



# **NORTHCOTE JUNIOR FOOTBALL CLUB**

## **NJFC Constitution**

## **Northcote Junior Football Club Rules of Association**

### **1. Name**

The name of the incorporated association is:  
**Northcote Junior Football Club Inc**  
(in these Rules called "the NJFC").

### **2. Definitions**

1) In these Rules, unless the contrary intention appears—

**"Act"** means the Associations Incorporation Act 1981;

**"committee"** means the committee of management of the NJFC;

**"sub-committee"** means any sub-committee established under rule 20 (A);

**"financial year"** means the year ending on the 30<sup>th</sup> of September;

**"general meeting"** means a general meeting of members convened in accordance with rule 12.

**"member"** means a parent member, under 19 player member, social member or honorary life member of the NJFC but does not include a junior member;

**"parent"** includes:-

- a) a step-parent,
- b) a foster parent,
- c) a guardian,
- d) an adoptive parent, and
- e) a person who has custody or daily care and control of the child.

**"regulations"** means regulations under the Act;

**"relevant documents"** has the same meaning as in the Act.

**"special resolution"** has the same meaning as in the Act.

2) In these Rules, a reference to the Secretary of the NJFC is a reference—

- a) if a person holds office under these Rules as Secretary of the NJFC—to that person; and
- b) in any other case, to the public officer of the NJFC.

### **3. Alteration of the rules**

1) These Rules and the statement of aims and purposes of the NJFC must not be altered except in accordance with the Act.

- 2) Subject to the provisions of the Act these rules may be altered by a Special Resolution carried at a Special General Meeting called in accordance with sections 10, 11 and 12 of these rules.
- 3) Subject to the provisions of the Act a resolution to alter these rules and/or the statement of purposes of the NJFC shall be carried if 75% or more of the members voting in person or by proxy, at a Special General Meeting called to consider that resolution, vote in favour of the resolution.

## 4. Membership of the NJFC

### 1) Types of membership.

The NJFC shall have the following categories of members -

- a) Junior Members: Persons under the age of 17 at the start of the relevant year and registered to play with NJFC for that year are Junior Members. Junior members have no voting rights and are not eligible for elected positions in the NJFC. The interest of each junior member may be represented by one parent of that junior member.
- b) Under 19 Player Members: Persons aged 17 or 18 years at the start of the relevant year and registered to play with NJFC for that year are Under 19 Player Members. Under 19 Player Members shall be eligible to vote at general meetings, stand for election to committee and exercise all the rights of membership of NJFC.
- c) Parent members: Parents or guardians of Junior Members may apply to become Parent Members subject to the following restrictions:
  - i. Only one parent of a Junior Member may become a Parent Member.
  - ii. Where a Junior Member has one or more siblings who are also Junior Members a Parent Member who represents any one those Junior Members shall be deemed to represent them all.
  - iii. Each Parent Member shall have only one vote regardless of the number of Junior Members which that Parent Member represents. Parent Members shall be eligible to vote at general meetings, stand for election to committee and exercise all the rights of membership of NJFC.
- d) Social members: Persons who are not eligible to be a Parent Member, either because they are not a parent of a Junior Member or because they are the parent of a Junior Member who is already represented by another Parent Member, may apply to become Social Members. Social Members shall be eligible to vote at general meetings, stand for election to committee and exercise all the rights of membership of NJFC.
- e) Honorary Life Members: Persons who have given outstanding service to the NJFC may be nominated by the committee for election as Life Members at any Annual General Meeting. Persons who have given seven years consecutive service in any voluntary capacity shall be automatically nominated for Life Membership. Life Members shall be eligible to vote at general meetings, stand for election to committee and exercise all the rights of membership of NJFC.

### 2) Eligibility for membership.

A person can be a member (including Junior member) of the NJFC if the person:

- a) meets the description contained in a membership category set out in rule 4 (1); and
- b) supports the aims set out in the NJFC s Statement of Purposes; and
- c) agrees to follow these Rules; and
  - i. in the case of a person eligible to be an Under 19 player member or a junior member, the person is registered as a player; or
  - ii. in the case of a person eligible to be a parent member, the person applies for membership; or
  - iii. in the case of a life member, is elected to life membership at an Annual General Meeting as per rule 4. (3) (d); or
  - iv. in the case of a social member, the person applies for membership; and
- d) pays the relevant annual membership fee as fixed from time to time by the committee.

