

Version 3.2 - October 2006

CONSTITUTION

of

BALLAJURA

JUNIOR FOOTBALL

CLUB (Inc.)



Effective October 2006

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This, the Constitution of the Ballajura Junior Football Club Inc., complies with the Associations Incorporation Act (1987), is current and has been duly registered as such with Minister for Consumer and Employment Protection in October 2006.

1 TITLE

This body shall be called the “Ballajura Junior Football Club (Inc.)”, hereinafter referred to as ‘the BJFC’ and/or ‘the club’.

2 DEFINITIONS

In these rules, unless the contrary intention appears- “affiliated association” or “affiliated council” is the WAFL league club in whose zone BJFC teams compete.

“annual general meeting” or AGM is the meeting convened under rule 20;

"Committee meeting" means a meeting referred to in rule 19;

"Committee member" means a person referred to in rule 7;

“convene” means to call together for a formal meeting;

“department” means the government department with responsibility for administering the Associations Incorporation Act (1987);

“Executive” means the Executive Committee;

"financial year" means a period defined in sub-rule 24(a);

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

"member" generally means an Ordinary Member of the club - other types of membership include Associate, Honorary and Life memberships as described in rule 31;

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

"P & D Tribunal" means Protests and Disputes Tribunal of affiliated association;

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

“special general meeting” or SGM means a general meeting other than the annual general meeting to which all members are invited and given at least 14 days notice in writing of before such meeting.;

"special resolution" is-

A resolution passed by a seventy five percent (75%) majority of those present and entitled to vote at an Annual General Meeting, Special General Meeting or Football Committee meeting. 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.

"the Act" means the Associations Incorporation Act 1987;

"the Club" means the body referred to in rule 1;

"the Chairperson" means-

(a) in relation to the proceedings at a Football Committee meeting, Executive Committee meeting or general meeting, the person presiding at any such 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 sub-rule 7(a)(i) or, if that person is unable to perform his or her functions, the Vice-President;

"the Commissioner" means the Commissioner for Fair Trading exercising powers under the Act;

"the Committee" means the Football Committee of the BJFC referred to in rule 18;

"the Executive Committee" means the Management Committee of the BJFC referred to in rule 17;

"the Secretary" means the Secretary referred to in rule 13;

"the Treasurer" means the Treasurer referred to in rule 14;

"the Vice-President" means the Vice-President referred to in rule 11.

3 AFFILIATION

The BJFC may affiliate with such organisations as the Football Committee deem necessary to further the objects of the club.

4 OBJECTS

The objects of the BJFC are:

(a) to promote and develop the game of Australian Rules Football;

(b) the control and management of football teams as deemed necessary by the BJFC Football Committee; and

(c) to promote sport in general.

5 ATTAINMENT OF OBJECTS

a) The BJFC will be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the club.

b) The powers conferred on the BJFC 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 BJFC may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -

(i) acquire, hold, deal with, and dispose of any real or personal property;

(ii) open and operate bank accounts;

(iii) invest its money -

- in any security in which trust monies may lawfully be invested; or
- in any other manner authorised by the rules of the BJFC;

(iv) borrow money upon such terms and conditions as the Football Committee thinks fit;

(v) give such security for the discharge of liabilities incurred by the BJFC as the Football Committee thinks fit;

(vi) appoint agents to transact any business of the BJFC on its behalf;

(vii) enter into any other contract it considers necessary or desirable; and

(viii) 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 Association.

6 ADMINISTRATION

(a) The BJFC shall be managed by a committee hereinafter called the “Football Committee” comprised of those office bearers stipulated in rule 7(a), with the addition of any other Committee positions deemed necessary for the proper functioning of the club as described in rule 7(b).

(b) A second committee, hereinafter called the “Executive Committee”, comprised of:

- i) President;
- ii) each Vice-President;
- iii) Secretary;
- iv) Treasurer;
- v) Registrar; and
- vi) Age-group Coordinators (x 3),

shall meet as necessary to conduct any business of the club which is considered impractical to wait to deal with at the next scheduled monthly meeting of the Football Committee. All business to be conducted by the Executive Committee must conform to the directions contained in rule 17.

