

Bayside United Sports and Recreation Club



Constitution

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1.00 NAME

The name of the incorporated Association shall Bayside United Sports and Recreation Club Inc. (in these Rules called the Association)

2.00 HEADQUARTERS

The headquarters of the Association shall be at Lota and as close too the playing fields as is practicable.

3.00 OBJECTS

The object of the Association shall be namely to foster, develop, promote and control the game of Soccer and any other sports for both male and female and competitions that it shall enter.

4.00 COLOURS

The official colours of the Association's Sporting Team shall be a combination of black and gold.

5.00 AFFILIATIONS

The Association shall become affiliated with all sporting bodies governing and controlling competitions the Association competes and shall abide by Laws of all such sporting bodies.

6.00 ASSOCIATED POWERS

6.01 Takeover Previous Association

To take over the funds and other assets and the liabilities of the present unincorporated Association known as "Bayside United Soccer, Sports and Recreation Club".

6.02 Subscribe to Similar Associations

To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds and club association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of clause 18.00 (f).

6.03 Buy, Sell or Exchange



- a) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises
- b) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for The purpose of, or capable of being conveniently used in connection with, any of the objects of the Association. Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard too such trusts.

6.04 Government of Authority Agreements

To enter into any arrangements with any Government or Authority t.hat are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with an such arrangements, rights, privileges and concessions.

6.05 Employment

To appoint, employ, remove or suspend such coaches, managers, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association.

- a) Any person holding a position on Club Management Committee or **Sub Committee shall not be permitted to hold a position of employment with remuneration for services within the club.**

(*changes add clause 6.0S(a) as per Notice of Motion)

6.06 Remuneration

- a) To remunerate any person or body corporate for services rendered or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or in the furtherance of its objects.
- b) Payment to an officer or employee of the Association of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Association or the receipts of the Association for such liquor must be precluded.

*(changes to Remuneration clause as per Notice of Motion approved 12/2/93)



6.07 Buildings

To construct, improve, maintain, develop, work, manage, carry out alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

6.08 Investments

To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.

6.09 Stocks and Shares Etc

To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

6.10 Negotiable or Transferable Instruments

To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

6.11 Borrow or Raise Money

To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or over-draft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or payoff any such securities.

6.12 Association's Property and Rights

In furtherance of the objects of the Association to sell, improve manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.

6.13 Mortgages

To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold By the Association, or any money due to the Association from purchasers or others



6.14 Printing and Publishing

To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.

6.15 Amalgamation

- (a) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Clause 18.00 (j).
- (b) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (c) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.

6.16 Accept Gifts

To take any gift of property whether subjects to any special trust or not, for any one or more of the subjects of the Associations but subject always to the proviso in sub-rule 6.03 (b).

6.17 Procure Contributions

To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.

6.18 Donations

To make donations for patriotic, charitable or community purposes.



6.19 Miscellaneous

To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

7.0 Membership

7.01 Classes of Membership

The membership of the Association shall consist of the following classes:

- i. Ordinary Members
- ii. Foundation Members
- iii. Life Members
- iv. Honorary Life Members
- v. Honorary Members
- vi. Patron and Vice-Patron/s

i. Ordinary Members

- a. Ordinary Members may be playing members or non-playing members
- b. Membership fees shall accompany the application form and shall be paid annually.
- c. The number of Ordinary Members shall be unlimited

ii. Foundation Members

- a. Foundation Members are persons who are granted Life Membership of the Association upon payment of a foundation membership fee.
- b. Membership fees shall accompany the application form and shall be paid only once.
- c. The number of Foundation Members shall be unlimited, but shall be available only until the date of the official opening of the Association's Clubhouse.
- d. An application for Foundation Membership may include the applicant's spouse provided the correct membership fees are paid.

iii. Life Members

- a. Life Members are persons who are granted Life Membership of the Association upon payment of a life membership fee.
- b. Membership fees shall accompany the application form and shall be paid only once.
- c. The number of Life Members shall be unlimited.

iv. Honorary Life Members

- a. Any members who have rendered service to the Association for a minimum period of five (5) years may be elected as Honorary



- b. Life Members by special resolution at an Annual General Meeting, provided however, such members have been nominated in writing.
- c. More than one (1) can be granted Honorary Life Membership at each Annual General Meeting.
- d. All Honorary Life Members may accept nominations for and be elected as members of the Management Committee or Sub Committees of the Association.
- e. Membership fees are not required to be paid.

