



# **BANGOR FOOTBALL CLUB CONSTITUTION**

8<sup>th</sup> April, 2014

# **Bangor Football Club Incorporated**

## **CONSTITUTION** 08/04/2014

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## **A. INTRODUCTION**

1. The name of the Club shall be the Bangor Football Club Incorporated.
2. The Club shall at all times be bound by the Constitution Rules, Sutherland Football Association rules and Regulations of SSFA Inc.
3. Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of the Club and those of SSFA Inc, then to the extent of such inconsistency the Constitution or Rules and Regulations of SSFA shall prevail.
4. The Club shall be bound by the lawful decisions of the Management Committee of SSFA and it shall do all things reasonably necessary to implement and enforce such decisions.
5. The Club shall do all such things necessary to implement and enforce any decision of SSFA Inc relating to any player, official or person who is a member of or affiliated with the Club or seeks to be a member of or affiliated with that Club.
6. Source of funds shall be by registration fees, sponsorships and if required any fundraising activities as approved by the Club Committee.
7. The Club's playing year shall be from the 1st January to the 31st December each year.
8. The Club's colours shall be red, black and white.
9. Where the abbreviations appear herein, they shall have the meaning indicated:
  - A.G.M. Annual General Meeting
  - G.M. General Meeting
  - S.G.M. Special General Meeting
  - C.M. Committee Meeting
  - S.S.F.A. Sutherland Shire Football Association Inc.
  - Bangor FC Bangor Football Club Inc.
10. The affairs of the Club shall be administered by the elected Committee.
11. The elected Committee shall be as follows:
  - President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, Assistant Registrar, Head Coach, Assistant Coaches, Member Protection Information Officers, Draw Secretary, Referees Coordinator, Publicity Officer, Grounds Officer, Assistant Grounds Officer, Promotions Officer, Equipment Officer, Assistant Equipment Officer, Canteen Officer, Women's Delegate, All Age Delegate, Social Coordinator and any positions created covered in Section D. 3.

## **B. ELECTION OF THE COMMITTEE**

1. The ballot for the election of the members of the Committee shall be conducted at the A.G.M.
2. Nominations for all positions on the Committee will be invited at least twenty eight (28) days prior to the date of the A.G.M. by circulation of the Club's official Nomination Form to all Club members.

The members of the Committee may stand for election for any position on the Committee for the following year.

3. Nomination of candidates for election as executive of the Club or as members of the Committee – shall be made in writing on the Club Nomination Form, signed by one (1) member of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).
4. Nominations must be received by the Club Secretary not less than seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place. days prior to the date of the A.G.M.
5. Nominations may be accepted at the A.G.M. for any position where a nomination had not been received by the advertised closing date for nominations. For nominations to be accepted at the A.G.M. they must be moved and seconded by two Club Members and accepted verbally at the Meeting or in writing by the nominee.
6.
  - a) If nominations received for a position, or positions, exceed the number of positions available, then a ballot shall be held and voting shall be by a “first past the post” secret ballot.
  - b) If the ballot results in a tied vote by all candidates a recount shall be conducted and if the votes remain tied the incumbent on the Committee shall remain in the position. If the nominated persons are new then the position shall be decided by random selection.
  - c) If all candidates for a position are not involved in the tied vote the unsuccessful candidates shall be eliminated and a new ballot conducted as in sub-section (a) and (b).
  - d) A similar method shall be applied for elections where more than one position is available, e.g. Assistant Coaches, except that the candidates with tied votes who receive sufficient votes to be elected shall be declared elected before further ballots are conducted.

The elected candidates shall not take part in any subsequent ballots.
7. If only one nomination is received for a single position or nominations received for a group of positions e.g. Assistant Coaches, are less than the number required, then the persons nominated shall be declared elected.
8. If a nomination is not received for a position then a casual vacancy shall be declared for the position.
9. Persons may be appointed by the Committee to fill any casual vacancies declared at the A.G.M. or any vacancies occurring prior to the next scheduled A.G.M.