7 ELECTION OF OFFICE BEARERS & OTHER COMMITTEE MEMBERS

(a) At the Annual General Meeting those present shall elect the following Office Bearers, all of whom must be Ordinary, Associate or Life Members of the BJFC:

(i) President;

(ii) Immediate Past President;

(iii) Vice President;

(iv) Secretary;

(v) Treasurer;

(vi) Registrar;

(vii) Property Officer;

(viii) Age-group Coordinators (x 3) for children aged:

a) under 9;

b) 9 thru 12; &

c) 13 and older; with current position titles, and description of the duties to be performed, specified in the by-laws.

(b) Additional Committee positions, determined to be necessary by those present at an Annual General Meeting, and having titles and roles as stipulated, may be created and filled. The titles and duties of any newly created positions must be added to the by-laws at the next scheduled Football Committee meeting.

(c) Subject to sub-rule (f), 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 (a) 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.

(d) Those present at an Annual General Meeting may also:-

☐ elect further Vice-Presidents; and

☐ may elect a Patron.

(e) At the Annual General Meeting the BJFC may create, and appoint members to, any sub-Committees deemed necessary for the proper conduct of the business of the BJFC including appointment of members to the Fees Sub-Committee as stipulated by sub-rule 25(a).

(f) If a casual vacancy within the meaning of sub-rule 25(j) occurs in the membership of the Football Committee:

(i) the Football Committee may appoint a member to fill that vacancy; and

(ii) a member appointed under this sub-rule will:

- hold office until the election referred to in sub-rule (a); and
- be eligible for election to membership of the Committee, at the next following Annual General Meeting.

8 RULES GOVERNING NOMINATIONS AND APPOINTMENTS

- (a) Members of the Football Committee shall hold office until the end of the Annual General Meeting at which their successors are elected.
- (b) Nominations for office shall be declared open by the outgoing President at the Annual General Meeting.
- (c) Should nominations for any office be received in excess of the vacancies, a ballot shall be taken at the Annual General Meeting.
- (d) Should nominations equal the number of vacancies, the person nominated shall be deemed elected, should they so accept.
- (e) Should insufficient nominations be received at an Annual General Meeting for the number of vacancies, the Football Committee shall appoint a member to fill each position still remaining vacant.
- (f) Only at the discretion and with agreement by vote of 75% of the members present at the Annual General Meeting, may two persons of the same family hold office on either the Executive Committee or Football Committee of the club at the same time.

9 DELEGATES

The BJFC will provide delegates to organisations with which it is affiliated and these representatives shall be required to attend all scheduled meetings of those organisations.

10 COLOURS

The colours of the BJFC shall be comprised of royal-blue-and-black for jumpers & socks, together with white shorts. These colours should be worn by all members of BJFC representative teams except where other colours are adopted from time to time with the knowledge and approval of the Football Committee.

POWERS AND DUTIES OF OFFICER BEARERS

11 PRESIDENT AND VICE PRESIDENT

The President shall:-

- (a) act as chairperson at all meetings of the BJFC.
- (b) maintain the impartiality of the chair.
- (c) conform to the rules of meeting procedure and maintain order throughout the meeting.
- (d) decide that the required quorum is present; intimate the objects of the meeting if it is one called to consider special matters; announce all other business matters of the meeting; decide points of order and points of privilege or priority; clarify any and all matters to those in doubt.
- (e) request confirmation of the minutes from the previous meeting and, if confirmed, sign same.
- (f) in the event of a ballot being required: announce the method of voting; exercise his / her right of a casting vote in the event of equality of votes; and announce the result of the vote.
- (g) decide and announce the next speaker, confine speakers to the matter under discussion and, if necessary, limit each speaker to a reasonable time period.
- (h) introduce any invited guests.
- (i) expedite and finalise the business of the meeting within a reasonable time limit.
- (j) be an authorised signing officer for BJFC cheques.
- (k) be an ex-officio member of all sub-committees.
- (l) represent the BJFC at club and affiliated association functions as required.
- (m) schedule the time and place of the next meeting.
- (n) present an Annual Report at the Annual General Meeting.
- (o) perform any other duties committed to him / her by these rules. In the absence of the President at any meeting, one of the Vice-Presidents shall preside as chairperson, and shall have all the powers and perform all the duties of the President. In the absence of the President and all Vice Presidents, another member of the Football Committee, in attendance at the meeting, shall be chosen by those present to preside and shall have all the powers and perform all the duties of the President at such meetings.

