

Constitution of Enfield Rovers Soccer Club Inc.

(a company limited by guarantee)
in accordance with Associations Incorporation Act 1984



Enfield Rovers Soccer Club Inc.

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PART 1 PRELIMINARY

1 Definitions

(1) In these rules:

Commissioner means the Commissioner of the Department of Fair Trading.

ordinary member means a member of the committee who is not an office-bearer of the association, as referred to in rule 14(2).

secretary means:

- (a) the person holding office under these rules as secretary of the club, or
- (b) if no such person holds that office – the public officer of the club.

Special general meeting means a general meeting of the club other than an annual general meeting.

the Act means the *Associations Incorporation Act 1984*.

the regulation means the *Associations Incorporation Regulation 1999*.

(2) In these rules:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

Part 2 Membership

2 Membership qualifications

A person is qualified to be a member of the club if, but only if:

- (a) the person is a person referred to in section 15(1) (a), (b) or (c) of the Act and has not ceased to be a member of the club at any time after incorporation of the club under the Act,
or
- (b) the person is a natural person:
 - (i) who has been nominated for membership of the club as provided by rule 3, and

- (ii) who has been approved for membership of the club by the committee of the club

3 Nomination for membership

- (1) A nomination of a person for membership of the club:
 - (a) must be made by a member of the club in writing in the form set out in Appendix 1 to these rules, and
 - (b) must be lodged with the secretary of the association.
- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
 - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
 - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) the secretary must, on payment by the nominee of the amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4 Cessation of membership

A person ceases to be a member of the club if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the club.

5 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the club:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

6 Resignation of membership

- (1) A member of the club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the club who has paid all amounts payable by the member to the club in respect of the member's membership may

resign from membership of the club by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- (3) If a member of the club ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7 Register of members

- (1) The public officer of the club must establish and maintain a register of members of the club specifying the name and address of each person who is a member of the club together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the club and must be open for inspection, free of charge, by any member of the club at any reasonable hour.
- (3) A member of the club may obtain a copy of any part of the register on payment of a fee of \$1 for each page copied or, if some other amount is determined by the committee, that other amount.

8 Fees and subscriptions

- (1) A member of the club must, on admission to membership, pay to the club a fee of \$1 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the club must pay to the club an annual membership fee of \$2 or, if some other amount is determined by the committee, that other amount:
 - (a) except as provided by paragraph (b), before 1 July in each calendar year, or
 - (b) if the member becomes a member on or after 1 July in any calendar year – on becoming a member and before 1 July in each succeeding calendar year.

9 Members' liabilities

The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by rule 8.

10 Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of the club, and disputes between members and the club, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.

- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

11 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the club:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association.
- (2) On receiving such a complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned; and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 12.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 12(5),whichever is the later.

12 Right of appeal of disciplined member

- (1) A member may appeal to the club in general meeting against a resolution of the committee under rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the club convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 The Committee

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Powers of the committee

The committee is to be called the committee of management of the club and, subject to the Act, the Regulation and these rules and to any resolution passed by the club in general meeting:

- (a) is to control and manage the affairs of the club, and
- (b) may exercise all such functions as may be exercised by the club, other than those functions that are required by these rules to be exercised by a general meeting of members of the club, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.

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Constitution and membership

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:
 - (a) the office-bearers of the club, and
 - (b) 3 ordinary members,each of whom is to be elected at the annual general meeting of the club under rule 15.
- (2) The office-bearers of the club are to be:
 - (a) the president
 - (b) the vice-president
 - (c) the treasurer, and
 - (d) the secretary

- (3) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.
- (4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

15 Election of members

- (1) Nominations of candidates for election as office-bearers of the club or as ordinary members of the committee:
 - (a) must be made in writing, signed by 2 members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

16 Composition and Powers of Board of Directors

- (1) The Board of Directors of the club shall consist of:
 - A. Football Club President
 - B. Vice President
 - C. Secretary
 - D. Football Technical Director
 - E. Business Operations Manager

The Board of Directors is empowered to accept late applications for team manager and coaches and then make any necessary appointments.

