



Constitution
of the
Subiaco City Junior Soccer
Club INC.

SUBIACO AFC is a registered business name of the Subiaco City Junior Soccer Club Inc.

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PART 1 – NAME AND AIMS

NAME S.1

- a) The name of the Club is the Subiaco City Junior Soccer Club Inc hereinafter referred to as “The Club”.
- b) The Club shall be affiliated with the Football West Limited.

AIMS AND OBJECTS S.2

The aims and objects of the Club shall be: -

- a) To promote and encourage the playing of Junior Soccer Football in accordance with the laws of the game as laid down from time to time by the Football Federation Australia (FFA) and the International Federation of Association Football (F.I.F.A.)
- b) To provide for participation in Junior soccer by children from all walks of life, ability and ethnic background.
- c) To endeavour to maintain a high degree of sportsmanship amongst players and supporters of the Club.
- d) To support all other such things as the Management Committee or Football West Limited may consider are for the benefit or in the interests of Junior Soccer Football.

The property and income of the Club shall be applied solely towards the promotion of the aims and objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Club, except in good faith in the promotion of those aims and objects.

PART II – MEMBERSHIP AND SUBSCRIPTION

Eligibility for Membership S.3

The Club shall comprise ordinary members, associate members and Honorary Members, who shall (except as hereinafter expressly provided be entitled to all the privileges of the Club.

Ordinary Membership S.4

Ordinary membership shall comprise the parents or guardians of all children who have paid the membership fees prescribed by S.7.

Honorary Membership S.5

- a) The ordinary members of the Club shall have the right to confer an Honorary Membership on any person in consideration of services rendered to the Club, provided such election is decided by a three-fourth majority of the ordinary members present at the General Meeting.
- b) This membership is only valid for 12 months

- c) Honorary members shall be entitled to hold any office or vote at any election or any meeting of the Club.

Life Membership S.6.

- a) The members of the Club may elect a Life Honorary member of the Club, provided that such election is decided by at least 10 members present at a General Meeting or a Special General Meeting.
- b) Life Membership shall be awarded for special services rendered.
- c) A Life Member shall be entitled to the same privileges as an ordinary or Honorary Member.

Subscription Ordinary Members S.7.

- a) The annual members fees shall be decided by the Management Committee (as hereinafter defined under S.19) at a Committee meeting prior to the commencement of the Soccer season.
- b) The Management Committee shall decide the level of membership fees applicable where a player is unable to complete one half or less of the Football West Limited fixtures during the particular Soccer season.
- c) The Management Committee shall have the power to declare a player unfinancial if the membership fees are not paid within the time period laid down and advertised by the Management Committee. If a player is declared unfinancial he/she may not be eligible for selection.

PART III – MEETINGS

Annual General Meetings S.8.

The Annual General Meeting of the Club shall be held at least four weeks prior to the first fixture. It shall be called by the Secretary contracting as many members as possible at least two weeks prior to the meeting.

S.9.

At the Annual General Meeting, ten members shall for a quorum. If after thirty minutes has elapsed from the time appointed for the opening of the meeting there is not a quorum present, the meeting shall stand adjourned for one week. If at such adjourned meeting there is no quorum in attendance, those present shall be competent to discharge the business.

S.10.

At the Annual General Meeting the President shall preside. In his/her absence the Secretary shall preside. In the absence of both, the meeting shall elect a chairman from members present. The Chairman shall be at liberty to exercise a deliberation as well as a casting vote.

Procedure of Annual General Meeting S.11.

- A The President's Address
- B Reading and confirmation of the Minutes of the previous Annual General Meeting

- C Business arising out of the Minutes
- D Reading of the relevant correspondence
- E Presentation of the Balance Sheet and Business arising therefore
- F Secretary's Annual Report
- G Election of Officers
- H Motions of which notice has been given to the Secretary or President
- I General Business

Special General Meeting S.12.

The Secretary shall call a Special General Meeting when instructed to do so by a resolution of the Management Committee or on receipt of a requisition signed by at least ten ordinary members.

Special General Meetings shall be called by circular, not less than seven days notice being given. The circular shall specify the business to be transacted which may include any general business as deemed necessary by the President.

