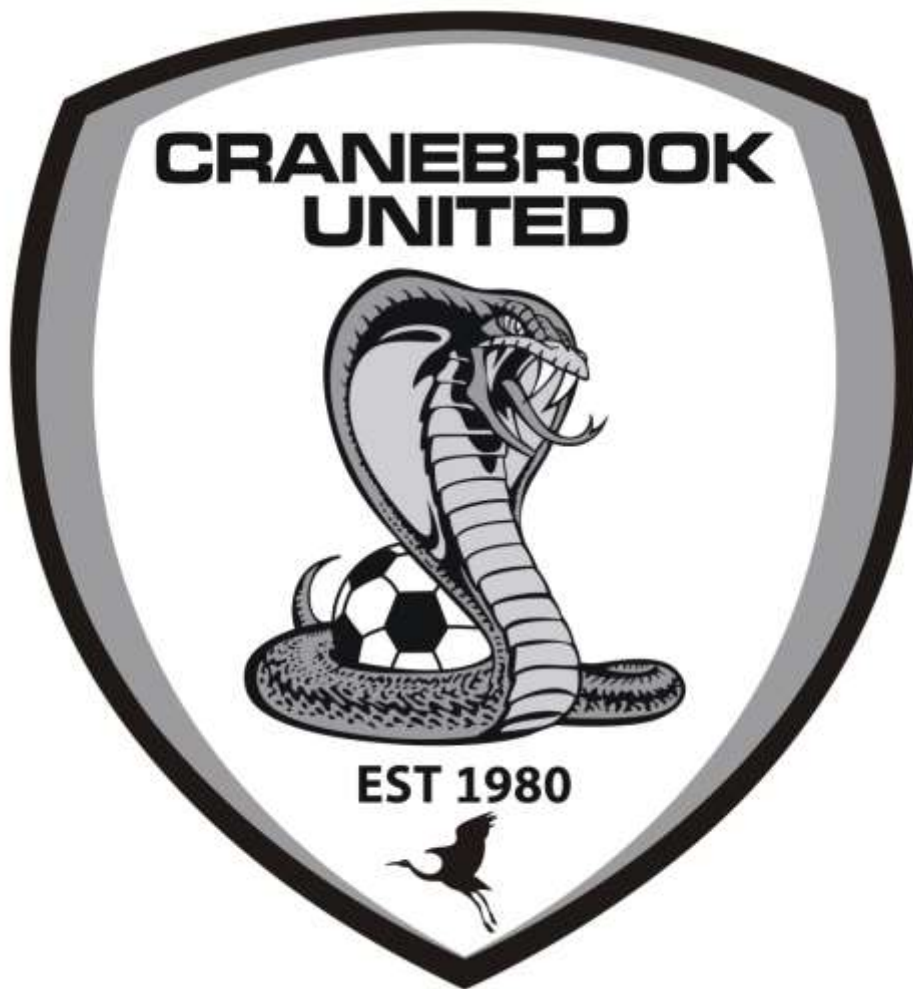


# Cranebrook United Soccer Club Constitution

*Associations Incorporation Act 2009 (NSW) (Act).*  
*Associations Incorporation Regulation 2016*  
Adopted by CUSC 2017



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***Associations Incorporation Act 2009 (NSW) (Act).***

## **CONSTITUTION**

### **CRANEBROOK UNITED SOCCER CLUB INCORPORATED**

ABN 49160926967

Incorporation Number: Y2148431

**Trading name CRANEBROOK UNITED FOOTBALL CLUB**

#### **1. NAME OF CLUB**

The name of the Club is Cranebrook United Soccer Club Incorporated (**Club**).

#### **2. DEFINITIONS AND INTERPRETATION**

##### **2.1 Definitions**

In this Constitution unless the contrary intention appears:

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

**Annual General Meeting** means the Annual General Meeting of the Club.

**Appointed Committee Member** is a member of the club with specific skills who is appointed by the executive committee to complement a specific task.

**Club** means Cranebrook United Soccer Club Incorporated.

**Club Meeting** means a meeting of club members, other than the Annual General Meeting, a Special General Meeting or Committee Meeting, to conduct operational business.

