

The Constitution  
Of  
The Mount Gravatt Hawks  
Soccer Club Inc.

(Incorporated on :13/02/01)  
(Last Updated: 22/06/07)

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## **The constitution of the Mount Gravatt Hawks Soccer Club Inc.**

### **Name**

1. The name of the club shall be “Mount Gravatt Hawks Soccer Club Inc”  
(Hereinafter called “the club”)
2. The registered office of the club shall be situated at Klumpp Rd, Mt. Gravatt, Brisbane or in such other place in Queensland as the board may from time to time determine.
3. The objects for which the club is established are:-
  - a. To provide for members and for member’ guests a sporting club with all the usual facilities of a club.
  - b. To promote, foster, support and encourage the game of soccer in all it’s aspects.
  - c. To provide and maintain and/or operate playing fields, club house, dressing rooms, gymnasium, meeting halls, entertainment rooms, bars, lounges, dining rooms (licensed or otherwise), theatres, cinemas and all other facilities and appurtenances as the committee may think fit for the use of members and members’ guests.
  - d. To field teams to contest the game of soccer in all places as the club may from time to time agree upon.
  - e. To promote social gatherings, activities, functions and entertainment and enterprises of similar nature for the benefit of the club or any other purpose as the board may think fit.
  - f. To affiliate with any other body having similar objects.
  - g. To promote, foster and encourage sports in all it’s aspects.
  - h. To affiliate with any other sporting body.
  - i. To print and publish any newspapers, periodicals, books, or leaflets that the club may think desirable for the promotion of its objects.

### **Powers**

4. In order that full effect may be given to the foregoing objects, it is expressly declared that the club shall (without in any way limiting or restricting the general powers of the club to give full effect thereto) have the following express powers, that is to say:-
  - a. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite to the purpose of or capable of being conveniently used in connection with any of the objects of the club, provided that in the case the club shall take or hold any property which may be subject to any Trusts, the club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
  - b. In furtherance of the objects of the club to sell, improve, manage, develop, exchange, lease dispose of, turn to account or otherwise deal with all or any part of the property and rights of the club.
  - c. To borrow or raise or secure the payment of money in such manner as the club may think fit and to secure the same or the repayment or performance of any debt, liability, contract,

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- guarantee or other engagement incurred or to be entered into by the club in any way and in particular by the issue of debentures perpetual or otherwise charged upon all or any of the club's property (both present and future) and to purchase, redeem or pay off any such securities.
- d. To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.
  - e. To enter into contracts of employment with players, managers, coaches, curators, groundsmen and all other persons in any trade, calling and/or profession whatsoever.
  - f. To enter into any arrangements with any Government or authority supreme, municipal, local or otherwise, that seem conducive to the club's objects or any of them; and to obtain from any such Government or authority any rights, privileges and concessions which the club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
  - g. To carry on business as victuallers, sellers of liquor, aerated waters, cigarettes, tobacco, take-away foods and things of a similar nature.
  - h. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the club.
  - i. To establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the club or the dependants or connections of any such persons; and to grant pensions and allowances; and to make payments towards insurance; and to subscribe or guarantee money for charitable or benevolent objects; or for any public, general or useful object.
  - j. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
  - k. To invest and deal with the money of the club not immediately, required in any such manner as may be considered the best by the club and permitted by law for the investment of either club or trust funds.
  - l. To take or hold mortgages, liens and charges to secure payment of the purchase price or any unpaid balances of the purchase price, of any part of the club's property of whatsoever kind sold by the club, or any money due to the club from purchases and others.
  - m. To take any gift of property, whether subject to any special trust or not, for any one or more of the objects of the club but subject always to the proviso in paragraph (a) of this clause 4.
  - n. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the club, in the shape of donations, annual subscriptions or otherwise.
  - o. In furtherance of the objects of the club to amalgamate with any companies, institutions, societies or associations having objects altogether or in part similar to those of the club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the club.
  - p. In furtherance of the objects of the club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations with which the club is authorised to amalgamate.

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- q. In furtherance of the objects of the club to transfer all or any part of the property, assets, liabilities and engagements of the club to any one or more of the companies, institutions, societies or associations with which the club is authorised to amalgamate.
- r. To make donations for patriotic or charitable purposes.
- s. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- t. To do all such other acts and things as are incidental to or conducive to the furtherance of attainment of the foregoing object of any of them.
- u. To form as many divisions of the club as necessary. The first of these divisions will be Senior, Junior, Ladies, Building.
- v. The income and the property of the club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of it's powers.

