



**JOONDALUP KINROSS JUNIOR  
FOOTBALL CLUB  
“JETS”  
INCORPORATED  
  
CONSTITUTION**

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**JOONDALUP KINROSS JUNIOR FOOTBALL CLUB**  
**“JETS”**  
**INCORPORATED**  
  
**CONSTITUTION**

**1. NAME**

The name of the Association is the Joondalup Kinross Junior Football Club (Incorporated) hereinafter designated “The Club”.

**2. AFFILIATION**

The Club shall be affiliated with the West Australian Football Commissions controlling body, which shall be here-in referred to as the Association.

**3. COLOURS AND UNIFORM**

The uniform shall consist of an emerald green jumper with a gold band under the right arm and a black band under the left arm, green and gold socks and black shorts.

**4. LOCATION**

The Club will be located at Windermere Oval, Joondalup or at any ground made available by the City of Joondalup.

**5. OBJECTIVES**

- 5.1** To encourage, promote and foster the game of Australian Rules Football within our district with the aim to produce players capable of playing at the highest level.
- 5.2** To provide and maintain a Club House for the use of members of the Club and other sporting bodies.
- 5.3** To act, either alone or with other individuals and other bodies in the interests of sport generally.
- 5.4** To promote good fellowship, true sportsmanship and citizenship amongst the members.
- 5.5** The property and income of the association shall be applied solely towards the promotion of the objects or purposes of the association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the association, except in good faith in the promotion of those objects or purposes.

## **6. MEMBERSHIP**

- 6.1.** The membership year shall be from Registration day in the current year to Registration day in the subsequent year.
- 6.2.** The membership shall be open to all persons genuinely interested in the object and purposes of the club.
- 6.3.** The membership of the Club shall consist of:

### **6.3.1. Junior Playing Members**

Players shall be eligible to participate provided they qualify to the age limit laid down by the Association.

The player must lodge with the Registrar an approved registration form complete in every detail. His or her birth certificate, extract of birth, shall accompany the registration form prior to the first game in which he or she plays.

All footballers eligible to play for the Club may be a playing member of the Club for an annual subscription.

On payment of the annual subscription the membership of each junior playing member will also include the parents of the junior playing member.

Notwithstanding the number of junior playing members per family in the Club, all voting necessary at any meetings of the Club shall be limited to one (1) vote per parent.

### **6.3.2. Ordinary Members**

Any person on payment of such sum as may be decided upon by the Management Committee from time to time, shall become a financial Ordinary Member of the Club for a twelve month period commencing from Registration day of the current year and as such be entitled to vote.

### **6.3.3. Life Members**

In recognition of outstanding service to the Club over a period of many years the Club may appoint persons as Life Members of the Club. Notice of any motion for such appointment shall be given to the Secretary and approved by a majority of the Management Committee at least twenty eight days prior to the Annual General Meeting and then ratified by a three quarter majority of those members attending the Annual General Meeting who are entitled to vote. The Nominator must have five years associated membership to the Nominee. The Nominee must have had a minimum of eight years active membership of the Club. The

Nominee must have served a minimum of five years in an ordinary or honorary official position.

Only one (1) Life Membership to be awarded per year. Any member or members so recommended shall be appointed at an Annual General Meeting of the Club, and any member so elected as a Life Member, shall be entitled to all the privileges of an Ordinary Member of the Club without the payment of a fee.

#### **6.3.4. Honorary Members**

A person may be elected as an Honorary Member of the Club by the Management Committee of the Club –

- Such Membership will last for one year only.
- Honorary Members shall not be entitled to vote at any general meeting of the Club.

The Management Committee may revoke the admission of any Honorary Member without any notice and without assigning any reason for doing so.

- 6.4.** All such persons are hereinafter referred to collectively as “the Members”.
- 6.5.** Every member shall be under continuing liability for subscriptions until he shall cease to be a member.
- 6.6.** Any member who fails to pay his subscription within two (2) months of the same falling due shall cease to be a member of the Club.
- 6.7.** The Management Committee shall have the right to refuse to admit any person to membership without assigning any reason for doing so.

### **7. CLUB PATRON**

Any person who in the opinion of the Club would foster the interests and aims of the Club may be appointed as Club Patron on receiving a seventy-five percent majority of all members of the Club present at any Annual General Meeting PROVIDED THAT only one Club Patron shall be appointed at any Annual General Meeting. The position of Club Patron is honorary. The number of Vice Patrons shall be determined by a seventy-five percent majority of all members of the Club present at any Annual General Meeting.