12 IMMEDIATE PAST PRESIDENT

The Immediate Past President shall act as adviser on policy matters that he / she, through past experience, is familiar with.

13 SECRETARY

The Secretary must:-

- (a) convene all meetings of the BJFC;
- (b) be answerable for the giving of due notice for the calling of all meetings as provided in these rules;
- (c) keep full and accurate minutes of each meeting's proceedings;
- (d) co-ordinate the correspondence of the club;
- (e) on behalf of the club, comply with:
 - (i) section 27 of the Act with respect to the register of members of the club, as referred to in rule 34;
 - (ii) 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, and any other records and documents of the BJFC, 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
 - (iii) section 29 of the Act by maintaining a record of -
 - (a) the names and residential or postal addresses of the persons who hold offices at the club provided for by these rules, including all offices held by the persons who constitute the Football Committee and the Executive Committee and persons who are authorised to use the common seal of the club under rule 30; and
 - (b) 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 an Ordinary Member or Associate 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;
- (f) unless the members resolve otherwise at an Annual General Meeting or Special General Meeting, have custody of all books, documents, records and registers of the club, including those referred to in paragraph e), but other than those required by rules 14 and 15 to be kept and maintained by, or in the custody of, the Treasurer or Registrar;

- (g) be an authorised signing officer for BJFC cheques;
- (h) make bookings for required facilities such as grounds, training venues, and other premises on behalf of the club; and
- (i) perform any other duties committed to him / her by these rules.

14 TREASURER

The Treasurer shall:-

- (a) not pay, lend or otherwise appropriate any of the funds of BJFC, or any other monies, for any other purpose except in accordance with the rules of the BJFC.
- (b) keep appropriate books of account that record all monies received and expended by the BJFC, together with date of receipt and expenditure.
- (c) have charge of the BJFC bank accounts and produce them for inspection at all reasonable times when requested by the President or Auditor.
- (d) examine all accounts to be passed for payment and make all authorised payments from the funds of BJFC.
- (e) forthwith pay all monies received into the bank account of the BJFC.
- (f) receive and issue proper receipts (when requested) for all monies paid by or to BJFC.
- (g) submit any books, accounts and receipts as may be required or directed by the President or the Auditor.
- (h) if required, assist the Auditor when auditing the accounts of BJFC.
- (i) prepare an annual statement of income and expenditure and a balance sheet for submission to the Annual General Meeting.
- (j) be an authorised signing officer for BJFC cheques and ensure that all cheques are signed by two authorised persons.
- (k) Be responsible for the collection on a regular basis of all monies paid to any person in the club by any of its members. Such monies will extend to monies paid to Team Managers for team related activities.
- (l) Keep accurate records of monies raised by individual teams or age groups; monies to be refunded to teams for end of season functions: and for other arrangements approved by the Football Committee.

15 REGISTRAR

The Registrar shall:

- (a) Keep a complete and accurate record of each registered player, including games played annually, trophies won and penalties levied.
- (b) Keep accurate personal records for each player in a form that can be provided to the secretary in order to meet that official's obligations under section 27 and 28 of the Act which meet the requirements of rule 27.
- (c) Ensure all players are properly registered with the BJFC and the affiliated council.
- (d) Shall be responsible for the provision of blank Fairest and Best voting slips to coaches and for the safe keeping of all completed voting slips in sealed envelopes until a date is set for the opening of same.
- (e) Designate a date and a venue for opening, and adjudicating the counting of, the club Fairest and Best voting envelopes and slips for each age group following the final home-and-away round of each season.

16 PROPERTY OFFICER

Shall be responsible for:

- (a) management of all equipment and property belonging to the BJFC.
- (b) keeping an accurate record of such equipment and property and for reporting all significant damage, loss or other discrepancy to the Football Committee in a timely manner.
- (c) make arrangements for the purchase of all required equipment and property, except for canteen- and merchandise- related items, as directed by the Football Committee.

COMMITTEES AND MEETINGS

17 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee, subject to the control by members as recorded in the minutes, shall have the following powers and perform the following duties:-

- a) Subject to rule 18, the Executive Committee of the Club shall consist of:
 - i) President;
 - ii) each Vice- President;

- iii) Secretary;
- iv) Treasurer;
- v) Registrar; and
- vi) Age-group Coordinators (x 3).

