



## ***Mudgee Gulgong Wolves FC Constitution***

Associations Incorporation Act 2009 (NSW) (Act)

March 2021

Outlined is the Constitution	
<b>Organisation name:</b>	<b>Mudgee Gulgong Wolves FC</b>
<b>Plan completed by:</b>	<b>John Freebody and the Mudgee Gulgong wolves FC committee</b>

<b>1. NAME OF CLUB</b>	
The name of the Club is Mudgee Gulgong Wolves FC Incorporated.	

## 2 . DEFINITIONS AND INTERPRETATION

### 2.1 Definitions

*In this Constitution unless the contrary intention appears:*

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

**Committee** means the body managing the Club.

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

**Committee Member** means a Member of the Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution but does not include the Executive Committee.

**Executive Committee Members** include President, Vice-President, Secretary, Treasurer and/or Human Relations Coordinator of the Club.

**Financial Year** means the year ending on the next 30 September following incorporation and thereafter a period of 12 months commencing on 1 October and ending on 30 September each year.

**General Meeting** means the annual or any special general meeting of the Club.

**Special General Meeting** means a special general meeting called in accordance with rule 20 of these rules.

**Incapacitated** means unable to fulfil duties as required by this Constitution or the Act, including being able to understand or communicate committee decisions or retain and use information as part of the decision-making process.

**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.

**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**.

	<p><b>Local area</b> means the geographical area for which the Club is responsible as recognised by the RSO and/or SSO for the Sport of which the Club is a Member. <b>Member</b> means a Member of the Club for the time being under <b>clause 5.2</b> <b>NSO</b> means the National Sporting Organisation for the Sport being FFA.</p> <p><b>ISO</b> means the International Sporting Organisation for the Sport being FIFA.</p> <p><b>Objects</b> means the Objects of the Club in <b>clause 3</b>.</p> <p><b>Public Officer</b> means the person appointed to be the public officer of the Club in accordance with the Act. The public officer needs to be a member of the committee.</p> <p><b>Register</b> means a register of Members kept and maintained in accordance with <b>clause 7</b>.</p> <p><b>Regulations</b> means any rules, by-laws or regulations made by the Board under <b>clause 35</b>.</p> <p><b>RSO</b> means the Regional Sporting Organisation being Western NSW Football and which is a member of or affiliated with SSO.</p> <p><b>Seal</b> means the common Seal of the Mudgee Gulgong Wolves FC (in 2021 we do not have one).</p>
--	--

<b>2.2 Interpretation</b>	
<b>In this Constitution:</b>	<ul style="list-style-type: none"> <li>(a) a reference to a function includes a reference to a power, authority and duty;</li> <li>(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 or the performance of the duty;</li> <li>(c) words importing the singular include the plural and vice versa;</li> </ul>

	<p>(d) words importing any gender include the other genders;</p> <p>(e) references to persons include corporations and bodies politic;</p> <p>(f) references to a person include the legal personal representatives, successors and permitted assigns of that person;</p> <p>(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</p> <p>(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 transmission.</p>
--	--

<b>2.3 Severance</b>	<p>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.</p>
<b>2.4 The Act</b>	<p>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. The model constitution under the Act is expressly displaced by this Constitution.</p>

### 3 . OBJECTS OF THE CLUB

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

- (a) conduct, encourage, promote, advance and administer football throughout the local area;
- (b) act, at all times, on behalf of and in the interest of the Members and football in the local area;
- (c) affiliate and otherwise liaise with the RSO, SSO and/or NSO of which the Club is a Member and adopt their rule and policy frameworks to further these Objects;
- (d) abide by, promulgate, enforce and secure uniformity in the application of the rules of football as may be determined from time to time by NSO and as may be necessary for the management and control of football and related activities in New South Wales;
- (e) advance the operations and activities of the Club throughout the local area;
- (f) have regard to the public interest in its operations; and
- (g) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

### 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 19 of the Act, the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act 2001 (Cth)*.