v. Honorary Members

- a. Honorary Membership may be granted to any person who in the opinion of the Management Committee will be an asset to the Association.
- b. Honorary Members shall have the same rights and privileges As Ordinary Members except they cannot hold an official position on the Management Committee nor vote at any General, Management Committee or Sub-Committee Meeting.
- c. Honorary Membership shall be granted for a maximum period of twelve (12) months but may be renewed thereafter.
- d. The number of Honorary Members shall be unlimited
- e. No Temporary or Honorary Member shall have any right of vote at any meeting of the Association.
'(changes to Honorary Members 7.01 (e) & Honorary Life Members 7.01 (a) as per Notice of Motion approved 9/12/96)

vi. Patron and Vice Patron/s

- a. A person who is of high standing in the community and would be an asset to the Association may be elected by special resolution at the Annual General Meeting as a Patron or
- b. Vice Patron.
- c. The Association on may have only one (1) Patron and a maximum of three (3) Vice-Patrons at any one time.
- d. The term of membership of a Patron or Vice-Patron shall be for the term of their natural life or until voted out by
- e. special resolution at an Annual General Meeting.
- f. The Patron and Vice-Patron may each hold an official
- g. Position on the Management Committee or any Sub-Committee and shall enjoy full voting rights as per Ordinary Members.
- h. No Membership fees are required to be paid.

7.02 Application for Membership



- a. Every applicant for any class of membership of the Association on shall be proposed by one member of the Association on and seconded by another member. The application for membership shall be made in writing, signed by the applicant except for Honorary Life Membership and his proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.
- b. The nominations for Honorary Life Members, Patron and Vice-Patron shall be submitted to the Secretary at least twenty-one (21) days before the Annual General Meeting.

7.03 Application and Rejection of Membership

- a. At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- b. Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of the membership applied for.
- c. Upon the acceptance or rejection of any application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

7.04 Termination of Membership

- a. A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- b. If a member –
 - i. Is convicted of an indictable offence; or
 - ii. Fails to comply with any of the provisions of these Rules; or
 - iii. Has membership fees in arrears for a period of two months or more; or
 - iv. Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,



The Management Committee shall consider whether his or her membership shall be terminated

- c. The membership of a person convicted of an indictable offense against The Association or an Association Member shall be terminated forthwith:
 - i. Such person shall not be given the opportunity to reapply for membership or to retain any position within the Association. Furthermore such persons shall not have the right to appeal.
 - ii. In all other cases the member concerned shall be given a full and fair opportunity of presenting his or her case and if the Management Committee resolves to terminate his or her membership it shall instruct the Secretary to advise the member in writing accordingly.

7.05 Appeal against Rejection or Termination of Membership

- a) A person whose application for membership has been rejected or whose membership has been terminated may within fourteen (14) days of receiving written notification thereof, lodge with the Secretary written notice of his or her intention to appeal against the decision of the Management Committee.
- b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within one (1) Month of the date of receipt by him or her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his or her case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting
- c) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall upon request refund the amount of any fee paid.

7.06 Register of Members

- a) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission
- b) Particulars shall also be entered into the Register of class of membership deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.



- c) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Registrar for such inspection

7.07 Membership Fees

- a) Amount

The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine

- b) Due Date

The membership fees for each class of membership shall be payable at such time and in such a manner as the Management Committee shall from time to time determine

- c) Voting Rights

Any member under the age of eighteen (18) years shall not be eligible to vote at any meeting of the Association nor can they hold a position on the Management Committee

8.00 Management Committee

8.01 Membership

The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer and Registrar all of whom shall be members of the Association and such number of other members as the members of the association at any general meeting may from time to time elect or appoint.

8.02 Retiring Officers

All members of the Management Committee of the Association after three (3) year term for the time being shall retire from office, but shall be eligible upon nomination for re-election.

