

Albion Park 'Crows' Junior Australian Football Club Constitution

NAME:

The name of the club shall be called "Albion Park Crows Junior Australian Football Club Ltd" or such other name adopted from time to time and hereinafter referred to as the "Club".

COLOURS:

The club colours shall consist of RED, BLUE and GOLD with an Emblem of a CROW as the logo.

HOME GROUND:

The home ground of the club is the ground determined by the committee from time to time to be the "home ground:"

OBJECTIVE:

- 4.1 To promote the playing of sport
- 4.2 To Promote and foster the game of Australian Football within Albion Park and the surrounding areas,
- 4.3 To provide a safe physical playing environment,
- 4.4 To provide a fun and socially engaging atmosphere for players, volunteers and other spectators,
- 4.5 To teach the principles of teamwork, good sportsmanship and fair play,
- 4.6 To provide and support teams to compete in the Illawarra League and abide by the rules, regulations and bylaws that exist at the time and set down by the relevant governing bodies,
- 4.7 To accept any gift of any real or personal property, in relation to the running of the club, such as sponsorship, donations and items of equipment no longer utilised by others,
- 4.8 To pursue any other objects which are considered to directly or indirectly advance the interests of the club, the members and/or the game of Australian football.

NON DISTRIBUTION TO MEMBERS

- 5.1 The club's income and assets must be used solely to promote the Club's objectives stated in part 4
- 5.2 The Club must not pay or distribute any profits, income or assets to the members.
- 5.3 This does not prevent the club paying in good faith:
 - a. reasonable remuneration to a member or other persons for services rendered to the Club
 - b. for goods supplied to the club
 - c. reasonable interest on money lent by a member to the club,
 - d. out of pocket expenses incurred by a member on behalf of the club subject to approval by a majority of the Club Management Committee

MEMBERSHIP:

- 6.1 Membership is open to any person who supports the objectives of the Club; and is willing to abide by the rules, regulations, and bylaws of the Club and all bodies governing the Club that exist at the time.
- 6.2 The memberships will fall into the following three categories;
 - i. Registered Members-Playing Registered Members will be under 18 years of age.
 - ii. Registered Members-Non Playing will be over 18 years of age.
 - iii. Unregistered Members-Non Playing will be over 18 years of age.
 - iv. Life members
- 6.3 Club Membership will be for 1 calendar year only and require renewal.
 - i. Club Members shall be informed by the Registrar of the renewal process if so desired.
- 6.4 The Club has the right to refuse any membership application.

REGISTER OF MEMBERS

- 7.1 The Club must establish and maintain a register of all members of the Club, with voting rights. The register will specify the name and contact details of each person, including the date on which the person became a Member.
- 7.2 A copy of the register or parts thereof shall be made available to any official for the performance of their duty, unless otherwise requested in writing, or to law enforcement employees at the discretion of the Secretary

MEMBERS FEES

- 8.1 As Membership falls into categories of playing and Non-Playing Members, fees shall be determined as follows;
- i. Registered Playing Members Shall pay an annual fee, determined by the Club Management Committee, prior to their first competition game of the season.
 - ii. Registered Non Playing Members Shall pay an annual fee, determined by the Club Management Committee, prior to any involvement in any activity of the Club.
 - iii. Unregistered Non–Playing Members shall pay a nominal fee, as determined by the Club Management Committee, but not less than \$1.

LIFE MEMBERSHIP

- 9.1 A Life member is a Member who has been elected as a Life member by the Committee in its absolute discretion, after at least 5 years service.
- 9.2 A life member shall have all the rights of a Registered Member – Non playing but shall not be required to pay an annual fee

LIMITED LIABILITY

- 10.1 The liability of the members is limited to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by rule 8.

CESSATION OF MEMBERSHIP

- 11.1 A person ceases to be a Member, and terminates all rights, privileges or obligations of being a Member, of the Club if the person;
- i) Dies, or
 - ii) Resigns Membership, by way of written notification, or
 - iii) Fails to pay the nominated annual fee for Membership, or
 - iv) expelled from the Club.
- 11.2 Membership is not transferable to another person.