\*3 members (usually) President, Vice President & 1 other will be elected as Club delegates to the association. This will be done at the first meeting of the new committee after the AGM

\*No executive Officer should be elected unless he/she is a financial member of the Club

### **C. EXECUTIVE COMMITTEE**

1. There shall be an Executive Committee comprising the President, Vice President, Secretary, Treasurer, Head Coach and Draw Secretary who shall be elected at the A.G.M. each year.
2. Except as otherwise provided, members of the Executive Committee shall hold office in an honorary capacity from October 1 of the year elected to September 30 of the following year.
3. Any member found guilty of conduct prejudicial to the interest of the Club, may be removed from office at any G.M. by a vote of three quarters majority of those persons present and entitled to vote.
4. Any member wishing to resign may do so by giving written notice to the Secretary.
5. Any vacancy occurring during the year may be filled by the Committee.
6. The Executive will meet as required and shall act in the interests of the Club reporting any action or decision undertaken at the next Committee Meeting. The President, Secretary, Vice President, Treasurer, Head Coach and Draw Secretary will act to form a quorum of four (4).

### **D. GENERAL COMMITTEE**

1. The General Committee (referred to as the Committee) shall consist of the Executive, Assistant Coaches, Draw Secretary, Referees Coordinator, Publicity Officer, Grounds Officer, Assistant Grounds Officer, Promotions Officer, Equipment Officer, Assistant Equipment Officer, Canteen Officer, Social Coordinator, Women's Delegate, and All Age Delegate
2. The members of the committee shall be elected at the A.G.M. each year.
3. The Executive Committee have the power to add positions to the Committee if deemed necessary.
4. i) The committee shall meet as necessary to ensure the efficient conduct of the affairs of the Club and the competitions and in accordance with the Annual Schedule of Meetings approved by the Committee following the A.G.M.  
  
ii) The President may call additional or Special Committee Meetings at any time.
5. The quorum at the Committee meeting shall be two (2) executive (including the chairman and five (5) committee members. No business shall be transacted by the Committee unless a quorum is present.
6. Any member of the Committee found guilty of conduct prejudicial to the interests of the Club may be removed from office at any General Meeting by a vote of three quarters majority of those present and entitled to vote.
7. Any member wishing to resign may do so by giving written notice to the Secretary.

8. Except as otherwise provided, members of the Committee shall hold office from October 1 of the year elected to September 30 of the following year.
9. Any member of the Committee shall be entitled to stand for re-election at the next A.G.M
10. The powers and functions of the Committee shall include:
  - (a) The admission and/or the rejection of applications from members for registration.
  - (b) The control and management of the finances of the Club with the exceptions of any honorariums that may be granted.
  - (c) Organising, arranging and controlling games held on Club Grounds.
  - (d) Any other activities required for the general management of the club.

11. By-Laws:

The Committee may from time to time make, alter and repeal all such By-Laws as it may deem necessary or expedient for the proper conduct and management of the Club or in any way in regulation thereto in particular but not exclusively it may by By-Law regulate:-

- (a) The general management, control and trading activities of the Club
- (b) Such matters as they are specifically by this Constitution empowered to do
- (c) The control and management of the Club's premises
- (d) The conduct of members
- (e) Trophies and equipment
- (f) Any matter that arises relating to the management or control of the affairs of the Club which is not provided by the Constitution subject to the provisions of the Constitution of the Club.

**E. DUTIES OF THE EXECUTIVE COMMITTEE AND OTHER COMMITTEE MEMBERS**

1. *President:*

The President shall be Chairman, when available, at all meetings and shall conduct such meetings in accordance with the rules of the Club. The President shall have a casting vote at all meetings and be an ex-officio member of all committees.

2. *Vice President:*

The Vice President in the absence of the President at any meeting shall act as Chairman. The Vice President shall have a casting vote only when acting as Chairman, but at all other times shall have a deliberate vote. Shall attend Association meetings and report on such meetings to the Committee and shall liaise as necessary.

In the absence of the President and Vice President, a Chairman shall be elected from the meeting and shall have a casting vote only when acting as Chairman.

3. *Secretary:*

The Secretary shall attend to the general business of the Club. The Secretary shall record the business transacted at all Committee, General & Annual General Meetings and keep a record of attendance at all meetings. The Secretary shall hold the common seal of the Club, attend to the correspondence, circulate the minutes of all meetings to the committee members and prepare the Annual Report. The Secretary shall undertake any other duties found necessary in carrying out the above functions, be an ex-officio member of all committees. Signatories to the common seal shall be the Secretary, together with any one of the following; President, Vice President or Treasurer.

