

## Fassifern Junior Australian Football Club INC

### ASSOCIATION RULES

#### 1 NAME OF ASSOCIATION

1.1 The name of the incorporated association is *Fassifern Junior Australian Football Club Inc*, in these rules called “the association” or “the club”.

#### 1.2 Change of Name

The association may, by special resolution and with approval of the Committee, change its name.

#### 2 INTERPRETATION

2.1 In these Rules:

**Act** means the *Associations Incorporation Act 1981* (Qld).

**Auditor** means the person appointed for the time being as the auditor of the Association.

**Business Day** means any day which is not a Saturday, Sunday or bank or public holiday in Brisbane, Queensland.

**Committee** means the Committee of the Association, which is constituted by the Office Bearers, and, where the context admits, includes a sub-committee.

**Committee Member** includes an alternate Committee Member.

**Honorary Member** means a person elected as an Honorary Member under Rule 5.4.

**Junior Member** means a person entered in the register as a member of the Association who is under the age of 16 years as at the 31<sup>st</sup> of December in the membership year. A Junior Member is not entitled to vote or hold office as a management committee member.

**League** means the controlling body of the competition(s) in which the Association is participating.

**Life Member** means a person elected as a life member under Rule 5.5.

**Member** means a person entered in the register as a member of the Association and includes a Life or Honorary Member.

**Objects** means the Objects of the Association as altered, from time to time, in accordance with these rules.

**Patron** means a person appointed under Rule 5.6.

**Surplus assets** means the assets after payment of the debts and liabilities remaining on a winding-up of the incorporated association and the costs, charges and expenses of winding-up.

2.2 A word or expression that is not defined in these association rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

### 3 OBJECTS

3.1 The objects of the association are:

- (a) To promote Australian Rules Football in the Fassifern;
- (b) To promote the active and safe participation of youth in the sport;
- (c) To foster and cultivate a spirit of sportsmanship, comradeship and fellowship;
- (d) To encourage a culture of excellence through selection of Coaches and administration officers;
- (e) To affiliate or otherwise associate with such associations, considered by the Association to have the same or like objectives;
- (f) To advance, promote, conduct, control and teach excellence in playing Australian Rules Football;
- (g) To participate in events from time to time as the group may consider promotes the interest of the Association in the Fassifern;
- (h) To protect the brand and ideals of the Association in all forums;
- (i) To provide a cooperative forum for members to present their ideas as it relates to improving the Association;
- (j) To represent the association at events which are considered to be essential in improving the running of the Association and its ideals.

### 4 POWERS

4.1 The association has the power of an individual.

4.2 The association may, for example:

- (a) enter into contracts; and
- (b) acquire, hold, deal with and dispose of property; and

- (c) make charges for services and facilities it supplies; and
- (d) do other things necessary or convenient to be done in carrying out its affairs.

**4.3** The association may take over the funds and other assets and liabilities of the present unincorporated association known as the Fassifern Juniors Australian Football Association.

**4.4** The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

#### **4.5 Not for Profit Organisation**

**4.5.1** The association must not distribute any surplus, income or assets directly or indirectly to its members.

**4.5.2** Sub rule 4.5.1 does not prevent the association from paying a member:

4.5.2.1 Reimbursement for expenses properly incurred by the member;  
or

4.5.2.2 For goods or services provided by the member

### **5 MEMBERSHIP**

#### **5.1 Classes of Membership**

The membership of the Association consists of ordinary members, and any of the following classes of members:

- (a) **Junior:** As at the 31<sup>st</sup> December in the year of membership must be under the age of 16 years. Not eligible to vote. Not eligible for election to management committee positions. Membership unlimited.
- (b) **Honorary:** Must be invited by management committee for the membership year current at the time of such invitation. Membership unlimited. Limitations relating to membership – Nil.
- (c) **Life Membership:** Must have 7 consecutive years of service as an ordinary member, and must be an ordinary member recommended by the management committee, agreed by two thirds majority of those present and voting at a general meeting. Membership unlimited. Limitations relating to membership – Nil.

#### **5.2 Eligibility of Ordinary Membership**

Members shall have the rights, privileges and obligations as set out in these Rules.

