

LUGARNO FOOTBALL CLUB CONSTITUTION



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1. The Club

The Club shall be known as LUGARNO FOOTBALL CLUB INC. hereinafter referred to as the "Club".

2. Objectives

The objectives of the Club shall be:

- a) To promote and develop the game of Football at all times, both within the Club and with all other Clubs affiliated with the legal governing body.
- b) To conform to the constitution and by-laws as laid down by the parent body, the St George Football Association Inc.
- c) To encourage the participation in the activities of the Club by players and their parents/guardians.

The objectives and purposes of the Club shall be deemed to include:

- d) The buying, selling, supplying of and dealing in, goods of all kinds required by members and players of the Club or by persons frequenting the Club or by persons frequenting Club football matches and other functions;
- e) The production and publishing of such newsletters, periodicals, books, leaflets or other documents in hard copy and soft copy as the Executive Committee/Board members in general may think desirable for the promotion of the objects and purposes of the Club;
- f) The borrowing and raising of money in such manner and on such terms as may be approved or directed by resolution passed at a general meeting;
- g) The investment of any moneys of the Club not immediately required for any of its objects or purposes in such manner as the Executive Committee/Board may from time to time determine;
- h) The making of gifts, subscriptions or donations to such persons (other than members of the Club) or institutions as the Executive Committee/Board may from time to time determine.
- i) The entering into of arrangements with any government or semi-government body (including local government bodies) that may seem conducive to the Club's objects; and to obtain from any such body 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; and
- j) The doing of all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Club.

3. Club Colours

The colours of the club will be:

Main colours:

- Tangerine shirt with white and royal blue stripes on the sides.
- White shorts; and
- Tangerine socks

Alternative strip:

- White shirt;
- White shorts; and
- Tangerine socks

4. Definitions

In these Rules, except in so far as the context or subject matter otherwise indicates or requires:-

“Act” Means the Associations Incorporation Act, 2009,

“Adult Member” Means any person who has attained age 18 years and who is an Adult Member of the Club in accordance with these Rules.

“Association” Means The St George Football Association Incorporated.

“Commission” Means the Corporate Affairs section of the Department of Business & Consumer Affairs.

“Executive Committee/Board” Means the governing body of the Club that is elected in accordance with these Rules.

“Executive Committee/Board Meeting” Means a meeting of the Club's Committee/Board in accordance with these Rules.

“Floor Members” Means a member of the Club who at the time of their election does not then hold one of the positions listed in Rule 16e.

“General Meeting” Means a meeting of the Club's Adult Members, Life Members, and Coaches and Managers in accordance with these Rules.

“Junior Member” Means any person who has not attained age 18 years and who is currently registered to play football for the Club in accordance with these Rules.

“Life Member” Means any Adult Member who was elected to Life Membership of the Club in accordance with these Rules.

“Membership and Other Fees” Means a Membership Fee and/or any other fees set by the Executive Committee/Board each year.

“NSO” Means the National Sporting Organisation

“Policy” Means the current effective resolutions of Executive Committee/Board Meetings and/or General Meetings.

“Register” Means the Register of Members of the Club in accordance with these Rules.

“RTO” Means Registered Team Official.

“Rules” Means the Rules of the Club.

“Secretary” Means the person holding such Club office in accordance with these Rules or, should such office be vacant, the Public Officer.

“SSO” Means the State Sporting Organisation

5. Qualification for Membership

Junior Member

A person is qualified to be a Junior Member if they are under 18 years of age, have registered to play for the Club and have paid the registration fee as specified by the Club. Junior Members are not entitled to any of the rights and/or privileges of an Adult Member.

Adult Member

A person is qualified to be an Adult Member if, but only if, they have attained age 18 years and has registered to play football for the Club; and/or acts as a Coach, Manager, RTO and/or Executive Committee/Board member.

An Adult Member shall be entitled to all rights and privileges, to nominate a person for election and/or appointment to any position, to be nominated and/or elected or appointed to any position and to vote on any matter at any General Meeting.