## 5. MEMBERS<sup>®</sup>

### 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 General Meetings and to be present, to debate and to vote, at General Meetings;
- (b) Player Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings;
- (c) Non-Player Members (e.g., coaches and managers) who after completing application for membership, paid any membership monies due to the Club and have been accepted by the Committee shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings;
- (d) Junior Members, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings. One parent/guardian of a financial junior member shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
- (e) Committee Members, after being duly elected at an Annual General Meeting, will be subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.

### 5.2 Life Members

- (a) The Board may recommend to the annual General Meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.
- (b) A resolution of the annual General Meeting to confer life membership (subject to **clause 5.2(c)**) on the recommendation of the Board must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

## 6. MEMBERSHIP APPLICATION<sup>®</sup>

### 6.1 Application for Membership

An application for membership must be:

- (a) In writing on the form prescribed from time to time by the Committee (if any), from the applicant or their nominated representative (e.g. parent), and lodged with the Club; and
- (b) accompanied by the appropriate fee (if any).

By applying an applicant acknowledges and agrees that they voluntarily agree to be bound by the rules, regulations and policies of the Club (as well as those of the RSO, SSO and NSO) including but not only this Constitution.

### 6.2 Discretion to Accept or Reject Application

- (a) The Committee, may acting in the best interests of the Club and in good faith, accept or reject an application whether the applicant has complied with the requirements in **clause 6.1** or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Committee accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by the Board. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Committee rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club. No reasons for rejection need be given.

<p><b>6.3 Renewal</b></p>	<p>Members (other than Life Members) must re-apply for membership annually in accordance with the timeframes and procedures set down by the Club from time to time. Members acknowledge and agree that membership renewal is not automatic. <b>Clause 6.2</b> applies to re-applications for membership.</p> <p>Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Club</p>
<p><b>6.4 Deemed Membership</b></p>	<p>(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.</p> <p>(b) Any persons, prior to approval of this Constitution under the Act, who are not deemed Members under <b>clause 6.4(a)</b> shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.</p>

<p><b>7. REGISTER OF MEMBERS ®</b></p>	
<p><b>7.1 Club to Keep Register</b></p> <p>The Club shall keep and maintain a Register in which shall be entered (as a minimum):</p>	<p>(a) the full name, address, category of membership and date of entry of each Member;</p> <p>(b) any other information determined by the Committee;</p> <p>(c) where applicable, the date of termination of membership of any Member.</p> <p>Members shall provide notice of any change and required details to the Club within one month of such change.</p> <p>In accordance with the Commonwealth Privacy Act (2000) with regards to passing on personal information to governing bodies Lithgow District, Western NSW FC or our Club Privacy Policy and Procedures for handling and securing personal details of member are as follows:</p>



<p><b>7.2 Inspection of Register</b></p>	<p>Having regard to privacy and confidentiality considerations, inspection of the Register will only be available as required by the Act and under <b>clause 29.2(b)</b>. If permitted, only an extract of the Register, excluding the address or other direct contact details of any Member, shall be made available for inspection (but not copying) by Members.</p>
<p><b>7.3 Use of Register</b></p>	<p>Subject to the Act, confidentiality considerations and privacy laws, the Register may be used by the Club solely to further the Objects, as the Board considers appropriate.</p>

<p><b>8. EFFECT OF MEMBERSHIP</b></p>	
<p><b>Members acknowledge and agree that:</b></p>	<ul style="list-style-type: none"> <li>(a) this Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.</li> <li>(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;</li> <li>(c) by submitting to this Constitution and the Regulations, they are subject to the jurisdiction of the Club, RSO, SSO and NSO;</li> <li>(d) the Constitution and the Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of the Sport;</li> <li>(e) neither membership of the Club nor this Constitution gives rise to: <ul style="list-style-type: none"> <li>(i) any proprietary right of Members in, to or over the Club or its property or assets;</li> <li>(ii) any automatic right of a Member to renewal of their membership of the Club;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>(iii) subject to the Act and the Club acting in good faith, the right of Members to natural justice, unless expressly provided for in this Constitution;</li> <li>(f) they are entitled to all benefits, advantages, privileges and services of Club membership; and</li> <li>(g) a right, privilege or obligation of a person by reason of their membership of the Club: <ul style="list-style-type: none"> <li>(i) is not capable of being transferred or transmitted to another person; and</li> <li>(ii) terminates upon the cessation of membership whether by death, resignation or otherwise.</li> </ul> </li> </ul>
--	--