S.13.

Ten members shall form a quorum and if no quorum is present thirty minutes after the time appointed for the meeting, it shall lapse.

Management Committee Meeting S.14

The Management Committee shall meeting at such a place and on such dates as may be determined provided that there are at least three meetings per season.

The Secretary shall call meetings of the Management Committee when instructed to do so by the President or any three members of the Management Committee. Notice of Management Committee Meetings shall be not less than three days before the date of such meetings.

S.15.

In order to conduct an approved meeting there shall be present the President and or the Secretary and or the Treasurer plus at least three other members of the Management Committee.

Ordinary members who are not Management Committee members may attend meetings at the President's discretion.

Voting Power S.16.

The Chairman shall be at liberty to exercise a deliberate as well as a casting vote.

Each office bearer shall have one vote. If an office bearer should hold more than one position he/she shall only be entitled of one vote.

Proxy voting S.17

Proxy Any office bearer may appoint a proxy who must be an ordinary or honorary member of the club other than another office bearer. The President is exceptional. In his/her absence he/she shall be replaced by the secretary.

Special Propositions S.18.

Should any member other than an office bearer wish to place a proposition before the Management Committee personally then he/she should notify the President or Secretary in advance for approval.

PART IV –OFFICERS AND MANAGEMENT COMMITTEE

Officers S.19

a) The Management Committee may at its absolute discretion elect a Patron or Vice Patrons of the Club.

b) The Management Committee shall consist of:

President

Secretary

Treasurer

Registrar

Vice President - Operations

Vice President - Grounds & Equipment

Vice President - Coaching & Development

Vice President - Events

Vice President - Liaison

c) Auditors

Election Of Officers S.20

All office bearers, shall be elected at the Annual General Meeting for a term of twelve months and shall be eligible for re-election if they so desire.

S.21

Notwithstanding the provisions of S.19 above, the Management Committee shall have the power to elect or appoint members to fill other temporary or casual positions on the Management Committee as it shall decide from time to time.

Resignation of Officers S.22

The Management Committee shall have power to fill all vacancies occurring on the Management Committee during the year.

PART V – DUTIES OF MANAGEMENT COMMITTEE AND OFFICERS

Management Committee S.23

The management of the affairs of the Club shall be vested in this Committee.

The Management Committee shall have the power to frame by –laws consistent with the Club Constitution.

Such by – laws shall be binding on the members of the Club until repealed or amended by the Management Committee or any General Meeting of members.

President S.24

It shall be the duty of the President:

- a) To preside over all meetings and to ensure that meetings are conducted in accordance with Part III and that the spirit is in accord with the aims and objects of the Club.
- b) To act as spokesperson for the Club at all functions.
- c) To oversee the general organisation and conduct of the Club’s activities and to accept responsibility for the progress of Club activities.

Secretary S.25

It shall be the duty of the Secretary:

- a) To assume all the duties of the President in the case of his/her absence.
- b) To attend all meetings of the Club unless excused.
- c) To keep minutes of the General and Management Committee meetings in books provided for that purpose.
- d) To notify members of the date, venue and business of all General Meetings no less than seven days before the date of the meeting.
- e) To notify members of the date, venue and business of all Management Committee Meetings no less than three days before the date of the meeting.
- f) To conduct the general correspondence of the Club.
- g) To issue newsletters from time to time.
- h) To present a report at the Annual General Meeting.

Treasurer S.26

It shall be the duty of the Treasurer:

- a) To attend all meetings of the Club unless excused.
- b) To receive all monies due to the Club and maintain a proper ledger of accounts, issuing receipts where necessary.

- c) To produce at the Annual General Meeting an account of the receipts and expenditure during the previous year.
- d) To use his/her endeavours to collect all monies due to the Club.
- e) To present to each meeting of the Committee and at every General Meeting, correct detailed statements of account showing the condition of the Club's funds. All books and statements of account shall be open to inspection at any time by the members of the Management Committee.