Life Member

A person qualifies to become a Life Member having satisfied either of the following conditions:

- a) Playing Service – 25 accumulated years of active playing for the Club; or
- b) Distinguished Service – persons selected by the Executive Committee/Board for their contribution, service and involvement with the Club.
- c) The criteria for distinguished service will be in accordance with that outlined in the Club's by-laws.
- d) Any adult member of the Club has the right to nominate for consideration and approval by the Executive Committee/Board of the Club persons for Life Membership
- e) The Executive Committee/Board of the Club has the final say on Membership related matters.

6. Membership

- a) General
Membership shall be open to all persons, male or female, subscribing to the objectives of the Club and paying the prescribed fee (subject to the conditions of membership outlined in Section 5). No restriction shall be placed on any person, by virtue of religious or political beliefs, race or colour, but the Executive Committee/Board shall have the right to refuse membership to any person without assigning any reason for doing so.

Any such person shall have the right to make further application for membership in writing and such application shall be considered and voted upon by a General Meeting of the Club. Such person may be called by the meeting to clarify any point associated with the application, but he or she shall be excluded from the meeting whilst the application is discussed and voted upon.

- b) A Life Member shall be eligible to stand for any office or position in the Club and shall have full voting rights to all General Meetings and Annual General Meetings. A Life Member shall also have the right to attend but not vote, at all Executive Meetings.

Current serving members of the Executive Committee/Board can attain Life Membership upon satisfying the eligibility criteria.

- c) Persons who have been elected as Life Members prior to the adoption of this Constitution are and shall be deemed to be Life Members of the Club, pursuant to this Constitution and entitled to all privileges of Life Membership.
- d) There shall be no more than 3 non-player Life Membership awarded in any one year.

7. Cessation of Membership

A person ceases to be an Adult/Junior/Life/Member if they:-

- (a) die; or
- (b) resign such Membership in writing to the Secretary; or
- (c) is expelled from such Membership or
- (d) for a Playing Member, ceases to be registered to play football for the Club; or
- (e) fails to pay their Annual Fees by the prescribed date

8. Resignation from Membership

An Adult/Junior/Life Member is not entitled to resign from such Membership, except in accordance with Rule 7

An Adult/Junior/Life Member who has paid all debts to the Club in respect of such Membership or otherwise, may resign from such Membership by giving at least 30 days written notice of their intent to resign to the Secretary and upon the expiration of the period of notice given, such Membership shall cease.

If such membership relates to a player the Association shall also be advised in writing.

9. Register of Members

The Public Officer shall establish and maintain a Register of Members, specifying the name and address of every Member, the type of Membership and the date on which such Membership was effected or ceased.

10. Membership and Other Fees

- a) Club registration fees will be determined by the Executive Committee/Board
- b) An Adult Member shall pay to the Club an Annual Membership Fee of \$2.00, which shall be payable on/after 1st January each year;
- c) An Adult or Junior Player shall pay to the Club an Annual Player Registration Fee as may be prescribed by the Executive Committee/Board each year;
- d) An Adult or Junior Member shall pay the Club any other fees as prescribed by the Executive Committee/Board each year.
- e) An Adult or Junior Member who fails to pay their Annual Fee by 30th of June each year shall thereafter cease to be a Member.
- f) A Life Member shall not be required to pay an Annual Membership Fee.
- g) Registration fee for a playing Life Member will be 50 per cent of the adult registration fee as determined by the Lugarno Football Club.
- h) No member shall be deemed un-financial until the subscription is one month in arrears.

- i) Any player injured during the course of the Club's financial year may not be entitled to a full refund of their registration fee, and is subject to the Club's Refund Policy.
- j) Any registered player seeking to be de-registered from the Club may be entitled to a full/partial refund of their registration fees, as per the Club's Refund Policy.

11. Liabilities of Members

The liability of any Member to contribute toward the payment of the debts and liabilities of the Club, or the costs, charges and expenses of the winding-up of the Club, is limited to the amount (if any) unpaid by the Member in respect of their Membership fees.

