



CONSTITUTION OF THE

Ellenbrook United Football Club

Incorporated

6th February 2008

NAME

The name of the Association is ELLENBROOK UNITED FOOTBALL CLUB INCORPORATED.

Hereinafter referred to as the "Club".

2.0 DEFINITIONS

In these rules, unless the contrary intention appears.

- A. "Annual General Meeting" is the meeting convened under item 13.0
- B. "Committee Meeting" means a meeting referred to in item 9.0
- C. "Committee Member" means person referred to in item 8.0
- D. "Convene" means to call together for a formal meeting.
- E. "General Meeting" means a meeting to which all members are invited.
- F. "Member" means member of the Club.
- G. "Ordinary resolution" means resolution other than a special resolution.
- H. "Poll" means voting conducted in written form (as opposed to a show of hands).
- I. "Special General Meeting" means a general meeting other than the annual general meeting.
- J. "Special Resolution" has the meaning given by the Act, that is:

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the Club who are entitled under the rules of the Club to vote and vote in person or, where proxies or postal votes are allowed by the rules of the Club by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evident of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Club or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the Club present or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

- K. "The Chairperson" means the person presiding at the Committee meeting or general meeting in accordance with item?
- L. "Subscription" means those fees payable by members in order to retain membership of the Club as deemed by the Management Committee as referred to in item 5.9.4

- M. "The Executive Committee" those nominated and voted in by the members at AGM, or by Committee in the instance of temporary or arising vacancies required to be filled as determined by the constitution
- N. "The management Committee" those nominated and voted in by the members at AGM, or by Committee in the instance of temporary or arising vacancies required to be filled as determined by the constitution and/or Executive Committee
- O. "Department" means the government department with responsibility for administering the Association Incorporated Act (2015).
- P. "The Act" means the Association Incorporated Act 2015.
- Q. "The Commissioner" means the Commissioner of Consumer Protection exercising powers under the Act.

3.0 AIMS OR OBJECTIVES OF ORGANISATION

The aims and objects of the Association/Club

3.1 To promote and facilitate participation in playing Soccer in accordance with the laws of the game as laid down from time to time by the Football Federation Australia (FFA).

3.2 To provide for participation from all walks of life, ability and ethnic background.

3.3 To endeavor to maintain a high degree of sportsmanship amongst players and supporters of the club.

3.4 With considered grading, training and development, offer a fair opportunity for playing members at all ability levels to participate in a sport they enjoy.

3.5 To provide club-funded age-appropriate professional coaching to supplement voluntary coaches to enhance playing member skill across the board. This includes Tiny Tekkers, Junior and Senior competition levels.

3.6 To encourage coaches to adapt a playing style at all levels of the Club which is in line with the curriculum of National and State football governing bodies and based upon a pro-active, possession-based play.

3.7 To provide the facilities and infrastructure which allow for continued participation in football.

3.8 To strive for continuous improvement in all aspects of the Club operation, including administration, competition and management.

3.9 To promote good fellowship, sporting behaviour and citizenship among players of football and their families, according to the Clubs published code of conduct.

3.10 To maintain and conduct a football club for the purpose of fielding football teams in any competition conducted in Western Australia.

3.11 To provide recreational, social and sporting facilities for it's members, to encourage the game of Soccer in its district and to promote good fellowship amongst it's members.

3.12 For the Club to pursue any and all permissions required to lawfully to execute and continue its operations.

3.13 To sustainably create, build and develop close relationships between the Club and wider community.

4.0 POWERS

Powers of the Club

4.1 Open and operate a bank account.

4.2 Give security for the discharge of liabilities incurred by the Club as the Club deems appropriate.

4.3 Appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.

4.4 Print and publish any information by any media including newsletters, newspaper articles, leaflets or electronic media for promotion of the Club.

4.5 Provide gifts and prizes in accordance with the objects of the Club.

4.6 Organize social events for Members and the promotion of the Club.

4.7 To enter into any other contract the Club considers necessary or desirable.

4.8 Conduct appeals for the donation property and generally to raise funds by public sponsorship and by any other means as may from time to time be determined by the Club.

