

## CLUB CONSTITUTION

### RULE 1. CONSTITUTION

The club shall be called the Otway Districts Football Netball Club, and shall not be dissolved, or its name changed without the concurrence of at least three fourths of the members present at a meeting especially called for that purpose.

(A) The club colours shall be blue and red.

(B) The allocated home matches shall be allotted to the Gellibrand or Carlisle River grounds.

### RULE 2. OBJECTIVES

To encourage and foster the game of football and netball in the Otway's on a non-professional basis only, taking into account the best interests of current members of high dedication.

Any alteration or amendments to club objectives is to be decided upon at a special meeting called by the executive and voted by the club members present.

### RULE 3. MEMBERSHIP

Any person, on the payment of the sum agreed upon at the Annual meeting shall become a member from the 1 April to the 31 March the following year. A register of the names and addresses of members shall be kept and made available for any members inspection at such place or places as may be appointed by the committee. All players of the Otway Districts Football Netball Club must be financial members by a date fixed at the Annual Meeting. Memberships may be refused at any time without giving a reason and may be cancelled at the pleasure of the committee.

CLUB GRIEVANCES- (If the committee is of the opinion that a member has)

(A) Been guilty of conduct unbecoming a member or prejudicial to the interest of the club.

A member from the committee will be delegated to attend to this matter and request a meeting with the said member in order to sort out any problems or grievances. If the matter remains unresolved, the committee may then request a meeting with the said member to try to resolve any grievance. If a resolution cannot be reached, the committee may by resolution:

(i) Expel a member from the Association

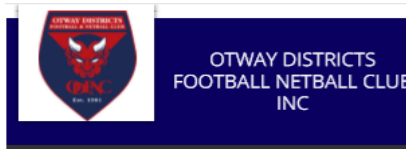
(ii) Suspend a member from membership of the Association for a specified period of time.

(B) Any member expelled or suspended from the Association has the right to an appeal and may request a meeting with the executive for this purpose. At the meeting the committee shall:

(i) Give to the member an opportunity to be heard.

(ii) Give due consideration to any written statements submitted by a member.

(iii) By resolution determine whether to confirm or revoke the resolution.



#### RULE 4. ANNUAL GENERAL MEETING

An Annual General Meeting of the Club shall be held each year upon a date and at the clubrooms for the purpose of receiving Reports and Balance Sheets, electing office bearers for the ensuing 12 months, presenting testimonials and dealing with any other business to be submitted by the Committee to the meeting. A copy of such Reports and Balance Sheets shall be made available (to any financial member at least 3 days prior to the date of the) Annual Meeting (on application to the Secretary.)

#### RULE 5. MANAGEMENT

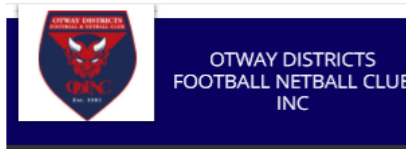
- a) The Club shall be managed by a committee of management consisting of 4 executive members together with 6 general committee members.
- b) The Committee may fill any vacancy occurring in the Committee between Annual Meetings, such members so appointed shall hold office until the next Annual Meeting.
- c) The Executive Committee shall be elected at the Annual Meeting.
- d) The Selectors and numbers thereof shall be elected by the Committee at their discretion.
- e) The Captain, Vice-Captain and Players' Representative shall be elected at a time to be decided upon by the Committee and only players in the previous year's training list are entitled to vote. The Player' Representative cannot hold office on any other Committee, other than the Social Committee.
- f) Required Delegates to CDFNL shall be elected at the Annual Meeting. Delegates' expenses for the forthcoming season to be fixed therewith.
- g) In the event of a casual vacancy in the executive, the Committee may appoint another of their body to the vacant office; the person so appointed may continue on office up to and including the day of the Annual Meeting.
- h) The appointment of the Coach is left to the Committee, but the members of the last General Meeting of the year, or any special meeting called for such purpose, can make recommendations for the guidance of the Committee.
- i) An auditor shall be appointed at the Annual Meeting and his fee determined at the time of the appointment.

#### RULE 6. MEMBERS VOTING

In all meetings of the Club the following only shall be entitled to vote, via; financial senior members and life members. Members have one vote only. All votes shall be personally or by proxy. In the case of an equality of voting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

#### RULE 7. PRESIDENT/ CHAIRMAN

The president/chairman will preside at all Committee and General Meetings and shall be ex official member of all Committees with full voting powers thereon, with the exception of the Selection Committee, whereon he/she shall not be eligible to vote unless he/she has been appointed a member of the Selection Committee, Besides a deliberate vote, the president/chairman may exercise a casting vote on any matter when the voting on such matters be equal.



#### RULE 8. SECRETARY/CEO

The Secretary/CEO shall attend to all meetings of members and of the General Committee and shall transcribe minutes of the resolutions and proceedings into a book kept for the purpose. The Secretary/CEO shall have custody of all club records, documents and securities, conduct the correspondence and call all meetings giving due notice of thereof. He/she shall be the executive under the direction of the General Committee and shall in all things act for the best interests of the Club. The Secretary/CEO shall also have custody of the club's commons seal and ensure it appears on all club correspondence.

#### RULE 9. TREASURER

The Treasurer shall keep account of all receipts, expenditure, assets and liabilities of the Club, and shall every meeting submit a report thereof to the Committee. All monies received shall, as they are received, be paid to the credit of the Club's Banking Account. All disbursement of Club funds shall be by cheque. (The Secretary and Treasurer must sign such cheques).