**Committee** means the governing body of the incorporated club and consisting of the Committee members.

**Committee Meeting** means a meeting of the committee members to conduct operational business

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

**CUFC** means Cranebrook United Football Club and is the name under which the club trades.

**CUSC** means Cranebrook United Soccer Club Incorporated and is the legal entity of the club.

**Executive Committee Member** means the elected office-bearers of the club as named in this constitution.

**FFA** means Football Federation of Australia, Australia's football governing body.

**Financial Year** means the year commencing on 1 October and ending on 30 September each year.

**FNSW** means Football New South Wales, New South Wales state governing body.

**General Committee Member** means a member of the committee who is not an Executive Committee Member of the club.

**Individual Member** means a registered, financial Member of the Club who is at least 18 years of age.

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

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

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

**Local area** means the geographical area for which the Club is responsible as recognised by NFA and FNSW for Football of which the Club is a Member.

**Member** means a Member of the Club for the time being under **clause 5**.

**NFA** means Nepean Football Association, district governing body.

**Objects** means the Objects of the Club in **clause 3**.

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

**Register** means a register of Members kept and maintained in accordance with **clause 7**.

**Seal** means the common Seal of Cranebrook United Soccer Club Inc. (if any).

**Special General Meeting** means a special meeting called which is not an Annual General Meeting, Committee Meeting or Club Meeting.

**Special Resolution** means a Special Resolution passed by 75% of votes cast by Members entitled to vote in the resolution at a Special General Meeting or such higher percentage if required under the Act.

## **2.2 Interpretation**

In this Constitution:

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

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

### **2.3 Severance**

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

### **2.4 The Act**

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

## **3. OBJECTS OF THE CLUB**

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

- a. promote and maintain within the boundaries of the NFA, FNSW and FFA the highest possible standards of sportsmanship in amateur football,
- b. participate as a member of NFA, FNSW and FFA
- c. conduct, encourage, promote, advance and administer Football throughout the local area;
- d. ensure the maintenance and enhancement of the Club, NFA, FNSW and FFA,
- e. promote mutual trust and confidence between the Club, NFA, FNSW, FFA and the Members in pursuit of these Objects;
- f. act on behalf of, and in the interest of, the club members and football in the Nepean Region;
- g. affiliate and otherwise liaise with the NFA and adopt its rules and policy framework to further these Objects and football,
- h. use and protect the Intellectual Property of the club;
- i. apply the property and capacity of the Club towards the fulfilment and achievement of these objects;
- j. strive to strengthen the community by creating a positive club atmosphere;
- k. pursue such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of football in the Nepean Region;
- l. adopt and implement policies which may be developed by NFA, FNSW or FFA

#### **4. POWERS OF THE CLUB**

Solely for furthering the Objects, the Club has, in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the *Corporations Act 2001 (Cth)*.

#### **5. MEMBERS**

##### **5.1 Members**

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to receive notice of Special General Meetings and to be present, to debate and to vote at Special General Meetings;
- (b) Individual Members, who subject to this Constitution, shall have the right to receive notice of Special General Meetings and to be present, to debate and to vote at Special General Meetings; and
- (c) Junior Members, who subject to this Constitution, shall have no right to receive notice of Special General Meetings and no right to be present or debate or vote at Special General Meetings.
- (d) A parent/guardian of a junior member who has been accepted by the club, and who has paid the registration fee is considered a member. Only one parent of each junior player is eligible for membership under this clause
- (e) Such new or other categories of Members as may be established by the committee. Any new category of Member established by the committee cannot be granted voting rights without the approval of the Club in Special General Meeting.

##### **5.2 Life Members**

- (a) Any person who has rendered outstanding service to the Club, for a minimum period of not less than ten (10) years, may be elected as a Life Member at the annual general meeting.
- (b) Not more than two (2) Life Members shall be elected in any calendar year.
- (c) All nominations for Life Membership shall be submitted to the Club by a Proposer and Secunder, not less than twenty-one (21) days before the annual general meeting
- (d) Should more than two (2) nominations be submitted, the Committee shall decide which two (2) nominations shall be put forward at the annual general meeting.
- (e) Each nomination shall be put separately to the vote at the annual general meeting.
- (f) A 75% majority is required for each nominated person to be elected as a Life member of the Club.

