



Constitution Of Campbelltown Uniting Church Soccer Club (CUCSC)

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OBJECTS

Campbelltown Uniting Church Soccer Club is an activity of Campbelltown Uniting Church. In terms of general Synod governance it shall be regarded as a subcommittee of Campbelltown Uniting Church Council. As such it will seek to maintain the foundational values and framework of the Uniting Church, as outlined in the Faith Foundations of UnitingCare Australia:

“.....The Uniting Church in Australia shares in the Judaic-Christian vision of a restored creation and a united humanity, a vision of a just and participatory society under God, in which all people, no matter their age, gender, sexuality, ability, class, colour, creed or cultural origins, are treated justly as one people..”

The specific objects are::

- 1)** to foster football;
- 2)** to ensure that Members receive just and fair treatment, both on and off the field and
- 3)** to represent the Club’s interests to such football bodies as may be necessary for the advancement of the game and the interests of the members.
- 4)** Must be not for profit

RULES

PART 1. – DEFINITIONS

General - In these Rules and By-Laws (unless the context or subject matter otherwise indicates or requires):

- 1) a reference to a function includes a reference to a power, authority and duty;
- 2) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty;
- 3) a reference to a gender includes all other genders; and
- 4) a reference to a singular includes the plural, and vice-versa.

Rule 1. Name and Motto

- 1) The Club name is the “**Campbelltown Uniting Church Soccer Club**”
- 2) The Club Motto is “**For God and Sport**”

Rule 2. Definitions

- 1) **Annual General Meeting** - means the Club Meeting of the Association held under Part 4.1. at the end of the season’s business whereby the Executive Committee presents the finalisation of audited accounts, a summary of the Associations activities during the membership year and undertakes the process of election of club officials. This meeting holds the automatic standing as a special meeting whereby special resolutions can be processed.
- 2) **Appeal Chairperson** - means the Appeal Chairperson of the Club, as described in Rule 36.
- 3) **Appointed Church Representative** is the person appointed by Church Council to the Soccer Club Executive
- 4) **Appointed Church Representative (alternate)** is the person appointed by Church Council to the Soccer Club Executive should the Appointed Church Representative be unable to attend, or to attend with that person should a matter of major significance need discussed.
- 5) **Appeals Committee** - means the Committee of the Club constituted under Rule 36.
- 6) **Appointed Officer** - means an Officer listed in Rule 22.
- 7) **Assistant Secretary** - A member elected / appointed to assist the Club Secretary in the execution of his/her duties, this role will be optional.
- 8) **Auditor** - means the Auditor of the Club, as described in Rule 70.
- 9) **By-Law** – means By-Laws made under these Rules.

- 10) Church** means Campbelltown Regional Mission
- 11) Church Council** means the elected Church Council of Campbelltown Regional Mission
- 12) Clearance** – means a statement issued by one football organisation to another football organisation stating that a person does not owe the firstmentioned club money.
- 13) Club Captain** – Member responsible for managing issues relating to grading of players, submission of teams to the Registrar and Executive for consideration and lodgement with MFA.
- 14) Club Meeting** – All meetings held by the Club. These will include any General Meeting, *Annual General Meeting*, Special General Meeting, Committee Meeting or Sub Committee Meeting.
- 15) Club Vice Captain** – A member elected / appointed to assist the Club Captain in the execution of his/her duties, this role will be optional.
- 16) Committee** – means a Committee listed in Rule 21.
- 17) Delegate** – means a person appointed to represent the Club to another body.
- 18) Elected Officer** – means an Officer listed in Rule 22.
- 19) Equipment Officer** – means the Equipment Officer of the Club, as described in Rule 34.
- 20) Executive Committee** – means the Committee of the Club under Rule 23.
- 21) FIFA** – means the Federation Internationale de Football Association.
- 22) Financial Member** – means a person or non-natural person who qualifies to register with the club and is accepted by the Executive Committee who has paid all required financial obligations, fees, levies, fines, dues required of the member.
- 23) Financial Year** – means the period specified in Rule 69.
- 24) Football NSW** – means Football New South Wales Limited.
- 25) General Meeting** – includes a Special General Meeting, or *Annual General Meeting* of the Club.
- 26) Grading of players** – means selecting players by the use of a grading system to allow them to play in a suitable team.
- 27) Life Member** – means a Life Member duly elected in accordance with Rule 15.
- 28) Majority** – in relation to a vote, means a majority of eligible votes cast by Members who are present at the vote.
- 29) MFA** – means the Macarthur Football Association Inc.
- 30) MFA Delegate** – means a MFA Delegate of the Club, as described in Rule 33.

31) Member – means any person admitted to membership of the Club from time to time under these Rules, and includes a Life Member.

32) Membership Application Form – means the form prescribed by the Executive Committee for the purposes of Rule 6.

33) MPIO – means the Member Protection Information Officer of the Club, as described in Rule 37.

34) Non-Natural Person or Non Natural Member – this is a club, association, company, partnership, Trust, Business or other non-physical entity incorporated or otherwise that can be assigned rights and obligations of a physical being.

35) Officer – means an Elected Officer or an Appointed Officer.

36) Poll – means secret voting by ballot.

37) President – means the President of the Club as described in Rule 27.

38) Register of Members – means the register described in Rule 9.

39) Registrar – means the Registrar of the Club, as described in Rule 31.

40) Secretary – means the Secretary of the Club, as described in Rule 28, or, where no person holds that office, such other member of the Executive Committee as appointed by the Executive Committee.

41) Serve – in relation to a notice, means serve in accordance with Rule 74.

42) Special Resolution – means a resolution carried in accordance with Rule 62

43) Sub-Committee – means a Sub-Committee listed in Rule 24.

44) Synod means the Synod of New South Wales and the ACT in the Uniting Church in Australia

45) Treasurer – means the Treasurer of the Club, as described in Rule 29.

46) Vice-President – means the Vice-President of the Club, as described in Rule 39.

47) Webmaster – means the webmaster of the Club, as described in Rule 41.

PART 2. – MEMBERSHIP

Rule 3. Membership qualifications

1) A natural person is qualified to be a Member of the Club if, and only if:

(a) the person has:

1. applied for membership of the Club as provided by Rule 6; and
2. been approved for membership of the Club as provided by Rule 6; and
3. paid, or has agreed to pay, the sum payable under Rule 12 by a Member as annual subscription: or

(b) the person is a duly elected Life Member: or

(c) is the appointed church representative or the alternate

Rule 4. Membership Year

1) The Club's Membership Year commences on the 1st of January each calendar year and concludes on 31st December of that calendar year.

Rule 5. Classification of Members

1) Members of the Club will be classified as follows;

- (a) Small sided player
- (b) Junior player
- (c) Senior player
- (d) Non Active Member
- (e) Team Coach
- (f) Team Manager
- (g) Life Member
- (h) Elected Committee Member
- (i) Non-Natural Member
- (j) Church Representative Member

Rule 6. Application for membership

1) Any person seeking admission (or re-admission) as a Member shall complete the Membership Application Form and lodge it with the Club.