4.9 Retain and pay auditors, accountants, solicitors, marketing consultants and other professional advisers.

4.10 Make by-laws and regulations for the conduct of the club. The committee may, from time to time, amend, repeal or add to such by-laws. A copy of a by-law or by-laws dated and signed by the Secretary of the Club and with the common seal of the club affixed to it shall be conclusive evidence of by-laws in effect.

4.11 Effect and maintain insurance as is necessary for the proper protection of the Club, the members and any member of the Management Committee.

5.0 MEMBERSHIP

5.1 Eligibility for Membership and detailed on Football West's registration system of choice: i.e., Play Football

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.

5.1 ORDINARY MEMBERSHIP

Ordinary membership shall comprise the parents or guardians of all children who have paid the membership fee prescribed.

5.1.1 The Management Committee shall appoint a member as the role of registrar who will maintain an up-to-date register of members of the Club, including their postal address, residential and/or email addresses. This list must be kept at the Registrar's place of residence or any other place as the members of the Executive Management Committee deem appropriate. However, if we vote Registrar in as part of Exec Committee during AGM then this statement should be amended to remove the "Management Committee appoint to "members by way of nomination and vote at an AGM appoint"

5.2 A member who has given reasonable notice can inspect and take notes but cannot replicate or remove from the Club's possession

5.3 Any person seeking membership shall make an application to the Management Committee via the clubs designated application process. The notice should be for a period of not less than seven days before approval, provided also that on interval of not less than two weeks elapses between nomination and approval. Subsequently, the Registrar along with the Vice President of the appropriate playing division shall determine whether the application is successful or not.

5.4 An unsuccessful applicant has right to appeal to the management committee to review the application.

5.5 Each person admitted to the membership shall be:

5.5.1 Bound by the constitution of the club

5.5.2 Liable for such fees and subscriptions as may be fixed by the club

5.5.3. Entitled to the relevant advantages and privileges of membership as detailed in the membership categories listed in item

5.5.4. Provided with a copy of this Constitution either by email on request or by access on the Club's website.

5.6 Membership is for a period of a full calendar year, notwithstanding the date that membership Subscriptions are paid, or when during the year that the member joins.

5.7 Membership shall be open to any person who wishes to further the interest of the club.

5.8 Eligibility for membership

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.

5.9 MEMBERSHIP CATEGORIES

5.9.1 Ordinary Membership

Ordinary membership shall comprise the parents or guardian of all children who have paid the membership fee prescribed.

5.9.2 Honorary Membership

a. The ordinary members of the club shall have the right to confer as Honorary Membership on any person and 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. The membership is only valid for the year in which the season of football competition is played.

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

5.9.3 Life Membership

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

5.9.4 Subscription Ordinary Members

a. The annual members should be decided by the Management Committee (as hereinafter defined under item?) 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 Soccer season.

c. The Management Committee shall have the power to declare a player unfinancial if the membership fees are not paid within the timeframe laid down and advertised by the Management Committee. If a player is declared unfinancial he/she may not be eligible for selection.

5.9.5 Social Member

Any person who is 18 years or older who is interested in promoting the club, but he/she does not wish to participate in the playing activities of the club, may become a social member. A social member is entitled to hold any office, enjoy the privileges of the association with the Club and is eligible to vote at meetings.

5.9.6 Junior Member

Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights at meetings nor be entitled to hold any office. However, one parent/guardian of that child will be entitled to an ordinary membership on the child's behalf.

5.9.7 temporary Member

A person who is on any day visiting the Club as a member or an official of another club that is to engage in a pre-arranged event with the Club conducted for the purpose of one of the Club's principle objects, or for a pre-arranged function at the Club involved in the use of the Clubs sporting facilities may be taken to be a person who is accorded temporary ordinary membership solely for the day of the visit. A Temporary Member cannot hold a position of office with the club.

6.0 MEMBERSHIP FEES

6.1 The Management Committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.

6.2 Member Subscription will be determined by the management committee prior to the commencement of the new playing season and are required to be paid by members on or before the due date.

