

**Canterbury Junior Soccer Club
Incorporated**

ABN: 30 423 406 551

Constitution and By Laws

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Canterbury Junior Soccer Club Incorporated

ABN: 30 423 406 551

CONSTITUTION

1. NAME OF THE CLUB

The name of the Club is Canterbury Junior Soccer Club ('Club')

The colours of the Club shall be Royal Blue and Gold unless otherwise decided at an AGM or EGM.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution:

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

Club means Canterbury Junior Soccer Club including registered 'trading as' names as applicable

Committee means the body managing the Club and consisting of the Committee Members.

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.

Distinguished service means a member of the Club who has contributed to the Club as a committee member, coach, manager or volunteer.

Financial Year means (unless determined otherwise by the Committee) the period of 12 months commencing on 1 October and ending on 30 September the following year.

Membership Year means (unless determined otherwise by the Committee) the period of 12 months commencing on 1 January and ending on 31 December the same year.

AGM means the Annual General Meeting of the Club.

EGM means the Extraordinary General Meeting of the Club

GM means the General Meeting of the Club

Full 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.

Ineligible person (or ineligible member) is one that is not financial or has not completed a registration form and been accepted to membership or has been suspended or expelled from the Club in accordance with the Constitution of 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.

Area means any location under the jurisdiction of the CDSFA and includes any location or event a Member is engaged in activities where they represent the Club.

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

Objects means the Objects of the Club in clause 3.

EC means Executive Committee

SO means the Sporting Organisation being Canterbury and District Soccer Football Association Incorporated ('CDSFA') or its successor, Football NSW and Football Australia

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa.
- (d) words importing any gender include the other genders.
- (e) references to persons include corporations and bodies politic.
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form, including messages sent by electronic transmission.

2.3 Severance

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

3 OBJECTS

The Club has been established, and continues to operate, solely for the Objects of the Club which is to:

- promote, foster, encourage, conduct, develop and administer football;
- facilitate football activities for its Members;
- provide social and recreational pursuits as may be deemed desirable by the Committee for its Members;
- act, at all times, on behalf of and in the best interest of the Members and football;
- liaise with the SO of which the Club is a member and adopt their rules and policies as appropriate to further these Objects;
- abide by, promulgate, enforce, and secure uniformity in the application of the rules of football as may be determined from time to time by SO and as may be necessary for the management and control of football and related activities in the State of New South Wales;
- advance the operations and activities of the Club throughout the Area;
- have regard to the public interest in its operations;
- undertake and/or do all such things or activities which are necessary, incidental, or conducive to the advancement of these Objects; and
- ensure the assets and income of the Club are applied solely in the best interests of the Club and its Members and no portion shall be distributed directly or indirectly to the Members of the Club or non-members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

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 MEMBERSHIP

Club membership shall consist of:

- (a) **Full Members;**
- (b) **Life Members; and**
- (c) **Junior Members.**

5.1 Full Members

All parents, players, coaches and managers of the age of 18 years and over shall be eligible for consideration of full membership of the Club, subject to;

- That person not being an ineligible person; and
- A player/coach/manager registration has been submitted and the required fees have been paid in full.

All persons who meet the criteria for full membership under section 5.1 but are under the age of 18 years shall be eligible for consideration for junior membership of the Club.

The management committee shall approve or reject nominations for club membership as it sees fit. (But shall not unreasonably withhold membership).

If a nomination for club membership is not approved or if a player registration is rejected, the Secretary of the Club shall cause such non-approval or rejection, to be notified to that person so applying, within 7 days of such non-approval or rejection.

An unsuccessful applicant has the right of appeal at the next GM of the Club and notify the Club within 7 days of notification of non- approval or rejection of membership.

5.2 Life Members

The Committee or a Life Member shall recommend to the AGM that any natural and competent person, 18 years of age and over, who has rendered distinguished service towards the advancement of the Club and its interests be appointed as a Life Member.

Nominations for life membership:

- Nominations for life membership must be submitted in writing to the Secretary twenty-one (21) days prior to the AGM;
- The Committee and current Life Members shall determine the candidate for election; and
- The elected candidate's name and nomination shall appear on the business paper for the AGM.

To succeed, the motion to grant life membership must win 75% of the eligible votes at the AGM.

Nominations shall be restricted to those members who have had ten (10) years' service.

If granted, a Life Member shall be entitled to a reduction of 100% of their or eldest junior players' registration fees

6. MEMBERSHIP APPLICATION

Application for Membership

An application for membership must be:

- (i) from the applicant, in writing on the form prescribed from time to time by the Committee (if any), and lodged with the Club (where such form of application may include an online registration process through the Club's website or through the website of the SO or through such other online platform designated by the Club); and
- (j) accompanied by the full payment of 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 SO) including but not only this Constitution.

