

OFFICER KANGAROOS JUNIOR FOOTBALL CLUB

CONSTITUTION FOR AN INCORPORATED CLUB

OKIFC



Updated 2 October 2015

Officer Kangaroos Junior Football Club Constitution

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OKJFC

RULES OF THE CLUB OFFICER KANGAROOS JUNIOR FOOTBALL CLUB

1. Name

The name of the incorporated Club is ("**Officer Kangaroos Junior Football Club**").

2. Identity of the Club

- a) The registered name of the Club shall be Officer Junior Football Club (trading as Officer Kangaroos Junior Football Club) hereinafter referred to as 'the Club'.
- b) The Club logo and mascot is a kangaroo. (see Appendix A)
- c) The colours of the Club are royal blue and white.
- d) The Club theme song is a combination of the Sydney Swans (South Melbourne) and North Melbourne Club songs. (see Appendix B)
- e) The playing jumper of the Club is vertical royal blue and white stripes similar to the North Melbourne Football Club. (Appendix C)
- f) The home ground of the Club is the Officer Recreation Reserve at the corner of Princes Highway and Starling Road, Officer.
- g) The Club is affiliated with the South East Junior Football League (SEJ) and Australian Football League (AFL), Victoria.

3. Purpose

- a) The Club will foster the game of AFL by fielding junior teams.
- b) The Club believes in encouragement, equality and fair play for all players.
- c) The Club will accept players of all skill levels into the Club equally and not discriminate according to skill level.
- d) The Club promotes a family friendly atmosphere which is safe yet competitive and where children can;

- i. Have fun, learn and develop football skills.
 - ii. Develop and foster team work and team spirit.
 - iii. Develop players to play football at their highest ability.
- e) The Club aims to;
 - i) Distribute fundraising efforts based on a one Club philosophy;
 - ii) Encourage volunteers to uphold the Club purpose.
 - iii) Formulate policy and guidelines to be incorporated within our Operating Guidelines which reflect the Club purpose.

4. Definitions

(1) In these Rules, unless the contrary intention appears—

Committee means the Committee of management of the Club;

OKJFC means the Officer Kangaroos Junior Football Club;

financial year means the year ending on 30 September;

general meeting means a general meeting of Members convened in accordance with rule 20;

Member means a Member of the Club;

ordinary Member of the Committee means a Member of the Committee who is not an officer of the Club under rule 15;

Regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Clubs Incorporation Act 1981**.

(2) In these Rules, a reference to the Secretary of an Club is a reference—

- a) if a person holds office under these Rules as Secretary of the Club—to that person; and

- b) in any other case, to the Public Officer of the Club.

5. Alteration of the Rules

The Alteration of these Rules can occur as a special resolution at a Special General Meeting with 21 days notice. Any alteration/s must be passed by 75% of Members in attendance in person or by proxy.

6. Membership

Minimum number of Members

The Club must have at least 20 Members.

Who is eligible to be a Member

Any person who supports the purposes of the Club is eligible for Membership.

Classes of Membership

Membership of the OKJFC shall consist of -

- a) ***Parent / Guardian Members*** being parents and guardian/s nominated on the annual player registration application for a child to play football with the Club. This Class of Membership also allows for the member to have full voting rights if a financial member of the Club;
- b) ***Honorary Junior Members*** being children nominated on the annual player registration application to play football for the Club.
- c) ***Honorary Life Members*** being persons granted Life Membership of the OKJFC under rule 9.
- d) ***Temporary Honorary Visiting Members*** consisting of-
 - i. Officials, Members, players and their families of other organisations (including other football Clubs and leagues) engaged in organised

competition or any other form of organised activity (including training) with, for or against OKJFC; and

- ii. Other family Members of Parent / Guardian Members or Honorary Junior Members participating in any form of organised activity with or for OKJFC; and
- iii. Officials, Members and players of Officer Senior Football Netball Club and Officer Auskick, members of their families whilst on premises or grounds operated or used by the OKJFC for any form of organised activity (including training).

e) Excluding membership category Parent/Guardian Members as defined in a) above, the member must not vote but may have other rights under these Rules and/or as determined by the Committee or by resolution at a general meeting.

f) The rights are not transferable and end when membership ceases.

