

# **The Constitution of the Mintaro Manoora Sporting Club** **T/A Min Man Eagles**

## **1. NAME**

The name of the Association is "Mintaro Manoora Sporting Club" (hereinafter referred to as the "Club").

## **2. DEFINITIONS**

In this constitution unless inconsistent with the context thereof:-

"Member"	means a person who falls under any of the categories so defined in Section 6 of this constitution
"Club"	means Mintaro Manoora Sporting Club t/a Min Man Eagles as an Association
"Secretary"	means Secretary of the Executive
"Licensing Act"	means Liquor Licensing Act 1967 (as amended)
"Lottery and Gaming Act"	means Lottery and Gaming Act 1936 (as amended)
"Rule"	means a rule of this constitution
"by-law"	means a by-law passed in accordance with this constitution
"Executive Member"	means any member of the Executive, including Directors, but excluding members of any appointed Executive sub-Committee
"Director"	means a convenor of any management sub Committee as elected within Section 7
"Executive"	means the Chairman, Executive Officer, Secretary, Marketing Director, Finance Director and Football and Netball Directors
"Officer"	means a member of the Executive or a person appointed by the Executive
"Public Officer"	Shall be the secretary of the Club as in accordance with section 8
"Mintaro Manoora Eagles Executive"	means the Executive consisting of elected representatives of the Mintaro Manoora Eagles
"AGM"	means the Annual General meeting of the Club
"Code of Conduct"	means that Club Policy in existence to outline expected conduct of its members
"Grievance Policy"	means that Club Policy in existence to outline the process by which members can settle disputes within the Club and its members, and by which members can appeal decisions made by the Executive with respect to disciplinary matters
"Notice in writing"	means a notice given by the Club to any member by serving the member with the notice personally, or by sending by post or by email to the member's nominated address as appearing in the register of members (see clause 6.7) or by an advertisement in a newspaper circulating in the local area.

## **3. THE OBJECTS**

The objects / purposes of the Club are as follows:

- 3.1. To promote and encourage the sporting games of Australian Rules football, and Netball equally at the Mintaro and Manoora Sporting facilities.
- 3.2. To organise Football and Netball of various grades to play competitively according to the rules of the North Eastern Football League and the North Eastern Netball Association.
- 3.3. To provide to members general sporting, recreation and social activities in a safe, friendly, affordable environment.
- 3.4. To foster co-operation with other Clubs and bodies whether sporting or otherwise in the interests of the Club
- 3.5. To provide the best possible facilities for the regular training, playing and coaching of players
- 3.6. To give appropriate support to the Mortlock Park and Centenary Park Committees for the development of the Mintaro and Manoora ovals, courts and associated facilities.
- 3.7. To facilitate optimum player development.

- 3.8. To promote a culture of the pursuit of excellence, development of sporting and leadership skills, and social responsibility.
- 3.9. To uphold good stewardship of the environment and develop an environmental action plan for the facilities under its jurisdiction.
- 3.10. To promote the responsible use of alcohol.

#### **4. GENERAL POWERS**

The affairs of the association shall be managed and controlled by an Executive which in addition to any powers and authorities conferred by these rules may exercise all such powers and do all such things as are within the objects of the association, and are not by the Act or by these rules to be done by the association in general meetings

This section is to be read in conjunction with Sections 7.1 (“Specific Powers”) and 7.5 (“Matters beyond the power of Executive”) of this Constitution

4.1. The Executive has the following general powers:-

- 4.1.1. to purchase, lease, hire or otherwise acquire, hold and maintain any real or personal property
- 4.1.2. to erect, maintain, improve, pull down, relocate and rebuild buildings and other structures as legally authorised by relevant bodies
- 4.1.3. to sell, exchange, lease, mortgage, hire, dispose of or otherwise deal with all or any part of the real and personal property of the Club
- 4.1.4. to invest and deal with monies of the Club not immediately required for the purpose of the Club in such a manner as may from time to time be determined as necessary and prudent.
- 4.1.5. to co-operate, affiliate and enter into reciprocal arrangements with any other Club or body having similar interests and objects to those of the Club
- 4.1.6. to appoint, employ, remunerate and dismiss servants of the Club for such remuneration and upon such terms and conditions as the Club shall think fit
- 4.1.7. to make applications pursuant to the provisions of the Licensing Act for the granting of the necessary license for the legal consumption of alcohol
- 4.1.8. to apply for licenses to operate or participate in forms of gaming pursuant to the Lottery and Gaming Act
- 4.1.9. to enter into any contract it considers necessary or desirable that is in the best interest of the Club.