- (b) Should any urgent matters arise, and it is impractical to refer those matters to a subsequent Football Committee meeting, the Executive Committee shall have the power to deal with such matters.
- (c) The President shall seek the opinion of all available Executive Committee members regarding those matters, using any means of communication deemed appropriate, and shall act in such manner as the majority of those members approve.
- (d) In the event of there being no majority the President shall convene a meeting of the Executive Committee to decide upon those matters.
- (e) All financial matters in excess of \$200 will be required to be presented at the next Football Committee meeting.
- (f) Appropriate minutes shall record all matters decided by the Executive Committee and be presented to the next Football Committee meeting.

18 POWERS AND DUTIES OF THE FOOTBALL COMMITTEE

The Football Committee, subject to the control by members as recorded in the minutes, shall have the following powers and perform the following duties:-

- (a) To control, superintend and manage the affairs of the BJFC, its officers, members and funds.
- (b) To suspend, for any period as the Football Committee may desire, or to expel, any member for any breach or infringement of the rules or for any misconduct or dereliction of duty or for any non-compliance with or disobedience of any order contained in any resolution of the Football Committee or for conduct in its opinion unworthy of a member.
- (c) To control the finances of the BJFC.
- (d) To arbitrate on any disputes which may arise between teams or members thereof in connection with football and to determine any matter referred to it by any team or member.
- (e) To deal with, as it deems necessary, any team or member thereof which the Football Committee determines is functioning in a manner detrimental to the welfare of the Club or to football in general.
- (f) To remove from office any official appointed under rule 7 and fill such vacancy thereby created.
- (g) To determine the membership and playing fees of the BJFC following due consideration of the recommendations made by the Fees sub- Committee referred to in rule 25(a).

- (h) To fill any vacancy that may arise in the Football Committee due to circumstances described in sub-rule 25(j).
- (i) To cause to be made or to demand an audit of the books and accounts of the BJFC at any time.
- (j) To appoint ex-officio members to the Football Committee.
- (k) To appoint coaches and managers for each of the BJFC teams.
- (l) To handle written clearances as submitted by players of the BJFC.
- (m) To determine the number, reason and selection method for all trophies awarded by the BJFC before the first playing date of each season and update the by-laws to reflect any amendments.
- (n) Make, amend and rescind rulings and by-laws in accordance with rule 31.
- (o) Delegate, in writing, to one or more sub-Committees (consisting of such member or members of the club as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than:
 - i) the power of delegation;
 - ii) a function which is a duty imposed on the Committee by the Act or any other law.
- (p) Any delegation under sub-rule (o) 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.
- (q) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (o).
- (r) Generally, all such power as may be necessary for the proper conduct of the business of the BJFC.

19 FOOTBALL COMMITTEE MEETINGS

- (a) The Football Committee shall meet at least once during each calendar month.
- (b) The conduct of each meeting shall be as follows:-
 1. Meeting opened;
 2. Apologies;
 3. Minutes of previous meeting;
 4. Business arising from previous minutes;
 5. Correspondence;

6. Reports (Treasurer's / accounts for payment; Delegate's; Registrar's; Coordinator's, any Sub-Committee's);
7. General Business;
8. Date of next meeting;
9. Meeting close.

- (c) The Football Committee has the power to appoint ex-officio members to the Football Committee, but no ex-officio member has the power to vote.
- (d) Any office bearer or Committee Member missing from meetings of the Football Committee without seeking prior leave of absence from those meetings as described in rule 25(j)(v) shall be liable to expulsion at the discretion of the said Football Committee.
- (e) As required under sections 21 and 22 of the Act, a Football Committee member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Football Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Football Committee is a member of a class of persons for whose benefit the BJFC is established), must:
- (i) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Football Committee; and
 - (ii) not take part in any deliberations or decision of the Football Committee with respect to that contract.
- (f) Sub-rule (e) (i) 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.
- (g) The Secretary must cause every disclosure made under sub-rule (e)(i) by a member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

20 ANNUAL GENERAL MEETING / SPECIAL GENERAL MEETING

- (a) The Football Committee-
- (i) may at any time convene a special general meeting;
 - (ii) must convene annual general meetings of ordinary and associate members 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 financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation; and

(iii) must, within 30 days of:

(a) receiving a request in writing to do so from not less than 20 members, convene a special general meeting for the purpose specified in that request; or

(b) the Secretary receiving a notice under rule 28, convene a general meeting to deal with the appeal to which that notice relates.