## **6. MEMBERSHIP APPLICATION**

**6.1** The Club shall join and affiliate with NFA as a member in accordance with the Constitution and regulations of NFA and will comply with all lawful requirements of NFA, FNSW, FFA and FIFA.

### **6.2 Application for Membership**

An application for membership must be:

- (a) in accordance with the procedures set down by the Club in Registration Regulations from the applicant or their nominated representative, and
- (b) accompanied by the appropriate fee.

### **6.3 Discretion to Accept or Reject Application**

- (a) The Club may accept or reject an application whether the applicant has complied with the requirements in **clause 6.2** or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Club accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by the Club. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Club rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.

### **6.4 Renewal**

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

### **6.5 Deemed Membership**

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 6.5(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

## **7. REGISTER OF MEMBERS**

### **7.1 Club to Keep Register**

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

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

The register may be kept in written or electronic form. If kept in electronic form, a current hard copy has to be made available upon reasonable request for any member to inspect at the club's main premises. Members shall provide notice of any change and required details to the Club within one month of such change.



## **7.2 Inspection of Register**

Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by Members, upon reasonable request. The request which must be made in either written or electronic form, must state the reason for requesting the information.

## **7.3 Use of Register**

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

## **8. EFFECT OF MEMBERSHIP**

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;
- (c) by submitting to this Constitution and Regulations they are subject to the jurisdiction of the Club, NFA, FNSW, FFA and FIFA.
- (d) they submit to the jurisdiction of the internal grievance resolution procedures of the Club in relation to any disputes and/or grievances between the Club and Members pursuant to this Constitution, bylaws and the Regulations
- (e) they will not attempt to resolve any grievance or dispute with the Club or any Member in a court of law;
- (f) the Constitution, Regulations and bylaws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Football; and
- (g) they are entitled to all benefits, advantages, privileges and services of Club membership.

## **9. DISCONTINUANCE OF MEMBERSHIP**

### **9.1 Notice of Resignation**

- (a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club.
- (b) Any member who deregisters from playing with the Club shall be considered to have resigned their membership of the Club under clause 9.1 (a).
- (c) Once the Club receives a notice of resignation of membership given under **clause 9.1(a)**, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

## **9.2 Discontinuance for Breach**

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

## **9.3 Member to Re-Apply**

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

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

## **9.4 Forfeiture of Rights**

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

## **9.5 Membership may be Reinstated**

Membership which has been discontinued under this **clause 9** may be reinstated at the discretion of the Committee, with such conditions as it deems appropriate.

## **9.6 Refund of Membership Fees**

Membership fees paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

## **10. DISCIPLINE**

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

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

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

## **11. SUBSCRIPTIONS AND FEES**

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

## **12. EXISTING COMMITTEE MEMBERS**

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

## **13. POWERS OF THE COMMITTEE**

- 13.1** Subject to the Act and this Constitution, the business of the Club shall be managed and the powers of the Club shall be exercised by the Committee. In particular, the Committee shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

### **13.2 Making and Amending By-laws, Regulations and Rules:**

- (a) The committee will have the authority to make, alter, modify or delete by laws and regulations as it deems fit, but must at all times be subject to this constitution.
- (b) Any by-law, regulation or rule made, altered or modified must be ratified at a Club meeting to take effect.
- (c) The new by-law or modified or deleted by-law will remain in effect until an AGM is held in the calendar year in which the by-law was made, altered, modified or deleted. If this is failed to be done, the by-law will revert back to its original meaning and words, and does not affect the validity of anything previously carried out by the committee or anyone pursuant to that by-law, regulation or rule.
- (d) Subject to this constitution, the club during a SGM or AGM can amend, repeal and replace any by-law and replace any by-law, regulation or rule made by the committee.

