

**CONSTITUTION**

**OF**

**Medowie Football Club**

(Formerly Known as Medowie Soccer Club Inc.)

Revision 5.0

Endorsement Dated: 14<sup>th</sup> October 2008

**Constitution of the  
Medowie Football Club**

Issue Date: 14th Oct 2008  
Issue No: 5  
Date Reviewed: 14th Oct 2008

### Revision History

Revision Number	Revision Date	Details
1.0		Original draft of this document.
2.0	01 Sep 1992	Amendment to Rule 61, Payment of Office Bearers and Members.
3.0	20 Oct 1994	Amendment to Rule 17 Sub-Para IBM, Election of Members.
4.0	01 Nov 1994	Re- write and renumber of all clauses in accordance with Rules for associations incorporated under the Associations 1984. Addition of all Standing Orders at Part 6.
5.0	23 Sep 2008	Re-write to simplify and clarify content. Proposed re-naming of the club.

### Document Revision Status

Current Revision Number: 5.0

Date of Endorsement: \_\_\_\_\_

**President:**

**Signature:**

**Public Officer:**

**Signature:**

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## **Part 1 Preliminary**

### **1 Name**

The Club shall be known as the “Medowie Football Club” formerly known as “Medowie Soccer Club Inc.”, which shall herein after in this constitution be referred to "The Club".

### **2 Objects of the Club**

The object of the Club is to foster and develop football in the Medowie area.

### **3 Governing Body**

The Club shall conform to the constitution of all appropriate Association and Federations under which it has teams entered.

### **4 Headquarters**

The headquarters of the Club shall be Yulong Oval, Kirrang Drive Medowie.

### **5 Definitions**

(5.1) In these rules:

***Director-General*** means: the Director-General of the Department of Fair Trading.

***Special general meeting*** means: a general meeting of the association other than an annual general meeting.

***Public Officer*** means: a person who is the official contact point for an incorporated association, appointed by the Committee.

***Principle Place of Administration*** means: the secretary’s place of residence.

***Returning Officer means:*** acts as a chairman for the purpose of the election of the new committee members at the Annual General Meeting

***Financial Year:*** is from the 1<sup>st</sup> July of the year until the 30<sup>th</sup> June of the following year

***Special resolution*** means: a major change to the constitution

## **Part 2: Membership**

### **6 Membership Categories**

(6.1) The membership categories are:

**(a) Committee Member**

A member of the committee, as referred to in 11.1 and 11.2 Committee members must be a financial General member of the Club. Committee members have voting rights at all meetings of the club.

**(b) General Member**

A General Member is any person who is a financial member of the club. General Members will be able to nominate for election onto the Committee and have voting rights at the AGM and any Special General meetings.

**(c) Coaches and Managers**

Are approved by the committee for these positions. Coaches and Managers have voting rights at Annual General Meetings and Special General Meetings. Each team will be represented in voting through their coach and manager. This will provide fair representation of every team.

**(d) Playing Members**

Any person over the age of 18 years registered as a player for the Medowie Football Club becomes a playing member. A Playing Member shall have no voting rights unless covered by 6.1 a, b, or c.

**(e) Junior Members**

Any person under the age of 18 years registered as a player for the Medowie Football Club becomes a Junior Member. Junior Members shall have no voting rights nor be entitled to hold office.

**(f) Life Members**

A Life Member is a member who has given outstanding service to the club for a period of not less than 15 years. Life Members shall have no voting rights unless as covered by 6.1 a, b, or c.

(6.2) The registrar must, on payment of the fees within the period referred to in that provision, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Club.

### **7 Life Membership**

(7.1) The Management Committee may elect a Life Member. Any member may nominate a person to the Management Committee for consideration for Life Membership. A nomination of a person for Life membership of the Club:

- (a) Shall be made in writing on the form set out at Appendix 3, signed by 2 members of the Club, and
- (b) Shall provide a written service history of the nominee, together with their supportive reasons to Life membership being bestowed and fulfilling the criteria in 7.3.
- (c) Must be lodged with the secretary of the Club.

## **7 Life Membership cont**

(7.2) As soon as practicable after receiving a nomination for Life membership, the secretary must refer the nomination to the next Annual General Meeting to determine whether to approve or to reject the nomination.

