



Club Constitution

BAYSWATER STRIKERS SOCCER CLUB INC.

Constitution

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1 Purposes of the Club

1.1 Name

The name of the incorporated associate is "Bayswater Strikers Soccer Club Incorporated"
(The Club)

1.2 Purposes

The purposes for which the Club is established are to:

- (a) be the member Club of FFA and to comply with the constitution and by-laws of FFA and FFV;
- (b) prevent infringement of the constitution and by-laws of FFA and FFV and protect Football from abuse;
- (c) foster friendly relations among the officials and players of Football by encouraging Football games;
- (d) prevent racial, religious, gender or political discrimination or distinction among Football players;
- (e) promote, provide for, regulate and ensure effective management of Football competitions, tournaments and games under the control of or authorised by the Club;
- (f) co-operate with FFA, FFV and other bodies in the promotion and development of, or otherwise in relation to, Football, the Statutes and Regulations and the Laws of the Game;
- (g) facilitate the provision and maintenance of grounds, playing fields, materials, equipment and other facilities for Football; and
- (h) act in the best interests of the Club and Football.
- (i) where the club is a member of a non FFV affiliated league or association (such as the BFA and/or VCSA) it further agrees to comply with the constitution, by-laws and the rules/regulations of these organisations.

1.3 Alteration of purposes and Constitution

Subject to **rule 7.1**, an addition, amendment or alteration of the purposes in **rule 1.2** or of any other rule contained in this Constitution must be approved by Special Resolution.

2 Income and payments

2.1 Application of income

All the Club's profits (if any), other income and property, however derived, must be applied only to promote its purposes.

2.2 No dividends, bonus or profit to be paid to Members

None of the Club's profits or other income or property may be transferred to the Members, directly or indirectly, by any means.

2.3 Payments in good faith

Subject to **rule 9.6**, **rule 2.2** does not prevent the payment in good faith to an officer or Member, to a firm of which an officer or Member is a partner or to a Club of which an officer or Member is a director or shareholder:

- (a) of remuneration for services to the Club;
- (b) for goods supplied to the Club in the ordinary course of business;
- (c) of interest on money borrowed from them by the Club at a rate not exceeding the rate fixed for the purposes of this **rule 2.3** by the Club in general meeting; or
- (d) of reasonable rent for premises let by them to the Club.

2.4 Financial year

The financial year of the Club starts on 1 November of each year.

3 Membership

3.1 Ongoing Membership

Those persons who were members of the Club immediately prior to the approval of this Constitution shall continue to be Members of the Club in accordance with **rule 3.2**.

3.2 Members

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the rights set out in **rule 8.6**;
- (b) Ordinary Members over 18 years of age who, subject to this Constitution, shall have the right to be present, debate and vote at General Meetings;
- (c) Social Members over 18 years of age being persons other than Ordinary Members who are interested in promoting the Club but who do not participate in the playing activities (including in the role of player, coach or official) of the Club and who shall not be entitled to be present, debate and vote at General Meetings; and
- (d) Junior Members under the age of 18 years who, subject to this Constitution, are not entitled to hold any office, but shall have the right to be present, debate and vote at General Meetings through the Junior Member's parent or other legal guardian.

3.3 Duration of membership

A person admitted to membership under **rule 3.2** will cease to be a Member according to this Constitution and the By-laws.

3.4 Members admitted to membership

The Club must procure that each Member admitted to membership agrees to be bound by and observe:

- (a) This Constitution;

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- (b) The Laws of the Game;
- (c) The Statutes and Regulations and those of the By-Laws expressed to apply to or in relation to Members;
- (d) The Statutes and Regulations and the constitutions and by-laws of FFA and FFV as enforced from time to time;
- (e) The FFV Codes of Behaviour and Rules of Competition, as amended from time to time; and
- (f) The FFA Code of Conduct, as amended from time to time.
- (g) **If applicable** all rules, laws or by-laws of the BFA or VCSA

3.5 Admission of Members

An application for membership by an individual (“applicant”) must be:

- (a) in writing and submitted by the applicant or its nominated representative and lodged with the Club; and
- (b) accompanied by the appropriate fee, if any.

Before admission as a Member, an applicant must sign an application agreeing to be bound by this Constitution, the By-laws and the Statutes and Regulations.