- (a) Any person who supports the purposes of the Association, who has never brought the AFL into disrepute, and who has paid the

Fassifern Junior Australian Football Club Inc  
Association Rules

membership fee (where applicable) is eligible to become an ordinary member.

- (b) Any person, aged under 16 as at the 31<sup>st</sup> December in the year of membership, and is a player or umpire registered with the Association in the competition(s) of Australian Rules Football sanctioned by the League, or is a participant in an AFL Auskick program conducted by the Association, or is a participant in any other program conducted by the Association becomes a junior member upon correct registration in such program.
- (c) One parent or guardian of a player or participant as specified in (b) above is eligible for automatic ordinary membership. Maximum of one automatic parent or guardian membership per player or participant. Multiple parents or guardians may become ordinary members where there is more than one junior registration per family or household.
  - i Additional parents or guardians may join as an ordinary member as allowed in (a) above.
  - ii The management committee shall decide when setting membership fees, whether a fee will be payable for membership in (c) above as part of, or in additional to player registration fees.
  - iii Any member admitted as per (a) above shall have the same rights and responsibilities as any other ordinary member.

Eligibility for more than one membership class does not entitle a person to more than one membership, nor more than one vote.

### 5.3 Conferral of Membership

- (a) A player becomes a Junior member upon entering a correctly signed registration form that is cleared by the League to play or umpire football for the Association.
- (b) Parents and/or guardians who are listed on a correctly signed registration form become ordinary members at the same time, in accordance with 5.2(c).
- (c) An ordinary member becomes a member upon submitting a correctly completed and signed membership form, and paying the relevant membership fee.
- (d) Membership is held from the conferral date until the end of the applicable membership year. The membership year is from 1<sup>st</sup> November until 31<sup>st</sup> October.

- (e) A membership may be renewed by completing the appropriate form and paying the fee.
- (f) Any junior member who intends to register to play in the following season, and their parent's ordinary membership, will have until the Wednesday before Round One (1) of the junior's particular competition to renew their membership. For the purposes of counting memberships, these memberships will be taken as continuing and the ordinary member will have retained the rights of a member, including voting rights throughout the grace period.

#### **5.4 Membership Entitlements Not Transferable**

The rights, privileges and obligations which a person has, by reason of being a member:

- (a) are not capable of being assigned to another person; and
- (b) terminate upon cessation of that person's membership.

#### **5.5 Honorary Membership**

- (a) The Committee may, by Special Resolution, award honorary membership to a person who would not otherwise be eligible for membership in accordance with Rule 5.2 but who, in the opinion of the Committee, provides service or assistance in promoting the Association's interests and objectives.
- (b) An Honorary member shall have all the rights, privileges and obligations of an ordinary member and shall hold such membership until the end of the current membership year.

#### **5.6 Life Membership**

- (a) The Committee may, by Special Resolution, elect any Member to be a Life Member in recognition of their long and/or meritorious service to the Association.
- (b) A Life member shall have all the rights, privileges and obligations of an ordinary member and shall hold such membership in perpetuity.

#### **5.7 Patron**

- (a) The Committee may appoint a patron or patrons who shall hold that appointment until resignation or termination by the Committee.
- (b) Each patron shall be entitled to all the rights and privileges of an ordinary member except that he or she may not hold office as an office bearer.

#### **5.8 Cessation of Membership**

A person ceases to be a member if that person:

- (a) dies; or
- (b) resigns; or
- (c) is expelled from the Association as set out in Rule 5.9 below; or
- (d) fails to pay the Annual Subscription within a period of 30 days (or such longer period, not exceeding 365 days, as the Committee from time to time may determine) after that Annual Subscription becomes due.

### **5.9 Termination of Membership**

- (a) The Committee may terminate a member's membership if the member:
  - i is convicted of an indictable offence;
  - ii does not comply with any of these rules;
  - iii has membership fees in arrears; or
  - iv conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (b) At least one week before the meeting of the Committee at which a resolution for the termination of membership is passed, the member must be given written notice of such meeting and of what is alleged against the member, and of the intended resolution for the termination of membership and the member will, at such meeting, and before the passing of such resolution, have had an opportunity of giving orally or in writing any explanation or defence the member may think fit.
- (c) If, after considering all representations made by the member, the Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
- (d) There is no appeal against termination of a member's membership by the Committee.