- 2) A minimum of a 50% deposit of the membership fee shall be paid with the lodgement of the membership form.
- 3) As soon as practicable after receiving a Membership Application Form, the Club shall refer the application to the Executive Committee for approval or rejection.
- 4) Upon receiving a Membership Application Form, the Executive Committee shall consider the application and either admit the applicant as a Member, or refuse to admit the applicant as a Member.
- 5) Where the Executive Committee admits a person as a Member under Rule 6 sub-rule 3, the Club shall, if the applicant has requested notification of the outcome of their application for membership, notify the applicant of the outcome of their application for membership.
- 6) The Executive Committee may refuse to admit as a Member a person who has applied for membership if the Executive Committee considers that admitting the applicant as a Member would be inconsistent with the Club's Objects or not in the Club's best interests.
- 7) Rule 6 sub-rule 6 does not limit the grounds on which the Executive Committee may refuse to admit as a Member a person who has applied for membership.
- 8) The Executive Committee shall not admit a person as a Member under Rule 6 sub-rule 3 unless the applicant has complied with Rule 3 and;

(a) the Executive Committee is satisfied that:

1. the applicant intends to play matches for the Club during the Membership Year; or
2. where the applicant has previously played matches for the Club but due to injury or any other reason, is not likely to play matches for the Club during the Membership year or,
3. the applicant intends to play matches for the Club in a future Membership Year.

(b) the applicant is an Officer.

(c) the applicant is a Team Coach.

(d) the applicant is a Team Manager

9) The Executive Committee is not obliged to give reasons for its decision, either verbally or in writing, to an applicant who the Executive Committee refuses to admit to membership

10) Executive Committee decisions made under Rule 6 sub-rule 5 are final and no further correspondence will be considered.

Rule 7. Church Representative Member

- 1) Campbelltown Uniting Church Council shall appoint two Representatives – the Church Representative member and an alternate. They shall be regarded as full members of the club as in Rule 5, section (j)

Rule 8. Membership entitlements and transferability thereof

1) A membership entitlement is a right, privilege or obligation that a person has by reason of being a Member:

(a) these are not capable of being transferred or transmitted to another person with exception of Rule 8 sub-rule 2

(b) terminates on cessation of the person's membership of the club with the exception of financial obligations which do not cease until such time as they have been satisfied regardless of whether the member has been disqualified from ongoing membership under Rule 16 or Rule 17.

2) The following right(s), privilege(s) or obligation(s) can be transferred to another club members;

(a) Voting rights at meetings by way of a proxy only.

(b) Membership fee discounts for Executive Committee members can be transferred to immediate family members

Rule 9. Register of Members

1) The Registrar shall establish and maintain a Register of Members that contains the name, address, telephone number, email address, date of birth, membership number and membership category together with the date on which the person became a Member and all other information relating to the Member that MFA, FNSW or FFA require.

2) The Register of Members shall be kept at the Clubs principal place of administration or at the Registrar's place of residence, and shall be open for inspection, free of charge, by any Member at any reasonable hour after giving due notice.

3) The Registrar shall maintain a register of suspended members.

4) The Treasurer should maintain a register of unfinancial members. This register is to be passed to Registrar for communication to MFA.

Rule 10. Grading of Players

1) No player shall be eligible for grading without:

(a) having filled out the necessary membership registration forms and

(b) being approved by the Club's Executive.

2) Grading is based on age group and playing ability. Where there are insufficient numbers to form a complete team within a nominated age group players missing out in the first instance will be offered positions in older age groups if these are available, or will be placed on a waiting list. Where two or more teams are registered in the one age group, the method of team selection will be grading. This is to say, players in these teams will be graded on their playing ability. Where two or more teams are registered in the one age group and are

drawn in the same division, both teams shall be graded to equal ability. This is to say, two (2) teams of equal strength and playing ability.

3) The Grading committee is to consist of not less than three (3) officials consisting of:

(a) Club Captain or Club Vice Captain,

(b) Grading selectors as required by the Club Captain or Club Vice Captain.

(c) The grading committee can call on the following personnel in the event of insufficient numbers to attend grading trial games;

1. participating Team Coaches / Team Managers

2. Executive Committee members

4) The grading of teams is to be conducted over a one (1) or two (2) week period and will consist of games, tests and drills as determined by the Club Captain at the time

5) All coaches are to complete an official report for each player and lodge the duly completed form to the Club's Executive or Club Captain within one (1) week after the completion of the normal competition round

6) The number of players in each Junior & Senior team is to be at the coach's discretion with a recommended maximum number of sixteen (16). All other aspects of team composition are to be decided by the Club Captain with all other members of the grading committee being advisory only.

7) Grading is to be completed by the date set by the Club's Executive and completed list of gradings are to be presented to the Executive within one (1) week of the set date.

8) Grading will take into account prior coaches reports and the grading sessions

9) Players once graded can elect to play down but no player can elect to play up in grade.

10) Players must attempt to attend all grading sessions. Mitigating circumstances will be taken into consideration, when submitted in writing to either a member of the club executive or the club captain, but a player's non-attendance may impact on the player's final team selection. Where a player has had a coach's report from the previous season this may be used to assist in final team selection. Any player who has not been a participant in any grading sessions trial game or has not had a coach's report completed shall be graded into the lower team

11) No player shall be listed for team nomination with the MFA without:

(a) Being a financial member of the Club;

(b) Deposit Member

(c) Being graded for that division;

(d) Being approved by the Club's Executive.

12) Grading Disputes Committee - A Grading Disputes Committee shall be formed to adjudicate on any appeals relating to grading or team selection issues. It shall be comprised of any three (3) members of either the Executive Committee or General Committee. The Club Captain or Club Vice-Captain will be present to discuss aspects of grading pertaining to the appeal. Only members of the Grading Disputes Committee can vote on the issue.

13) Disputes on grading or team selection - Notification of grading will be advised either verbally or in writing (via email or letter) to each player. On receipt of this notification a player or parent may appeal to the Grading Disputes Committee should they be dissatisfied with the grading sessions or the outcome or the grading process. The player or parent has 24 hours to lodge an appeal with the Club Secretary or their absence another member of the Executive Committee. The Club Secretary will call a meeting with the parent and or player and the Grading Disputes Committee for the purposes of hearing an appeal.

Rule 11. Members' obligations and restrictions

- 1)** A Member shall play games only with the Club's prior approval.
- 2)** A Member shall not take any action that may adversely affect the Club or any other Member.
- 3)** Members are bound by the Constitution and its By-Laws (as they apply from time to time).
- 4)** A Member must not be a member of, nor apply for membership of, any other football registered club in New South Wales without the Executive Committee's approval.

Rule 12. Annual registration subscription

- 1)** Upon being admitted to membership, a Member must pay or agree to pay to the Club the annual registration for the Membership Year.
- 2)** The annual registration shall be determined by Executive Committee.
- 3)** The annual registration determined under sub-rule 2 remains in force until such time as it is varied by the Executive Committee.
- 4)** A Member who fails to pay his or her annual registration by April 30 in the Membership Year shall be deemed to be an unfinancial member.
- 5)** The Executive Committee may reduce the annual registration payable by a Member at its absolute discretion.
- 6)** Should a player be in a situation whereby a team or player needs to transfer to another club within the parent association, the Executive Committee is afforded under sub-rule 6 the approval to negotiate the transfer of registration monies from the effected Members to the Members new Club on request from the effected Members. If agreeable to all entities being Parent Association, this club and the new club.
- 7)** Should a Member request a refund of the registration subscription and resign from the club, the Executive Committee will only be allowed to offer the Member a refund should the Member not have taken the field in the competition proper.

Rule 13. Levies

- 1)** The Club may impose a levy on each player/team of the Club.
- 2)** Any levy imposed under sub-rule 1 remains in force until such time as it is varied or revoked by the Executive Committee.
- 3)** Where a levy is in force, the levy becomes due and payable on the day of the scheduled match.
- 4)** A team who fails to pay their levies may render themselves liable for forfeits.

Rule 14. Members' liabilities

- 1)** The liability of a Member to contribute towards the payment of the Clubs debts and liabilities, or the cost, charges and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the member in respect of their membership (as determined by Rules 14 and 15).