The Directors are not obliged to admit any applicant to membership. Where an application is rejected the Directors do not need to provide any reasons.

3.6 Ceasing to be a Member

Subject to **clause 3.3**, a person ceases to be a Member on:

- (a) resignation; at any time by writing to the secretary. The Club will not refund any joining or subscription fees paid.
- (b) death;
- (c) becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person’s joint or separate estate generally;
- (d) becoming of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health;
- (e) the termination of their membership according to this Constitution; or
- (f) the expiry of the term of their membership according to **rule 3.3**.

3.7 No claim against the Club

No Member whose membership ceases has any claim against the Club or the Directors for damages or otherwise.

3.8 Limited liability

Members have no liability 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.

3.9 Members subscriptions

Membership fees, subscriptions or other amounts payable by Members to the Club shall be determined by the Directors from time to time.

3.10 Register of Members

A register of Members must be kept and contain:

- (a) the name and address of each Member;
- (b) the date on which each Member was admitted to the Club; and
- (c) if applicable, the date of, and reasons for termination of membership.

In addition to the details above, the register must be maintained in the form, and contain such details as may be required by FFV from time to time.

The Club must provide FFV (and to FFA if requested by FFA) with a copy of its register by 1 February and 1 August each year, certified by the Club Secretary to be true and correct as at the previous 31 December and 30 June respectively.

In addition and where applicable the Club agrees to follow the registration rules and procedures of BFA and/or VCSA.

3.11 Right of Members

Members have the rights as set out in the Act and in this Constitution.

4 General meetings

4.1 Annual general meeting

Annual general meetings of the Club are to be held according to the Act.

4.2 Power to convene general meeting

The Directors may convene a general meeting when they think fit and must do so if required under the Act.

4.3 Notice of general meeting

Notice of a meeting of Members must be given at least 21 days before the meeting and in accordance with **rule 17** and the Act.

4.4 Directors entitled to attend general meetings

A Director is entitled to receive notice of and attend and speak at all general meetings.

4.5 Non-receipt of notice

The non-receipt of a notice convening, cancelling or postponing a general meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the general meeting or at a postponed meeting or the cancellation or postponement of the meeting.

5 Proceedings at general meetings

5.1 Number for a quorum

Subject to **rule 5.4**, 10 person at The Club who are Members and eligible to vote are a quorum at a general meeting.

5.2 Requirement for a quorum

An item of business may not be transacted at a general meeting unless a quorum is present when the meeting proceeds to consider it.

If a quorum is present at the beginning of a meeting it is taken to be present throughout the meeting unless the chairman of the meeting (on their own motion or at the request of a Member who is present) declares otherwise.

5.3 Quorum and time

If within 30 minutes after the time appointed for a general meeting a quorum is not present, the meeting:

- (a) if convened by, or on requisition of, Members is dissolved; and
- (b) in any other case stands adjourned to the same day in the next week and the same time and place, or to such other day, time and place as the Directors appoint by notice to those entitled to notice of the meeting.

5.4 Adjourned meeting

At a meeting adjourned under **rule 5.3(b)**, 10 by number of those persons who are Members and who are present and eligible to vote are a quorum.

If a quorum is not present within 30 minutes after the time appointed for the adjourned meeting, the meeting is dissolved.

5.5 President to preside over general meetings

The President is entitled to preside at general meetings. If a general meeting is convened and there is no President, or the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act, the Directors shall appoint a Director to preside as chairman for that meeting only.

5.6 Conduct of general meetings

The chairman of a general meeting:

- (a) has charge of the general conduct of the meeting and of the procedures to be adopted;
- (b) may require the adoption of any procedure which is in their opinion necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and
- (c) may, having regard where necessary to the Act, terminate discussion or debate on any matter whenever they consider it necessary or desirable for the proper conduct of the meeting.

A decision by the chairman under this rule is final.

5.7 Adjournment of general meeting

The chairman of a general meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.

The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and any place.

The chairman may, but need not, seek any approval for the adjournment.

Unless required by the chairman, a vote may not be taken or demanded in respect of any adjournment.

Only unfinished business is to be transacted at a meeting resumed after an adjournment.

