

# Rules for Southern Football Netball League Incorporated

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# Rules for Southern Football Netball League Incorporated

## PART 1—PRELIMINARY

### 1 Name

The name of the incorporated association is "Southern Football Netball League Incorporated".

### 2 Purposes

The purposes of the association are—

- i. Provide an administration centre for Members of the Association such that will provide the Members with the necessary service, information and requirements to operate in a professional and efficient manner.
- ii. Support, represent, encourage, promote, manage and foster the Australian games of football and netball.
- iii. Pursue and conduct programs and projects that affect football, netball and the activities of the Association generally.
- iv. Co-operate with or assist any organisation with like objects and purposes to those of the Association in any manner which may further the interests of football and netball.
- v. Do such other things as are incidental or conducive to the attainment of the above objects and the exercise of the powers of the Association.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on 31 October.

### 4 Definitions

In these Rules—

***absolute majority***, of the Board, means a majority of the Board members currently holding office and entitled to vote at the time (as distinct from a majority of Board members present at a Board meeting);

***associate member*** means a member referred to in rule 14(1);

***Chairperson***, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 46;

***Chief Executive Officer*** means the person employed by the Association who performs the function of Secretary under these Rules;

***Club***, means an incorporated association that is formed for the purpose playing of football and/or netball;

***Board*** means the Board having management of the business of the Association;

***Board meeting*** means a meeting of the Board held in accordance with these Rules;

**Board member** means a member of the Board elected or appointed under Division 3 of Part 5;

**disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 23(3);

**disciplinary meeting** means a meeting of the Board convened for the purposes of rule 22;

**disciplinary subcommittee** means the subcommittee appointed under rule 20;

**financial year** means the 12 month period specified in rule 3;

**football** means the game of football played under the rules adopted by the Australian Football League;

**general meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

**member** means a Club of the Association;

**member entitled to vote** means a member who under rule 13(2) is entitled to vote at a general meeting;

**netball** means the game of netball played under the rules adopted by Netball Australia;

**player** means a player of football or netball;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

**the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

**the Registrar** means the Registrar of Incorporated Associations;

**the Regulations** means regulations under the Act.

## PART 2—POWERS OF ASSOCIATION

### 5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
  - (2) Without limiting subrule (1), the Association may—
    - (a) acquire, hold and dispose of real or personal property;
    - (b) open and operate accounts with financial institutions;
    - (c) invest its money in any security in which trust monies may lawfully be invested;
    - (d) raise and borrow money on any terms and in any manner as it thinks fit;
    - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
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- (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

## **6 Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
- (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

## **7 Minimum number of members**

The Association does not require a minimum number of members.

## **8 Who is eligible to be a member**

Any Club that supports the purposes of the Association is eligible for membership.

## **9 Application for membership**

- (1) To apply to become a member of the Association, a Club must submit a written application to the Chief Executive Officer stating that the Club—
- (a) wishes to become a member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.
- (2) The application—
- (a) must detail its name, ground arrangements, names and addresses of its officials, copy of its Rules and any other required particulars as requested by the Board.
  - (b) must be signed by an authorised official of the Club; and
  - (c) may be accompanied by the joining fee.

## **10 Consideration of application**

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution whether to accept or reject the application.

- (2) The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Board rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved by the Board—
  - (a) the resolution to accept the membership must be recorded in the minutes of the Board meeting; and
  - (b) the Chief Executive Officer must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (2) A Club becomes a member of the Association and, subject to rule 13(2), is entitled to exercise its rights of membership from the date, on which both of the following have occurred—
  - (a) the Board has approved the Club's membership; and
  - (b) the Club has paid the joining fee.

## **12 Annual affiliation fee and fee on joining**

- (1) The Board shall fix:
  - (a) the amount of the annual affiliation fees for the following financial year; and
  - (b) the date(s) for payment of the annual affiliation fees.
- (2) The Board may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - (a) the full annual affiliation amount; or
  - (b) a pro rata amount of the annual affiliation fee based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (3) The Board shall review and fix the amount of the joining fee which must be paid before a Club becomes a member under Rule 11 on a biennial basis.
- (4) The rights of a member as set out in rule 13(1) (including the right to vote) who has not paid the annual affiliation fees or part thereof by the due date, or has not complied with a financial arrangement for the payment of those fees as approved by the Board in its absolute discretion are suspended until the outstanding amount is paid.

## **13 General rights of members**

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- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
  - (a) the member is a member other than an associate member; and
  - (b) in the case of a new member, more than 10 business days have passed since they became a member of the Association in accordance with rule 11(2); and
  - (c) the member's membership rights are not suspended for any reason.