- e) Rule 4 (2) (d) notwithstanding honorary life members shall not be required to pay an annual membership fee.
- 3) Membership fees and period of membership.
- a) The annual membership fee and the due date thereof shall be determined by the committee from time to time, the membership fee being payable in advance on or before the due date.
  - b) The period of membership for a new member shall be from the date of entry into the register of members until the due date for the payment of membership fees for the following year.
  - c) The period of membership for a renewing member shall be from the due date for payment of membership fees until the due date for the payment of membership fees for the following year.
- 4) Application of a person for membership.
- a) An application by a person, aged 16 years or less at the start of the calendar year, for registration as a player for NJFC shall be deemed also an application for Junior Membership. Subject to any subsequent determination to the contrary by the NJFC committee, or by the relevant League or Association, this application shall be accepted upon:-
    - (i) receipt by the NJFC of completed registration papers as required from time to time by the NJFC and any League or Association with which NJFC is affiliated; and
    - (ii) receipt by NJFC of the annual membership fee; and
    - (iii) receipt by NJFC of any applicable clearance from another club or league.
  - b) An application by a person, aged 17 or 18 years at the start of the calendar year, for registration as a player for NJFC shall be deemed also an application for Under 19 Player Membership. Subject to any subsequent determination to the contrary by the NJFC committee, or by the relevant League or Association, this application shall be accepted upon:-
    - (i) receipt by the NJFC of completed registration papers as required from time to time by the NJFC and any League or Association with which NJFC is affiliated; and
    - (ii) receipt by NJFC of the annual membership fee; and
    - (iii) receipt by NJFC of any applicable clearance from another club or league.
  - c) An application for Parent Membership must :-
    - (i) be made in writing in the form approved by the Committee from time to time; and
    - (ii) be given to the Secretary and accompanied by payment of the annual registration fee.
  - d) An application for Social Membership must :-
    - (i) be made in writing in the form approved by the Committee from time to time; and
    - (ii) be given to the Secretary and accompanied by payment of the annual registration fee.
- 5) Approval or rejection of membership Application
- a) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
  - b) The committee must determine whether to approve or reject the application.
  - c) If the committee approves an application for membership, the Secretary must, as soon as practicable notify the applicant in writing of the approval for membership.
  - d) The Secretary must, within 28 days of the approval of the membership application by the committee, enter the applicant's name in the register of members.
  - e) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
  - f) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected, and return any membership fee paid.
  - g) A right, privilege, or obligation of a person by reason of membership of the NJFC—
    - i. is not capable of being transferred or transmitted to another person; and
    - ii. terminates upon the cessation of membership whether by death or resignation or otherwise.

## **4A. Election of Honorary Life Members**

- 1) Any member who has given outstanding service to the NJFC may be nominated by the committee for election as a Life Member at any Annual General Meeting.
- 2) Members who have given seven years consecutive service in any voluntary capacity shall be nominated for Life Membership.
- 3) Nomination of any proposed Life Member must be included with the notification of the Annual General Meeting. Nomination shall be by the proposal of a resolution as special business of the annual General Meeting to award Honorary Life membership to the member nominated.
- 4) A resolution put to an Annual General Meeting to award Honorary Life Membership shall be carried if it receives the approval of two-thirds or more of the members voting in person or by proxy at that meeting.
- 5) Any member awarded Honorary Life Membership shall be exempt from the payment of any annual membership fee.

## **5. Register of members**

- 1) The Secretary must keep and maintain a register of members containing—
  - a) the name and address of each member; and
  - b) the date on which each member's name was entered in the register.
- 2) The register shall be available for inspection free of charge by any member upon request.
- 3) A member may make a copy of entries in the register except where the copying of personal information would be in breach of the Privacy Act or any other Act.

## **6. Cessation of membership**

- 1) A member of the NJFC who has paid all moneys due and payable by a member to the NJFC may resign from the NJFC by giving 14 days notice in writing to the Secretary of his or her intention to resign.
- 2) After the expiry of the period referred to in sub-rule (1)—
  - a) the member ceases to be a member; and
  - b) the Secretary must record in the register of members the date on which the member ceased to be a member.
- 3) A Junior Member's membership ends if the member is de registered by the relevant League or Association or is otherwise removed from the list of eligible players kept by those bodies. A Junior Member's membership ends if the member ceases to play for NJFC.
- 4) An Under 19 Player Member's membership ends if the member is de registered by the relevant League or Association or is otherwise removed from the list of eligible players kept by those bodies. An Under 19 Player Member's membership ends if the member ceases to play for NJFC.
- 5) The membership of a Parent Member ceases if all Junior Members represented by that parent cease to be members of NJFC.
- 6) The membership of any Parent, Social, Under 19 Player or Junior Member ceases if the annual membership fee for any given year remains unpaid after the due date for such payment.

