

CONSTITUTION

OF THE

SOUTH BUNBURY JUNIOR FOOTBALL CLUB Inc.



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RULES OF THE CLUB

1. NAME

The name of the club shall be "South Bunbury Junior Football Club Inc.", hereafter referred to as the "Club".

2. DEFINITIONS

In these rules, unless the contrary intention appears:

"Annual general meeting" (AGM) is the meeting convened under paragraph (b) of rule 16 (1);

"Committee meeting" means a meeting referred to in rule 15;

"Committee member" means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 10 (1);

"convene" means to call together for a formal meeting;

"department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;

"financial year" means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of incorporation of the Association and ending on 30 September; and thereafter each period commencing 1 October and ending on 30 September in the following year;

"general meeting" means a meeting to which all members are invited;

"juniors" means persons eligible to play junior Australian Rules Football; as defined in the competition rules;

"member" means member of the Club;

"ordinary resolution" means resolution other than a special resolution;

"poll" means voting conducted in written form (as opposed to a show of hands);

"special general meeting" means a general meeting other than the annual general meeting;

"special resolution" has the meaning given by section 24 of the Act, that is-

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

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

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

"Subscription Date" means the date determined by the committee by which annual membership subscriptions must be paid; the 4th fixtured playing date

"the Act" means the *Associations Incorporation Act 1987*;

"the Chairperson" means-

(a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 11; or

(b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 10 (1) or, if that person is unable to perform his or her functions, the Vice Chairperson;

"the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act;

"the Committee" means the Committee of Management of the Club referred to in rule 10 (1);

"the Secretary" means the Secretary referred to in paragraph (d) of rule 10 (1);

"the Treasurer" means the Treasurer referred to in paragraph (e) of rule 10 (1);

"the Vice-Chairperson" means the Vice-Chairperson referred to in paragraph (b) of rule 10 (1).

3. OBJECTS

The objects of the Club are to:

- 3.1 To involve, promote, encourage, teach and improve of the standard of Australian Rules Football among juniors and facilitate their progress to senior teams.
- 3.2 To promote good fellowship, sportsmanship and citizenship among juniors playing Australian Rules Football.
- 3.3 To arrange and participate in junior football as organised by the South West Junior Football League and its successors.
- 3.4 To foster and maintain good relations and fellowship with other junior football clubs and with any other person or bodies who lend their support to this club
- 3.5 To provide a fair and safe environment for all our junior players.
- 3.6 To operate in co-operation with the South Bunbury Football Club.
- 3.7 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4. POWERS

4.1 The powers conferred on the Club are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Club may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may:

- (a) acquire, hold, deal with and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money –
 - (i) in any security in which trust monies may lawfully be invested; or
 - (ii) in any other manner authorised by the rules of the Club;
- (d) borrow money upon such terms and conditions as the Club thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Club as the Club thinks fit;
- (f) appoint agents to transact any business of the Club on its behalf;
- (g) enter into any other contract it considers necessary or desirable; and
- (h) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Club.
- (i) approve all club uniforms, constitutions and bylaws, and changes thereto.

5. MEMBERSHIP

Membership of the Club is open to any person who wishes to further the interests of the Club. Any person who is a member of the Club can be elected to the Club Committee or hold any office and enjoy privileges of the Club.

A person who wishes to become a member shall be bound by the constitution and bylaws of the Club and affiliated bodies of the Club.

The Club will provide the following categories of membership:

- 5.1 **Junior Membership:** any person aged below 18 years but shall not have voting rights.
- 5.2 **Ordinary Membership:** any parent/guardian/carers of junior members of the Club who upon payment of junior members' annual subscription become members of the Club. Ordinary members have full voting rights.
- 5.3 **Life Membership:** any member who has given outstanding service to the Club over a significant period of time may be elected by the Club Committee as a Life Member. Any member may nominate another member to the Club Committee for Life Membership. Conferring of Life Membership shall be by a formal motion and passed by 75% of the Committee present.
- 5.4 **Patron:** the Club Committee may elect a Patron of the Club for such period as deemed appropriate by the Club Committee. Patrons of the Club have no voting rights.

6. REGISTER OF MEMBERS

- 6.1** The Secretary and/or Registrar, on behalf of the Club, must comply with section 27 of the Act by keeping and maintaining in up to date condition a register of the members of the Club and their postal or residential addresses and, upon the request of a member of the Club, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- 6.2** The register must be so kept and maintained at the Secretary's and/or Registrar's place of residence, or at such other place as the members at a general meeting decide.