5.8 Notice of adjourned meeting

It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for one month or more.

In that case, the same period of notice as was originally given for the meeting must be given for the adjourned meeting.

5.9 Questions decided by majority

Subject to the requirements of the Act requiring a Special Resolution, **rule 1.3**, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

5.10 Equality of votes casting vote for chairman

Except on a resolution to elect a Director, if there is an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting is entitled to a casting vote in addition to any votes to which the chairman is otherwise entitled.

5.11 Declaration of results

At any general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.

A declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the minutes of the meetings of the Club, is conclusive evidence of the fact.

Neither the chairman nor the minutes need state and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

5.12 Poll

If a poll is properly demanded, it must be taken in the manner and at the date and time directed by the chairman and the result of the poll is the resolution of the meeting at which the poll was demanded.

A poll demanded on the election of a chairman or on a question of adjournment must be taken immediately.

A demand for a poll may be withdrawn.

A demand for a poll does not prevent the meeting continuing for the transaction of any business other than the question on which the poll has been demanded.

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5.13 Objection to voting qualification

An objection to the right of a person to attend or vote at the meeting or adjourned meeting:

- (a) may not be raised except at that meeting; and
- (b) must be referred to the chairman of the meeting, whose decision is final.

A vote not disallowed under the objection is valid for all purposes.

5.14 Chairman to determine any poll dispute

If there is a dispute as to the admission or rejection of a vote, the chairman of the meeting must decide it and their decision made in good faith is final and conclusive.

6 Votes of Members**6.1 Votes on show of hands**

On a show of hands each Member entitled to vote under **rule 3.2** and present at a general meeting has one vote.

6.2 Votes on a poll

On a poll each Member over the age of 18 years of age present in person has one vote and each person over the age of 18 years of age present as an attorney or Representative of a Member whether over the age of 18 years of age or not has one vote for that Member.

6.3 Proxy voting

Proxy voting is not permitted at meetings of the Club.

7 FFA and FFV**7.1 Constitution**

The Club must:

- (a) be a body corporate or incorporated association to be recognised by FFA and/or FFV and must have the following characteristics:
 - (i) it organises teams to participate in competitions sanctioned by FFV or FFA;
 - (ii) all members of its teams are entitled to membership;
 - (iii) members may vote in an election for any officeholders (whether directly if over 18 years of age or indirectly through the Junior Member's parent or other legal guardian if under 18 years of age);
 - (iv) agrees to be bound by the Statutes and Regulations, the Laws of the Game and those FFA or FFV rules (including the respective constitutions) and by-laws expressed to apply to it; and
 - (v) prevent infringement of the constitutions and by-laws of FFA and FFV and protect Football from abuse;

(b) amend:

- (i) this Constitution; or
- (ii) the By-laws,

to promptly adopt changes in the constitutions and by-laws of FFA and/or FFV made from time to time to the extent that they are applicable to the Club. In this clause the reference to changes to by-laws includes additional or replacement by-laws;

- (c) not otherwise amend or vary this Constitution without the consent of FFV and in accordance with the Act; or
- (d) not otherwise amend or vary any of its By-laws without the consent of FFV.

FFV must consent to any amendment to this Constitution or those By-laws which are required by law.

In addition and where applicable the Club agrees to follow the constitution, rules, laws and bylaws of BFA and/or VCSA.

7.2 Enforcement of rules

Subject to applicable law, the Club must:

- (a) promulgate and comply with, and do everything within its power to enforce compliance with, the Statutes and Regulations and the Laws of the Game; and
- (b) co-operate with FFA and FFV in all matters relating to the organisation of competitions, the Club's own competitions and Football in general.

8 Patrons and Life Members

8.1 Appointment and removal of Patrons

The Directors may appoint and remove Patrons of the Club.

8.2 Rights of Patrons

Patrons are:

- (a) entitled to notice of all general meetings;
- (b) entitled to attend and speak at general meetings; and
- (c) not entitled to vote at any general meeting.

8.3 Eligibility for Life Membership

Any Member or Director may nominate an individual for admission as a Life Member.

8.4 Nomination requirements

A nomination under **rule 8.3** must:

- (a) be in writing in the form determined by the Directors from time to time; and

- (b) set out the reasons why, in the opinion of the nominator, the nominee should be considered for Life Membership.

