

**KINGSLEY
JUNIOR FOOTBALL CLUB
(INCORPORATED)**

CONSTITUTION

Kingsley Junior Football Club (Inc)

1. TITLE

This body shall be called the "Kingsley Junior Football Club (Inc)" hereinafter called the KJFC (Inc).

2. COLOURS

The colours of the KJFC (Inc) shall be red and blue. These colours should be worn by all representative teams when possible.

3. ADDRESS

The Club's Registered Office shall be situated at the elected Secretary's address of each year or such other address as determined by the Committee.

4. AFFILIATION

The KJFC (Inc) may affiliate with such organisations as the Committee deem fit.

5. OBJECTS

- 5.1. To promote good fellowship, true sportsmanship and citizenship among the Juniors of our district.
- 5.2. To take advantage of the services of the Recreation Department of the City of Joondalup.
- 5.3. To make proper use of any buildings and facilities made available through the Ministry of Education and the City of Joondalup.
- 5.4. The Club shall be non-sectarian and non-political.
- 5.5. To promote sport in general.
- 5.6. The control and management of football teams deemed necessary by the KJFC (Inc).
- 5.7. To do all such other acts, matters and things as are incidental or conducive to the attainment of all or any other above objects.

6. POWERS

The Club has power to do all such things as are necessary, incidental or conducive to the attainment of the objects of the Association.

7. NON PROFIT

The income and property of the Club whencesoever derived, shall be applied solely towards the promotion of the objects of the Club, and no portion thereof shall be applied, paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons who, at any time, are or have been members of the Club, or to any of them, or to any person claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration for services rendered to any person employed by the Club in conducting the business of the Club.

8. MEMBERSHIP

- 8.1. Membership shall be open to all persons approved by the Committee on payment of the prescribed membership subscription.
- 8.2. The term "Member" in respect of any minor shall include the parents or guardians of that minor.
- 8.3. A member or past member who has rendered notable service to the Club may be elected a life member upon the recommendation of the Committee at any Annual General Meeting. Any member so elected shall be entitled to all the privileges of membership of the Club. To be nominated for life membership a member must have completed at least three years service to the KJFC (Inc).
- 8.4. A member shall cease to be a member if:-
 - 8.4.1. they resign;
 - 8.4.2. they fails to pay any subscription due;
 - 8.4.3. they are expelled.

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9 ADMINISTRATION

9.1 The KJFC (Inc) shall be managed by a committee comprised as follows:-

- President
- Vice Presidents (2)
- Secretary
- Treasurer
- Registrar
- Other Members (No more than 14)

Committee members must be 18 years of age or older.

10. DELEGATES

The KJFC (Inc) delegates to the organisation with which it is affiliated shall be required to attend all meetings of those organisations.

11. FINANCIAL YEAR

The financial year of the KJFC (Inc) shall terminate on the 30th September in each year and all KJFC (Inc) books and accounts shall close on that day. The duly audited Annual Statement of Income and Expenditure and Balance Sheets shall be submitted by the Treasurer to the next Annual General Meeting of the KJFC (Inc).

12. POWERS AND DUTIES OF OFFICERS

12.1 President and Vice Presidents

The President shall:-

- 12.1.1. Act as Chairman of all the meetings of the KJFC (Inc).
- 12.1.2. Maintain the impartiality of the chair.
- 12.1.3. Conform to the rules of meeting procedure and maintain order throughout the meeting.
- 12.1.4. Decide that a quorum is present, intimate the objects of the meeting if it is one called to consider special matters, to announce all other business matters of the meeting, decide points of order and points of privilege or priority, explain matters to those in doubt.
- 12.1.5. Request confirmation of the minutes of the previous meeting.
- 12.1.6. In the event of a ballot being required, announce the method of voting, exercise his/her right of a casting vote, in the event of equality of votes announce the result of the vote.
- 12.1.7. Decide and announce the next speaker, confine speakers to the matter under discussion, and if necessary confine speakers to a reasonable time limit.
- 12.1.8. Introduce invited guests.
- 12.1.9. Expedite and finalise the business of the meeting within a reasonable time limit.
- 12.1.10. Be an authorised signing officer of the KJFC (Inc) cheques.
- 12.1.11. Represent the KJFC (Inc) at functions, etc, as may be required.
- 12.1.12. Appoint time and place of next meeting.
- 12.1.13. Present an Annual Report at the Annual General Meeting.
- 12.1.14. Perform any other duties committed to him/her by these rules.
- 12.1.15. Manage portfolios as set down by the Committee