### **5.10 Annual Subscription**

- (a) Unless the Committee shall from time to time otherwise determine, there shall be no proposal fee payable for membership.
- (b) An annual subscription fee is payable by all ordinary members. The fee shall be set by the management committee at the same time as setting the playing registration fees for the following year.
- (c) All annual subscriptions shall be payable within thirty days of demand.

### **5.11 Register of Members**

- (a) The Management Committee must keep a register of members.
- (b) The register of members must include the following particulars for each member:
  - i the full name and address of the member;
  - ii the date of admission as a member;
  - iii the date of death or resignation of the member;
  - iv details about the termination or reinstatement of membership;  
and
  - v any other particulars as the Committee decides.
- (c) The register must be open for inspection by members of the Association at all reasonable times.
- (d) However, before a member may inspect the register, the member must apply to the Secretary to inspect it.

#### **5.12 Liability of Members**

The liability of a member to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association, is limited to the amount, if any, unpaid by the member for Annual Subscriptions.

#### **5.13 Discipline of Members**

The management committee shall adjudicate upon any dispute between its members or between itself and a member or members in relation to that adjudication shall apply the rules of natural justice. The management committee may determine procedures for such adjudications from time to time.

#### **5.14 Admission & Rejection of Members**

- (a) The management committee must consider an application for membership at the next meeting of the association held after it receives:
  - i the application; and
  - ii the appropriate membership fee for the application.
- (b) The management committee must decide at a meeting whether to accept or reject the application.

- (c) If a majority of management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
- (d) The Secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.
- (e) There is no appeal against termination of a member's membership by the committee.

## **6 CONSTITUTION OF THE COMMITTEE & MEMBERSHIP**

### **6.1 Membership of the Committee**

- (a) The management committee of the association consists of the President, Vice President, Secretary, Treasurer, Coaching Coordinator and Grants, Sponsorship & Community Relations Officer.
- (b) A member of the management committee must be a member of the association.
- (c) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (d) To be nominated and appointed to a position of the management committee, a person must have attended at least 75% of general meetings of the association in the 12 months immediately preceding the annual general meeting.
- (e) To be nominated and appointed to a position of the committee, other than a management committee position, a person must have attended at least three (3) general meetings of the association during the league playing season immediately preceding the annual general meeting. The league playing season is deemed to be March to August, inclusive.
  - i The position of Youth Advocate must be filled by a Junior member aged 15 or above as at the date of election. The person is not required to have attended meetings before election, but must be involved in the Association.
- (f) Sub rules (d) and (e) above apply to members wishing to renominate for the same or another position.

### **6.2 Electing the Committee**

- (a) Nominations for election of the Committee may be made either in writing addressed to the Secretary prior to the Annual General Meeting or may be called for and received orally at the meeting. All nominations



shall be seconded by another Member and acknowledged by the nominee.

- (b) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated may be deemed to be elected.
- (c) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- (d) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (e) Each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies.
- (f) A person is not eligible to simultaneously hold more than one position on the Committee.
- (g) The ballot for the election of the Committee shall be conducted at the Annual General Meeting in such manner as the Committee may direct, either secret ballot or show of hands.
- (h) If a secret ballot is held, the chairperson of the elections plus one other person (member or non-member) selected by the chairperson of the election shall conduct the secret ballot in the way the chairperson decides.
- (i) The result of a secret ballot as declared by the chairperson is taken as final.
- (j) Each member present and entitled to vote is entitled to one vote only, and if votes are deadlocked, any life members present shall have the casting vote(s). If the life members are unwilling or none are present, the chairperson can choose to allow the candidates to address the meeting and then call a re-vote, *or* the position can be held open until a meeting to be held within the next fourteen days.
- (k) Proxy votes will not be accepted at the Annual General Meeting.