8.5 Admission to Life Membership

Nominations for admission to Life Membership are to be considered by the Directors at their next meeting after the nomination is received.

In their absolute discretion, and without the need to give reasons for doing so, the Directors may recommend the nomination, or decide not to recommend or submit the nomination, to the next annual general meeting for approval.

A nominee is admitted to Life Membership if:

- (a) the Directors recommend that the nominee be admitted to Life Membership; and
- (b) the recommendation is approved by a majority of two-thirds of Members present at the annual general meeting at which the recommendation is considered.

8.6 Rights of Life Members

Unless also an Ordinary Member a Life Member:

- (a) is not to be counted in a quorum under **rule 5.1**;
- (b) has the right to remain a Life Member until they die or resign their Life Membership or unless they are expelled from the Club;
- (c) subject to any separate agreement with the Club to the contrary, has no obligation, and may not be required, to pay any subscription or other amount;
- (d) is entitled to receive notice of general meetings;
- (e) is entitled to attend and speak at general meetings; and
- (f) is not entitled to vote at any general meeting.

9 Directors

9.1 Number of Directors

There are to be no more than 8 Directors comprised as follows:

- (a) President;
- (b) Vice President;
- (c) Club Secretary;
- (d) Treasurer; and
- (e) **4** other committee members;

who must all be Ordinary Members (or the parent or other legal guardian of a Junior Member) and who shall be elected under **rule 9.2**.

9.2 Elections

A Member or a Director may nominate a person for election as a Director (including as President). A nomination must be in writing and signed by the nominator and nominee.

If insufficient nominations are received to fill all available Director vacancies the candidates nominated shall, subject to declaration by the chairman, be deemed to be elected.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to declaration by the chairman, be deemed to be elected.

If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy.

Elections shall be conducted by such means as is prescribed by the Directors.

9.3 Term of office

Directors shall hold office for a term of two years and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the second following Annual General Meeting.

9.4 Maximum term of office

Unless otherwise approved by the Members in General meeting a Director may not serve more than three consecutive terms as a Director.

If a Director has served three consecutive terms, they may not be elected as a Director again until the second annual general meeting after the end of their third term of office.

9.5 Casual vacancy

The Directors may at any time appoint a person to be a Director to fill a casual vacancy.

A Director appointed under this rule holds office until the end of the term of the Director in whose place they were appointed.

Service as a Director under this rule is a full term of office for the purposes of **rule 9.3**.

9.6 Remuneration of Directors

A Director may not be paid for services as a Director but, with the approval of the Directors, may be reimbursed by the Club for their reasonable expenses when:

- (a) travelling to or from meetings of the Directors, a Committee or the Club; or
- (b) otherwise engaged on the affairs of the Club.

9.7 Vacation of office

The office of a Director becomes vacant when the Director:

- a. resigns, by writing to the Club or the Secretary
- b. are removed by a special resolution of members of the Club
- c. become insolvent (as the term is used in the *Corporations Act 2001*)
- d. become a represented person (under the *Guardianship and Administration Act 1986*)

- e. dies
- f. is not present personally at three consecutive Director's meetings without leave of absence from the Directors, or
- g. a statutory manager is appointed under section 116 of the Act to conduct the affairs of the association.

9.8 Directors to be bound by the Club, FFV and FFA Rules

By accepting office, each Director agrees to be bound by and observe:

- (a) This Constitution;
- (b) The Statutes and Regulations and those of the By-Laws expressed to apply to or in relation to Directors of Clubs;
- (c) The Statutes and Regulations and the constitutions and by-laws of FFA and FFV as enforced from time to time;
- (d) The FFV Codes of Behaviour and Rules of Competition, as amended from time to time; and
- (e) The FFA Code of Conduct, as amended from time to time.

10 Powers and duties of Directors

10.1 Directors to manage the Club

The Directors are to manage the Club's business and may exercise those of the Club's powers that are not required, by the Act or by this Constitution, to be exercised by the Club in general meeting.

10.2 Minutes

The Directors are responsible for making sure the accurate minutes of general meetings and director meetings of the Club are made and kept.

10.3 Signing Cheques and other negotiable instruments

Cheques and other negotiable instruments must be signed by at least two Directors nominated by the Directors.