**(changes to Retiring Officers as per Notice of Motion Approved 13/7/92)*

8.03 Election of Officers

The election of officers and other of the Management Committee shall Take place in the following manner:-

- a) Nomination

- i. Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
- ii. The nomination, which shall be in writing and signed by the member and his or her proposer and seconder, shall be lodged with the Secretary at least fourteen {14} days before the annual general



meeting at which the election is to take place;

b) Posting of Candidates Names

- i. A list of the candidate's names in alphabetical order, with the proposers and seconders names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for a least seven days immediately preceding the Annual General Meeting.
- ii. Should at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

c) Balloting

- a) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each member present at the annual General meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies; only after three (3) year term in office by the elected Management Committee.

**(changes to Election of Officers -Balloting 8.03 (c) as per Notice of Motion approved 31/7/92)*

8.04 Resignation of Management Committee Members

Any members of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on the later date.

8.05 Office Declared Vacant

a) By Management Committee

The office of any member of the Management Committee shall be declared vacant if such member fails to attend three (3) consecutive meeting of the Management Committee without having obtained leave of absence or without a reason acceptable to the Management Committee.

b) By General Meeting

The office of any member of the Management Committee shall be declared vacant if such member is voted from office at a General Meeting of the Association where such member shall be given the opportunity to fully present his or her case. The question of removal shall be determined by the vote of the members present at such General Meeting.

8.06 Vacancies

- a) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting at the completion of their three (3) year term.



- b) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number or of summoning a general meeting Of the Association, but for no other purpose

'(changes to Vacancies 8.06 (a) as per Notice of Motion approved 31/7/92)

8.07 Functions

- a) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -
 - i. Shall have the general control and management of the administration Of the affairs, property and funds of the Association; and
 - ii. Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- b) The Management Committee may exercise all the power of the Association -
 - i. To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same 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 and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities; and
 - ii. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - iii. To invest in such manner as the members of the Association may from time to time determine.

8.08 Meetings

- a) The Management Committee shall meet at least once every calendar month to exercise its functions.
- b) A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one- third of the members of the Management Committee which requisition shall



clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

- c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he or she is interested, or any matter arising thereout, and if he or she does so vote his or her vote shall not be counted
- f) Not less than four (4) day's notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- g) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson of if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.
- h) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present. The
- i) meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other
- j) day and at such other time and place as the Management Committee may determine and if adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- k) A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.



9.00 Sub-Committees

9.01 Formation

The Management Committee may delegate any of its powers to a Sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegate conform to any regulations that may be imposed on it by the Management Committee.

9.02 Chairperson

A sub-committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairperson of the meeting.

9.03 Meetings

A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of a equality of votes, the question shall be deemed to be decided in the negative.

10.00 Validity of Committee Members

All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall not withstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and Was qualified to be a member of the Management Committee.

11.00 Annual General Meetings

11.01 Frequency of Meetings

- a) General Meetings shall be held at least every three (3) months
- b) The Annual General Meeting shall be held within two (2) months of the close of the financial year

11.02 Order of Business at Annual General Meetings

The order of business to be transacted at every annual general meeting shall be:

- a) Opening by President
- b) Apologies



- c) The receiving of the Management Committee's report and the statement of income and the expenditure, assets and liabilities and mortgages charges and securities affecting the property of the association for the preceding financial year;
- d) The receiving of the auditor's report upon the books and accounts for the preceding financial year;
- e) The election of members of the Management Committee to take place Every three (3) years
- f) Election of Honorary Life Members;
- g) General Business

**(changes to Order of Business at Annual General Meeting 11.02 (e) as per Notice of Motion approved 31/7/92)*

11.03 Special General Meetings

The secretary shall convene a special general meeting -

- a) When directed to do so by the Management Committee; or
- b) On the requisition in writing signed by not less than one-third of the members presently on the management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
- c) On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

11.04 Quorum

- a) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- b) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.
- c) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In another case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present



within half an hour from the time appointed for the meeting, the members present shall be a quorum.

11.05 Adjournment

The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as is the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

11.06 Notice of Meetings

- a) The Secretary shall convene all general meetings of the Management Committee by giving not less than 14 days' notice of any such meeting to the members of the Association.
- b) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against rejection or termination of his membership by the Management Committee shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

11.07 Voting

- a) Unless otherwise provided by this Constitution at every general meeting:
- b) Every question, matter or resolution shall be decided by a majority of votes of the members present;
- c) Every member present shall be entitled to one vote (even if a member holds more than one (1) official position within the Association) and in the case of a equality of votes the Chairperson shall have a second or casting vote; provided that no member shall be entitled to vote at any General meeting if this annual subscription is more than one month in arrears at the date of the meeting;
- d) Voting shall be by show of hands or a division of members unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- e) A member may vote in person or by proxy and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or other duly authorized representative shall have one vote;
- f) Voting by proxy shall not be accepted if voting is for a special resolution



11.08 Proxy Votes

- a) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- b) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit. This form is also available within the Committee Folders on the Club Computer Server.