Rule 15. Life membership

- 1)** A Member may be appointed as a Life Member only in accordance with this Rule.
- 2)** The Club may, by Special Resolution at an *Annual General Meeting* or Special Purpose Meeting, appoint a Member as a Life Member.
- 3)** Only one Member may be appointed as a Life Member at each *Annual General Meeting* per Rule 51 sub-rule 1 paragraph (i).
- 4)** A Member is eligible to be nominated for appointment as a Life Member if, and only if, at the time of nomination:
 - (a) the Member does not have any unpaid amounts in respect of their membership (as determined by Rules 14 and 15); and
 - (b) the Member has:
 1. been a Member for not less than 7 Membership Years
 - and
 2. provided outstanding service to the Club.
- 5)** A Member may nominate another Member for life membership by submitting a letter of nomination in writing to the Secretary not less than 30 days prior to the date notified for the next *Annual General Meeting*.
- 6)** If one or more valid nominations for life membership are received, the Executive Committee shall consider those valid nominations and determine which nominee, if any, will be put to the *Annual General Meeting* for appointment by Special Resolution as a Life Member.
- 7)** The Executive Committee shall perform its obligations (if any) under sub-rule 6:

(a) not more than 29 days prior to the date notified for the next *Annual General Meeting*; and

(b) Subject to Rule 57 sub-rule 2 sufficiently before the date notified for the next *Annual General Meeting* to allow the Secretary to give Members the required notice of the proposed Special Resolution appointing the nominee as a Life Member.

8) All Life Members are entitled to all rights and privileges of membership of the Club.

9) Life Member may only have their life membership revoked by Special Resolution.

10) A Life Member whose life membership is revoked ceases to be a Life Member.

Rule 16. Resignation of membership

1) A Member who has paid all amounts to the Club in respect of their membership may resign their membership by first giving notice, to the Club in writing to the Secretary of the member's intention to resign.

2) Where a Member ceases to be a Member pursuant to this Rule, and in every other case where a Member ceases to hold membership, the Registrar shall make an appropriate entry in the Register of Members recording the date on which the Member ceased to be a Member.

3) Any Member who resigns in accordance with this Rule and who has any outstanding matters that are required to be dealt with by the Executive Committee, or the Appeals Committee shall not be granted a Clearance by the Club until such matters are finalised.

Rule 17. Cessation of membership

1) A person ceases to be a Member if the person:

(a) dies; or

(b) resigns their membership; or

(c) does not renew their membership once the Membership Year has expired; or

(d) is expelled from the Club

Rule 18. Disciplining of Members

1) The Club is empowered to take action against a Member in accordance with this Rule.

2) If the Secretary receives a complaint in writing in regards to a Member's conduct, the Executive Committee shall consider the complaint and, if the Executive Committee deems it necessary, require the Member to show cause as to why action should not be taken in accordance with this Rule.

3) Where the Executive Committee determines that a Member must show cause as to why action should not be taken in accordance with this Rule, the Secretary shall notify the Member, in writing:

(a) that a complaint has been received in regard to the Member's conduct (enclosing the written complaint); and

(b) that the Executive Committee has determined that the Member must show cause as to why action should not be taken in accordance with this Rule; and

(c) that the Executive Committee will be meeting to determine whether action will be taken in accordance with this Rule against the Member (and informing the Member of the date, time, and location of the meeting); and

4) A Member who receives a letter referred to in sub-rule 3 must show cause as to why action should not be taken in accordance with this Rule by doing either or both of the following:

(a) attending and speaking at the meeting referred to in sub-rule 3 paragraph (c); and/or

(b) submitting written representations to the Secretary (prior to the meeting referred to in sub-rule 3 paragraph (c) for consideration at that meeting.

5) The meeting referred to in sub-rule 3 paragraph (c) shall be held:

(a) not less than 7 days after Service on the Member of the letter referred to in sub-rule 3; and

(b) not more than 28 days after Service on the Member of the letter referred to in sub-rule 3.

6) The Executive Committee may suspend the Member who is the subject of the complaint from the Club pending the holding of the meeting referred to in sub-rule 3 paragraph (c).

7) At the meeting referred to in sub-rule 3 paragraph (c) (whether or not the Member who is the subject of the complaint attends or has made written submissions), the Executive Committee shall:

(a) consider any oral and written submissions made by the Member who is the subject of the complaint; and

(b) determine whether the Member has:

1. refused, or neglected, to comply with a Rule, or a By-Law (as they apply from time to time); or

2. persistently or wilfully acted in a manner prejudicial to the Club's interests or Objects.

8) The Executive Committee, at the meeting referred to in sub-rule 3 paragraph

(c), may, at its discretion:

(a) receive further evidence; and/or

(b) hear from witnesses

9) if the Executive Committee makes a determination pursuant to sub-rule 7 paragraph (b) the following actions can be undertaken:

- (a) censure the Member; and/or
- (b) fine the Member a specified amount; and/or
- (c) suspend the Member from specified activities for a specified period; and/or
- (d) Suspend the Member from the Club for a specified period; and/or
- (e) expel the Member from the Club; and/or
- (f) take any other disciplinary action that the Executive Committee deems appropriate.

10) Where the Executive Committee takes action under sub-rule 10, the disciplinary action taken does not take affect:

- (a) where the Member exercises his or her right of appeal in accordance with Rule 18, unless and until the Appeal Committee, in accordance with Rule 19 sub-rule 8 paragraph (b) subparagraph (1), confirms the disciplinary action taken by the Executive Committee or the disciplinary action is deemed to be confirmed by the application of Rule 19, sub-rule 10, paragraph (a); or
- (b) where the Member does not exercise his or her right of appeal in accordance with Rule 18. The enforcement of the disciplinary action must wait until 1 day after the notice period Member is served the letter referred to in sub-rule 11.

11) Where the Executive Committee takes one of the disciplinary actions under sub-rule 10, the Secretary shall, within 7 days of the meeting referred to in sub-rule 3 paragraph (c), serve a letter on the Member, informing the Member of:

- (a) the disciplinary action imposed by the Executive Committee; and
- (b) the right of appeal that the Member has under Rule 19.
- (c) should the Member appeal the decision under Rule 19 then the original suspension in sub-rule 6 will continue until the result of the appeal is determined.

12) Where the Executive Committee does not take one of the disciplinary actions listed in sub-rule 10, the Secretary shall, within 7 days of the meeting referred to in sub-rule 3 paragraph (c), serve a letter on the Member, informing the Member that the Executive Committee is not imposing any disciplinary actions on the Member.

Rule 19. Members' right of appeal to Appeal Committee

1) A Member may appeal against disciplinary action taken by the Executive Committee under Rule 18 sub-rule 10 in accordance with this Rule.

2) A Member may appeal against disciplinary action taken by the Executive Committee under Rule 17 by writing to the Secretary within 7 days of receiving the letter referred to in Rule 18 sub-rule 11.

3) The letter of appeal must specify the Member's grounds of appeal, and be accompanied by the prescribed appeal fee, being \$100.00. If the appeal is won the appeal fee will be reimbursed to the member.

4) The Secretary shall, upon receiving a letter of appeal, forward the letter to the Appeal Chairperson.

5) The Appeal Chairperson, upon receiving the letter of appeal under subrule 4, shall convene a meeting of the Appeal Committee, and inform the Secretary of the date, time, and location of that meeting.