(iv) must, after receiving a notice under rule 25(d), convene a general meeting, 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 BJFC at that next annual general meeting in relation to the Football Committee's rejection of his or her application and the BJFC at that meeting must confirm or set aside the decision of the Football Committee.

(b) The members making a request referred to in sub-rule (a)(iii)(a) must-

(i) state in that request the purpose for which the special general meeting concerned is required; and

(ii) sign that request.

(c) If a special general meeting is not convened within the relevant period of 30 days referred to-

(i) in sub-rule (a)(iii)(a), the members who made the request concerned may themselves convene a special general meeting as if they were the Football Committee; or

(ii) in sub-rule (a)(iii)(b), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Football Committee.

(d) When a special general meeting is convened under sub-rule (c)(i) or (ii) the BJFC must pay the reasonable expenses of convening and holding the special general meeting.

(e) Subject to sub-rule (g), the Secretary must give to all members not less than 14 days notice of a special general meeting and that notice must specify-

(i) when and where the general meeting concerned is to be held; and

(ii) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.

(f) Subject to sub-rule (g), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-

(i) when and where the annual general meeting is to be held;

(ii) the particulars and order in which business is to be transacted, as follows-

(a) first, the consideration of the accounts and reports of the Football Committee;

(b) second, the election of Football Committee members to replace outgoing Committee members; and

- (c) third, any other business requiring consideration by the Football Committee at the general meeting.
- (g) 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 (e) or (f), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- (h) The Secretary must give a notice under sub-rule (e), (f) or (g) by-
 - (i) serving it on a member personally; or
 - (ii) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 27.
- (i) When a notice is sent by post under sub-rule (h)(ii), 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.

21 NOTICE OF MEETINGS

- (a) 14 days notice must be given for an Annual General Meeting or Special General Meeting.
- (b) 7 days notice must be given for Football Committee meetings.
- (c) A minimum of 24 hours notice must be given for Executive Committee meetings.

22 QUORUMS

- (a) The quorum at an Annual General Meeting, or at any Special General Meeting, shall consist of the President or a Vice-President, the Secretary, Treasurer and at least one third of the financial members.
- (b) At Football Committee meetings, a quorum shall consist of the President or a Vice-President, the Secretary, Treasurer and five other Committee members. In the absence of the President, Vice-President, Secretary, or Treasurer, proxies may be appointed by the Executive Committee.
- (c) At Executive Committee meetings, a quorum shall consist of half of its members plus one.
- (d) Absentee votes are acceptable from Ordinary and Associate Members who are unable to attend in person at an Annual General Meeting or Special General Meeting.
- (e) If at any Annual General Meeting or Special General Meeting there be no quorum within 15 minutes of the appointed time for the meeting then the meeting shall either lapse, be adjourned for a period not exceeding 14 days, or the majority of the Ordinary and Associate Members there present (being a minimum of 20 Ordinary or Associate Members) can decide unanimously to continue the meeting.

23 VOTING AT BJFC MEETINGS

- a) The decisions on any questions to be decided at BJFC meetings shall be by show of hands, except whereupon a resolution carried by a majority of the members present, it is decided to submit the question to ballot.
- b) At General Meetings:
- i. Voting is limited to Ordinary, Associate and Life Members.
 - ii. Junior Members: have no voting rights.
 - iii. Ordinary Members: each registered, financial Junior Member may be represented by one (1) parent or guardian of that member as an Ordinary Member, thereby providing each Ordinary Member with one (1) deliberative vote. Families with more than one junior member may have a maximum of two (2) representative Ordinary Members.
 - iv. Associate Members: have one (1) vote.
 - v. Life Members: have one (1) vote.
 - vi. Honorary Members: have no voting rights.
 - vii. Patrons / Vice Patrons: have no voting rights.
- c) At Football Committee / Executive Committee Meetings:
- i. Football Committee: voting is limited to Office Bearers and those Committee Members appointed under rule 7(b), each of whom have one (1) deliberative vote.
 - ii. Executive Committee: each member shall have one (1) deliberative vote.
 - iii. President/Chairperson: shall not be entitled to a deliberative vote.
 - iv. In the event of a tied vote at a Football Committee or Executive Committee meeting, the President/Chairperson shall exercise a casting vote.

