38.4 The chairperson for General Meetings is determined by the President under rule 24.3.
- 38.5 If the chairperson appointed under rule 24.3 is absent from an Executive Committee Meeting, the chairperson must be an Executive Committee Member elected by the other Executive Committee Members present.

38.6 The procedure to be followed at an Executive Committee Meeting and the order of business may be determined by the Executive Committee Members present at the meeting.

38.7 Notice of each Executive Committee Meeting must be given to each Executive Committee Member no later than 7 days before the date of the meeting. The notice must state the date, time and place of the meeting.

39. COMMITTEE MEETINGS

39.1 The quorum for a Committee Meeting is 7 Committee Members, of which at least 3 must be members of the Football Executive.

39.2 The chairperson of the Committee Meeting must be a Committee Member elected by the other Committee Members present.

39.3 Committee Meetings under this clause may be held under discretion of the relevant committee.

40. VOTING AT EXECUTIVE COMMITTEE MEETINGS

40.1 On any question arising at an Executive Committee Meeting, each Executive Committee Member present at the meeting has one vote.

40.2 A motion is carried if a majority of Executive Committee Members present at the meeting vote in favour of the motion.

40.3 Voting by proxy is not permitted.

41. VOTING AT COMMITTEE MEETINGS

41.1 On any question arising at a Committee Meeting, each Committee Member present at the meeting has one vote.

41.2 A motion is carried if a majority of Committee Members present at the meeting vote in favour of the motion.

41.3 Voting by proxy is not permitted.

42. CONFLICT OF INTEREST

42.1 An Executive Committee Member who has a material personal interest in a matter being considered at an Executive Committee Meeting must disclose the nature and extent of that interest to the Football Executive.

42.2 The Executive Committee Member:

- (a) must not be present while the matter is being considered at the meeting; and
- (b) must not vote on the matter.

42.3 This Rule does not apply to a material personal interest:

- (a) that exists only because the members belong to a class of persons for whose benefit the Association is established; or
- (b) that the member has in common with all, or a substantial proportion of, the members

of the Association.

43. MINUTES OF EXECUTIVE COMMITTEE MEETINGS

- 43.1 The Football Executive must ensure that minutes are taken and kept of each Executive Committee Meeting.
- 43.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote, and any material personal interest under Rule 42.

44. SOURCE OF FUNDS

- 44.1 The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Football Executive.

45. MANAGEMENT OF FUNDS

- 45.1 The Association must open an account(s) with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- 45.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer of the Football Executive and one other signatory as nominated by the Football Executive, of which signatories cannot be from the same registered family.
- 45.3 All debit card, credit card and other account payments must be approved by the Treasurer and one other signatory as nominated by the Football Executive, of which signatories cannot be from the same registered family.
- 45.4 All funds of the Association must be deposited into a financial account of the Association no later than 5 working days after receipt.

46. FINANCIAL RECORDS AND STATEMENTS

- 46.1 The Football Executive and each Committee must keep a separate bank account.
- 46.2 The Football Executive and each Committee must keep financial records that:
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) Would enable true and fair financial statements to be prepared as required by the Act.
- 46.3 For each Financial Year, the Football Executive must ensure that the requirements under the Act relating to the financial statements of the Association are met

47. BY-LAWS

- 47.1 The Football Executive has the power to make by-laws in relation to the operations of the Association including a code of conduct.

48. COMMON SEAL

- 48.1 The Association may have a common seal.

48.2 The common seal must be kept in the custody of the Secretary.

48.3 If the Association has a common seal:

- (a) the name of the Association must appear in legible characters of the common seal; and
- (b) a document may only be sealed with the common seal by the authority of the Football Executive and the sealing must be witnessed by the signature of two Executive Committee Members.

49. NOTICES

49.1 Any notice required to be given to a member or an Executive 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 or facsimile transmission if the member has requested that the notice be given to him or her in that manner.

49.2 Any notice required to be given to the Association or the Football Executive may be given:

- (a) by handing the notice to a Executive Committee Member; or
- (b) by sending the notice by post to the registered address; or
- (c) if the Football Executive determines that it is appropriate in the circumstance:
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

50. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

50.1 The Secretary must keep in his or her custody, or under his or her control, all books, documents and securities of the Association.