### **8. SUSPENSION/TERMINATION OF MEMBERSHIP**

- 8.1.** A member may at any time by giving notice to the Secretary in writing resign his membership of the Club.
- 8.2.** Suspension.  
If at any time a two thirds majority of the Management Committee shall be of the opinion that the interests of the Club so require they may suspend

any member of the Club by letter for a period not exceeding twelve (12) weeks. Such letter shall also state the grounds on which his suspension is based. On passing of such resolution all privileges of that member shall be forfeited. Any member who is suspended may appeal against such a suspension in which case the Secretary shall call a Special General Meeting to discuss the issue. At such meeting the member whose suspension is under consideration shall be allowed to offer an explanation of the conduct either verbally or in writing, and if two thirds of the members present shall vote for his suspension he shall thereupon cease to be a member of the Club for the period of the suspension specified.

**8.3. Expulsion**

If at any time a two thirds majority of the Management Committee shall be of the opinion that the interests of the Club so require, they may by letter invite any member of the Club to resign from the Club within a time specified. Such letter shall also state the grounds on which his resignation is sought. In default of his or her resignation the question of his or her expulsion shall be submitted to a General Meeting to be held within three weeks after the date specified in such letter. It shall be in the power of the Management Committee to exclude such member from the Club House and grounds until such Special General Meeting shall be held. The member whose expulsion is sought shall have notice of such meeting. At such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of the conduct either verbally or in writing, and if two thirds of the members present shall vote for his expulsion he shall thereupon cease to be a member of the Club.

**8.4. Death**

**8.5. Dissolution of the Club (refer Clause 24)**

**9. LIABILITY OF MEMBERS**

**9.1.** Every person ceasing to be a Member of the Club, whether by retirement or expulsion shall not be relieved of any indebtedness to the Club and shall remain liable for any subscription and any other monies due and unpaid at the date of his ceasing to be a member.

**9.2.** Any member who has ceased to be a Financial Member of the Club shall not be granted clearance until all dues are paid.

**9.3.** Any person on ceasing to be a member of the Club shall forfeit right to and claim upon the Club, its property and funds.

**10. MANAGEMENT**

**10.1.** The business and general affairs of the Club shall be the responsibility of the Management Committee who shall have full control of the property of the Club and absolute authority regarding its disposition.

**10.2.** The Management Committee shall consist of:

- 10.2.1.** President – Delegate
- 10.2.2.** Vice President – Football
- 10.2.3.** Vice President – Administration
- 10.2.4.** Secretary
- 10.2.5.** Treasurer
- 10.2.6.** Registrar/Club Statistician
- 10.2.7.** Coaching Co-coordinator – Open Age
- 10.2.8.** Coaching Co-coordinator – Modified
- 10.2.9.** AUSKICK Co-Coordinator
- 10.2.10.** AUSKICK Administrator
- 10.2.11.** Social Convener
- 10.2.12.** Property Manager
- 10.2.13.** Canteen Manager
- 10.2.14.** Sponsorship Co-Coordinator
- 10.2.15.** Newsletter Editor
- 10.2.16.** Merchandise Officer

The Management Committee and any officers appointed by the Management Committee for the Club to act on the committee or a sub committee shall be a member of the Club.

**10.3.** The President, Vice Presidents (x2), Secretary, Treasurer and Registrar will form the Executive.

## **11. POWERS OF THE MANAGEMENT**

- 11.1.** The Management Committee shall at all times act for and be responsible for the daily running of the Club.
- 11.2.** To take and defend all legal proceedings by or on behalf of the Club and to appoint all necessary Attorneys for any such purpose.
- 11.3.** To borrow, raise or secure the payment of money and to sell and dispose of the assets of the Club.
- 11.4.** To make, alter and repeal By-Laws not inconsistent with these rules regulation the use and management of the Club premises and admission of Members and the conduct of the Club and its affairs generally.
- 11.5.** To co-opt any Member onto the Management Committee to assist the Management Committee as required.
- 11.6.** To appoint, remove and re-appoint the Playing Captains and Vice Captains of all grade teams fielded by the Club.
- 11.7.** To appoint, remove and re-appoint the Coach and or any assistants to the team.

- 11.8. To make such By-Laws as they may deem necessary for the carrying out of the objects of the club and to vary and rescind such By-Laws if necessary, provided they do not interfere with the clauses of this constitution.
- 11.9. To arrange clearances to and from other Clubs and Associations.