#### RULE 10. COMMITTEE

The Committee shall meet at least every 2 months at such time and place as shall be agreed upon.

The Committee shall lodge all monies at an approved bank,

No individual, body of individuals or Sub-Committee may raise money in the name of the Club without having obtained sanction of the Committee.

Any such monies raised without the sanction of the Committee and not handed to the Committee within 28 days shall be deemed to have been raised by fraud. (Any properly constituted Ladies or Social Committee is exempt from this cause).

#### RULE 11. LEAVE OF ABSENCE

May be granted to any member or Committee Member provided application is made in writing to the Secretary, and that the period of absence does not exceed 9 calendar months.

In the event of a Committee Member absenting him/herself from 3 consecutive meetings of the Committee without a personal apology tendered to an executive member of the Committee, his position may be declared vacant, and such a vacancy shall be filled by the Committee.

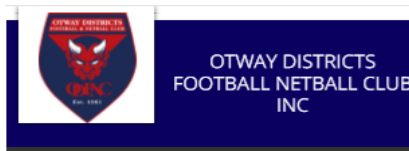
#### RULE 12. QUORUMS

For Annual Meetings and general meetings, the minimum to be 15 members in total, excluding temporary, honorary or reciprocal Members.

- a) For Committee Meetings - 6 members
- b) For Sub-Committee Meetings 15 members
- c) For Special Meetings 10 members

#### RULE 13. GENERAL OR SPECIAL MEETINGS

- a) May be called by the President of Committee with 7 days' notice.
- b) May be requested in writing to the President by not less than 15 members who must state reason for such a meeting.



- c) Only those matters for which such a meeting has been called may be dealt with at such a meeting.
- d) 7 days' notice of such a meeting must be advertised through the local press.

#### RULE 14. SUB-COMMITTEES

- a) The Committee may at any time appoint a Sub-Committee they deem fit, which shall deal only with those matters for which they are appointed and will at all times be responsible to the committee.
- b) All expenses incurred by any Sub-Committee must receive the approval and sanction of the Committee.

#### RULE 15. NOMINATIONS AND ELECTIONS

- a) All positions to be filled by a secret ballot when the number exceeds number to be elected.
- b) Voting must be done by recording on a clean piece of paper, the number of the candidate as indicated on the master-board.

#### RULE 16. ALTERATION OF CONSTITUTION

- a) The Constitution can only be amended at the Annual Meetings or altered by a minimum of twenty-one days' notice of motion in writing, and then only at a special meeting called for that purpose.
- b) A three quarter majority of members present is necessary to carry any motion to alter and/or amend the Constitution.

#### RULE 17. CLEARANCES

All clearances must be referred to the Selection Committee for recommendation to the Committee of Management before being granted or refused.

#### RULE 18. RESIGNATIONS

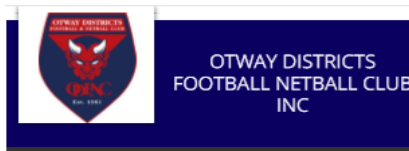
Resignations of members or committee members shall be in writing addressed to the Secretary, and reasons need not necessarily be stated. Such resignations to be accepted or cancelled by the Committee.

#### RULE 19. CONDUCT

- a) If, through a misdemeanour, or the conduct of any member is considered to be not in the best interest of the club, he/she shall be brought before the Committee and dealt with as thought fit.
- b) He/she may lose all rights and privileges as a Member of the Club.

#### RULE 20. CLAIMS

- a) No member retiring from the club or ceasing to be a member for any cause shall have any portion of property, assets and/or accounts of the club.
- b) Medical or other claims against the club are to be submitted to the Committee in writing, who will deal with such claims as they deem fit.



#### RULE 21. VCFL INSURANCE POLICY

All players must pay VCFL or VNA Insurance by the first round of each season to be eligible to take the playing field.

#### RULE 22. LIFE MEMBERS

The Life Members of the club shall consist of any member who, by some reason of outstanding service to the club for a period of not less than ten years, is elected to life membership by the committee.

Such life members shall be entitled for life privileges and benefits as a single adult membership.

#### RULE 23. INTERPRETATION OF RULES

Should any questions arise not provided for by these rules, or as to the interpretation thereof, the opinion of the Committee shall be taken and acted upon.

#### RULE 24. RESTRICTED CLUB LIQUOR LICENSE

- a) The club will operate its license in accordance with the regulations laid down by the Liquor Licensing Commission, as dispensed by the Committee of Management.
- b) No payment of any amount will be made to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale of and disposal of liquor.
- c) Visitors to the club will not be supplied with liquor on the club premises unless in the company of a member of the club.
- d) In accordance to the liquor control act, Honorary membership will be automatically extended to bona fide members of all football and netball clubs attending on match days involving their club, for the duration of that day only.
- e) The club will provide for the keeping of records of guests.

#### RULE 25. DISSOLUTION CLAUSE

In the event of the club disbanding, all monies and assets must be distributed to such local charities or non-professional sporting bodies as decided upon at a special meeting called for that purpose.

#### RULE 26. FUNDS

The club's main source of funds will be derived from club memberships, sponsorships, gate receipts and general fundraising agreed upon by the committee.