Unless discontinued pursuant to clause 9 or otherwise terminated, an applicant's membership shall continue until the end of the Membership Year in which the application is made and accepted.

Discretion to Accept or Reject Application

- 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 or not. The Club shall not be required or compelled to provide any reason for such acceptance or rejection.
- 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 Committee. The Register shall be amended accordingly as soon as practicable.
- 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.

Renewal

- 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.
- Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Club.

Deemed Membership

- 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.
- Any persons, prior to approval of this Constitution under the Act, who are not deemed Members under clause 6 shall be entitled to carry on such functions similar to their previous functions as are provided for under this Constitution.

7. REGISTER OF MEMBERS

Club to Keep Register

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

- the full name and address (including email address) of the Member (and in the case of a Junior Member the full name and address (including email address) of the Parent or Guardian);
- the category of membership of the Member;
- the date on which the Member became a Member;
- any other information determined by the Committee; and
- where applicable, the date of cessation of membership of any Member.

Members shall provide notice of any change and required details to the Club within 30 days of such change.

The Register may be in a form that the Committee determines as appropriate from time to time having regard to the available technology but may comprise or include an extract of registration details of Members as available from the online registration system by which application for membership of the Club are made as contemplated by clause 6.

Inspection of Register

Having regard to privacy and confidentiality considerations, inspection of the Register will only be available as required by the Act and under clause 29(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.

Use of Register

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used by the Club solely to further the Objects, as the Committee considers appropriate.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution forms a contract between each of them and the Club and that they are bound by this Constitution and the Regulations.
- (b) they shall comply with and observe this Constitution and the Regulations and any determination, resolution or policy which may be made or passed by the Committee or other entity with delegated authority;
- (c) by submitting to this Constitution and the Regulations, they are subject to the jurisdiction of the Club and SO;

- (d) the Constitution and the Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of football;
- (e) neither membership of the Club nor this Constitution gives rise to:
 - (i) any proprietary right of Members in, to or over the Club or its property or assets;
 - (ii) any automatic right of a Member to renewal of their membership of the Club;
 - (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;
- (f) they are entitled to all benefits, advantages, privileges, and services of Club membership; and
- (g) a right, privilege, or obligation of a person by reason of their membership of the Club:
 - (i) is not capable of being transferred or transmitted to another person; and
 - (ii) terminates upon the cessation of membership whether by death, resignation or otherwise.

9. DISCONTINUANCE OF MEMBERSHIP

Notice of Resignation

- (i) 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.
- (ii) When the Club receives a notice given under clause 9, it must make an entry in the Register that records the date on which the Member ceased to be a Member.

Discontinuance for Breach

Notwithstanding anything in the Act or this Constitution:

- i. membership of the Club may be discontinued by the Committee 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 Committee or any duly authorised committee;
- ii. membership shall not be discontinued by the Committee under clause 9 without the Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach; and
- iii. where a Member fails, in the Committee's view to adequately explain the breach, that Member's membership shall be discontinued under clause 9 by the Committee giving written notice of the discontinuance to the Member. The Register shall be amended to reflect any discontinuance of membership under this clause 9 as soon as practicable.

Member to Re-Apply

A Member whose membership has ceased or been discontinued under clauses 9:

- i. must seek renewal and re-apply for membership in accordance with this Constitution; and
- ii. 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.

Forfeiture of Rights

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

Membership may be Reinstated

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

Refund of Membership Fees

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

10. DISCIPLINE

Disciplinary proceedings

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

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

Procedure

- iv. 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.

- v. Without limiting the operation of clause 10 the Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate in accordance with the procedures expressed in the Regulations or as otherwise determined by the Committee but subject always to the Act.

11. SUBSCRIPTIONS AND FEES

- (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 from time to time.
- (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 Committee of the Club immediately prior to approval of this Constitution under the Act shall continue in those positions until the next AGM following such adoption of this Constitution. After the AGM, the positions of Committee Members shall be filled, vacated, and otherwise dealt with in accordance with this Constitution.

13. POWERS OF THE COMMITTEE

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, football, and the community throughout the Local area.

14. COMPOSITION OF THE COMMITTEE

Composition of the Committee

The Committee shall comprise:

- i. the president;
- ii. the vice-president;
- iii. the treasurer and assistant treasurer;
- iv. the secretary and assistant secretary;
- v. Registrar;

- vi. Competition Secretary;
- vii. Gear & equipment manager;
- viii. Canteen manager;
- ix. Member Protection Information Officer;
- x. Club Coach Coordinator; and
- xi. up to six ordinary committee members forming a General Committee (GC);

who must all be Members and who shall be elected under clause 15.

Election and Appointment of Committee Members

The elected Committee Members shall be elected under clause 15.

Portfolios

The Committee may allocate portfolios and/or titles to Committee Members. Subject to this Constitution and any properly passed resolution of the Committee, the allocation of portfolios or titles does not affect the powers and duties of Committee Members.