## **12. MEETINGS OF THE MANAGEMENT COMMITTEE, VOTING, ATTENDANCE AND VACANCIES.**

- 12.1. The Management Committee shall meet at least once every calendar month during the competition season. The first meeting being within one month after the Annual General Meeting.
- 12.2. The attendance of at least five (5) Management Committee Members throughout the meeting shall constitute a quorum.
- 12.3. At least four (4) days notice of meeting in writing or other means shall be given to Members of the Management Committee.
- 12.4. Each Management Committee Member shall be entitled to an equal vote except the President, who shall have a casting vote only.
- 12.5. Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty-four hours before the time of the meeting in respect of which the proxy is appointed.
- 12.6. All votes shall be given personally or by proxy but no member may hold more than four proxies.
- 12.7. The Patron, Vice Patron and Honorary Members shall be admitted to the meetings of the Committee with the right to move and second motions and speak for or against the motion, but not have a vote.
- 12.8. The Secretary shall forthwith call a Special Meeting of the Management Committee upon receiving a written requisition from two members of the Management Committee and such Special Meeting shall be held not later than seven (7) days immediately following receipt of such requisition.
- 12.9. If a Member of the Management Committee is absent from two (2) consecutive meetings without submitting a satisfactory explanation, the Management Committee may declare the Members position vacant. The Management Committee shall have the power to elect any eligible Member of the Club to fill the vacancy but such appointment shall be confirmed by resolution at the next General Meeting.

### **13. DUTIES OF PRINCIPAL OFFICE BEARERS**

#### **13.1. President**

The President shall:

- 13.1.1.** Act as Chairperson of all Annual General Meetings, Special General Meetings and Management Committee Meetings, maintaining order and shall be responsible for the smooth running of the Club. On all ceremonial occasions the President shall represent the Club.
- 13.1.2.** Have the same right to speak on any question under discussion as any other member.
- 13.1.3.** Only vote in the event of equality of votes in which case he may exercise a casting vote only. Except in the case of elections where he shall be entitled to vote but shall conduct such an election as specified in Clause 16.5.
- 13.1.4.** Present an Annual Report at the Annual General Meeting.
- 13.1.5.** Encourage discussion in an impartial manner and conduct the affairs of the Club with due decorum and in promotion of the object of the Club. The President shall employ standard Rules of Debate at all times.
- 13.1.6.** See that all legal formalities are observed at Club Meetings and Functions. Therefore the President must be familiar with the Rules of Chairing a Meeting and with the Rules of the Clubs Constitution.
- 13.1.7.** Prepare and issue a week prior to the monthly meeting, an Agenda setting out the items to be discussed at the next meeting.
- 13.1.8.** Act as Spokesperson for the Club at all Functions or in his/her absence nominate a representative to take his/her place. Persons acting on behalf of the President shall accept the duties and responsibilities pertaining to that position.
- 13.1.9.** Attend all Junior Football League Meetings, Functions and the like as required, or in his/her absence nominate a representative to take his/her place. The President shall report back to the Committee and any other relevant persons the business discussed at the Meeting.
- 13.1.10.** The President shall liaise as required with other bodies coordinating football competitions.

- 13.1.11. Promote the J.K.J.F.C actively and seek suitable persons to fill vacant positions within the Club.
- 13.1.12. Ensure the Club is run by the Rules defined in the Constitution and By-Laws and actively seek debate with Members in relation to its relevance and effect.
- 13.1.13. Promote the Club and actively seek to grow and develop a quality junior football program which will make young people eager to play and support the game.
- 13.1.14. Promote good fellowship, true sportsmanship and citizenship among junior footballers and people involved in junior football.
- 13.1.15. Provide a report of his/her activities at all Club Meetings.

### **13.2. Vice President - Football**

The Vice President Football shall:

- 13.2.1. Assist the President at all times.
- 13.2.2. In the absence of the President, shall carry out the duties of the President.
- 13.2.3. Administer the football structure and recruiting techniques of both players, coaches and assistants, essential for the long term success and stability of the Club.
- 13.2.4. Pursue and implement programs that focus on player retention and player growth within the Club.
- 13.2.5. Administer the football program across all age groups, to ensure the Club complies with the policies and guidelines of the West Australian Junior Football League.
- 13.2.6. Review the football program of the Club and undertake self education to keep informed of policy changes within the Junior Football League as they may apply to the Club.
- 13.2.7. Assist and review the Coaching Coordinators.
- 13.2.8. Provide a report of his/her activities at all Club Meetings

### **13.3. Vice President - Administration**

The Vice President Administration shall:

- 13.3.1. Assist the President at all times.

- 13.3.2.** In the absence of the President, shall carry out the duties of the President.
- 13.3.3.** Manage the administration structure of the Club, and work with all sub committees in the preparation of budgets and objectives essential for the long term success and stability of the Club.
- 13.3.4.** Be responsible for the ongoing review and succession planning of the administrative duties of the Club. Communicating with the membership and seeking feedback on the direction of the Club.
- 13.3.5.** Pursue and implement programs that focus on player retention and player growth within the Club.
- 13.3.6.** Promote the Club and seek revenue streams appropriate for a Junior Football Club.
- 13.3.7.** Assist the President in finding suitable persons to fill vacant positions within the Club.
- 13.3.8.** Assist the Coaching Coordinators to coordinate the Team Managers. Ensure communications via players and parents through all teams is maintained to the highest level.
- 13.3.9.** Provide a report of his/her activities at all Club Meetings.