FINANCE

24 FINANCIAL MATTERS

a) FINANCIAL YEAR

The financial year of the BJFC shall terminate on the 30th of September each year and all BJFC books and accounts shall close on that day. The duly audited Annual Statement of Income and

Expenditure and Balance Sheets (the 'statements') shall be submitted by the Treasurer to the Secretary for presentation at the next Annual General Meeting of the BJFC. In the event that the audited statements are not ready for presentation at the Annual General Meeting immediately following the end of the current financial year, a current and accurate statement of account must be tabled at that meeting.

The duly audited statements of the BJFC shall subsequently be presented to the first Football Committee meeting held following their completion and no later than the December Football Committee meeting held that same year.

b) NON-PROFIT MAKING

The income and property of BJFC whence-ever derived, shall be applied solely towards the promotion of its objects as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever to its members, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the BJFC for services actively rendered to the BJFC.

c) FEES AND ACCOUNTS

(i) The BJFC shall levy on each playing member, all fees, and any other charges as may be fixed from time to time with respect to football matters, all such monies to be paid within thirty days of the date of those charges being levied.

(ii) Banking accounts will be opened in the name of BJFC with any recognised banking institution(s) approved by the Football Committee. These accounts shall be operated by any two of the following three signatories: President, Secretary and Treasurer.

(iii) No more than one (1) member of the same family may be appointed as a signatory to the BJFC cheque accounts.

d) AUDITOR

(i) One or more persons shall be appointed at the Annual General Meeting of the BJFC to audit the accounts and books of the BJFC at least once a year and at other times when instructed by the Football Committee.

(ii) The Auditors shall examine and audit all the books and accounts of the BJFC annually, and have the power to call for all books, papers, accounts, receipts, etc., relating to the affairs of the BJFC, report thereon to the Annual General Meeting, or at any time as requested by the Football Committee.

MEMBERSHIP ISSUES

25 CATEGORIES OF MEMBERSHIP / FEES

- (a) A sub-Committee shall be appointed by the incoming Football Committee at the Annual General Meeting to review the annual membership fees for all classes of membership. This sub-Committee will be entitled the “Fees Sub-Committee” and shall consist of the incoming President and Treasurer and at least three other Committee members and is to report its’ findings to the Football Committee no later than one month prior to the gazetted registration day.
- (b) Junior Members: Persons under the age of 18 years shall be eligible to join as Junior Members at such special fee as determined in rule 25(a) but they shall not be entitled to hold office, vote, or take part in business procedure at meetings of the club.
- (c) Ordinary Members: One dollar of the annual registration fee paid by each Junior Member will represent a nominal fee, for one (1) parent or guardian of that member, to join BJFC as an Ordinary Member, thereby providing the Ordinary Member with voting rights at an Annual General Meeting or Special General Meeting.
- (d) Associate Members: The Football Committee may accept nominations from parties interested in becoming Associate Members of the club. The Football Committee must ensure that the best interests of the club are served by accepting such nominees as members. An appropriate fee, determined by the Football Committee and published in the by-laws, will be levied on Associate Members. Associate Members can vote at any Annual General Meeting or Special General Meeting.
- (e) Honorary Members: The Football Committee may appoint Honorary Members to the BJFC who are adults (without children playing for the club) who wish to assist in the administration of the BJFC. Such Honorary Memberships will be conferred for a maximum period of twelve months, and such members shall not be eligible to vote unless they are current members of the BJFC under another category of membership.
- (f) Life Membership:
- (i) Shall only be awarded for outstanding service to the club.
 - (ii) Nominations for life membership must be lodged with the Football Committee prior to the committee meeting held immediately before the Annual General Meeting. The person so nominated may then be invited by the Football Committee to become a Life Member. If accepted, this invitation must be sanctioned by a special Resolution of those Ordinary and Associate Members in attendance at the Annual General Meeting.
 - (iii) Life members may only be elected by those present at an Annual General Meeting.