### **6.3 Secretary**

- (a) If a vacancy happens in the office of Secretary, the Committee must ensure a secretary is appointed or elected within one month after the vacancy happens.
- (b) The secretary must be an individual residing in Queensland who is:
  - i a member of the Association elected by the members as secretary; or

- ii any of the following persons appointed by the Committee:
  - i a member of the Association's Committee; or
  - ii another member of the Association; or
  - iii another person

#### **6.4 Resignation or Removal of Office of Committee Member**

- (a) A Committee member may resign from the Committee by giving written notice of resignation to the secretary.
- (b) The resignation takes effect on:
  - i the day and at the time the notice is received by the secretary; or
  - ii if a later day is stated in the notice, the later day.
- (c) A member may be removed from office at a general meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member.
- (d) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (e) A member has no right of appeal against the member's removal from office under this section.

#### **6.5 Vacancies on the Management Committee**

- (a) If a casual vacancy happens on the management committee, the continuing members of the management committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (b) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (c) However, if the number of the management committee members is less than the number fixed under these rules as a quorum of the management committee, the continuing members may act only to:
  - i increase the number of management committee members to the number required for a quorum; or
  - ii call a meeting of the Association.

### **7 OPERATION OF COMMITTEE**

#### **7.1 Functions of Committee**

Fassifern Junior Australian Football Club Inc  
Association Rules

- (a) Subject to these rules or a resolution of the Association members carried at a general meeting, the Committee has:
  - i the general control and management of the administration of the affairs, property and funds of the Association; and
  - ii authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- (b) The Committee may exercise the powers of the Association
  - i to borrow, raise or secure the payment of amounts in a way the Association Members decide;
  - ii to secure the amounts mentioned in Rule 7.1(b)(i) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way; including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future;
  - iii to purchase, redeem or pay off any securities issued;
  - iv to borrow amounts from members and pay interest on the amounts borrowed;
  - v to mortgage or charge the whole or part of its property;
  - vi to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association;
  - vii to provide and pay off any securities issued; and
  - viii to invest in a way the members of the Association may from time to time decide.
- (c) For Rule 7.1(b)(iv), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
  - i the financial institution for the Association; or
  - ii if there is more than one financial institution for the Association, the financial institution nominated by the Association.

## 7.2 Meetings of Committee

- (a) Subject to Rule 7.2(b) to (f), the Committee may meet and conduct its proceedings as it considers appropriate.

- (b) The Committee must meet at least once every two months to exercise its functions. A general meeting of the association satisfies this requirement to meet.
- (c) The Committee must decide how a meeting is to be called.
- (d) Notice of a meeting is to be given in the way decided by the Committee.
- (e) If the secretary receives a written request signed by at least 33% of the Committee members, the secretary must call a special meeting of the committee.
- (f) A request for a special meeting must state:
  - i why the special meeting is called; and
  - ii the business to be conducted at the meeting.

### **7.3 Proceedings at Meetings**

- (a) At a committee meeting, more than 50% of members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (b) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (c) A committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- (d) The secretary must give each Committee member at least 14 days notice of a special meeting of the committee.
- (e) A notice of a special meeting must state:
  - i the day, time and place of the meeting; and
  - ii the business to be conducted at the meeting.
- (f) The president or, if there is no president or if the president is not present within ten minutes after the time fixed for a Committee meeting, the vice president, is to preside as chairperson at the meeting.
- (g) If the president and vice president are absent from a Committee meeting, the members may choose one of their number to preside as chairperson at the meeting.

- (h) If a quorum is not present within 30 minutes after the time fixed for a Committee meeting called on the request of committee members, the meeting lapses.
- (i) If a quorum is not present within 30 minutes after the time fixed for a Committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
  - i the same day, time and place in the next week; or
  - ii a day, time and place decided by the Committee.
- (j) If, at an adjourned meeting mentioned in rule 7.3(i), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### **7.4 Delegation of Committee Powers**

- (a) The Committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the committee.
- (b) A subcommittee may only exercise delegated powers in the way the Committee decides.
- (c) A subcommittee may elect a chairperson of its meetings.
- (d) If a chairperson is not elected, or if the chairperson is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their numbers to be chairperson of the meeting.
- (e) A subcommittee may meet and adjourn as it considers appropriate.
- (f) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

#### **7.5 Acts Not Affected by Defects or Disqualifications**

An act performed by the Committee, a subcommittee or a person acting as a member of the Committee is taken to have been validly performed, even if the act was performed when:

- (a) There was a defect in the appointment of a member of the Committee, subcommittee or person acting as a member of the Committee; or
- (b) A Committee member, subcommittee member or person acting as a member of the Committee was disqualified from being a member.