### **13.3 Effect of By-law, Regulation or Rule**

A By-law, Regulation or Rule:

- (a) is subject to this Constitution;
- (b) shall not be inconsistent with the Constitution or any By-law, Regulation or Rule of NFA, FNSW or FFA and, to the extent that there exists any inconsistency, the By-law, Regulation or Rule of the Association shall be of no effect;

- (c) must be consistent with this Constitution and, if not, the Constitution prevails to the extent of any inconsistency; and
- (d) when in force, is binding on all Members and has the same effect as a provision in this Constitution

## **14. COMPOSITION OF THE COMMITTEE**

### **14.1 Composition of the Committee**

The Committee shall comprise of:

- (a) the executive committee and general committee members who must all be Members and who shall be elected under **clause 15**;
- (b) the executive committee shall be the president, the vice-president, the treasurer, the secretary and the competition secretary.
- (c) a person cannot hold more than one position on the Executive Committee.
- (d) executive committee members must individually have a minimum of two years continuous service with the club on the committee prior to election of the position
- (e) up to two appointed committee members may be appointed by the executive committee in accordance with **clause 16**.

### **14.2 Election and Appointment of Committee Members**

- (a) The elected Committee Members shall be elected under **clause 15**.
- (b) The appointed Committee Members may be appointed under **clause 16**.

### **14.3 Portfolios**

The Executive Committee shall allocate portfolios to the general committee members. These portfolios may include but are not limited to those positions described in the regulations.

## **15. ELECTED COMMITTEE MEMBERS**

### **15.1 Nomination for Committee**

- (a) Nominations for elected Committee positions shall be called for twenty-one (21) days prior to the annual general meeting. Details of the job descriptions for the positions shall be provided to nominees.
- (b) Nominees for elected committee positions must declare any position they hold within NFA, FNSW or FFA.

### **15.2 Form of Nomination**

Nominations must be:

- (a) in writing;
- (b) signed and dated by two Individual Members;

- (c) certified by the nominee (who must be a Member) expressing his willingness to accept the position for which he is nominated; and
- (d) delivered to the Club not less than seven (7) days before the date fixed for the annual general meeting.

### **15.3 Elections**

- (a) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Committee, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- (b) If there are insufficient nominations received to fill all vacancies on the Committee, or if a person is not approved by the majority of Members under **clause 15.3(a)**, the positions will be deemed casual vacancies under **clause 17.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy on the Committee.
- (d) Voting shall be conducted in such a manner and by such a method as determined by the Committee.

### **15.4 Term of Appointment for Elected Committee Members**

- (a) Executive Committee Members elected under **clause 15** shall be elected for a term of two years. Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, elected Executive Committee Members shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the second annual general meeting following.
- (b) Two (2) elected Executive Committee Members shall retire in each odd year and three (3) elected Executive Committee Members shall retire in each even year until, after two (2) years the five(5) original elected Executive Committee Members have retired after which those elected Executive Committee Members (or their replacements) who first retired, shall retire and so on.
- (c) The sequence of retirements under **clause 15.4(b)** to ensure rotational terms shall be determined by the Committee. If the Committee can not agree it will be determined by lot.
- (d) General Committee Members elected under clause 15 shall be elected for a term of one year. Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, elected General Committee Members shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the following annual general meeting.

## **16. APPOINTED COMMITTEE MEMBERS**

### **16.1 Appointment of Committee Members**

The elected Executive Committee may appoint up to two (2) appointed committee members.

## **16.2 Qualifications for Appointed Committee Members**

The appointed committee members may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Committee composition.

## **16.3 Term of Appointment**

- (a) Appointed committee members may be appointed by the elected executive committee under this Constitution for a term of two years, which shall commence from the first Committee meeting after the annual general meeting until after the conclusion of the second annual general meeting that follows.
- (b) Appointed Committee Members may be appointed to ensure rotational terms that coincide with the elected Executive Committee Members' rotational terms.
- (c) Any adjustment to the term of appointed Committee Members appointed under this Constitution necessary to ensure rotational terms under this Constitution shall be determined by the Committee.

## **17. VACANCIES ON THE COMMITTEE**

### **17.1 Casual Vacancies**

Any casual vacancy occurring in the position of Executive Committee Member may be filled by the remaining Committee Members from among appropriately qualified persons but must be consistent with clause 14.1.c. Any casual vacancy may only be filled for the remainder of the Committee Member's term under this Constitution.