#### **14 Associate members**

- (1) Associate members of the Association include—
  - (a) Life Members who are individuals that are honoured as a Life Member following extraordinary service to football or netball in the Association as determined by special resolution; and
  - (b) any other category of member as determined by special resolution at a general meeting.
- (2) An associate member must not vote but may have other rights as determined by the Board or by resolution at a general meeting.

#### **15 Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

#### **16 Ceasing membership**

- (1) The membership of a Club ceases on its resignation, expulsion or its winding up.
- (2) If a Club ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the Club ceased to be a member in the register of members.

#### **17 Resigning as a member**

A member may resign by notice in writing given to the Chief Executive Officer provided that the Member has no monies outstanding to the League including without limitation that—

- (a) all annual affiliation fees and other fees payable under these Rules have been paid in full;
- (b) any other amounts invoiced by the Association, such as under its policies and By-Laws, have been paid in full.

## **18 Register of members**

- (1) The Chief Executive Officer must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) if the member is an associate member, a note to that effect;
    - (v) any other information determined by the Board; and
  - (b) for each former member, the date of ceasing to be a member.
- (2) An authorised representative of any member may, at a reasonable time and free of charge, inspect the register of members.

### **Division 2—Disciplinary action**

## **19 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

## **20 Disciplinary subcommittee**

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) shall be made up of Board members; but
  - (b) must not be biased against, or in favour of, the member concerned.

## **21 Notice to member**

- (1) Before disciplinary action is taken against a member, the Chief Executive Officer must give written notice to the member—
  - (a) stating that the Board proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
  - (d) advising the member that it may do one or both of the following—
    - (i) have authorised representatives attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) provide a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **22 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give representatives of the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) fine the member; or
    - (iii) suspend the membership rights of the member for a specified period; or
    - (iv) expel the member from the Association.
- (3) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **23 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Chief Executive Officer not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the member against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **24 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Board must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the Club whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than half of the members voting at the meeting vote in favour of the decision.

## **Division 3—Grievance procedure**

### **25 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
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- (a) a member and another member;
  - (b) a member and the Board;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

## **26 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

## **27 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
- (a) notify the Board of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Board; or
    - (ii) if the dispute is between a member and the Board or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board must not be a person who—
- (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **28 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
- (a) give each party 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 throughout the mediation process.
- (2) The mediator must not determine the dispute.
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## **29 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

### **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

## **30 Annual general meetings**

- (1) The Board must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Board may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Board on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
  - (c) to elect members of the Board;
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

## **31 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

## **32 Special general meeting held at request of members**

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 20% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and

- (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names of the members requesting the meeting; and
  - (d) be given to the Chief Executive Officer.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
- (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.

### **33 Notice of general meetings**

- (1) The Chief Executive Officer (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association—
- (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
- (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

### **34 Proxies**

- (1) A member may appoint another member as its proxy to vote and speak on its behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by a person authorised by the member making the appointment.

- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on its behalf, otherwise the proxy may vote on behalf of the member in any matter as it sees fit.
- (4) If the Board has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Chief Executive Officer no later than 24 hours before the commencement of the meeting.

### **35 Use of technology**

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **36 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 50% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;
  - (b) in any other case—
    - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and



(ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

(4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **37 Adjournment of general meeting**

(1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.

(2) Without limiting subrule (1), a meeting may be adjourned—

(a) if there is insufficient time to deal with the business at hand; or

(b) to give the members more time to consider an item of business.

(3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

(4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

### **38 Voting at general meeting**

(1) On any question arising at a general meeting—

(a) subject to subrule (3), each member who is entitled to vote has one vote; and

(b) members may vote personally or by proxy; and

(c) except in the case of a special resolution, the question must be decided on a majority of votes.

(2) If votes are divided equally on a question, the Chairperson of the meeting has a casting vote.

(3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

(4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **39 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

### **40 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by six or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

#### **41 Minutes of general meeting**

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the names of the members attending the meeting; and
  - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
  - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (d) the certificate signed by two Board members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5—BOARD**

#### **Division 1—Powers of Board**

#### **42 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board—
  - (a) may appoint and remove staff;
  - (b) may establish subcommittees with terms of reference it considers appropriate.
  - (c) shall determine the number of members eligible to be a member of the Association.
- (4) The Board—
  - (a) shall make, amend or rescind By-Laws pertaining to the Association including-
    - a. The regulation of resignation or transfer of members from the Association.
    - b. The fixing of annual affiliation fees and other fees for members and for teams and players participating in competitive football and netball. Such fees, at the absolute discretion of the Board, to increase annually by no more than the Australian Bureau of Statistics (ABS) annual 'All Groups' Consumer Price Index for the previous financial year ending 30 June.
    - c. Penalties for failure to pay any monies due to the Association.
    - d. Fines and penalties for breaches of football and netball competition rules and for breaches of any By-Law.
    - e. Registration and eligibility of players.
    - f. Transfer of players from and to members.
    - g. Match permits for players of members.
    - h. Eligibility of players and members to participate competitive football and netball.
    - i. Misconduct of players and officials and discipline generally.
    - j. Submitting reports by members.
    - k. Disputes and protests.