Association

I, _____ of _____
being a member of the above named Incorporated Association, hereby appoint

_____ of _____
or failing him/her,

_____ of _____
as my proxy to vote for me on my behalf at the Annual General Meeting of Bayside United Sports and Recreation Club Inc to be held on the 30th day of November 2013, and at any adjournment thereof.

Signed this _____ day of _____ 2013.

Signature

This form is to be used _____
*in favour of _____ the resolution.
*against _____

**Strike out which is not desired* (unless otherwise instructed, the proxy may vote as he/she thinks fit)

- c) The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

11.09 Minutes of Meetings

The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes; the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding



Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting.

Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting or annual general meeting.

12.00 Duties of Office Bearers

Subject to the Associations Incorporation Act of 1981, Office Bearers shall undertake the duties as supplemented by the Associations By-Laws and motions passed from time to time at general meetings as well as those highlighted hereunder.

12.01 President

The president shall preside as Chairperson at all meeting of the Association at which he or she is present.

12.02 Vice-President

If the President is not present at a meeting within ten (10) minutes after the time appointed for holding of the meeting or is unwilling to act, the Vice-President shall be the Chairperson.

12.03 Chairperson

- a) If both the President and Vice-President are not present at a meeting Within (10) minutes after the time appointed for holding of the meeting then the members present shall elect one of their number to be Chairperson of the meeting.
- b) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- c) Meeting procedures shall be as set forth in the "Handbook for Chairmen And Secretaries" by C.F Bentley.

12.04 Secretary

The Secretary's duties shall be to administer the affairs of the Association as directed by the Management Committee, keep proper records of all Association proceedings, to record minutes of all General and Management Committee meetings as highlighted in sub clause 11.09. Prepare the annual report for submission to the Under Secretary Department of Justice and execute such other duties as may come within his or her province.

12.05 Treasurer

- a) Notwithstanding duties as set out in clause 18.00, the Treasurers duties shall be to receive all monies due to the Association from any source, issue receipts for and promptly bank monies received, have custody of the Bank Book and Cheque Book, pay all accounts, prepare an Annual Balance Sheet,



produce the books at all meetings. All cheques shall be signed by any two of the following, President, Secretary or Treasurer. Cheques shall be crossed not negotiable except those in payment of wages or reimbursement which may be open. The books shall be examined by an auditor following the financial year and present his report upon such audit to the Secretary prior to the Annual General Meeting.

- b) Subject to Management Committee approval, the Treasurer may delegate his or her authority to such other persons as he or she thinks fit e.g. the Canteen Manager or Fundraising Chairpersons
- c) The Treasurer shall have the authority to approach persons, teams, representatives and any fundraising organisers of the Association and cheques monies owing the Association.

12.06 Registrar

- a) In addition to the requirements as set out in sub-clause 7.06 the Registrar shall record the age and telephone number for each player wishing to represent the Association.
- b) The Registrar shall advise the Coach and Manager of every team, which players are financial and registrated with the appropriate affiliations and are thus cleared to play

12.07 Junior Secretary / Football Coordinator

- a) The Junior Secretary / Football Coordinator shall be responsible for supplying the Coach and Manager of each team details of the time and place of all fixtures applicable to that team as well as fulfilling the role of delegate to the applicable affiliated bodies thus ensuring continuity of.

*(changes to 12.07 as per Notice of Motion)

12.08 Canteen Manager

- a) The Canteen Manager's duties shall include the managing and supervising of the Associations Canteen.
- b) To keep and maintain proper books and accounts dealing with all transactions of the Canteen in accordance with details as 'highlighted in Clause 18.00 and to any instructions issued by the Treasurer.

