



MURDOCH UNIVERSITY
MELVILLE FC

CONSTITUTION OF THE

Murdoch University Melville Football Club Incorporated

26th October 2018

1.0 NAME

The name of the Association is **MURDOCH UNIVERSITY MELVILLE FOOTBALL CLUB INCORPORATED.**

Hereinafter referred to as the "Club".

2.0 DEFINITIONS

In these rules, unless the contrary intention appears:

- A. "Annual General Meeting" is the meeting convened under item 13.1.
- B. "Committee Meeting" means a meeting referred to in item 10.0.
- C. "Committee Member" means person referred to in item 9.0.
- D. "Convene" means to call together for a formal meeting.
- E. "General Meeting" means a meeting to which all members are invited.
- F. "Member" means member of the Club.
- G. "Ordinary resolution" means resolution other than a special resolution.
- H. "Poll" means voting conducted in written form (as opposed to a show of hands).
- I. "Special General Meeting" means a general meeting other than the annual general meeting.
- J. "Special Resolution" has the meaning given by Part 3 Division 2 of the Act, that is:

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

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

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

- K. "the Chairperson" means the person presiding at the Committee meeting or general meeting in accordance with item 10.3.

- L. "Subscription" means those fees payable by members in order to retain membership of the Club as deemed by the Management Committee as referred to in item 7.0.
- M. "the Executive Committee" means the senior members of the Committee of Management of the Club referred to in item 9.2.
- N. "the Management Committee" means the broader Committee of Management of the Club referred to in item 9.0.
- O. "Department" means the government department with responsibility for administering the Associations Incorporation Act (2015).
- P. "the Act" means the Associations Incorporation Act 2015.
- Q. "the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act.

3.0 OBJECTS OF THE CLUB

The objects of the Club are:

- 3.1 To promote and encourage the playing of world football, also known in Australia as soccer.
- 3.2 With considered grading, training and development, offer a fair opportunity for playing members at all ability levels to participate in a sport they enjoy.
- 3.3 To continuously improve the development and retention of our best playing members, such that there will be a greater proportion of age groups with teams at, or close to premiership levels.
- 3.4 To attract, develop and retain talented individuals to support the playing aims of the Club, including coaches, managers, age coordinators, and Vice-Presidents of playing divisions.
- 3.5 To provide club-funded age-appropriate professional coaching to supplement voluntary coaches to enhance playing member skills across the board. This includes Rooball, Junior and adult competition levels.
- 3.6 To encourage coaches to adopt a playing style at all levels of the Club which is in line with the curriculum of National and State football governing bodies and based upon a pro-active, possession based play.
- 3.7 To appropriately represent the interests of all playing divisions of the club with resources, development, representation, and funding duly allocated in a balanced way. This includes Rooball, Junior and adult competition levels.
- 3.8 To provide the facilities and infrastructure which allow for continued participation in football.
- 3.9 To strive for continuous improvement in all aspects of the Club's operation, including administration, competition, and management.
- 3.10 To increase community based participation in football and the Club.
- 3.11 To promote good fellowship, sporting behaviour and citizenship among players of football and their families, according to the Club's published code of conduct.
- 3.12 To maintain and conduct a football club for the purpose of fielding football teams in any competition conducted in Western Australia or elsewhere.

3.13 To provide amenities for members of the Club and their guests and to afford to members and their guests all usual privileges, advantages, conveniences and accommodation of a football and recreational club.

4.0 PROPERTY AND INCOME OF THE CLUB

The Club must apply all property and income of the Club solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any members of the Club, except in good faith in the promotion of those objects.

5.0 POWERS OF THE CLUB

The powers conferred on the Club are the same as those conferred by section 13 of the Act. Subject to the Act and any additions, exclusions or modifications below, the Club may do all things necessary or convenient to attain its objects and purposes. Those powers not specifically covered by 11.0 POWERS OF THE MANAGEMENT COMMITTEE, will require a special resolution to effect. Specific powers of the club include:

- 5.1 Open and operate bank accounts.
- 5.2 Invest its money in low risk securities or in other conservative investments in which trust monies may be invested.
- 5.3 Borrow money upon such terms and conditions as the Club thinks fit where the amount borrowed, without approval from a Special General Meeting of members, is not greater than 20% of its revenue.
- 5.4 Acquire, hold, deal with, and dispose of any real or personal property.
- 5.5 Give security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 5.6 Appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.
- 5.7 Build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Club.
- 5.8 Print and publish any information by any media including newsletters, newspapers, articles, leaflets or electronic media for promotion of the Club.
- 5.9 Provide gifts and prizes in accordance with the objects of the Club.
- 5.10 Organise social events for Members and the promotion of the Club.
- 5.11 To enter into any other contract the Club considers necessary or desirable.
- 5.12 Conduct appeals for the donation of funds to the Club and to accept donations of any real or personal property and generally to raise funds by public sponsorship and by any other means as may from time to time be determined by the Club.
- 5.13 Retain and pay auditors, accountants, solicitors, marketing consultants and other professional advisers.