#### **7.6 Resolutions of Committee Without Meeting Can Be Agreed**

- (a) If:

Fassifern Junior Australian Football Club Inc  
Association Rules

- i All Committee members entitled to receive notice of a Committee meeting receive a copy of a proposed written resolution electronically; and
  - ii The written resolution is signed by that number of Committee members required for a quorum; and
  - iii No Committee members, within 24 hours of the resolution being sent to them, object in writing to the passing of the resolution; then the written resolution is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.
- (b) A resolution mentioned in subsection (a) above may consist of several documents in like form, each signed by one or more Committee member.
- (c) The following are deemed to be documents signed by a Committee member:
  - i An electronically transmitted facsimile copy of a document, the original of which in the opinion of the secretary has been apparently signed by a Committee member; and
  - ii A document transmitted electronically, which in the opinion of the secretary originated from that Committee member.
  - iii On a social media post, within a forum specifically and solely for Committee members to discuss matters of the Association, a Committee member types or otherwise signals their agreement to a resolution, using, in the opinion of the secretary, their personal social media account.
- (d) The resolution is passed:
  - i If all Committee members sign, when the last Committee member signs; or
  - ii On the later of:
    - (1) The last Committee member of the quorum signs; and
    - (2) 24 hours from the date the resolution is sent to all Committee members.

## **8 GENERAL MEETINGS**

### **8.1 First General Meeting**

- (a) The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the association is incorporated.

- (b) The management committee must decide where the meeting is to be held.
- (c) The business to be conducted at the first general meeting must include the appointment of an auditor.

## **8.2 Business to be Conducted at Annual General Meeting**

The following business must be conducted at each annual general meeting:

- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Association for the last financial year;
- (b) receiving the auditor's report on the financial affairs of the Association for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the Committee; and
- (e) appointing an auditor.

## **8.3 Special General Meeting**

- (a) The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after:
  - i being directed to call the meeting by the Committee; or
  - ii being given a written request signed by:
    - (1) at least 33% of the members of the Association presently on the Committee; or
    - (2) at least the number of ordinary members of the association equal to double the number of members of the Association presently on the committee plus one; or
  - iii being given a written notice of an intention to appeal against the decision of the Committee:
    - (1) to reject an application for membership; or
    - (2) to terminate a person's membership.
- (b) A request mentioned in Rule 8.3(a)(ii) must state:
  - i why the special general meeting is being called; and
  - ii the business to be conducted at the meeting.

## **8.4 Notice of General Meeting**

- (a) The secretary may call a general meeting of the Association.
- (b) The secretary must give at least 7 days notice of the meeting to each Association member.
- (c) The committee may decide the way in which the notice must be given.
- (d) However, notice of the following meetings must be given in writing:
  - i a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the committee; and
  - ii a meeting called to hear and decide a proposed special resolution of the Association.
- (e) A notice of a general meeting must state the business to be conducted at the meeting.

#### **8.5 Quorum for, and Adjournment of, General Meeting**

- (a) Subject to Rule 8.5(e), the quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (b) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (c) The association may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (d) A committee member who participates in the meeting as mentioned in (c) above is taken to be present at the meeting and will be notated in the attendance book under the heading of "attendance by media".
- (e) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the Committee or the Association, the meeting lapses.
- (f) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Committee or the Association, the meeting is to be adjourned to:
  - i the same day, time and place in the next week; or
  - ii a day, time and place decided by the Committee.
- (g) If, at an adjourned meeting, a quorum under Rule 8.5(a) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.



- (h) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (i) If a meeting is adjourned under Rule 8.5(h), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (j) The secretary is not required to give to the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (k) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (l) In this rule: member includes a person representing a corporation that is a member.

## **8.6 Procedure at General Meeting**

### **8.6.1 Chairperson**

- (a) The president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice president is to preside as chairperson.
- (b) If the vice president is absent or unwilling to act as chairperson, the members present must elect one of their number to be chairperson of the meeting.
- (c) The chairperson must conduct the meeting in a proper and orderly way.