4. *Treasurer (and Assistant):*

The Treasurer shall receive all money, giving an official receipt therefore, arrange to have banked within ten (10) days all money received in the Club's approved bank account(s), have charge of the bank books, produce the bank books at each meeting, pay all accounts passed for payment and signed by the President in accordance with the rules, prepare a financial statement for all meetings, prepare an audited financial statement and submit it to the A.G.M.

5. *Head Coach (and assistants):*

Be Chairman of the Grading Committee.

Be responsible for the appointment of coaches & managers

Be responsible for the setting out of & observe the compliance of all training programs and report accordingly to the executive committee.

Promote and encourage the development of all coaches and subsequently their teams.

6. *Member Protection Information Officers:*

MPIO's should ensure the Club handles complaints in an appropriate and consistent manner. MPIO's do not investigate complaints but help the person with the concern to deal with what has happened.

MPIO's are required to undertake the necessary training required by law.

MPIO's act under the guidelines of current New South Wales legislation, and must ensure that all Coaches and Managers have signed a Prohibited Employment Declaration form.

7. *Registrar (and Assistant):*

The Registrars shall record all registrations of players; report any irregularities in such registrations. They shall under no circumstance divulge any information regarding registrations unless directed to do so by the Committee. They shall maintain registers of defaulting, suspended or other ineligible players and officials.

The Registrars will prior to the commencement of the season nominate times, dates and place at which registration shall be carried out. No other times will be allowed without prior approval of the Committee.

The Club Registrars shall have the power to co-opt members of the Committee.

8. *Draw Secretary:*

Perform all functions relating to the draw and subsequent amendments.

Allocate teams to Ground Control duties for home grounds.

9. *Publicity Officer*

Be responsible for the preparation, printing and distribution of the Club's weekly newsletter and annual year book.

Be responsible for the arrangement of any additional publicity or advertising as requested by the committee.

10. *Referees Coordinator*

Be responsible for ensuring all home games have referees.  
Encourage and foster the development of young referees.

11. *Grounds Officer (and assistant)*

Be responsible for all matters relating to maintaining and improving the state of home grounds.

12. *Equipment Officer (and assistant)*

Be responsible for the storage and upkeep of the sporting equipment and uniforms of the Club.  
Keep a true and accurate record of the disposition of such equipment when not in store and be able to present this to the committee on request.  
Allocate such equipment as instructed by the committee.

13. *Canteen Officer (and assistants)*

Perform all duties relating to the running of canteens on all home grounds.

14. *Promotions Officer*

Be responsible for the organisation and control of all promotional activities of the Club.  
Be responsible for all matters relating to sponsorship of the club.

15. *Women's & All Age Delegates*

Liaise with the Committee on all matters pertaining to the organisation and playing of All Age & Women's teams

16. *Social Coordinator*

Be responsible for planning and organising all social and fund raising events for the club.

**F. AFFILIATION AND MEMBERSHIP**

1. AFFILIATION

Affiliations shall be made each year to Sutherland Shire Football Association Inc and through them to Football NSW. The whole or any part of their constitution shall form part of the Club's constitution and should there be any contradiction of any part of the Bangor FC's Constitution, then the SSFA constitution will take precedence. No other affiliations will be made

2. MEMBERSHIP

(a) Membership Qualifications

A person is qualified to be a member of the Club if, but only if, that person, applies for membership, and –

(i) Has been approved by the Committee & has paid their fees as set by the committee

(ii) Is a life member, or,



- (iii) Is a member of the Executive Committee.
- (iv) Is a member of the Committee.
- (v) Is a parent or guardian of a financial playing member under the age of 18.

(b) Application for Membership

- (i) An application of a person for membership of the Club pursuant to Rule S.1. shall be lodged with the Registrar of the Club.
- (ii) As soon as practicable after receiving a nomination for membership, the Registrar shall refer the nomination to the committee which shall determine whether to approve or to reject the nomination.
- (iii) Where the committee determines to approve a nomination for membership, other than life membership, the Registrar shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of twenty-eight (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.
- (iv) The Registrar shall, on payment by the nominee, other than a life membership nominee, of the amounts referred to in clause (iii) within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Club.