7. Membership Application and Recognition

Membership of Parent / Guardian Members will be automatically recognised upon receipt by the OKJFC of a completed annual player registration application for a child / children to play football with the Club and payment of any applicable player registration and Membership fees;

8. Period of Membership

- a) Membership of Parent / Guardian Members and Honorary Junior Members will remain current until the end of the calendar year for which the child / children are being registered to play football with the Club
- b) The Membership of Honorary Life Members of the Club is perpetual and shall remain current from the time of their election as Life Members until cessation under rule 11 Membership of Temporary Honorary Visiting

Members is temporary and is valid on the day(s) of competition, event or activity only.

9. Honorary Life Members

- a) The Committee shall have the power to grant Honorary Life Membership of the OKJFC to a person who has rendered exceptional service to the Club.
- b) The Committee shall be responsible for determining the criteria to apply for the awarding of Honorary Life Membership. The criteria will generally provide for a minimum of 7 years of outstanding service to the OKJFC.
- c) Committee Members may make recommendations for the election of any new Honorary Life Members and shall present justification for such recommendations for the consideration of the Committee.
- d) The election of any new Honorary Life Members of the OKJFC shall be confirmed by resolution of the Committee, such resolution to be passed in sufficient time to allow for the presentation of the Honorary Life Membership at the next Annual General Meeting.
- e) Honorary Life Members may speak to resolutions at a General Meeting or otherwise provide comments to the Committee but do not have any voting rights regarding resolutions.

10. Supporting Members

- 1) The Committee shall have the power at any time to co-opt any person as it deems desirable or essential to assist in the execution of the Club's activities and obligations.
- 2) The rights of a Member are not transferable and end when Membership ceases.

11. Ceasing Membership

- 1) The Membership of a person ceases on resignation, expulsion or death.
- 2) If a person ceases to be a Member of the Club, the Secretary must, as soon as practicable, enter the date the person ceased to be a Member in the register of Members.

12. Resigning as a Member

- 1) A Member may resign by notice in writing to the Club. Written notice includes by post or by sending an email to the Club Secretary or the published Club email address or by handing the notice to a Member of the Committee.

A Member is taken to have resigned if—

- a) the Member's Membership has lapsed under rule 11 and has not been renewed; or
 - i. the Secretary has made a written request to the Member to confirm that he or she wishes to remain a Member; and
 - ii. the Member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a Member.

13. Register of Members

- 1) The Secretary must keep and maintain a register of Members that includes— for each current Member—
 - (i) the Member's name;
 - (ii) the address for notice last given by the Member;
 - (iii) the date of becoming a Member;
 - (iv) the class of Membership held by that Member;
 - (v) any other information determined by the Committee; and

- 2) For each former Member, the date of ceasing to be a Member.
- 3) Any Member may, at a reasonable time and free of charge, inspect the register of Members. Note Under section 59 of the Act, access to the personal information of a person recorded in the register of Members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

14. Disciplinary action

- 1) The Club may take disciplinary action against a Member in accordance with this Rule if it is determined that the Member—
 - a) has failed to comply with these Rules; or
 - b) refuses to support the purposes of the Club; or
 - c) has engaged in conduct prejudicial to the Club.
- 2) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Committee must appoint a disciplinary sub Committee to hear the matter and determine what action, if any, to take against the Member.
- 3) The Members of the disciplinary sub Committee—
 - a) may be Committee Members, Members of the Club or anyone else; but
 - b) must not be biased against, or in favour of, the Member concerned.

15. Notice to Member

- 1) Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member—
 - a) stating that the Club proposes to take disciplinary action against the Member; and

- b) stating the grounds for the proposed disciplinary action; and
- c) specifying the date, place and time of the meeting at which the disciplinary sub Committee intends to consider the disciplinary action (“*the disciplinary meeting*”); and
- d) advising the Member that he or she may do one or both of the following—
 - i. attend the disciplinary meeting and address the disciplinary sub Committee at that meeting;
 - ii. give a written statement to the disciplinary sub Committee at any time before the disciplinary meeting; and
 - iii. setting out the Member's appeal rights under rule 17.