- (iv) Only one life membership may be granted in any one year.
- (g) Registered financial members of the BJFC shall be considered to be “members” for a period of 12 months, applying from the first official “Registration Day” held by the club each year, the date of which is to be nominated by the Football Committee.
- (h) It shall be compulsory for all Junior Members to verify their date of birth by production of a BIRTH CERTIFICATE, EXTRACT of same or a STATUTORY DECLARATION upon joining the club. This document shall be made available to the Hon. Registrar as and when deemed necessary.
- (i) Membership of the BJFC may be terminated upon:
- i) receipt by the Secretary or another Committee member of a notice in writing from a member of his/her intention to resign from the BJFC. Such person remains liable to pay to the BJFC the amount of any fees due and payable by that person to the BJFC but remaining unpaid at the date of termination.
 - ii) non-payment by a member of fees within the bounds set by the Football Committee from time to time unless the Football Committee decides otherwise.
- (j) Casual vacancies in membership of the Football Committee may occur in the office of a Committee member. An office becomes vacant if the Committee member;
- (i) dies;
 - (ii) resigns by notice in writing delivered to the Chairperson or, if the Committee member is the Chairperson, to the Vice-Chairperson and that resignation is accepted by resolution of the Committee;
 - (iii) is convicted of an offence under the Act;
 - (iv) is permanently incapacitated by mental or physical ill-health;
 - (v) is absent from more than-
 - 3 consecutive Committee meetings; or
 - 3 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;
 - (vi) ceases to be a member of the Association; or
 - (vii) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

26 PATRONS AND VICE-PATRONS

The general body of Ordinary and Associate Members in attendance at any Annual General Meeting may elect persons or organizations to be patron(s) or vice-patrons of the club. A simple majority of those present will be sufficient to elect any patron or vice-patron for a maximum period of twelve months. Such patrons or vice-patrons shall not be eligible to vote unless they are current members of the BJFC under another category of membership.

27 REGISTER OF MEMBERS

- (a) The Secretary, on behalf of the BJFC, must comply with section 27 of the Act by ensuring that the Registrar keeps and maintains in an up-to-date condition a register of the members of the BJFC and their residential or postal addresses, and upon the request of a member of the BJFC, shall make the register available for inspection by 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.
- (b) To respect the privacy of Junior Members, their names only, and not their contact details, shall be made available for inspection by other members when requested under sub-rule (a).
- (c) The register must be so kept and maintained at the Registrar's place of residence or at such other place or in such other form as the members at an Annual General Meeting or Special General Meeting decide.
- (d) The Registrar must cause the name of any person who dies or who ceases to be a member under sub-rule 25 (i) to be deleted from the register of members referred to in sub-rule (a).

28 SUSPENSION AND EXPULSION

The Football Committee may expel from the club, or otherwise punish or penalise, any member whose conduct, in the opinion of the Football Committee, discredits or is injurious to the character of the club, providing that such member shall have the right to appeal to a Special General Meeting, which may confirm, vary or revoke the decision of the Football Committee. Voting on this issue shall (both in a Football Committee and Special General meetings) be by secret ballot.

29 APPEALS

Individual members shall have the right of appeal on any matter relative to disciplinary action taken by the Football Committee within 14 days. Such appeal must be in writing.

ANCILLARY ISSUES

30 COMMON SEAL

The Common Seal of the BJFC shall be in the custody of the Secretary and shall be affixed to any document only pursuant to the resolution of the Football Committee. The affixation of the Seal shall be witnessed by the President and Secretary.

31 ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or Special General Meeting called for that purpose, and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a Special General Meeting called for that purpose.
2. The Secretary shall forward such notices of motion to each Football Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a Special General Meeting.
3. Alterations to the by-laws can be made either at Football Committee meetings or at an Annual General Meeting or Special General Meeting provided advice of the proposed alteration(s) has been duly notified to members.
4. Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to vote at the Annual General Meeting, Special General Meeting or Football Committee meeting, as the case may be.
5. Within one (1) month of the passing of a Special Resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment.

32 DISSOLUTION

The BJFC may at any time, with the consent of a majority of 75% of the members present at a Special General Meeting called for the purpose, be dissolved. If upon the dissolution or winding up of the BJFC there remains, after the satisfaction of all its liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the BJFC but shall be given or transferred to some other association or institution incorporated under the Act and having objects similar wholly or in part to the objects of the BJFC and which shall prohibit the distribution of its, or their income and property, among its or their members or to some charitable purposes which association, institution or object shall be determined by members of the BJFC at or before the time of dissolution or winding up, or in default thereof, or if any insofar as effect, cannot be given to such determination, then such payment or distribution shall be determined by a judge of the Supreme Court.