12. Disciplining of Members

- a) The Club Executive Committee/Board shall have the power to discipline any member whom it finds guilty of wilful infringement of any of these Rules or Policy of the Club, or of any conduct deemed to be unbecoming of a Member and/or detrimental to the best interests of the Club.
- b) For purposes of Rule 12a, the Member shall be called to appear before the Club Executive Committee/Board to answer such charges as may be laid, and if such charges are proven to the satisfaction of the Club Executive Committee/Board, it may reprimand and/or fine and/or suspend or expel such Member.
- c) The Member being called to appear before the Club Executive Committee/Board shall be given at least 14 days written notice of the charges laid, and the date and time and venue for such appearance.
- d) The Member shall be given an opportunity to present oral and/or written explanation or evidence against the charges laid.
- e) The Member may be accompanied by one (1) other person.
- f) The Member shall be disciplined only after the Club Executive Committee/Board has resolved to do so by a two-thirds majority of those present and voting at the same Club Executive Committee/Board Meeting.
- g) As soon as practicable after the Club Executive Committee/Board Meeting at which such matter is determined, the Secretary shall give written notice to the Member of the Club Executive Committee's/Board's resolution and, if appropriate, of their right of appeal against the Club Executive Committee's/Board's resolution.
- h) Until such appeal is heard, the Club Executive Committee's/Board's resolution shall be valid and shall apply to the Member.

13. Right of Appeal of Disciplined Members

- a) Should a Member feel aggrieved by a resolution of the Club Executive Committee/Board, they shall have a right of appeal against that resolution if, but only if, they give written notice of such appeal to the Secretary within seven (7) days of their receiving written notice of the resolution.
- b) As soon as practicable after receiving such notice of appeal, the Secretary shall convene an Extraordinary General Meeting to be conducted immediately before the next General Meeting.
- c) At such Extraordinary General Meeting, no business other than the appeal shall be considered, the Club Executive Committee/Board and the appellant shall be given the

opportunity to state their respective case orally and/or in writing, and any Member may speak for/against such appeal and/or ask questions to clarify matters.

- d) At such Extraordinary General Meeting, the Members present shall vote by secret ballot and shall be required to resolve by two-thirds majority (or more) of those present and voting, to confirm or to vary or to revoke the Club Executive Committee's/Board's determination.
- e) The resolution of the Extraordinary General Meeting is final and cannot be further appealed. As soon as practicable thereafter, the Secretary shall advise the appellant in writing of the decision.

14. Resolution of Internal Disputes

- a) Disputes between Members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- b) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.
- c) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute could then be referred to arbitration.

15. Meetings

The Annual General Meeting shall be held each year as soon as possible after the Annual Picnic and Presentation day. At least seven days notice shall be given to each member in writing but accidental omission of such notices to any member shall not invalidate the meeting.

Ordinary General Meetings are to be held monthly during the season on a date decided on by the Executive Committee/Board.

16. Composition and Powers of the Executive Committee/Board

Subject to the Act, these Rules and Policy, the Executive Committee/Board shall:

- a) properly control and manage the affairs of the Club; and
- b) exercise all such functions as may be exercised by the Club, other than those functions required by these Rules or Policy to be exercised by a General Meeting; and
- c) have powers to do anything that may be deemed necessary and/or desirable and/or expedient for the proper control and management of the affairs of the Club; and
- d) resolve to establish and/or amend and/or rescind any Policy that it may deem necessary and/or desirable and/or expedient for the proper conduct and management of the affairs of the Club by a majority of Executive Committee/Board members present.
- e) At the Annual General Meeting with the exception of the Club Coaching Director who will be appointed by the Executive Committee/Board (refer to by-laws), the Executive Committee/Board comprising the following shall be elected by either secret ballot or orally:
President
Secretary

Assistant Secretary
Treasurer
Social Coordinator
Registrar
Senior Male Liaison Officer
Girls Liaison Officer
Junior Liaison Officer
Non-Comp Liaison Officer
Sponsorship Officer
Club Coaching Director
Recorder
Two (2) Delegates to St George Football Association – President and Secretary
Communications Officer
Member Protection Officer
Public Officer
Grounds Manager
Canteen Manager
Trustee/Equipment Officer

f) The Executive Committee/Board Officers shall be Adult or Life Members and shall, subject to these Rules, hold such office for the calendar year immediately following their election to office.