- 2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

16. Decision of sub Committee

- 1) At the disciplinary meeting, the disciplinary sub Committee must—
 - a) give the Member an opportunity to be heard; and
 - b) consider any written statement submitted by the Member.
- 2) After complying with subrule (1), the disciplinary sub Committee may—
 - a) take no further action against the Member; or
 - (i) reprimand the Member; or
 - (ii) suspend the Membership rights of the Member for a specified period; or
 - (iii) expel the Member from the Club.
- 3) The disciplinary sub Committee may not fine the Member.
- 4) The suspension of Membership rights or the expulsion of a Member

by the disciplinary sub Committee under this rule takes effect immediately after the vote is passed.

17. Appeal rights

- 1) A person whose Membership rights have been suspended or who has been expelled from the Club under rule 16 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 2) The notice must be in writing and given—
 - a) to the disciplinary sub Committee immediately after the vote to suspend or expel the person is taken; or
 - b) to the Secretary not later than 48 hours after the vote.
- 3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 4) Notice of the disciplinary appeal meeting must be given to each Member of the Club who is entitled to vote as soon as practicable and must—
 - a) specify the date, time and place of the meeting; and
 - b) state—
 - i. the name of the person against whom the disciplinary action has been taken; and
 - ii. the grounds for taking that action; and
 - iii. that at the disciplinary appeal meeting the Members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.
- 5) At a disciplinary appeal meeting no business other than the question of the appeal may be conducted; and

- a) the Committee must state the grounds for suspending or expelling the Member and the reasons for taking that action; and
 - b) the person whose Membership has been suspended or who has been expelled must be given an opportunity to be heard.
- 6) After complying with subrule (1), the Members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
 - 7) A Member may not vote by proxy at the meeting.
 - 8) The decision is upheld if not less than three quarters of the Members voting at the meeting vote in favour of the decision.

18. Management of the Club

- 1) The affairs of the Club shall be managed by the Committee of management.
- 2) The Committee—
 - a) shall control and manage the business and affairs of the Club; and may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the Members of the Club; and
 - b) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club.
 - c) the Committee shall have the power to adopt, amend, alter or delete policies contained in the Operating Guidelines of the Club.
- 3) Subject to section 23 of the Act, the Committee shall consist of—
 - a) the officers of the Club; and
 - b) at least 5 ordinary Members—

All of whom shall be elected at the annual general meeting of the Club in each year.

19. Office holders

1) The Executive officers of the Club shall consist of -

- a) a President;
- b) Two (2) Vice-Presidents;
- c) a Treasurer;
- d) a Secretary;
- e) a Registrar; and
- f) a Football Operations Manager.

2) Duties of the Executive Committee include but are not limited by the following:-

- a) Guide the financial planning of the Club by recommending;
- b) banks or financial institutions;
- c) transfer of funds between accounts;
- d) yearly budget;
- e) fees, levies and fines for approval by the Committee;
- f) Adjudicate on discipline matters brought before it (official/ player/parent etc);
- g) Expel or suspend a Member of the Club in accordance with Rule 14;
- h) deal with delicate and confidential matters;
- i) Deal with matters of urgency where it is not practical to call a Committee meeting;
- j) Report meetings to the Committee for record in the minutes;
- k) Support the operation of the Club.

