

CONSTITUTION ONSLOW JUNIOR FOOTBALL CLUB INCORPORATED

1.0 NAME:

The name of the Association/Club is Onslow Junior Football Club Incorporated, hereinafter referred to as the "Association" or "Club".

2.0 OBJECTS:

The objects of the Association are: -

- 2.1 To encourage the opportunity to participate, including affordable membership
- 2.2 To recognise the benefits of fun, participation and a love of football for players and their families
- 2.3 To maximise the potential of every Club player
- 2.4 To acknowledge and promote excellence for the players, teams, coaches, and the club administration.

3.0 ATTAINING OBJECTS

The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Association.

4.0 PROPERTY OF THE ASSOCIATION

The Association must apply all of its property and income towards the promotion of its objects or purposes and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

5.0 POWERS OF THE ASSOCIATION

The Association is empowered:

- 5.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 5.2 To open and operate bank accounts;
- 5.3 To invest its money –
 - (i) in any security in which trust moneys may be invested; or
 - (ii) in any other manner authorised by the rules of the Association;
- 5.4 To borrow money upon such terms and conditions as the Association thinks fit;
- 5.5 To give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- 5.6 To appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;
- 5.7 To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish, equip and improve the same for use by the Association;
- 5.8 To accept donations and gifts in accordance with the objects of the Association;



- 5.9 To print and publish any information by any media including web pages, newsletters, social media, newspapers, articles or leaflets for promotion of the Association;
- 5.10 To provide gifts and prizes in accordance with the objects of the Association;
- 5.11 To organise social events for Members and the promotion of the Association; and
- 5.12 To enter into any other contract the Association considers necessary or desirable to achieve its objects.

6.0 MEMBERSHIP:

- 6.1 Membership shall be open to any person who wishes to further the interests of the Association.
- 6.2 Any person seeking membership shall apply to the Management Committee, and the Management Committee shall determine whether the application is successful or not.
- 6.3 Each person admitted to membership shall be:
 - 6.3.1 Bound by the Constitution and By-laws of the Association.
 - 6.3.2 Liable for such fees and subscriptions as may be fixed by the Association.
 - 6.3.3 Entitled to all advantages and privileges of membership.
- 6.4 Membership Categories:
 - 6.4.1 VOTING MEMBER
Any person who is the parent, guardian or principal caregiver of a Junior Member of the Association is entitled to hold any office and enjoy the privileges of the Association.
 - 6.4.2 SPECIAL MEMBER
Persons other than voting or junior members who are interested in promoting the Association may become a Special Member. Special Members shall have no voting rights, but may be entitled to hold an office.
 - 6.4.3 JUNIOR MEMBER
Any person who is registered and has paid any applicable fees and subscriptions as a player in the club is a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.
 - 6.4.4 LIFE MEMBERSHIP
The Management Committee may elect as a Life Member any member who has given outstanding service to the Association. Any member may nominate a person to the Management Committee for consideration for Life Membership.
 - 6.4.5 AFFILIATED CLUBS OR TEAMS
A club or team desirous of becoming an affiliated club or team must take application in accordance with the by-laws of the Association. Such an application must be lodged with the Association Secretary on or before a date as determined by the Management Committee of the Association. Each affiliated club or team shall appoint or elect a delegate as his or her representative to meetings of the Management Committee.
- 6.5 The Management Committee shall appoint a member of the Management Committee to maintain an up-to-date register of members of the Association.
- 6.6 A member may at any reasonable time inspect the records and documents of the Association, subject



to the Privacy Act 1993.

7.0 SUBSCRIPTIONS:

- 7.1 To be paid by different classes as and when they are due, or as confirmed at the AGM, and notified in advance to members.

8.0 TERMINATION OF MEMBERSHIP

- 8.1 Any person's membership may be terminated by the following events;
 - 8.1.1 Resignation
 - 8.1.2 Expulsion
 - 8.1.3 a Member's annual membership fees and subscriptions remains unpaid after the season has commenced;
- 8.2 The Management Committee shall have the power to suspend or expel any member of the Association, after having undertaken due inquiry, for:
 - 8.2.1 False or inaccurate statements made in the member's application for membership of the Association,
 - 8.2.2 breach of any rule, regulation or by-law of the Association, or
 - 8.2.3 any other act detrimental to the Association.
- 8.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

9.0 MANAGEMENT COMMITTEE

- 9.1 Management of the Association shall be vested in the Management Committee elected by the members at the Annual General Meeting and consisting of;
 - 9.1.1 President
 - 9.1.2 Club Captain
 - 9.1.3 Club Administrator
 - 9.1.4 Secretary
 - 9.1.5 Treasurer
 - 9.1.6 Registration Coordinator
 - 9.1.7 Communications Coordinator
 - 9.1.8 Gear Coordinator
 - 9.1.9 Grade Coordinator(s) – being one coordinator from each mixed grade in which the club has teams competing
 - 9.1.10 Girls Football Coordinator
 - 9.1.11 First Kicks Coordinator
 - 9.1.12 Tournaments Coordinator



9.1.13 Events Coordinator

- 9.2 A person shall cease to be a member of the Management Committee at the Annual General Meeting which follows his/her election. Management Committee members are eligible for re-election.
- 9.3 A quorum of the Management Committee shall be 8 members including at least three of the signatories.
- 9.4 If the President or Club Captain is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.
- 9.5 A member of the Management Committee may lose his or her seat on the committee if they are absent from three or more meetings without leave of absence.