g) The position of the President can be held by a given individual for a maximum of five (5) consecutive years. The same individual can subsequently hold the position again, but only after a break of at least one (1) calendar year.

h) To be elected to the position of President, the nominee needs to have served on the Executive Committee/Board for a minimum period of 2 years

i) The Executive Committee/Board shall comply with resolutions of General Meetings.

j) The position of any Executive Committee/Board member absent for three consecutive Executive Committee/Board meetings without authorised leave of absence shall automatically become vacant. The Executive Committee/Board shall have the power to fill causal vacancies.

k) To facilitate appropriate succession planning, it is recommended that the Secretary and Assistant Secretary, as well as the President, Secretary and Treasurer refrain from vacating their positions simultaneously without first giving adequate notice to the Executive Committee/Board. Adequate notice for this purpose is deemed to be a minimum of 3 months.

17. Duties of Executive Committee/Board Members

President

- a) Be the Chairman at all Committee and/or General Meetings;
- b) Conduct all such Meetings in accordance with these Rules and Policy, and ensure that proper rules of debate apply;
- c) Be an ex-officio member of all Sub-Committees;
- d) Represent the Club to the community;

- e) Be responsible for the proper performance of all duties by Committee Officers and Members; and
- f) Present a President's Report to the Annual General Meeting.

Secretary

- a) Attend to the day to day general business of the Club;
- b) Receive and issue correspondence, including notice;
- c) Be an ex-officio member of all Sub-Committees;
- d) Keep a current copy of the Act, these Rules & Policy;
- e) Supply a copy of these Rules & Policy to new Adult Members, if requested;
- f) Present a Secretary's Report to the Annual General Meeting; and
- g) Take down Executive Committee/Board minutes and circulate minutes a week prior to Executive Committee/Board meetings

Assistant Secretary

- a) In the absence of the Secretary, act as the Secretary; and
- b) Carry out such other duties as directed by the President and Secretary.

Treasurer

- a) Ensure that all moneys due to the Club are collected, banked and recorded and that all payments authorised by the Committee are made;
- b) Ensure that correct books and accounts are kept, showing the financial affairs of the Club, including full details of all receipts and expenditures on behalf of the Club;
- c) Present financial reports to the Meetings, as required; and
- d) Present a Treasurer's Report and the Club's financial accounts to the Annual General Meeting.

Registrar

- a) Be responsible for the registration of all Players of Football for the Club;
- b) Keep adequate records of all such Player registration; and
- c) Be responsible for the registering of such Players and their respective teams with the Association and/or other bodies that may be accepted and approved by the Committee and/or the Club.

Senior Men's Liaison Officer

- a) Be responsible for coordinating the Club's senior men's competition teams;
- b) Be responsible for finalising the squad members for each team;
- c) Secure coach and managers for each team;
- d) Coordinate training schedules to ensure each team is allocated appropriate training times; and
- e) Act as primary contact for team related issues

Girls/Women's Liaison Officer (competition grades)

- a) Be responsible for coordinating the Club's girls competition teams;
- b) Be responsible for finalising the squad members for each team;
- c) Secure coach and managers for each team;
- d) Coordinate training schedules to ensure each team is allocated appropriate training times; and
- e) Act as primary contact for team related issues

Junior Liaison Officer

- a) Be responsible for coordinating the Club's competition teams up to the age of 17;
- b) Be responsible for finalising the squad members for each team;
- c) Secure coach and managers for each team;
- d) Coordinate training schedules to ensure each team is allocated appropriate training times; and
- e) Act as primary contact for team related issues

Non-Comp Liaison Officer

- a) Be responsible for coordinating the Club's non-competition teams;
- b) Be responsible for finalising the squad members for each team;
- c) Secure coach and managers for each team;
- d) Coordinate training schedules to ensure each team is allocated appropriate training times;
- e) Organise the Club's under 8's annual Gala Day
- f) Act as primary contact for team related issues

Trustee/Equipment Officer

- a) Be responsible for the procurement and maintenance of the Club's football equipment (shirts, balls, bibs, cones/domes, etc);
- b) Maintain a current Equipment Register of such equipment;
- c) Issue such equipment to Team Managers at season start;
- d) Receive such equipment from Team Managers at season end; and
- e) Record such issues and receipts in the Equipment Register.