(7.3) Life membership shall be by recommendation by a member at the Annual General Meeting. The nominated member will be recognised for outstanding service to the Club. Life Membership nominations should generally include, but not limited to the following minimum service criteria:

- (a) At least fifteen (15) years active service with the Club, made up but not limited to, of and including
  - (i) At least ten (10) years service on field, in a coaching or management role,
  - (ii) At least five (5) years service off field in a Committee role,
- (b) This service must have reflected favourably and brought credit upon the Medowie Football Club
- (c) The member has received recognition for their ongoing contributions
- (d) Commitment to good sportsmanship and role modeling that reflects credit upon the Medowie Football Club.

(7.4) A life membership may be revoked if that person brings the Club into serious disrepute

## **8 Termination of Membership**

(8.1) A person ceases to be a member of the Club if the person:

- (a) Dies,
- (b) Resigns membership,
- (d) Is expelled from the Club, or
- (e) Being a General member is removed by resolution at an Annual General meeting, where the member by reason has not paid all money due and payable by that member for more than two years.

(8.2) The Management Committee shall have the power to suspend or expel any member of the club for:

- (a) Any of the events in 8.1
- (b) False or inaccurate statements made in the members' application for membership of the club
- (c) Breach of any rule, regulation or policy of the club and
- (d) By any act detrimental to the club after having undertaken due inquiry

(8.3) Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision at that General Meeting shall be final.

## **9 Register of Members**

(9.1) The Registrar of the Club must establish and maintain a register of members and life members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.

(9.2) A register of members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.

## **10 Fees**

(10.1) **Membership Fees** shall be set by the committee at the first meeting following the Annual General Meeting. Fees are due on 1<sup>st</sup> Jan of each year and must be paid not later than the 30<sup>th</sup> June of that year.

(10.2) **General Members** will pay an annual membership fee but if that general member falls into the membership categories 6.1 (a) or 6.1 (c) the fee is waived

(10.3) **Coaches and Managers** once approved by the committee for the current season will be a financial member of the club for the remainder of that calendar year. These positions will be General members but fees will be waived by the Club.

(10.4) **Playing Members** over the age of eighteen (18) years without any outstanding fees will be a registered player of the club for that year. No membership fees are required for Playing Members.

(10.5) **Junior Members** will be a registered player of the club for the current playing season. No membership fees are required for Junior Members

(10.6) **Registration Fees** must be paid by the commencement date of the competition for which the player is registered. The committee may consider special circumstances.

(10.7) **Elected Committee Members** membership fees will be waived by the club from January 1<sup>st</sup> for the following year.



## **Part 3: Management Committee**

### **11 Committee Membership**

(11.1) The committee is to consist of:

- (a) The office-bearers of the Club, and
- (b) 3 ordinary committee members,

(11.2) The Office-bearers of the Club are to be:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Assistant Secretary
- (f) Registrar
- (g) Assistant Registrar
- (h) Non-Competition Team Officer

(11.3) The executive of the club is to consist of the President, Vice-President, Secretary, Registrar and Treasurer.

(11.4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(11.5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the next annual general meeting following the date of the appointment. A non-member may also be appointed by the committee for a casual vacancy, but must be nominated by two members.

### **12 Powers of the Committee**

(12.1) The Committee shall carry out the day-to-day running of the club and shall have the power to:

- (a) Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
- (b) Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments.
- (c) Fix fees payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
- (d) Adjudicate on all matters brought before the committee that affect the club in any way.
- (e) Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members
- (f) Make, amend and rescind policies and procedures;

## **12 Powers of the Committee cont**

- (g) Have the power to form and appoint any sub committee/s as required for specific purposes.
- (h) May at their discretion employ a person or persons to carry out certain duties required by the Medowie Football Club, at salaries or remunerations for such period of time, as may be deemed necessary.
- (i) Should a vacancy occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next Annual General Meeting.
- (j) Appoint an officer/s of the Management Committee to have custody of the Medowie Football Club's records, documents and securities,
- (k) The executive of the committee shall have the power to deal with matters of urgency and report their actions to the next general meeting.

## **13 Election of Committee Members**

(13.1) Nominations of candidates for election as Office-bearers of the Club or as Ordinary members of the committee:

- (a) Shall be made in writing, and signed by 2 members of the Club and
- (b) Accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (c) Shall be delivered to the secretary of the Club at least 7 days before the date fixed for the holding of the annual general meeting.

(13.2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are elected and further nominations are to be received at the Annual General meeting.

(13.3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.

(13.4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are elected.

(13.5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.

(13.6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the returning officer may direct.

## **14 President**

(14.1) The president is to preside and chair each meeting of the club.

## **15 Vice President**

(15.1) When the president is unavailable, the vice president is to fulfill the duties of the president.

## **16 Secretary**

(16.1) The Secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.