The Board of Directors may be directed by the general committee to investigate, decide or act upon any matter and report thereon. The Board of Directors also has the power to act upon any urgent club business that arises between general meetings and report thereon.

(2) The Sub-Committee shall consist of:

C.

- Club Service Coordinator
 - Health Coordinator
 - Security Officer
 - Competition Secretary

D.

- Professional Development Coordinator
 - Director of Coaching
 - Coach
 - Manager
 - Sports Headhunter

E.

- Director of Finance
 - Accountant
- Director of Administration
 - Registrar
- Sales Manager
 - Gear Steward
- Association delegates
- Ground Officials
- Groundsmen

(3) The General Committee shall consist of:

- (i) All office bearers
- (ii) Two representatives from each team for the current season, the coach and team manager (one proxy permissible per team)
- (iii) All life members
- (iv) All bona fide financial members for the current season

The affairs of the Club shall always be controlled and organised by the General Committee and/or any such subcommittee(s) as it may appoint for specific purposes.

All sub-committees shall submit in writing, reports of all activities and decisions, to the General Committee at the next available meeting.

All written statements tendered to the general committee by a sub-committee must be signed by the person making such reports or statements.

Vacancies – Any vacancies that occur on any committee, sub-committee or office position within the club, between AGM's, shall be

filled at a General Committee meeting as soon as practically possible, unless the management committee or executive are empowered to select a replacement.

17 Duties of Officers

President

- (a) Chair all meetings
- (b) Conduct all meetings with decorum and in strict accordance with the Club constitution
- (c) To act ex-officio on all sub-committees
- (d) To possess a casting vote only at all times
- (e) Set times and dates of all management and General meetings
- (f) Act as an endorsee on club cheques and correspondence, if necessary
- (g) Has the power to delegate authority, if necessary
- (h) May be permitted to accept club funds if necessary, provided an interim receipt is issued, and forward same to Treasurer as soon as practically possible.

Vice President

- (a) In the absence of the President, to act as chairman and in doing so adopt all responsibilities and duties of that office
- (b) To generally assist any office bearer of the club upon request and/or whenever possible.
- (c) To act as substitute on any sub-committee positions not present at meetings.

Secretary

- (a) To attend to all correspondence both incoming and outgoing.
- (b) To be the official addressee for the Club
- (c) Responsible for all reports of official and sub-committee and present same to Management and General meetings, where applicable
- (d) Prepare an annual report for presentation at the AGM.
- (e) May be permitted to accept club funds if necessary, provided an interim receipt is issued, and forward same to the Treasurer as soon as practically possible.
- (f) Retain all incoming correspondence for a period of three years. Retain a copy of all outgoing correspondence for a period of three years.
- (g) Liaise regularly with the assistant secretary on Club matters
- (h) Maintain a register of all current bona fide club members

Business Operations Manager

- (a) To keep a true and accurate record of all financial transactions conducted by the club.

- (b) To be responsible for all club bank account records and have them available at all club meetings
- (c) Be the ultimate recipient of all and any club monies, whatever the source, and deposit same in the relevant club banking account as soon as practically possible
- (d) See to the prompt payment of any accounts passed by the General Committee
- (e) Be an endorsee of club cheques
- (f) Issue an official club receipt for all monies and goods received
- (g) Present a financial statement and balance sheet at General committee meetings.
- (h) Prepare and present an audited financial statement, balance sheet and treasurer's report at the AGM.
- (i) Report to the secretary on a weekly basis any outstanding or general debts (such as match fees etc).
- (j) To report to the taxation office with quarterly reports and ABN as per tax legislation.

Competition Secretary

- (a) Be the ultimate recipient of all match scores
- (b) To notify the canteen organisers of the number of matches to be held at Henley Park each weekend, no later than the preceding Thursday evening.
- (c) Receive and check weekly referees cards and forward same to governing association, via club secretary
- (d) Obtain, as often as possible, a competition table, showing positions of teams and points score and present same to general meeting via the club secretary.