One of the Vice presidents shall:-

- 12.1.16. Preside in the absence of the President with full powers of the President (excluding clause 12.1.10). In the absence of the President and Vice Presidents some other member of the Executive Committee shall be chosen by the meeting to preside and shall have all the powers and perform all the duties of the President at such meetings (excluding clause 12.1.10).

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12.2 Secretary

The Secretary shall:-

- 12.2.1. Convene all meetings of the KJFC (Inc).
- 12.2.2. Be answerable for the giving of due notice for the calling of all meetings as provided in these rules.
- 12.2.3. Be answerable for keeping a true record of the proceedings of all meetings.
- 12.2.4. Attend to all correspondence.
- 12.2.5. Be an authorised signing officer of the KJFC (Inc) cheques.
- 12.2.6. Perform any other duties committed to him/her by these rules.
- 12.2.7. Manage portfolios as set down by the Committee

12.3 Treasurer

The Treasurer shall:-

- 12.3.1. Not pay, lend or otherwise appropriate any of the funds of the KJFC (Inc) or any other monies for any other purpose except in accordance with the rules of the KJFC (Inc).
- 12.3.2. Keep in appropriate books of accounts a correct account of all monies received and expended by the KJFC (Inc) together with date of receipt and expenditure.
- 12.3.3. Have charge of the KJFC (Inc) bank books and produce them for inspection at all reasonable times when requested by the President or Committee.
- 12.3.4. Examine all accounts to be passed for payment and make all authorised payments from the funds of the KJFC (Inc).
- 12.3.5. Forthwith pay all monies received by him into the banking account/s of the KJFC (Inc).
- 12.3.6. Receive and issue proper receipts (when requested) for all monies paid to the KJFC (Inc).
- 12.3.7. At each Committee meeting the Treasurer shall submit a report on the Club finances.
- 12.3.8. Shall submit an Annual Report and Audited Financial Statements for the Annual General Meeting in each year.
- 12.3.9. Shall arrange the necessary bank authorities required for each year and such account/s to be operated by any two of the President, Treasurer and Secretary.
- 12.3.10. Be an authorised signing officer of the KJFC (Inc) cheques and shall ensure that all cheques are signed by two authorised persons.
- 12.3.11. Manage portfolios as set down by the Committee

12.4 Registrar

The Registrar shall:-

- 12.4.1. Keep a complete and accurate record of each registered player.
- 12.4.2. Ensure all players are properly registered with the KJFC (Inc) and the affiliated Ruling Body.
- 12.4.3. Manage portfolios as set down by the Committee

12.5 Property Officer

The Property Officer shall:-

- 12.5.1. Be responsible for all equipment and property belonging to the KJFC (Inc), keep a true record of such equipment and property and shall report all damage, loss or other discrepancy to the Committee.
- 12.5.2. Be responsible for purchasing all equipment and property as required and directed by the Committee.
- 12.5.3. Manage portfolios as set down by the Committee

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13. POWERS OF THE EXECUTIVE COMMITTEE

- 13.1. The Executive Committee shall consist of the President, Vice Presidents, Secretary, Treasurer and Registrar.
- 13.2. Should any urgent matters arise, and it is impracticable to refer the matter to the Committee Meeting, the Executive shall have the power to deal with such matters.
- 13.3. The President shall seek the opinion of all available Executive members and shall act in such a manner as the majority of such members approve.
- 13.4. In the event of there being no majority the President shall call a meeting of the Executive Committee to decide on the matter.
- 13.5. The Executive committee powers in terms of suspension and expulsion of members are set out in Clauses 23 and 24.