#### **13.4. Secretary**

The Secretary shall:

- 13.4.1.** Conduct the correspondence of the Club as directed by the Management Committee.
- 13.4.2.** Keep a full and accurate record of the proceedings of all Management Committee, Annual General and Special General Meetings of the Club.
- 13.4.3.** Keep a list of the attendances of the Members present at the meetings of the Club.
- 13.4.4.** Send out required notices for calling of meetings as directed by the Management Committee.
- 13.4.5.** Prepare meeting agendas as directed by the President and issue to all committee members, a week prior to the monthly meeting.
- 13.4.6.** Take minutes and prepare a written record of Club meetings on a monthly basis, or for any extra ordinary meetings as directed by the President. On preparation of the minutes issue a copy to all committee members, a week prior to the monthly meeting.

- 13.4.7. Ensure all actions are identified at meetings and that responsible persons are appropriately recorded in the minutes.
- 13.4.8. Administer the mail inwards and outwards, through collection and delivery. Collect the mail on a weekly basis and present as soon as possible to appropriate recipient.
- 13.4.9. Arrange for the keeping of Club records and the updating and categorising of such reports.
- 13.4.10. Carry out purchasing for administrative items required by the Club as directed by the President.
- 13.4.11. Provide administrative and secretarial support as required.

### **13.5. Treasurer**

The Treasurer shall:

- 13.5.1. Be responsible for the management of the Clubs financial matters and the recording of all transactions in suitable books of accounts.
- 13.5.2. Be responsible for ensuring the Bank Account details and signatories are maintained correctly. The nominated signatories shall be the President, Vice President, Secretary and Treasurer. Any two nominated signatories to sign, one of which should be the Treasurer.
- 13.5.3. Ensure all payments as authorized by the Management Committee on behalf of the Club are made by cheque and are signed in accordance with the bank account of authority.
- 13.5.4. Produce financial reports showing the profit and loss of the Club accounts. Reports are to be submitted to the committee at each monthly meeting. They shall identify income and expenses into various categories to match budget figures and have a balance sheet.
- 13.5.5. Administer the issuing of all invoices on behalf of the Club.
- 13.5.6. Collect and receive in person or by appointed deputy all monies due to the Club and issue receipts for same. To cause all said monies to be deposited into a bank account in the name of the Club.
- 13.5.7. Present all accounts for payment to the Management Committee to be passed for payment.

- 13.5.8.** Maintain and keep all account books showing the Club's financial records and transaction.
- 13.5.9.** Arrange for review of the Clubs accounts by a licensed accountant. Liaise with financial bodies and government departments as and when required in regards to all financial matters of the Club.
- 13.5.10.** Submit an Annual Report and Audited Financial Statements to the Annual General Meeting each year.
- 13.5.11.** In consultation with the Vice President (Admin) prepare the budget for the Club. The budget is to be prepared and submitted to the committee prior to the end of the calendar year.
- 13.5.12.** Provide a report of his/her activities at all Club Meetings.

### **13.6. Registrar/Club Statistician**

The Registrar/Club Statistician shall:

- 13.6.1.** Be responsible for the registration of players for the Club.
- 13.6.2.** Administer the registration requirements of Club players/members in accordance with the Association and the Club policies, and liaise with the Coaching Coordinator in regards to all league reporting duties as required.
- 13.6.3.** Notify the JCC-Registrar (Junior Competition Council) of any changes to the personal details of any players registered with the Club.
- 13.6.4.** Keep an up to date record of all players names, ages, addresses, phone numbers, milestones and medical conditions and advise Coaches and committee members as required. Assist with Vote Counting and awarding of trophies in regards to statistics.
- 13.6.5.** Keep an up to date record of all transfers.
- 13.6.6.** Provide The Management Committee with all players achievement s such as 50 games, 100 games etc., at least two (2) weeks before the due occurrences.
- 13.6.7.** Ensure all players are registered.
- 13.6.8.** Liaise with the Association in regards to Club registrations. Attend Association meetings as an when required in consultation with the Vice President (Football).

- 13.6.9. Collect and administer the weekly “Match Paperwork” and send a copy of all results to the Junior Football League as required.
- 13.6.10. Work with the Vice President (Football) to determine the teams to be nominated by the Club and their grading, after registration day. Arrange for fixtures to be distributed to the Coaching Coordinator and any adjustments to teams during the Home and Away fixtures.
- 13.6.11. Provide a report of his/her activities at all Club Meetings.

