



PIARA WATERS JUNIOR FOOTBALL CLUB (INC)

(PWJFC)

CONSTITUTION - September 2023

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DEFINITIONS

1. In this document:

“Accounts” means:

- a) a balance sheet; and
- b) a profit and loss statement.

“Accreditation” means accreditation as a coach of the Game under the National Coaching Accreditation Scheme or such other method of accreditation as may replace that scheme.

“Act” means the Associations Incorporation Act 1987 (WA).

“Annual General Meeting” (AGM) means an Annual General Meeting of the Club as required by the Act.

“ASIC” means the Australian Securities and Investment Commission.

“Associate Members” means Social Members and Life Members.

“Auditor” means the auditor of the Club’s Accounts and Financial Records.

“Club” means Piara Waters Junior Football Club (Inc) (PWJFC) as incorporated pursuant to the Act.

“Committee” means the management committee of the Club.

“Committee Meeting” means regular meetings of the Committee for administration of the Club.

“Financial Records” means the financial records of the Club to be maintained by the Treasurer.

“Game” means the game known as Australian Rules Football.

“Junior Council” means East Fremantle District Football Development Council of the East Fremantle Football Club (Inc).

“Life Member” means a person who is an Associate Member of the Club.

“Member” means a Financial Member or Committee Member of the Club.

“Patron” means a person who is the current patron of the Club.

“Player” means a person under 18 who is registered with the Club to play football.

“Register” means the Club Register of Members.

“Regulations” means the rules, by-laws and regulations made by the Committee in effect from time to time.

“Season” means a season of competition organised by the Junior Council.

“Servant” means any person undertaking paid duties for the Club.

“Social Member” means a person who is an Associate Member of the Club.

“Special General Meeting” means a meeting other than an Annual General Meeting or regular Committee Meeting.

“Sub-Committee” means a sub-committee established by the Committee.

“Volunteer” means a person volunteering for official duties at the Club outside of the Committee positions. This could be a coach, team manager, member of a sub-committee, or general duties as seen fit from time to time.

NAME

2. The Club shall be an incorporated association and shall be called the ***Piara Waters Junior Football Club (Inc)*** (PWJFC).
3. The Club shall, unless otherwise determined by the Committee, have the competition name “Piara Waters Pirates” or “The Pirates”.

AFFILIATION

4. The Club shall be affiliated with the Junior Council or such other junior council as decreed by the Western Australian Football Commission (WAFC) from time to time and will be subject to determinations laid down by the Junior Council in accordance with its constitution, by-laws and competition rules.

OBJECTIVES AND PURPOSES

5. The objectives and purposes of the Club shall be:
 - a) Control and management of the Game played by Players of the Club.
 - b) Encourage, foster and teach to improve the standard of the Game amongst Players.
 - c) Promote good fellowship, true sportsmanship and citizenship amongst junior footballers and their parents or legal guardians.
 - d) Accept subscriptions, donations, sponsorship and borrow, raise or secure the payment of monies for the purpose of acquiring the necessary facilities and equipment as required to assist the promotion of the Game in any such manner as the Club deems necessary.
 - e) Legitimately acquire any equipment or property and provide facilities that are necessary for the benefit of the Club and the purpose of teaching or playing the Game or calculated to assist in the promotion of any of the Club’s objectives and purposes.
 - f) Provide facilities and promote healthy social life, recreation and entertainment.
 - g) Generally take all such steps and proceedings and do all such acts and deeds which Members and Associate Members may consider incidental or conducive to its interests or the interest of the Game and the attainment of all or any of the above objectives and purposes.
 - h) Ensure that all coaches at the Club have an Accreditation and abide by the policies and guidelines of the Junior Council.

CLUB COLOURS AND UNIFORM

6. Unless otherwise determined by the Committee, the colours of the Club shall be ORANGE, GREY and WHITE with the official emblem of the Club.
7. The uniform of the Club shall be as determined by the Committee.

ADDRESS

8. The registered address and the principal place of business of the Club shall be such place as the Committee may determine from time to time and, failing any determination, the Secretary's place of residence.