(16.2) It is the duty of the secretary to keep minutes of:

- (a) All appointments of office-bearers and members of the committee,
  - (b) The names of members of the committee present at a committee meeting or a general meeting, and
  - (c) All proceedings at committee meetings and general meetings.
- (Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.)

(16.4) The committee appoints the Secretary of the Club as the Public Officer. As such the secretary must lodge a Notice of appointment within 14 days of the appointment.

## **17 Treasurer**

(17.1) It is the duty of the treasurer of the Club to ensure:

- (a) That all money due to the Club is collected and received and that all payments authorised by the Club are made, and
- (b) That correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
- (c) Arrange for a suitably qualified auditor as appointed by the committee to audit the books and accounts before the Annual General Meeting.

## **18 Assistant Secretary**

(18.1) It is the duty of the assistant secretary of the Club to assist the Secretary and attend to all correspondence as allocated.

## **19 Registrar**

(19.1) The Registrar of the club shall be responsible for:

- (a) Maintaining a record of registration of all players,
- (b) Collecting all fees and all monies, issuing receipts for the same and pay all monies to the treasurer.
- (c) Maintaining a record of all club equipment, issue and receive same, and notify the committee of all damage/loss of Club equipment.

## **20 Assistant Registrar**

(20.1) It is the duty of the assistant registrar of the Club to assist the Registrar when required.

## **21 Casual vacancies**

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

- (a) Dies, or
- (b) Ceases to be a member of the Club, or

- (c) Becomes an insolvent under administration within the meaning of the *Corporations Law*, or
- (d) Resigns office by notice in writing given to the secretary, or
- (e) Is removed from office under rule 25, or
- (f) Is absent without the consent of the committee from all meetings of the committee held during a period of 3 months.

## **22 Removal of Office Bearer and / or Committee Member**

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

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

## **23 Meetings and Quorum**

(23.1) The committee will convene a meeting at 7.00pm, on the second Tuesday of each month.

(23.2) Additional meetings of the committee may be convened by the president or by any member of the committee.

(23.3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

(23.4) Notice of a meeting must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business, which the committee members present at the meeting unanimously agree to treat as urgent business.

(23.5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

(23.6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to be dissolved.

(23.7) At a meeting of the committee:

- (a) The president or, in the president's absence, the vice-president is to preside, or
- (b) If the president and the vice president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

## **23 Meetings and quorum cont**

(23.8) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present the meeting:

- (a) If convened on the requisition of members, is to be dissolved, and
- (b) In any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

## **24 Delegation by committee to Sub-Committee**

(24.1) The committee may, in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) such functions that are specified other than:

- (a) This power of delegation, and
- (b) A function that is a duty imposed on the committee by the Act or by any other law.

(24.2) A subcommittee will exercise the functions delegated to the sub-committee in accordance with the terms of that delegation until the delegation is revoked.

(24.3) A delegation under this section may be made subject to conditions or limitations, time or circumstances, as specified by the Committee.

(24.4) Despite any delegation to a sub-committee, the Committee may continue to exercise those same functions.

(24.5) A sub-committee will abide and act under the Club's constitution, rules and policies.

(24.6) The committee may revoke wholly or in part any delegation under this rule in writing.

(24.7) A sub-committee may meet and adjourn as it thinks proper.

(24.8) Any sub-committee is responsible to the Committee and will report progress and make recommendations to the Committee at each monthly meeting.

## **25 Voting and Decisions**

(25.1) Voting powers at the Annual General, Special General Meetings and General Meetings and Management Committee Meetings

- (a) The President shall be entitled to a deliberate vote and, in the event of a tied vote; the president shall exercise a casting vote
- (b) Each committee member present shall have one (1) vote.

## **Part 4: General Meetings**

### **26 Annual General Meetings**

(26.1) With the exception of the first annual general meeting of the Club, the Club must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.

### **27 Business at Annual General Meetings**

(27.1) The annual general meeting of the Club is, subject to rule 29 to be convened at 7.00pm on the second Tuesday in October each year.

(27.2) In addition to any other business, which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- (a) To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
- (b) To receive from the committee reports on the activities of the Club during the last preceding financial year,
- (c) To elect office-bearers of the Club and ordinary members of the committee,
- (d) To receive and consider the Statement of Income and Expenditure, Assets and Liabilities

(27.3) An annual general meeting must be specified as such in the notice convening it.

### **28 Special General Meetings**

(28.1) The committee may, when necessary, convene a special general meeting of the Club.

(28.2) The committee must, on the requisition in writing of not less than 7 members, convene a special general meeting of the Club. However the expectation is for issues to be managed according to the Grievances procedure before being raised with the committee.