(c) Cessation of Membership

A person ceases to be a member of the Club if the person –

- (i) Dies
- (ii) Resigns that membership, or;
- (iii) Is expelled from the Club

(d) Register of Members

- (i) The Registrar of the Club shall 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.
- (ii) The register of members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any member of the Club at any reasonable hour.

(e) Fees, Subscriptions, etc.

- (i) A member of the Club shall, upon admission to membership, pay to the Club a fee, an amount to be determined by the committee from time to time.

- (ii) In addition to any amount payable by the member under Clause (i), a member of the Club shall pay to the Club an annual membership fee, an amount to be determined by the committee from time to time.

(f) 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 Section F.2. (b) (iii).

(g) Disciplining of Members

- (i,a) Where the Committee is of the opinion 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 Club the Committee may, by resolution
  - (c) Expel the member from the Club; or
  - (d) Suspend the member from membership of the Club for a specified period.
- (ii) A resolution of the Committee under clause (i) is of no effect unless the Committee, at a meeting held not earlier than fourteen (14) days and not later than twenty-eight(28) days after the service on the member of a notice under clause (iii), confirms the resolution in accordance with this rule.
- (iii) Where the Committee passes a resolution under clause (i), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member
- (a) Setting out the resolution of the Committee and the grounds on which it is based
  - (b) Stating that the member may address the Committee at a meeting to be held not earlier than fourteen (14) days and not later than twenty- eight (28) days after the service of the notice:
  - (c) Stating the date, place and time of that meeting; and
  - (d) Informing the member that the member may do either or both of the following:
    - (i) Attend and speak at that meeting;
    - (ii) Submit to the Committee at or prior to the date of the meeting written representations relating to the resolution.
- (iv) At a meeting of the Committee held as referred to in clause (iii), the Committee shall:
- (a) Give to the member an opportunity to make oral representations;

- (b) Give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and
  - (c) By resolution determine whether to confirm or to revoke the resolution.
- (v) Where the Committee confirms a resolution under clause (iv), the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule F.2. (h)
- (vi) A resolution confirmed by the Committee under clause (iv) does not take effect –
- (h) Until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
- (b) Where within that period the member exercises the right of appeal, unless and until the Club confirms the resolution pursuant to Rule F.2. (h) (iv).
- (i) Right of Appeal of a Disciplined Member
- (i) A member may appeal to a S.G.M. against a resolution of the Committee which is confirmed under rule (g) (iv), within seven (7) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
  - (ii) Upon receipt of a notice from a member under Clause (i), the Secretary shall notify the Committee which shall convene a S.G.M. of the Club to be held within twenty-one (21) days after the date on which the Secretary received the notice.
  - (iii) At a S.G.M. of the Club convened under clause (ii) –
    - (a) No business other than the question of the appeal shall be transacted;
    - (b) The Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
    - (c) The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
  - (iv) If at the S.G.M. the Club passes a special resolution in favour of the resolution, the resolution is confirmed.
- (j) Voting rights for Life Members
- Life members will be entitled to vote at General Meetings, Special General Meetings and at Annual General Meetings provided:
- (a) A Life Member being a member of the current Committee shall not be entitled to vote on an appeal against a Committee decision.

## **G. RECORD OF MEETINGS**

All committees & sub-committees etc are to keep true and correct minutes of all meetings to be presented at the next committee meeting. These minutes are to be recorded by a person delegated by the chair.

## **H. VOTING RIGHTS AND ATTENDANCE AT AGM, GENERAL AND SPECIAL GENERAL MEETINGS**

1. All financial members and life members may attend the above meetings and speak. However, voting will be done on a team basis.
2. Each non competition team will be entitled to only 1 vote per team. Competition teams will be entitled to 2 votes per team.
3. Representatives of a team entitled to vote shall be the coach and/or manager, or in their absence an appointed representative.
4. Teams are not allowed to give proxy votes. Members must be present and represent only 1 team to vote.
5. Executive and Committee members are entitled to 1 vote per person. If a committee member uses their voting right, they may not vote as a team representative.
6. Life Members are entitled to 1 vote per person. If a life member uses their voting right, they may not vote as a team representative.
7. At the A.G.M. the retiring members of the Executive, or other committee members of the club shall not have the right to vote after the declaration of all positions vacant, unless they are representing a team.
8. Members of the Executive, and all other committee members shall be entitled to vote at the A.G.M. after the election of the committee has been completed. The voting rights of the incoming committee members shall not affect the voting rights of the members.
9. Persons other than financial members and life members will be permitted to attend the above meetings and speak. They will, however, have NO voting rights.