Duties and Functions of Committee Members

President:

- (a) The President shall Chair all meetings and shall conduct such meetings in accordance with the Constitution.
- (b) The President shall have a casting vote only at all meetings.
- (c) The President shall, at all times, act in the best interest of the Club and its Members.

Vice President:

- (a) In the absence of the president from any meeting, the Vice President shall act as Chair, and when in this capacity shall have a casting vote only. At all other times the Vice President shall have a deliberative vote,
- (b) The Vice President shall assist the other Committee Members in their duties from time to time as required.
- (c) The Vice President shall also chair any sub-committees and be responsible to report back to the Committee on the actions and activities of any sub-committees where required.

Secretary

- (a) Shall administer the affairs of the Club as directed by the Committee and as the Constitution and By-laws direct;
- (b) Hold all official seals and stamps, if any, of the Club;
- (c) Attend to all incoming and outgoing correspondence;
- (d) Circulate an annual report to all eligible voting members at the AGM;
- (e) Accept as otherwise provided in this Constitution keep in their custody, control of all records, minutes of meetings, books and other such documents relating to the business of the Club;
- (f) Cause to email all Members within seven days, the minutes of all meetings (EGM, AGM, and GM);
- (g) record in the minute book all business transacted at all meetings; and
- (h) Keep a record of attendance at all meetings

Treasurer

- (a) Shall receive all monies due to the Club from any source, and shall give a receipt in return;
- (b) Bank all monies received, within 5 business days;
- (c) Have custody of bank and cheque books including online bank accounts;
- (d) Pay all expenditure directly related to the operations of the Club or as requested from the Committee;
- (e) Prepare a financial report for each meeting of the Committee and for each GM;
- (f) Prepare the Annual Report for the AGM;
- (g) Produce all books and receipts when required by the auditors or when ordered to do so by the Committee on order of the Committee; and
- (h) Produce the bank statements and cheque books at each meeting on request.

Competition Secretary

- (a) Shall assist the secretary as required;
- (b) In the absence of the secretary, carry out their duties, as far as possible;
- (c) Record and verify all results of Club fixtures; and
- (d) Liaise with the SO in all competition matters.

Registrar

- (a) Shall keep a register of all teams and players in a manner approved by the Committee;
- (b) Index and register proof of identity of all Club players;
- (c) Check player records to confirm they are correctly registered, completed, and accurate; and
- (d) Maintain a register of defaulting, suspended or otherwise ineligible players or officials.

Member Protection Information Officer

- (a) Ensure the safety and welfare for Club members;
- (b) Assist in grievance and complaints resolution;
- (c) Act as an impartial body, offering a sounding board to bounce ideas off;
- (d) Refer complaints and grievances to other bodies;
- (e) Liaise with members of the Club, President and Committee; and
- (f) Work with their club to ensure that the members who require a WWCC have provided their current number, expiry date and verification result, as per the guidelines from the Office of the Children's Guardian or equivalent governing body.

Club Coach Coordinator

- (a) Foster and support a positive club coaching culture;
- (b) Developing a coach's knowledge and skills;
- (c) Being a role model;
- (d) Building the confidence of the coach they are working with;
- (e) Being a resource – either sharing their own knowledge or directing coaches to other sources of information;
- (f) Providing introductions to other people who can help; and
- (g) Developing self-awareness in coach empowerment.

General Committee (GC)

(a) The GC shall consist of up to six ordinary committee members- to assist the Committee with matters such as marketing, social media, community events, etc.

Executive Committee (EC)

(a) The EC shall consist of the President, Vice President, Secretary, Treasurer, Registrar

Powers of the Committee

In so far as it does not contravene other sections of this Constitution, the conduct of the whole of the affairs of the Club shall be in the hands of the Committee.

The powers and duties of the Committee shall include, but are not limited to, the following:

- Admission or rejection of application by persons for membership of the Club;
- Admission or rejection of applications by persons for player registration;
- Admission or rejection of any team in any competition;
- The expulsion or suspension of any team, manager, or player, member, or Committee member from participating in the affairs of the Club;
- The suspension or expulsion of any team, manager, or player from participation in any competition or match;
- Hear and determine all protests and disputes by registered players and Members arising from incidents on and off the field of play;
- Control and manage all finances of the Club;
- Consider all items of expenditure related to the Club, submitted for approval, and permit to give the Treasurer an order to pay such items;
- Admit or exclude strangers/observers at their meetings;
- Investigate any case of misconduct reported by any person and deal with such reports as it deems necessary;
- Grant extensions for the payment of fees;
- By instrument in writing, establish any subcommittee it deems fit for the efficient running of the Club;
- Hear appeals from persons concerning decisions of a Committee Member;
- Effect all player insurance and all necessary insurance it deems necessary;
- Accept or reject offers of sponsorship;
- The setting of playing fees;
- Deal with any other matter it deems fit and proper for the efficient running of the Club.