(28.3) A requisition of members for a special general meeting:

- (a) Must state the purpose or purposes of the meeting, and
- (b) Must be signed by the members making the requisition, and
- (c) Must be lodged with the secretary, and
- (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(28.4) All members are to be notified of the requisition as stated in (28.3) and the date and venue of the meeting.

(28.5) A quorum for the special meeting will be any 5 members of the committee.

(28.6) A resolution may be passed at the Special meeting when at least 75% of members of the Club who are in attendance at the Special meeting vote in favour of the resolution.

## **29 Notice**

(29.1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 7 days before the date fixed for the holding of the general meeting, give a notice to each member.

(29.2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (29.1), the intention to propose the resolution as a special resolution.

(29.3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule (30.2).

(29.4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member. The Secretary must receive this at least 8 days prior to the meeting to allow inclusion onto the agenda.

## **30 Special Resolution**

(30.1) A resolution of the Club is a special resolution:

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

## **31 Voting**

(31.1) On any question arising at a general meeting of the Club a committee member has one vote only.

(31.2) All votes must be given personally or by proxy but no member may hold more than five (5) proxies. (See Appendix 2 for Appointment of Proxy form)

(31.3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

(31.4) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid.

(31.5) The usual method of voting will be by show of hands unless a ballot is requested which will be decided also by a show of hands. An entry to that effect of the result of the voting in the meeting minutes of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

### **32 Appointment of Proxies**

(32.1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(32.2) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

### **33 Alterations to the Constitution**

(33.1) No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or Special General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members twenty one (21) days prior to the Annual General Meeting, or twenty one (21) days prior to a Special General Meeting called for such purpose.

(33.2) The secretary shall forward such notices of motion to each Management Committee member at least twenty one (21) days prior to the Annual General Meeting or twenty one (21) days prior to a Special General Meeting.



**Part 5: Miscellaneous**

**34 Insurance**

(34.1) The Club must effect and maintain public liability insurance.

(34.2) In addition to the insurance required under clause (37.1), the Club may effect and maintain other insurance.

**35 Funds Source**

(35.1) The funds of the Club can be derived from entrance fees and annual subscriptions of members, donations, canteen sales and sponsorship, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.

(35.2) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.

(35.3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

**36 Funds Management**

(36.1) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines.

(36.2) All cheques, bills of exchange, grants and other negotiable instruments must be signed by any 2 members of the committee authorised to do so by the committee.

**37 Fundraising / Sponsorship**

(37.1) The committee must approve all fundraising / sponsorship.

**38 Gala Days**

(38.1) The Club will sponsor one home and make contribution towards one away Gala day, per team to the value as set by the Committee. All other Gala days will be at the expense of the individual teams.

**39 Colour of the Club**

(39.1) The primary colours of the Club shall be Gold and Black.

Match apparel shall consist of:

(a) Black Shorts,

(b) Black and Gold Socks,

(c) Gold and Black Shirts,

(d) Boots of approved styling,

(e) Shin pads, and

(f) Goalkeepers will wear different coloured top to team and opposition side.

(39.2) Alternative match apparel

The alternate (or substitute) competition apparel shall consist of:

- (a) Black Shorts,
- (b) Black and Gold Socks,
- (c) Blue and White Shirts,

#### **40 Presentation Day**

(40.1) The committee shall determine the date of the Club presentation day.

#### **41 Common seal**

(41.1) The common seal of the Club must be kept in the custody of the public officer (secretary).

(41.2) The common seal must not be affixed to any deed or document except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer.

#### **42 Custody of Books**

(42.1) Except as otherwise provided by these rules, the Secretary must keep in their custody or under their control all records, books and other documents relating to the Club. All such records and documents are the property of the Club.

#### **43 Inspection of Books**

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

#### **44 Service of Notices**

(44.1) For the purpose of these rules, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
- (b) by sending it by pre-paid post to the address of the person, or
- (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

(44.2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- (a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and
- (b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
- (c) In the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

**45 Coaches and Managers**

(45.1) All coaches and managers will be members of the Club and over the age of eighteen (18) years of age.

(45.2) Application for the positions of team coaches and managers shall be called prior to commencement of each season.

(45.3) All applications shall be in writing to the Registrar of the Club. There will be a position of Coach and a position of Manager for each team. Dual positions of coach and team manager will not be considered.

The position of coach and manager will be for the term of date of approval by the Committee to the end of that calendar year.