6.3 Subscriptions may vary according to the age of the member.

6.4 Subscriptions may vary according to the category of the membership competition, including the level of the competition they are in.

6.5 A member must pay the annual membership fee to the treasurer, or another person authorized by the committee to accept payments, by the date (the due date) determined by the committee.

6.6 If a member has not paid the annual membership fee within the period of three months after the due date, the member ceases to be a member on the expiry of that period.

6.7 If a person who has ceased to be a member under sub rule (6.6) pay the annual membership fee after the period referred to in that subrule has expired. the committee may at its discretion accept that payment and if the payment is accepted the person's membership is reinstated from the date the payment is accepted.

7.0 TERMINATION OF MEMBERSHIP

7.1 Any person's membership may be terminated by the following events:

7.1.1 Resignation in writing to the Club Registrar or Executive Management Committee.

7.1.2 A member dies.

7.2 The Management Committee (after having undertaken due inquiry) shall have the power to suspend or expel any member of the Club for"

7.2.1 False or inaccurate statements made in the members application for membership of the club

7.2.2 Any act considered by the management committee to be detrimental to the club.

7.2.2 a detrimental act from either parent of a junior member may be considered to reflect on the membership of that junior member, and by implication the ordinary membership of either or both parents.

7.3 A member so suspended or expelled has right to appeal the decision at a General Meeting.

8.0 MANAGEMENT COMMITTEE

8.1 Management of the Club shall be vested in the Management Committee elected by the members at the Annual General Meeting or appointed and is headed by the role of President.

8.2 The Management Committee will entail an Executive Committee consisting of the President and the following key roles:

8.2.1 Vice President

8.2.2 Secretary

8.2.3 Treasurer

8.2.4 Registrar

8.2.5 Executive Coordinator

8.2.6 General Executive Committee Members

8.2.7 Director of Football

8.3 A person may be an Executive Committee member if the person is an individual who has reached 18 years of age and is also an ordinary member.

8.4 A person cannot accept an appointment or act as a member of the Executive Committee if:

8.4.1 a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws

8.4.2 a person who has been convicted, within or outside the State, of WA

8.4.2.1 an indictable offence in relation to the promotion, formation, or management of a body corporate; or

8.4.2.2 an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or

8.4.2.3 an offence under Part 4 Division 3 or section 127 of the Act

8.4.3 This limitation applies only to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

8.5 Each of these Executive Committee roles will receive immediate direction from the President. Except for the Vice President, no person shall hold more than one position on the Executive Committee at any one time. The Vice President may not also occupy the role of Secretary or Treasurer.

8.6 In the organization structure, at levels below these roles referenced in 8.2, will be other Committee Members in subordinate roles.

8.7 Each Executive Committee role is defined with formal job role overviews that are referenced in Attachment 1 of this constitution. Some key subordinate Management Committee Roles are also defined in Attachment 1.

8.8 Executive Committee roles and Committee Members in subordinate roles will act in their roles operating under defined authority from the immediate more senior Committee Member, ratified by the Club President if required.

8.9 Members should allow themselves to be nominated or to accept roles on the Management Committee when these individuals:

8.9.1 Are able to commit to performing their role for a full year term until the following Annual General Meeting, which implies a commitment to renew their membership in the new calendar year for the coming season.

8.9.2 Are unselfishly aligned with the objects of the club and do work in good faith in the best interests of the Club.

8.9.3 Exercise their duties with a degree of care and diligence that a reasonable person would exercise in fulfilling such a role.

8.9.4 Undertake to work effectively and to the best of their ability in their voluntary capacity to complete assigned tasks or according to defined role descriptions.

8.9.5 Keep their immediate more senior Committee Member informed of issues in completion of work, and areas for improvement (things that can be done to the systems of work to enable them and the Club to achieve better outcomes).

8.9.6 Communicate with their immediate more senior Committee Member and seek assistance if required.

8.9.7 Are to be accountable to ensure that they understand their accountabilities and use their capability to execute their work in accordance with the accountabilities of their role

8.9.8 Must not improperly use their position to gain an advantage for the officer or another person, or cause detriment to the club.