## 9. DISCONTINUANCE OF MEMBERSHIP

<p><b>9.1 Notice of Resignation</b></p>	<ul style="list-style-type: none"> <li>(a) A Member who has paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving notice in writing to the Club of such withdrawal or resignation.</li> <li>(b) When the Club receives a notice given under <b>clause 9.1(a)</b>, it must make an entry in the Register that records the date on which the Member ceased to be a Member.</li> </ul>
---	---

<p><b>9.2 Discontinuance for Breach</b></p> <p>Notwithstanding anything in the Act or this Constitution:</p>	<ul style="list-style-type: none"> <li>(a) membership of the Club may be discontinued by the Board upon breach of any clause of this Constitution 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 any resolutions or determinations made or passed by the Board or any duly authorised committee;</li> <li>(b) membership shall not be discontinued by the Board under <b>clause 9.2(a)</b> without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach; and</li> <li>(c) where a Member fails, in the Board's view to adequately explain the breach, that Member's membership shall be discontinued under <b>clause 9.2(a)</b> by the Board giving written</li> </ul>
--	--

	<p>notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this <b>clause 9.2</b> as soon as practicable.</p>
<p><b>9.3 Member to Re-Apply</b></p> <p>A Member whose membership has ceased or been discontinued under <b>clauses 9.1 or 9.2:</b></p>	<p>(a) must seek renewal and re-apply for membership in accordance with this Constitution; and</p> <p>(b) may be re-admitted at the discretion of the Committee. There is no right of appeal where the Committee refuses to re-admit a former Member under this clause.</p>
<p><b>9.4 Forfeiture of Rights</b></p>	<p>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.</p>
<p><b>9.5 Membership may be Reinstated</b></p>	<p>Membership which has been discontinued under this <b>clause 9</b> may be reinstated at the discretion of the Committee, with such conditions as it deems appropriate.</p>
<p><b>9.6 Refund of Membership Fees</b></p>	<p>Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.</p>

## 10. DISCIPLINE

### 10.1 Disciplinary proceedings

The Committee may commence or cause to be commenced disciplinary proceedings against a Member who has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Committee or any duly authorised committee;
- (b) acted in a manner unbecoming of a Member, or prejudicial to the purposes and interests of the Club and/or football or
- (c) brought themselves, the Club, any other Member or football into disrepute.

### 10.2 Procedure

- (a) That Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Club set out in the Regulations or as otherwise determined by the Committee.
- (b) Without limiting the operation of **clause 10.2(a)** the Committee may appoint a Sub Committee (total of three (3) committee members and/or life members) to deal with any disciplinary matter referred to it. Such a Sub Committee shall operate in accordance with the procedures expressed in the Regulations or as otherwise determined by the Committee but subject always to the Act.

## 11. SUBSCRIPTIONS AND FEES<sup>®</sup>

- (a) The annual membership subscription and any other fees or levies payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Committee. These vary between junior (3-16) and senior (>16) age groups and include affiliated fees paid to governing bodies e.g., Football NSW, District association.
- (b) The Committee is empowered to prevent any Member whose annual subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings. There is no right to natural justice or any right of appeal where the Committee exercises its power under this **clause 11(b)**.

## 12. EXISTING COMMITTEE MEMBERS

The Members of the administrative or governing body (by whatever name called) 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 General Meeting the positions of Committee Members shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

## 13. POWERS OF THE COMMITTEE

The Committee's primary responsibility is on behalf of its members, ensuring that the legal entity, the Club, remains viable and effective in the present and for the future. The Committees' role includes determining the Club's strategic direction, core values and ethical framework, as well as key objectives and performance measures. 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.