6) The Secretary, after receiving notification of the date, time and location of the meeting of the Appeal Committee, shall write to the Member who submitted the letter of appeal, informing that Member:

(a) that the Appeal Committee will be meeting to hear the Member's appeal (and informing the Member of the date, time, and location of the meeting); and

(b) inform the Member of their obligations under sub-rule 7

7) A Member who receives a letter referred to in sub-rule 6 must do either or both of the following:

(a) attend and speak at the meeting referred to in the letter; and/or

(b) submit written representations to the Secretary (prior to the meeting) for consideration by the Appeal Committee at the meeting referred to in the letter.

8) At the meeting of the Appeal Committee, the Appeal Committee shall, if, and only if, the Member has complied with sub-rule 7:

(a) consider any oral and written submissions made by the Member; and

(b) either:

1. confirm the disciplinary action taken by the Executive Committee; or

2. set-aside the disciplinary action taken by the Executive Committee or take one of the actions referred to in sub-rule 9.

9) The disciplinary actions available to the Appeals Committee under sub-rule 8 are:

(a) resolve that no disciplinary action be imposed on the Member; or

(b) do one or more of the following:

1. censure the Member; and/or

2. fine the Member a specified amount; and/or

3. suspend the Member from specified activities for a specified period; and/or

(c) suspend the Member from the Club for a specified period; and/or

(d) expel the Member from the Club; and/or

(e) take any other disciplinary action that the Appeal Committee deems appropriate.

10) If the Member fails to comply with sub-rule 7:

(a) the disciplinary action taken by the Executive Committee is confirmed and takes immediate effect; and

(b) the Appeal Committee has no power to set-aside the disciplinary Action taken by the Executive Committee.

11) The Appeal Committee Chairperson shall inform the Secretary in writing of the outcome of the meeting of the Appeal Committee within 7 days of the meeting.

12) The Secretary shall, within 7 days of receiving advice from the Appeal Chairperson on the outcome of the meeting of the Appeal Committee, write to the Member informing the Member of the outcome of the Appeal Committee.

13) A quorum of the Appeal Committee for the purposes of the exercise of functions under this Rule is at least 3 Club members.

Rule 20. Members' right of appeal outside Club

1) Where an organisation to which the Club is affiliated (or of which the Club is a member) confers a right of appeal on a Member additional to the right of appeal conferred by Rule 19, a Member against whom disciplinary action has been taken under Rules 18 and 19 may exercise that additional right of appeal in accordance with the requirements of the other organisation.

2) The Club is bound by the outcome of any appeal of the kind referred to in sub-rule 1 to the extent that it is valid.

PART 3. – COMMITTEES, SUB-COMMITTEES, AND OFFICERS

PART 3.1 – PRELIMINARIES

Rule 21. Committees and Sub-Committees

1) The Clubs Committees consist of:

(a) the Executive Committee;

(b) such other Sub-Committees as the Executive Committee creates.

Rule 22. Officers

1) The Club Officers consist of the Elected Officers and the Appointed Officers.

2) The following Officers are the Clubs Elected Officers:

- (a) the President;
- (b) the Secretary;
- (c) the Treasurer;
- (d) the Vice-President;
- (e) the Registrar;
- (f) the Assistant Secretary (Optional);
- (g) the MFA Delegates;
- (h) the Equipment Officer;
- (i) the Club Captain;
- (j) the Vice Captain (Optional);
- (k) the MPIO.
- (l) the Grounds Officer
- (m) the Canteen Manager
- (n) the Webmaster

3) The following Officers are the Clubs Elected Officers:

- (a) The Appointed Church Representative

4) A person is not eligible to be nominated for, or hold office as, President, Secretary, Treasurer, Vice-President, Registrar, Club Captain, Club Vice Captain, Webmaster or MPIO unless he or she has attained 18 years of age.

5) A person is not eligible to be nominated for, or hold office as, Assistant Secretary, MFA Delegate, Equipment Officer, Ground Officer unless he or she has attained 16 years of age.

PART 3.2 – COMMITTEES

Rule 23. The Executive Committee

1) The Executive Committee consists of:

- (a) the President;
- (b) the Secretary;
- (c) the Treasurer;

- (d) the Vice-President; and
- (e) the Registrar.
- (f) the Appointed Church Representative (or the alternate)

2) The Executive Committee, subject to these Rules, and any resolutions passed by the members at a General Meeting:

- (a) shall control and manage the Clubs affairs; and
- (b) may exercise all such functions as may be exercised by the Club (other than those functions that are required by these Rules to be exercised by the Club in General Meeting or by some other person or Committee); and
- (c) has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Club; and
- (d) shall report promptly on its actions to the Members at General Meetings.
- (e) attend to any matters as directed by the Members in General Meeting; and
- (f) prepare future development programs; and (g) consider matters that are of general concern to the Club and its Members; and
- (h) perform all other functions that these Rules require to be performed
- (i) preferably meet monthly (and as required).
- (j) is responsible for reporting to Church Council, through the Appointed Church Representative.

3) Nothing in sub-rule 2 paragraph (e) limits the power of the Executive Committee to delegate any of its functions under Rule 25.

Rule 24. The Appeal Committee

1) The Appeal Committee consists of:

- (a) Appointed Appeal Chairperson;
- (b) Appointed Appeal Committee Members.

2) The Appeal Committee shall meet and perform functions as required by Rule 19

PART 3.3 – SUB-COMMITTEES

Rule 25. Delegation by Executive Committee to Sub-Committees

- 1)** The Executive Committee may, if it considers it necessary or convenient to do so:
 - (a) create a Sub-Committee; and/or
 - (b) appoint any Member to a Sub-Committee;
- 2)** The Executive Committee may delegate to a Sub-Committee any of the powers afforded the Executive committee with the exception of the power of delegation;
- 3)** A function, the exercise of which has been delegated to a Sub-Committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 4)** A delegation under this Rule may be subject to terms of reference in relation to conditions, limitations, or as to time or circumstances.
- 5)** Despite any delegation under this Rule, the Executive Committee may continue to exercise any function delegated.
- 6)** The Executive Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- 7)** A Sub-Committee may meet and adjourn as it thinks proper.

PART 3.4 – GENERAL

Rule 26. Voting and decisions of Committees and Sub-Committees

- 1)** Questions arising at a meeting of any Committee or Sub-Committee shall be determined by a Majority of the votes cast by members of the Committee or Sub-Committee present at the meeting as long as a quorum of 60% of committee members are present.
- 2)** Each member of a Committee or Sub-Committee who is present at a meeting of the Committee or Sub-Committee (including the person presiding at the meeting) is entitled to one vote (unless specifically excluded by these Rules) but, in the event of an equality of votes on any question, the person presiding as chairperson may exercise a second or casting vote (as the case may be).
- 3)** A Committee or Sub-Committee may act notwithstanding any vacancy on that Committee or Sub-Committee.
- 4)** Any act or thing done or suffered, or purporting to have been done or suffered, by any Committee or Sub-Committee is valid and effective notwithstanding any defect that might afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee

PART 3.5 – OFFICERS

Rule 27. The President

1) The President shall:

- (a) preside over all meetings that he or she attends (except the Appeals Committee);
- (b) conduct meetings in accordance with the Rules;
- (c) when presiding as chairperson—have the right to exercise a casting vote;
- (d) ensure that all Members are made aware of the Clubs' Constitution;
- (e) use his or her best endeavours to achieve the Clubs Objects;
- (f) exercise a watching brief over the whole of the administration of the Club; and
- (g) be responsible for the good order and discipline of the Club.

Rule 28. The Secretary

1) The Secretary shall:

- (a) administer the Clubs affairs as directed by the Executive Committee, and Members, and as the Rules direct;
- (b) exercise such other duties as may come within the province of Secretary;
- (c) Maintain a register of all outgoing and incoming correspondence and generally advance details of all written matters dealt with by the Executive Committee and report on any other matters;
- (d) effect printing and distribution to all Members and other persons as directed.