DISCIPLINE

- 12.1 Members must not remove or damage any club property without the written permission of the Club management Committee. Any damage caused by a member may be assessed by the Club Management Committee, and that member will be liable to immediately pay the amount assessed to the club.
- 12.2 To protect the image and reputation of the club and the decorum of the club premises, the Club Management Committee may from time to time establish codes of conduct and/or disciplinary procedures. Any such codes or procedures established by the General Management Committee will be made available for inspection by members and will be binding on the members.
- 12.3 If the conduct of a member, infringes the code of conduct in place at that time, then any member of the Club management committee may convene a special meeting of Club management committee, to consider suspending the membership of that member until the next occurring Club management Committee meeting.
- 12.4 The Club President or Secretary, as the Club management committee representatives, must accept a written complaint made by any person regarding any Member of the Club at a Club activity. The Club Management Committee representative will make an initial assessment.
- 12.5 Behaviour which will result in disciplinary action includes, but is not limited to, where a member -:
 - i. Has persistently refused or neglected to comply with a provision or provisions of the Club Constitution or By-Laws or
 - ii. Has persistently and wilfully acted in a manner prejudicial to the interest of the Club, or
 - iii. Has failed to comply with the Code of Conduct of the AFL or
 - iv. Has failed to comply with the Code or procedures of the Club, Local Council or
 - v. Has failed to comply with the protection policy of the Club, or
 - vi. Has deliberately or recklessly endangered other Members.
- 12.6 Should the Club management committee representative determine that the member does not have a case to answer then they will file a report to the next Club management committee meeting for ratification?
- 12.7 Should the Club management committee representative determine that the member has a case to answer then the following disciplinary procedure shall be followed.
 - i. Notify the Member concerned of the complaint within 7 days of the complaint being received and
 - ii. Give the Member at least 14 days from the time the notice is served within which to make submissions to the Club management committee in writing only (emails will be accepted), in connection with the complaint.

- iii. If the member fails to respond to the notice then the complaint may be heard and dealt with and the Club management committee may decide on the evidence before it, the member's absence notwithstanding, but having regard to any representations, which may have been made to it in writing by the member charged.
- 12.8 If after considering the complaint and any submissions made in connection with the complaint the Committee are satisfied that the facts alleged in the complaint have been proven the Committee will have the power to:
- i. Caution and/or reprimand the member
 - a. In the advent of a caution or reprimand, the Regional body is to be informed
 - ii. Fine the member any sum determined by the committee
 - iii. Suspend the member from the club for any period, including for life, as the committee determines, and
 - iv. Request the member to resign his or her membership and, if such member does not resign within 7 days, may expel the member from membership.
- 12.9 The decision as to the guilt or otherwise of a member, and the appropriate sanction shall be determined by ballot and shall require votes from not less than 50% of the Club management committee present and voting at the meeting.
- 12.10 No motion by the Club management committee to reprimand, suspend, or expel a member shall be deemed to be passed unless 65% of the members of the Club management committee present in person vote in a ballot in favour of such motion.
- 12.11 Any decision of the Club management committee on such hearing shall be final and the Committee shall not be required to assign any reason for its decision.
- 12.12 The Club acknowledges that, under certain circumstances, members may have the opportunity to refer the allegation to one of the Club's Governing bodies. In this particular circumstance, on written advice of this occurring, the Club will suspend its decision pending its outcome. The Club management committee may then reconsider the Club's position on the incident.

RESOLUTION OF DISPUTES

- 13.1 Resolution of Disputes between Members will, in the first instance, be resolved at the closest possible source (for example the Coach, Coaching coordinator, Team manager or Executive Committee member.
- 13.2 In the event the dispute is unable to be resolved at this level it will be escalated to the

Club management committee, in writing within 7 days, for consideration and resolution, as per rule 12. The Club management committee's decision will be absolute.