11 Proceedings of Directors

11.1 Directors meetings

The Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit. The Directors consent, by accepting nomination as a Director, to meetings being held using any technology that gives the Directors, as a whole, a reasonable opportunity to participate. To avoid doubt, this includes meetings held by telephone and/or video conferencing.

11.2 Questions decided by majority

A question arising at a Directors' meeting is to be decided by a majority of votes of the Directors present and entitled to vote.

11.3 Chairman's casting vote

The chairman of the meeting has a casting vote.

11.4 Quorum

Until otherwise determined by the Directors, 5 Directors (at least two of whom are entitled to vote) present in person or by proxy is a quorum.

11.5 Effect of vacancy

The continuing Directors may act despite a vacancy in their number. If the number of Directors is reduced below the number required for a quorum, the remaining Directors may act only for the purpose of filling the vacancies to the extent necessary to bring their number up to the number required for a quorum or to convene a general meeting.

11.6 Director attending and voting by proxy

A Director may attend and vote by proxy at a Directors' meeting if the proxy:

- (a) is another Director; and
- (b) has been appointed in writing signed by the appointor.

The appointment must be for a particular meeting.

11.7 Convening meetings

A Director may, and the Club Secretary on the request of a Director must, convene a Directors' meeting.

11.8 President to preside at Directors' meeting

The President is entitled to preside at Directors' meetings.

If the President is not present and able and willing to act within 15 minutes after the time appointed for a meeting or has signified an intention not to be present and able and willing to act, the Directors shall appoint a Director to preside as chairman for that meeting only.

11.9 Committees

The Directors may delegate any of their powers to Committees consisting of those persons they think fit, and may revoke that delegation.

11.10 Powers delegated to Committees

A Committee must exercise the powers delegated to it according to the terms of the delegation and to any directions of the Directors.

Powers delegated to and exercised by a Committee are taken to have been exercised by the Directors.

11.11 Committee meetings

Committee meetings are governed by the provisions of this Constitution dealing with Directors' meetings, as far as they are capable of application.

11.12 Circulating resolutions

The Directors may pass a resolution without a Directors' meeting being held if all of the Directors who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.

Separate copies of the document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.

The resolution is passed when the last Director signs.

11.13 Validity of acts of Directors

Everything done at a Directors' meeting or a Sub-Committee meeting, or by a person acting as a Director, are valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

12 Secretary**12.1 Appointment of the Secretary**

There must be a Secretary of the Club who:

- a) Is to be appointed by the Directors
- b) Must be over 18 years of age
- c) Must reside in Australia

12.2 Suspension and removal of the Secretary

The Directors may suspend or remove a Secretary from that office. If the Secretary stops living in Australia, they cannot remain the Secretary. If the Secretary stops being the Secretary, the Directors must appoint and inform Consumer Affairs Victoria of a new Secretary within 14 days.

12.3 Powers, duties and authorities of the Secretary

The Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Directors.

13 By-laws**13.1 Making and amending By-laws**

The Directors may from time to time make By-laws which in their opinion are necessary or desirable for the control, administration and management of the Club's affairs and may amend, repeal and replace those By-laws, but only to the extent the Club can do so under **rule 7.1**.

Subject to **rule 7.1**, the Club in general meeting, may amend, repeal and replace any By-law made by the Directors, but that does not affect the validity of anything previously done by the Directors or anyone under that By-law.

13.2 Effect of By-law

A By-law:

- (a) is subject to this Constitution;

- (b) must be consistent with this Constitution and the objectives stated in FFV's constitution (or BFA / VCSA if applicable), and if not, the Constitution prevails to the extent of the inconsistency; and
- (c) when in force, is binding on all Members and has the same effect as a provision in this Constitution.

14 Seals

14.1 Safe custody of common seals

The Directors must provide for the safe custody of any seal of the Club.

14.2 Use of common seal

If the Club has a common seal or duplicate common seal:

- (a) it may be used only by the authority of the Directors; and
- (b) every document to which it is affixed must be signed by a Director and be countersigned by another Director or another person appointed by the Directors to countersign that document or a class of documents in which that document is included.

15 Funds

15.1 Source of Funds

The funds of the Club are to be derived from fees paid by Members and any other sources the Directors determine.