15. ELECTED COMMITTEE MEMBERS

Nomination for Committee

- (a) Nominations for elected Committee Member positions shall be called for forty-two (42) days prior to the annual general meeting.
- (b) Nominees for elected Committee Member positions must have been a full member for a minimum of two (2) years
- (c) Nominees for elected Committee Member positions must declare any position they hold in the SO.

Form of Nomination

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by two (2) Full Members;
- (d) certified by the nominee (who must be a Full Member) expressing their willingness to accept the position for which they are nominated; and
- (e) delivered to the Club not less than twenty-one (21) days before the date fixed for the AGM.

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 may be declared elected only if approved by a majority of Members present and 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, the positions will be deemed casual vacancies under Clause 16.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be provided 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) In the event of a tie the voting shall be held over until the next general meeting

Term of Appointment for Elected Committee Members

Committee Members elected under clause 15 shall be elected for a term of one year.

Subject to provisions in this Constitution relating to early retirement or removal of Committee Members, elected Committee Members shall remain in office from the conclusion of the AGM at which the election occurred until the conclusion of the next AGM following.

16. VACANCIES ON THE COMMITTEE

Casual Vacancies

- (a) Any casual vacancy occurring in the position of Committee Member may be filled by the remaining Committee Members from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Committee Member's term under this Constitution.

- (b) The committee may decide, by majority vote at a general meeting, to elect new committee members at the next general meeting as per clause 15

Grounds for Termination of Committee Member

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

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns their office in writing to the Club;
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of six (6) months;
- (f) holds any office of employment with the Club without the approval of the Committee;
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of that interest;
- (h) in the reasonable opinion of the Committee (but subject always to this Constitution) has:
 - acted in a manner unbecoming or prejudicial to the Objects and interests of the Club;
 - brought themselves or the Club into disrepute;
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from being a director of a corporation under the Corporations Act 2001 (Cth.).

Committee May Act

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

17. MEETINGS OF THE COMMITTEE

Committee 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. A Committee Member may at any time convene a meeting of the Committee within a reasonable time.

The Committee must conduct or hold a minimum 6 meetings a year. The procedural outline for a GM, AGM and EGM is provided in Appendix 2.

Decisions of Committee

Subject to this Constitution, questions arising at any meeting of the Committee shall be decided by a majority of votes (majority of votes defined as minimum fifty per cent (50%) of Members present and entitled to vote) All Committee Members shall have one (1) vote on any question. Where voting is equal, the President (or in the absence of the President, The Vice President) may exercise a casting vote. If the President (or in the absence of the President, The Vice President) does not exercise a casting vote, the motion will be forfeited.

Resolutions Not in Meeting

- (a) A resolution in writing that has been signed or assented to by any form of visible or other electronic communication by the majority of Committee Members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Committee Members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Committee Members.
- (b) Without limiting the power of the Committee to regulate its meetings as it thinks fit, a meeting of the Committee may be held where one or more of the Committee Members is not physically present at the meeting, provided that:
- 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;
 - notice of the meeting is given to all the Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Committee or this Constitution. The notice will specify that Committee Members are not required to be present in person;
 - if a failure in communications prevents 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 clause to be held, then the meeting shall be suspended until it is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption, the meeting shall be deemed to have been terminated or adjourned; and
 - any meeting held where one or more of the Committee Members is not physically present shall be deemed to be held at the place specified in the notice of the meeting, provided a Committee Member is there present. If no Committee Member is there present, the meeting shall be deemed to be held at the place where the chair of the meeting is located.

Quorum

At meetings of the Committee a quorum shall be fifty per cent (50%) of Committee Members entitled to vote. A quorum must remain present throughout the meeting.

Notice of Committee Meetings

Unless all Committee Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than seven (7) days written notice of the meeting of the Committee shall be given to each Committee Member. The agenda shall be forwarded to each Committee Member not less than four (4) days prior to such meeting.

Chair

The president shall chair Committee meetings. If the president is not present or is unwilling or unable to preside at a Committee meeting the Vice President shall chair the meeting. If the President and Vice President is unwilling or unable to preside at a Committee meeting then any member of the EC shall chair the meeting

Conflict of Interest

A Committee Member shall declare their interest in any contractual, selection, disciplinary, or financial matter in which a conflict of interest arises or may arise. They shall, unless otherwise determined by the Committee, absent themselves 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. If there is any uncertainty as to whether it is necessary for a Committee Member to absent themselves from discussions and refrain from voting, the issue should be immediately determined by the Committee. If this is not possible, the matter shall be adjourned or deferred.

Disclosure of Interests

- (a) The nature of the interest of a Committee Member must be declared at the meeting of the Committee at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be disclosed to the Committee at the next meeting of the Committee. If a Committee Member becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Committee held after the Committee Member interest has arisen.
- (b) All disclosed interests must also be disclosed to each annual General Meeting.