ANNUAL GENERAL MEETINGS

- 14.1 With the exception of the first annual general meeting of the club, the club must at least each calendar year and within a period of 6 months after the expiration of each financial year of the club must convene an Annual General Meeting (AGM) of its members. The AGM shall be held at such time and place as may be determined by the Committee.
- 14.2 The business of the Annual General Meeting will be:
- i. Confirmation of Minutes of the previous Annual General Meeting
 - ii. Presentation of the annual financial report
 - iii. Election of Office Bearers
 - iv. Award of Special Services, Life Membership or Citizenship Trophy "Craig Pusser Award".
 - v. To deal with any other business of which due notice has been given
 - vi. General Business

GENERAL MEETINGS

- 15.1 Meetings other than Annual General Meetings shall be called general meetings.
- 15.2 The Club Management Committee may whenever it considers fit call and arrange to hold a general meeting of the Club.
- 15.3 A general meeting may be called by the members upon receipt of a requisition stating therein the object of the meeting of such a meeting and signed on behalf of not less than one-sixth (1/6) of the financial Club Members. General meetings called under this clause shall be called within twenty eight (28) days of receipt of such a requisition and not less than fourteen (14) days notice shall be sent to all Club Members.
- 15.4 Club Management Committee Meetings must be held at regular intervals of no greater than once a month, at such a place and time as the Club Management Committee may determine. The President may at any time and the Secretary upon the request of not less than two (2) members of the Club Management Committee shall convene a meeting of the Club Management Committee.

PROCEDURES FOR MEETING

- 16.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must at least 14 days before the date fixed for the holding of the general meeting, give notice to each member specifying the place date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 16.2 If a special resolution is to be proposed at the meeting - set out an intention to propose the special resolution and state the resolution;

- 16.3 For the purpose of these Rules, a notice may be served on or given to a person:
- i. By delivery to the person personally, or
 - ii. By sending it by pre-paid post to the residential or postal address of the member
 - iii. By sending it by facsimile transmission or some other form of electronic transmission, such as email, to an address specified by the person for giving or serving the notice.
- 16.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member
- 16.5 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club neither the accidental omission to give notice of a meeting or the non-receipt by any person of notice of a meeting shall invalidate any proceedings at such meeting
- 16.6 Oral or written notice of an additional meeting of the Club management committee must be given by the Secretary to each Member of the Club management committee at least 24 hours (or such other period as may be unanimously agreed on by the Members of the Committee) before the time appointed for the holding of the meeting.

CHAIRPERSON

- 17.1 Provided that the President and Vice president are informed of the meeting at all meetings of the Club the President shall be entitled to take the Chair at every general meeting and Club Management Committee meeting. If the President is not present within fifteen minutes after the time appointed for holding the meeting or is unwilling or unable to act then the Vice President shall take the Chair. If the Vice President is unwilling or unable to act then the members present shall elect a member as the Chairman.

QUORUM

- 18.1 At any general meeting of the Club and at the Annual General Meeting ten (10) members present in person and eligible to vote shall be a quorum. If a quorum is not present within 15 minutes after the time for the commencement of the meeting then the members present shall constitute a quorum.
- 18.2 At any general meeting convened on the requisition of members under clause 16.3 the quorum shall be either five (5) members entitled to vote or that number of members which is 10 per cent of the total membership of the Club entitled to vote on the business at the meeting (whichever is the greater) and in either case such members being present in person. If a quorum is not present within 15 minutes after the time for the commencement of the meeting the same shall be dissolved.

18.3 At any Club Management Committee meeting 5 members of the Committee with a minimum 2 Executive Office Bearers present in person and eligible to vote shall be a quorum. If a quorum is not present within 15 minutes after the time for the commencement of the meeting the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week

MEETING VOTING AND DECISIONS

19.1 Every question submitted to a meeting other than a Special Resolution shall be decided by a simple majority of votes from those members present and voting and counted on a show of hands (unless a poll is demanded) in which case a majority of the votes in the poll.