50.2 All financial records, books, securities and any other relevant document of the Association must be made available for inspection free of charge to any member upon request.

50.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

51. LICENCES

51.1 The Association may hold and maintain any licences that the Football Executive deems fit, including but not limited to a liquor licence.

51.2 The Football Executive must ensure the Association does not breach the conditions of any licences.

52. AMALGAMATION

52.1 Subject to the Act, the Association shall not amalgamate with any other association unless at a General Meeting at least 75% of members present and entitled to vote, vote in favour of the amalgamation.

53. INTELLECTUAL PROPERTY

53.1 Any intellectual property of the Association (including without limitation its logo and name) remains the property of the Association.

53.2 The intellectual property referred to in Rule 53.1 must not be used without the written permission of the Association which may be withdrawn at any time.

54. MARKETING AND SPONSORSHIP

54.1 The Football Executive must approve:

- (a) All requests to sponsor or donate to the association;
- (b) All fundraising activities;
- (c) All promotional material and marketing material prior to its use or dissemination;
- (d) All marketing and sponsorships to be conducted under the Narre South Saints Junior Football & Netball Club Incorporation and any marketing materials are to be displayed/promoted as NSSJFNC including all apparel;
- (e) All monies raised through sponsorship and marketing will be kept by the football organization;
- (f) Individual club fundraising initiatives where funds are raised will be allocated to a specific purpose for that game; and
- (g) All apparel designs, colours and tendering.

55. WINDING UP AND CANCELLATION

55.1 The Association may be wound up voluntarily by Special Resolution.

55.2 In the event of winding up or cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

55.3 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 Association.

55.4 The body to which the surplus assets are to be given must be decided by Special Resolution of the members.

56. ALTERATION OF RULES

56.1 These Rules may only be altered by Special Resolution of a General Meeting of the Association.

APPENDIX 1 - COMMITTEE NOMINATION FORM NOMINATED:

I,
.....

(PRINT full name)

a financial member of Narre South Saints Junior Football & Netball Club Inc. hereby nominate

.....

(PRINT full name of nominee)

for the position of

Signed:.....Date:

SECONDED:

I,
.....

(PRINT full name)

a financial member of Narre South Saints Junior Football & Netball Club Inc. second the

nomination. Signed:.....Date:.....

ACCEPTED:

I,
.....

(PRINT full name)

a financial member of Narre South Saints Junior Football & Netball Club Inc. accept the

nomination. Signed by Nominee:Date:.....

RULES FOR NOMINATION

1. All nominations must have written consent of the nominee, who can nominate themselves.
2. All nominations must be received by the Secretary electronically or by post at no later than 10 days prior to the Annual General Meeting date.
3. Note: all mail should be posted with sufficient time to ensure it arrives at the mailbox by the specified times.

APPENDIX 2 – LIFE MEMBER NOMINATION FORM

NOMINATED:

I,

.....

(PRINT full name)

a financial member of Narre South Saints Junior Football & Netball Club Inc. hereby nominate

.....

(PRINT full name of nominee) For Life Membership

Signed: Date:

PLEASE LIST NOMINEES SERVICE TO THE CLUB

YEAR 1 _____ ROLE _____ YEAR

2 _____ ROLE _____ YEAR

3 _____ ROLE _____ YEAR

4 _____ ROLE _____

GIVE 3 EXAMPLES OF WHY THE NOMINEE IS WORTHY OF THIS RECOGNITION

1. _____

2. _____

3. _____

SECONDED:

I, _____

(PRINT full name)

a financial member of Narre South Saints Junior Football & Netball Club Inc. second the

nomination. Signed:Date:.....

RULES FOR NOMINATION

1. All nominations must be received by the President or Secretary electronically or by post at is 37 Community Parade, Narre Warren South, VIC 3805 14 days prior to the Annual General Meeting.
2. Note: all mail should be posted with sufficient time to ensure it arrives at the mailbox by the specified times.