## Classes of Members

- 5 The membership of the club shall consist of ordinary members, and any of the following classes of members-
- a. Associate members
  - b. Life Members
  - c. Honorary Members

The number of Associate, Honorary and ordinary members shall be unlimited. Life Members shall be limited to 20 persons at any one time.

- 6 Every person who at the time of incorporation of the club was a member of the unincorporated club and who on or before the 13/2/01, agrees in writing to become a member of the club, shall be admitted by the Management Committee to the same class of membership of the club as that member held in the unincorporated club. Every member of the club who previously to his agreeing to become a member of the club has paid his dues on the Sign On, as a member of the unincorporated club, shall not be liable to pay any further sum by way of annual subscription to the club for the period prior the the 13/2/01.

## Eligibility

- 7 Any person having attained the age of eighteen years and having a desire to further the aims and objects of the club shall be eligible for membership and must be of such good repute and character as to be compatible with existing members.

## Admission and Rejection

- 8 a Every candidate for membership of the club shall be proposed by a financial member and seconded by another financial member of the club. Nominations may be in writing or verbal and shall give the full name and address of the candidate and the names of his proposer and seconder and shall be in such form, as the Management Committee shall from time to time require.
- B At the next meeting of the Management Committee after the receipt of any application and the fee applicable, for any class of membership, such application shall be considered by the Management Committee who shall thereupon determine upon the admission or rejection of the applicant.

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- C Any applicant who receives a majority of votes of the members of the Management Committee Present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- D In the event of a rejection of an application for any class of membership, the secretary shall Forthwith five the applicant notice in writing of such rejection;
- E Each and every member is bound by and shall strictly observe the constitution, rules and by-laws of the club.

### Appeal against rejection or termination of membership

- 9
  - a A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
  - B Upon receipt of a notification of intention to appeal against rejection or termination of Membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its of their case. The appeal shall be determined by the vote of the members present at such meeting.

### Membership Fees

- 10
  - a The annual membership fee shall be such sum as shall be determined by the Board of Directors.
  - b. The annual subscriptions other than the first subscriptions shall be payable on the Sign on and if a subscription has not been paid on or before the Kick-Off the defaulter shall cease to be a member of the club. A person may be re-admitted to membership on payments of all arrears and the current subscription or re-apply in accordance with Clause 6.

### Resignation

- 11 A financial member may resign his membership at any time upon notifying the secretary in Writing to that effect and such notice, unless otherwise expressed, shall take effect as from the first day of the month following the receipt thereof by the secretary, but such resignation shall not entitle any member to a refund of fees paid by him.

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### Suspension and Expulsion

- 12
- a. The Management Committee may suspend from the club any member whose conduct on the premises or grounds of the club or any other Soccer ground is, in the opinion of the Management Committee, injurious to the character or interests of the club or such as to render him unfit to associate with the members of the club, or for any other reason, but no suspension shall become operative until the Committee have enquired into his conduct after such member shall be given seven day notice of such enquiry.
  - b. The Management Committee may suspend such member for such period as the Committee may in its discretion determine and during such period of suspension may prohibit the member from the Club premises and grounds.
  - c. The Management Committee shall have the power to issue a warning without suspension or to order a suspension conditional upon some further complaint being made against such member within a period of time nominated by the Committee failing which the suspension shall take effect but not so as to be concurrent with any other suspension.
  - d. The Management Committee shall have the power by a majority vote of terminating the membership of and expelling from the Club any member whose past conduct after due investigation by the Committee as rendering him unfit for membership of the club.
  - e. The Management Committee may in its discretion decide that a fine may be imposed on the suspended member depending upon the seriousness of the offence. Non-payment of the fine shall have the same effect as non-payment or default payment of subscription.

### Associate Members

- 13
- Any financial member of the Senior, Junior or Ladies Divisions under eighteen years shall be an Associate Member of the Club. Associate members are entitled to all benefits and privileges of full members with the exception of voting rights at any Annual General Meeting of the Mt. Gravatt Hawks Soccer Club Inc.