12.09 Fundraising Chairperson

- a) To chair any sub-committee as detailed by the Management Committee and be responsible to the Management Committee for the raising of funds for the Association.
- b) To keep and maintain proper books and accounts dealing with all transactions in fund raising in accordance with details as highlighted in Clause 18.00 and to any instructions issued by the Treasurer.
- c) At the end of the Associations financial year supplying the Treasurer with the



books and accounts ready to be submitted for an Audited Report

- d) Transferring funds to the Treasurer of such amounts and at such times as the Management Committee shall nominate.
- e) Transfer funds raised to the Treasurer promptly after each major fun raising exercise

12.10 Equipment Officer

- a) The Equipment Officer shall be responsible for maintaining and keeping proper records of all equipment owned or under the control of the Association.
- b) The issuing of all equipment and recording such issues to all Coaches and Managers etc.
- c) Provide a written report to the Treasurer at the end of the financial year including details of loss, damage, replacement and requirements for the next financial year.

12.11 Social Games Organiser

- a) To arrange and co-ordinate all social games and preseason trial games.
- b) To notify the Secretary, Canteen Manager, Groundsman and the applicable Coach and Manager of any social or pre-season.

12.12 Public Relations & Functions Coordinator

- a) The Public Relations & Functions Coordinator shall be responsible for the continuous publicity of the Association and shall be responsible to the Management Committee for permission to advertise. PR & F Coordinator will also be responsible for the management & coordination of all functions held at the club. A diary register will need to be maintained in order for the PR & F coordinator to accurately monitor event bookings.

**(changes to 12.12 as per Notice of Motion)*

12.13 Coaches

It will be, wherever possible, that all Coaches shall hold a Coaching Certificate and will be encouraged to obtain same by the Association. It is also compulsory that all coaches become Association members. A coach, having coached a team for season, shall have first refusal of the same team in the following season. However his or her main object will be to further his teams education in the sport by means of lectures, demonstrations, active participation and the teaching of the laws of the game in a true and sportsmanlike manner. If, for any reason, the Management Committee has to ask a coach to vacate his or her position, they will do so by requesting the said coach to attend a Management Committee meeting, giving him or her the full true reasons for doing so. The coach may appeal against the Managements Committee's decision and request for a hearing to be presented at the next General Meeting. In doing so the coach must abide by the decision reached at such meeting.



12.14 Managers

All paper work appertaining to the team, organizing transport, collect fees, pay referees and linesmen teams appearance on the field and behaviour personal safety, first aid equipment, will be the responsibility of team manager.

12.15 Assistance Registrar

The Assistant Registrar will share the duties of Registrar as set out in section 12.06 of the Constitution.

**(add clause 12.15 as per Notice of Motion)*

13.00 Representative Players

Any player of the Association, who may be selected to represent Brisbane, Queensland or Australia, shall make himself or herself available upon request at the expense of his club.

14.00 Complaints

It shall be known that any Association member or members, wishing to lay complaint against a fellow member or members, may only do so by way of a Written complaint addressed to the Secretary of the Associations, who shall inform the Management Committee which shall have the power to call a Special General meeting on his or her behalf, if requested to do so. On calling a Special General Meeting, the person or persons laying the complaint must be prepared to attend The Meeting with the parties concerned at the time laid down by the Management Committee.

15.00 By-Laws

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with this Constitution for the internal management of the Association and any by-law may be set aside by a general meeting of members.

16.00 Alteration of Constitution

Subject to the provisions of the Associations Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

17.00 Common Seal

The Management Committee shall provide for a Common Seal and for it's safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose



18.00 Funds and Accounts

- a) The funds of the Association shall be banked in the name of the Association In such bank as the Management Committee may from time to time direct.
- b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs the Association and the particulars usually shown in books of a like nature.
- c) All moneys shall be banked as soon as practicable after receipt thereof.
- d) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorized from time to time by the Management Committee.
- e) Cheques shall be crossed "not negotiable" except those in payment of wages allowances or petty cash recoupments which may be open.
- f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system
- g) All expenditure shall be approved or ratified at a Management Committee meeting.
- h) As soon as practicable after the end of each financial year the treasurer shall Cause to be prepared a statement containing particulars of-
 - (i) The income and expenditure for the financial year just ended; and
 - (ii) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- i) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit is made.
- j) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of it's objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith or interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper



charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

19.00 Documents

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

20.00 Financial Year

The financial year of the Association shall close on 30th September in each year.