PROPERTY AND INCOME

9. The property and income of the Club whensoever derived shall be applied towards the promotion of the objectives of the Club prescribed in Rule 5.
10. No portion of the property and income of the Club shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any Member, Associate Member, Volunteer or Patron.
11. Nothing herein contained shall prevent the payment in good faith and in the ordinary course of business of any reasonable amount to a Member, Associate Member or Volunteer for any services rendered or goods supplied to the Club.

MEMBERSHIP

12. Members of the Club are categorised as follows:
 - a) Financial Members, being Social Members (Rule 13a) who have paid the membership registration fee of \$1.00 (Rule 13d).
 - b) Persons officially holding Committee positions as prescribed in Rule 21.
 - c) Members have access to the Register as prescribed in Rule 15.
13. Associate Members are categorised as:
 - a) Social Members being parents or legal guardians of current Players registered at the Club.
 - b) Life Members being:
 - i. Honorary Life Members being persons appointed at a Special General Meeting or Annual General Meeting on the recommendation of the Committee as recognition of services rendered to the Club. Such nomination shall require a minimum of five (5) years' service to the Club.
 - ii. Player Life Members being persons who have played a minimum of 100 games for the WA Football Commission, 50 of which have been for the Club, in the Junior Council competition and has ceased, by reason of age, to be eligible to be a Player with the Club; has been nominated by a Member or Social Member and said nomination has been voted and accepted by the Executive Committee.
 - c) Associate Members (Social or Life categories) do not have full membership as prescribed in Rule 12c.
 - d) Social Members are entitled to become Members at the fee of \$1.00 payable to the Secretary at any time.

Life Members are not entitled to become Members unless the Life Member is eligible to become a Member (being a Social Member) at the same time as prescribed in Rule 13a.

PLAYER FEES

14. Players shall pay an annual subscription to the Club as decided by the Committee. Only financial Players will be chosen for a fixture. The Committee has the power to override this rule in cases of financial hardship or at its discretion.

REGISTER OF MEMBERS

15. The Club must keep and maintain, in an up to date condition, a Register, as prescribed in Rule 12, containing each Member's postal or residential address.

VOTING RIGHTS

16. Members and Social Members shall be entitled to one vote each at any Special General Meeting or Annual General Meeting.
17. Subject to Rule 18, every Member and Social Member so entitled shall have one vote in respect of a show of hands, a poll or a ballot taken at any Special General Meeting or Annual General Meeting.
18. In the case of an equal amount of votes where there is a show of hands, a poll or a ballot, the chairperson of the Meeting shall be entitled to cast a second or casting vote.
19. Life Members are not entitled to vote at any Special General Meeting or Annual General Meeting.

COMMITTEE

20. The Club shall have a Committee which shall comprise no less than five (5) Members.
21. The Committee shall consist of:
 - a) The **President**, who shall preside at all meetings of the Club and of the Committee.
 - b) The **Vice President - Juniors**, who shall deputise for the President as necessary.
 - c) The **Secretary**, who shall, subject to the discretion of the Committee:
 - i. keep copies of the Regulations;
 - ii. conduct the correspondence of the Club;
 - iii. keep a minute book containing a record of all business transacted at all General Meetings and all meetings of the Committee;
 - iv. maintain custody of all other records, books, documents and securities of the Club not otherwise provided for in the constitution;
 - v. make available, on demand for inspection by the Members and Social Members, an up to date copy of the Constitution, the Regulations or any records and documents as prescribed in Rules 87, 88 and 89;
 - vi. convene all meetings in accordance with the Constitution and the Regulations;
 - vii. maintain the Register and;
 - viii. make the Register available to Members for inspection and copying or taking an extract.
 - d) The **Treasurer**, who shall, subject to the discretion of the Committee:
 - i. receive all monies due to the Club and bank them within five (5) days of receiving such money;

- ii. examine and report to the Committee at each meeting on all outstanding accounts and tender recommendations as to payments thereof;
 - iii. keep correct accounts and books showing the financial transactions and affairs of the Club and particulars usually shown in the books of account of a like nature;
 - iv. make up the Accounts at the end of each financial year and;
 - v. manage the preparation of accounts and information to be prepared by the Club's appointed accountants and auditors for the purpose of the Australian Taxation Office and ASIC or other authorities and ensure that such accounts and information is lodged with the appropriate authorities in a timely manner.
- e) The **Junior Registrar** who shall:
- i. register all new Players;
 - ii. keep a record of the Club's registered Players and teams and;
 - iii. keep a record of all games played by each Player.