### Life Members

- 14
- a. No person shall be made a Life Member except by resolution of an Annual General Meeting of the Club, following the submission to such meeting of an appropriate recommendation from the Board.
  - b. To qualify for Life Membership, the person or persons nominated must have been directly associated with the Club for a period of five (5) years and have been closely associated in the activities of the Club.
  - c. All nominations for Life Membership shall be in writing signed by three (3) members of the Board of Directors and shall be in the hands of the secretary not later than fourteen (14) days prior to the Annual Meeting.
  - d. The Board shall from the nominations so received determine the person or persons who are to be submitted for election at the Annual General Meeting.
  - e. Only two persons shall be submitted for election as a Life Member at any Annual General Meeting.

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### **Honorary Members**

15. Honorary Membership may be granted by the Board without payment of any subscription to any person over the age of eighteen years provided he has one of the following qualifications:-
- a. manager or member of any visiting country, interstate or overseas sporting team for the duration of the visit of such team.
  - b. A member of a club registered under the provisions of the Liquor Act which member is visiting the Club premises for the purpose of participating in a sport or competition being held on the Club premises.
  - c. Any prominent citizen or sportsman visiting Brisbane for some special occasion.
  - d. An Honorary Member shall be entitled only to the social privileges of the Club and to play such games, recreations and pastimes as determined by or on the invitation of the Committee from time to time.
  - e. The Board shall have the power to cancel the Honorary Membership of any person at any Time and without assigning any reason.
  - f.
    - a. The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Club and the dates of their admission.
    - b. Particulars shall also be entered into the register of deaths, resignations, terminations And reinstatements of membership and any further particulars as the Management Committee of the members at any General Meeting may require from time to time.

### **Patrons**

16. At the Annual General Meeting of the Club, the meeting shall recommend that prominent and distinguished members of the community be invited to accept the positions of either Patron or Vice-Patron.

### **Board of Directors**

17.
  - a. The business of affairs of the Club shall be managed by the Management Committee consisting of a minimum of eight (8) Directors.
  - b. The election of officers and other members of the Management Committee shall take place in the following manner.
    1. Any two members of the Club shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
    2. The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
    3. A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Club for at least seven (7) day immediately preceding the Annual General Meeting.
    4. Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be

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entitled to vote for any number of such candidates not exceeding the number of vacancies.

5. Should, at the commencement of such meeting, there be an insufficient number of Candidates nominated, nominations may be taken from the floor of the meeting.
- c. No person shall be qualified to be a Director who is not a member of the Club.
- d. The Board of Directors shall be elected by the general body of members from persons Nominated as hereinafter provided, for a period of two (2) years.
- e. If the full number of candidates for the position of directors is not nominated as prescribed additional nominations may with the consent of the nominee or nominees, be made at the meeting,

## **Annual General Meeting and General Meetings**

18.
  - a. The Annual General Meeting of the Club will be held on a date as determined by the Board of Directors but such date will not be later than the 31<sup>st</sup> of December in each year.
  - b. The Club may hold three (3) General Meetings each year and these will be called by the Board of Directors as and when deemed necessary.
  - c. Each General Meeting shall be called by the secretary displaying the notice for the meeting on a Notice Board fourteen (14) days prior to the date of the meeting.
  - d. The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
  - e. A quorum will consist of double the number of members presently on the Board of Directors, plus one.
  - f. All General Meetings shall commence at the appointed time, but if a quorum is not present At the time specified in the notice, then thirty (30) minutes grace shall be allowed. If at the expiration of the period of time allowed a quorum is not present then the meeting shall be deemed to have lapsed.
  - g. Should any General Meeting lapse for want of a quorum notice shall be given of the venue and date of the holding of a further meeting at which the business of the original meeting shall be considered irrespective of whether a quorum is present or not.
  - h. The duration of a General Meeting shall not exceed two hundred and seventy (270) minutes.