#### **5. INCOME AND PROPERTY**

- 5.1. The income and Property of the Club shall be applied solely to the promotion of its objects and subject thereto no part thereof shall be paid or transferred directly or indirectly by way of financial remuneration, reward or otherwise to the members (excepting that remuneration may be paid in good faith to officers and servants of the Club or other persons in return for services actually rendered to the Club at the request of the Club). All or any such payments must be notified to the members and included and incorporated in the annual accounts of the Club.

## 6. **MEMBERSHIP**

6.1. **Membership Types** The Club shall consist of the following categories of members:

- 6.1.1. **Senior Playing Member** is deemed to be a player not attending primary or secondary school
- 6.1.2. **Junior Playing Member** is deemed to be a Player who attends primary or secondary school of the first day of scheduled competition in any given season or is not turning 18 in that calendar year
- 6.1.3. **Honorary Life Member** is deemed to be either playing or non playing member as described in section 6.2
- 6.1.4. **Ordinary Member** is deemed to be any other financial member not covered by any of the other membership types, and may include a sponsor

6.2. **Honorary Life Membership**

- 6.2.1. The Executive at the termination of each season shall meet to determine whether any member has in its opinion rendered such service to the Club as to be nominated for Life Membership.
- 6.2.2. To be eligible for Life Membership of the Club, a member must meet the criteria of the Life Membership Policy.
- 6.2.3. A life member shall be entitled to all privileges of a member, but without payment of the annual membership subscription
- 6.2.4. A Life member shall be entitled to free gate entry to all Club home games.
- 6.2.5. The Executive reserves the right to vary the above requirements in exceptional circumstances only.
- 6.2.6. Honorary Life members of the Mintaro Manoora Football Club and the Mintaro Manoora Netball Club are automatically Honorary Life Members of the Club.

6.3. **Personal Right of Membership**

- 6.3.1. The rights and privileges of every member shall be personal to the member and shall not in any manner be assignable or transferable by their own accord or through another person on their behalf or by operation of law.

6.4. **Application for Membership**

- 6.4.1. Persons wishing to apply for membership of the Club or renew their membership of the Club are required to complete the appropriate application form in hard copy or electronic form.
- 6.4.2. The Executive has the right to deny a membership if it sees fit.
- 6.4.3. Any applicant whose application is for any reason rejected by the Executive has recourse to the Club's Grievance Policy as outlined in Appendix A

6.5. **Subscriptions**

- 6.5.1. Members pay an annual membership subscription according to category as defined in Section 6.1, the amount of which is determined by the Executive upon recommendation of appropriate directors. The Executive can set subscriptions at a meeting after the AGM, and such subscription covers a member from the start of Round 1 to Round 1 the following year. Membership subscriptions according to category are deemed to fall due within a time determined from time to time following the acceptance of their membership application by the Executive. Consequences for failure to do this are set by the Executive.
- 6.5.2. Unless otherwise determined by the Executive, a player's annual subscription shall be their membership subscription.

- 6.5.3. Unless otherwise determined by the Executive, a player's annual subscription shall be paid at the time determined by the Executive.

#### 6.6. **Resignation/Membership Lapse/Suspension/ Expulsion of a Member**

- 6.6.1. Any member who has paid all monies due from or payable by them to the Club may resign from the Club upon giving reasonable notice in writing to the secretary of their intention, and such member shall cease to be a member.
- 6.6.2. No membership fees will be refunded.
- 6.6.3. Once a member has voluntarily revoked their membership a written application to rejoin the Club will be considered by the Executive.
- 6.6.4. A member who does not renew their membership by paying the appropriate membership subscription by the designated due date as determined by the Executive shall be deemed to have allowed their membership to lapse, and thus cease to be a member at that point until such application is correctly renewed.
- 6.6.5. Any member or servant of the Club found guilty of a significant breach of the Club's Code of Conduct (**Appendix B**) shall be liable to have their membership ( including playing and /or training rights) suspended for a length of time as determined by the Executive.
- 6.6.6. Any member liable to such suspension has recourse to the Club's Grievance Policy (**Appendix A**)
- 6.6.7. Upon the expiry of the term of suspension, a member must apply for membership via a written request to the secretary to be considered by the Executive.