- l. Appointment of coaches.
- m. Premiership points, trophies, awards and rewards.
- n. Uniforms, playing fields and dressing accommodation.
- o. Sponsorship.
- p. Presidents and Secretaries meetings.
- q. Umpires.
- r. The formation of an Independent Tribunal with power to hear charges against officers or members and players for misconduct and to impose penalties by way of suspension or fine as the case may be, and

(b) without limiting the generality of its powers herein, to appoint an auditor, to pay reasonable honorariums to honorary members and to conduct functions and to make presentations.

#### **43 Delegation**

- (1) The Board may delegate, in writing, to its staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

#### **Division 2—Composition of Board and duties of members**

#### **44 Composition of Board**

The Board consists of—

- (a) a Chairperson; and
- (b) a Vice-Chairperson; and
- (d) a Treasurer; and
- (e) 7 ordinary members (if any) elected under rule 53.

#### **45 General Duties**

- (1) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.

- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
- (3) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Board members and former Board members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.
- (7) In addition to any obligations imposed upon the Board or Board Members by the Act or these Rules, Board Members shall at all times in the discharge of their functions act in accordance with the Code of Conduct of Members of the Board of the Association as amended from time to time.

#### **46 Chairperson and Vice-Chairperson**

- (1) Subject to subrule (2), the Chairperson or, in the Chairperson's absence, the Vice-Chairperson is the Chairperson for any general meetings and for any Board meetings.
- (2) If the Chairperson and the Vice-Chairperson are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a Board member elected by the Board members present; or
  - (b) in the case of a Board meeting—a Board member elected by the other Board members present.

#### **47 Chief Executive Officer**

- (1) The Chief Executive Officer must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Chief Executive Officer must—
  - (a) maintain the register of members in accordance with rule 18; and

- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Chief Executive Officer must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **48 Treasurer**

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
  - (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 employed staff of the Association.
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Association.

### **Division 3—Election of Board members and tenure of office**

#### **49 Who is eligible to be a Board member**

A person is eligible to be elected or appointed as a Board member if they are 18 years or over.

#### **50 Positions to be declared vacant**

- (1) This rule applies to—
- (a) the first annual general meeting of the Association after its incorporation; or
  - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.

- (2) The Chairperson of the meeting must declare those positions on the Board due for election under Rule 55 (1) vacant and hold elections for those positions in accordance with rules 51 to 54.

## **51 Nominations**

- (1) An eligible member of the Association by its President or Secretary may—
  - (a) nominate a person with that person's consent; and
  - (b) such nomination shall be in writing and signed by the proposer and the nominee and be lodged with the Chief Executive Officer not less than 14 days prior to the date of the Annual General Meeting.
- (2) A person who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

## **52 Election of Chairperson and other executive positions**

- (1) At the annual general meeting, separate elections must be held for each of the following executive positions that have been declared vacant under Rule 50 (2)—
  - (a) Chairperson;
  - (b) Vice-Chairperson;
  - (c) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the executive position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new Chairperson will take over as Chairperson of the meeting.

## **53 Election of ordinary Board members**

- (1) Those Board members nominating for election or re-election to the position of ordinary Board member must stand for election at the Annual General Meeting.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary Board member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

## **54 Ballot**

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.

- (2) The returning officer must not be a person nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
  - (a) each member present in person; and
  - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

## **55 Term of office**

- (1) Commencing at the first Annual General Meeting after the adoption of these Rules, and thereafter at each Annual General Meeting Board positions subject to election in accordance with commencement of the following three year rotational cycle:
  - Year 1 - Three ordinary Board Members and the Treasurer;
  - Year 2 - Two ordinary Board Members and the Vice-Chairperson;
  - Year 3 - Two ordinary Board Members and the Chairperson.



- (2) Subject to subrules (1), (3) and (4) and rule 56, a Board member holds office for a period of three (3) years.
- (3) A Board member may be re-elected unless they have already served the maximum recommended tenure of four (4) continuous terms of three (3) years.
- (4) A general meeting of the Association may by special resolution remove a Board member from office.
- (5) A member who is the subject of a proposed special resolution under subrule (4) may make representations in writing to the Chief Executive Officer or Chairperson of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (6) The Chief Executive Officer or the Chairperson may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

#### **56 Vacation of office**

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he or she—
  - (a) fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 67; or
  - (b) otherwise ceases to be a Board member by operation of section 78 of the Act.