7. SUBSCRIPTIONS OF MEMBERS

- 7.1** An annual membership subscription fee for the Junior Membership category shall be set by the Committee, prior to the commencement of each season. The Committee may from time to time set a fee for other membership categories.
- 7.2** Each member must pay to the Treasurer, annually on or before the subscription date or such other date as the Committee from time to time determines, the amount of the subscription determined under sub-rule (1).
- 7.3** Subject to sub-rule (4), a member whose subscription is not paid by the 4th fixtured playing date or under sub-rule (2) ceases on the expiry of that period to be a member, unless the Committee decides otherwise.
- 7.4** A person exercises all the rights and obligations of a member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by or under sub-rule (2), or such other time as the Committee allows.

8. TERMINATION OF MEMBERSHIP

Membership of the Club may be terminated upon:

- (a) receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Club. Such person remains liable to pay to the Club the amount of any subscription due and payable by that person to the Club but unpaid at the date of termination; or
- (b) non-payment by a member of his or her subscription within the nominated Subscription date unless the Committee decides otherwise in accordance with rule 7 (3); or
- (c) expulsion of a member in accordance with rule 9.

9. SUSPENSION OR EXPULSION OF MEMBERSHIP

- 9.1** If the Committee considers that a member should be suspended or expelled from membership of the Club because his or her conduct is detrimental to the interests of the Club, or a breach of any rule or bylaw of the Club, the Committee must communicate, either orally or in writing, to the member;
- (a) notice of the proposed suspension or expulsion of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and

- (b) particulars of that conduct, not less than 7 days before the date of the Committee meeting referred to in paragraph (a).

- 9.2** At the Committee meeting referred to in a notice communicated under sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Club and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.
- 9.3** Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under sub-rule (2).
- 9.4** A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in sub-rule (3).
- 9.5** When notice is given under sub-rule (4);
- (a) the Club in a general meeting, must either confirm or set aside the decision of the Committee to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Club in the general meeting; and
 - (b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Committee to suspend or expel him or her is confirmed under this sub-rule.

10. COMMITTEE OF MANAGEMENT

- 10.1** Subject to sub-rule (9), the affairs of the Club will be managed exclusively by a Committee of Management consisting of a;
- (a) President;
 - (b) Senior Vice-President;
 - (c) Junior Vice-President
 - (d) Secretary;
 - (e) Treasurer;
 - (f) Registrar
 - (g) Coaches Advisor
 - (h) Property/Equipment Manager
 - (i) Junior Liaison Representative to Senior Club
 - (j) Delegate for the South West Junior Football League
 - (k) and not less than 2 other persons, all of whom must be members of the Club.
- 10.2** Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (8).

- 10.3** Subject to sub-rule (8), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- 10.4** Except for nominees under sub-rule (7), a person is not eligible for election to membership of the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- (a) the nominator; and
 - (b) the nominee to signify his or her willingness to stand for election,
- to the Secretary not less than 2 days before the day on which the annual general meeting concerned is to be held.
- 10.5** A person who is eligible for election or re-election under this rule may -
- (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- 10.6** If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
- (a) the Secretary must report accordingly to; and
 - (b) the Chairperson must declare those persons to be duly elected as members of the Committee.
- 10.7** If vacancies remain on the Committee after the declaration under sub-rule (6), additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the Chairperson must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- 10.8** If a vacancy remains on the Committee after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee-
- (a) the Committee may appoint a member to fill that vacancy; and
 - (b) a member appointed under this sub-rule will -
 - (i) hold office until the election referred to in sub-rule (2); and
 - (ii) be eligible for election to membership of the Committee, at the next following annual general meeting.
- 10.9** Sub-committees may, from time to time, be established for a particular purpose. The chairperson on any subcommittee shall always be a member of the Committee of Management and operate under the following;
- (a) the sub-committee has authority to co-op members onto the committee; and
 - (b) as the sub-committee is set up for a particular purpose, once that purpose has been achieved the subcommittee must be terminated.
- 10.10** Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.

- 10.11** The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (9).
- 10.12** Two signatories, not being from the same household or related in any way, shall be required to sign all Club cheques. Signatories shall be decided at Management Committee meetings.
- 10.13** The maximum number of positions a person may hold on the Committee of Management is 2.