8.10 An Executive Committee member who obtains information must not improperly use the information to gain an advantage for the person or another person, or cause detriment to the Club.

8.11 The Secretary is accountable to ensure that each newly elected or appointed Committee Member is given a copy of the current constitution.

8.12 A person shall cease to be a member of the Executive Committee following absence from three or more meetings of the Executive Committee within the calendar year without formal apologies being presented to the secretary prior to the meeting.

8.13 A person shall cease to be a member of the Management Committee for any of the following:

8.13.1 At the start of the Annual General Meeting, which follows his/her election, and he/she will be eligible for re-election.

8.13.2 Found not to be a financial member of the Club.

8.13.3 Resigns from that position.

8.13.4 Is removed by a vote of the Management Committee where there is a 75% majority. Should a member be removed this way, they have the right to appeal this decision in a General Meeting.

8.14 Where a person ceases to be a member of the Club's committee, as soon as practicable after their membership ceases, they are to deliver to a member of the Management Committee all the relevant documents and records they hold pertaining to the management of the Club's affairs.

8.15 Should a vacancy occur on the Management Committee; the Management Committee may appoint a successor to hold office until the next Annual General Meeting.

9.0 COMMITTEE MEETINGS

9.1 The Executive Committee of the Management Committee must meet for the dispatch of business not less than 9 times in each year, monthly. The president, or at least half of the members of the Executive Committee, may at any time convene a meeting of the Executive Committee

9.2 A quorum of the Executive Committee shall 2/3 Executive Committee members present at the meeting.

9.3 The President, or if the President is not present, the Vice President, shall preside over the meeting as Chairman. If the President or Vice President is unable to attend a meeting of the Executive Committee, then a chairperson nominated by the members present at the meeting shall chair that meeting.

9.4 The Secretary shall give at least seven days' notice of the date of the Executive Committee Meeting to Executive Committee members.

9.5 As required under section 42 of the Act, a Management Committee member having any direct or indirect financial interest in a contract, or proposed contract, made by, or in the contemplation of, the Management Committee (except if that interest applies only to the normal benefits a member should attain for which the Club is established), must:

9.5.1 As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee.

9.5.2 Disclose the nature and extent of the interest at the next general meeting of the association; and

9.5.3 Not take part in any deliberations or decision of the Management Committee with respect to that contract.

9.6 The Secretary must cause every disclosure made under item 9.5.1 by a member of the Management Committee to be recorded in the minutes of the meeting of the Management Committee at which it is made.

9.7 The minutes must record the following:

9.7.1 The names of the committee members present at the meeting.

9.7.2 The name of any person attending the meeting under rule 9.8.

9.7.3 The business considered at the meeting

9.7.4 Any motion on which a vote is taken at the meeting and the result of the vote.

9.8 A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.

9.9 A person invited under subrule 9.8 to attend a committee meeting

9.10 Has no right to any agenda, minutes or other document circulated at the meeting; and

9.10.1 Must not comment about any matter discussed at the meeting unless invited by the committee to do so; and

9.10.2 Cannot vote on any matter that is to be decided at the meeting.

10.0 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall carry out the day-to-day running of the club shall have the following powers and duties:

10.1 The duty to pursue actively the objects of the Club.

10.2 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.

10.3 Fix the way such banking accounts shall be operated upon

10.4 Adjudicate on all matters brought before it, which in any way affect the Club.

10.5 Cause minutes to be made of all proceedings at meetings of the Executive Committee and General Meetings of members.

10.6 Employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such periods, as may be deemed necessary.

10.7 Appoint officers or agents of the Management Committee to have custody of the club's records, documents, and securities.

10.8 The power to appoint from its members sub-committees other than official subcommittees for any purpose that the Management Committee may think fit provided that the committee shall be accountable for the acts of any such subcommittees.