10.0 POWERS OF THE MANAGEMENT COMMITTEE

- 10.1 The Management Committee shall carry out the day-to-day running of the Association and shall have the power to:
 - 10.1.1 Administer the finances, appoint bankers, open bank accounts for specific purposes, transfer funds from one account to another, and close any such accounts;
 - 10.1.2 Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments;
 - 10.1.3 Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
 - 10.1.4 Adjudicate on all matters brought before it which in any way affect the Association;
 - 10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;
 - 10.1.6 Make, amend, publish and rescind rulings and By-laws (including any rules, policies and guidelines adopted by the management committee);
 - 10.1.7 Have the power to form and appoint any subcommittee/s as required for specific purposes;
 - 10.1.8 May at its discretion employ or contract a person or persons to carry out certain duties required by the Association, at salaries or remunerations for such period of time, as may be deemed necessary;
 - 10.1.9 May at its discretion enter into an arrangement with any other body to further the Objects of the club
 - 10.1.10 Should a vacancy occur on the Management Committee, appoint a successor until the next Annual General Meeting;
 - 10.1.11 Appoint an officer/s or agent of the Management Committee to have custody of the Association's records, documents and securities.

11.0 REVIEWER

- 11.1 The Annual General Meeting shall elect or appoint a Reviewer or Reviewers.
- 11.2 The Reviewer/s shall examine and review all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts, receipts etc., of the Association and report thereon to the Annual General Meeting.



12.0 GENERAL MEETINGS:

12.1 Annual General Meeting

- 12.1.1 The Annual General Meeting of the Association must be held within three months of the end of the club's financial year.
- 12.1.2 The Management Committee shall give members at least 14 days' notice of the date of the Annual General Meeting.
- 12.1.3 All members may attend the Annual General Meeting.
- 12.1.4 The quorum at the Annual General Meeting shall be a minimum of eight members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there is no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.
- 12.1.5 The agenda for an Annual General Meeting shall be:
 - Opening of Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - President's Report
 - Club Captain's Report
 - Presentation of Treasurer's statement
 - Adoption of Annual Report
 - Election of New Management Committee and appointment of Reviewer
 - Vote of thanks to outgoing Management Committee members
 - Determination of Annual Membership Fee
 - Any other business
 - Urgent general business
 - Closure

12.2 General Meetings

- 12.2.1 General Meetings may be called by the Management Committee, or at the request of the President and Secretary, or on the written request of thirty Voting members of the Association.
- 12.2.2 The Management Committee shall give members at least 7 days' notice, in writing/via email, of the date of the General Meeting. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
- 12.2.3 The quorum at the General Meeting shall be a minimum of eight members.

13.0 VOTING



- 13.1 Voting powers at the Annual General Meeting and General Meetings:
- 13.1.1 The President shall be entitled to a deliberate vote and, in the event of a tied vote; the President shall exercise a casting vote.
- 13.1.2 Each individual Voting member present shall have 1 vote.
- 13.2 Voting powers at Management Committee Meetings:
- 13.2.1 The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.
- 13.2.2 Each individual committee member present shall have 1 vote.

14.0 FINANCE

- 14.1 All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Management Committee may determine.
- 14.2 All accounts due by the Association shall be paid after having been passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management Committee Meeting.
- 14.3 A statement showing the financial position of the Association shall be tabled at each Management Committee Meeting by the Treasurer or Club Administrator. The statement shall also show the total amounts for all payments made for each Chart of Accounts since the last Management Committee meeting.
- 14.4 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The reviewer's report shall be attached to such financial report.
- 14.5 The financial year of the Association shall commence on 1 October each year. The accounts, books and all financial records of the Association shall be reviewed each year.
- 14.6 The signatories to the Association's account/s will be the Treasurer and/or Club Administrator and any one (1) from the following;
- President
 - Club Captain
 - Secretary
 - Communications Coordinator
 - Or any other member of the Management Committee that the Management Committee consents to being a signatory
- 14.7 All property and income of the Association will apply solely to the promotion of the objects of the Association and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.
- 14.8 No part of the funds of the promoter is used or available to be used for the private pecuniary profit of any member, proprietor, shareholder, beneficiary, or associate of any of them.
- 14.9 No member or person who is associated with a member of the organisation shall derive any income, benefit or advantage from the organisation where they can materially influence the payment of the income, benefit or advantage. The exceptions are where it is derived from:



14.8.1 professional services to the organisation carried out in the course of business that are charged at a rate that is not greater than current market rates, or

14.8.2 interest on money lent at a rate that is not greater than current market rates.

15.0 COMMON SEAL TO CERTIFY DOCUMENTS

(A rubber stamp on which is engraved the Association's name)

The common seal of the Association shall be kept in the care of the Secretary or Club Administrator. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least two members of the Committee, both of whom shall subscribe their names as witnesses.

16.0 ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

16.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or at a Management Committee Meeting, provided notice of the proposed alteration/s has been duly notified to Committee Members.

16.2 The Secretary shall forward notice of all motions to alter, repeal, or add to the Constitution to each Management Committee member at least 7 days before the Annual General Meeting or before a Management Committee Meeting provided notice of the proposed alteration/s has been duly notified to Committee Members.

16.3 New By-laws and alterations to existing By-laws can be made only at Management Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

16.4 Such motions, or any part thereof, shall be of no effect unless passed by a 75% majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or Management Committee Meeting, as the case may be.

16.5 No addition to or alteration of the objects, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

17.0 DISSOLUTION

If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the organisation but shall be given or transferred to some other organisation or body with similar objects to the first organisation or for some other charitable purpose, within New Zealand.