### **13.7. Open Age Coaching Coordinator**

The Open Age Coaching Coordinator shall:

- 13.7.1. Provide to the Management Committee an up to date report on all teams, selections, and an overall guidance of the Club position.
- 13.7.2. Be responsible to the Management Committee and report directly to the Vice President Football.
- 13.7.3. Together with the Registrar/Club Statistician ensure all players are registered.
- 13.7.4. Manage the advertising, selection, training and monitoring of Coaches for the Home and Away season. Develop and provide Coaches with the information (written and verbal) they require to carry out their roles.
- 13.7.5. Liaise with Junior Football League in regards to the rules of the game for both Auskick and Youth football and keep up to date with recent developments in coaching.
- 13.7.6. Prepare a Coaching Program prior to the commencement of each season, detailing what skills are to be taught to each age group.
- 13.7.7. Hold regular meetings with Coaches & team Managers to discuss the Coaches & Managers role and review appropriateness of the Club program and objectives for each team.
- 13.7.8. Attend training sessions and games to assist and assess Coaches in their duties. Provide feedback to the Coaches and to the Vice President (Football) in regards to the performance of the Coaches.
- 13.7.9. Liaise with the Coaches and Property Manager as and when required to ensure the required Club equipment is available. Review the ongoing needs of the Club in regards to equipment availability.

**13.7.10.** Provide a report of his/her activities at all Club Meetings.

### **13.8. Modified Coaching Coordinator**

The Modified Coaching Coordinator shall:

**13.8.1.** Provide to the Management Committee an up to date report on all teams, selections, and an overall guidance of the Club position.

**13.8.2.** Be responsible to the Management Committee and report directly to the Vice President Football.

**13.8.3.** Together with the Registrar/Club Statistician ensure all players are registered.

**13.8.4.** Manage the advertising, selection, training and monitoring of Coaches for the Home and Away season. Develop and provide Coaches with the information (written and verbal) they require to carry out their roles.

**13.8.5.** Liaise with Junior Football League in regards to the rules of the game for both Auskick and Youth football and keep up to date with recent developments in coaching.

**13.8.6.** Prepare a Coaching Program prior to the commencement of each season, detailing what skills are to be taught to each age group.

**13.8.7.** Hold regular meetings with Coaches & team Managers to discuss the Coaches & Managers role and review appropriateness of the Club program and objectives for each team.

**13.8.8.** Attend training sessions and games to assist and assess Coaches in their duties. Provide feedback to the Coaches and to the Vice President (Football) in regards to the performance of the Coaches.

**13.8.9.** Liaise with the Coaches and Property Manager as and when required to ensure the required Club equipment is available. Review the ongoing needs of the Club in regards to equipment availability.

**13.8.10.** Provide a report of his/her activities at all Club Meetings.

### **13.9. AUSKICK Coordinator**

The AUSKICK Coordinator shall:

**13.9.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.

- 13.9.2.** Assist the Coaching Coordinator in selecting coaches. Develop and provide Coaches with the information (written and verbal) as required to carry out their roles.
- 13.9.3.** Liaise with the Coaching Coordinator in regards to the rules of the game for Auskick and keep up to date with recent developments in coaching. Attend League meetings as appropriate to the Auskick program.
- 13.9.4.** Organise and run games for the Auskick program during the season at the JKJFC Home ground.
- 13.9.5.** Manage the participation of JKJFC Auskick players in all league carnivals, Gala days, WAFL & AFL participation days.
- 13.9.6.** Address players, parents and spectators in regards to Club news and information as and when required.
- 13.9.7.** Hold regular meetings with Coaches & Team Managers to discuss the Coaches & Managers role and review appropriateness of the Club program and objectives for each team.
- 13.9.8.** Assess Coaches in their duties. Provide feedback to the Coaches and to the Vice President (Football) in regards to the performance of the Coaches.
- 13.9.9.** Liaise with the Coaches and Property Manager as and when required to ensure the required Club equipment is available. Review the ongoing needs of the Club in regards to equipment availability.
- 13.9.10.** Provide a report of his/her activities at all Club Meetings.

#### **13.10. AUSKICK Administrator**

The AUSKICK Administrator shall:

- 13.10.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.
- 13.10.2.** Assist the Auskick Coordinator as directed in the running and organising of the Auskick program.
- 13.10.3.** Assist the Auskick Coordinator to coordinate the Team Managers. Ensure communications via players and parents through all teams is maintained to the highest level.

- 13.10.4.** Prepare and keep records (names and contact telephone numbers) of all coaches and team managers.
- 13.10.5.** Keep a record of all player milestones and medical conditions and advise Coaches and Auskick Coordinator as required.
- 13.10.6.** Assist Auskick Coordinator with Coaches & Team Managers meetings.
- 13.10.7.** Assist in the collecting of monies as required from the Auskick membership.
- 13.10.8.** Provide a report of his/her activities at all Club Meetings.