## **I. ANNUAL GENERAL MEETING**

1. The A.G.M. of this Club shall be held on the first Monday in August but if not possible will be held no later than the 30th August of each year and twenty eight (28) days notice shall be given to all members.
2. At the A.G.M. the order of business shall be:-
  - (a) Finalisation of voting entitlements
  - (b) Reading of the Minutes of the last A.G.M. (if requested)
  - (c) Presentation of the Annual Report
  - (d) Adoption of the Annual Report
  - (e) Presentation of Annual Balance Sheet
  - (f) Declaration of all positions vacant
    - o Election of President
    - o Election of Vice President

- Election of Secretary
- Election of Assistant Secretary
- Election of Treasurer
- Election of Assistant Treasurer
- Election of Registrar
- Election of Assistant Registrar
- Election of Draw Secretary
- Election of Head Coach
- Election of Assistant Coaches
- Election of Member Protection Information Officers
- Election of Publicity Officer
- Election of Canteen Officer
- Election of Grounds Officer
- Election of Assistant Grounds Officer
- Election of Referee's Coordinator
- Election of Promotions Officer
- Election of Equipment Officer
- Election of Assistant Equipment Officer
- Election of Social Coordinator
- Election of All Age Delegate
- Election of Women's Delegate
- Election of any other officers deemed necessary (Rule D. 3.)

Other Appointments

- (1) Patrons
- (2) Auditor

(e) Any special interest

6. Alterations to the Constitution of which notice has been given twenty-eight (28) days prior to the meeting.
7. Motions of which notice has been given twenty-eight (28) days prior to the meeting.
8. The rules of Debate shall apply to the A.G.M.
9. No decision of the A.G.M. shall be altered unless by an A.G.M. or S.G.M.

**J. COACH & MANAGER ( GENERAL ) MEETINGS**

1. Coach & Manager Meetings (General Club Meetings) will be held at least 2 times per year as decided by the Committee at the start of each season. Notification of these meetings must be made to all members at least 28 days prior to each meeting

2

- (a) No business shall be transacted at a General Club Meeting unless a quorum is present during the time the meeting is considering that item.
- (a) If within half an hour after the appointed time for the commencement of a General Club Meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall 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.

- (c) 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 not less than 5) shall constitute a quorum.
3. Voting shall be by a show of hands unless a secret ballot is called for
4. No member shall attend or vote at any meeting of the Club or of any committee of the Club or vote at any election of the Club as a proxy of another person.
5. The order of business at a General Club Meeting shall be:-
  - (a) Reading and confirmation of Minutes of the previous General Club Meeting
  - (b) Business arising out of previous Minutes
  - (c) Relevant business
  - (d) Financial Statement
  - (e) Reports by Executive Committee members and Committee members.
  - (f) Notice of Motion (if any)
  - (g) General Business
6. A resolution at a General Club Meeting shall be final, subject only by appeal to Bangor FC Committee.

**K. SPECIAL GENERAL MEETINGS**

A S.G.M. may be called by the President or alternatively upon the receipt of a written requisition to do so, signed by five (5) members of the Committee. Such requisition must set out the general nature of the business to be discussed and at such meeting no business will be discussed except that on the notice paper. Upon the receipt of such requisition the Secretary shall within twenty-eight (28) days convene the meeting and give seven (7) days notice as to the business to be discussed.

**L. COMMITTEE MEETINGS**

Committee meetings shall be held on the first Monday of each month, deviations to this may be made at the discretion of the Executive.

Executive and Committee members are entitled to 1 vote per person. At Committee meetings only, proxy votes may be taken by the secretary on behalf of other committee members.

**M. QUORUMS**

For all previously mentioned meetings a Quorum must be present for a constitutional meeting. No meeting may be held unless such a quorum is present. If this clause is violated, any decisions made at such a meeting shall not be binding on the Club & may be rejected at any subsequent constitutional meeting. A quorum shall be as follows.