Rule 29. The Treasurer

1) The Treasurer shall:

- (a) ensure that all monies due to the Club is collected and received;
- (b) hold all financial assets of the Club in the Clubs name in an authorised account with a financial institution that is licensed by the Reserve Bank of Australia, and as approved by the Executive Committee or a General Meeting from time to time;
- (c) ensure that all payments authorised by the Club are made;
- (d) ensure that correct records and accounts are kept showing the Clubs financial affairs, including full details of all receipts and payments connected with the Clubs activities;
- (e) prepare and present reports on the Clubs financial status to each General Meeting and Executive Committee meeting;

(f) prepare a financial report covering the Financial Year to be audited and submitted to the *Annual General Meeting*;

(g) prepare a budget of projected income and expenditure for the following year for approval of the Executive Committee

(h) detail for each member the membership fees, affiliation fees, levies, re-grading fees and other charges payable to the Club.

(i) be one of the three members of the Executive Committee authorised signatories of the club's bank account.

(j) present both the audited annual accounts and the approved Budget to the Church Council

Rule 30. The Vice-President

1) The Vice-President shall:

(a) in the absence of the President, preside all meetings that he or she attends, (except the Appeals Committee);

(b) assist the President;

Rule 31. The Registrar

1) The Registrar shall:

(a) establish and maintain the Register of Members (as required by Rule 10);

(b) supply a timely and up-to-date Register of Members to the Executive Committee; and

(c) prepare and submit information to MFA, Football NSW, FFA in a timely manner as required.

Rule 32. The Assistant Secretary

1) The Assistant Secretary shall:

(a) record the proceedings at all Club Meetings and Executive Committee meetings that they attend;

(b) prepare minutes for all General Meetings and Executive Committee Meetings for the official record of the Club and for distribution to Members and other persons;

(c) effect printing and distribution of minutes to all current members and other persons as directed by the Secretary; and

(d) maintain a record of the names of persons in attendance at Club Meetings and Executive Committee meetings.

Rule 33. The MFA Delegates

- 1)** There shall be a maximum of 3 MFA Delegates.
- 2)** Two of the MFA Delegates shall:
 - (a) attend meetings of the MFA meetings;
 - (b) ensure that the views of the Club on relevant matters are communicated to MFA and that the Club's interests are preserved and defended generally;
 - (c) provide reports to each General Meeting and Executive Committee meeting on relevant matters arising at MFA meetings; and
 - (d) inform the members of the Executive Committee as soon as practicable on important matters arising at MFA meetings and report immediately regarding all matters that may be prejudicial to the Club.

Rule 34. The Equipment Officer

- 1)** The Equipment Officer shall:
 - (a) implement the equipment policy determined by the Executive Committee;
 - (b) provide recommendations for equipment acquisitions and arrange procurement of items approved by the Executive Committee;
 - (c) maintain records of equipment purchased by from the Club;
 - (d) provide the Treasurer each month, or as required by the Treasurer, details of items purchased by Members;
 - (e) effect the distribution of equipment issued to Members;
 - (f) arrange the provision, including the engraving or embroidery as appropriate, of items approved by the Executive Committee as awards to members; and
 - (g) provide reports to each General Meeting on equipment matters.

Rule 35. The Appeal Chairperson

- 1)** The Appeal Chairperson shall preside over all meetings of the Appeal Committee, and exercise the functions conferred on him or her by Rule 19.

Rule 36. The Appeal Committee Members

- 1)** There shall be five Appeal Committee Members inclusive of the Appeal Committee Chairperson.
- 2)** The Appeal Committee Members shall attend meetings of the Appeals Committee, and determine appeals as required by Rule 19.

Rule 37. The MPI Officer

1) The MPI Officer shall:

(a) exercise all functions required to be exercised by the Club under the law relating to MPIO; and

(b) inform the members of the Executive Committee on Member Protection Information matters generally and report immediately regarding all matters that may be prejudicial to the Club.

Rule 38. The Club Captain

1) The Club Captain shall be responsible for;

(a) all team grading's under Rule 12.

(b) co-ordinates training and education courses of coaches.

(c) preparation of training schedules on behalf of the club.

Rule 39. The Grounds Officer

1) The grounds officer will be responsible for the general care of CUCSC grounds. This is to include but not limited to; ground maintenance, field markings, lighting, field and playing equipment and any other issues that may arise in relation to the up keeping of the grounds. Any major issues are to be reported to the club executive to determine further action.

Rule 40. The Canteen Manager

1) The canteen manager will be responsible for the following; operating the canteen, stock ordering, food preparation, canteen cleanliness and at the end of the day the balancing of funds raised through sale of canteen products.

Rule 41. The Webmaster

1) The webmaster is responsible for the posting of content and communications on the Club's website as directed by the Executive Committee for the purposes of disseminating information to the members. The Club website can be used as a method of serving notices to club members in accordance with Rule 74 sub-rule 1 paragraph (e).

Rule 42. The Appointed Church Representative

1) The appointed Church representative shall report the activities of the Soccer Club to the Church Council, and any Church matters that might impact on the Soccer Club. The representative will present any financial or governance issues to the Church Council.

PART 3.6 – ELECTION AND APPOINTMENT OF OFFICERS

Rule 43. Term of office

- 1)** The President, Secretary, Treasurer, Vice-President and Registrar shall be elected for a two-year term.
- 2)** The Assistant Secretary (if required), Club Vice Captain (if required), MFA Delegates, Equipment Officer, Club Captain, MPIO, Canteen Manager shall be elected for a term of one-year.
- 3)** The President, Treasurer and Registrar shall be elected at *Annual General Meetings* that occur in years that are even numbers (for example, 2012, 2014, and 2016).
- 4)** The Secretary and Vice-President shall be elected at *Annual General Meetings* that occur in years that are odd numbers (for example, 2013, 2015, and 2017).
- 5)** The Assistant Secretary (if required), Club Vice Captain (if required), MFA Delegates, Equipment Officer, Club Captain, MPIO, shall be elected at every *Annual General Meeting*.
- 6)** The President, Secretary, Treasurer, Vice-President, Registrar, The Assistant Secretary (if required), Club Vice Captain (if required), MFA Delegates, Equipment Officer, Club Captain, MPIO each hold office until their office is declared vacant at the *Annual General Meeting* applicable to that Officer's election.
- 7)** The President, Secretary, Treasurer, Vice-President, Registrar, The Assistant Secretary (if required), Club Vice Captain (if required), MFA Delegates, Equipment Officer, Club Captain, MPIO are each eligible for re-election upon the expiration of their term of office.
- 8)** The Appointed Church Representative and alternate shall be appointed by Church Council for a period of one year. Both are eligible for reappointment at the end of that period.

Rule 44. Nomination for office

- 1)** A nomination for President, Secretary, Treasurer, Vice-President, Registrar, Assistant Secretary, MFA Delegate, will be either:
 - (a) submitted in writing to the Secretary not later than 30 days prior to the date notified for *Annual General Meeting* at which the position is to be elected and be signed by the proposer, seconder, and nominee.
 - (b) or nominated from the floor of the *Annual General Meeting* in addition to sub-rule 1 paragraph (a) if a proposer and seconder moves a motion:
- 2)** The Church Council will appoint a Church representative together with an alternate. Both appointees may attend the Executive, but only one will vote (should a vote be necessary)

Rule 45. Election to office

- 1)** In an election for President, Secretary, Treasurer, Vice-President, Registrar,
 - (a) if more than one nomination is received in accordance with Rule 44:

1. a secret ballot shall be held to fill the vacancy; and

2. the candidate who gets the greatest number of votes in the secret ballot shall be declared elected to the relevant office;

(b) if no nominations are received in accordance with Rule 44 for the relevant office shall be deemed a casual vacancy.