#### 6.7. **Register of Members**

- 6.7.1. The Club shall maintain under the supervision of the Executive responsible for Membership an up to date Membership Register
- 6.7.2. The Membership register shall include:
- Full name, address, and contact details of each member
  - Category of such membership for each.
  - In the case of members under the age of eighteen, the date of birth
  - If applicable the date and reasons for suspension of Membership

### 7. **THE EXECUTIVE**

#### 7.1. **Specific Powers of the Executive**

This section is to be read in conjunction with Section 4 ("General Powers") of this Constitution.

The Executive shall have the following specific powers:-

- 7.1.1. to determine from time to time the conditions under which and the times when the property and facilities of the Club or any part of parts thereof may be used
- 7.1.2. to determine what persons if any not being members of the Club shall be allowed to use the premises and facilities of the Club or any part or parts thereof and during what time and under subject to what conditions and when and what times and places and under what conditions such persons shall be supplied with refreshments or accommodation
- 7.1.3. to delegate, subject to such terms and conditions as it thinks fit, any of its powers to sub-Committees consisting of such members of the Executive and other members of the Club co-opted for that purpose as it may determine and to make such rules and regulations as to the proceedings and the management of such sub-committees as the Executive sees fit. Such delegation of any or all powers may be revoked at the Executive's discretion.

- 7.1.4. To regulate and control its own meetings and transact the business of the Club thereafter.
- 7.1.5. To enter into and accept a lease or tenancy of the premises including furniture goods and effects at which the business of the Club may be carried on at such rental and for such time on such terms and conditions as the Executive determines.
- 7.1.6. To take and defend all legal proceedings by or on behalf of the Club and to appoint and instruct Solicitors and/or barristers for any such purpose
- 7.1.7. To adopt a seal for the Club and have custody thereof through the Public Officer and at any meeting of the Executive to authorise the Chairman and/or his or her representative together with the Public Officer to affix the same to any deed, instrument or document where required.
- 7.1.8. To make, alter or repeal any by-laws or regulations not inconsistent with these rules regulating the use and management of the Club premises the admission of members and the conduct of the Club its members and its affairs (both business, social and otherwise and generally)
- 7.1.9. To apply for licenses under the Licensing Act and/or Lotteries and gaming acts or any substituted, or similar act of parliament
- 7.1.10. To do and perform all or any other acts matters and things in connection with and relative to the efficient management of the Club and in the best interest of the Club are not by these rules be required to be done by the Club in general meetings
- 7.1.11. The Executive shall have power to suspend, expel or impose a fine on any member of the Club where such member has in the opinion of the Executive been guilty of conduct prejudicial to the efficient management or good reputation of the Club without divulging any reason therefore but always acting in accordance with Section 14 of this constitution.
- 7.1.12. To control the funds and other property of the Club.
- 7.1.13. To appoint such delegate(s) as may be necessary to represent the Club at meetings of any other Club or association or League with which the Club may be affiliated.

## **7.2. Meritorious Club Service Award**

The Executive shall at the termination of each season determine whether any member has in its opinion rendered such service to the Club as to be entitled to the Meritorious Club Service Award.

## **7.3. Election of Executive**

- 7.3.1. All Executive Committee and Sub committee members shall retire from office immediately prior to the holding of elections at each Annual General Meeting. The Chairman shall vacate the chair, and a Returning officer appointed from those present by a majority show of hands. The Returning Officer shall conduct elections until the incoming Chairman be elected, at which stage the Returning officer shall vacate the chair.
- 7.3.2. Where a nominee is not in attendance at the AGM, nominations for the Executive of Management shall be on the appropriate "Intention to Nominate" form, duly filled out and signed as the form requires. Such correctly completed form is to be delivered to the Secretary prior to the scheduled time of commencement of the Annual general meeting.
- 7.3.3. In the event of two or more candidates having an equal number of votes, the person in the chair conducting the elections as per clause 7.3.1 shall have the casting vote, as well as a deliberative vote.
- 7.3.4. In the case where no more than the required number of candidates shall properly nominate for any office whether from the floor, or otherwise those so nominated, shall declare to be elected by a simple majority show of hands, but otherwise by secret ballot as deemed appropriate by the Chairman or Returning Officer
- 7.3.5. Where an Executive member of the Club ceases to hold that office for any reason before the expiration of that officer's term of office, the Executive shall be at liberty to appoint any person it deems fit to fill the vacancy caused by such resignation and such person shall hold office until the next Annual General meeting