## 14. COMPOSITION OF THE COMMITTEE

### 14.1 Composition of the Executive Committee

**The Executive Committee shall comprise of:**

1. President
2. Vice-President
3. Secretary/Public Officer
4. Treasurer
5. Human Resources Coordinator

### 14.2 Composition of the Management Committee

**The Management Committee shall comprise of the following roles as outlined in the Committee Roles and Responsibilities document:**

6. Sponsorship Coordinator
7. Major Events Coordinator
8. Technical Director
9. Head of Junior Development
10. Equipment Officer
11. Grounds Manager
12. Social Media and Marketing Coordinator

<p>14.3 Election and Appointment of Committee Members</p>	<ol style="list-style-type: none"> <li>13. Public Officer</li> <li>14. Community Secretary</li> <li>15. Game Secretary</li> <li>16. Sports Council Representative</li> <li>17. Canteen Coordinator</li> <li>18. Apparel and Merchandise Coordinator</li> <li>19. Child Protection Officer</li> <li>20. Registrar</li> <li>21. Member Protection Officer</li> <li>22. Volunteers Coordinator</li> <li>23. Social Events Coordinator</li> </ol> <p>a) The elected Committee Members shall be elected under <b>clause 15</b>.</p> <p>b) The appointed Committee Members may be appointed under <b>clause 16</b>.</p>
---	---

## 15. ELECTION OF COMMITTEE MEMBERS

<p>15.1 Nomination for Committee</p>	<p>(a) Nominations for elected Committee positions shall be called for at the annual general meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. qualifications and job descriptions shall be determined by the Committee from time to time.</p> <p>( B) Nominees for elected Committee positions must declare any position they hold in an NSO, SSO or RSO.</p>
--------------------------------------	--

## 15.2 Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) endorsed by two (2) Individual Members;
- (d) signed by the nominee (who must be an Individual Member) expressing their willingness to accept the position for which they are nominated; and
- (e) delivered to the Club's Secretary (or nominated executive committee member) no less than fourteen (14) 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 16.1**.
- (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 from time to time.
- (e) Retiring Committee Members are eligible for re-election.



<p><b>15.4 Term of Appointment for Elected Committee Members</b></p>	<p>(a) Committee Members elected under <b>clause 15</b> 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 Committee Members shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the annual general meeting following.</p> <p>(b) For each committee member, the maximum number of consecutive terms of office in one elected committee role is 5 years.</p>
--	---

## 16. VACANCIES ON THE COMMITTEE

<p><b>16.1 Casual Vacancies</b></p>	<p>Any casual vacancy occurring in the Committee may be filled by the remaining Committee members via motion at a committee meeting. Any casual vacancy may only be filled for the remainder of the calendar year prior to the annual general meeting under this Constitution</p>
<p><b>16.2 Grounds for Termination of Committee Member</b></p> <p>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:</p>	<ul style="list-style-type: none"> <li>(a) dies</li> <li>(b) becomes bankrupt or makes any arrangement or composition with his creditors generally</li> <li>(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</li> <li>(d) resigns his office in writing to the Club</li> <li>(e) is absent without the consent of the Committee from meetings of the Committee held during a period of three (3) months</li> <li>(f) holds any office of employment with the Club without the approval of the Committee</li> <li>(g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest</li> </ul>

<p><b>16.3 Return of Outstanding payments, property and privileges</b></p>          <p><b>16.4 Committee May Act</b></p>	<p>(h) in the opinion of the Committee (but subject always to this Constitution):</p> <ul style="list-style-type: none"><li>(i) has acted in a manner unbecoming or prejudicial to the Objects and interests of the Club</li><li>(ii) has brought the Club into disrepute</li><li>(i) is removed by Special Resolution; or</li><li>(j) would otherwise be prohibited from being a director of a corporation under the <i>Corporations Act 2001 (Cth.)</i>.</li></ul> <p>Every person ceasing to be a Member of The Association, whether by retirement, resignation, expulsion, suspension, death, or failing to pay fees due or monies owing to The Association, shall forfeit all rights as a Member of the Association, but remain liable for any monies due or payable, or the return of club property (e.g. keys) or privileges (passwords) afforded to such member, pursuant to this constitution.</p> <p>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 (clause 17.4) at a meeting of the Club, they may act only for the purpose of increasing the number of Committee Members to a number sufficient to constitute a quorum.</p>
--	---

## 17. MEETINGS OF THE COMMITTEE AND MEMBERS

### 17.1 Committee and Members to Meet

The Committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act). Subject to this Constitution, it may adjourn and otherwise regulate its meetings as it thinks fit. An Executive Committee Member may at any time convene a meeting of the Club within reasonable time.