14. POWERS AND DUTIES OF THE COMMITTEE

The Executive Committee shall be deemed to be part of the Committee. The Committee subject to the control by members as shown in the minutes shall have the following powers and perform the following duties:-

- 14.1. To control, superintend and manage the affairs of the KJFC (Inc), its officers, members and funds.
- 14.2. To control the finances of the KJFC (Inc).
- 14.3. To arbitrate on any disputes which may arise between teams or members thereof in connection with football and to determine any matters referred to it by any team or member.
- 14.4. To deal with, as it deems necessary, any team or member thereof which the Committee determines is functioning in a matter detrimental to the welfare of football.
- 14.5. To remove from office any official appointed under Clause 19 by a two thirds majority and fill such vacancy thereby created.
- 14.6. To fill any vacancy that may arise on the Committee.
- 14.7. To determine the membership and playing fees of the KJFC (Inc).
- 14.8. To demand an audit of the books and accounts of the KJFC (Inc) at any time.
- 14.9. To appoint ex-officio members to the Committee.

15. ATTENDANCE

Any office bearer absent without apology from more than two consecutive meetings of the Committee shall be liable to expulsion at the discretion of the said Committee.

16. COMMITTEE MEETINGS

- 16.1. The Committee shall meet at least once during each calendar month excluding the month in which the AGM is held.
- 16.2. Conduct of meetings:-
 - Open
 - Apologies
 - Minutes from Previous Meetings
 - Business Arising
 - Correspondence
 - Reports
 - General Business
 - Date of Next Meeting
 - Close
- 16.3. The Committee has the power to appoint ex-officio members to the Committee, but no ex-officio member has the power to vote.
- 16.4. The Manager of each portfolio to report monthly either in writing or attendance at a meeting of the Committee on activities of sub-committees.

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17. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

The Annual General Meeting of the KJFC (Inc) shall be held prior to the end of each calendar year at such time as may be determined by the Committee.

Such meetings shall deal with the Appointment of Auditor, consider the President's Annual Report, Annual Statement of Income and Expenditure and Balance Sheets, discuss any matters brought forward and take any constitutional action which may be deemed advisable. The Secretary shall, at the request of the President or upon requisition signed by at least 50 members of the KJFC (Inc) summon a meeting of the members of the KJFC (Inc). In the case of a Special General Meeting a quorum shall be 8 members of the Committee. At all Annual General Meetings of the Club, 25 financial adult age persons present in person and entitled to vote shall form a quorum. For all Annual and Special General Meetings should a quorum not be present within thirty minutes of the advertised time, the meeting shall be adjourned till the same day in the succeeding week. The President shall advise the place before the adjournment and at such adjourned meeting the members then present may proceed to business notwithstanding that there is not a quorum present. No decisions requiring a quorum to vote may be passed in these circumstances.

18. NOTICE OF MEETING

- 18.1. Fourteen days notice must be given for an Annual or Special General Meeting.
- 18.2. Two days notice must be given for Committee Meetings.
- 18.3. Two days notice must be given for Executive Committee Meetings.

19. ELECTIONS AND APPOINTMENTS

- 19.1. The Annual General Meeting of the KJFC (Inc) shall elect the following Office Bearers:-
 - President
 - 2 Vice Presidents
 - Secretary
 - Treasurer
 - RegistrarNo more than 14 other committee members
- 19.2. At the Annual General Meeting, the KJFC (Inc) may elect:-
 - Patron(s) or Vice Patron(s)
- 19.3. All positions shall be declared vacant by the outgoing President. A Returning Officer shall be appointed by the outgoing President who shall call for nominations for the vacant positions. In the event of a dispute concerning the appointment of the Returning Officer the outgoing President shall call for nominations for the position of Returning Officer. A ballot shall be conducted if necessary. In the case of equality of votes for the Returning Officer the outgoing President shall give the casting vote. Once elected the Returning Officer shall call for nominations for all vacant positions.
- 19.4. When a ballot is required, every adult member of the Club present at the meeting shall vote for the full number of candidates required to be elected for each Office. The Returning Officer shall show in a prominent place the names of the members nominated. Each member shall so vote by placing the choice of person or persons against the places provided on the ballot paper. The ballot shall be conducted by the Returning Officer and a member not associated with the nominations. At the completion of the ballot the Returning Officer shall report verbally to those present the names of the Officers elected. In the case of equality of votes for any candidate the newly elected President shall give a casting vote.
- 19.5. Nominations for office shall be declared open by the Secretary for a period not less than fourteen days and received by the Secretary up to a time and date fixed by the retiring Committee and not later than the date of the Annual General Meeting.
- 19.6. Should nominations for any office be received in excess of the vacancies, a ballot shall be taken.