AGM- Returning officer, 3 executive, 4 committee members & 10 members who are entitled to vote under section H. 2.

SGM- 3 executive, 4 committee members & 10 members who are entitled to vote under section H. 2.

GM- 3 executive, 4 Committee members & 10 members who are entitled to vote under section H. 2

EM- Any 4 executive

CM – 2 executive, 5 Committee members

In the event of a quorum not being met, the meeting must be abandoned and the business passed over to the next prescribed meeting of the committee.

In the event of an Annual General Meeting not reaching a quorum, the business shall be passed over to the next prescribed General meeting and that meeting shall be known as the Annual General Meeting.

N. **AUDITOR**

All books pertaining to the financial position and dealings of the Club shall be examined at the end of each financial year by a qualified Auditor. The financial year runs from 1 July to 30 June. Prior to the A.G.M. the auditor shall certify that the required audit has been carried out and issue a certificate as to the correctness or otherwise of the Club accounts. The Auditor shall be appointed each year.

O. **BANK AUTHORITY**

All cheques issued by the Club shall be signed by any two (2) of the following members of the Committee viz., President, Vice President, Secretary, Treasurer (or Assistant Treasurer in the absence of the Treasurer). The Treasurer and Assistant Treasurer are not able to co-sign cheques.

P. **LIFE MEMBERS**

1. Life members may only be elected at the A.G.M. upon the recommendation of the Committee. Written nominations must be received by the Secretary no less than 10 (ten) days prior to the AGM for discussion by the Executive Committee. No nominations will be received from the floor at the AGM.
2. Life members as such, shall be entitled to attend any Club meetings and may speak on any matters under discussion. Life members of this Club shall be eligible for election to any sub-committee formed under this Constitution
3. Removal and Discipline of Life Members is as per F.2. g i-vi and h.i-iv.

Q. **ALTERATIONS TO THE CONSTITUTION**

1. Each financial member shall have the right to apply for variation or amendment of the Constitution at the A.G.M. or adjourned A.G.M.
2. Any such application shall be made in writing, signed by at least four (4) financial members and be in the hands of the Secretary at least twenty-eight (28) days prior to the meeting

3. The Secretary shall be responsible to see that such an application is properly advertised, at least twenty-one (21) days prior to the meeting being held.
4. An S.G.M. may be called by the Committee to alter or amend the Constitution and by giving twenty-one (21) days clear notice of the meeting to be held.
5. The Constitution shall only be varied by the vote of three quarters majority of the persons present and entitled to vote.

R. **LIMITATIONS OF FUND SPENDING**

- i. The elected Committee have the right to act on behalf of Club members with reasonable spending of funds up to \$20000 on specific motions being put to and passed at a committee meeting.
- ii. Spending of funds of over \$20000 per commitment must be put to Special General Meeting or General Meeting. Advice of this motion must be advertised at least twentyone (21) days prior to the meeting. Voting must be held and over a 51% majority of the persons present and entitled to vote must be received for the spending of such funds.

S. **GENERAL**

1. REGISTRATION OF PLAYERS

- i. Registration of players shall be conducted at the beginning of the season, on such dates set by the Committee and shall continue as required.
- ii. Registration will only be accepted on the official Sutherland Shire Football Association form.
- iii. Proof of Age, residency and student status is to be supplied as per the association's requirements.
- iv. Each side shall be limited to a team of the number designated for that particular age group plus reserve players or at the discretion of the executive committee so long as the number does not exceed the maximum number of players permitted by the SSFA.

2. GRADING

- i. Club teams shall be graded 'A', 'B', 'C' etc as required and shall be selected in order of capability, irrespective of anticipated association grading.
- ii. Players shall be graded each season by the grading committee comprising of the Head Coach & the Assistant Coaches. Any dispute by the grading committee will be resolved by the Executive Committee.
- iii. The method of grading will be determined by the grading committee after consultation with the previous season's coaches and any final decisions will be in agreement with paragraph (ii) above
- iv. No player will be selected in any age group other than the minimum in which he/she is eligible for without the permission of the executive committee (and player or Guardian if under 18)
- v. Grading at all times shall be done under the SSFA competition rules.
- vi. Should any teams be reduced to under the required player amount the Committee shall regrade players from other teams to fill vacancies. Maintenance of team capability in higher grades to be given preference.
- vii. At a date to be set each year by the Committee, graded teams shall be given to the registrar to be passed in to SSFA.