## **7. Discipline, suspension and expulsion of members**

- 1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the NJFC, the committee may by resolution—

- a) fine that member an amount sufficient to recover the costs of any penalty incurred due to the actions of that member; or
  - b) suspend that member from membership of the NJFC for a specified period; or
  - c) expel that member from the NJFC.
- 2) A resolution of the committee under sub-rule (1) does not take effect unless—
- a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
  - b) if the member exercises a right of appeal to the NJFC under this rule, the NJFC confirms the resolution in accordance with this rule.
- 3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- 4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
- a) setting out the resolution of the committee and the grounds on which it is based; and
  - b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - c) stating the date, place and time of that meeting; and
  - d) informing the member that he or she may do one or both of the following—
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the NJFC in general meeting against the resolution.
- 5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must—
- a) give the member, or his or her representative, an opportunity to be heard; and
  - b) give due consideration to any written statement submitted by the member; and
  - c) determine by resolution whether to confirm or to revoke the resolution.
- 6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the NJFC in general meeting against the resolution.
- 7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the NJFC to be held within 21 days after the date on which the Secretary received the notice.
- 8) At a general meeting of the NJFC convened under sub-rule (7)—
- a) no business other than the question of the appeal may be conducted; and
  - b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - c) the member, or his or her representative, must be given an opportunity to be heard; and
  - d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## 8. Disputes and mediation

- 1) The grievance procedure set out in this rule applies to disputes under these Rules between:-

- a) a member and another member; or
  - b) a member and the NJFC.
- 2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
  - 3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
  - 4) The mediator must be—
    - a) a person chosen by agreement between the parties; or
    - b) in the absence of agreement—
      - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the NJFC; or
      - (ii) in the case of a dispute between a member and the NJFC, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
  - 5) A member of the NJFC can be a mediator.
  - 6) The mediator cannot be a member who is a party to the dispute.
  - 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
  - 8) The mediator, in conducting the mediation, must—
    - a) give the parties to the mediation process every opportunity to be heard; and
    - b) allow due consideration by all parties of any written statement submitted by any party; and
    - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
  - 9) The mediator must not determine the dispute.
  - 10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **9. Annual general meetings**

- 1) An Annual General Meeting shall be held in each calendar year.
- 2) Subject to rule 9 (1), the committee may determine the date, time and place of the annual general meeting of the NJFC.
- 3) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- 4) The ordinary business of the annual general meeting shall be:
  - a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
  - b) to receive from the committee reports upon the activities of the NJFC during the last preceding year; and
  - c) to elect officers of the NJFC; and
  - d) to receive and consider the statement submitted by the NJFC in accordance with section 30(3) of the Act; and
  - e) to receive and consider the statement of the auditors in relation to the financial statement of the NJFC; and
  - f) to appoint an auditor for the next financial year, the auditor so appointed to be a chartered accountant or a certified practising accountant.
- 5) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules including the election of any Life Members.

## **10. Special general meetings**

- 1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- 2) All general meetings other than the annual general meeting are special general meetings.
- 3) The committee may, whenever it thinks fit, convene a special general meeting of the NJFC.
- 4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- 5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the NJFC.
- 6) The request for a special general meeting must—
  - a) (a) state the objects of the meeting; and
  - b) (b) be signed by the members requesting the meeting; and
  - c) (c) be sent to the address of the Secretary.
- 7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the NJFC to the persons incurring the expenses.

## **11. Special business**

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business. Notice of general meetings

- (1) The Secretary of the NJFC, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the NJFC, must cause to be sent to each member of the NJFC, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
  - (a) by prepaid post to the address appearing in the register of members; or
  - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

## **12. Quorum at general meetings**

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

- (2) Twelve members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
- (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
  - (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

### **13. Presiding at general meetings**

- (1) The President, or in the President's absence, the Senior Vice-President, shall preside as Chairperson at each general meeting of the NJFC.
- (2) If the President and the Senior Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

### **14. Adjournment of meetings**

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

### **15. Voting at general meetings**

- (1) Upon any question arising at a general meeting of the NJFC, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.



(4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the NJFC have been paid.