General Disclosure

A general notice stating that a Committee Member is a member of any specified firm or company and that they are 'interested' in all transactions with that firm or company is sufficient declaration under clause 17. After such general notice, it is not necessary for the Committee Member to give a special notice regarding any particular transaction with that firm or company.

Recording Disclosures

Any declaration made, any disclosure or any general notice given by a Committee Member under clause 17 must be recorded in the minutes of the relevant meeting and otherwise in accordance with the Act.

18. DELEGATIONS

The Committee may, by instrument in writing, create, establish, or appoint special committees, individual officers, and consultants to carry out specific duties and functions. The Committee will determine what powers these committees are given. In exercising its power under this clause, the Committee should consider broad stakeholder involvement.

Delegation by Instrument

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

- (a) this power of delegation; and
- (b) a function imposed on the Committee by the Act, any other law or this Constitution.

Delegated Function Exercised in Accordance with Terms

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

Procedure of Delegated Entity

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

Delegation May Be Conditional

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

Revocation of Delegation

The Committee may by resolution and/or instrument in writing, at any time revoke wholly or in part any delegation made under this clause. The Committee may also amend or repeal any decision made by a body or person under this clause 18.

19. SEAL

The Club may have a Seal upon which its corporate name shall appear in legible characters. The Seal shall not be used without the express authorisation of the Committee. Every use of the Seal shall be recorded in the Club's minute book. Two (2) Committee Members must witness every use of the Seal, unless the Committee determines otherwise.

20. ANNUAL GENERAL MEETING

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

21. EXTRAORDINARY GENERAL MEETINGS

Extraordinary General Meetings May be Held

The Committee may, whenever it thinks fit, convene an EGM. When, but for this clause, more than fifteen (15) months elapses between AGM, the Committee shall convene an EGM before the expiration of that period.

Requisition of Extraordinary General Meetings

- (a) The Secretary will convene an EGM when at least five per cent (5%) of Members entitled to vote submit a requisition in writing or 75% of the committee votes to convene an EGM at a committee meeting
- (b) If the members call for an EGM, the requisition for an EGM shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to the Club.
- (c) If the committee calls for an EGM, the requisition for an EGM shall state the object(s) of the meeting, and be voted on, and minuted, in the meeting minutes.
- (d) The requisition may consist of several documents in a like form, each signed by one (1) or more of the Members making the requisition.
- (e) If the Committee does not cause an EGM 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 an EGM to be held no later than three (3) months after that date.
- (f) An EGM convened by Members under this Constitution shall be convened in the same manner, or as close as possible, as those convened by the Committee.

22. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Member where such notice shall be given in accordance with the manner prescribed in clause 36. The auditor and Committee Members shall also be entitled to receive notice of every General Meeting as applicable. 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 fourteen (14) days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - the agenda for the meeting; and
 - any notice of motion received from Members entitled to vote.

23. BUSINESS

- (a) The business to be transacted at General Meetings and the AGM includes the consideration of accounts and the reports of the Committee and auditors, the election of Committee Members 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 AGM, with the exception of those matters set down in clause 23(a), 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

- (a) 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 twenty-one (21) days (excluding receiving date and meeting date) prior to the General Meeting to ensure Clause 22(c) complies.
- (b) If the chair permits, motions can be accepted in general business from the members in attendance if they are proposed and seconded by another member

25. PROCEEDINGS AT GENERAL MEETINGS

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 a minimum of 13 members entitled to vote.

President to Preside

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

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

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

Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week at the same time and place or to a date, time or place determined by the 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.
- (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.
- (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.
- (d) Except as provided in clause 25(c) it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

Voting Procedure

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

- the chair; or
- a simple majority of the Members.

Recording of Determinations

Unless a poll is demanded under clause 25, 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.

Where Poll Demanded

If a poll is duly demanded under clause 25 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.

Procedural irregularities

- (a) No decision of the Club, the Committee or any Committee 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.
- (b) The Club, the Committee or other Committee 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.

26. VOTING AT GENERAL MEETINGS

Members Entitled to Vote

Each Full Member, Life Member and Parent or Guardian shall be entitled to vote at General Meetings as follows:

- (a) Full Member shall be entitled to one (1) vote
- (b) Life Member shall be entitled to one (1) vote
- (c) Parent or Guardian shall be entitled to one (1) vote on behalf of a Junior Member in accordance with clause 5.1.

No other Member shall be entitled to vote but shall, subject to this Constitution, have and be entitled to exercise those rights set out in clause 5.1.

Proxy Voting

- (a) 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 General Meeting of the Club.