19.2 Five (5) members who being eligible to vote are present at the meeting may demand a poll.

19.3 If a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of the chairperson or on a question of adjournment shall be taken forthwith.

19.4 A demand for a poll may be withdrawn.

19.5 At any General Meeting (unless a poll is demanded) a declaration by the chairperson that a resolution has been carried or carried by a majority or lost or not carried by a particular majority and an entry to that effect in the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution

19.6 Each committee member, who believes they will be absent from a general meeting, is to be entitled to appoint another committee member as proxy by notice, either electronically or by phone, given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed. This notice must be receipted for by the Secretary.

i. If that notice has not been received within 24hrs notice, then that absent members proxy can not be accepted.

19.7 A proxy notice must be receipted for by the Secretary and the Chairperson notified at that general meeting where the proxy is required.

19.8 The Secretary is to inform and confirm with those present at the meeting that a proxy or proxys have been received and whether their votes are present or not present. If present, their votes, if required, are to be placed in an envelope and collated.

19.9 In the case of votes where proxys exist, the Chairperson will open the votes, if they become required.

VOTING RIGHTS

20.1 At any general meeting of the Club and Club management Committee meetings, voting will be restricted to financial members who are financial with a minimum 28 days financial membership and are;

- i. Registered Members – Non Playing over the age of 18

COMMITTEE AND MANAGEMENT

21.1 Management of the Club is to be controlled by a Club management committee and is referred to as the 'Committee'. The Committee subject to these Rules, Regulations and Bylaws of all governing bodies and to any resolutions passed by the Club in a general meeting:

Is to control and manage the affairs of the Club, and has power to perform all such acts and do all such things as appear to the Club management committee to be necessary or desirable for the proper management of the affairs of the Club. The Club President, or his delegate, is entitled to negotiate with other clubs and bodies such as local councils and associations in accordance with these terms and those outlined in rule 4 on behalf of the Committee.

21.2 The Club management committee will include seven (7) Executive Office Bearers and at least Two (2) but no more than Five (5), other General Office Bearers, All Club management committee positions shall be elected for terms as stated below:

- | | |
|---------------------------|--------------|
| i. President | One (1) year |
| ii. Vice President | One (1) year |
| iii. Secretary | One (1) year |
| iv. Treasurer | One (1) year |
| v. Grounds Manager | One (1) year |
| vi. Canteen Manager | One (1) year |
| vii. Coaching Coordinator | One (1) year |
| viii. Registrar | One (1) year |
| ix. General member/s | One (1) year |

Unless otherwise determined by nominations made to the Committee

ELECTION OF CLUB MANAGEMENT COMMITTEE

- 22.1 Nominations of candidates for election as Executive Office Bearer and General Office Bearers of the Club:
- i. Must be made in writing, or by other electronic means, signed by two (2) members of the Club and by the written consent of the candidate (which may be endorsed on the Clubs nomination form), and
 - ii. Can be accepted by the secretary up until the beginning of the AGM.
- 22.2 The Secretary shall after closing of nominations verify the validity of candidates in the presence of the existing Club management committee then submit the names to the Annual General Meeting for acceptance or determination
- 22.3 If the full number of candidates for the positions of Club management committee is not nominated as prescribed, the AGM Chair, shall call for additional nominations, for the positions not fulfilled, from the floor of the Annual General Meeting and with the consent of the existing Club management committee these nominations may be accepted.
- 22.4 Should a ballot be required to determine any positions then the following process shall be required:
- i. The meeting will elect a returning officer who shall be a Registered Member – Non Playing, over the age of 18, not participating in the ballot.
 - ii. The returning officer shall conduct a ballot in such manner as may be determined by the meeting.
- 22.5 Should insufficient further nominations be received, any vacant positions shall remain as vacant positions for action by the remaining Club management committee. It shall be a priority of the remaining Club management committee to have the positions filled prior to the commencement of the season's competition. In these circumstances the immediate past Club management committee person shall remain in their position until the first competition game of the new season
- 22.6 The Executive Office Bearers will carry out the duties of their positions as per the statement of duties contained in clause 25 and/or as contained in relevant By Laws and Regulations. All relevant By Laws and Regulations must be communicated to those members who fill Club management positions.