## **16. Poll at general meetings**

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

## **17. Manner of determining whether resolution carried**

If a question arising at a general meeting of the NJFC is determined on a show of hands—

(a) a declaration by the Chairperson that a resolution has been—

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the minute book of the NJFC—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **18. Proxies**

(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy must be—

(a) for a meeting of the NJFC convened under rule 7(7), in the form set out in Appendix 1; or

(b) in any other case, in the form set out in Appendix 2.

## **19. Committee of Management**

(1) The affairs of the NJFC shall be managed by the committee of management.

(2) The committee—

(a) shall control and manage the business and affairs of the NJFC; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the NJFC other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the NJFC; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the NJFC.

(3) Subject to section 23 of the Act, the committee shall consist of the officers of the NJFC and up to four ordinary members each of whom shall be elected at the annual general meeting of the NJFC in each year.

## **20A. Sub-Committees**

(1) The committee of management may establish sub-committees to manage particular activities of the NJFC. Such sub-committees and their areas of activity may include, but shall not be limited to, sub-committees for:-

(a) Football; including training and competing but not including the appointment of coaches or managers; and

(b) Finance; and

(c) Coach and manager appointment; and

(d) League and interclub relations; including matters concerning the league tribunal; and

(e) Property management; including management of the clubroom building insofar as the NJFC has responsibility for the building; and

(f) Canteen management; including ensuring compliance with all Council By-Laws and Acts of Parliament governing the sale of food; and

(g) Bar management; including ensuring compliance with all Council By-Laws and Acts of Parliament governing the sale of alcohol; and

(h) Ground management; including all matters to ensure that the NJFC's grounds are fit for play and training; and

(i) Membership; including registration of players and maintenance of the register of members; and

(j) Social; including the organization of any fund-raising activities.

(2) The committee of management shall appoint a member of that committee to convene and chair any sub-committee which it establishes.

(3) The committee of management may appoint any other members of NJFC as members of any sub-committee. Sub-committee members shall serve until the next Annual General Meeting or until the management committee decides otherwise which ever is the lesser period.

(5) The management committee shall provide clear instructions to any sub-committee which it establishes. Such instructions shall include, but not be limited to, the range of responsibility of the sub-committee; the name of the committee member who is appointed to convene and chair the sub-committee; those areas in which the sub-committee may act without prior referral to the management committee and any other guidelines or restrictions as the management committee sees fit.

(6) A sub-committee shall consider only matters referred to it by the management committee and may act without prior referral to the management committee only in those areas which are so referred to in the instructions provided by the management committee.

(7) The convenor of each sub-committee shall provide a report to each management committee meeting on the activities of the sub-committee which have occurred since the previous committee meeting. The report shall include the minutes of any sub-committee meeting which has taken place in that period.

(8) The decisions of any sub-committee in any areas, other than where the sub-committee has been instructed by the management committee to act without prior referral to the management committee, shall take the form of recommendations to the management committee.

(9) Meetings of sub-committees shall be subject to such rules and standing orders as the Management Committee may establish from time to time.

## **20B. Policies and Club Rules**

- (1) The management committee may adopt policies and rules for the good management of NJFC and the conduct of players and members.
- (2) Any such rules or policies shall be binding on all members of NJFC.
- (3) Such rules and policies may include, but are not limited to: -
  - (a) A code of conduct for members, players and officials; and
  - (b) A set of standing orders for the running of meetings; and
  - (c) A set of rules for the appointment of team officials including coaches and team managers; and
  - (d) A purchasing policy which spells out the system for authorizing the spending of NJFC funds and the reimbursement of members who make purchases on behalf of the NJFC.
  - (e) A policy on the allocation of players to teams other than that of their immediate age level.
  - (f) A set of rules for the awarding of trophies.

## **20. Office holders**

- (1) The officers of the NJFC shall be—

President

Vice-president

Secretary

Treasurer

Football manager

Property manager

Canteen manager

Grounds manager

Membership secretary

Social secretary.

- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

- (3) Each officer of the NJFC shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.