Professional Development Coordinator

- (a) To arrange and co-ordinate all club trial matches, including those arranged privately by individual team managers and coaches.
- (b) Where an individually arranged trial clashes with a trial arranged on a club level, the latter will always take precedence.
- (c) To complete a match draw for occasions when the club is the host club for a trial venue.
- (d) Notify all managers and the club secretary of the date, time and ground of invitational trial venues as early as possible.

Health Officer

Will be responsible for liaising between player and insurance company for any claims that may arise.

Groundsman

- (a) His/her duties will be to make sure nets are up at least ten minutes prior to kick-off time and pulled down at the completion of games at each respective ground.
- (b) Make sure that fields are roped and clearly marked, identifying authorised areas for players, coaches, managers and officials only.

Director of Finance

Select a working sub-committee of not less than three club members to attend to the following matters:

- (a) Fundraising ventures such as socials, picnic days, guessing competitions, etc
- (b) Del. 2015
- (c) Solicit and organise advertising space in the monthly news as well as minor sponsorship deals with any interested business houses or individuals. No formal agreements may be entered into nor monies collected without prior approval of the club executive, who in turn will prepare and furnish a invoice accordingly.
- (d) Will be responsible for organising raffles, BBQ's, gala days and other party activities.

Club Service Coordinator

- (a) To generally assist the club secretary with his/her duties upon request and/or whenever possible.
- (b) To fill the capacity of club secretary in his/her absence and in doing so adopt all responsibilities and duties as far as practically possible.
- (c) To keep a true and accurate record of all club business conducted at official club meetings
- (d) To furnish at each General Committee meeting, copies of minutes of the previous meeting and a copy of the clubs constitution.
- (e) To compile in good order and condition a register, log or official minute book of all meetings conducted.

Register

- (a) Keep a club register of all current players together with their proof of age, organised in team groupings.
- (b) Receive players' registration cards and lodge same with the Association registrar.
- (c) Under no circumstances, divulge any personal information regarding registrations unless instructed to do so by the club executive.

- (d) Maintain a register of all known defaulters, suspended players, referees and officials.
- (e) Receive initially, all registration fees and issue interim receipts in all cases and forward onto the Treasurer.
- (f) To not release any players' cards without full payment or to his/her discretion.
- (g) Is required to collect all pertinent photos, birth certificates, etc and compile his/her team registrations.

Delegates

- (a) To represent the club at all relevant meetings and report back to the general committee
- (b) To vote as directed by the club at those meetings
- (c) When not specifically instructed on a matter presented at any meeting to use him/her.

Gear Stewards

- (a) Take charge of all club sporting equipment and be responsible for it's distribution to various team managers.
- (b) Maintain accurate and comprehensive records and all equipment must be signed for by recipients upon distribution.
- (c) Attend to any equipment repairs, upkeep or replacement with the consent of the management committee, or as directed by the general committee.
- (d) Collect all equipment at the completion of the season and compile an annual report to be presented at the AGM, listing all stock-in-hand and missing or damaged equipment.

Team Managers

- (a) Team Managers will be fully responsible for the return of all club equipment issued to them for use by their team.
- (b) Compile a weekly match card and compile a short match report for the team talk for every match played. This is to be done by the deadline set by the publicity officer.
- (c) Notify the competition secretary of each match result no later than 6pm on the day played or lodge a match card at Henley Park with a recognised club official.
- (d) The team manager is the person responsible for ensuring team representation at each General Meeting.
- (e) Responsible for his/her teams being correctly attired in official club strip at all official matches.
- (f) Keep a record of all players playing up from their registered grade during the season.

Team Coaches

- (a) To train their teams in the skills and tactics of their sport to the best of their ability.
- (b) To give every player equal attention and opportunity in developing his/her particular skills.
- (c) Assist the Manager in the performance of his/her duties where possible.
- (d) Where there is more than one grade in any age group the divisions are to be selected by the coaches and managers concerned, and any disputes are to be dealt with by the executive committee.
- (e) Preceding each match, coaches will have the final word in matters concerning team selection from the players available on the day.