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### **Business of the Annual General Meeting**

19. a. The business of the Annual General Meeting will be conducted in the following order;-
1. Opening and welcome by the President.
  2. Apologies
  3. Confirmation of Minutes of Previous Annual General Meeting
  4. President's Annual Report.
  5. Treasurer's Annual Report.
  6. Election of Directors
  7. Invitations for Patrons or Vice-Patrons
  8. Appointment of Auditor.
  9. Election of Life Members.
  10. Notices of Motions.
  11. General Business – question time one (1) hour duration only.
- b. Business of General Meeting;-
1. Opening and welcome by President.
  2. Apologies
  3. Confirmation of Minutes of previous General Meeting.
  4. President's Report
  5. Treasurer's Report
  6. Notices of Motion
  7. Special Business
  8. General Business – question time one(1) hour duration,

### **Notices of Motions**

20. a. Notices of Motion regarding constitutional changes or specific business which are required to be discussed at the Annual General Meeting or General Meeting must be in the hands of the secretary seven (7) clear days before the meeting. All notices must be in writing and clearly defining the scope and nature of the reason for the Notice of Motion, duly signed by the proposer and seconder who must be full financial members of the Club.
- b. Subject to the provisions of the Association Inc Corporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting. Provided that no such amendment, rescission, or addition shall be valid unless the same shall have been previously submitted to and proved by the Undersecretary, Department of Justice, Brisbane.

### **Voting**

21. a. Only full financial members of the Club are entitled to vote.
- b. Votings at all meetings other than the election of the Board of Directors ( by ballot) shall be by a show of hands (unless a ballot or division be demanded), which shall be conclusive on the declaration of the result by the chairman.

- c. Proxies are not permitted.

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- d. Every full member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote provided that no member shall be entitled to vote at any General Meeting if his annual subscription is more than one month in arrears at the date of the meeting.
- e. Any constitutional changes require a minimum of 80% of the votes of full financial members present at a duly convened meeting.

## **Special General Meeting**

- 22 A Special General Meeting shall be convened by the secretary:-
- a. When directed to do so by the Board of Directors.
  - b. On the requisition in writing signed by at least four (4) members of the Board or not less than seventeen (17) full financial members which equals double the number of members of the Board plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted , or
  - c. On being given notice in writing of an intention to appeal against the decision of the Board to reject an application for membership or to terminate the membership of any person.

## **Notice Board**

23. A Notice Board will be kept in a prominent position in the Club House or Canteen on which all notices will be displayed.

## **Board of Directors**

- 24
- a. The Board of Directors shall consist of:-
    1. President
    2. First Vice President
    3. Second Vice President
    4. Secretary
    5. Treasurer
    6. Director - Senior Players
    7. Director - Junior Players
    8. Director - Records /Equipment
  - b. The Board shall meet at least once in every calendar month and at such times as considered expedient so that all affairs of the Club can be conducted in the most efficient manner.
  - c. Every director is expected to attend these meetings and should be aware of the penalty of default as contained in Clause 24 (d). The President has the power to impose a fine on any director who fails to attend any meeting or provide a satisfactory explanation for his/her absence.
  - d. All Board Meetings shall commence at the appointed time but if a quorum is not present at the time specified, thirty (30) minutes grace shall be allowed. If at the expiration of the

period of time allowed a quorum is not present then the meeting shall be deemed to have lapsed.

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- e. Should any meeting lapse for want of a quorum all Board Members entitled to be represented shall be notified of the venue and date of the holding of a further meeting at which the business of the original meeting shall be considered irrespective of whether a quorum is present or not.
  - a. A Quorum shall consist of four (4) members.
  - b. Any casual vacancy occurring shall be filled by an appointment made by the Board of Directors. The appointee shall hold the office until the next Annual General Meeting.
  - c. Any member of the board whose conduct is considered prejudicial to the interests of the Club shall be required at a Special General Meeting of the Club to show cause as to why the said Board Member should not be suspended. If 60% of the meeting vote in favour then a caution is issued, but if 85% vote in the affirmative, then the Member shall be removed from office.
  - d. Any member of the board who absents himself from more than three (3) consecutive Board Meetings without –
    - i. First having obtained the approval of the President.
    - ii. Having any satisfactory explanation.Cause his office to be vacated.
  - e. Re-election of board – All Board Members who hold office before the Annual General Meeting are eligible for re-election. Any member who has been disqualified for any reason during the previous three (3) years shall not be eligible to stand for election.
  - f. Should any Board Member find that they are not suited to the position then they may resign immediately.
  - g. Any Board Member who did not attend fifty percent (50%) or more of the Board Meetings whilst he held office shall not be eligible to stand for re-election unless the retiring President declares that there were no extenuating circumstances.