3) The Ordinary Committee of the Club shall include, but not limited to -

- a) Apparel;
- b) Communication;

- c) Fundraising;
 - d) Grounds including the Recreational Reserve Delegate;
 - e) Registrar;
- 4) Each officer of the Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- 5) In the event of a casual vacancy in any office referred to in subrule (1 & 3), the Committee may appoint one of its Members to the vacant office and the Member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

20. Ordinary Members of the Committee

- 1) Subject to these Rules, each ordinary Member of the Committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- 2) In the event of a casual vacancy occurring in the office of an ordinary Member of the Committee, the Committee may appoint a Member of the Club to fill the vacancy and the Member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

21. Election of Officers and Ordinary Committee Members

- 1) Nominations of candidates for election as officers of the Club or as ordinary Members of the Committee must be—
 - a) made in writing, signed by two Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) (Appendix E); and
 - b) delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting; or

- c) A member may advise the Chairperson on at the meeting of their intention to nominate themselves as an Officer of the Club, this nomination 'from the floor' must also be endorsed by two Members of the Club.
- 2) A candidate may be nominated for one Office, and/or as an ordinary Member of the Committee, prior to the annual general meeting.
- 3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 6) The ballot for the election of officers and ordinary Members of the Committee must be conducted at the annual general meeting in such manner as the Committee may direct.

22. Meetings of the Committee

- 1) The Committee must meet at least 3 times in each year at such place and such times as the Committee may determine.
- 2) Special meetings of the Committee may be convened by the President or by any 4 Members of the Committee.

23. Vacancies

The office of an officer of the Club, or of an ordinary Member of the Committee, becomes vacant if the officer or Member—

- a) ceases to be a Member of the Club; or

- b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- c) resigns from office by notice in writing given to the Secretary.

24. Presiding at Committee meetings

- 1) At meetings of the Committee—
 - a) the President or, in the President's absence, the Vice-President presides; or
 - b) if the President and the Vice-President are absent, or are unable to preside, the Members present must choose one of their number to preside.

25. Notice of Committee meetings

- 1) Written notice of each Committee meeting must be given to each Member of the Committee at least 2 business days before the date of the meeting.
- 2) Written notice must be given to Members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

26. Quorum for Committee meetings

- 1) Any 4 Members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.
- 2) No business may be conducted unless a quorum is present.
- 3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.

- 4) The Committee may act notwithstanding any vacancy on the Committee.
- 5) If a Member is absent for three consecutive meetings without notification of their absence to the Secretary, they shall forfeit their position and will be notified by the Secretary of this taking effect.

27. Voting at Committee meetings

- 1) Questions arising at a meeting of the Committee, or at a meeting of any sub Committee appointed by the Committee, shall be determined on a show of hands or, if a Member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- 2) Each Member present at a meeting of the Committee, or at a meeting of any sub Committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

28. Removal of Committee Member

- 1) The Club in general meeting may, by resolution, remove any Member of the Committee before the expiration of the Member's term of office and appoint another Member in his or her place to hold office until the expiration of the term of the first-mentioned Member.
- 2) A Member who is the subject of a proposed resolution referred to in subrule (1) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Club.
- 3) The Secretary or the President may give a copy of the representations to each Member of the Club or, if they are not so given, the Member may require that they be read out at the meeting.

29. Minutes of Meetings

The Secretary of the Club must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings. All agenda items for Committee Meetings and general meetings must be received by the Secretary 7 days prior to the Meeting. The Minutes of Meetings must be circulated to all Committee Members within 7 days of the meeting.

30. Funds/Financial Management

- 1) The Treasurer of the Club must—
 - a) collect and receive all moneys due to the Club derived from registrations, fundraising, sponsorship donations and other such sources as the Committee determines;
 - b) All funds to be deposited into the Club's accounts at a bank or recognised Financial Institution as determined by the Executive;
 - c) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club;
 - d) All accounts are to be paid via cheque or via EFT with two signatories/authorisers at all times; being two of either the Treasurer, President, Vice President or Secretary.
 - e) The signatory on any cheques shall be the Treasurer and one of the President, Vice President or Secretary;
 - f) The payment of dividend or distribution of income, profits or assets of the Club among Members is prohibited;

g) The financial year is from 1 October to 30 September each year.

31. Seal

- 1) The common seal of the Club must be kept in the custody of the Secretary.
- 2) The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two Members of the Committee or, of one Member of the Committee and of the public officer of the Club.