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- 19.7. Should nominations equal the number of vacancies the persons nominated shall be deemed elected.
- 19.8. Should insufficient nominations be received at an Annual General Meeting for the number of vacancies, the Committee may appoint a member to fill each position still remaining vacant.

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20. QUORUMS

- 20.1. At Committee Meetings a quorum shall consist of at least two members of the Executive Committee and four other members.
- 20.2. At Executive Committee Meetings a quorum shall consist of four members.

21. FINANCE

- 21.1. The KJFC (Inc) shall levy on Members all subscriptions, fines or any other charges as may be fixed from time to time in respect of football, all such monies to be paid within thirty days of the date of charge being made.
- 21.2. A banking account shall be opened with a recognised banking institution(s) in the name of the KJFC (Inc) which shall be operated by any two of three signatories, consisting of the President, Secretary and Treasurer.

22. TROPHIES

- 22.1. All modified rules players receive non-discriminatory participation awards, eg pennants, medallions, as laid down by the Committee.
- 22.2. Open rules teams shall have the following trophies:-
 - a) Fairest and Best Trophy
 - b) Highest vote getter
 - c) Runner-Up Fairest and Best Trophy
 - d) 2nd highest vote getter
 - e) Meritorious Player Trophy
 - f) 3rd highest vote getter
 - g) Most Improved Player Trophy - To be awarded at Coach's discretion
 - h) Coach's Trophy - To be awarded at Coach's discretion
 - i) Votes for trophies shall be awarded by any three (3) nominated people, one of whom shall be the Team Coach, at all games in a 6-5-4-3-2-1 format.
 - j) In the event of a tied vote identical trophies shall be awarded.
 - k) No count-back provisions shall apply.
 - l) No player can be awarded more than one of the above trophies in any one year.
- 22.3. Any team competing in a finals series shall award a trophy to be named "Player of the Finals" trophy.

Votes for the winner of this trophy shall be awarded by three (3) nominated people, one of whom shall be the Team Coach, on a 6-5-4-3-2-1 basis in every finals game played by that team.

In the event of any tied votes, identical trophies shall be awarded. No count-back provisions shall apply.
- 22.4. Any team competing in a Grand Final shall award a trophy to be named "Player of the Grand Final" trophy.

This trophy shall be awarded at the discretion of the team coach.
- 22.5. A trophy to be known as the "Life Members' Trophy" shall be awarded to the player who polls the highest aggregate of votes in the Ruling Body's fairest and best counts regardless of age group.

In the event of a tied vote, identical trophies shall be awarded.
No count back provisions shall apply.
- 22.6. Players, in any age group, reported throughout the season and found guilty by the Ruling Body's Tribunal or its equivalent, shall not be eligible to win or receive any Club-designated award relative to that season.
- 22.7. A team trophy known as "Kim Williamson Trophy will be awarded each year for those teams which, in the opinion of the football affairs sub committee (if such sub committee

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has been appointed) or the executive, have most closely adhered to the "Policy and Code of Conduct Manual" of the club.

- 22.8. No other trophies shall be permitted except at the discretion of the Committee.

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23. DISCIPLINARY SUSPENSION

A coach or team manager may request the suspension of any player for one (1) week for misconduct. Such suspension must be reported to the Secretary and the Parents within twenty four hours of the penalty being requested. Subject to Clause 13 the Executive Committee shall hear all reasons for the request from all parties.