#### **7.4. Composition of the Executive**

- 7.4.1. The Executive will consist of the Chairperson, Executive Officer, Finance Director, Marketing Director, Netball Director, Football Director, Secretary.
- 7.4.2. All members of the Executive must be financial members of the Club
- 7.4.3. The election of the Executive, Deputies, and sub Committee convenors at the AGM will proceed as follows:
  - a. Chairperson
  - b. Secretary
  - c. Finance Director
    - i. Treasurer – Deputy Finance Director
    - ii. MMFF convenor
    - iii. Bar convenor
    - iv. Canteen Convenors
  - d. Executive Officer
    - i. HSW Officer
  - e. Football Director
    - i. Deputy Football Director
    - ii. Football Secretary
    - iii. Football Operations
    - iv. Assistant Football Treasurer (Match day)
    - v. Colts Rep
  - f. Netball Director
    - i. Deputy Netball Director
    - ii. Netball Secretary
    - iii. Assistant Netball Secretary
    - iv. Assistant Netball Treasurer (Match Day)
    - v. Junior co-ordinator
  - g. Marketing Director
    - i. Sponsorship Convenor
    - ii. Membership Convenor
    - iii. Fundraising Convenor
    - iv. Social Convenor
    - v. Communications Convenor
  - h. Patrons
    - i. Football
    - ii. Netball

#### **7.5. Matters beyond the Power of Executive**

This section is to be read in conjunction with Sections 4 (“General Powers”) and 7 (“Specific powers of the Executive”) of this Constitution.

The Executive shall not, without the prior approval of the members of the Club at an Annual General meeting or Special General meeting:-

- 7.5.1. Purchase any land in the name of or on behalf of the Club nor make any agreement so to do or having acquired the same, dispose of it.
- 7.5.2. Enter into in the name of the Club any agreement for the erection, construction, addition, alteration, renovation, removal, demolition or repair of Club premises or any part thereof where it seems possible or probable that the total expenditure from the Club’s funds in relation thereto shall exceed \$10,000
- 7.5.3. Enter into in the name of the Club the leasing or hiring of any premises, building, equipment, plant, machinery or chattel where it seems to the Executive possible or probable that any rental to be paid out of the Club funds in respect of the item shall exceed \$10,000 per annum

## **7.6. Executive meetings**

- 7.6.1. The Executive shall meet for the purpose of conducting and managing the business of the Club as and when the Chairperson or in his/her absence the Executive Officer deems necessary
- 7.6.2. A quorum shall be not less than 75% of those Executive persons constituting the Executive or their Deputies as nominated by them.
- 7.6.3. All matters and questions arising at any meeting shall be decided by a simple majority of all persons present unless this constitution shall otherwise require
- 7.6.4. The Chairperson shall have a casting vote only
- 7.6.5. A member of the Executive having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature of and extent of the interest to the Executive as required by the Act, and shall not vote with respect to that contract or proposed contract. The Chairperson shall request declarations of conflict of interest and the member of the Executive must disclose the nature and extent of his or her interest in the contract.
- 7.6.6. Notice of all meetings of the Executive shall be given to the members of the Executive by the Secretary as soon as practical and by such means as the Executive shall from time to time determine.