10.9 Determine and enact the grievance policy for the club.

11.0 AUDITOR

11.1 The Management Committee shall elect or appoint an auditor or auditors prior to the Annual General Meeting.

11.2 The Auditor/s shall examine and audit all the books and accounts of the club annually and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Executive Committee by the end of the calendar year.

12.0 FINANCE

Source of Funds. The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other source approved by the committee.

12.1 All funds of the Club shall be deposited into the Club's account(s) at such bank(s) or recognized financial institution(s) as the Management Committee may determine and be deposited within 5 working days after their receipt.

12.2 The Treasurer shall not spend more than an amount determined by the Management Committee by way of Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book or an equivalent computer system as used by the club

12.3 Custody of books, accounting records and documents of a financial nature should be kept in the treasurer's custody or under the Treasurer's control

12.4 The Treasurer shall table a report showing the financial position of the Club no less frequently than at each second Management Committee Meeting during the season, and quarterly during the off-season. This report is to include income, expenditure (including petty cash payments), assets, liabilities, and annual financial projections.

12.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to this financial report.

12.6 The financial year of the Club shall commence on 1st November each year and end on 31st October the following year.

12.7 The accounts, books and all financial records of the Club shall be let's cost yearly by an independent auditor so appointed by the Executive Committee.

12.8 The Treasurer must provide any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial reports.

12.9 The signatories to the Club's account(s) will be the Treasurer and three (3) nominated members who are the President, Senior Vice President, Secretary, Registrar or Club Admin Manager. The nomination is to be made at the first meeting of a new committee. Payment transactions will require a minimum of two signatories.

12.10 The books of the Association must be retained for at least 7 years.

13.0 GENERAL MEETINGS

13.1 Annual General Meeting

13.1.1 The Annual General Meeting of the Club must be held within four months after the end of the club's financial year February.

13.1.2 The Secretary shall give at least fourteen (14) days' notice of the date of the Annual General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member.

13.1.3 All financial members may attend the Annual General Meeting.

13.1.4 The quorum at the Annual General Meeting shall be five 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 adjourned for one week. If at that following meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.

13.1.5 The agenda for an Annual General Meeting shall be: • Trading Profit & Loss and Balance Sheet.

13.1.6 Those vacating a committee position and who are not re-elected are deemed to vacate that position at the end of the Annual General Meeting.

13.1.7 Members expecting to vacate a role must make their intention clear at least two weeks prior to the AGM so a replacement can be found. Members wishing to take a role on the Executive Committee must nominate their intention in writing with not less than one week's notice, but ideally with two weeks' notice prior to the AGM, , along with a statement of support from another member in support of the nomination.

13.1.8 If there is no nomination for a position, the President may call for nominations from the eligible members at the meeting.

13.1.9 If only one member has nominated for a position, the President must declare the Member elected to the position.

13.1.10 If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with the Voting rules in section 14.0 to decide who is to be elected to the position.

13.2 General Meetings

13.2.1 General Meetings may be called by members of the Management Committee or at the request of the President and Secretary or on the written request of not fewer than five percent of the members of the club.

13.2.2 The Secretary shall give at least seven (7) days' notice of the date of the General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member. Notice of General Meetings shall set out clearly the business for which the meeting has been called and include a proxy vote form. No other business shall be dealt with at that General Meeting.

13.2.3 The quorum at the General Meeting shall be five Club members.

14.0 VOTING

14.1 Unless otherwise stipulated, resolutions will be decided by a simple majority of votes of eligible members.

14.2 Voting powers at the Annual General Meeting and General Meetings

14.2.1 The President shall be entitled to a single vote and, in the event of a tied vote the President shall exercise an additional casting vote.

14.2.2 Subject to item 14.2.1, each individual financial member present or via proxy other than junior members shall have one (1) vote.

14.2.3 Proxy votes shall be submitted in writing and presented by a member of the committee at the meeting.

14.3 Voting powers at Management Committee Meetings

14.3.1 The President shall be entitled to a single vote, and, in the event of a tied vote the President shall exercise an additional casting vote.