### **17.2 Grounds for Termination of Committee Members**

In addition to the circumstances in which the office of a committee member becomes vacant by virtue of the Act, the office of a committee member becomes vacant if the committee member:

- (a) dies
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health
- (d) resigns his office in writing to the Club
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of six months
- (f) holds any office of employment with the Club without the approval of the Committee
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest
- (h) in the opinion of the Committee (but subject always to this Constitution):
  - (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club

- (ii) has brought the Club into disrepute
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a Committee Member of a corporation under the *Corporations Act 2001 (Cth.)*.

### **17.3 Committee May Act**

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

## **18. MEETINGS OF THE COMMITTEE AND CLUB**

### **18.1 Committee to Meet**

- (a) The Committee shall meet no less than six times per year and shall be at least as often as is required under the Act. Subject to this Constitution, the committee may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Such meetings of the committee shall be deemed as committee meetings or club meetings.
- (c) Committee meetings may only be attended by registered, financial committee members.
- (d) Club meetings may be attended by committee members and club members.
- (e) A Committee Member may at any time convene a meeting of the Committee within reasonable time of notice.

### **18.2 Decisions of Committee**

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

### **18.3 Resolutions Not in Meeting**

- (a) A resolution in writing that has been signed or assented to by a form of visible or electronic communication by all the Committee Members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Committee Members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee Members.
- (b) Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee may be held where one or more of the Committee Members is not physically present at the meeting, provided that:

(i) All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication.

(ii) Notice of the meeting is given to all the Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee or this Constitution. The notice will specify that Committee Members are not required to be present in person.

(iii) If a failure in communications prevents **clause 18.3(b)(i)** from being satisfied by the number of Committee Members which constitutes a quorum, and none of such Committee Members are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held, then the meeting shall be suspended until **clause 18.3(b)(i)** is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned.

(iv) Any meeting held where one or more of the Committee Members is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a Committee Member is there present. If no Committee Member is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

#### **18.4 Quorum**

- (a) At meetings of the Committee the number of Committee Members whose presence is required to constitute a quorum is six (6).
- (b) At Club Meetings the number of Committee Members whose presence is required to constitute a quorum is six (6).

#### **18.5 Notice of Committee Meetings and Club Meetings**

- (a) Unless all Committee Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than seven (7) days written notice of the meeting of the Committee shall be given to each Committee Member. The agenda shall be forwarded to each Committee Member not less than two (2) days prior to such meeting.
- (b) Notice of club meetings shall be posted on the club's communication vehicles not less than seven (7) days before the club meeting.

#### **18.6 Chairperson**

The President of the Club shall act as chair of any Committee meeting, Club Meeting or Special General Meeting at which he is present. If the President is not present, or is unwilling or unable to preside at a Committee meeting, Club meeting or Special General Meeting, the remaining Committee Members shall appoint another Committee Member to preside as chair for that meeting only.

#### **18.7 Conflict of Interest**

A Committee Member shall declare his interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He shall, unless otherwise determined by the Committee, absent himself from discussions of such matters and shall not



be entitled to vote in respect of such matters. If the Committee Member casts a vote, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Committee Member to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Committee. If this is not possible, the matter shall be adjourned or deferred.

## **18.8 Disclosure of Interests**

(a) The nature of the interest of a Committee Member must be declared at the meeting of the Committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Committee at the next meeting of the Committee. If a Committee Member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Committee held after the Committee Member becomes interested.

(b) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

## **18.9 General Disclosure**

A general notice stating that a Committee Member is a Member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under **clause 18.8**. After the distribution of the general notice, it is not necessary for the Committee Member to give a special notice regarding any particular transaction with that firm or company.

## **18.10 Recording Disclosures**

Any declaration made, any disclosure or any general notice given by a Committee Member in accordance with **clauses 18.7, 18.8 and/or 18.9** must be recorded in the minutes of the relevant meeting.

## **19. DELEGATIONS**

### **19.1 Committee May Delegate Functions**

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

It will determine what powers these committees are given. In exercising its power under this clause, the Committee must take into account broad stakeholder involvement.