Vice President - Grounds & Equipment S.27

It shall be the duty of the Vice President - Grounds & Equipment:

- a) To purchase equipment on behalf of the Club.
- b) To keep an inventory of all Club property and where possible, to report to the Management Committee when more equipment is purchased.
- c) To be responsible for the storage and maintenance of all Club equipment during the off-season.
- d) Only the Vice President - Grounds & Equipment and the President shall have the power to purchase equipment on behalf of the Club.

The coach of each team shall have charge of the property used by his/her team and shall inform the Vice President - Grounds & Equipment of any additional requirements allowing adequate time for their suitable purchase.

Registrar S.28

It shall be the duty of the Registrar:

- a) To attend to the registration requirements of all players involved with Football West Limited.
- b) To keep a record of all players registered by the Club in the various age groups and collect all membership fees.

Vice President - Operations S.29

It shall be the duty of the Vice President - Operations:

- a) To ensure that the ground is available for the games to be played at home grounds throughout the season.
- b) To ensure that the ground is prepared and correctly marked prior to each game.
- c) To notify the Secretary in the event of the ground being unavailable.
- d) To ensure, in association with the Secretary, that a referee is available for each home game.
- e) To ensure that the ground is available for the training sessions at home grounds throughout the season.

Vice President - Coaching & Development S.30

It shall be the duty of the Vice President - Coaching & Development to collect all Match Cards of all League, Cup and Championship games played at home and pass them onto Football West Limited within the time period laid down from time to time by Football West Limited.

PART VI – BANKING

Banking S.31

The funds of the Club shall be placed in such bank as the Management Committee may from time to time determine, to the credit of the Club, and shall be operated on by cheque account. The Management Committee shall have the power to operate this account, one signatures out of the three being necessary to sign cheques.

PART VII – AUDITOR

Auditor S.32

Each year an Auditor shall be appointed by the Management Committee of the Club, who shall audit and sign the Balance Sheet and books of the Club. His/her service shall be honorary.

PART VIII – DUTY OF PLAYERS

Duty of Players S.33

It shall be the duty of Players :

- a) To attend practice if possible and to co-operate fully with the coach of the team.
- b) To notify his/her coach if he/she is to be unavailable for the following match.
- c) To be clothed for matches in accordance with the regulations of Football West Limited and the Club.
- d) To conduct himself/herself in a manner befitting a club member during matches.
- e) To be sure of the venue and correct time of matches.
- f) To arrive at matches at least 15 minutes before the match commences.

PART IX – AMENDMENT OF RULES

S.34

1. The foregoing rules shall not be altered, amended, added to or rescinded except at a General Meeting, provided always that particulars of such alteration, annulment, amendment or addition shall have been given in writing at least fourteen days before the holding of any General Meeting and that these particulars appear on the circular to members convening the meeting at which such alteration annulment, amendment or addition is to be considered.
2. No alteration, annulment, amendment or addition to these Rules shall be made unless passed by a three fourth majority of ordinary or honorary members present or their Proxy.

PART X – INTERPRETATION AND INSPECTION OF RECORDS ETC.

Interpreter S.35

As no rule can be compiled, capable of dealing with every incident that may arise, the Management Committee’s interpretation of the Rules shall be accepted as final.

Inspection of Records etc

A member may at any reasonable time inspect without charge the book, documents, records and securities of the Club.

PART XI – DISSOLUTION.

S.37

The Club may be dissolved or wound up by a resolution at any General or Special Meeting called for such a purpose.

If upon the dissolution or winding up of the Club there remain, after satisfaction of all its debts and liabilities, any property, whatsoever, the same shall not be paid or distributed among the members of the Club but shall be given or transferred to either –

- I some other Clubs or intuitions having aims similar, wholly or in part, to the aims of the Club and which shall prohibit the distribution of its or their income.

or

- II some charitable object or objects.

RULES OF DEBATE S.38

- 1 All questions, motions or decisions put before a General or Management Committee Meeting shall be determined by a simple majority vote.
- 2 The Chairman shall maintain order and all remarks must be addressed through him/her.
- 3 Every motion must have a seconder and will lapse if such is not the case.
- 4 To simplify meeting procedures the President may accept “General Assent” as approval of a motion.