**46 Team Selection**

(46.1) The Team Coach shall have sole authority, subject to the following conditions, in selecting the team:

- (a) No player shall play in another team without prior approval from either the coach or manager of their team,
- (b) When there is more than one team in any age group, teams are to be selected in accordance with the grading policy.
- (c) The committee shall appoint grading selectors.
- (d) Competition teams are to be limited to 14 players per squad, but may be increased at the discretion of the committee. There is no limit on player numbers in the training sessions.

**47 Custody of Shirts**

(47.1) All shirts are the property of the club and the registrar is responsible for their custody during the off-season. The coach/manager will be responsible for the shirts allocated by the Club to each team, and it is the responsibility of the team coach/manager at the completion of each game for their collection. Under no circumstances will any player be allowed to wear his playing shirt to or from a game, or at any time other than immediately prior to the commencement of the game. It will be their responsibility to ensure that the shirts are maintained in good condition during the playing season and they returned to the Registrar at the end of season.

**48 Custody of Equipment**

(48.1) All equipment is the property of the club and the registrar is responsible for their custody during the off-season. The coach/manager will be responsible for the equipment allocated by the Club to each team. It will be their responsibility to ensure that the equipment is maintained in good condition during the playing season and they returned to the Registrar at the end of season.

**Part 6: Instruments of the Club**

**49 Sub-Committees**

(49.1) Any Sub-Committee will act in accordance with the Club policy and procedures.

**50 Canteen Sub-Committee**

(50.1) A Canteen Sub-committee consisting of two (2) members shall nominate at the Annual General Meeting. Other nominations may be considered. The Committee will appoint the Canteen Sub-committee.

	<b>Constitution of the Medowie Football Club</b>	Issue Date: 14th Oct 2008 Issue No: 5 Date Reviewed: 14th Oct 2008
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Fee: \$ \_\_\_\_\_

Appendix 1 to

Constitution of Medowie Football Club.



**APPLICATION FOR GENERAL MEMBERSHIP OF CLUB**

Medowie Football Club Incorporated (incorporated under the *Clubs Incorporation Act 1984*.)

I.....

*(Full name of applicant)*

of.....

*(Address)*

hereby apply to become a member of the above named incorporated 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 for the Club,

*(Full name)*

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

*Signature of proposer*

Date.....

I,..... a member for the Club,

*(Full name)*

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

*Signature of seconder* Date.....

**Office Use Only**

Membership Number: ..... Date recorded in Register:.....

Recorded by: .....

Appendix 2 to Constitution of Medowie Football Club.

**FORM OF APPOINTMENT OF PROXY**



I,.....  
.....

*(Full name)*

of.....

*(Address)*

being a member of Medowie Football Club,

hereby appoint .....

*(Full name of proxy) of*

of.....

*(Address)*

being a member of the above named Club, as my proxy to vote for me on my behalf at the general meeting of the Club (annual general meeting or special general meeting, as the case may be) to be held on the

.....day of.....

*(Month and year)*

and at any adjournment of that meeting.

\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

\* to be inserted if desired.

.....

Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a member of the Club. Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

**Constitution of the  
Medowie Football Club**

Issue Date: 14th Oct 2008  
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Date Reviewed: 14th Oct 2008

Appendix 3 to Constitution of Medowie Football Club



**APPLICATION FOR LIFE MEMBERSHIP OF CLUB**

PAGE 1 of 2

Medowie Football Club Incorporated (incorporated under the *Clubs Incorporation Act 1984*.)

I,..... a member for the Club,

*(Full name)*

hereby nominate,

.....  
.....

*(Full name of proposed life member)*

Whom do I personally know, for Life membership of the Club.

I provide the following justification for the above named nominee for admission as a Life member to the Club:

*Signature of proposer*.....

Date.....





Appendix 4 to  
Constitution of Medowie Football Club.



**APPLICATION FOR COMMITTEE POSITIONS**

The Committee of Medowie Football Club Inc. consists of the following 11 positions:

The Office-bearers are:

- the President
- the Vice-President
- the Treasurer,
- the Secretary,
- the Assistant Secretary,
- the Registrar/ Trophy Custodian,
- the Assistant Registrar/ Equipment Officer.
- the Non-Competition Team Officer

Supported by 3 Ordinary members.

I,..... a member for the Club,  
*(Full name)*

nominate, .....

for the position of, ..... on the committee.

Signature .....

I,..... a member for the Club,  
*(Full name)*

second the nomination of the above named member.

Signature .....

I,..... a member for the Club,  
*(Full name)*

accept the nomination for member of the committee.

Signature .....

**ACCEPTED / REJECTED**