24. SUSPENSION AND EXPULSION

- 24.1. Any member of the Club who fails to observe the Rules and Policy of the Club or whose conduct in the opinion of the Executive Committee is prejudicial to the interests of the Club may be suspended or removed from membership of the Club by a majority of at least two thirds of the Executive Committee as shall be present and vote at a Meeting of the Executive Committee and for which 2 days notice of the meeting has been given to the member whom it is proposed to suspend or expel.
- 24.2. The member whom it is proposed to suspend or expel may attend such Meeting for the purpose of being heard and offering an explanation for his alleged conduct if he so desires.
- 24.3. An appeal may be made to a Committee Meeting which shall be called by the President at the request in writing of the member who has been suspended or expelled within three days of the Executive Committee's decision.
- 24.4. Any member who is suspended or expelled shall not be entitled to any refund of subscription.
- 24.5. On appeal from a decision of the Executive Committee the Committee may make such resolution as it may see fit to allow or disallow the appeal in whole or in part and may vary the decision of the Executive Committee.
- 24.6. Where a member has been suspended or expelled, his suspension or expulsion shall not affect the membership of any persons who may comprise a family membership.
- 24.7. Where a member is suspended, such member shall be deemed to be not a member during the period of his suspension until such time as his suspension is lifted.

25. CLEARANCES

- 25.1. Players desiring clearances from the Club to any other Club must make application to the Registrar and such application must be endorsed by the President.
- 25.2. In the event of a clearance being granted, the applicant together with the Ruling Body and the Club to which the clearance was granted, are to be notified in writing as early as possible.
- 25.3. Should a clearance not be granted, the applicant is to be notified accordingly and advised to resubmit the application. If an applicant is not cleared after three (3) applications he is to be advised that should he still wish to obtain clearance he should make application direct to the Ruling Body.

26. RESIGNATION

- 26.1. Any person who wishes to alter his membership shall do so in writing by letter addressed to the Secretary.
- 26.2. Any person who fails to pay his annual subscription before 31st May of each year shall be deemed to have resigned from the membership of the Club.

27. PATRONS AND VICE PATRONS

The general body of members may elect persons or organisations to be Patron(s) or Vice Patron(s) at any Annual General Meeting. A simple majority of those members present shall be sufficient to elect any Patron or Vice Patron for a period of twelve months.

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28. PAYMENT OF FEES

Playing members shall pay their fees within one month of the commencement of the season or on joining the Club.

29. COMMON SEAL

The Common Seal of the KJFC (Inc) shall be in the custody of the Secretary and shall be affixed to any document only pursuant to a resolution of the Committee. The affixation of the Seal shall be witnessed by the President and Secretary.

30. DISSOLUTION

If, on the winding up of The KJFC (Inc), any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed -

(a) to another association incorporated under the Act: or

(b) for charitable purposes

which is an incorporated association or purposes, as the case requires shall be determined by resolution of the members when authorising and directing the Committee under section 33(3) of the Act to prepare a distribution plan for distribution of the surplus property of the Club.

31. ALTERATIONS TO CONSTITUTION

To alter this Constitution, a majority vote of 75 per centum of those members present at a General Meeting is required.

Such alteration cannot be made unless written notice of motion is lodged with the Secretary and written notification has been made available to all members at least fourteen(14) days prior to the meeting.

32. VOTING AT COMMITTEE MEETINGS

The decision of any question to be decided at any KJFC (Inc) meeting shall be by show of hands, except whereupon a resolution carried by a majority of the members present, it is decided to submit the question to ballot.

33. AUDITORS

33.1. One or more persons shall be appointed at the Annual General Meeting of the KJFC (Inc) to audit the accounts and books of the KJFC (Inc) at least once a year and at other times when instructed by the Committee.

33.2. The Auditors shall examine and audit all the books and accounts of the KJFC (Inc) annually and have power to call for all books, papers, accounts, receipts, etc, relating to the affairs of the KJFC (Inc), report thereon to the Annual General Meeting, or at any other time as requested by the Executive Committee.

34. INJURED PLAYERS

The Club shall not at any time be responsible for any injury, loss of life or damages whatsoever to any member or sustained by any playing member of the Club during any official football function.

35. TOTAL GAMES

Total games played by any registered player shall be in line with the Ruling Body and include:-

35.1. Games played with other Junior Football Clubs. (Official confirmation is required).

35.2. Games played for all Representative Teams, eg. District and State Teams in accordance with the Ruling Body's Rules.