### **19.2 Delegation by Instrument**

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

(a) this power of delegation; and

(b) a function imposed on the Committee or the executive officer by the Act, any other law, this Constitution, or by resolution of the Club in a Special General Meeting.

### **19.3 Delegated Function Exercised in Accordance with Terms**

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

#### **19.4 Procedure of Delegated Entity**

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Committee under **clause 18**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Committee with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Committee.

#### **19.5 Delegation May Be Conditional**

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

#### **19.6 Revocation of Delegation**

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

### **20. SEAL**

(a) The Club may have a Seal upon which its corporate name shall appear in legible characters.

(b) The Seal shall not be used without the express authorisation of the Committee. Every use of the Seal shall be recorded in the Club's minute book. Two Committee Members must witness every use of the Seal, unless the Committee determines otherwise.

### **21. ANNUAL GENERAL MEETING**

(a) The Club's Annual General Meeting (AGM) shall be held in accordance with the Act and this Constitution. It should be held on a date and at a venue determined by the Executive Committee.

(b) All General Meetings other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

### **22. SPECIAL GENERAL MEETINGS**

#### **22.1 Special General Meetings May be Held**

The Committee may, whenever it thinks fit, convene a Special General Meeting. When, but for this clause, more than fifteen months elapses between Annual General Meetings, the Committee shall convene a Special General Meeting before the expiration of that period.

#### **22.2 Requisition of Special General Meeting**

(a) The secretary will convene a special general meeting when ten per cent of Members (no less) submit a requisition in writing, be that by any visible form including submissions by electronic means.

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

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

## **23. NOTICE OF SPECIAL GENERAL MEETING**

- (a) Notice of every Special General Meeting shall be given to every Life Member, Committee Members and Individual Member entitled to receive notice. Notices shall be sent to the addresses appearing in the Club's Register and may be by electronic transmission. No other person shall be entitled, as of right, to receive notices of Special General Meetings.
- (b) A notice of a Special General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (c) At least twenty-one (21) days' notice of a Special General Meeting shall be given to those Members entitled to receive notice, together with:
  - (i) the agenda for the meeting; and
  - (ii) any notice of motion received from Members entitled to vote.
- (d) Notice of every Special General meeting shall be given in the manner authorised in **clause 37**.

## **24. BUSINESS**

- (a) The business to be transacted at the annual general meeting includes the consideration of accounts and the reports of the Committee, the election of Committee Members under this Constitution and the appointment of the bank signatories.
- (b) All business that is transacted at a Special General meeting and at an annual general meeting, with the exception of those matters set down in **clause 24(a)**, shall be special business.
- (c) No business other than that stated on the notice for a Special General Meeting shall be transacted at that meeting.

## **25. NOTICES OF MOTION**

Members entitled to vote may submit notices of motion for inclusion as special business at a Special General Meeting. All notices of motion must be submitted in writing to the Club no less than fourteen (14) days (excluding receiving date and meeting date) prior to the Special General Meeting.

## **26. PROCEEDINGS AT SPECIAL GENERAL MEETINGS**

### **26.1 Quorum**

No business shall be transacted at any Special General meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for Special General Meetings of the Club shall be 10% of Members.

## **26.2 Chairperson to Preside**

The President of the Club shall, subject to this Constitution, preside as chair at every Special General meeting except:

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

If the President is not present, or is unwilling or unable to preside, the delegates present shall appoint another Committee Member to preside as chairperson for that meeting only.

## **26.3 Adjournment of Meeting**

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the chairperson. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 26.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

## **26.4 Voting Procedure**

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

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

## **26.5 Recording of Determinations**

- (a) Unless a poll is demanded under **clause 26.4**, the chairperson's declaration shall be conclusive evidence of the result of a resolution decided by a show of hands. The declaration does not need to record the number of votes in favour of or against the resolution; the result of the resolution must be recorded in the Club's minutes of proceedings.
- (b) A 75% majority vote of members present at a special general meeting is required for a resolution to be passed.

## **26.6 Where Poll Demanded**

If a poll is duly demanded under **clause 26.4** it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll in consideration of **clause 26.5.b** shall be the resolution of the meeting.