### **13.11. Social Convener**

The Social Convener shall:

- 13.11.1.** Chair the meetings of the Social Committee.
- 13.11.2.** In conjunction with the Social Committee be responsible for the arranging/organising of social events and fundraising activities for the Club. Liaise with appropriate businesses to help facilitate and provide services for social events.
- 13.11.3.** Before the commencement of the season, provide to the committee for approval a proposal of what social events are planned to be held by the Club. Each event is to be planned and costed to match budget allocations.
- 13.11.4.** Outline to the Management Committee the total expenditure and profit on all fundraising activities.
- 13.11.5.** Be involved with as many other members of the Club, as so desires, to bring a successful and happy medium to ALL members.
- 13.11.6.** Be responsible for the running of the Canteen.
- 13.11.7.** Liaise with other Members to help facilitate events organised by the Club.

### **13.12. Property Manager**

The Property Manager shall:

- 13.12.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.

- 13.12.2.** Before the commencement of the season, provide to the committee for approval a proposal of what equipment is to be purchased for use by the Club.
- 13.12.3.** Arrange the purchase of new equipment as approved by the committee. Compile and update a list of all equipment so that all distributed equipment can be accounted for.
- 13.12.4.** Review stock quantities as an when required and arrange for the restocking of goods within the budget allocation.
- 13.12.5.** Be responsible for arranging the safe storage of all equipment at storage facilities as agreed to by the Committee.
- 13.12.6.** Manage the distribution of all equipment to Coaches. Record each item of equipment and to whom the equipment has been distributed to. At the end of the season carry out a stock take to ensure all equipment is returned or accounted for.
- 13.12.7.** Liaise with the Treasurer as an when required to ensure all transactions are recorded in the Clubs accounts.
- 13.12.8.** Liaise with the Coaching Coordinator as an when required to ensure the required Club equipment is available.
- 13.12.9.** Be pro-active in seeking feedback from Coaches, players and parents in regards to relevance of equipment and actively seek new items of equipment for the betterment the Players and the Club.
- 13.12.10.** Provide a report of his/her activities at all Club Meetings.

### **13.13. Canteen Manager**

The Canteen Manager shall:

- 13.13.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.
- 13.13.2.** Prior to commencement of the season, provide to the committee a proposal of the food & beverages to be sold by the Club.
- 13.13.3.** Arrange the purchase of stock as approved by the committee. Compile and update a list of all stock so that all transactions can be accounted for.
- 13.13.4.** Review stock quantities as and when required and arrange for the restocking of goods within the budget allocation.

- 13.13.5.** Be responsible for arranging the opening, closing, cleaning and staffing of the Canteen on the days and times agreed to by the Committee.
- 13.13.6.** Manage the selling of all goods, the setting of prices and be responsible for the accounting of all monies.
- 13.13.7.** Liaise with the Treasurer as and when required to ensure all transactions are recorded in the Clubs accounts.
- 13.13.8.** Be pro-active in seeking feedback from customers in regards to relevance of stock and actively seek new items of food & beverages to help promote the Club.
- 13.13.9.** Provide a report of his/her activities at all Club Meetings.

#### **13.14. Sponsorship Coordinator**

The Sponsorship Coordinator shall:

- 13.14.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.
- 13.14.2.** Actively seeks suitable sponsors from private business, to provide financial support to the Club.
- 13.14.3.** Prepare and submit to the committee for agreement a “Invitation for Sponsorship”, to be offered to prospective sponsors. The “Proposal” is required to set out the terms of sponsorship in regards to; duration, cost, marketing, benefits to Sponsors and options.  
The Sponsorship Coordinator shall on acceptance of the Proposal by the Committee, actively seek to secure sponsors for every team within the Club.
- 13.14.4.** Liaise with Sponsors throughout the year as required. The Sponsorship Coordinator is the main point of contact between the Club and the Sponsors.
- 13.14.5.** Actively promote and involve Sponsors where appropriate at all Club events, in an attempt to retain their association.
- 13.14.6.** Organise the manufacture and attachment of patches detailing the sponsors name, to the back of all team jumpers, prior to the start of the season.
- 13.14.7.** Collect monies from Sponsors.

- 13.14.8.** Arrange advertising for Sponsors as required. Eg; collect banners and signage and ensure they are displayed at all appropriate Functions.
- 13.14.9.** Liaise with Sponsors and the Newsletter Editor to ensure each Sponsor is promoted in the Newsletter as detailed in the Sponsorship Proposal.
- 13.14.10.** Arrange for “Gifts” such as, framed Team Photographs to be personally delivered to each Sponsor as and when required.
- 13.14.11.** Prepare and submit in the required format and by the required date, details of Club Sponsors to the Editor of the Junior Football Leagues, “Fixtures Booklet”.
- 13.14.12.** Be responsible for the up keep of the Sponsors Board, in regards to adding and removing of Sponsors as and when required.
- 13.14.13.** Provide a report of his/her activities at all Club Meetings.