32. Notice to Members

Any notice that is required to be given to a Member, by or on behalf of the Club, under these Rules may be given by—

- a) delivering the notice to the Member personally; or
- b) sending it by prepaid post addressed to the Member at that Member's address shown in the register of Members; or
- c) facsimile transmission, if the Member has requested that the notice be given to him or her in this manner; or
- d) electronic transmission, if the Member has provided an email address for notices to be given to him or her in this manner.

33. Custody and inspection of books and records

- 1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.
- 2) All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any Member upon request.

- 3) The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so would be prejudicial to the interest of the Club.
- 4) The Committee must on request make copies of the Rules available to members and applicants for membership free of charge.
- 5) Subject to subrule 3), a member may make a copy of any of the other records of the Club referred to in this rule and the Club may charge a reasonable fee for provision of a copy of such record.
- 6) For the purpose of this rule –
relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following:-
 - i. Its membership records;
 - ii. Its financial statements;
 - iii. Its financial records;
 - iv. Records and documents relating to transactions, dealing, business or property of the Club.

34. Disputes/Grievance procedure/Mediation

- 1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - a) a Member and another Member;
 - b) a Member and the Committee;
 - c) a Member and the Club.
- 2) A letter of dispute must be addressed to the Complaints Officer and will be attended to by the Complaints Officer if it refers to child or Club matters and/or impacts on the playing group.

- 3) A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- 4) Parties must attempt to resolve the dispute. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

35. Appointment of mediator

- 1) If the parties to a dispute are unable to resolve the dispute between themselves within 14 days, the parties must within 14 days—
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- 2) The mediator must be—
 - a) a person chosen by agreement between the parties; or
 - b) in the absence of agreement—
 - i. if the dispute is between a Member and another Member—a person appointed by the Committee; or
 - ii. if the dispute is between a Member and the Committee or the Club—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- 3) A mediator appointed by the Committee may be a Member or former Member of the Club but in any case must not be a person who—
 - a) has a personal interest in the dispute; or
 - b) is biased in favour of or against any party.
- 4) The mediator must not determine the dispute.

- 5) Failure to resolve dispute by mediation If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

36. Liquor Licence

The Club will maintain a Club license under the current *Liquor Control Reform Act 1998* and its amendments.

- a) No amount shall be paid to an officer or servant of the club by way of commission or allowance from receipts of the Club for the sale and disposal of liquor.
- b) A visitor to the Club must not be supplied with liquor in the premises unless the visitor is a guest in the company of a member of the Club.
- c) A person shall not:-
 - (i) Be admitted as an Honorary or Temporary member of the Club, or
 - (ii) Be exempted from the obligation to pay the ordinary subscription for membership of the Club; unless
 - (iii) the person is of a class specified in the Rules and the admission or exemption is in accordance with the Rules.
- d) A person under the age of 18 years shall not be admitted to membership of the Club, unless the Club is primarily for sporting purposes.
- e) The rules of the Club provide for the affairs of the Club to be under the control of a Management Committee.
- f) The rules of the Club provide that all members of the Management Committee of the Club be elected by the members of the Club for a term of not less than 12 months by members of a class of members that constitute not less than 60% of the total membership of the Club, excluding Temporary or Honorary Members and persons who are Members by reason only of reciprocal

arrangements with another Club and persons whose rights as Members are limited to rights as social, gaming or neighbourhood members.

- g) The Club shall keep a record of each guest and visitor to the Club including his or her name, address, date of visit and the name of the Member introducing the guest or visitor.

36. Annual General Meetings

- 1) The Committee may determine the date, time and place of the annual general meeting of the Club.
- 2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 3) The ordinary business of the annual general meeting shall be—
 - a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - b) to receive from the Committee reports upon the transactions of the Club during the last preceding financial year; and
 - c) to elect officers of the Club and the ordinary Members of the Committee; and
 - d) to receive and consider the statement submitted by the Club in accordance with section 30(3) of the Act.
- 4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

37. Special General Meetings

- 1) In addition to the annual general meeting, any other general meetings may be held in the same year.