These five positions constitute the Executive of the Committee.

- f) **Committee Members** who shall undertake additional duties as seen fit and whose numbers shall not exceed twenty (20).

22. Executive Committee members cannot be in a relationship with any other Executive Committee Member or in the same program/division as one another.

TENURE OF MEMBERS OF THE COMMITTEE

23. All of the Members of the Committee shall retire at the conclusion of each Annual General Meeting but shall be eligible for re-election. A Member who has been President for three (3) consecutive years shall not be eligible for Presidency for the two (2) subsequent years.

APPOINTMENT OF MEMBERS OF THE COMMITTEE

24. Members of the Committee shall be appointed by Members through a vote if required at the Annual General Meeting.

25. Nominations for any position on the Committee may be made by any Member or Social Member either in writing or by verbal proposal at such meeting provided that the nomination of any Member or Social Member not present at the Annual General Meeting shall be accompanied by his or her consent in writing. Should a Social Member be elected to a Committee position, that person becomes a Member as prescribed in Rule 12b.

26. Election for positions on the Committee shall be by secret ballot by Members and Social Members if two or members are more nominated for any position. This will be conducted by the Vice President – Junior and the Secretary or persons nominated by the people in those positions.

- a) Proxy votes are allowed for voting in section 26 if a member is unable to attend the Annual General Meeting in person. A written proxy, on an official proxy form, must be sent via email to the Secretary forty-eight (48) hours prior to the commencement of an Annual General Meeting. This proxy gives voting rights to another member attending the Annual General Meeting in person to vote on behalf of that member.

REMOVAL OF MEMBERS OF THE COMMITTEE AND SUB-COMMITTEES

27. A vote of no confidence in a particular Member of the Committee passed at a Special General Meeting by two thirds (2/3) of the Members present by a show of hands shall automatically remove that Member of the Committee from office.
28. Any Member of the Committee or any Sub-Committee absent for three (3) consecutive meetings of such committee for which no reasonable excuse has been provided to the Committee shall be deemed to have resigned there from.

POWERS AND DUTIES OF THE COMMITTEE

29. The Committee shall be responsible for the general conduct and management of the Club's affairs.
30. Without limitation, the Committee:
 - a) Shall approve on application, the admission of all Social Members to Members on payment of the \$1.00 membership fee;
 - b) Shall construe and interpret this Constitution and the Regulations and such constructions and interpretations shall be final unless revoked by a resolution carried out at a Special General Meeting or Annual General Meeting or by any court of competent jurisdiction;
 - c) May delegate to a Sub-Committee any matter of investigation, report or action;
 - d) May engage or dismiss any Servant of the Club;
 - e) May make such rules, by-laws and regulations as may be necessary for the management of the Club;
 - f) Shall comply with all orders, directions and references given to it in accordance with a resolution of Members at any Special General Meeting or Annual General Meeting and;
 - g) Make recommendations on matters pertaining to the governance of the Club that carry over from one committee to the next.
31. Where immediate action is required in any matter affecting the policy or the interest of the Club and it is impracticable to refer the matter to a meeting of the Committee or the appropriate Sub-Committee, the President shall seek the advice of as many Members of the Committee as may be practicable and shall act in such a manner as the majority of such Members of the Committee approve.

COMMITTEE MEETINGS AND PROCEEDINGS

32. The Committee shall meet:
 - a) A minimum of once per month during the Season and as often as it shall from time to time determine in addition to the minimum frequency of meetings.
 - b) A minimum of once every three (3) months outside of the Season.
33. At least three (3) days notice of a meeting shall be given in writing, by the Secretary, to each Member of the Committee provided that such notice may be dispensed within respect of a meeting at which all Members of the Committee attend and consent.
34. At all meetings of the Committee, five (5) Members of the Committee present shall constitute a quorum.
35. Committee Meetings shall, unless otherwise determined by the Committee, include:
 - a) Apologies;
 - b) Minutes of the previous meeting and confirmation thereof;

- c) Questions and business arising out of the minutes;
- d) Correspondence in and out;
- e) Financial statements and reports;
- f) Other reports from Committee Members and Sub-Committees;
- g) Motions on notice;
- h) Approval of Members;
- i) Elections to fill vacant positions on the Committee and;
- j) General business.