EXECUTIVE OFFICE BEARERS

- 23.1 The seven (7) Executive positions shall consist of, and be limited to the President, Vice President, Secretary, Treasurer, Canteen Manager, Coaching Coordinator and Grounds Manager, and

- 23.2 Should any of the Executive positions remain vacant or if one person is holding two (2) positions, then the Executive Office Bearers may continue provided their numbers do not drop below three (3) persons.
- i. Office Bearers holding more than one (1) position shall only be entitled to one (1) vote if required to do so.

GENERAL OFFICE BEARERS

- 24.1 The General Office Bearers may consist of any Registered Member – Non Playing over the age of 18

ROLE STATEMENTS AND RESPONSIBILITIES OF OFFICE BEARERS

All office bearers and general committee members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local Council policies.

25.1 President

- a. Provide guidance and leadership
- b. Represent the club in public and actively build good and positive relationships between the Club and the wider community
- c. Monitor budgeting
- d. Chair and manage meetings
- e. Manage and control A.G.M.
- f. Represent the Club at key Regional/Association and other appropriate forums to ensure that the interests of the Club and its members are properly and professionally put forward.

25.2. Vice President

- a. Perform President's duties when President is unable to
- b. Provide guidance and leadership
- c. Coordinate club fund raising activities
- d. Assist in Club recruitment and retention

25.3 Secretary

- a. The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge notice with the Club's Governing bodies of his or her contact details
- b. Minutes of proceedings at a meeting must be accepted by the Committee at the next succeeding meeting. If minutes are not accepted the secretary must revise minutes

to ensure that issues are accurately captures and necessary changes are made and resubmit minutes to be accepted by the committee.

- c. The secretary will fulfil the duties and legal obligations as detailed in this Constitution, relevant Club and Association guidelines and Incorporated Clubs Legislation.
- d. The Secretary is responsible for the production of minutes of general meetings and collation of correspondence, maintaining a record of each meeting and notifying relevant members of such pertinent information when it come to hand.
- e. The Secretary should hand over all such information relating to meetings and correspondence on the event of their resignation.

25.4. Treasurer

- a. It is the duty of the Treasurer of the Club to ensure that all money due to the Club is collected and received and that all payments authorised by the association are made, and
- b. Ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
- c. Ensure an appropriate annual audit is carried out
- d. They fulfil the duties as detailed in the Association Bylaws, Club guidelines and local authorities such as the Corporations Acts and Regulations.
- e. The Treasurer should hand over all such information relating to Club finances and correspondence relating to Club finances on the event of their resignation

25.5 Canteen Manager

- a. Ensure the canteen operates in safe and hygienic environment in accordance with relevant State department safe handling of food and OH&S Regulations
- b. Arrange orders and receipt of stock
- c. Manage all financial aspects of canteen and ensure all incomings and outgoings for the Canteen operation are correctly reported and money requiring banking or invoices requiring payment is provided to the Treasurer on a weekly basis, or as determined by the Committee.
- d. Reporting monthly to club committee all aspects of operations
- e. Control all authorised access to the canteen

25.6 Coaching Coordinator

- a. Provide leadership and guidance to club coaches and staff
- b. Represent coaching staff at all committee meetings
- c. Ensure the governing bodies policies and guidelines that apply to the club, players and officials are abided by
- d. Develop good communication between players, coaching staff and club official

25.7 Grounds Manager

Ensure the availability of suitable volunteers to;