- 2) All general meetings other than the annual general meeting are special general meetings.
- 3) The Committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the Committee must convene a special general meeting before the expiration of that period.
- 5) The Committee must, on the request in writing of Members representing not less than 15 Members, convene a special general meeting of the Club.
- 6) The request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the objects of the meeting; and
 - (c) be signed by the Members requesting the meeting; and
 - (d) be sent to the address of the Secretary.
- 7) If the Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the Members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 8) If a special general meeting is convened by Members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Club to the persons incurring the expenses.

38. Special business

- 1) All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

39. Notice of General Meetings

- 1) The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Club, must cause to be sent to each Member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 2) Notice may be sent—
 - a) by prepaid post to the address appearing in the register of Members; or
 - b) if the Member requests, by facsimile transmission or electronic transmission.
- 3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 4) A Member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

40. Quorum at General Meetings

- 1) No item of business may be conducted at a general meeting unless a quorum of Members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- 2) The quorum is the presence of 15 members personally present (being Members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.

- 3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - i. in the case of a meeting convened upon the request of Members—the meeting must be dissolved; and
 - ii. in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- 4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members personally present (being not less than 3) shall be a quorum.

41. Adjournment of Meetings

- a) The person presiding may, with the consent of a majority of Members present at the meeting, adjourn the meeting from time to time and place to place.
- b) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- c) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 36.
- d) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

42. Voting at General Meetings

- a) Upon any question arising at a general meeting of the Club, a Member has one vote only.

- b) All votes must be given personally or by proxy.
- c) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- d) A Member is not entitled to vote at a general meeting unless all moneys due and payable by the Member to the Club have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

43. Poll at General Meetings

- a) If at a meeting a poll on any question is demanded by not less than 3 Members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- b) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

44. Manner of determining whether resolution carried

If a question arising at a general meeting of the Club is determined on a show of hands—

- a) a declaration by the Chairperson that a resolution has been—
 - i. carried; or
 - ii. carried unanimously; or
 - iii. carried by a particular majority; or
 - iv. lost; and
- b) an entry to that effect in the minute book of the Club—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

45. Proxies

- 1) Each Member is entitled to appoint another Member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 2) The notice appointing the proxy must be—
 - a) for a meeting of the Club convened under rule 37, in the form set out in Appendix D.

46. Dissolution

- a) If the Committee dissolves then the Club can be dissolved and a special meeting shall be called giving 21 days notice stating such.
- b) For the Club to be dissolved 75% of the Members must support the motion of a dissolution.
- c) If upon dissolution of the Club and after satisfaction of debts and liabilities, there remains any property it shall be distributed to an institution having purpose similar to the Club and whose constitution prevents distribution of income and property to Members.
- d) This will be decided upon by Members of the Club before dissolution and in default by a judge who has jurisdiction.

47. Winding up

In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

APPENDIX A



APPENDIX B



APPENDIX C

Out we come, out we come, out we come to play

Just for recreation's sake, to pass the time away

Lots of fun, heaps of fun, enjoy yourself today

The Roo boys are hard to beat when they come out to play

Cheer, cheer the blue and the white

Honour the team by day and by night

Hold that noble banner high

Shake down the thunder from the sky

Whether the odds be great or be small

Roo boys will come and win overall

While our loyal sons go marching onward to victory

APPENDIX D

APPOINTMENT OF PROXY



I,

full name

of

address

being a member of

name of Incorporated Association

appoint

name of proxy holder

of

address of proxy holder

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the Annual/Special* Meeting of the Association to be held on

date and time of meeting and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/ against the following resolution

Signed _____ Dated _____

APPENDIX E

ANNUAL GENERAL MEETING
NOMINATION FORM



Nomination for

- | | |
|--|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Football Operations Manager | <input type="checkbox"/> Apparel |
| <input type="checkbox"/> Registrar | |
| <input type="checkbox"/> General Member | |

I

[name of proposer]

nominate

[name of nominee] for the above position on
the Officer Kangaroos Junior Football Club Committee.

Signed _____ Date _____
[Signature of proposer]

I _____ accept the above nomination.
[Name of nominee]

Signed _____ Dated _____
[Signature of nominee]