Security Officer

- (a) Coordinate the club's response to child protection
- (b) Administer the record keeping associated with the Prohibited Employment Declarations
- (c) Ensure the working with children process is followed
- (d) Ensure that all people involved with the club are aware of the child protection policy and relevant codes of conduct

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Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the association, or
- (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 19, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

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Removal of member

- (1) The club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the club, the secretary or the president may send a copy of the representations to each member of the club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

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Meetings and quorum

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

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Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

22

Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 20(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meeting

23 Annual general meetings – holding of

- (1) With the exception of the first annual general meeting of the club, the club must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the club, convene an annual general meeting of its members.
- (2) The club must hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act, and
 - (b) within the period of 6 months after the expiration of the first financial year of the club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26(3) of the Act.

24 Annual general meetings – calling of and business at

- (1) The annual general meeting of the club is, subject to the Act and to rule 23, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the club during the last preceding financial year,
 - (c) to elect office-bearers of the club and ordinary members of the committee,
 - (d) to receive and consider the statement which is required to be submitted to members under section 26(6) of the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

25 Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the club.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the club.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (c) must be lodged with the secretary, and

- (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the club for any expense so incurred.

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Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 24(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

27

Procedure

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction 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, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated 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 a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

28

Presiding member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the club.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29

Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

30

Making of decisions

- (1) A question arising at a general meeting of the club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the

number or proportion of the votes recorded in favour of or against that resolution.

- (2) At a general meeting of the club, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

31

Special resolution

A resolution of the club is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a) if the resolution is passed in a manner specified by the Commissioner.

32

Voting

- (1) On any question arising at a general meeting of the club a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the club unless all money due and payable by the member or proxy to the club has been paid, other than the amount of the annual subscription payable in respect of the then current year.

33

Appointment of proxies

- (1) Each member is to be entitled to appoint another member as 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 is to be in the form set out in Appendix 2 to these rules.

Part 5 Miscellaneous

34 Insurance

The club may effect and maintain insurance.

35 Member Protection Policy

The club has adopted a Member Protection Policy as shown in annexure 2.

36 Funds – source

- (1) The funds of the club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club bank account.
- (3) The club must, as soon as practicable after receiving any money, issue an appropriate receipt.

37 Funds – management

- (1) Subject to any resolution passed by the club in general meeting, the funds of the club are to be used in pursuance of the objects of the club in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the club, being members or employees authorised to do so by the committee.

38 Alteration of objects and rules

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

39 Common seal

- (1) The common seal of the club must be kept in the custody of the public officer.
- (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 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

40 Custody of books

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the club.

41 Inspection of books

The records, books and other documents of the club must be open to inspection, free of charge, by a member of the club at any reasonable hour.

42

Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (d) for the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

Appendix 1

(Rule 3 (1))

APPLICATION FOR MEMBERSHIP OF CLUB

..... Inc (Inc. under the *Associations Incorporation Act 1984*).

I,.....
(full name of applicant)

of.....
(address)

.....hereby apply to become a
(occupation)
member of the abovenamed incorporated club. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

.....
Signature of applicant

Date.....

I,..... a member for the club,
(full name)

nominate the applicant, who is personally known to me, for membership of the club.

.....
Signature of proposer

Date.....

I,..... a member for the club,
(full name)

second the nomination of the applicant, who is personally known to me, for membership of the club.

.....
Signature of seconder

Date.....

Appendix 2

CHILD PROTECTION POLICY STATEMENT

Protecting children from abuse is a responsibility that we must all undertake.

Through the implementation of strategies that assist in preventing child abuse from occurring, Enfield Rovers Soccer Club Incorporated has taken a pro-active role in relation to child protection and intervention.

These strategies will help to foster a safe and positive environment for children and young people to participate in physical activities.

Enfield Rovers Soccer Club Incorporated is committed to ensuring the safety, welfare and wellbeing of children and young people is maintained at all times during the participation in activities run by Enfield Rovers Soccer Club Incorporated and its member bodies.

Enfield Rovers Soccer Club Incorporated aims to promote a safe environment for all children and to assist all staff, coaches, members and volunteers to recognise child abuse and neglect and to follow the appropriate notification procedures when reporting alleged abuse.