Grounds Manager

Responsible for the maintenance of the playing fields and ensuring fields are properly set up and maintained for games (line marking, placement of corner posts, secure nets).

Canteen Manager

- a) Be responsible for the proper running, preparation and maintenance of the Canteen;
- b) Be responsible for the procurement of all goods stocked and sold from the Canteen;
and
- c) Be responsible for the scheduling of Teams canteen duties.

Social Coordinator

- a) Be responsible for planning and scheduling the Club's social calendar;
- b) Oversee the Club's Social Sub-Committee

Communications Officer

Be responsible for the upkeep and maintenance of the entire Club's communication including website, social media sites, newsletters and other communications as required.

Association Delegates – there should be two (2) Association Delegates who shall:

Be responsible for attending Association Meetings and relaying pertinent information to the Club.

Alternative Association Delegates – there shall be two (2) Alternate Association Delegates who shall be responsible for attending meetings and relaying pertinent information to the Club if Delegates are unable to attend.

Sponsorship Officer

- a) Be responsible for the attraction of sponsors;
- b) Be responsible for the implementation of the attracted sponsors monies and how this is enacted subject to the approval of the Committee; and
- c) Be responsible to maintain a Register of Sponsors and their respective details.

Public Officer

Keep such records as are required under the Act and maintain the current Register of Club Members.

Recorder

- a) Be responsible for uploading the game details involving the Club's teams on-line and maintaining all relevant and associated Club teams' statistics.
- b) Be responsible for the integrity of the game sheets by ensuring that all required information has been submitted
- c) Be responsible for scheduling a roster of Club officials to deliver match sheets to the Association by the assigned time and date.

- d) Be responsible for preparing the Club's newsletter featuring results of all Club team's games played as well as submitted game reports
- e) Be responsible for compiling and publishing the Club's Season Report

Club Coaching Director

- a) Recruit and assign coaches in consultation with the Executive Committee/Board
- b) Train and monitor coaches and assist them plan and implement training sessions
- c) Coordinate club wide training
- d) Provide guidance to coaches on match management and how to interact with parents and Club officials
- e) Talent Identification to have more balanced teams through ability selection and training.
- f) Administer a club-wide player development program
- g) Maintain the Club's library of books, DVD's and other training material
- h) Provide instructions to the other Club coaches through a periodic coaches training programme;
- i) Act as mentor to other Club coaches; and
- j) Provide coaching and advice to challenge individuals within the Club and to encourage increased participation, involvement and commitment.

Member Protection Officer

The role of the Member Protection Officer is to be the first point of contact with anyone with an enquiry or concern about a member protection issue.

Be responsible for issues and matters pertaining to harassment, abuse, victimisation, racial vilification, child protection and bullying.

18. Ineligibility

- a) No person on the Committee of any other Football club, competing in the St George Association will be eligible for a position on the Executive Committee/Board of this Club, but will be eligible to be a financial member; and
- b) No person being a member of any other Football body not recognised by St George Football Association will be allowed membership of the Club.

19. Removal of a Executive Committee/Board Member/Officer

- a) A General Meeting may by Special Resolution remove any Executive Committee/Board Member/Officer from office before the expiration of their term of office, and may by subsequent resolution appoint an Adult or Life Member to fill that office for the period remaining of that term.
- b) Should such Committee Officer wish to make representation on their own behalf to the Members, they shall deliver such representation in writing (of reasonable brevity) to the

Secretary at least 14 days before the date of the General Meeting at which the Special Resolution is to be determined, and the Secretary shall dispatch such representation to the Members within seven (7) days thereafter.

c) Notwithstanding Rule 19b, such Committee Officer shall also be given an opportunity to state their case orally and/or in writing at the appropriate time during the General Meeting, and any Member may speak for/against the Special Resolution and/or ask questions.