CASUAL VACANCIES ON THE COMMITTEE

36. If there occurs a vacancy in any position on the Committee, then the remaining Members of the Committee may elect a Member or Social Member to fill that position, whereupon that Member will fill that position for the same period of time as the person whom the Member replaces.

DISCIPLINE AND EXPULSION OF MEMBERS, ASSOCIATE MEMBERS, PLAYERS AND VOLUNTEERS

37. The Committee may expel, punish or otherwise deal with any Member, Associate Member, Volunteer or Player whose conduct, in the opinion of the Committee, is unworthy of a being a Member, Associate Member, Volunteer or Player subject to the following:

- a) Punishment can:
 - i. for a Player, take the form of censure, suspension for one or more games of the existing season and/or subsequent seasons or expulsion from the Club for life;
 - ii. for a Member or Associate Member, take the form of censure, a fine or expulsion from the Club for the existing season and/or subsequent seasons or for life and;
 - iii. for a Volunteer, take the form of censure, a fine, suspension for one or more games of the existing season (in the case of Coaches and Team Managers that are not Members or Social Members), or expulsion from the Club for the existing season and/or subsequent seasons or for life.
- b) Punishment can be one or a combination of the options in each category deemed appropriate by the Committee.
- c) The decision of the Committee must be made at a Committee meeting called for the express purpose and passed by no less than three quarters (3/4) of the Members of the Committee or in accordance with Rule 31.
- d) All order of business prescribed in Rule 35 is suspended other than minutes recorded of the meeting.
- e) The decision of the Committee in any such case shall be final unless revoked or varied at a Special General Meeting called for that purpose and held within twenty eight (28) days after the notice of the decision shall have been delivered, or by a court of competent jurisdiction.
- f) The Special General Meeting shall only be called and held if the Member, Associate Member, Volunteer or Player wishes to appeal the decision.
- g) The Member, Associate Member, Volunteer or Player must, within seven (7) days of receiving notification of the decision of the Committee, notify the Secretary in writing that he or she intends to appeal the decision.
- h) The appeal will then go to a Special General Meeting as prescribed in Rule 37e.
- i) The prescribed penalty or ruling of the Committee on the Member, Associate Member, Volunteer or Player shall take effect from the time of the original Committee decision and remain in effect until the conclusion of the appeal process.
- j) Any alteration to the penalty or ruling after completion of the appeal shall be final and take effect immediately.

- k) Further penalty after the prescribed punishment period has expired can be considered by the Committee if deemed appropriate.

AUDITOR

38. The Club shall at the Annual General Meeting appoint the auditor of the Club's Accounts and Financial Records for the next Annual General Meeting.
39. The Auditor may receive remuneration (if any) as set by the Committee.
40. The Auditor shall retire at the conclusion of each Annual General Meeting but shall be eligible for re-appointment.
41. The Auditor shall from time to time inspect and check the Financial Records and for that purpose shall at all times have access to the Financial Records of the Club.
42. The Auditor shall audit the Accounts to be presented to the Annual General Meeting and shall report to the Members and Associate Members thereon.
43. The Auditor may at any time, and shall when requested by the Committee, investigate and report to the Committee upon the financial position of the Club or any aspect thereof.
44. The Auditor shall prepare and sign off on all reports and accounts that may be required by the Australian Taxation Office or ASIC or any other authority with jurisdiction over the Club.

DELEGATES

45. Such delegates as the Club is permitted to appoint to represent the Club in any capacity and to any other body, club or association whatsoever shall be appointed from time to time by the Committee.
46. Delegates attending and representing the Club at any meeting on behalf of the Club shall act and vote as directed by the Committee.
47. Following attendance at a meeting, delegates shall give a report to the next meeting of the Committee as may be required.
48. Any item arising from a meeting attended by a delegate considered urgent and important shall be brought to the immediate attention of the President who shall act as prescribed in Rule 31.