14.3.2 Subject to 14.3.1, each individual committee member present or via proxy shall have one (1) vote.

14.3.3 Proxy votes shall be submitted in writing and presented by a member of the Management Committee at the meeting.

15.0 EXECUTING DOCUMENTS

The Club may execute a document without using a common seal if the document is signed by:

15.1 Two committee members; or

15.2 One committee member and a person authorized by the committee.

16.0 GRIEVANCES AND DISPUTES

Grievances between members, or between one or more members and the Club are to be dealt with by the separate Club's Grievance Policy and Procedure. For the purposes of compliance to the Associations Act, key elements in this policy are included here:

16.1 Should issues arise, in the first instance they should be taken up with the individual immediately responsible for the area of concern. Some examples:

16.1.1 A player or parent should approach a team manager or coach

16.1.2 A team manager or coach should approach the age coordinator

16.1.3 The age coordinator should approach the Director of Football, or VP in the event that the Director of Football is unavailable

16.1.4 The Vice President/Director of Football should approach the President

16.2 This gives the opportunity for the complaint or grievance to be resolved between parties without intervention from the Club representatives on an official basis. For instance, issues related specifically to decisions around coaching philosophy, decision making, and style most often can be answered by speaking directly with the coach.

16.3 Issues should be raised in a 1:1 discussion or via email. The person to whom the issue is raised is entitled to request a formal written outline of the issue if they are not comfortable with a discussion.

16.4 Players or parents should not approach coaches to voice complaints or displeasure with coaching actions or decisions either during or immediately following any game or practice. A period of 24 hours should pass after the game or practice in question.

16.5 If an issue is initially raised to an individual above the level of immediate concern where there has been no prior discussion, the higher-level recipient of the grievance should direct the complainant back to the individual at the level of immediate concern. This is to apply unless there are extenuating circumstances.

16.6 At any time during the discussion, the individual to whom the complaint has been raised can invite the complainant to escalate the issue to the next highest level for a discussion and mediation, should the complainant not be happy with the handling of the issue.

16.7 At any time, a committee member may take the grievance or complaint to the committee for a confidential discussion about the issue.

16.8 The key principles after escalation to committee level are:

16.8.1 Confidentiality: Only the people directly involved in the grievance or complaint, and the Club committee if escalated to that level, can have access to the information relevant to that complaint.

16.8.2 Impartiality: All sides get the chance to tell their side of the story. No assumptions will be made, or any action taken until all relevant information has been collected and considered.

16.8.3 Free of repercussion or victimization: The Committee will take all necessary steps to ensure the parties involved in a grievance or complaint are not victimized in lodging or assisting with information concerning a grievance or complaint. Disciplinary action should be expected where victimization or repercussion is sought against people involved in a grievance or complaint handling issue.

17.0 PROPERTY AND INCOME OF THE CLUB

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

18.0 RECORD OF OFFICE HOLDERS

The record of committee members and other person authorized to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

Note for the rule:

Section 58 of the Act –

- (a) sets out the details of the record that an incorporated association must maintain of the committee members and certain others; and
- (b) provides for members to inspect, make copy of or take an extract from the record; and
- (c) prohibits a person from disclosing information in the record except for authorized purposes.

19.0 ALTERATIONS TO THE CONSTITUTION

19.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or a General Meeting called for that purpose and notice of all motions to alter,

repeal, or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for that purpose.

19.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.

19.3 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote (including Proxy Votes) at the Annual General Meeting or General Meeting, as the case may be.

19.4 As soon as is practicable after the making any proposal for a change to the Constitution or Rules of the Club, the Secretary shall provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director.

20 DISSOLUTION

If, on the cancellation of the incorporation or winding up of the Club, any surplus property of the Club that remains after satisfaction of the debts and liabilities of the club and the costs, charges, and expenses of that winding up, that surplus property shall be distributed to another incorporated association as determined by special resolution by reference to the organizations mentioned in section 24 (1) of the Act. That association is to have objects like those of the Club, the choice of association shall be determined by resolution of the Club members.

Attachment 1 – Committee Job Role Overview

These high-level role overviews provide general guidance on each role.