#### **57 Filling casual vacancies**

- (1) The Board may appoint a person to fill a position on the Board that—
  - (a) has become vacant under rule 56; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Chief Executive Officer becomes vacant, the Board must appoint a person to the position within 14 days after the vacancy arises.
- (3) Any Board member appointed by the Board under subrule (1) or (2) must stand for election at the next Annual General Meeting of the Association.
- (4) The Board may continue to act despite any vacancy in its membership.

### **Division 4—Meetings of Board**

#### **58 Meetings of Board**

- (1) The Board must meet at least 6 times in each year at the dates, times and places determined by the Board.

- (2) The date, time and place of the first Board meeting must be determined by the members of the Board as soon as practicable after the annual general meeting of the Association at which the members of the Board were elected.
- (3) Special Board meetings may be convened by the Chairperson or by any 4 members of the Board.

#### **59 Notice of meetings**

- (1) Notice of each Board meeting must be given to each Board member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

#### **60 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

#### **61 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

#### **62 Use of technology**

- (1) A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board member participating in a Board meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

#### **63 Quorum**

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under rule 62) of a majority of the Board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

#### **64 Voting**

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

#### **65 Conflict of interest**

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The Board member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the Board member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the Board member has in common with all, or a substantial proportion of, the members of the Association.

#### **66 Minutes of meeting**

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following—

- (a) the names of the Board members in attendance at the meeting;
- (b) the business considered at the meeting;
- (c) any resolution on which a vote is taken and the result of the vote;
- (d) any material personal interest disclosed under rule 65.

## **67 Leave of absence**

- (1) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

## **Division 5—Internal Board Complaints**

### **68 When this section applies**

A Board member who has a complaint with another Board member(s) must refer to this section for guidance.

### **69 Informal resolution process**

In the first instance, the complainant, if appropriate, should attempt to resolve the complaint informally with the Board Member(s) concerned through individual discussions.

If the complaint remains unresolved, the complainant will seek informal mediation with the Chairperson as mediator.

In the case of a complaint involving the Chairperson, the Vice Chairperson will be informed and act as the mediator.

If informal mediation is successful, this will signal completion of the informal complaint.

If an informal mediation is unsuccessful, either party can invoke a formal complaint process as outlined in (3) below.

### **70 Formal complaint procedure**

The complaint must be made in writing and sent to the Chairperson (or Vice Chairperson if the complaint involves the Chairperson), who should acknowledge receipt of this document within seven days.

Depending on the nature of the matter, the Chairperson will seek to resolve the complaint in accordance with the principles of natural justice (procedural fairness). This may require investigation, discussion or formal mediation with an independent/professional mediator. If

the matter relates to the Chairperson, the investigation and notification process shall be referred to the Vice Chairperson or other appropriate member of the Executive.

Once a process has been decided by the Chairperson (or Vice Chairperson), they will inform all parties in writing.

The investigation, discussion and/or mediation shall occur within such timeframe as agreed by the parties.

The outcome of the complaint will be conveyed to all parties involved in the complaint within seven days of the outcome being determined and generally this will signal the completion of the process. Such outcome must remain confidential unless directed otherwise by the Chairperson (or Vice Chairperson) if deemed in the best interests of the Board.

The Chairperson (or Vice Chairperson) has absolute discretion in the choice of process, determining which aspect of the outcome is to be conveyed to other Board members and/or any other aspect of this Part 5 Division 5 of the Rules.

## **PART 6—FINANCIAL MATTERS**

### **71 Source of funds**

The funds of the Association may be derived from joining fees, annual affiliation fees, donations, fund-raising activities, grants, interest and any other sources approved by the Board.

### **72 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 staff members employed by the Association.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **73 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Board.

#### **74 Financial statements**

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Board;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

### **PART 7—GENERAL MATTERS**

#### **75 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two Board members;
  - (c) the common seal must be kept in the custody of the Chief Executive Officer.

#### **76 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Board; or

- (b) if the Board has not determined an address to be the registered address—  
the postal address of the Chief Executive Officer.

## **77 Notice requirements**

- (1) Any notice required to be given to a member or a Board member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Board may be given—
  - (a) by handing the notice to a member of the Board; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Board determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the Association or the Chief Executive Officer;  
or
    - (ii) by facsimile transmission to the facsimile number of the Association.

## **78 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Board meetings.
- (2) The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

(5) For purposes of this rule—

**relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

## **79 Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

## **80 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

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