### 17.2 Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Club 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 President may exercise a casting vote. If the President does not exercise a casting vote, the motion will be lost or defeated.

Minutes of proceedings and of resolutions of the Committee shall be recorded in writing and retained in a written or electronic record provided for that purpose.

### 17.3 Resolutions Not in Meeting

(a) A resolution in writing that has been signed or assented to by facsimile, email or other form of visible or other 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 the Committee 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 Club 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 17.3(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 17.3(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 Executive Committee Member is there present, the meeting shall be deemed to be held at the place where the chairperson of the meeting is located.

At meetings of the Club the number of Committee Members whose presence is required to constitute a quorum is five (5).

#### 17.4 Quorum

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 fourteen (14) days written notice of the meeting of the Club shall be given to each Committee Member. The agenda shall be forwarded to each Committee member not less than three one full day prior to such meeting.

#### 17.5 Notice of Committee Meetings

The President shall be the nominal head of the Club and will act as chair of any Club meeting or General Meeting unless:

#### 17.6 Chairperson

- (i) he/she is not present or is unable to carry out the chairperson role at a specific committee meeting. In this case, the role will then fall to the Vice-President, or the remaining Committee Members shall appoint another Member to preside as chair for that meeting only.
- (ii) he/she decides to delegate this role to another elected committee member for the duration of the calendar year (up to the next AGM).

#### 17.8 Conflict of Interest

A Committee Member shall declare his/her interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. He/she shall, unless otherwise determined by the Club, absent himself/herself 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 Members. If this is not possible, the matter shall be adjourned or deferred.

## 17.9 Disclosure of Interests

a) The nature of the interest of a Committee Member must be declared at the meeting of the Club 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 Club at the next meeting of the Club. 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 Club 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.

## 17.10 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 17.8**. 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.

Any declaration made, any disclosure or any general notice given by a committee member in accordance with **clauses 17.7, 17.8** and/or **17.9** must be recorded in the minutes of the relevant meeting.

## 17.11 Recording Disclosures

(a) A Special Resolution must be passed by a General Meeting of the Club to effect the following changes:

- (i) A change of the Clubs Name; ii) A change of the Clubs Constitution;
- (iii) A change of the Clubs Objects;
- (iv) An amalgamation with another Incorporated Association;
- (v) To voluntarily wind up The Club and distribute its property;
- (vi) To apply for registration as a Company; and
- (vii) Any other matter for which a Special Resolution is required under the Act.

(b) A Special Resolution shall be passed in the following manner:

- (i) Notice must be given to all members advising that a Special Meeting is to be held to consider a Special Resolution;

## 17.12 Special Resolution

	<p>(ii) The notice must give details of the proposed Special Resolution, and give at least fourteen (14) days' notice of the meeting;</p> <p>(iii) A quorum must be present at the meeting;</p> <p>(iv) At least seventy-five percent (75%) of those present in person or by proxy (clause 26.3) must vote in favour of the resolution;</p> <p>(v) In situations where it is not possible or practical for a Special Resolution to be passed as described above, a request may be made to the Department of Fair Trading, or its equivalent for permission to pass the resolution in some other way.</p>
--	--

18. DELEGATIONS	
<p><b>18.1 Committee May Delegate Functions</b></p>	<p>The Committee may, by instrument in writing, create, establish or appoint special committees, Individual officers and consultants to carry out specific duties and functions.</p> <p>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.</p>
<p><b>18.2 Delegation by Instrument</b></p>	<p>In the establishing instrument, the Board may delegate such functions as are specified in the instrument, other than:</p> <p>(a) this power of delegation; and</p> <p style="padding-left: 40px;">a function imposed on the Board by the Act, any other law or this Constitution</p>
<p><b>18.3 Delegated Function Exercised in Accordance with Terms</b></p>	<p>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.</p>