### **8.6.2 Voting**

- (a) Each question, matter or resolution must be decided by a majority of votes of the members present.
- (b) Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (c) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (d) Voting may be by show of hands or a division of members, unless at least 20% of the members present demand a secret ballot.
- (e) If a secret ballot is held, the chairperson must appoint two members to conduct the ballot in the way the chairperson decides.

- (f) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.
- (g) A member may vote in person and:
  - i on a show of hands, each person present who is a member and entitled to vote has one vote; and
  - ii in a secret ballot, each member present in person who is entitled to vote has one vote.

### **8.6.3 Voting by Proxy**

Deleted

### **8.6.4 Minutes**

- (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Committee meeting and general meeting are entered in a minute book.
- (b) The secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- (c) To ensure the accuracy of the minutes:
  - i the minutes of each Committee meeting must be signed by the chairperson of the meeting or the chairperson of the next Committee meeting, verifying their accuracy.
  - ii the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy.
  - iii the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.

## **9 GENERAL POWERS**

### **9.1 By-laws**

- (a) The committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (b) A by-law may be set aside by a vote of members at a general meeting of the Association.

### **9.2 Alteration of Rules**

Fassifern Junior Australian Football Club Inc  
Association Rules

- (a) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However, an amendment, repeal or addition is only valid if it is registered by the chief executive.

**10 COMMON SEAL**

- (a) The committee must ensure the Association has a common seal.
- (b) The common seal must be:
  - i kept securely by the Committee; and
  - ii used only under the authority of the Committee.
- (c) Each instrument to which the seal is attached must be signed by a member of the Committee and countersigned by:
  - i the secretary;
  - ii another member of the Committee; or
  - iii someone appointed by the Committee.

**11 FUNDS**

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Committee.
- (b) Records and accounts must be kept in English showing full and accurate particulars of financial affairs of the Association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) If an amount of \$50 or more is paid by cheque, the cheque must be signed by any two of the following:
  - i the president;
  - ii the vice president;
  - iii the secretary;
  - iv the treasurer;
  - v another member authorised by the Committee for the purpose.
- (e) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (f) A petty cash account must be kept on the impress system, and the Committee must decide the amount of petty cash to be kept in the

account.

- (g) All expenditure must be approved or ratified at a Committee meeting.
- (h) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
  - i the income and expenditure for the financial year just ended;
  - ii the Association's assets and liabilities at the close of the year; and
  - iii the mortgages, charges and securities affecting the property of the Association at the close of the year.
- (i) The auditor must examine the statement prepared under rule 11(h) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (j) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

## 12 DOCUMENTS

The committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

## 13 FINANCIAL YEAR

The financial year of the Association closes on 30 September in each year.

## 14 WINDING UP

- (a) This section applies if the Association:
  - i is wound up under Part 10 of the *Associations Incorporations Act*; and
  - ii it has surplus assets.
- (b) The surplus assets must not be distributed among the Association members.
- (c) The surplus assets must be given to another entity:
  - i having objects similar to the Association's objects; and
  - ii the rules of which prohibit the distribution of the entity's income and assets to its members.

## 15 INDEMNITY

- (a) Subject to subsection (b) below, every Committee member and any

Fassifern Junior Australian Football Club Inc  
Association Rules

employee of the Association shall be indemnified out of the assets of the Association against a claim.

The indemnity applies to all office holders of the incorporated association. An office holder is:

- i a committee member;
  - ii the secretary;
  - iii any other person that may be engaged by the association: that makes or participates in the decision making that affects the whole or substantial part of the Association's operations, on whose instructions the Committee is accustomed to act.
- (b) Provided the said Committee person has acted in good faith.

## BY-LAWS TO THE RULES OF THE FASSIFERN JUNIOR AUSTRALIAN FOOTBALL CLUB INC

(Made Under Rule 9.1)

### 1 Office Bearers and Duties

**1.1.1** The Management Committee shall consist of the following Office Bearers:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer & Registrar;
- (e) Coaching Coordinator;
- (f) Grants, Sponsors & Community Relations Officer

**1.1.2** The Committee shall consist of the management Committee and the following Office Bearers:

- (a) Convenor (Catering & Merchandise);
- (b) Youth Advocate;
- (c) Promotions Officer;
- (c) Publications Officer;
- (d) Umpire Coordinator;
- (e) Fundraising Coordinator;
- (f) Kids First Officer;
- (g) Masters Delegate;
- (h) Up to three (3) committee members.