15.2 Funds management

The funds of the Club are to be used solely for the purposes specified in **rule 2.1** in any manner the Directors determine.

16 Members' access to documents

- (a) A member may, subject to rules 16.1c to 16.1e, inspect the rules of the Club, general meeting minutes, relevant documents (as defined in the Act) and the members register at a reasonable time.
- (b) A member can write to the Club Secretary asking for copies of these documents (with the exception of the members register). The Club Secretary can charge a reasonable fee for providing copies.
- (c) The Club Secretary can refuse a request to inspect or get copies of relevant documents, or provide only limited access, if the documents contain confidential, personal, employment, commercial or legal matters, or if granting the request would breach a law or may cause damage or harm to the Club.
- (d) Members cannot inspect or get copies of Directors meeting minutes or parts of the minutes, unless the Directors specifically allows it.

- (e) Members can write to the Secretary to ask that the Secretary restrict access to their details on the members register if they have special circumstances. The Secretary will decide if there are special circumstances, and will write to the member outlining their decision.

17 Service of documents

17.1 Document includes notice

In this **rule 17**, **document** includes a notice.

17.2 Methods of service

The Club may give a document to a Member:

- (a) personally; or
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- (c) by sending it to a fax number or electronic address nominated by the Member; or
- (d) by posting it on the Club's website.

17.3 Methods of service on the Club

A Member may give a document to the Club by:

- (a) delivering it to the Registered Office; or
- (b) sending it by post to the Registered Office; or
- (c) sending it to a fax number or electronic address nominated by the Club.

17.4 Post

A document sent by post if sent to an address:

- (a) in Australia, may be sent by ordinary post; and
- (b) outside Australia, must be sent by airmail,

and in either case is taken to have been received on the day after the date of its posting.

17.5 Fax or electronic transmission

If a document is sent by fax or electronic transmission, delivery of the document is taken to:

- (a) be effected by properly addressing and transmitting the fax or electronic transmission; and
- (b) have been delivered on the day following its transmission.

18 Indemnity

18.1 Indemnity of officers

Every person who is or has been a Director or a Secretary is entitled to be indemnified out of the property of the Club against:

- (a) every liability incurred by the person in that capacity (except a liability for legal costs); and
- (b) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity,

unless:

- (c) the Club is forbidden by statute to indemnify the person against the liability or legal costs; or
- (d) an indemnity by the Club of the person against the liability or legal costs would, if given, be made void by statute.

18.2 Insurance

The Club may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Secretary against liability incurred by the person in that capacity, including a liability for legal costs, unless the:

- (a) Club is forbidden by statute to pay or agree to pay the premium; or
- (b) contract would, if the Club paid the premium, be made void by statute.

19 Winding up

19.1 Contributions of Members on winding up

Each Member must contribute to the Club's property if the Club is wound up while they are a Member or within one year after their membership ceases.

This contribution is for:

- (a) payment of the Club's debts and liabilities contracted before their membership ceased;
- (b) the costs of winding up; and
- (c) adjustment of the rights of the contributories among themselves,

and the amount is not to exceed \$1.00.

19.2 Excess property on winding up

If on the winding up or dissolution of the Club, and after satisfaction of all its debts and liabilities, any property remains, that property must be given or transferred to another body or bodies:

- (a) having purposes similar to those of the Club; and

- (b) whose constitution prohibits (or each of whose constitutions prohibit) the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under this Constitution.

That body is, or those bodies are, to be determined by the Members at or before the time of dissolution or, failing that a determination, by a judge who has or acquires jurisdiction in the matter.

20 Accounts

The Directors must cause the accounts of the Club to be audited as required by the Corporations Act and in compliance with the Act.

21 Disciplining of members

21.1 Introduction

- (a) This rule sets out the procedure for dealing with disciplinary actions and matters.
- (b) The Directors can discipline a member of the Club if it considers the member has breached this Constitution or if the member's behaviour is causing (or has caused) damage or harm to the Club.