<p><b>18.4 Procedure of Delegated Entity</b></p>	<p>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 Board under <b>clause</b> Error! Reference source not found. The entity e exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Board with details of all material decisions. The entity shall also provide any other reports, minutes and information as required by the Board from time to time.</p>
<p><b>18.5 Delegation May Be Conditional</b></p>	<p>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.</p>
<p><b>18.6 Revocation of Delegation</b></p>	<p>The Board may by resolution and/or instrument in writing, at any time revoke wholly or in part any delegation made under this clause. The Board may also amend or repeal any decision made by a body or person under this <b>clause 19</b></p>

<p><b>19. ANNUAL GENERAL MEETING</b></p>	
<p>The Club’s annual General Meeting 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 Committee. It shall be held every year within three (3) months from the end of club’s financial year (December 31<sup>st</sup>). The Annual General Meeting shall include:</p>	<ul style="list-style-type: none"> <li>(i) Confirmation of the minutes of the last Annual General Meeting;</li> <li>(ii) Receive the Presidents Report for the past year;</li> <li>(iii) Receive the Treasurer’s Report, including the financial statements for the year and any other report deemed necessary under the Act.</li> <li>(iv) Deal with and vote on resolutions and business listed for the meeting, which has been duly received by the Association within the specified time limit.</li> <li>(iv) Elect the Office-Bearers and Committee Members for the next year.</li> </ul> <p>b) All General Meetings other than the annual General Meeting shall be either monthly General Meetings, executive meetings, special</p>

resolution meetings or special general meetings and shall be held in accordance with this Constitution.

## 20. SPECIAL GENERAL MEETINGS

### 20.1 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 (15) months elapses between annual General Meetings, the Committee shall convene a special General Meeting before the expiration of that period

### 20.2 Requisition of Special General Meetings

- a) The secretary will convene a special General Meeting when at least five per cent (5%) of Members entitled to vote submit a requisition in writing.
- 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 (1) or more of the Members making the requisition
- c) If the Board does not cause a special General Meeting to be held one (1) 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 (3) 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 Board.



## 21. MATTERS OF URGENCY

- 21.1 Matters of Urgency will normally be dealt with by the Executive Committee, in case of absence of any Executive Committee Member, a quorum of three (3) Members of the Executive Committee is empowered to act in the best interest of the Club and report to the next meeting of the Committee for ratification;
- 21.2 When a quorum of the Executive Committee cannot be formed, for matters of urgency, a quorum of three (3) member of the Committee shall act in the best interest of the Club and report back to the next meeting for The Committee for ratification.

## 22. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Life Member and Individual Member entitled to receive notice. Notices shall be sent to the addresses appearing in the Club's Register. The auditor and Directors shall also be entitled to receive notice of every General Meeting. No other person shall be entitled, as of right, to receive notices of General Meetings.
- (b) A notice of a 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 seven (7) days' notice of a 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 general meeting shall be given in the manner authorised in **clause 36**.

## 23. BUSINESS

- a) The business to be transacted at the annual General Meeting includes the consideration of accounts and the reports of the Board and auditors, the election of Directors under this Constitution and subject to the requirements of the Act, the appointment of the auditors.
- b) All business that is transacted at a General Meeting and at an annual General Meeting, with the exception of those matters set down in clause 19, shall be special business.
- c) No business other than that stated on the notice for a General Meeting shall be transacted at that meeting.

## 24. NOTICES OF MOTION

Members entitled to vote may submit notices of motion for inclusion as special business at a 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 General Meeting.

## 25. PROCEEDINGS AT GENERAL MEETINGS

### 25.1 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be five (5) of its Committee members

### 25.2 Chair to Preside in Meetings

The chair of the Committee shall, subject to this Constitution, preside as chair at every General Meeting except:

- a) Where he/she decides to delegate this role to another elected committee member for the duration of the calendar year
- b) in relation to any election for which the chair is a nominee; or

<p>25.3 Adjournment of Meeting</p>	<p>c) where a conflict of interest exists.</p> <p>If the chair is not present, or is unwilling or unable to preside, the Member present shall appoint another Director to preside as chair for that meeting only.</p> <p>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 chair. 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.</p> <p>b) The chair 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.</p> <p>c) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.</p> <p>d) Except as provided in <b>clause 25.3c)</b> it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.</p>
<p>25.4 Voting Procedure</p>	<p>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:</p> <p>a) the chair; or</p> <p>b) a simple majority of the Members.</p>
<p>25.5 Recording of Determinations</p>	<p>Unless a poll is demanded under <b>clause 25.4</b>, the chair'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 book of proceedings.</p>