20. Delegation by the Executive Committee/Board to Sub-Committees

a) The Executive Committee/Board may delegate to one or more Sub-Committees (being such Adult and/or Life Member(s) as the Executive Committee/Board thinks fit) the exercise of such of the powers and functions of the Committee as the Committee thinks fit, other than:-

(i) this power of delegation; and

(ii) a power or function which is a duty imposed on the Executive Committee/Board by the Act or by any other law.

b) A power or function, the exercise of which has been delegated to a Sub-Committee under rule 20a may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.

c) Notwithstanding any delegation under Rule 20a, the Executive Committee/Board may continue to exercise any power or function delegated.

d) Any act or thing done or suffered by a Sub-Committee while it is acting in the exercise of a delegation under Rule 20a, has the same force and effect as it would have if it had been an act or thing done or suffered by the Executive Committee/Board.

e) The Executive Committee/Board may revoke wholly or in part any delegation under Rule 20a.

f) A Sub-Committee may meet and adjourn as it thinks proper.

g) At Sub-Committee Meetings the President shall be Chairman or, in their absence or their unwillingness to preside, the Chairman shall be appointed by the Sub-Committee.

h) Matters arising at Sub-Committee Meetings shall be resolved by a majority of the votes of the Sub-Committee persons present.

i) Each Sub-Committee person present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairman shall exercise a casting vote that shall maintain the status quo.

j) Any act and/or thing done or suffered and/or purported to have been done or suffered by a Sub-Committee shall be valid and effectual notwithstanding any defect that may afterwards be discovered in the delegation and/or qualification of any Sub-Committee person.

k) All Sub-Committees shall dissolve at the end of the calendar year, but may be re-established at any subsequent Executive Committee/Board Meeting.

l) The Executive Committee/Board should consider forming the following Sub-Committees: Judiciary; Team Allocation; Governance; Finance and Sponsorship; Social Activities; Public Relations; and Canteen.

21. Voting

Each member shall be entitled to one vote, but only financial members over the age of 18 years of age.

22. Quorums

The quorum at General Meetings shall be seven financial members, or one third of the financial Membership of the Club, which ever is the lesser.

23. Finance

a) General

All monies received shall be deposited in the Club's bank accounts and a set of books kept by the Treasurer. Cheques drawn on the Club's bank accounts are to be signed by at least two of the following office bearers of the Club:

President

Secretary

Treasurer

Canteen Manager

The Annual balance sheet and statement of receipts and expenditure will be tabled at the Annual General Meeting. Such balance sheet must be verified by the Auditor before presentation to the meeting.

b) Out of Pocket Expenses

Any member of the Executive or the Club shall be entitled to reimbursement for any out-of-pocket expenses incurred on behalf of the Club, as authorised by the Executive. In all instances proper receipts and other documentations associated with the purchased items should be provided to the Treasurer.

c) Except with the authority of the Executive Committee/Board, no payment of a sum exceeding One Hundred and Fifty Dollars (\$150.00) shall be made from the funds of the Club otherwise than by cheque drawn on the Club's bank accounts, notwithstanding that the Executive Committee/Board may from time to time provide the Treasurer with a sum to meet minor sundry expenditure, subject to the observance by the Treasurer of such conditions in relation to the use and expenditure thereof as the Executive Committee/Board may impose.

d) All money received by the Club (with the exception of those related to the Canteen) shall be deposited, as soon as practicable directly into the Club's main Bank Account.

e) The financial year of the Club is from 1 October to 30 September each year.

24. Petitions

Within seven days of the receipt of a written application from 12 or more members requesting an extra-ordinary meeting the President shall call such meeting within 21 days following receipt of such application. If the President has not, within the stipulated time, called such

meeting, the applicants themselves may call it. The petition and the notice of the meeting shall set out the business it is desired to transmit.

25. Amendments

This constitution may be amended by a two-thirds majority at a General Meeting provided 21 days notice of motion has been given.

26. Rules

Each member shall be bound to abide by the rules of the Club, including the By-Laws.

27. Trustee

The Trustee shall be responsible for property of the Club.