MEMBERSHIP AND CONSTITUTION OF SUB-COMMITTEES

49. The Committee may appoint sub-committees drawn from Members and Social Members responsible to the Committee including, but not be limited to, the following:
 - a) Fundraising Sub-Committee, which shall help organise and conduct any activities, and other social functions that shall from time to time be approved by the Committee.
 - b) Grounds & Equipment / Merchandise Sub-Committee, which shall be responsible to the Committee for the purchase, care and maintenance of Club property under its control and shall make such reports and recommendations to the Committee as deemed necessary.
 - c) Records Sub-Committee, which shall be responsible to the Committee for the care and maintenance of records under its control and shall make such reports and recommendations to the Committee as deemed necessary.

50. The President shall be an ex-officio member of all Sub-Committees.
51. The chairperson of any Sub-Committee shall only be appointed from amongst Members of the Committee and shall have the power to select Sub-Committee members from other Members or Social Members.
52. The Committee may at any time terminate the appointment of any Sub-Committee and the Members and Social Members of that Sub-Committee.
53. All Members and Social Members of each Sub-Committee shall retire at the Annual General Meeting but each shall be eligible for appointment to any position of office in the Club.

MEETINGS AND PROCEEDINGS OF SUB-COMMITTEES

54. Sub-Committees shall meet as often as they respectively determine and notices of meetings shall be determined by the chairperson of each Sub-Committee.
55. At all meetings of Sub-Committees, two (2) members of the Sub-Committee present shall constitute a quorum.
56. At all meetings of Sub-Committees the chairperson shall determine the order of business.

PATRONS

57. Patrons shall be those persons invited each year, at the discretion of the Committee to fulfil that role, and who accept such invitation.
58. A person appointed as Patron shall be Patron for one (1) year.
59. A person appointed Patron shall be eligible for re-appointment.
60. A Patron shall not hold any office at the Club or vote at any meeting of the Club.

CLUB PERSONS OF THE YEAR

61. Each Season the Club shall seek nominations for a person to be elected "Junior Club Person of the Year", a person to be elected "Pirate of the Year" and a person to be elected "Club Spirit of the Year" as follows:
 - a) To be entitled to receive:
 - i. Junior Club Person of the Year, a person must be a registered Junior Player in the Season in which the award is given.
 - ii. Pirate of the Year, a person must have had active involvement as a coach or a team manager in the Club in the Season in which the award is given.
 - iii. Club Spirit of the Year, a person must have had active involvement in the Club in the Season in which the award is given.
 - b) The criteria shall be as follows:
 - i. for Junior Club Person of the Year;
 - how the person has represented the Club both on and off the field and;
 - extraordinary service, such as putting effort into the Club beyond the team with which the person is associated.
 - ii. for Pirate of the Year;
 - how the person has represented the Club both on and off the field and;

- extraordinary service, such as putting effort into the Club beyond the team with which the person is associated.
- iii. for Club Spirit of the Year;
 - recognition of an individual who has put time and effort into running, promoting or advancing the Club.
- c) The Secretary or delegated Returning Officer must seek nominations through written notification to Members and Social Members at least twenty one (21) days prior to the August Committee Meeting with nominations to close seven (7) days prior to the August Committee Meeting.
- d) A Member or Social Member wishing to nominate a person must submit the nomination in writing to the Secretary or delegated Returning Officer by the closing time prescribed in Rule 61c.
- e) Each nomination must be accompanied by an explanation as to why the person nominating considers that the nominee meets the relevant criteria.
- f) The Committee may, at the Committee's discretion, reject any nomination received which the Committee reasonably considers does not comply with the requirements in this rule.
- g) The Secretary or delegated Returning Officer must by a reasonable time prior to the August meeting of the Committee distribute to those entitled to vote a list of the accepted nominees together with the explanation put forward in support of each nomination.
- h) Those entitled to vote will be:
 - i. Members of the Committee;
 - ii. the principal Coach and the Team Manager from each competition team of the Club and;
 - iii. the principal Coach and Co-ordinator of Auskick.
- i) Where a Member of the Committee is also a coach or manager, that person will only be entitled to one vote.
- j) Voting will be held at the August meeting of the Committee.
- k) Voting is to be by secret ballot, however a person entitled to vote but unable to attend the meeting at which the vote is to be conducted, may advise of his or her votes to the Secretary or delegated Returning Officer in writing by 5:00pm of the preceding day.
- l) The recipient of each award will be the person who receives the most number of votes.
- m) In the event of a tie for a position, the President will make a determination of the winner(s).
- n) Each club person of the year is to be recognised by:
 - i. having his or her name inscribed on the recognition board or shield and;
 - ii. such other means as the Committee may decide from time to time.
- o) Previous winners of Junior Club Person and Senior Club Person are not eligible for nomination.

