

Burwood Football Club Incorporated

Constitution and By Laws

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BURWOOD FOOTBALL CLUB INCORPORATED
CONSTITUTION

1. NAME

The name of the club is Burwood Football Club Incorporated ("**Club**").

2. OBJECTS

The object of the club is to promote and foster Football in the district of Burwood and surrounding areas.

3. MEMBERSHIP

(a) All players and other interested parties over the age of sixteen who have paid the required fees which:

1. Shall be fixed annually by the management committee after debate at the AGM

2. Become due January 1st each year.

(b) Each player less than sixteen (16) years of age may be represented by a parent or guardian.

(c) All coaches and managers not covered in (a) or (b) above.

(d) All Life Members.

4. HONORARY MEMBERS

(a) Honorary Membership may be granted by the management committee to a suitable person to be reviewed annually.

(b) Honorary members may not hold office.

5. LIFE MEMBERS

(a) Life Membership may be granted at each Annual General Meeting to a member in recognition of outstanding service and such Life Member shall be entitled to all privileges of membership of the club.

(b) Nominations for Life Membership must be submitted in writing thirty (30) days prior to the Annual General Meeting.

(c) Management Committee shall determine the candidate for election

(d) The elected candidate's name and nomination shall appear on the business paper for the meeting.

(e) To succeed, the motion to grant Life Membership must win 75% of the possible vote

- (f) Nominations shall be restricted to those members who have had five (5) years service.
- (g) Candidates shall not be present at such meeting when nominations are being discussed and presented at an Annual General Meeting.

6. YEAR

The Football and Financial Year shall commence on the 1st October and finish on 30th September each year.

7. MANAGEMENT COMMITTEE

The Management of the club shall be vested in the Management Committee which shall consist of:

(a) Executives:

- President
- Vice President
- Honorary Secretary
- Honorary Treasurer

Other officials:

- Honorary Registrar
- Honorary Assistant Secretary
- Honorary Assistant Treasurer
- Honorary Assistant Registrar
- Honorary Recorder
- Honorary Assistant Recorder
- Honorary Competition Secretary
- Honorary Association Delegates
- Honorary Coaching Coordinator
- Honorary Canteen Coordinator
- Honorary Equipment Officer
- Honorary Social Secretary
- Honorary Senior Players Coordinator

- (b) At least five (5) eligible members shall be elected by vote at the AGM Of these positions three (3) must be, the President, Honorary Secretary and Honorary Treasurer. In the event of any elected Management Committee position becoming vacant, the position is to be filled at a club meeting to be held no later than twenty one (21) days of it becoming vacant. In the event of a member volunteering to stand for a previously unelected Management Committee position other than at the AGM a Special general meeting may be called in order to have elections for that particular position.
- (c) The whole of the affairs of the club shall be managed by the committee in accordance with this Constitution and the By-Laws.

- (d) Where any principle is involved or extraordinary business arises which is not covered by the Constitution and/or By-Laws this club will follow the Constitution of the Association the club is affiliated with.
- (e) All officers of the club shall hold office from the 1st January immediately after the AGM to 1st January the following year. The time between the AGM and the 1st January will be a handing over period for the continuity of office.
- (f) No member of the Management Committee will exercise his/her vote at the Management Committee meetings where he/she has any conflict of interest.
- (g) To be eligible for office the nominated candidate must have been a member of the club for an entire season.

8. DUTIES AND FUNCTIONS OF MANAGEMENT COMMITTEE

President:

Shall be Chairman at all meetings and conduct them within the rules of the club. As chairman he/she will have the casting vote only.

Vice President:

Shall perform the Presidents duties in the absence of the President.

Honorary Secretary:

Shall attend to general business and affairs of the club as directed by the Management Committee and the rules. Attend to the correspondence and prepare the Annual report. Keep the minutes and Association meetings where possible.

Honorary Assistant Secretary:

Shall assist the secretary as required and in his/her absence carry out his/her duties.

Honorary Treasurer:

Shall receive all monies, issuing a receipt in return and bank the at least once weekly. He/she shall pay all expenditure when passed by a meeting. Produce an income and expenditure statement at each monthly meeting with all books of expenditure of revenue to be tabled and prepare the Balance Sheet for presentation at the AGM He/she shall produce all books etc. as required.

Honorary Assistant Treasurer:

Shall assist the treasurer as required and in his/her absence carry out his/her duties.

Honorary Registrar:

Shall receive check and record all player's registrations, Birth Certificates or any other acceptable proof of age and forward same to Association as required.