11. PRESIDENT AND VICE PRESIDENT

- 11.1** Subject to this rule, the President must preside at all general meetings and Committee meetings.
- 11.2** In the event of the absence from a general meeting of;
- (a) the President, the Vice-President; or
 - (b) both the President and the Vice-President, a member elected by the other members present at the general meeting, must preside at the general meeting.
- 11.3** In the event of the absence from a Committee meeting of;
- (a) the President, the Vice-President; or
 - (b) both the President, the Vice-President, a Committee member elected by the other Committee members present at the Committee meeting, must preside at the Committee meeting.
- 11.3** Perform such other duties as are imposed by these rules on the President and Vice Presidents as per the job description set out in the by laws.

12. SECRETARY

The Secretary must:

- 12.1** Co-ordinate the correspondence of the Club.
- 12.2** Keep full and correct minutes of the proceedings of the Committee and of the Club.
- 12.3** Comply on behalf of the Club with:
- (a) section 27 of the Act with respect to the register of members of the Club, as referred to in rule 6;
 - (b) section 28 of the Act by keeping and maintaining in an up to date condition, the rules of the Club and, upon the request of a member of the Club, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
 - (c) section 29 of the Act by maintaining a record of;
 - i) the names and residential or postal addresses of the persons who hold the offices of the Club provided for by these rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Club under rule 22; and

- ii) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Club, and the Secretary must, upon the request of a member of the Club, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose; and
- iii) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and
- iv) perform such other duties as are imposed by these rules on the Secretary as per the job description set out in the by laws.

13. TREASURER

The Treasurer must:

- 13.1** Be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Club and must issue receipts for those moneys in the name of the Club.
- 13.2** Pay all moneys referred to in paragraph (a) into such account or accounts of the Club as the Committee may from time to time direct.
- 13.3** Make payments from the funds of the Club with the authority of a general meeting or of the Committee and in so doing ensure that all cheques or electronic transfers, are signed or approved by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee.
- 13.4** Comply on behalf of the Club with sections 25 and 26 of the Act with respect to the accounting records of the Club by;
 - (a) keeping such accounting records and correctly record and explain the financial transactions and financial position of the Club;
 - (b) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be prepared from time to time;
 - (c) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be conveniently and properly audited; and
 - (d) submitting to members at each annual general meeting of the Club accounts of the Club showing the financial position of the Club at the end of the immediately preceding financial year.
- 13.5** Whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- 13.6** Unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Club.
- 13.7** Perform such other duties as are imposed by these rules on the Treasurer.

14. CASUAL VACANCIES OF THE COMMITTEE

A casual vacancy of the Committee occurs if a Committee member:

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice-President and that resignation is accepted by resolution of the Committee;
- (c) is convicted of an offence under the Act;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is absent from more than 3 consecutive Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings; of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
- (f) ceases to be a member of the Club; or
- (g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

15. PROCEEDINGS OF COMMITTEE

- 15.1** The Committee must meet together for the dispatch of business not less than eight (8) times in each year and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- 15.2** Each Committee member has a deliberative vote.
- 15.3** A question arising at a Committee meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- 15.4** At a Committee meeting five (5) Committee members constitute a quorum.
- 15.5** Subject to these rules, the procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.
- 15.6** As required under sections 21 and 22 of the Act, a Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Club is established), must:
 - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - (b) not take part in any deliberations or decision of the Committee with respect to that contract.

15.7 Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Club.

15.8 The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

16. GENERAL MEETINGS

16.1 The Committee:

(a) may at any time convene a special general meeting;

(b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Club's financial year or such longer period as may in a particular case be allowed by the Commissioner,

(c) must, within 30 days of:

- i) receiving a request in writing to do so from not less than ten (10) members, convene a special general meeting for the purpose specified in that request; or
- ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.

(d) must after receiving a notice under rule 9 (4), convene a general meeting in accordance with 9 (5), no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Club at that next annual general meeting in relation his or her appeal and the Club at that meeting must confirm or set aside the decision of the Committee.

16.2 The members making a request referred to in sub-rule (1) (c) (i) must:

- a) state in that request the purpose for which the special general meeting concerned is required; and
- b) sign that request

16.3 If a special general meeting is not convened within the relevant period of 30 days referred to;

- a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
- b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.