President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role of President the roles require the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are met

- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club

President including:

- Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings

- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

Essential Skills and Requirements:

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organizational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all members
- Able to chair committee or executive meetings.

- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

Vice President

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

Responsibilities

The general role of the Vice President is to support the President, assisting them to fulfill their responsibilities.

Knowledge

To successfully undertake the role of Vice President the roles require the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviors these are continually communicated to members, players, coaches, supporters and volunteers

- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
- Ensure all responsibilities of the President are undertaken

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Community Soccer Hub secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and Requirements:

- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organizational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all organizations member’s
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the club's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g., policies and procedures, position descriptions etc.). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the club's nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the club's membership database

Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible

- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Player and team administration

- Enter teams in their relevant competitions
- Book venues for training and match day competitions
- Ensure all players are registered and cleared to play in their nominated teams
- Co-ordinate all player and coach clearances and transfers

Communication

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies.

Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)

- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

Succession Planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

Act in the best interest of the members at all times

- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position

Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

Responsibilities:

Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting

- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorized are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected

Financial reporting

- Where an audit or review is required ensure, it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions

Essential Skills

- Enthusiastic and well organized.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills.

Requirements:

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Registrar

- Responsible for the procedure and management of club memberships
- Responsible for Club Member Registrations, online system and other registrations methods adopted by the club
- Ensure playing members are listed in the correct team list

- Ensure required member Photo ID and membership cards are completed
- Communicate with coaches and coordinators with updates of team list and ID cards ensuring correct information and player details available to teams prior to game day
- Assist members with registration queries
- Responsible for the acceptance of paid members
- Votes on motions and proposals submitted to executive committee

Executive Co-ordinator

- Responsible for all squad coordinators ensuring they have ready access to club information relevant to the tasks and responsibilities of a team coordinator
- Responsible for the distribution of referee payments to the coordinators prior to game day
- Responsible for the content and distribution of coordinators information booklet
- Ensure coordinators have match day cards and ensure coordinators are informed on how to complete the form and submit the forms back to the club
- Ensure the team coordinators are performing as expected by the club
- The Executive Coordinator is the conduit between coordinators and committee
- The Executive Coordinator is the first port of call for team coordinators
- Votes on motions and proposals submitted to executive committee

Technical Operations Manager

- Responsible for installing & maintaining the technical department team and working with them to achieve goals & objectives set by the executive committee.
- Is the direct link between the technical department and executive committee
- Responsible in ensuring scheduled team training timetables and training areas
- Responsible for ensuring the executive committee are aware of footballing matters and keeps the executive committee up to date on technical department meetings.
- Maintains high standards towards coach's delivery and technical expectations.
- Responsible for sign off on entry of teams and club into competitions such as Cups and invitational tournaments.
- Responsible for sign off on all off-season, preseason and season friendly bookings.

- Has authority on coaching delivery success and implementation.
- It is expected for the Technical Operations Manager to be present at various training sessions and games on a regular basis.
- Votes on motions and proposals submitted to executive committee.
- Junior Technical Director (Includes NPL if valid)

General Executive Committee Member

- Open role within the executive committee, with and expectation to be involved in all club duties required by an executive committee member
- Be involved in all Club initiatives
- Be in a position with a view to take a named office in the following year
- Represent the club and the executive committee
- Votes on motions and proposals submitted to executive committee

First Aid Manager

- Responsible for the allocation of first aid kits to teams
- Responsible for the first aid equipment in the club room
- Responsible for the adequate replenishment of first aid equipment and consumables for team first aid equipment
- Responsible for the coordination of first aid education sessions for coaches and coordinators
- Assist and have input on club accident prevention, player health and safety

Uniform Manager

- Responsible for the issuing of team/player uniforms (shirts, shorts, socks etc.) at the beginning of the season.
- Coordinate with team managers for the collection of team uniform at the end of the season
- Replace uniforms as and when required throughout the season (e.g., Lost or damaged shirts etc.)