- (b) The notice appointing the proxy must be delivered to the secretary no later than 24 hours before the General Meeting in respect of which the proxy is appointed.
- (c) The notice appointing the proxy is to be in the form set out in Appendix 1 to this Constitution.
- (d) A Member shall be entitled to be the proxy of up to but not exceeding ten (10) Members for any one General Meeting.

Postal or Electronic Voting

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

27. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this clause applies to disputes arising under this Constitution between a Member and:
 - another Member; or
 - the Club.

It does not, however, apply to any appeal by a Member against a decision made in accordance with the disciplinary proceedings described in clause 10.

- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties may refer the dispute to:
 - any independent tribunal established by the SO in accordance with the procedures determined by the SO from time to time; or
 - a community justice centre for mediation under the Community Justice Centres Act 1983 (NSW).
- (d) The Committee may prescribe additional grievance procedures in Regulations consistent with this clause 27.
- (e) If the dispute is not resolved the Committee may take whatever steps it considers appropriate in regard to the dispute in the best interests of the Club and the Members concerned.

28. RECORDS AND ACCOUNTS

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.

Records Kept in Accordance with the Act

- (a) Proper accounting and other records of the Club including books, minutes, documents, and securities shall be kept in accordance with the Act and otherwise shall be kept in the care and control of the secretary.
- (b) Subject to the Act, the Committee may determine whether and to what extent, and at what times and places and under what conditions, the financial records, accounts, books, securities, or other relevant documents of the Club will be open for inspection by the Members.

Committee to Submit Accounts

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

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 (3) months after such approval or adoption.

Accounts to be available to Members

The Secretary shall ensure all persons entitled to receive notice of General Meetings under this Constitution, receive, or have access to 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).

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 (2) duly authorised Committee Members or in such other manner as the Committee determines.

29. AUDITOR

- (a) Under the Act, if the annual gross receipts is \$250,000 or less, and the current assets is \$500,000 or less, during a financial year, there is no requirement for the Club to appoint an Auditor.
- (b) If requested by the Committee, or requested by the Members at an AGM, or if the annual gross receipts is greater than \$250,000 and the current assets is greater than \$500,000, during a financial year, the Club is obligated to undertake an audit.
- (c) If an auditor is to be appointed, the properly qualified auditor or auditors shall be appointed by the Club at an AGM. The auditor's duties shall be regulated in accordance with the Act, the Corporations Act 2001 (Cth.) and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by the Committee.
- (d) 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

(a) Income and property of the Association shall be:

- derived from such sources; and
- managed in such manner;

as the Committee determines from time to time subject always to the Act and this Constitution.

(a) The income and property of the Club shall be applied solely towards the promotion of the Objects.

(b) Except as prescribed in this Constitution or the Act:

- 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 or Committee Member; and
- 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.

(c) Nothing in clause 30(b) shall prevent payment in good faith to any Member for:

- any services rendered to the Club whether as an employee, Committee Member or otherwise;
- goods supplied to the Club in the ordinary and usual course of operation;
- interest on money borrowed from any Member;
- rent for premises demised or let by any Member to the Club; or
- any out-of-pocket expenses incurred by a Member on behalf of the Club;

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

31. WINDING UP

(a) Subject to this Constitution the Club may be wound up or cancelled in accordance with the Act.

(b) The liability of the Members of the Club is limited.

(c) Every Individual Member undertakes to contribute to the assets of the Club if it is wound up or cancelled while they are 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 or cancelling the registration of the Club, such an amount not exceeding one dollar (\$1.00).

32. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or cancellation 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. Such 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. Such organisation(s) will be determined by the Members in a General Meeting at or before the time of winding up or cancellation. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other Court as may have or acquire jurisdiction in the matter.

33. ALTERATION OF CONSTITUTION

This Constitution shall not be altered except by Special Resolution at an EGM.

34. REGULATIONS

Committee to Formulate Regulations

The Committee may formulate, issue, adopt, interpret, and amend Regulations for the proper advancement, management and administration of the Club, the advancement of the Objects and football in the Local Area. Such Regulations must be consistent with this Constitution and any policy directives of the Committee.

Regulations Binding

All Regulations are binding on the Club and all Members.

Regulations Deemed Applicable

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

Changes Binding on Members

Amendments, alterations, interpretations, or other changes to Regulations shall be advised to Members by such means as are determined and approved by the Committee from time to time. The Club shall take reasonable steps to distribute such changes to Members. All changes are binding on all Members.

35. STATUS AND COMPLIANCE OF CLUB

Recognition of Club

The Club is an affiliated member of the SO and is recognised by those bodies as the entity responsible for the delivery of football in the Area in accordance with the Objects but subject always to compliance with this Constitution and SO's constitutions.

Constitution of the Club

This Constitution will clearly reflect the objects of the SO and will generally conform to the Constitutions of those bodies, subject always to the Act.

SO

The Club may not resign, disaffiliate, or otherwise seek to withdraw from its SO without approval by Special Resolution.