## **7.7. Removal of Executive Members**

- 7.7.1. Where in the opinion of not less than 75% of the total Executive formed at a meeting especially called for such purposes a Executive person has since his/her appointment: wilfully or negligently disregarded his/her duties or been guilty of persistent conduct unbecoming his/her office
- 7.7.2. The Executive shall have the power to call such Executive person before the Executive to explain his/her conduct, and if such explanations are not acceptable to the Executive, then the Executive shall have the power to remove such Executive person from office
- 7.7.3. A Executive person so removed has recourse to the Club's Grievance Policy

## **7.8. Minutes**

- 7.8.1. Proper minutes of all proceedings of general and special meetings of the Club shall be kept in a hard copy in a folder for the purpose.
- 7.8.2. The minutes kept pursuant to this rule must be confirmed by the members of the Executive or Committee (as relevant) at a subsequent meeting, and signed by the Chairperson of the meeting.
- 7.8.3. Where minutes are entered and signed they shall, until the contrary is proved, be evidence that the meeting was convened and duly held, that all proceedings held at the meeting shall be deemed to have been duly held, and that all appointments made at a meeting shall be deemed to be valid.

## **8. COMMON SEAL**

- 8.1. The association shall have a common seal upon which its corporate name shall appear in legible characters
- 8.2. The Common Seal of the Club shall be kept in the custody of the Public Officer of the Club and shall only be affixed to any deed instrument or other document at a meeting and/or pursuant to a resolution of the Executive and not otherwise.
- 8.3. The affixing of the seal shall be witnessed by the Chairperson or his/her representative together with the Public Officer
- 8.4. Either shall countersign the affixation of the Club seal and the Secretary shall keep a record of all documents to which the seal shall be affixed.

## **9. SPECIAL AND GENERAL MEETINGS**

### **9.1. Annual General Meeting**

- 9.1.1. The AGM of the Club shall be called not later than the month of November in each year and on such a date as the Executive may in each year determine.
- 9.1.2. Fourteen days prior notice publicly advertised in the local media of every AGM shall be provided to all members, and such notice shall state:-
  - a. The date, venue and time of the AGM
  - b. The business intended to be transacted at the AGM
  - c. The reports ( if any) to be delivered at the AGM
  - d. Any other relevant matters
- 9.1.3. At all General Meetings 20 Financial members being over 18 years of age shall constitute a quorum.
- 9.1.4. The Chairperson and in his/her absence the Executive Officer shall act as Chairman of an Annual General Meeting. If neither the Chairman nor Executive Officer is not in attendance to Chair the meeting 15 minutes after the advertised commencement time of the AGM, the quorum present shall elect a Chairperson for that meeting.
- 9.1.5. Resolutions shall be carried by a majority of members present at any meeting and in case of an equality of votes the Chairperson shall have a casting vote.
- 9.1.6. With the exception of the election of the Executive, the voting at every AGM of the Club shall be determined by a show of hands unless a secret ballot is demanded by a simple majority of members present.
- 9.1.7. If a poll is demanded it must be conducted in a manner specified by the person presiding and the result of the poll is the resolution of the meeting on that question.
  - 9.1.7.1. A poll demanded for the election of a person presiding or on a question of adjournment must be taken immediately, but any other poll may be conducted at any time before the close of the meeting.
- 9.1.8. Only financial members aged 18 or over shall be permitted to vote at an AGM of the Club.
- 9.1.9. No Proxy voting will be accepted at any meeting.
- 9.1.10. The following shall be the business at every Annual General meeting:-
  - a. Confirmation of Minutes of last Annual General Meeting
  - b. Chairperson's Report
  - c. Receipt of audited annual balance sheet, profit and loss statements and accompanying accounts and auditors report.
  - d. The said Balance sheet and profit and loss statement shall be made up to the last month prior to the Annual General meeting
  - e. Election of Officers and Directors
  - f. Election of auditor
  - g. General Business of the Club