Honorary Assistant Registrar:

Shall assist the registrar as required and in his/her absence carry out his/her duties.

Honorary Recorder:

Shall collect and forward all match cards and results to the Association weekly throughout the season.

Honorary Assistant Recorder:

Shall assist the recorder as required and in his/her absence carry out his/her duties.

Honorary Competition Secretary:

Shall be responsible to the Executive for issuing of the draws and any other competition by the Association. Will arrange all trial and social matches and liaise between coaches and Management Committee. Arrange training times for coaches.

Canteen Coordinator:

In charge of canteen and all canteen duties and of the amenities building, Organise canteen roster and members to help. Purchase all canteen stock. Order all team uniforms. Order and supply for playing gear required by players. Hold canteen float and liaise with Hon. Treasurer regarding canteen monies.

Equipment Officer:

Order all field equipment. Ensure all fields are dressed and ready to play as per C.D.S.F.A. rules. Make sure all field equipment is collected at end of days play and returned to storage room and neatly packed away.

Honorary Social Secretary:

Shall organise Social Functions in conjunction with the Management Committee.

Honorary Association Delegates:

Shall represent the club at association meetings and have full voting rights.

Honorary Senior Player's Coordinator:

Shall represent the senior players and assist in coordinating team formation at the commencement of each season.

9. EMERGENCIES

The President, Hon. Secretary and Hon. Treasurer in conjunction with each other shall have the power to act as the Management Committee in cases of emergency and report to the committee within in seventy two (72) hours.

10. POWER TO REQUEST

The Management Committee shall have the power to request any member to serve in the running of the club functions.

11. SUB COMMITTEES

All Sub-Committees shall elect a Secretary who shall notify the Honorary Secretary of all recommendations of that the Sub Committee to be dealt with by the Management Committee

12. AUDITOR

One auditor who must not be a member of the club shall be elected at the AGM

13. ANNUAL GENERAL MEETING

- (a) The AGM shall be held after 1st October or as deemed appropriate by the management Committee and before 1st December the same year.
- (b) At least fourteen (14) days written notice shall be given to all officials and financial members, and such notice shall state the Agenda and details of Notice of Motions.
- (c) The Agenda of an Annual general Meeting shall be:
 - 1. Minutes of previous Annual General Meeting
 - 2. Business arising there from
 - 3. President's report
 - 4. Secretary's report
 - 5. Treasurer's report
 - 6. Notice of Motion(s)
 - 7. Election of officials
 - 8. General business

(d) Ballot:

When there is more than one (1) contestant for any position voting shall be by secret ballot. Decisions shall be conclusive upon declaration of the Chairman.

Independent Association Member to be asked to conduct Club Election

14. GENERAL MEETINGS

- (a) General meetings shall be held at such times and places as the Management Committee may appoint or at least once each month during the Competition to discuss the reports of the Management Committee.
- (b) The agenda of a General meeting shall be:
 - 1. Minutes of the previous general meeting
 - 2. Business arising there from
 - 3. Correspondence and business arising there from
 - 4. Reports – Secretaries and Treasurers
 - 5. General business

15. SPECIAL GENERAL MEETINGS

- (a) A Special General may be called for any or all of the following purposes:
 - 1. To deal with revisions, alterations and/or amendments to the Constitution
 - 2. To deal with any Notice of Motion
 - 3. To deal with any appeals against decisions made by the Management Committee

- (b) The Secretary shall summon a Special general meeting within thirty (30) days of receiving a call to do so
- (c) The call for a Special General Meeting may be made by:
 - 1. The Management Committee
 - 2. A resolution is carried at a General Meeting
 - 3. A written request signed by twelve (12) financial members
- (d) All members shall receive fourteen (14) days written notice of such meeting, and such notice shall state the Agenda and details o Notice of Motion
- (e) The business of the meeting shall be restricted to that which appears on the notice paper
- (f) The Special General Meeting shall comprise of only voting members as outlined in paragraph (3).
- (g) At any Special General Meeting ten (10) members including two (2) Management Committee Members entitled to a vote shall for, a quorum.
- (h) At all Special General Meetings the President in seniority shall take the chair and in their absence a Chairman shall be elected who will have a casting vote only in this capacity.
- (i) Any motion made at a Special General Meeting will only be declared carried by two thirds (2/3) majority of those present and entitled to vote.
- (j) Any Special General Meeting may be adjourned to such other time as the majority of those present may resolve.