36. NOTICE

- (a) Notices may be given by the Club to any person entitled under this Constitution to receive any notice. The notice can be:
- sent by pre-paid post to the Member's registered address; or
 - sent by email to the Member's email address; or
 - sent by such means or posted on such social media platform that the Club determines to be suitable for communication with a Member as appropriate from time to time having regard to the available technology and for which a Member provides sufficient details to enable notice to be given or for which a Member otherwise agrees or is deemed to agree to as a method by which notice can be given;
 - prominently posted on the Club's website.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail or by posting on the Club's website, service of the notice shall be deemed to be effected the next business day after it was sent or posted.

37. INDEMNITY

- (a) Every Committee Member and employee of the Club will be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Committee Member or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) The Club shall indemnify its Committee Members and employees against all damages and losses (including legal costs) for which any such Committee Member or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
- 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
 - in the case of an employee, performed or made during, and within the scope of, their employment by the Club.

BY LAWS

1. This club is not responsible for any theft or injury to any person or player. It is recommended that players take out Personal Risk Policies.
2. The relevant competition Rules of Association apply to all teams and members of the Club.
3. Any misbehaviour by players or members will be dealt with by the Committee.
4. Any player who has missed paying fees at the start of the season will not be allowed to take the field unless granted special permission of the Committee.
5. Shirts and balls and other equipment supplied by the Club to be signed for by the coach or manager and they are responsible to see that the shirts and balls are looked after during the season, and returned in good order, after the last match of the season. Loss or destruction of shirts or balls or other equipment to be reported immediately.

APPENDIX 1

Canterbury Junior Soccer Club Incorporated
ABN: 30 423 406 551

FORM OF APPOINTMENT OF PROXY

I, (full name) _____

Of (address) _____

Being a member of **Canterbury Junior Soccer Club Incorporated**

Hereby appoint _____

(full name)

Of (address) _____

Being a member of the incorporated association, as my proxy to vote for me on my behalf at the general meeting of the Club (annual general meeting or extraordinary general meeting, as the case may be) to be held on the _____ (day, month & year) and at any adjournment of that meeting. My Proxy is authorised to vote in favour of/against (*delete as appropriate*) the following resolution:

Nominated Positions:

President:	Vice President:
Secretary:	Asst Secretary:
Treasurer:	Asst Treasurer:
Competition Secretary:	Registrar:
Member Protection Officer:	Gear Manager:
Coach Coordinator:	Canteen Manager:
General Committee 1:	General Committee 2:
General Committee 3:	General Committee 4:
General Committee 5:	General Committee 6:

Signature of member appointing proxy

Date

Note: A proxy vote may not be given to a person who is not a member of the Club.

APPENDIX 2

GENERAL MEETING ORDER OF BUSINESS

The order of business of the Committee at a GM shall be;

- Minutes of previous meeting read and approved
- Apologies noted
- Business arising from previous minutes
- Correspondence (ingoing & outgoing)
- Financial reports
- Reports from Committee chairpersons or members
- General business

GM shall be held at a time and place as the Committee may direct;

The Secretary shall at least seven (7) days before the GM date issue a notice specifying the place, time, date of the meeting and the nature of the business proposed to be transacted at the meeting;

A member wishing to bring any business/or motion before a GM shall give notice in writing of that business to the secretary who shall include that business in notices

Any such notice must be lodged with the secretary prior to seven (7) days before the next GM unless otherwise approved by the Committee;

No business other than that specified in the notice shall be transacted at the meeting.

At a GM of the Committee a quorum shall fifty per cent (50%) of Committee Members entitled to vote. A quorum must remain present throughout the meeting.

If a quorum is not present at the commencement of the GM, the Chair may wait 30 minutes before declaring the meeting open.

If, after 30 minutes, a quorum is not present, the meeting stands adjourned to the same place and at the same time of the same day on the following week;

If, at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

Subject to this Constitution, questions arising at any meeting of the Committee shall be decided by a majority of votes (majority of votes defined as minimum fifty per cent (50%) of Members present and entitled to vote). All Committee Members shall have one (1) vote on any question. Where voting is equal, the President (or in the absence of the President, The Vice President) may exercise a casting vote. If the President (or in the absence of the President, The Vice President) does not exercise a casting vote, the motion will be forfeited.

EXTRAORDINARY GENERAL MEETINGS

An EGM may be called for any of the following reason;

- to deal with revisions, alterations and/or amendments to the constitution
- to hear appeals against the decisions of the Committee
- to deal with business not covered by the constitution or the By-laws.

The Secretary shall, at least twenty-one (21) days before the date fixed for an EGM send notification by electronic media (website/e-mail) specifying the place, time and date of the meeting and the nature of the business that shall be transacted at the meeting;

No other business shall be transacted at the EGM other than that stated in the notice. A quorum at an EGM shall be a minimum a minimum of twenty (20) members entitled to vote. A quorum must remain present throughout the meeting.