### **13.15. Newsletter Editor**

The Newsletter Editor shall:

- 13.15.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.
- 13.15.2.** Prior to commencement of the season, prepare the format for the Newsletter and present a draft to the Committee for approval.
- 13.15.3.** Take receipt of Coaches Reports at the end of every week and insert the Coaches Reports into the Newsletter.
- 13.15.4.** Compile the Newsletter inclusive of all Coaches & Officials Reports, advertisements and Results as required on a fortnightly basis. Produce the required number of Newsletters and distribute them to Team Managers prior to the commencement of the weekend games.
- 13.15.5.** Not without the authors permission alter or omit reports or advertisements that will be included in the Newsletter.
- 13.15.6.** Provide a report of his/her activities at all Club Meetings.

### **13.16. Merchandise Officer**

The Merchandise Officer shall:

- 13.16.1.** When representing the Club, act in accordance with the Clubs Code of Conduct and uphold the Clubs Constitution and By-Laws.
- 13.16.2.** Before the commencement of the season, provide to the committee for approval a proposal of what merchandise is to be purchased for sale by the Club.
- 13.16.3.** Arrange the purchase of stock as approved by the committee. Compile and update a list of all stock so that all transactions can be accounted for.
- 13.16.4.** Review stock quantities as an when required and arrange for the restocking of goods within the budget allocation.
- 13.16.5.** Liaise with the Treasurer as an when required to ensure all transactions are recorded in the Clubs accounts.
- 13.16.6.** Be pro-active in seeking feedback from members in regards to relevance of stock and actively seek new items of merchandise to help promote the Club.
- 13.16.7.** Provide a report of his/her activities at all Club Meetings.

#### **14. SUB COMMITTEES**

The Management Committee may appoint such sub-committee as they may deem necessary and may depute or refer to them such powers and duties as the Management Committee may determine.

#### **15. ANNUAL GENERAL MEETING**

- 15.1.** The Annual General Meeting shall be convened on a date no later than 30 November each year.
- 15.2.** The Agenda of the Annual General Meeting shall be:
  - 15.2.1.** Confirmation of Minutes of Previous A.G.M.
  - 15.2.2.** Presentation of all Annual Reports – President’s Report and Treasurer’s Financial Reports and any other Annual Report.
  - 15.2.3.** Election of Principal Office Bearers.
  - 15.2.4.** Election of Club Patron, vice Patron, Life Members (if any)
  - 15.2.5.** Notices of motion
  - 15.2.6.** General Business
- 15.3.** All positions of the Management Committee will be declared vacant at every Annual General Meeting after the presentation of the Annual

Reports. Nominations and elections will be held in accordance with Clause 16.

- 15.4. Every Annual General Meeting shall be advertised by circular or other means and shall give at least fourteen (14) clear days notice of the Meeting and contain the day, hour, business and place of the meeting.
- 15.5. The President shall chair the Annual General Meeting of the Club. In the event of the President's absence procedure shall be in accordance with Clause 13.2.2 or 13.3.2.
- 15.6. Voting at the Annual General Meeting shall be by show of hands however any five (5) members present may demand a poll which shall forthwith be taken by a secret ballot and a result declared by the Chairperson and witnessed by the Secretary. A majority vote shall decide the issue and in the case of equality of votes the Chairperson shall have a casting vote only. In the case of elections the procedure shall be carried out as stipulated in Clause 16.5.
- 15.7. No person other than Financial Members of the Club shall be entitled to vote at the Annual General Meeting.
- 15.8. Fifteen (15) Financial Members shall constitute a quorum at the Annual General Meeting. Should at any stage during the meeting fall below ten (10) Financial Members it shall be postponed to a date fourteen (14) days thereafter.
- 15.9. In the event of a quorum not being present within thirty minutes after the advertised or notified time of commencement of the meeting, the meetings shall be adjourned to a date fourteen (14) days thereafter and if a quorum of members not be present at the adjourned meeting thirty minutes after the notified time the members present shall be deemed to constitute a quorum.

## **16. ELECTION OF PRINCIPAL OFFICE BEARERS**

- 16.1. The chairperson at the Annual General Meeting shall have the power on the day of the meeting to call for nominations for the positions vacant.
- 16.2. The Nominee, Nominator and Seconder shall be Financial Members of the Club.
- 16.3. Every person so nominated and seconded shall personally consent to such nomination.
- 16.4. In the event that there are more candidates nominated than the required number, the Chairperson of the Annual General Meeting together with the Secretary shall decide the issue on a secret ballot scored on a 3,2,1 point basis and the Member polling the highest total will be elected.