**1.2** The committee may, at its absolute discretion, assign duties to any Office Bearer for the purpose of conducting its business. In doing so, the Committee shall have regard to the following duties incumbent upon those members elected as Office Bearers.

**1.3** The President shall:

- (a) chair meetings of the Committee and Association;
- (b) represent the Association to the Board of the League;
- (c) be the spokesperson for the Association in any dealings with the media; and

Fassifern Junior Australian Football Club Inc  
Association Rules

(d) be the 'figurehead' for the Association in its dealings with Members.

**1.4** The Vice President shall:

- (a) chair meetings in the absence of the President;
- (b) attend to or supervise all matters relating to training and the conduct of games of football; and
- (c) supervise the activities of the Registrar.

**1.5** The Secretary shall:

- (a) maintain a register of all members of the Association;
- (b) handle all inwards and outwards correspondence;
- (c) give notice to Office Bearers of all Committee meetings;
- (d) give notice to members of all general meetings;
- (e) keep minutes of all proceedings at Committee and general meetings including a register of those members attending.

**1.6** The Treasurer/Registrar shall:

- (a) receive all money payable to the Association and keep accurate accounts and books showing the financial position of the Association;
- (b) prepare and submit to each Committee meeting a statement showing the financial position of the Association;
- (c) prepare budget sheets, trading accounts and profit and loss statements in respect of the Association; and
- (d) arrange for the auditing of the financial records of the Association.

**1.7** The Committee members shall:

- (a) undertake duties as directed and assigned by the Management Committee.

## **2 Association Colours**

**2.1** The colours of the Association, which shall be displayed on the guernseys of all players in football teams under the auspices of the Association shall be dark green and grey with a Falcon stylised logo on the front of the guernsey.

**2.2** The Committee may determine that a donor's name or logo be added to the Association Guernsey and/or shorts. In doing so, however, the Committee shall take cognisance that the Association supports a policy promoting an alcohol and smoke free environment.

### **3 Trophies**

Trophies, awards and other forms of recognition to players of the Association shall be made at the discretion of the Committee.

### **4 Registration Fees**

**4.1** Unless the Committee otherwise determines, a Registration Fee shall be payable by all players wishing to participate in the League competition(s).

**4.2** The amount of the Registration Fee shall be determined annually and will be communicated to all members when decided by the Committee.

**4.3** The Registration Fee is to be paid on completion of a correctly signed registration form that is cleared by the League. The Committee may, however, determine that the fee be payable by instalments or waived in its entirety.

**4.4** Each prospective member will be provided amongst other details of their membership a Code of Conduct as it applies to the Fassifern J AFC and AFL.

### **5 Financial Support of Junior Members**

The Committee may, in its absolute discretion, authorise financial contributions towards the support of Junior Members who have been selected for representative teams.

### **6 Code of Conduct**

The Association supports the AFL and AFL Brisbane Juniors Football League endorsed 'Code of Conduct' and commits every player, parent, supporter, coach and match official to the principles of that code. In doing so, the following unbreakable rules shall apply:

- (a) it is not the responsibility of individual players, parents or supporters to resolve breaches of the Code of Conduct;
- (b) coaches and match officials should attempt to resolve matters cordially and informally with those concerned but away from Association supporters and especially players; and
- (c) all matters unresolved are to be dealt with at League level between Presidents of respective Associations.
- (d) There will be a no alcohol policy applied by the Association to all junior games as part of its risk management approach.
- (e) There will be a no smoking policy applied by the Association to all games as part of its risk management approach.



- (f) The association shall never provide or supply alcohol at low or no cost to any player, member or public.

## **7 Statements to the Media**

No statement will be released to the media on behalf of or in the name of the Association without the authority of the President or, in his or her absence, of the Vice President. All media releases are to be agreed by two thirds of the Committee bearing in mind that time is of the essence.

Fassifern Junior Australian Football Club Inc  
Association Rules

**Schedule 1**

DELETED

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