PRESIDENT'S AWARD

62. The President, with the support of a majority of Committee Members, may from time to time award a person or persons the President's Award for support of the Club. This award is for a person or persons that are not eligible for the Senior Club Person or Junior Club Person awards.

CONVENING SPECIAL GENERAL MEETINGS

63. The President may at any time:

- a) Call a Special General Meeting after consulting with the Committee.
- b) Shall, if requested to do so, by not more than twenty per cent (20%) of Members / Social Members, summon a Special General Meeting of the Club to deal with any business for which such meeting has been summoned but for no other business.

64. With respect to Rule 63b, any requisition signed by not more than twenty per cent (20%) of Members / Social Members shall state specifically the purpose for which they desire a Special General Meeting to be summoned and the notice of that meeting to Members / Social Members as hereinafter provided shall state specifically the business to be transacted at that meeting.

NOTICE

65. At least fourteen (14) days and not more than (28) days notice of any Special General Meeting shall be given to:
- a) Members;
 - b) Social Members;
 - c) the Auditor (if required) and;
 - d) the Patron.
66. A notice may be given:
- a) Personally;
 - b) to a Player for on forwarding to a parent or legal guardian as a Member / Social Member;
 - c) by post or;
 - d) by email.
67. If notice is given by post it shall be deemed to have been effected on the second business day following that on which the envelope or wrapper containing the same was posted provided that the notice was posted prior to 5:00pm, otherwise the third business day.

CHAIRPERSON

68. The President, or in the President's absence, the Vice-President – Junior, shall be entitled to take the chair at any Special General Meeting. If both the President and the Vice President – Junior are not present or unwilling to preside, then the Committee shall appoint the chairperson, failing which the Members shall choose one of themselves to be chairperson.

QUORUM

69. At all Special General Meetings, twenty (20) Members present in person and entitled to vote shall constitute a quorum.
70. If there is no quorum within thirty (30) minutes after the time fixed for the commencement of the meeting then:
- a) If the meeting was convened on the requisition of Members / Social Members, it shall be dissolved.
 - b) Otherwise the meeting shall be adjourned to a date and time to be fixed by those present and a notice of the adjournment shall be sent as prescribed in Rules 64 and 65 herein.
71. If at the adjourned meeting there shall be no quorum present, those Members present shall constitute a valid quorum for the meeting.

VOTING

72. At any Special General Meeting, a resolution put to the vote of the meeting shall be decided on a show of hands or a poll or a ballot taken by Members and Social Members.
73. At any Special General Meeting shall be passed only when at least seventy-five per cent (75%) of all members entitled to vote support such resolution.

ANNUAL GENERAL MEETINGS

74. The Annual General Meeting shall be held no later than the thirtieth (30th) day of November each year.

QUORUM

75. Twelve (12) Members and Social Members present in person and entitled to vote shall constitute a quorum. An Annual General Meeting cannot take place without the prescribed minimum number of Members and Social Members.
76. The Annual General Meeting order of business shall be as follows:
- a) Apologies; Minutes of the previous Annual General Meeting and confirmation thereof;
 - b) Questions and business arising out of the minutes;
 - c) Correspondence;
 - d) Annual report of the President;
 - e) Treasurer's report;
 - f) Auditor's report;
 - g) Other reports by Committee Members and Sub-Committees;
 - h) Election of members of the Committee;
 - i) Election of Auditor;
 - j) Motions on notice and;
 - k) General business.