21.2 Proceedings

- a) The Directors must write to the member to tell them why disciplinary action is proposed to be taken.
- b) The Directors must arrange a disciplinary procedure that meets these requirements:
 - a. the outcome must be determined by a unbiased decision-maker
 - b. the member must have opportunity to be heard, and
 - c. the disciplinary procedure must be completed as soon as reasonably practicable.
- c) The outcome of a disciplinary procedure is determined in **rule 21.3**

21.3 Penalties

- a) Penalties which may be imposed include:
 - i. A reprimand;
 - ii. Suspension, from such activities of the Club, including but not only competition, on such terms and for such period as determined by a unbiased decision maker;
 - iii. Exclusion from a particular competition, activity, event or events;
 - iv. Expulsion from the Club;
 - v. Such combination of any of the above penalties.

21.4 Effect of Penalty

- a) Where a Member is suspended under this rule, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a Member shall also forfeit all Club rights during the currency of the suspension.
- b) Where a Member is expelled under this rule the membership of, and representation rights and privileges in, the Club shall be forfeited immediately and membership shall cease.

22 Grievance disputes

- 22.1** If there is a dispute between a member and another member, a member that the club, or a member and the directors, the parties involved must first attempt to resolve the dispute between themselves for at least 14 days from the date the dispute is known to all parties involved.
- 22.2** If the dispute cannot be resolved between the people involved, the following grievance procedure must be followed:
- (a) The party with a grievance must write to the Club and any other people affected, and explain what they are unhappy about
 - (b) The Director must appoint an unbiased mediator to hear from all parties involved and try to find a solution. The Director must give the people involved reasonable notice of the time and place for the hearing.
 - (c) At the hearing, each party must have an opportunity to be heard and agrees to do their best to resolve the dispute, and
 - (d) If the parties cannot resolve the dispute with the assistance of the mediator, then an unbiased decision-maker must determine the outcome of the dispute.
- 22.3** The mediator does not have to be a professional mediator and the mediator and the unbiased decision-maker can be the same person but do not have to be. The unbiased decision-makers must also hear from all parties.

23 Liquor Licence Rules

This document sets out the rules that must be included in a Club Constitution where that Club holds or intends to hold a Club Licence under the *Liquor Licence Reform Act 1998*. A Club Licence issued under the Victorian *Liquor Licence Reform Act 1998* is subject to a condition that the rules of the Club comply with Schedule 1 of the *Liquor Licence Reform Act 1998*.

In order to satisfy item (f) of Schedule 1, the management committee (or board/Directors) of the Club must be elected for a term of 12 months or more by a class (or classes) of members that constitute at least 60% of the total membership of the Club, excluding:

- temporary or honorary members;
- persons who are members by reason only of reciprocal arrangements with another club; and
- persons whose rights as members are limited to rights as social, gaming or neighbourhood members.

This means, where a Club uses the membership structure set out in the Club Constitution template, Ordinary Members and Junior Members (which are the voting members) must make up at least 60% of all members (excluding Social Members).

In addition, the Club Secretary of the Club must keep on the licensed premises a members' register containing the name and address of each member of the club and particulars of payment of the last subscription for membership paid by the member.

There are other requirements that must be met. For example, the registers must be kept open for inspection at any time by a licensing inspector, authorised member of the police force, a compliance inspector, the Director of Liquor Licensing or a person authorised by the Director.

This template Constitution only applies to Clubs which are incorporated associations. If a Club is registered as a company or is an unincorporated association, additional liquor licence rules must be included (and the entire Model Constitution template is not appropriate). Such Clubs should seek legal advice to ensure they comply with the legal requirements.

Gaming Licence or Venue Operator's Licence: If the Club holds (or intends to hold) a gaming licence or venue operator's licence, it must comply with additional requirements. Any such Club should seek legal advice to ensure its Constitution complies with the requirements.

This document does not provide a comprehensive guide to the requirements for a liquor licence. It simply addresses the rules that must be included in a Club's Constitution. For further information on complying with liquor licensing legislation, your Club should seek legal advice.

24 Definitions and interpretation

24.1 Definitions

In this Constitution unless the contrary intention appears:

Act means the Associations Incorporation Act 1981 (Vic). (Act is available from the Consumer Affairs website www.consumer.vic.gov.au)

The Club means the Bayswater Strikers Soccer Club Incorporated.

By-law means a by-law made under this Constitution.