## 9.2. **Special Meetings**

- 9.2.1. The Secretary shall at the discretion of the Executive of the Club call a Special General meeting of the Club at any time and for the purpose of this clause the Secretary shall give all members of the Club at least seven (7) days notice in writing of the date, time and place and business of such Special general Meeting, provided however that where the Executive shall deem it expedient, such written notice may be limited to three days prior to the date of such Special general Meeting.
- 9.2.2. At all Special General Meetings 20 Financial members being over 18 years of age shall constitute a quorum.
- 9.2.3. If at any of the aforesaid meetings no quorum be present at the expiration of thirty minutes after the affixed time for the commencement of the meeting, such meeting shall be adjourned.
- 9.2.4. After such adjournment, the Secretary shall thereafter give to members of the Club two clear day's notice in writing or in the manner hereafter prescribed notice of the date, time and place to which the meeting has been adjourned.
- 9.2.5. If at such meeting no quorum again be present, those present shall be deemed to be a quorum.
- 9.2.6. The voting at every Special general Meeting shall be determined by a show of hands unless a ballot is demanded by a simple majority of members present at such Special general meeting, in which case the same rules apply as in Annual General Meetings, 9.1.8.
- 9.2.7. Only financial members of the age of 18 or over shall be permitted to vote at a Special general meeting,
- 9.2.8. Resolutions shall be carried by a majority of members present at any meeting and in case of an equality of votes the Chairperson shall have a casting vote
- 9.2.9. A Special General meeting may be requested at any time by writing to the secretary with signatures of 25% of financial members with voting rights, provided that this be not less than 30 members
- 9.2.10. No Proxy voting will be accepted at any meeting.

## 10. **OPERATIONAL COMMITTEE MEETINGS**

- 10.1. The Football and Netball Operations committees shall consist of those members voted at the Club AGM and other officers appointed by that Operations Executive.
- 10.2. The positions to be appointed are to include
  - Manoora Area Representative
  - Mintaro Area Representative
  - Mortlock Park Representative
  - Centenary Park Representative
  - Player's Representative

- 10.3. Other essential operational roles are to be assigned as seen fit by the Operations Committee and may or may not be members of the Committee as deemed necessary by the Executive of that Committee at the time.
- Recorder
  - Trainer's Representative
  - Reporter
  - Umpire coordinator
  - Awards coordinator
  - Any other role deemed necessary by the Operations Committee to fulfil the intentions of the Club at the playing level
- 10.4. Football and Netball Secretaries shall at the discretion of the Operations Committee give notice of an Operations Committee meeting to the relevant committee members with no less than 14 days notice or if it is deemed expedient by the Director 3 day's written notice shall be given.
- 10.5. The quorum for operational committee meetings shall be 5 officers.
- 10.6. The Director shall preside at all Operational Committee meetings as c 12.6 and 12.7
- 10.7. Resolutions shall be carried by a majority of members present at any meeting and in case of an equality of votes the Director or if the Director is not present, the Deputy presiding at the meeting shall have a casting vote.
- 10.8. The voting shall be determined by a show of hands unless a secret ballot is demanded by the majority of the members present at the meeting.
- 10.9. If a poll is demanded it must be conducted in a manner specified by the Director or their presiding Deputy and the result of the poll is the resolution of the meeting on that question.
- 10.10. No proxy voting will be accepted at any meetings.

## **11. REGISTERED CLUB UNIFORMS**

- 11.1. Football: The club colours shall be navy and gold with navy shorts and navy socks with gold hoop top.
- 11.2. Netball: The club colours shall be navy, gold, green and white body suit with navy as the primary colour and the other colours secondary in equal proportions. Navy bibs with gold lettering. White socks with navy and gold bands, both above and below the navy lettering MIN MAN.

## **12. ROLE DESCRIPTIONS**

### **12.1. CHAIRPERSON**

The Chairperson shall:-

- a. Preside over all Annual and Special General meetings as required
- b. Call and preside over Executive meetings as required
- c. Represent the Club officially at all appropriate functions as required.
- d. Actively monitor the day to day administration of the Club
- e. Build rapport with other Clubs and bodies and be the public face of the Club
- f. Ensure the Club is represented at the Association meetings as required, and at any other meeting or functions as deemed appropriate.
- g. Be regularly in attendance at all Club presentations, awards and official functions where possible
- h. Assist other Executive Directors of the Club to initiate and implement social, financial and sporting programs as appropriate

## 12.2. SECRETARY

The Secretary shall:-

- a. Keep full and correct minutes of all resolutions and proceedings of all Executive meetings together with a record of the names of members present at all such meetings and all other appropriate and necessary information
- b. Keep a record of the use of the Club's seal
- c. Attend to all correspondence
- d. Perform such secretarial duties as the Executive may prescribe
- e. Hold the office of Public Officer of the Club
- f. Keep up to date Club and Association constitutions and by-laws at all practical times
- g. Process and distribute all appropriate information, documents and other material to relevant directors and / or Club personnel in a timely fashion
- h. Cause to be kept in a safe and suitable manner all relevant Club documents and memorabilia.