(c) three of the above positions must be filled in accordance with Associations Incorporation Act 2009.

(d) In the event that three positions cannot be filled then a winding up resolution will be deemed to have been passed and Rule 75 will be enforced.

2) In an election for elected Officers other than the Executive Committee:

(a) if more than one nomination is received in accordance with Rule 44:

1. a secret ballot shall be held to fill the vacancy; and

2. the candidate who gets the greatest number of votes in the secret ballot shall be declared elected to the relevant office;

(b) if no nominations are received in accordance with Rule 44 for the relevant office shall be deemed a casual vacancy.

3) The declaration of the Poll by the returning officer shall be final.

4) A Member is eligible to hold only one of the following offices at any one time:

(a) President;

(b) Secretary;

(c) Treasurer;

(d) Vice-President;

(e) Registrar;

Rule 46. Casual vacancies

1) A casual vacancy arises if:

(a) an Officer:

1. fails to be elected at the *Annual General Meeting*; or

2. dies; or

3. ceases to be a Member; or

4. resigns office by notice in writing given to the Secretary (or, in the case of the Secretary, by notice in writing given to the President); or

- 5. is removed from office under Rule 47; or
 - 6. is, or becomes, of unsound mind, or a person whose estate is liable to be dealt with in any way under the law relating to mental health; or
 - 7. If stood down under Rule 47
 - 8. is absent without reasonable excuse from three consecutive meetings of any Committee of which the Officer is a member without the Committee's consent.
- 2)** Where the casual vacancy is the Treasurer Rule 28 sub-rule 1 paragraph (i) will not apply.
- 3)** Where a casual vacancy occurs or is declared:
- (a) a position normally elected at an *Annual General Meeting*:
 - 1. the casual vacancy may be filled at any General Meeting;
 - and
 - 2. the Member elected to fill the casual vacancy holds office until the *Annual General Meeting* at which that office is scheduled to be vacated. Rule 47 sub-rule 2
 - (b) where the position is normally appointed by the Executive Committee—the casual vacancy may be filled at any meeting of the Executive Committee.

Rule 47. Removal of an Officer

- 1)** An Elected Officer may only be removed from office by an ordinary resolution for not fulfilling their responsibilities or duties to the satisfaction of Members at any monthly club meeting given the following conditions;
- (a) If passed by an ordinary resolution the voting criteria declared to pass must be the same as required for that of a Special Resolution defined in Rule 60 sub-rule 1 paragraph (b) and a replacement Member is willing to take on the role and able to be proposed and seconded or;
 - (b) If an Officer has been found to have committed an act not in accordance with the responsibilities charged to that Officer and the act has the effect of detrimentally or adversely impacting the Club and or its Members or;
 - (c) An Officer has committed fraud against the Club, its Suppliers or other stakeholders.
- 2)** If an Officer has had an allegation of misconduct or for reasons detailed in Rule 47 sub-rule 1 paragraph (b) or Rule 47 sub-rule 1 paragraph (c) they must stand down. This will have the effect of creating a Casual Vacancy. If cleared of misconduct or any wrong doing then the Officer can be returned to their position at the next Club or Executive Meeting.
- 3)** Any casual vacancy created may be filled at the same or next Club Meeting by ordinary resolution refer Rule 45 sub rule 1 paragraph (a).

4) Should any Officer be subject to a resolution challenge to have them removed and the motion fails then that Officer cannot be subjected to another challenge for a minimum of 90 days unless the basis for the challenge is for the reasons outlines in Rule 47 sub-rule 1 paragraph (b) or Rule 47 sub-rule 1 paragraph (c).

5) If an Officer reaches the end of his or her elected term.

Rule 48. Acting appointments

1) Where, due to illness, incapacity, or any other reason, a Non-Executive Officer is temporarily unable to perform his or her functions, the Executive Committee may appoint a Member to act as that Officer.

2) A Member appointed as an acting Non executive Officer under sub-rule 1 may exercise all of the functions of the office in which they are acting, under the direction of the Executive Committee.

3) The appointment of a Member under sub-rule 1 as an acting Officer terminates at the earlier of either:

(a) the original Officer becoming able to discharge his or her functions again; or

(b) the Executive Committee revoking the appointment.

PART 4. – Club Meetings

PART 4.1 – ANNUAL GENERAL MEETINGS

Rule 49. Holding of *Annual General Meeting*

1) With the exception of the first *Annual General Meeting*, the Club shall, once in each calendar year, and within the period of three (3) months after the expiration of each Financial Year, convene an *Annual General Meeting* of its Members.

Rule 50. Calling of Annual General Meetings

1) The Annual General Meeting of the Club shall, subject to Rule 49, be convened on such reasonable date and at such reasonable place and time at the Executive Committee's discretion.

2) Members shall be given not less than 21 days' notice (Served in accordance with Rule 74) of the date, time and location of the *Annual General Meeting*.

Rule 51. Business at Annual General Meetings

1) In addition to any other business that may be properly transacted at an *Annual General Meeting*, the order of business of an *Annual General Meeting* shall be:

(a) to receive and accept apologies and proxies if any;

(b) to confirm the minutes of the previous *Annual General Meeting* and of any Special General Meeting held since that meeting;

(c) to receive and deal with correspondence relevant to the *Annual General Meeting*;

(d) to receive from the Committees and Officers annual reports upon the activities of the Committees and Officers during the preceding Financial Year;

(e) to receive and consider the annual statement on financial matters which is required to be submitted to members;

(f) to elect a Returning Officer;

(g) to elect Elected Officers of the Club whose term of office has expired;

(h) to elect an Auditor;

(i) to elect a Life Member if applicable;

(j) to consider Notices of Motion of which previous notice has been given;

(k) to consider alterations to the Objects and Rules, by Special Resolution, (if applicable);

(l) to consider the annual subscription (and any levies) for the forthcoming Membership Year; and

(m) to consider any general business properly brought forward.

2) The order of business at an *Annual General Meeting* may be altered by a Majority of votes cast by those Members present and entitled to vote.

3) In order to vote at an *Annual General Meeting*, a Member must:

(a) have signed the attendance record; and

(b) not be an unfinancial Member and

(c) be at least 16 years of age.

PART 4.2 – SPECIAL GENERAL MEETINGS

Rule 52. Holding of Special General Meetings

1) The Secretary shall convene a Special General Meeting upon:

(a) a resolution of the Executive Committee; or

(b) a resolution of a General Meeting; or

(c) a requisition in writing by a Member seconded by a least one other Member. All Members associated with the lodgement of the requisition of which cannot be;

1. under the age of 16 years or;
2. unfinancial or;
3. a member of a team of the club that is not up to date with its financial commitments or;
4. suspended from membership or under disciplinary review.

2) A resolution of the Executive Committee or General Meeting to convene a Special General Meeting under Rule 52 sub-rule 1 paragraph (a) or Rule 52 sub-rule 1 paragraph (b) shall state the purpose or purposes of the meeting.

3) A requisition of Members for a Special General Meeting under Rule 50 subrule1 paragraph (c):

- (a) shall state the purpose or purposes of the meeting;
- (b) shall be signed by the members making the requisition;
- (c) shall 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 resolution.