## **27. VOTING AT SPECIAL GENERAL MEETINGS**

### **27.1 Members Entitled to Vote**

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

### **27.2 Chairperson May Exercise Casting Vote**

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

### **27.3 Proxy Voting**

Proxy voting shall not be permitted at Special General Meetings.

### **27.4 Postal Voting**

No motion shall be determined by a postal or electronic ballot unless determined by the Committee. If the Committee so determines, the postal or electronic ballot shall be conducted under the procedures set by the Committee.

## **28. GRIEVANCE PROCEDURE**

(a) The grievance procedure set out in this rule applies to disputes under these rules between a Member and:

- (i) another Member; or
- (ii) the Club.

(b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.

(c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to the disciplinary tribunal established by the club in accordance with the procedures determined by the executive committee.

(d) The Executive Committee may prescribe additional grievance procedures in the Regulations consistent with **clause 28**.

## **29. RECORDS AND ACCOUNTS**

### **29.1 Records**

The Club shall establish and maintain proper records and minutes concerning all of its transactions, business, meetings and dealings (including those of the Club and the

Committee). It shall produce these as appropriate at each Committee Meeting or Special General Meeting.

## **29.2 Records Kept in Accordance with the Act**

Proper accounting and other records shall be kept in accordance with the Act.

## **29.3 Committee to Submit Accounts**

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

## **29.4 Accounts Conclusive**

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

## **29.5 Accounts Available to Members**

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

## **29.6 Negotiable Instruments**

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

## **29.7 Custody of books**

- (a) All records, books and other documents relating to the club must be kept in New South Wales in the custody of a member of the committee as determined by the executive committee.
- (b) The records, books and other documents may be kept in written or electronic form. If kept in electronic form, a current hard copy has to be made available upon reasonable request for any member to inspect at the club's main premises.
- (c) The books of account shall be kept in the care and control of the Treasurer.

## **30. AUDITOR**

- (a) The accounts of the Club shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor at the conclusion of each financial year.
- (b) The duties of the auditor shall be regulated in accordance with the *Corporations Act 2001 (Cth.)*

### **31. INCOME**

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

Nothing in **clauses 31.2 or 31.3** preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

### **32. WINDING UP**

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

### **33. DISTRIBUTION OF PROPERTY ON WINDING UP**

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given or transferred to another organisation(s) that has Objects similar to those of the Club. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on the Club by this Constitution. The organisation(s) is to be determined by the Members in a Special General meeting at or before the time of

dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

#### **34. ALTERATION OF CONSTITUTION**

This Constitution shall not be altered except by Special Resolution.

#### **35. REGULATIONS**

##### **35.1 Committee to Formulate Regulations**

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

##### **35.2 Regulations Binding**

All Regulations are binding on the Club and all Members.

##### **35.3 Regulations Deemed Applicable**

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

##### **35.4 Bulletins Binding on Members**

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

#### **36. STATUS AND COMPLIANCE OF CLUB**

##### **36.1 Recognition of Club**

The Club is a member of NFA and is recognised by NFA as providing club football within the Nepean Region and subject to compliance with this Constitution and the NFA, FNSW and FFA constitutions shall continue to be so recognised and shall provide club football within the Nepean Region in accordance with the objects.

##### **36.2 Constitution of the Club**

This Constitution will clearly reflect the Objects of NFA, FNSW and FFA and will conform to the Constitutions of those bodies, subject always to the Act.

#### **37. NOTICE**

(a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be sent by pre-paid post or by electronic mail to the Member's registered address or electronic mail address. In the case of a delegate, the notice can be sent to the last recorded address or electronic mail address.



(b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.

(c) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected the next business day after it was sent.

### **38. INDEMNITY**

(a) Every Committee Member and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Committee Member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.

(b) The Club shall indemnify its Committee Members and employees against all damages and losses (including legal costs) for which any such Committee Member or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:

(i) in the case of a Committee Member, performed or made while acting on behalf of and with the authority, express or implied, of the Club; or

(ii) in the case of an employee, performed or made in the course of, and within the scope of, their employment by the Club.