## 12.3. FINANCIAL DIRECTOR

The Finance Director shall:-

- a. Have overall financial responsibility for the Club including preparation of the annual budget.
- b. Work closely with the Treasurer to ensure correct procedures are upheld
- c. These groups will report to the Finance Director who will report to the Executive on their behalf:
  - Min Man Facilities Fund
  - Bar manager
  - Canteen Managers/ Convenors
- d. Monitor and advise on all Directors budgets in a timely manner as prescribed by the Executive
- e. Keep a register of the Clubs assets, property, equipment, furniture and sundries

### 12.3.1. TREASURER

The Treasurer shall:-

- a. Collect and receive all monies due and payable to the Club and make all payments authorised by the Executive
- b. Keep proper and correct account systems and financial statements relating to and showing the financial affairs of the Club with full details of all receipts and disbursements and all other particulars usually shown in books of account of a like nature and present periodical financial reports to the Finance Director together with all bank books or statements as and when required
- c. Perform such other duties relating to the financial affairs of the Club as the Executive may prescribe
- d. Produce the annual financial report for presentation at the Club's AGM

#### 12.4. EXECUTIVE OFFICER

The Executive Officer shall:-

- a. Deputise for the Chairman in all appropriate matters as required by the Club
- b. Be willing and able to take over the position of Chairman if and when required
- c. Be responsible for communication re the legal proceedings of the Club.
- d. Be responsible for the Club's Insurance cover
- e. Ensure Grant applications are submitted in a professional and timely manner
- f. Ensure the records are kept accurately – Liaise with the Records
- g. Keep in close communication with the Grounds reps regarding their needs and intentions
- h. Ensure communication is clear between the Association level and the Club.

#### 12.5. MARKETING DIRECTOR

The Marketing Director shall:-

- a. Be responsible for the public relations of the Club.
- b. These groups will report to the Marketing Manager who will liaise with the executive on their behalf.
  - Social Committee
  - Membership
  - Other fundraising
  - PR – communications - Website
  - Merchandise
  - Sponsorship

#### 12.6. FOOTBALL DIRECTOR

The powers of the Football director, who is a member of the Executive, are exercised in consultation with the appropriate Football Operations Committee, and include the requirement and the authority to:

- a. Preside at the Football Operations Committee meetings or appoint a Deputy to do so.
- b. Provide a budget of proposed expenses and projected incomes to the Financial Director as and when required
- c. Advertise for, obtain, hire and recommend Football coaches and players for such remuneration and upon such terms and conditions as the Football Operations thinks fit within approved Budgets.
- d. Ratify the appropriate coaches' recommendations for the method of determination for all football team captains.
- e. Appoint delegates or such other members as may be required to attend meetings of such football league association(s) to which the Club may be affiliated with or a member thereof.
- f. Purchase equipment and sundries for the use of players and officials with pre approved Budgets.
- g. Appoint trainers, timekeepers, runners, goal umpires, boundary umpires and such officials as may be deemed necessary for the running of the Club

- h. Keep a register of games played by players, results of all games, and names and details of all players with trophy awards both at Club and league level, such record is to be lodged with the Secretary prior to the AGM.
- i. Create operational policy for the running of Min Man Football appropriate to the level concerned, provided that such policy is consistent with this constitution, and that such policy be ratified by the Executive as it sees fit.

### 12.7. NETBALL DIRECTOR

The powers of the Netball director, who is a member of the Executive, are exercised in consultation with their appropriate Netball Operations Committee, and include the requirement and the authority to:

- a. Preside at all Netball Operation Committee meetings or appoint a Deputy to do so.
- b. Provide a budget of proposed expenses and projected incomes to the Finance Director as and when required
- c. Advertise for, obtain, hire and recommend netball coaches and players for such remuneration and upon such terms and conditions as the appropriate Netball Operations Committee thinks fit within approved Budgets.
- d. Ratify the appropriate coaches' recommendations for the method of determination for all netball team captains
- e. Appoint delegates or such other members as may be required to attend meetings of such netball league association to which the Club may be affiliated with or a member thereof
- f. Purchase equipment and sundries for the use of players and officials within approved Budgets.
- g. Appoint trainers, timekeepers, scorers, umpires and such officials as may be deemed necessary for the running of the Club
- h. Keep a register of games played by players, results of all games, and names and details of all players with trophy awards both at Club and league level—such record is to be lodged with the Secretary prior to the AGM
- i. Create Operational policy for the running of Min Man Netball appropriate to the level concerned, provided that such policy is consistent with this constitution, and that such policy be ratified by the Executive as it sees fit