Club Secretary

A position of office as a Director, who responsibilities are different to the Secretary. The Club Secretary and the Secretary may be the same person who holds the responsibilities of both positions.

Constitution means this constitution as amended from time to time, and a reference to a particular rule is a reference to an rule of this Constitution.

Corporations Act means the Corporations Act 2001 (Cth).

Director means a director of the Club and includes the President.

Directors means all or some of the directors of the Club acting as a board.

Dispute means a dispute under this Constitution between:

- (a) a Member and another Member; or
- (b) a Member and the Club.

FFA means Football Federation Australia Limited ACN 106 478 068.

FIFA means Federation Internationale de Football Association.

FFV means Football Federation Victoria Incorporated.

BFA means Bayside Football Association or Bayside Soccer League

VCSA means Victorian Churches Soccer Association Inc.

Football means "Association Football" as recognised by FIFA from time to time. To avoid doubt, at the date of incorporation of the Club or the date of adoption of this Constitution, Football includes the games of Football, soccer football, indoor or 5 a side (Futsal) Football and beach Football.

Junior Member means a player, coach or official of the Club under **rule 3.2(d)**.

Laws of the Game means the rules of Football referred to in the Statutes and Regulations.

Life Member means a person admitted as such under **rule 8**.

Member means a member of the Club admitted to membership under **rule 3.2**.

Mediator A person who is impartial to facilitate a dispute between the involved parties

Ordinary Member means a player, coach or official of the Club under **rule 3.2(b)**.

Patron means any person of influence or support appointed by the Club as a Patron of the Club under **rule 8.1**.

President means the President from time to time of the Club.

Registered Office means the registered office of the Club from time to time.

Registrar has the meaning given to it in the Act.

Secretary has the meaning and functions accorded to that office as set out in the Act.

Social Member means a Member under **rule 3.2(c)**.

Special Resolution has the meaning given to it in the Act.

State means Victoria.

Statutes and Regulations means the Statutes and Regulations of FIFA in force from time to time.

Unbiased Decision Maker A person who is impartial and does not have a conflict of interest in the matter being decided.

24.2 Interpretation

(a) In this Constitution:

- (i) **(presence of a Member)** a reference to a Member present at a general meeting means the Member present in person or by attorney or Representative;
- (ii) **(annual general meeting)** a reference to an annual general meeting in a calendar year (for example, in 2006), is a reference to the annual general meeting required to be held by the Club in that calendar year under the Act; and

- (iii) **(document)** a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement.
- (b) In this Constitution unless the contrary intention appears:
- (i) **(gender)** words importing any gender include all other genders;
 - (ii) **(person)** the word “person” includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
 - (iii) **(successors)** a reference to an organisation includes a reference to its successors;
 - (iv) **(singular includes plural)** the singular includes the plural and vice versa;
 - (v) **(instruments)** a reference to a law includes regulations and instruments made under it;
 - (vi) **(amendments to legislation)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a State or the Commonwealth or otherwise;
 - (vii) **(signed)** where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors; and
 - (viii) **(writing)** “writing” and “written” includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise.

24.3 Corporations Act

In this Constitution unless the contrary intention appears an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Corporations Act, the same meaning as in that provision of the Corporations Act.

24.4 Headings

Headings are inserted for convenience and do not affect the interpretation of this Constitution.

24.5 “Include” etc

In this Constitution the words “include”, “includes”, “including” and “for example” are not to be interpreted as words of limitation.

24.6 Powers

A power, an authority or a discretion reposed in a Director, the Directors, a Sub-Committee, the Club in general meeting or a Member may be exercised at any time and from time to time.

APPENDIX 1

APPLICATION FOR MEMBERSHIP OF BAYSWATER STRIKERS SOCCER CLUB INC.

I,..... , ofdesire to become a
(*name and occupation*) (address)

member of
(*name of Club*)

In the event of my admission as a member, I agree to be bound by the rules of the Club for the time being in force.

.....
Signature of Applicant

Date

I,..... , a member of the Club,
(*name*)
nominate the applicant, who is personally known to me, for membership of the Club.

.....
Signature of Proposer

Date

I,....., a member of the Club, second
(*name*)
the nomination of the applicant, who is personally known to me, for membership of the Club.

.....
Signature of Seconder

Date