16.4 When a special general meeting is convened under sub-rule (3) (a) or (b) the Club must pay the reasonable expenses of convening and holding the special general meeting.

16.5 Subject to sub-rule (7), the Secretary must give to all members not less than 5 days notice of a special general meeting and that notice must specify;

- a) when and where the general meeting concerned is to be held; and
- b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.

- 16.6** Subject to sub-rule (7), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
- a) when and where the general meeting concerned is to be held; and
 - b) the particulars and order in which business is to be transacted, as follows;
 - (i) first, the consideration of the accounts and reports of the Committee;
 - (ii) second, the election of Committee members to replace outgoing Committee members; and
 - (iii) third, any other business requiring consideration by the Club at the general meeting.
- 16.7** A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- 16.8** The Secretary must give a notice under sub-rule (5), (6) or (7) by:
- a) serving it on a member personally; or
 - b) sending it either written or electronic to a member as per the contact details appearing in the register of members kept and maintained under rule 6. Any accidental omission to give notice to any individual shall not invalidate the meeting.
- 16.9** When a written notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.
- 17. QUORUM AND PROCEEDINGS AT GENERAL MEETINGS**
- 17.1** At a general meeting five (5) members present in person constitute a quorum.
- 17.2** If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 16 (5) or (6):
- a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the general meeting lapses; or
 - b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- 17.3** If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

- 17.4** The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- 17.5** There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- 17.6** When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- 17.7** At a general meeting:
- a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
 - b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- 17.8** A declaration by the Chairperson of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).
- 17.9** At a general meeting, a poll may be demanded by the Chairperson or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the Chairperson directs.
- 17.10** If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- 17.11** A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

18. MINUTES OF MEETINGS

- 18.1** The Secretary must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a Club Minute electronically stored folder ("book"), kept for that purpose and backed up annually.
- 18.2** The Chairperson must ensure that the minutes taken of a general meeting or Committee meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the general meeting or Committee meeting to which those minutes relate or by the Chairperson of the next succeeding general meeting or Committee meeting, as the case requires.
- 18.3** When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that:
- a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
 - b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - c) all appointments or elections that have been declared at the meeting have been validly made.

19. VOTING RIGHTS OF THE MEMBERS

- 19.1** Subject to these rules, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.

20. PROXIES OF MEMBERS

- 20.1** A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

21. RULES OF THE CLUB

- 21.1** The Club may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows:
- a) Subject to sub-rule (1) (d) and (1) (e), the Association may alter its rules by special resolution but not otherwise;
 - b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Club), the Club must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Club as so altered conform to the requirements of this Act
 - c) An alteration of the rules of the Club does not take effect until sub-rule (1) (b) is complied with;
 - d) An alteration of the rules of the Club having effect to change the name of the Club does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;
 - e) An alteration of the rules of the Club having effect to alter the objects or purposes of the Club does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
- 21.2** These rules bind every member and the Club to the same extent as if every member and the Club had signed and sealed these rules and agreed to be bound by all their provisions.

22. COMMON SEAL

- 22.1** The Club must have a common seal on which its corporate name appears in legible characters.
- 22.2** The common seal of the Club must not be used without the express authority of the Committee and every use of that common seal must be recorded in the Club Minute book referred to in rule 18.
- 22.3** The affixing of the common seal of the Club must be witnessed by any two of the President, the Secretary and the Treasurer.
- 22.4** The common seal of the Club must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

23. INSPECTION OF RECORDS

- 23.1** A member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.

24. DISPUTES AND MEDIATION

- 24.1** 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 Club; or
- c) if the Club provides services to non-members, those non-members who receive services from the Club, and the Club.

- 24.2** 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.

- 24.3** 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.

- 24.4** 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 Club;
 - ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c) and the Club, a person who is a mediator appointed by the South West Junior Football League.

- 24.5** A member of the Club can be a mediator.

- 24.6** The mediator cannot be a member who is a party to the dispute.

- 24.7** The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

- 24.8** The mediator, in conducting the mediation, must:

- a) give the parties to the mediation process every opportunity to be heard;
- 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.

- 24.9** The mediator must not determine the dispute.

- 24.10** The mediation must be confidential and without prejudice.

- 24.11** 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.

25. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF THE CLUB

- 25.1** If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another Club incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.