28. Managers and Coaches

- a) Any person who wishes to apply to manage and/or coach a Club team should inform the Executive Committee/Board prior to the competition season commencing. The person's preference to manage and coach a particular team should also be indicated at the time of notification.
- b) The Executive Committee/Board shall consider all requests received for manager and coaching positions and shall decide the managers and coaches to be appointed for each team.
- c) The Executive Committee/Board is responsible to filling all vacant positions.
- d) Each manager and coach, if so required by the Executive Committee/Board will make themselves available for attendance at any management and coaching course or clinic approved by the Executive Committee/Board and shall abide by all decisions of the Executive Committee/Board.

Managers will be elected for each team at the first General Meeting held as soon as possible after registration day.

29. Code of Conduct

- a) All persons associated with the Club should understand that they are representatives of the Club and shall conduct themselves in a manner on and off the field, on game day and at training that is respectful to all concerned. They shall accept all decisions given by the referee and accept them with the knowledge that these decisions are made to the best of their knowledge and aspect of the game.
- b) All persons who do not comply with the spirit of the code as set out in 29(a) above, may be liable to disciplinary action as per Rule 12 above.

30. Source of Funds

The funds of the Club are to be derived from activities determined by the Executive Committee/Board. There is an expectation that these would include but not be limited to annual membership fees; various fund raising events; income derived from canteen activity; donations to the Club; sponsorship and grants received from various funding bodies.

31. Custody of Books

Except as otherwise provided by this constitution, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

32. Canteen

- a) The Lugarno Football Club Incorporated "canteen" shall be run as a profit making entity of the Club and shall have its own banking account.
- b) The Canteen bank account shall pay for the day to day running requirements of the Canteen only.
- c) All cheques on the Canteen bank account shall be signed by any two (2) of the following: President, the Secretary, the Treasurer, or the Canteen Manager.
- d) Any surplus funds as determined by the Treasurer shall be transferred to the main bank account of the Club.

33. Election of Offices

At the Annual General Meeting all offices shall be filled by persons in attendance at such meeting or those who have given written notice of their willingness to accept nomination.

34. Protests & Disputes Committee

There shall be a Protests and Disputes Committee consisting of the President, Secretary, one of the Delegates and one other member, to consider the submission of any protest to the St George Football Association. It shall be the responsibility of this Committee to decide whether any protest shall be submitted to the St George Football Association.

35. Inspection of the Club's Books, Records and Other Documents

The Club's books, records and other documents, except for the Club Register of Members, shall be open to inspection, free of charge, by a Member provided sufficient notice is given to the Public Officer. Sufficient notice is deemed to be at least 7 days.

36. Winding up or dissolution of the Club and distribution of surplus funds

The Club will be dissolved if:

- a) A resolution to this effect is carried by a General Meeting provided 21 days notice has been given to all financial members; and

- b) Written advice of such intention to dissolve the Club has been given to St George Football Association.
- c) The Club shall not be wound up and/or dissolved except by means of an Extraordinary Special Resolution carried at a General Meeting specially convened for these purposes, and where such Extraordinary Special Resolution is carried by a four-fifths (or more) majority of the Members present and voting in person in respect of same.
- d) If upon the winding-up or dissolution of the Club there remains, after the satisfaction of all of its debts and/or liabilities, any surplus funds whatsoever, it shall not be paid and/or distributed among the Members, but shall be given and/or transferred to the Association under which the Club is at the time affiliated.
- e) All Club records will also revert to the Association.

37. By-Laws

By-Laws of the Club are for guidance and good management of the Club. Any addition, amendment or deletion from the By-Laws can be made only after due notice has been given, at least 21 days prior to such addition, amendment or deletion is voted upon by a General Meeting of the Club.

38. Matters Not Covered by These Rules

- b) Where any matter not specifically covered by these Rules is duly brought before the Club, the Club in a General Meeting shall have the power to determine that matter, provided that such matter is not covered by the Act or other Law.
- a) Such determination shall be binding on the Club and the Members.