## **Function of Board**

- 26 The Board shall have the following powers in addition to those conferred by this Constitution –
- a. To enter into contracts on behalf of the Club
  - b. To commit or expend the funds of the Club carrying out the objects of the Club at the discretion of the Board or as directed by a General Meeting provided that a General Meeting shall have no power to revoke or reverse a minute of the Board where Club funds have already been committed or expended.
  - c. The Board shall provide for a common seal and for its safe custody. The common seal shall only be used by the authority of the Board and every instrument to which the seal is affixed shall be signed by a member of the Board and shall be countersigned by the secretary or by a second member of the Board or by some other person appointed by the Board for the purpose.
  - d. By the authority of the members of the Club under resolution passed at a General Meeting to borrow, pledge or raise monies, issue debentures and otherwise obtain monies upon the security of the assets of the Club at one time or from time to time

and in the amount so authorised and to pay interest thereon at a commercial rate or at any higher rate if so authorised by the Management Committee on any resolution

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or on the passing of any such resolution of the Club shall at the direction of the Committee execute all documents and do all such acts and things as the Committee shall direct.

- e. To make, enforce, vary and repeal such By-Laws to Policies for the regulation and conduct of the business and affairs of the Club and for the carrying out of these Rules and By-Laws, and the objects of the Club as it may think proper.
- f. To control and direct members of the Club whilst on the club grounds and premises.
- g. To call General and/or Special General Meetings of the club.
- h. To act generally subject to the Rules in all matters pertaining to or incidental to the management and welfare of the Club.
- i. To appoint as many committees or sub-committees as deemed expedient to ensure that the objects of the Club are fulfilled.
- j. The decisions of the Executive Committee are binding upon all Committees and Members of the Club.
- k. To abide by the rulings of the recognised Soccer Administration in the State of Queensland and of Australia.
- l. The Management Committee will appoint every delegate to external bodies.
- m. The Committee has the ability to impose fines and suspension for any act or misconduct, which it considers to be detrimental to the Club's image.
- n. The Committee shall have the right to deal at its discretion with any contingencies arising which are not covered elsewhere in this Constitution and all such cases shall be dealt with on their merits.
- o. The Management Committee is the Board of Directors.
- p. The Management Committee will meet fortnightly or as when deemed necessary by any member of the Management Committee and all decision will be on a majority vote of the Management Committee.

## **Duties of Office Bearers**

- 27. a. **President**  
Chair all meetings and be responsible for the overall control and administration of the Club. Prepare the Annual Report for submission at the Annual General Meeting and this report will embody all other reports from the various divisions. To help in obtaining sponsorships for all sections of the Club.
- b. **First Vice President**  
Chair all meetings not attended by the President, to be responsible for all social functions, to act as Disputes officer when required to help in obtaining sponsorships for all sections of the Club, to act as Chairman on any sug-committees formed and approved by the Board.
- c. **Second Vice President**  
Chair all meetings not attended by the President or First Vice-President, to help in obtaining sponsorships for all sections of the Club, to be responsible for the full maintenance and up-keep of all playing fields and surrounds which are currently held under various leases.

To be responsible for all playing fields, buildings and appurtenances whether they be on freehold or leasehold property which is currently deemed the property of the club.

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To make improvements to the grounds, buildings, appurtenances wherever possible, but before any expenditure is incurred this is to be approved by the Board.

To act as Chairman on any sub-committees formed and approved by the Board

### **d. Secretary**

The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be opened for inspection at all reasonable times by any Financial Member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recordings of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee Meeting verifying their accuracy. Similarly, the Minutes of every General Meeting shall be signed by the Chairman of the next succeeding General Meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

To be responsible for an accurate record of all meetings.

To be responsible for all correspondence both inwards and outwards,

To maintain a list of Full and Associate Members and Life Members. This list will be evidence of who are financial members and allowed to participate in any vote taken at an Annual or Special General Meeting.

To be responsible for calling all meetings of the Club.

To carry out all directions of the Board in so far as they come within the scope of the secretarial duties. The secretary's duties do not include that of recording the minutes relative to any sub-committee meetings

To help in obtaining sponsorship for all sections of the Club.

To be directly responsible to the President of the Board and the Board of Directors, firstly in notifying and advising the President of all matters relating to Club business, in the absence of the President, the Board to be notified accordingly in seniority.

### **e. Treasurer**

The treasurer shall keep the books of the club on a double entry system.

The treasurer will need to be sufficiently experienced in the preparation of accounts so as to prepare the Annual Balance Sheet of the Club and prepare self-explanatory but detailed Treasurer's Reports.