In addition to the order of business, the Annual General Meeting rules and proceedings are consistent with a Special General Meeting prescribed in Rules 65, 66, 67, 68, 70b and 72.

FINANCIAL YEAR

77. The financial year of the Club shall commence on the first (1st) day of October and end on the thirtieth (30th) day of September of each year.

ACCOUNTS

78. Accounting records will be kept in such manner to enable true and fair accounts of the Club to be prepared and properly audited.
79. The Committee shall cause proper accounting and other records to be made up to the thirtieth (30th) day of September each year. The Committee shall lay the Accounts together with the Auditor's report thereon before each Annual General Meeting.
80. The Committee shall make available, on demand by any Member or Social Member, a copy

of the Accounts provided that no Member or Social Member shall be entitled to request a copy of the Accounts seven (7) days before the Annual General Meeting at which the Accounts are to be tabled.

81. The Accounts shall, amongst other things, show:

- a) The amounts (if any) paid or credited by way of honoraria;
- b) The amounts (if any) paid by way of donations;

- c) The amounts (if any) paid as remuneration to the Auditor;
- d) The amount or amounts invested and;
- e) The amount or amounts paid to any consultants.

82. The Committee shall prepare or cause to be prepared the necessary accounts and information that is required to be lodged with the Australian Taxation Office and ASIC or any other authorities.

HONORARIA

83. Such honoraria may be made, given or paid, as it is determined by the Committee from time to time.

FINANCES

84. The Committee shall be responsible for the opening and operation of any bank accounts, including any cash management account, term deposit and cheque account, for the purpose of maintaining and investing any Club funds.

85. All bank accounts opened by the Club must be opened with a first class Australian registered bank, building society or credit institution.

86. All payments on an account of the Club shall be authorised jointly by the Treasurer together with either the President or the Secretary.

87. The Treasurer will distribute receipt books to any member of the Committee whom has been delegated to accept money on behalf of the Club.

88. The borrowing of funds by the Club shall be for a specific purpose and shall be approved at an Annual General Meeting or a Special General Meeting.

INSPECTION BY MEMBERS AND SOCIAL MEMBERS OF RECORDS / DOCUMENTS

89. Any Member or Social Member is entitled to inspect the records and documents of the Club.

90. To be entitled to inspect the records documents of the Club, a Member or Social Member must provide to the Secretary notice in writing of at least fourteen (14) days before the intended date of inspection, sufficiently identifying the records and/or documents which the Member or Social Member wishes to inspect.

91. If the Club incurs any expense in providing to a Member or Social Member inspection of any records or documents of the Club then the Club may request that the Member or Social Member pay to the Club in advance the expected cost to the Club of providing the inspection.

92. Social Members are not entitled to inspect the Club Register as prescribed in Rules 12c and 15.

COMMON SEAL

93. Upon incorporation of the Club, the common seal of the Club shall be in the custody of the Secretary or such other person as the Committee shall direct, and shall not be affixed to any document or other instrument except pursuant to a resolution of the Committee and in the presence of the President and one other Committee Member who shall, with the President, sign any such document or instrument.

ALTERATION OR AMENDMENT TO THE CONSTITUTION

94. No new rule shall be adopted and no existing rule shall be repealed or amended except by a resolution carried by a three-quarter (3/4) majority vote of Members and Social Members present and entitled to vote at an Annual General Meeting or a Special General Meeting called for the purpose of making the change or changes.

95. Full particulars shall be given of any proposed new rule, repeal or amendment of any existing rule in the notice of the meeting at which the change is or changes will be sought to be made.

DISSOLUTION OF THE CLUB

96. If and when the Club is dissolved, the winding up of its affairs shall be carried out in accordance with the Constitution of the Junior Council.

97. After satisfaction of all debts, liabilities, costs, charges and expenses; any remaining assets of the Club shall be distributed to another incorporated association or to a charitable association. A resolution of the Members and Social Members will direct the Committee where to distribute any surplus funds or property of the Club.