- 16.5. In the event of a tie, a count back will prevail between the Members who have tied, with the Member polling the most first votes elected. If a tie eventuates the Chairperson shall have the casting vote.
- 16.6. Should nominations be less than the required number of nominations to fill all vacancies on the Management Committee the vacancies may be filled at the first or any subsequent meeting of the Management Committee.
- 16.7. Each Principal Office Bearer shall hold office until he or she is dismissed by a three quarter majority of the Management Committee or at a Special General Meeting requested by Members or until the next election of Principal Office Bearers when he or she retire. All Principal Office Bearers shall be eligible for re-election.
- 16.8. Only Financial Members of the Club and Life Members are entitled to vote and only one vote is allowed per Member, for each position to be filled.

## **17. SPECIAL GENERAL MEETINGS**

- 17.1. Special General Meetings shall be convened by a written requisition signed by at least one third of the Ordinary Members of the Club, by a majority of Principal Office Bearers or by the President.
- 17.2. Any requisition for a Special General Meeting shall be lodged with the Secretary not less than fourteen (14) days prior to the proposed date for the meeting and shall include the object of the meeting and any motion proposed to be put to the meeting.
- 17.3. Upon receipt of a valid requisition for a Special General Meeting the Secretary shall notify each Member of the details of the meeting, including the date, time, venue and topic for consideration not less than seven (7) days prior to the proposed date for the meeting.
- 17.4.
  - 17.4.1. Should the Secretary fail to convene such Special General Meeting, the requestor or any of them may convene such meeting.
  - 17.4.2. All business at such meetings shall be considered special and no other matter shall be entertained.
  - 17.4.3. Only Ordinary Members and Life Members shall be entitled to vote on any matter at a Special General Meeting provided always that the Chairperson shall have a casting vote.
- 17.5. Fifteen (15) Financial Members shall constitute a quorum at any Special General Meeting.

- 17.6.** Voting at the Special General Meeting shall be done in accordance with the provisions of Clause 15.6.
- 17.7.** In the event of a quorum not being present within thirty minutes after the notified time of the commencement of a Special General Meeting, adjournment shall be ordered by the Chairperson in accordance with Clause 15.9.

## **18. AUDITOR**

- 18.1.** The Auditor or Auditors shall be elected by the Management Committee.
- 18.2.** They shall audit the Annual Statement of Accounts and Balance Sheets for the financial year ending 30 September and certify to their authenticity.
- 18.3.** They shall have the power at any time to call forth production of all books, accounts, vouchers and other documents relative to the affairs of the Club.
- 18.4.** The Auditor(s) shall not necessarily be Members of the Club.
- 18.5.** The audit is to be completed fourteen (14) days prior to the Annual General Meeting.

## **19. DELEGATES**

Shall comprise one delegate and one proxy delegate and they shall be either President and or his/her nominated representative to represent the club at all Association meetings with full voting powers. The delegate shall submit reports to the Management Committee.

## **20. COMMON SEAL**

The Common Seal of the Club engraved with the name of the Club shall be kept in the care of the President or his/her nominated representative. The seal shall not be affixed to any deed or other document except pursuant to a resolution of the Management Committee and in the presence of the President and two Members of the Management Committee both of whom shall subscribe their names as witnesses.

## **21. PROPERTY**

The property of the Club shall belong to the general body of Members and no person who resigns or is expelled from the Club shall have any claim whatsoever on the property or assets of the Club.

## **22. INTERPRETATION OF RULES**

Interpretation of these rules relating to the Club shall:

- 22.1. Be in the sole determination of the Management Committee whose decision shall be binding on all Members of the Club until set aside by the Annual General Meeting or a Special General Meeting.
- 22.2. Include all genders and any reference to a particular gender shall mean all genders.

### **23. INSPECTION OF BOOKS AND RECORDS, etc OF THE CLUB**

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.

### **24. AMENDMENTS TO THE CONSTITUTION**

- 24.1. Subject to the Associations Incorporation Act 1987, as from time to time amended, this Constitution may be repealed or amended or added to by a notice of motion carried by a seventy five percent majority of all Members present at the Annual General Meeting or a Special General Meeting duly convened for that purpose.
- 24.2. The following procedures shall apply in relation to any proposed amendment to the Constitution.
  - 24.2.1. Notice in writing of any proposed repeal or amendment of this Constitution shall be given to the Secretary not less than fourteen (14) days prior to the meeting at which it is to be considered.
  - 24.2.2. Such notice of motion shall be signed by at least two Members.
  - 24.2.3. The Secretary shall include in the notice of meeting at which the proposed repeal or amendment is to be presented a full and true copy of such proposed repeal or amendment.

### **25. DISSOLUTION OF THE CLUB**

If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.