39. Status and Compliance of the Club

Subject to this Constitution, the Club acknowledge and agree that they shall:

- a) be or remain incorporated in New South Wales;
- b) nominate Delegates annually to attend General Meetings, and shall inform the Association of the details of that person accordingly;
- c) provide the Association with copies of their audited accounts, annual financial reports and other associated documents as soon as practicable, following the Club's Annual General Meeting;
- d) recognise the St George Football Association Inc. as the authority for Football in the Region, the SSO (Football NSW Ltd) as the authority in New South Wales and the NSO (Football Federation Australia Ltd) as the national authority for Football;
- e) adopt and implement such communications and Intellectual Property policies as may be developed by the Association and/or the SSO from time to time; and
- f) have regard to the Objects in any matter of the Club pertaining to Football.
- g) The Club acknowledge and agree that the Association has power to veto any provision in the Club's constitution which, in the Association's opinion, is contrary to the Objects.

LUGARNO FOOTBALL CLUB BY-LAWS



1. Refund Policy

- a) If a player de-registers prior to the commencement of the season, then they may be entitled to a full refund of registration fees paid.
- b) If a player wishing to de-register prior to the commencement of the season has been provided with the Club's socks and shorts, a fee covering the cost of shorts and socks will be deducted from their refund of registration fees.
- c) If a player wishing to de-register has been provided with the Club jersey, they must return the Club jersey before any refund is made. Failure to return the jersey will incur a fee. If the jersey is damaged and is deemed to be unusable, a fee to cover the cost of replacing the jersey will be deducted from the players' refund of registration fees.
- d) If a player wishes to de-register after the commencement of the season the following fees will be deducted from their refund of registration fees: the Association fee; the shorts and socks fee; and the referee and grounds hire fee (based on the proportion of games actually played by the team of the player wishing to de-register).

2. Life Membership Award Based on Distinguished Service to the Club

Eligibility

- a) Consideration of distinguished service will be based on the nominated persons' contribution, service and involvement with the Club.
- b) To become eligible for distinguished service the nominated person must have satisfied conditions (i) and (ii) below:
 - (i) The service, contribution and involvement of the nominated person in the Club's activities is considered exceptional and well beyond the normal requirements and expectations associated with the role and hence deserving of due recognition.
 - (ii) Endorsement of the nominee from a minimum of five Club members.
- c) In the normal course, it would be expected that to be eligible for Life Membership for distinguished service, a member would have had active involvement with the Club for a minimum period of 10 years in the following roles: coach; manager; and Executive Committee/Board member.

Nomination

- d) Any adult member of the Lugarno Football Club can nominate for the consideration of the Executive Committee/Board of the Club any person(s) for Life Membership on the basis of distinguished service.
- e) The nomination advice to the Executive Committee/Board should outline why the candidate deserves to be granted Life Membership based on distinguished service, focusing on key contributions attributed to the candidate and providing evidence to support the relevant claims.
- f) The deadline for Life Membership nominations for each year is 30 June.

Consideration and Approval

- g) All nominations for Life Membership are to be considered by the Executive Committee/Board.
- h) The Club President is entrusted with placing Life Membership nominations on the agenda of the Executive Committee/Board for initial discussion and subsequent consideration and action.
- i) The Executive Committee/Board of the Club has the final say of Life Membership related matters.
- j) The quorum for Executive Committee/Board meetings considering and deciding Life Membership nominations shall be a minimum of seven members.
- k) A simple majority of those present at a particular Executive Committee/Board meeting is required to approve and enact any Life Membership related matters and decisions.

3. Premiership Winning Jackets/Jerseys

To become eligible to receive a premiership winning jacket/jersey a Lugarno Football Club player must satisfy one of the following conditions:

- a) Be registered with the premiership winning team, or
- b) Having played a minimum of 6 games for the premiership winning team.

If a Lugarno Football Club player fails to satisfy any of the above eligibility conditions and their circumstances is deemed to be exceptional, their case will be reviewed by the Lugarno Executive Committee/Board.

While the preferred reward for premiership winning Lugarno FC teams is either a jacket or jersey, the Executive Committee/Board can determine a suitable premiership winning item featuring approved Lugarno FC branding.

4. Appointment of Club Coaching Director

The Executive Committee/Board is empowered to appoint the Club Coaching Director in accordance with the stipulated roles and criteria associated with the position.