The funds of the Club shall be banked in the name of the Club in such a bank as the Management Committee may from time to time direct

Paper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.

All monies shall be banked as soon as practicable after receipt thereof.

All amounts of twenty dollars(\$20) or over shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee

Cheques shall be crossed "not negotiable" except those in payments of wages, allowances or petty cash recouplements which may be open.

The Management Committee shall determine the amount of petty cash, which will be kept, on the imprest system.

All expenditures shall be approved or rejected at the Management Committee Meeting.

As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of –

The income and expenditure for the financial year just ended

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The assets and liabilities and of all mortgages and securities affecting the Property of the Club at the close of that year.

All such statements shall be examined by the auditor who shall present his report Upon such audit to the secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made. The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club provided that nothing herein contained shall prevent the payment of good faith or interest to any such member in respect of monies advanced by him to the Club or otherwise owing by the club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club

f. **Director – Senior Players**

To act as Senior Chairman. To be responsible for all senior teams, to form sub-committees as approved by the Board

To attend all relevant governing body meetings

To be responsible for distribution and collection of all Senior Teams playing equipment,

To be responsible in forming sub-committees for control of fund raising and collection of all admission fees for all Senior Teams and to be responsible in the organisation of Senior Registrations

To help in obtaining sponsorships for all sections of the Club.

To ensure all sub-committee minutes are presented to the Board Of Directors.

g. **Director – Junior Players**

To act as Junior Chairman. To be responsible for all Junior teams

To form sub-committees as approved by the Board.

To attend all relevant governing body meetings

To be responsible for distribution and collection of all Junior Teams playing equipment.

To be responsible in arranging all Junior Registrations

To help in obtaining sponsorship for all sections of the Club.

h. **Director – Equipment/Records**

To assist the secretary as required and approved by the Board.

To maintain and preserve all past and present records of the Club.

To ensure the complete registration of all financial players and members and to work in conjunction with the Treasurer as required and approved by the Board.

i. **All Directors**

To be responsible for and maintain the property of the Club which comes into his possession from time to time.

Upon vacating or relinquishing his office he shall deliver to the President or any other person so nominated by the Club all records, documents and other property belonging to the club.

## **.14.**

### **Auditor**

28

An auditor who is not an office bearer of the Club shall be appointed at the Annual General Meeting. Such Auditor is to be registered under the Public Accountants Registered Board of Queensland. The Auditor has the right to obtain explanations and interrogate any member of the Club in relation to the affairs and finances of the Club. The Auditor shall conduct special audits and investigations as requested by the Board.

### **Financial Year**

29

The financial year of the club will be from 1<sup>st</sup> October in each year to the 30<sup>th</sup> of September of the following year.

### **Club Profits**

30

The profits from the activities of the Club in each financial year shall be applied in the most meaningful way for the benefit of the Club, but at all times being governed by the objects of the Club.

### **Indemnity**

31

Every member of the board, Auditor and other officers for the time being of the Club Against any proceedings whether civil or criminal in which judgment is given in his favour or of which he is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence, default, breach of duty or breach of trust.

In the event that extenuating circumstances exist and proceedings commenced due to the default of third parties then the Club will automatically afford protection to any member of the board who becomes involved in such a claim or charge.

### **Interpretation of Rules**

32

In the interpretation hereof and of the schedules hereto unless the context otherwise Requires words and explanations of any gender should mean and include the same words and explanations of other tenders, the singular shall include the plural, and vice versa. In the event that disputes arise as to the interpretation of the Constitution or Rules, then the Board shall decide as to the true interpretations and this shall be recorded and accepted as the true and correct meaning of the Constitution or Rules.

## **.15.**

### **Winding up**

- 33 In the event that there is a winding up or dissolution of the Club then after full Satisfaction of all debts and liabilities both real and contingent, any asset or property that remains shall not be distributed amongst the Club members. The Board of Directors on a majority vote shall transfer or deed the remaining assets to any other Club or Institution, which basically has the same objects of the Club.

### **Distribution of Surplus Assets**

- 34 If the Club shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of rule 27 (e), such institution or institutions to be determined by the members of the Club.

### **Documents**

- 35 The Management Committee shall provide for the safe custody of books, documents, Instruments of title and securities of the Club.