4) If the Secretary fails to convene a Special General Meeting to be held within 1 (one) month after the date of the lodgement of the requisition under Rule 52 sub-rule 1 paragraph (c), any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than 3 (three) months after that date.

5) A Special General Meeting convened by a Member or Members under Rule 52 sub-rule 4 shall be convened as nearly as practicable in the same manner as General Meetings are convened by the Executive Committee.

Rule 53. Business at Special General Meetings

1) The only business that may be conducted at a Special General Meeting is business relating to the purpose or purposes for which the Special General Meeting was called.

2) In order to vote at a Special General Meeting, a Member must:

- (a) have signed the attendance record and
- (b) not be an unfinancial Member and
- (c) be at least 16 years old

PART 4.3 – GENERAL MEETINGS

Rule 54. Holding of General Meetings

1) General Meetings of the Club shall be held at least once per calendar month during the period from March to October, at such reasonable time and place as determined by the Executive Committee's discretion.

Rule 55. Business at General Meetings

1) The order of business for a General Meeting shall be:

- (a) to receive and accept apologies and proxies if any;
- (b) to confirm the minutes of the previous Executive Committee meeting
- (c) to deal with any business arising from the minutes;
- (d) to receive and deal with any correspondence;
- (e) to receive the Treasurer's financial statement, and deal with any business arising from the statement;
- (f) to receive reports from Officers, Committees, and Sub-Committees, and deal with any business arising from those reports;
- (g) to deal with Notices of Motion (if any); and
- (h) to deal with any General Business properly brought forward.

2) The order of business at a General Meeting may be altered by a majority of votes cast by those Members present and entitled to vote.

3) In order to vote at a General Meeting, a Member must:

- (a) have signed the attendance record and
- (b) not be an unfinancial Member and
- (c) be at least 16 years old.

PART 4.4 – MISCELLANEOUS PROVISIONS RELATING TO MEETINGS

Rule 56. Executive Committee Meetings

1) The quorum of the Executive Committee shall comprise 3 members.

2) Where the Executive Committee is unable to convene with a quorum, any business shall be held over until the next Executive Committee meeting.

3) The order of business for an Executive Committee meeting shall be:

- (a) to receive and accept apologies and proxies if any;
- (b) to confirm the minutes of the previous Executive Committee meeting;
- (c) to deal with any business arising from the minutes;
- (d) to receive and deal with any correspondence;
- (e) to receive the Treasurer's financial statement, and deal with any business arising from the statement;
- (f) to receive reports from Officers, Committees, and Sub-Committees, and deal with any business arising from those reports;
- (g) to deal with Notices of Motion (if any); and
- (h) to deal with any General Business properly brought forward.

Rule 57. Notice

1) The Secretary shall, at least 7 days before the date fixed for the holding of a Club Meeting with the exception of the provisions in Rule 57 sub-rule 2 and Rule 50 sub-rule 2 cause to be Served on each Member a notice specifying the place, date and time of the meeting, and any information pertaining especially to that meeting, except where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution.

2) Where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution, the Secretary shall, at least 14 days before the date fixed for the holding of the General Meeting, cause to be Served on each Member a notice specifying the place, date and time of the meeting, the nature of the business proposed to be dealt with at the meeting, and the intention to propose a Special Resolution.

3) A Member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary, who, provided reasonable time is available after receiving the notice, shall arrange for the inclusion of that business in the next notice calling for a General Meeting given after receipt of the notice from the Member.

4) Any notices of motion or Special Resolutions for the *Annual General Meeting* shall be submitted in writing to the Secretary no later than 30 days prior to the date notified for the next *Annual General Meeting*.

5) A Club Meeting is not invalidated solely by reason of the accidental failure to give a Member the required notice unless greater than 25 per cent of all Members are not given the notice in time.

Rule 58. Meeting Quorums

1) No item of business shall be transacted at a Club Meeting unless a quorum of Members entitled under these Rules to vote is present during the time the meeting is considering that item.

2) The quorum of a Club Meeting shall comprise of members from at least 60% of registered teams. Each team must be represented by at least one Member who is entitled to vote under Rule 63, provided that at all times, 3 of the Executive Committee are in attendance.

Rule 59. Presiding Member

1) The President or, in the President's absence, the Vice-President, shall preside as chairperson at each General Meeting of the Club.

2) If the President and Vice-President are absent from a General Meeting or be unwilling to preside as chairperson, the Members present shall elect one of the remaining members of the Executive Committee in attendance to preside as chairperson at the meeting.

Rule 60. Adjournment

1) If, within 30 minutes after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting, if convened upon the Requisition of Members, shall be dissolved and, in any other case, shall stand adjourned to the time and place as specified at the time of the adjournment by the person presiding at the meeting.

2) The chairperson of a Club Meeting at which a quorum is present may, with the consent of the majority of Members present at the meeting who vote on the question of a proposed adjournment, adjourn the meeting from time to time and place to place, but no new business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

3) Where a Club Meeting is adjourned for 14 days or more, the Secretary shall arrange for written or oral notice of the adjourned meeting to each Member stating the place, date and time of the meeting and the nature of the business to be transacted at the adjourned meeting.

4) Except as provided in Rule 60 sub-rule 2, notice of an adjournment of a Club Meeting or of business to be transacted at an adjourned meeting is not required to be given.

Rule 61. Making of decisions

1) Before any decisions can be made or resolutions voted on the Club Meeting must have satisfied meeting conditions defined in relation to Notice under Rule 57 and quorums under Rule 58; and

2) A resolution arising at a Club Meeting may be determined by the chairperson on the strength of the voices for and against the resolution.

3) Notwithstanding Rule 61 sub-rule 2, if there is any doubt as to the outcome of the question based on the strength of the voices, the chairperson shall call for a show of hands to determine the question.

4) A declaration by the chairperson that a resolution has, by way of voices or a show of hands or by Poll been carried or not carried an entry to that effect will be made in the Club minute book. The entry will stand as evidence of the fact of the event without proof of the number or proportion of the votes recorded in favour of or against the resolution.

5) A Poll shall be taken if, before the chairperson has declared the result of a vote on the strength of voices or a vote on the show of hands:

(a) the chairperson orders a poll be taken; or

(b) at least 2 (two) Members who are present at the meeting request a poll be taken.

6) Where a Poll is demanded at a Club Meeting, the Poll shall be taken:

(a) in the case of a Poll that relates to the election of the chairperson or to the question of an adjournment immediately; or

(b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs.

7) The resolution of the Poll on a matter shall be deemed to be the resolution of the meeting on that matter.

8) A resolution shall not be rescinded at the same Club Meeting at which it has been determined, unless the motion to rescind is carried by three quarters of Members present and entitled to vote per Rule 63 who vote on the question.

9) a resolution may be referred to the Church Council should such a decision be either potentially in conflict with the Uniting Church's ethos, or, if the Club deem it desirable to have the Church's input in a matter.

Rule 62. Special resolutions

1) A resolution of the Club is a Special Resolution if:

(a) 14 days written notice specifying the intention to propose the resolution as a Special Resolution was served on each Member in accordance with Rule 57 sub-rule 2 and

(b) it is passed by a majority comprising not less than 60% of Members and Proxy Members in attendance who are entitled to vote under Rule 59 and the quorum requirements under Rule 58 are met.

Rule 63. Voting

1) A Member's voting Proxy can be assigned to any person who is at least 16 years of age (regardless of the Proxy's membership status) as long as it has been communicated to the Club Secretary or Presiding Club Member for the meeting. The communication of proxy notice can be delivered verbally, in person or by telephone or in writing by way of email, written correspondence, facsimile, voicemail or by (sms) text message.