## **21. Casual vacancies.**

In the event of a casual vacancy in any office referred to in rule 21, the committee may appoint another member of the NJFC to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

## **22. Election of officers of NJFC.**

- (1) Nominations of candidates for election as officers of the NJFC must be—

- (a) made in writing, signed by two members of the NJFC and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) delivered to the Secretary of the NJFC not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office prior to the annual general meeting.
- (3) If only one nomination is received for any particular office the candidate nominated shall be deemed to be elected.
- (4) If more than one nomination is received for any particular office a ballot must be held for that office.
- (5) If no nominations are received prior to the annual general meeting for any particular office, nominations to that office may be made from the floor of the Annual General Meeting.
- (6) Any member nominated under rule 23 (5) must be present at the meeting and give their assent to the nomination; and
- (7) Any nomination made under rule 23 (5) must be made by a member and seconded by another member.
- (8) If more than one nomination from the floor is received for any particular office a ballot must be held for that office.
- (9) The ballot for the election of officers of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

## **23. Vacancies**

The office of an officer of the NJFC, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the NJFC; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

## **24. Meetings of the committee**

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

## **25. Notice of committee meetings**

- (1) Notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Notice must be given to members of the committee of any special meeting specifying

the general nature of the business to be conducted and no other business may be conducted at such a meeting.

## **26. Quorum for committee meetings**

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
  - (i) in the case of a special meeting—the meeting lapses;
  - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

## **27. Presiding at committee meetings**

At meetings of the committee—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

## **28. Voting at committee meetings**

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each committee member present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## **29. Removal of committee member**

- (1) the NJFC in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the NJFC (not exceeding a reasonable length) and may request that the representations be provided to the members of the NJFC.
- (3) The Secretary or the President may give a copy of the representations to each member of the NJFC or, if they are not so given, the member may require that they be read out at the

meeting.

### **30. Minutes of meetings**

The Secretary of the NJFC must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

### **31. Funds**

(1) The Treasurer of the NJFC must—

(a) collect and receive all moneys due to the NJFC and make all payments authorised by the NJFC; and

(b) keep correct accounts and books showing the financial affairs of the NJFC with full details of all receipts and expenditure connected with the activities of the NJFC; and

(c) submit the accounts of the NJFC to be audited by the auditor appointed by the last Annual General Meeting; and

(d) present an audited financial statement to each Annual General Meeting in accordance with section 30 (3) of the Act.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

(3) The funds of the NJFC shall be derived from annual membership fees, donations and such other sources as the committee determines.

### **32. Seal**

(1) The common seal of the NJFC must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the NJFC.

### **33. Notice to members**

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the NJFC, under these Rules may be given by—

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

(d) electronic transmission, if the member has requested that the notice be given to him or

her in this manner.

### **34. Winding up**

In the event of the winding up or the cancellation of the incorporation of the NJFC, the assets of the NJFC must be disposed of in accordance with the provisions of the Act.

### **35. Custody and inspection of books and records**

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the NJFC.

(2) All accounts, books, securities and any other relevant documents of the NJFC must be available for inspection free of charge by any member upon request except where disclosure of personal information would be in breach of the Privacy Act or any other Act.

(3) A member may make a copy of any accounts, books, securities and any other relevant documents of the NJFC except where the copying of personal information would be in breach of the Privacy Act or any other Act.

Note for sub rules (2) and (3): The Commonwealth Privacy Act 1988 and the Health Records Act 2001 govern the collection, storage and use of certain information about persons.

# Appendix 1

## Appointment of proxy for meeting of Northcote Junior Football Club Inc. convened under Rule 7(7)

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

being a member of Northcote Junior Football Club Inc.,

appoint \_\_\_\_\_  
(name of proxy holder)

of \_\_\_\_\_  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the NJFC convened under rule 7(7), to be held on—

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Appendix 2

### Appointment of proxy for meeting of Northcote Junior Football Club Inc.

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

being a member of Northcote Junior Football Club Inc.

appoint \_\_\_\_\_  
(name of proxy holder)

of \_\_\_\_\_  
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the NJFC to be held on—

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Delete if not applicable

## **Appendix 3**

### **Aims and Purposes of the Northcote Junior Football Club Inc.**

- 1) The purposes for which the NJFC is established are:-
- 2) To operate an Australian Football Club for residents of Northcote and surrounding areas.
- 3) To provide teams to compete in the Diamond Valley Football League competition at junior
- 4) levels.
- 5) To provide equal opportunity for participation by children from a variety of backgrounds
- 6) and sporting abilities.
- 7) To develop the sporting ability and sportsmanship of players.
- 8) To encourage an atmosphere of fair play and team spirit amongst players.
- 9) To provide a sense of community spirit and cooperation in the broader Northcote
- 10) community.
- 11) To pursue the interests of the Northcote Junior Football Club.