<p>25.6 Where Poll Demanded</p>	<p>If a poll is duly demanded under <b>clause 25.4</b> it shall be taken in such a manner and either at once or after an interval or adjournment or otherwise as the chair directs. The result of the poll shall be the resolution of the meeting.</p>
<p>25.7 Procedural irregularities</p>	<p>a) No decision of the Club, the Board or any Board authorised entity shall be invalid merely because of a failure to give proper notice under this Constitution or the Regulations or other irregularity in procedure required by this Constitution or the Regulations unless a person suffers substantial prejudice as a result of that failure to give proper notice or irregularity in procedure.</p> <p>b) The Club, the Board or other Board authorised entity may confirm an earlier decision which may have been otherwise invalid because of a failure to give proper notice or other irregularity in procedure and the decision shall be deemed to be valid from the time it was originally made.</p>

## 26. VOTING AT GENERAL MEETINGS<sup>®</sup>

<p>26.1 Members Entitled to Vote</p>	<p>Each Individual Member shall be entitled to one vote at 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 <b>clause 5.1</b>.</p>
<p>26.2 Chairperson May Exercise Casting Vote</p>	<p>Where voting at 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.</p>
<p>26.3 Proxy Voting</p>	<p>A Member shall be entitled to appoint in writing a natural person who is also a Member of the Club to be their proxy, and attend and vote at any Meeting of the Club.</p>
<p>26.4 Postal Voting</p>	<p>No motion shall be determined by a postal ballot unless determined by the Committee. If the Committee so determines, the postal ballot</p>

	shall be conducted under the procedures set by the Committee from time to time.
--	---

## 27. GRIEVANCE PROCEDURE<sup>®</sup>

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

1. (i) another Member; or
2. (ii) the Club.

	<p>(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.</p>
--	--

	<p>(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 an independent tribunal established by the SSO in accordance with the procedures determined by the SSO from time to time.</p>
--	---

	<p>(d) The Committee may prescribe additional grievance procedures in the Regulations consistent with this <b>clause 26.4</b>.</p>
--	--

## 28. RECORDS AND ACCOUNTS

### 28.1 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 or general meeting.

### 28.2 Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Treasurer.

### 28.3 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.

### 28.4 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.

### 28.5 Accounts to be Sent to Members

The Secretary shall cause to be sent 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).

### 28.6 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 Executive Committee Members or in such other manner as the Committee determines.

## 29. AUDITOR

- 29.1 A properly qualified auditor or auditors shall be appointed by the Club in a general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the *Corporations Act 2001 (Cth.)* and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Club in a general meeting.
- 29.2 The accounts of the Club shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each financial year.

## 30. INCOME

- 30.1 Income and property of the Association shall be derived from such sources as the Committee determines from time to time.
- 30.2 The income and property of the Club shall be applied solely towards the promotion of the Objects.
- 30.3 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 (excluding Manager for Canteen and Bar Licensee).
  - (c)
- 30.4 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, director or otherwise
  - (b) goods supplied to the Club in the ordinary and usual course of operation
  - (c) interest on money borrowed from any Member

	<p>(d) rent for premises demised or let by any Member to the Club; or</p> <p>(e) any out-of-pocket expenses incurred by a Member on behalf of the Club.</p> <p>(f)</p> <p>Nothing in <b>clauses 30.2 or 30.3</b> 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.</p>
--	---

31. WINDING UP	
	<p>31.1 Subject to this Constitution the Club may be wound up in accordance with the Act.</p> <p>31.2 The liability of the Members of the Club is limited.</p> <p>31.3 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).</p>

32. DISTRIBUTION OF PROPERTY ON WINDING UP.	
	<p>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 general meeting at or before the time of dissolution. If this does not occur, the</p>