### 3 SELECTION OF COACHES AND MANAGERS

- i. Nominations for Coaches and Managers will be accepted at or after registrations.
- ii. Coaches & managers will be appointed by the Coaching Committee.
- iii. The Executive Committee may at any time transfer, appoint or replace any coach.

### 4. DUTIES OF COACHES

- i. Be responsible to the Head Coach for the implementation of training programs as prescribed.
- ii. Be responsible for the selection of the team to play each match and ensure each player receives an equal amount of time on and off the field during the regular season.
- iii. If requested by the committee, assist in grading of teams the following year.
- iv. Accede to the Committee's request re the suspension of unfinancial players.
- v. Suspend any player for up to two consecutive matches for any misdemeanour.
- vi. Assist the Manager in the arrangement of team support.
- vii. Assist the Manager in any manner he may request.

\*No coach may suspend any player for more than two consecutive matches for any misdemeanour without presenting the case to the Committee.

### 5. DUTIES OF MANAGERS

- i. Be responsible for all of the Club equipment placed in the hands of his/her team by the Equipment Officer.
- ii. Sign for any equipment received as required by the Equipment Officer.
- iii. Contact all team players with all news and information as required by the Club or team coach.
- iv. Be responsible to report to the Committee any misdemeanour by any player, parent or official as he/she sees fit.
- v. Ensure the coach abides by 4. ii (above) and if necessary keep records to show this.
- vi. Organise the team to do ground control duties as rostered during the season.
- vii. Provide weekly match reports to the publicity officer by Monday of each week.
- viii. Attend all General Club Meetings or appoint a delegate to attend in their absence.
- ix. The manager must ensure that at all times their team is correctly attired in the current Bangor FC uniform.

### 6. UP-GRADING

No Player shall play in a higher grade without the permission of his team coach or manager who shall be asked before the player or player's guardian (if under the age of 18).

Upgrading must be in line with SSFA rules.

### 7. TEAM TRAINING

Team training times may only be allocated by the Grounds Officer, whose decision shall be final. Applications must be registered with the Grounds Officer before training dates and times may be assumed. At no time may teams be trained or coached in competition goalmouths. Penalty for breach of this rule will be decided by the Committee

### 8. THE CONSTITUTION

The rules and conditions laid out therein shall be considered binding on all registered players and their parents, coaches and managers whether they be financial or unfinancial

and at no time is any deviation to be allowed except under clause I.3. Change of Constitution.

Copies of the Club's Constitution shall be displayed in a prominent position at the Club's meeting point.

Copies of the Club's constitution are to be made freely available to all financial members.

#### 9. FUND RAISING

Fund raising is the responsibility of the Committee and they may appoint a sub committee or persons to act on their behalf. No person or group of persons may use the Clubs name or resources to raise funds without the permission of the Executive Committee and it is the duty of the Executive Committee to ascertain that such fund raising be within the standards of the club. Such funds may be subject to a levy which shall be decided by the Committee. No tickets for any competitions or functions may be sold at any time to raise funds unless the Club's name is stamped prominently thereon.

#### 10. SPONSORSHIP

All sponsorship arrangements are to be approved by the Committee.

#### 11. CLUB TROPHIES

Club trophies are supplied on a team basis and may be altered from season to season. Conditions for the award of such trophies should be reviewed each year by a Trophy Sub – committee.

#### 12. CODE OF BEHAVIOUR

The Club must display Code of Behaviour in a prominent position and make available to all coaches, managers, players and spectators.

All Coaches, Managers, Players and spectators must obey the Club's Code of Behaviour.

#### T. MISCELLANEOUS

##### 1. CUSTODY OF BOOKS ETC.

Except as otherwise provided by these rules, the Secretary or Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

##### 2. INSPECTION OF BOOKS ETC.

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

##### 3. NON PROFIT CLAUSE.

The assets and income of the Club shall be applied solely in furtherance of the Club's objects as outlined in Clause A. 2. and no portion shall be distributed directly or indirectly to the members of the Club or to other persons, organisations or companies, except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

##### 4. DISSOLUTION CLAUSE.

In the event of the Club being dissolved, the funds and assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

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