### 13. AUDIT – FINANCIAL REPORTING

At least once in each calendar year the accounts and financial statements of the Club shall be examined by a person or persons as nominated at the AGM who shall certify and report to the correctness of the balance sheet, profit and loss account and accompanying accounts and schedules to be submitted to the Executive and the AGM. The Executive shall at all times give its full assistance and co-operation to the auditor.

#### **14. ALTERATION TO THE CONSTITUTION**

- 14.1. Any member of the Club who deems it necessary that a provision or provisions herein contained should be amended shall give notice in writing of such proposed amendment to the Secretary who shall submit such proposed amendment to the Executive whereupon the Executive shall meet and if it deems it necessary shall instruct the secretary to call a Special General meeting to determine such proposed amendments.
- 14.2. In calling such a meeting the secretary shall give to members a brief summary in writing or in such manner as shall be prescribed by the Executive of such proposed amendments provided always that he shall make available in writing full details of such proposed amendments upon the request of a member to do so.
- 14.3. The constitution shall not be altered unless at least two thirds of the members present at any AGM or Special General Meeting vote in favour of the proposition.
- 14.4. Any proposed amendments may be considered at the AGM provided adequate notice is given.

#### **15. DISSOLUTION**

The Club may be dissolved at any time upon a **special** resolution carried at a properly convened Special General Meeting of the Club.

A "special resolution" of an incorporated association means:

- (a) where the rules of the association provide for the membership of the association- resolution passed at a duly convened meeting of the members of the association if-
  - (i) at least 21 days written notice specifying the intention to propose the resolution has been given to all members of the association; and
  - (ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three quarters of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy at that meeting.

Upon such resolution being carried, any property of the Club whether real or personal remaining after payment of all debts and legal liabilities, shall be transferred to such other body whether corporate or unincorporated formed for promoting objects similar to the objects of the Club or charitable objects as the Special General meeting at which the motion of dissolution was carried shall approve.

#### **16. GENERAL DISCLAIMERS**

- 16.1. In any case of a question arising not provided for in these rules or as to the interpretation of any of the provisions herein contained, the decision of the Executive of management shall be final and binding
- 16.2. Words importing the singular only include the plural and vice versa. Words importing the masculine gender only, include the feminine gender and vice versa
- 16.3. Each member by virtue of his/her membership of the Club acknowledges that he/she is not an employee of the Club but a member and that whilst the Club will use its best endeavours to assist any player who may have suffered a personal injury whilst playing for the Club, nevertheless each such playing member acknowledges that he/she is personally responsible and liable to pay for all medical and hospital expenses not otherwise covered by the Club's insurance policy and all or any other loss expense or damages which he/she may incur or suffer as a result of any such injury.
- 16.4. All members shall be bound by the provisions and rules contained in this constitution.

## **Mintaro Manoora Eagles By Laws**

### **1. FOOTBALL**

#### **1.1. Captains and Vice Captains**

The captain and vice –captain of the “A” and “Reserves” grade teams shall be elected by the registered players of the club. The Football Operations Committee, if it deems fit, to elect captain and vice-captain of colts’ team or teams.

#### **1.2. Selection committee for “A” and “Reserves” Grade teams**

##### **1.2.1. The selection committee shall consist of :**

- Captains of both grades
- Coaches of both grades
- Two non playing members of the Club to be appointed by the Football Operations Committee

## Appendix A: Grievance Procedure

We value the opinions of all members of our Club and encourage positive comments and suggestions as well as constructive criticism from our members. From time to time situation may arise which result in players or other members having grievances which need to be dealt with.

This document hopes to make clear the procedures we expect all members of our Club to follow, so issues can be dealt with promptly and thereby enable our Club to continue to operate.

Should you have some positive suggestions or ideas, or a complaint or concern you feel strongly about, please follow this procedure. We discourage Members from publicly expressing their concerns, preferring to respect the confidentiality of all concerned.