	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.
--	---

### 33. ALTERATION OF CONSTITUTION

	This Constitution shall not be altered except by Special Resolution.
--	--

### 34. REGULATIONS

<p><b>34.1 Committee to Formulate Regulations</b></p>	<p>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.</p>
<p><b>34.2 Regulations Binding</b></p>	<p>All Regulations are binding on the Club and all Members.</p>
<p><b>34.3 Regulations Deemed Applicable</b></p>	<p>All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of this Constitution (as long as such clauses, rules, 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.</p>
<p><b>34.4 Bulletins Binding on Members</b></p>	<p>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.</p>

**35.STATUS AND COMPLIANCE OF CLUB**

<p><b>35.1 Recognition of Club</b></p>	<p>The Club is a Member of the regional and/or state bodies for football and is recognised by those bodies as the entity responsible for the delivery of football in the local area and is subject to compliance with this Constitution. The regional and/or state bodies' Constitutions shall continue to be so recognised and shall administer football in the local area in accordance with the Objects.</p>
<p><b>35.2 Constitution of the Club</b></p>	<p>This Constitution will clearly reflect the Objects of the region and state bodies for football and will conform to the Constitutions of those bodies, subject always to the Act.</p>
<p><b>35.3 Region and SSO</b></p>	<p>The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.</p>

## 36. NOTICE

	<p>The Club is a Member of the regional and/or state bodies for football and is recognised by those bodies as the entity responsible for the delivery of football in the local area and is subject to compliance with this Constitution. The regional and/or state bodies' Constitutions shall continue to be so recognised and shall administer football in the local area in accordance with the Objects.</p> <p>This Constitution will clearly reflect the Objects of the region and state bodies for football and will conform to the Constitutions of those bodies, subject always to the Act.</p> <p>The Club may not resign, disaffiliate or otherwise seek to withdraw from its regional and/or state body without approval by Special Resolution.</p>
--	--

## 37. INDEMNITY

a) Every Committee Members 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 director 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 director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:

(ii) 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

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

## 38. LIQUOR AND GAMING LICENSES

### Who Can Hold A Licence?

Two types of liquor licences are available to sporting organisations in New South Wales.

A 'club licence' can only be held by a 'registered club' under the *Registered Clubs Act 1976*.

A 'limited licence' can generally only be held by not-for profit sporting clubs that are considered non-proprietary associations under the *Liquor Act 2007*.

### Club Licence

In relation to preparing a Constitution that satisfies the required criteria, the applicant must show that the rules of the Club meet the requirements specified in section 10(1) of the *Registered Clubs Act 1976*, and otherwise comply with the requirements of that Act, including, but not limited to:

- the club must be a company within the meaning of the Corporations Act 2001;
- the club must be conducted in good faith as a club;
- the club shall be established for social, sporting or athletic purposes, and for the purpose of providing accommodation for its members and guests;

## Limited Licence

- club membership numbers shall be in accordance with statutorily defined minimum and maximum standards; and
- members of the club cannot derive any profit, benefit or advantage that is not offered equally to all full members;

This template has been prepared for an incorporated association. As a Club Licence requires an organisation to be a company within the meaning of the Corporations Act, this template will not be suitable (as it is a Constitution for an incorporated association) and legal advice should be sought in relation to a Constitution for a company.

There are other factors that may be required to be met. For example, the club must have premises and be the bona fide occupier of these premises for the purpose of the club. These premises must be maintained by way of funds of the club.

These criteria are heavily reliant on satisfying statutory requirements, and as such specific advice may be required.

In relation to preparing a Constitution that satisfies the required criteria, the applicant must show that its rules allow it to be considered a non-proprietary association under the *Liquor Act 2007*, and provide for:

- the organisation to be an incorporated or unincorporated body or association of people;
- the organisation to apply any profits (if any) or other income to the promotion of its objectives; and
- the organisation to be prohibited from paying dividends, or distributing profits or income to its shareholders, members, local council or public authorities.

This template meets these requirements.

There are other factors that may be required to be met, for example:

- the granting of the licence must not result in the frequent undue disturbance of the quiet and good order of the neighbourhood of the licensed premises; and
  - if licensing authority is of the opinion that the sale or supply of liquor under a limited licence would more appropriately be provided under another kind of licence, a limited licence will be refused

## Policy Review

This Policy will be reviewed in **March 2022** to ensure it remains relevant, practical and that it reflects community expectations and legal requirements.