- a. Supervise the risk management of the ground prior to the commencement of all club activities and record as required by local governing bodies and Club insurance policies
- b. Ensure governing bodies policies and code of conduct are adhered whilst matches are in progress
- c. Provide a timekeeper duties for all matches
- d. Maintain and control the behaviour of club officials, players and spectators at all matches engage police or others as necessary to manage situations and ensure a safe environment is maintained for officials, players and spectators

25.8 Registrar

Ensure a complete and accurate record of Club player data base containing;

- a. Registered Playing Members
- b. Registered Non Playing Members
- c. Life Members
- d. Award winners

and provide a record of such from time to time when required by the Clubs Governing Body or members if requested as outlined in 7.2

25.9 The Club Management Committee shall have power at any time and from time to time, to appoint any eligible member to the Club Management Committee to fill a casual vacancy. The person so appointed shall hold office only until the conclusion of the following Annual General Meeting

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

26.1 The full Club Management Committee, at a Committee meeting, shall have the power to delegate any of its powers to sub-committees consisting of such members together with persons who are not members but who have particular skills or expertise which they may apply to the relevant sub-committees from time to time as it think fit and may from time to time revoke such delegation.

- 26.2 Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulation or restriction that may from time to time be imposed upon it by the Club Management Committee.
- 26.3 The President shall be ex officio a member of all such sub-committees and may nominate a committee member to represent him or her on such sub-committees.
- 26.4 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a sub-committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the Chairperson of the meeting shall have a second or casting vote.
- 26.5 The meetings and proceedings of any sub-committee consisting of two or more members shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Committee
- 26.6 Any sub-committee shall make minutes of its meetings and will forthwith submit those minutes to the Club Management Committee and the Club Management Committee will retain those minutes as if they were minutes of the Club Management Committee

FINANCE

- 27.1 The Club management committee shall:
- i. Cause proper accounts and records to be kept with respect to the financial affairs of the Club in accordance with the Corporations Act.
 - ii. Cause to be prepared and submitted to a meeting of the Club Management Committee at intervals of not more than three (3) months a statement of income and expenditure in relation to each aspect of the Club's activities in accordance with the Act.
- 27.2 The books of account shall be kept by the Treasurer or at such other place as the Club Management Committee thinks fit. The Club shall at all reasonable times make its accounting records available in writing for the inspection of members of the Club management committee and any other persons authorised or permitted by or under the Act to inspect such records.
- 27.3 The Club management committee financial powers are:
- i. To purchase or otherwise acquire for the Club any property rights or privileges, which the Club is authorised, to acquire at such price and generally on such terms and conditions as it shall think fit.
 - ii. To secure the fulfilment of any contract or engagement entered into by the Club by mortgaging or charging all or any of the property of the Club, as may be thought fit.
 - iii. To institute, conduct, defend, compound or abandon any legal proceedings by or against the Club or its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform the award.
 - iv. To determine who shall be entitled to sign or endorse on the Club's behalf contracts, receipts, acceptances, cheques, bills of exchange, promissory notes and other

documents or instruments.

- v. To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Board may think fit and from time to time to vary or realise such investments.
 - vi. From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects as it shall think fit and to give security including by way of mortgage and/or charge upon or over all or any part of the Club's property both present and future.
 - vii. To sell, exchange or otherwise dispose of any furniture, fittings, equipment, plant or other goods or chattels and any land or buildings belonging to the Club
- 27.4 The financial year of the Club shall commence on the first day of October in each year and end on the last day of September in the following year

AWARDS

28.1 Individual Player Awards

- a. Each registered Player shall receive a participation acknowledgement at the end of every playing season. The award shall be in a form as agreed by the Club Management Committee.
- b. Subject to availability of funds, any of the following individual player recognition Award shall also be presented:
 - i. Best and Fairest Award, as determined by a 3,2,1 vote system, and
 - ii. Best and Fairest (Runner up)
 - iii. Most Improved, as determined by the age group Coach, and
 - iv. Coaches Award, as determined by the age group Coach, and
 - v. Endeavour Award, as determined by the age group Coach
 - vi. Most Consistent, as determined by the age group Coach