16. NOTICE OF MOTION

A Notice of Motion to amend the constitution or for any other purpose may be dealt with at a Special General Meeting or an Annual General Meeting provided:

- 1. The notice is given in writing and signed by two (2) financial members of the club
- 2. Either Rule 13(b) or 15(d) has been observed

17. QUORUM

A Quorum shall comprise of:

- 1. Annual General Meeting – ten (10) members including two (2) Management Committee members.
- 2. General Meeting – eight (8) members including two (2) Management Committee members
- 3. Special General Meeting – ten (10) members including two (2) Management Committee members
- 4. Management Committee meetings – two thirds (2/3) or six (6), which ever is the least of the elected Management Committee members.

18. ALTERATIONS TO THE CONSTITUTION

1. Alterations to the Constitution can only be made at an Annual General Meeting or at a Special General Meeting.
2. No alteration amendment or suspension shall be binding unless two thirds (2/3) majority of those present and entitled to vote

19. BANK AUTHORITY

All cheques issued by the bank to the Club shall be stamped "not negotiable account payee only" and bear the signatures of any two (2) of the following officials :

President, Honorary Secretary, and Honorary Treasurer or two (2) other members of the Management Committee.

20. ACCEPTANCE TO THE CLUB

All Burwood Football Club Coaches, Managers and Members are accepted into this club on their merits. In the event of any person bringing discredit upon this club they shall be dealt with by the Executive Committee.

21. BEHAVIOUR

Under no circumstance are members of Burwood Football club their parents or friends allowed to intimidate, ill-advise or ridicule any member of Burwood Football club their coaches or managers.

22. COMPLAINTS

- (a) Any complaints, whatever the nature, regarding any parent, friend or member of Burwood Football club must be put in writing and addressed to the Club Executive Committee of that season. No other method of complaint will be accepted or tolerated. Any and all complaints must be fully investigated by the Executive Committee and a written response on their completion of the investigation be declared at the following club meeting.
- (b) An appeal may be made to the Club Executive Committee. Further appeals must be addressed to the Association in writing accompanied by a prescribed fee.

23. PLAYING IN A HIGHER GRADE

The higher grade will have call on players from lower grades. This should be by amicable agreement. Coaches, Managers and Parents in lower grades must be notified prior to the match concerned.

24. EQUAL TIME

No boy/girl once he/she has been put into a team by the club officials may be used as a reserve. Further more (subject to attendance at training and games) all children shall be given equal time on the field when circumstances permit.

BY LAWS

1. This club is not responsible for any theft or injury to any person or player. It is recommended that players take out Personal Risk Policies.
2. The relevant competition Rules of Association apply to all teams and members of Burwood Football Club.
3. Any misbehaviour by players or members will be dealt with by the Executive Committee.
4. Any player who has missed paying fees at the start of the season will not be allowed to take the field unless with special permission of the Executive committee.
5.
 - (a) All results to be communicated to the Club Recorder and all match sheets delivered to the canteen by 6:00pm on the day of the game unless other arrangements have been agreed.
 - (b) Ground set up roster is to be adhered to.
6. Shirts and balls
 - (a) Shirts and balls and other equipment supplied by the Club to be signed for by the coach or manager and they are responsible to see that the shirts and balls are looked after during the season, and returned in good order, after the last match of the season. Loss or destruction of shirts or balls or other equipment to be reported immediately.
 - (b) Managers to be responsible for shirts after each match. No individual player is to retain his shirt. Roster system for launder of team shirts is recommended.

AMENDMENTS

Date	Reason
	Additions – Paragraphs 1, 8, 13(a).
	Alterations – Paragraphs 7(a), 21, By-Law 2(c), 8.
27/7/1998	Deletions – Paragraphs 7(a), 8, 12, 13 (a)
29/8/2000	5a – change reference from Life Members to Life Member
11/8/2008	<p>Paragraph 1 : Change of name from Burwood Football Club to Burwood Football Club</p> <p>Paragraph 6 – Change Football and Financial year to “commence on the 1st October each year and finish on the 30th September each year”</p> <p>Paragraph 7 – Change officers of the club year from 1 October to “from the 1st of January immediately after the AGM to 1st January of the following year”</p> <p>Paragraph 13 – Change AGM date to “after 1st October and before 1st December the same year”</p>
24/11/2009	<p>By-laws - removal of all references to competition rules and replacement by reference to CDSFA rules of competition</p> <p>Paragraph 7 and 8 - Add Senior Player's Coordinator position to Management Committee</p> <p>Paragraph 8 - add position descriptions for all Management Committee positions</p>