2) At the commencement of the meeting any Member Proxies must be identified by way of having them read into the meeting records. A Proxy will be valid for the Club Meeting for which it was intended and any subsequent adjournment meeting.

3) Upon any question arising at a Club Meeting, a Member or Proxy can vote but each right to vote is worth one vote only.

4) All votes shall be given personally by the Member or by a Member's proxy who must be in attendance.

5) In the case of an equality of votes on a question at a Club Meeting or at a meeting of any Committee or Sub-Committee, the chairperson of the meeting is entitled to exercise a casting vote.

6) A Member or a Member's Proxy who is present at any Club Meeting is entitled to vote at that meeting if, and only if, they:

(a) have signed the attendance record and

(b) are not an unfinancial Member and

(c) are at least 16 years of age.

PART 5. – MISCELLANEOUS

Rule 64. Insurance

1) The Club shall effect and maintain "player injury" insurance either directly or by way of the parent football association.

2) In addition to the insurance required under Rule 64 sub-rule 1, the Club may effect and maintain other insurance.

Rule 65. Sources of funds

1) Before any commercial arrangements are entered in to by the Club or the Executive Committee the Church by way of its Church Representative will need to be consulted to ensure alignment with Church values.

2) The funds of the Club shall be derived from Registration fees, Members' levies, donations, equipment sales, canteen sales and fundraising.

3) In addition to Rule 65 sub-rule 1 funding sources can be added to by way of an ordinary resolution passed by the Club in a General Meeting.

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

5) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt if requested.

Rule 66. Management of funds

1) The funds of the Club shall be held in such financial institutions that are licensed by the Reserve Bank of Australia and approved by the Executive Committee or by the Members.

2) Three Members of the Executive Committee shall be the signatories of the Association's account(s) with such financial institutions as are mentioned in Rule 65 sub-rule 2, one of which must be the Club Treasurer per Rule 29 sub-rule 1 paragraph (i).

3) All cheques, electronic fund transfer authorisations, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 of the 3 members of the Executive Committee who are signatories to the accounts. The Treasurer should be one of the two signatories used to sign wherever possible with the remaining two signatory members being used as counter signatories. Only if the Treasurer is a casual vacancy or temporarily unavailable should the two counter signatories be used together to authorise payments. Any such payments should be made with the knowledge of the Club Treasurer or alternatively the awareness of all of the other Members of the Executive Committee who must be agreeable to the payment.

Rule 67. Not For Profit Clause

1) Subject to any resolution passed by the Club in a General Meeting, the assets and income of the Club shall be applied solely to the pursuance of the Clubs Objects, and no portion shall be distributed directly or indirectly for the personal benefit of Members (other than as bona fide reimbursement of expenses for services rendered or expenses approved by the Executive Committee or Members and properly incurred on behalf of the Club).

Rule 68. Dissolution Clause

1) In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities and the costs, charges and expenses of the winding up of the Club, shall be paid, to Uniting Church Campbelltown.

Rule 69. Financial Year

1) The Club's Financial Year commences on 1 July each calendar year, and concludes on 30 June the following calendar year.

Rule 70. Auditor

1) The Club's Financial records shall be audited through Campbelltown Uniting Church's annual submission of its accounts to a qualified accountant. Such an accountant will be acceptable in terms of qualifications and regulations to the Synod.

2) Such audited accounts will be presented to the Annual General Meeting of the Club and subsequently to the Church Council.

Rule 71. Alteration of the Constitution

1) Any proposed changes to the Club Constitution requires the Club Secretary to notify and seek consultation with the Church.

2) The Constitution may be altered, rescinded or added to only by a Special Resolution of the Club subject to Rule 71 sub-rule 1.

Rule 72. Custody of records

1) Except as otherwise provided by these Rules, the Executive Committee who act as the Club's Public Officers shall keep in their custody or under their control all records, and other documents relating to the Clubs affairs.

Rule 73. Inspection of records

1) The records, books and other documents of the Club shall be open to inspection, free of charge, by a Member at any reasonable hour after giving due notice.

Rule 74. Service of notices

1) For the purpose of these Rules, a notice may be Served by or on behalf of the Club upon any Member either:

(a) personally; or

(b) by sending it by prepaid post to the Member's postal address or (c) by facsimile; or

(d) where the Member has provided an electronic mail address to the Club; or

(e) by posting the notice on the club website with the exception for the purposes of disciplining members.

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 Served under Rule 74 sub-rule 1 paragraph (a) on the date on which it is received by the addressee;

(b) in the case of a notice Served under Rule 74 sub-rule 1 paragraph (b) on the date on which it would normally be delivered in the ordinary course of post;

(c) in the case of a notice Served under Rule 74 sub-rule 1 paragraph (c) or Rule 74 sub-rule 1 paragraph (c), on the date on which it is 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.

(d) in the case of a notice Served under Rule 74 sub-rule 1 paragraph (d) or Rule 74 sub-rule 1 paragraph (d), on the date on which the email sender's ISP email server is time and date stamped.

(e) in the case of a notice Served under Rule 74 sub-rule 1 paragraph (e) or Rule 74 sub-rule 1 paragraph (e), on the date on which the Webmaster uploads the notification.

Rule 75. Surplus property

1) In the event of the winding-up or cancellation of the Club, all surplus property of the Club shall be disbursed by the Executive Committee in accordance with Rule 68.

Rule 76. Reimbursement of expenses

- 1)** The Club Treasurer may reimburse any Club official's expenses incurred in performing Club activities that are agreed to by the majority of the Executive Committee. If it is the Treasurer that is to be reimbursed the two remaining club signatories must sign the payment documentation (i.e. cheque or Electronic Funds Transfer) where possible. If one of the alternate signatories is unavailable due to a Casual Vacancy or the Alternate Signatory being unable to perform his / her duties then and only then can the Treasurer sign payment documentation or process the Electronic Funds Transfer.
- 2)** All payments to Club Officials for reimbursement or any other reason should be detailed in the Treasurer's report to the Members which is presented in the monthly General Meeting. The listing should indicate the payment date, the payment amount, the Executive Committee members who approved the payment, a brief explanation detailing what the payment was for.

Rule 77. Resolution of internal disputes

- 1)** All endeavours must be made by the Club and its Members to resolve disputes internally in the first instance.
- 2)** If all efforts fail to resolve the issue the Executive Committee must seek the provision of a Mediator or Arbitrator from the Church. Given the presumed previous involvement of the Appointed Church Representative, the Church Council will appoint a different person as a Mediator or Arbitrator who has no current involvement in the Club
- 3)** Where a dispute is referred to the Church under Rule 77 sub-rule 2, the parties shall, at least 7 days before a mediation session is to commence (where this is practicable), exchange statements of the issues that are in dispute between them and supply copies to the mediator.
- 4)** The Arbitrator's decision under Rule 77 sub-rule 2 will be final.

Rule 78. Power to make By-Laws

- 1)** The Executive Committee may make By-Laws, not inconsistent with;
 - (a) the CUCSC Constitution; or
 - (b) the requirements of the constitutions (and any by-laws and regulations made under those constitutions) of MFA, FNSW and FFA; or
 - (c) Church values; or
 - (d) NSW Incorporated Associations Act 2009; or
 - (e) Australian Charities and Not for Profits Commission Act 2012; or
 - (f) Privacy Act 1988; or
 - (g) The NSW Office of Communities and the NSW Department of Sport & Recreation child protection guidelines.

2) By-Laws should be posted on the website along with the Club's constitution so they can be accessed by all members. Those members without access to the internet can by way of a written or verbal request obtain a current copy of either document from the Club Secretary.