Equipment Manager

- Responsible for the issuing of team equipment (e.g., Balls, Markers, Goals etc.) beginning of the season.
- Coordinate with team representative for the collection of equipment at the end of the season
- Replace equipment as and when required throughout the season (e.g., Lost or damaged equipment etc.)
- Ensure equipment is looked after and administered appropriately by the members.

Merchandise Manager

- Responsible for club merchandise inventory, sales, and supply
- Responsible for the online club store and store at club rooms
- Merchandise is a mechanism for generating club income and funds therefore the merchandise manager is responsible for the tracking of merchandise profit and loss in conjunction with the treasurer
- Merchandise manager reports back to the executive committee on club store progress

Tiny Tekkers Coordinator

- Proactively engage in the promotion of the Tiny Tekkers program
- Organizes the Tiny Tekkers schedule
- Liaise with the club registrar on Tiny Tekker membership
- Liaise with the Tiny Tekkers coaching team
- Communication with the Tiny Tekkers parent group
- Ensure availability of Tiny Tekkers uniform/apparel
- Report to the Technical Operations Manager.

Web Master

- Responsible for the day-to-day maintenance and information on the club website

- Ensure club newsletters and information is available for the Website
- Assist with the online store access and any other online/web requirements needed by the club
- Maintain club email addresses

Constitution Manager

- Responsible for the update and accuracy of the Clubs constitution
- Ensures the clubs activities are in accordance with the club constitution
- Consult the executive committee on constitution matters

Canteen/Bar Manager

Responsibilities:

- Responsible for managing staff rosters
- Monitor bar and canteen facilities
- Ensuring compliance with liquor and associated laws and regulations
- Reconciliation and accounting of cash registers and SQUARE
- Ensuring customer satisfaction with service and resolving issues when they arise
- Supervising stock control activities
- Responsible for ensuring staff have the required (RSA) certificate to work in the bar

Grounds Manager

- Responsible for the general condition of the club pitch and rooms reporting any works that requires repairs to clubhouse and playing fields.
- Makes sure technical areas are marked
- Liaises with shire on ground and maintenance issues

- Ensure equipment room adequately stocked, tidy and organized with training and game day equipment
- The equipment and storage rooms are the responsibility of the Grounds Manager

Media Manager

- Responsible for all media communications, including press release to members and community through Newsletters, advertising, e-communications/social media, web site and news articles.
- Proactive in marketing and promoting the EUFC brand.
- Initiate thought ideas and implement them into projects for brand awareness to drive membership, sponsorship and advocacy

Grants Manager

- Proactively pursue eligible grants within government agencies and private sector
- To drive an avenue of fund generation by completing grant applications
- Report to President & Treasurer on grant applications & engagements.

Sponsorship Manager

- To drive an avenue of fund generation through sponsorship and endorsements
- Manage existing and new sponsorship opportunities
- Manage the sponsor and partner relationships
- Proactively drive and create sponsorship packages and unique sponsorship deals
- Report to President & Treasurer on Sponsorship deals and engagement

Fundraising Coordinator

- To drive an avenue of fund generation through fundraising initiatives
- Manage the fundraising programs ensuring maximum return for effort

- Encourage members to take part in the fundraising initiatives
- Report to the committee on initiatives and results

Events Coordinator

The club will have several events it wishes to run which requires an event coordinator to preside and manage the event.

- Responsible for organizing the event
- Responsible for the event budget
- Responsible for the event from concept to completion
- Report and work with the executive committee
- Events a mechanism for generating club income and funds therefore the events coordinator is responsible for the tracking profit and loss of fundraising schemes in conjunction with the treasurer

NPL Operations Manager

- Responsible for the coordination and communications of NPL Business
- Liaise with squads, committee, and Football West
- Support coaches and NPL Staff
- Arrange, communicate and function of NPL trials
- Assisting the NPL TD and working with the Executive Committee on NPL matters.
- Ensuring the club NPL compliances are met.

Masters Football Coordinator

- Responsible for the coordination and communications for the Masters Football squads
- Liaise with the club registrar on Master's membership