For the purpose of determining eligibility for a Player Award, a Player must have attended at least five (5) competition games

28.2 Long Service Awards

Long Service Awards for continuous Membership of the Club shall be presented as acknowledgment of,

- a. 5 years
- b. 10 years and beyond as determined by the Committee

The acknowledgement will be as determined by the Club management committee

28.3 Perpetual Trophies

Subject to the availability of funds, and the committees discretion, the following Perpetual Trophies may be awarded:

- a. Club person trophy, for special services to the Club, and voted by Club management committee and
- b. Citizenship trophy "Craig Pusser Award", for special service given by a child. Only to receive votes from Coaches or their nominated assistants and be judged by Craig Pusser or the Club President in Craig Pusser's absence

28.4 Award Selection

For all other Individual and Team awards a Sub-Committee will be appointed to select and collate votes, according to the selection criteria set down in the Club Bylaws

Club Protection Policies

29.1 The Club shall adopt and/or develop policies, strategies, and guidelines for the protection of all Members from discrimination, harassment, and child protection, as required by Law and the governing bodies.

29.2 The Club shall provide and support clear processes and procedures for the handling and resolution of any complaint as laid out in this document.

29.3 The Club shall not knowingly allow any person deemed to be a 'prohibited person' or a 'registrable person' to work in the Club in any capacity.

29.4 All Office Bearers, Coaches, Assistant Coaches, Managers, and any other volunteers working on behalf of the Club shall;

- a. Complete any form required by Law for the protection of children, or by the governing bodies or as deemed necessary by the Committee.
- b. Agree to abide by and enforce any and all codes of conduct, anti-discrimination, and/or protection policies adopted by the Club.

29.5 Failure to comply with the completion of any form required in section 29.4 will render the person ineligible to work in any capacity within the Club. The club does not require assessment by a discipline committee for someone to be unable to work for the club.

29.6 The Club shall maintain records of all distribution of information processes relating to all protection policies.

29.7 The Club shall maintain accurate and detailed records of all matters relating to the handling of any complaint arising as a result of incidents relating to any of the protection policies.

29.8 The Club shall review the policies, strategies, and guidelines for the protection of all Members from discrimination, harassment and child protection on an annual basis. This review shall consider content, ACT alterations and legal updates as well as implementations, facilitation, and complaint processes.

Amendments or Alterations of Constitution

30.1 This constitution can only be amended by way of a Special Resolution. To be carried, a special resolution must have the support of 65% of the votes and shall require votes from not less than 50% of the Club management committee present and voting at the meeting.

Rule Interpretations

31.1 Definitions - For the purposes of this Constitution:

- a. **The Association** means the governing body of which the clubs in the Illawarra Junior Australian Football League are affiliated.
- b. **The League** means the committee governing the Illawarra Junior Australian Football competition.
- c. **Casual Vacancy** is any Office Bearer's position, which is unfilled due to a lack of nominations or becomes unfilled during a term due to a Member being unable to fulfil the duties of that office.
- d. **Contact details** means either a residential, postal or an email address.
- e. **Ordinary Member** means a Member of the Club as defined in clause 4
- f. **Secretary** means:
 - i. The person holding office under these rules as Secretary of the Club, or
 - ii. If no such person holds that office-the public officer of the Club

31.2 The Committee whose decision will remain until altered by a vote of a General Meeting, whose decision shall then be final and conclusive, shall decide any doubt arising as to the application or meaning of any clause.

Copies of Constitution

32.1 The Secretary shall supply a copy of this Constitution, with out charge, upon reasonable request, to any new Member or existing Member.

Dissolution

33.1 The Club shall be dissolved if a **special resolution** to this effect is carried by a General Meeting;

33.2 On a winding up any surplus must be given to an institution

- a. Which has objects similar to the clubs objects , and
- b. Which can not distribute its income and assets to its members.

33.3 The members may decide the institution.