Any motions made at an EGM will only be declared carried providing that there is a 75% majority of those present and entitled to vote.

An EGM shall be only convened as follows;

- By the Committee through the Secretary or
- By submission in accordance with this Constitution to the Secretary, in writing, signed by at least ten (10) members eligible to vote, stating the purpose or purposes of the meeting.
- If the Secretary fails to convene on EGM within one (1) month alter the date of requisition by members:
 - any one or more of the members who made the requisition may convene on EGM to be held no later than three (3) months from the original date of lodgement.
 - any such meeting shall be held according to the rules of meetings and as nearly as practicable as if it had been convened by the Secretary,
 - any expenses incurred by a member so convening a meeting shall be reimbursed to that member by the Club,
 - any decision reached at that meeting shall be binding on all members of the Club as if it had been a decision reached in an EGM convened by the Secretary.

ANNUAL GENERAL MEETINGS

The AGM shall be held no later than the end of October of each year.

- The Secretary shall give 21 days clear notice to all members entitled to vote.
- Such notice to be sent to each member at the members address appearing in the register of member.
- Such notice shall specify the place, time, and date of the meeting.

The order of business at the AGM shall be:

- Reading of minutes of previous meeting and apologies;
- President's address;
- Presentation for adoption of the Annual Report including Financial Report;
- Declaration that offices are vacant;
- Election of Committee Members;
- Election of Life Members;
- Appointment of auditors;
- Determination to affiliate with SO;
- General business.

At an AGM a quorum shall be a minimum of thirteen (13) members entitled to vote. A quorum must remain present throughout the meeting.

If a quorum is not present at the AGM then the AGM adjourned in accordance with Clause 25.

Voting shall be by show of hands unless a Poll is requested in accordance with Clause 25.

Any motions made at an AGM will only be declared carried providing that there is a 50% majority of those present and entitled to vote.

APPENDIX 3

FINANCE

The Committee shall keep proper accounting records which shall be audited yearly.

An auditor shall be appointed annually at an AGM.

The funds of the club shall be used in pursuance of the Objects of the Club, in such manner as the Committee determines.

The Committee shall authorise cheques or electronic payments to be signed or authorised by at least two of the following;

- Treasurer
- President
- Vice-president
- Assistant Treasurer

All monies expended are to be duly recorded in the accounts of the Club.

The Club shall as soon as possible after receiving any money, ensure an appropriate receipt is issued by the Treasurer.

All Club monies received shall be banked in the Club account within 5 business days of receipt.

The assets and income of the Club shall be applied solely in furtherance of the Objects as stated within this Constitution and no portion shall be distributed directly or indirectly to the members of the Club except as bonafide compensation for services rendered or expenses incurred on behalf of the Club.

USE OF INTELLECTURAL PROPERTY

No Member may use the Club name or any Club property or any Club facilities or any Intellectual Property of the Club for any purpose whatsoever unless written authority is given by the Committee for such use.

The Committee shall not give permission for the Club name, Club property, Club facilities or any Intellectual Property of the Club to be used for any purpose whatsoever unless written application is made prior to such proposed use.

All equipment, owned by the Club, supplied to teams and/or their representatives shall remain the property of the Club.

SERVICE OF NOTTICE

For the purpose of these rules, a notice may be served by or on behalf of the Club upon any Member either personally, or by sending such notice by post to the Member at the Member's address as shown in the register of Members or by electronic mail.

APPENDIX 4

Canterbury Junior Soccer Club Incorporated

ABN: 30 423 406 551

NOMINATION FOR COMMITTEE FORM

We, the below, being full members of **Canterbury Junior Soccer Club Incorporated** in accordance with Section 15 of the constitution hereby nominate

Nominee (full name) _____

For the position of _____

Nominated by (full name) _____

Of (address) _____

Seconded by (full name) _____

Of (address) _____

Acceptance by nominee to stand for the committee position as listed above

I (full name) _____

Herby confirm that I have been a full member of **Canterbury Junior Soccer Club Incorporated** for a minimum of two years and I am willing to stand for the position nominated and listed above

Signature of nominee

Date

Signature of member appointing nominee

Date

Seconded - Signature of member

Date

APPENDIX 5

Committee Player Registration Policy

In recognition of a committee member's service, and in lieu of an honorarium, a committee member may register themselves or one of their children as per this policy as outlined below:

1. For executive committee members, 100% of the registration fee is waived for them or one of their children.
2. For non-executive committee members, the fee is reduced to the amount paid to the affiliated bodies (e.g. Football Canterbury, Football NSW and FFA).

The Registrar shall provide a voucher or equivalent to enable the committee member to complete the registration process to the amount specified as outlined above.

The committee member is under no obligation to take up this offer and the offer is granted in good faith for their service to the club.