- 5.14 Make by-laws and regulations for the conduct of the club. The committee may, from time to time, amend, repeal or add to such by-laws. A copy of a by-law or by-laws dated and circulated by the Secretary of the Club shall be conclusive evidence of the by-laws in effect.
- 5.15 Effect and maintain insurance as is necessary for the proper protection of the Club, the members and any member of the Management Committee.

6.0 MEMBERSHIP

- 6.1 Membership shall be open to any person who wishes to further the interests of the Club.
- 6.2 Any person seeking membership shall make an application to the Management Committee via the club's designated application process. A list of names of applicants shall be made available on the club's notice board with proper notice for ordinary members of the club to review. The notice shall be for a period of not less than seven days before approval, provided also that an interval of not less than two weeks elapses between nomination and approval. Subsequently, the Registrar along with Vice-President of the appropriate playing division shall determine whether the application is successful or not.
- 6.3 An unsuccessful applicant has the right to appeal to the Management Committee to review the application.
- 6.4 Each person admitted to membership shall be:
- 6.4.1 Bound by the Constitution of the club.
 - 6.4.2 Bound by the Club's Code of Conduct guidelines as published on the Club's web site.
 - 6.4.3 Liable for such fees and subscriptions as may be fixed by the club.
 - 6.4.4 Entitled to the relevant advantages and privileges of membership as detailed in the Membership Categories listed in item 6.6.
 - 6.4.5 Provided with a copy of this Constitution either by email on request or by access on the Club's web site.
- 6.5 Membership is for a period of a full calendar year, notwithstanding the date that membership Subscriptions are paid, or when during the year that the member joins.
- 6.6 Membership Categories:
- 6.6.1 **ORDINARY MEMBER**

Any person who is 18 years or older over who participates in the sporting activities of the Club and is a financial member of the Club. An Ordinary Member is entitled to hold any office, enjoy the privileges of the association with the Club and is eligible to vote at meetings.
 - 6.6.2 **SOCIAL MEMBER**

Any person who is 18 years or older who is interested in promoting the Club, but who does not wish to participate in the playing activities of the club, may become a Social Member. A Social Member is entitled to hold

any office, enjoy the privileges of the association with the Club and is eligible to vote at meetings.

6.6.3 JUNIOR MEMBER

Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights at meetings nor be entitled to hold any office. However, one parent/guardian of that child will be entitled to an ordinary membership on the child's behalf.

6.6.4 LIFE MEMBER

The Management Committee may elect any member who has given outstanding service to the Club as a Life Member, according to the criteria agreed by the committee at the time. Any member may nominate a person to the Management Committee for consideration for Life Membership. A Life Member is entitled to hold any office, enjoy the privileges of the association with the Club and is eligible to vote. A Life Member is not subject to fees or subscriptions.

6.6.5 TEMPORARY MEMBER

A person who is on any day visiting the Club as a member or an official of another club – that is to engage in a pre-arranged event with the Club conducted for the purposes of one of the Club's principal objects; or for a pre-arranged function at the Club involving the use of the Club's sporting facilities, may be taken to be a person who is accorded temporary ordinary membership solely for the day of the visit. A Temporary Member cannot hold a position of office with the Club.

6.7 The Management Committee shall appoint a member in the role of Registrar who will maintain an up to date register of members of the Club, including their postal address, residential or email addresses. This list must be kept at the Registrar's place of residence or at any other place as the members of the Executive Management Committee deem appropriate. A printed copy of the up-to-date register of members including name and class of membership is to be continually available for inspection at the club premises.

6.8 A member who has given reasonable notice can inspect the minutes, financial records, records and documents of the Club without charge.

7.0 MEMBERSHIP FEES

7.1 Member Subscription will be determined by the Management Committee prior to the commencement of the new playing season, and are required to be paid by members on or before the due date.

7.2 Subscription may vary according the category of the membership, including the level of the competition they are in.

7.3 Subscriptions may vary according to the age of the member.

7.4 Levies may be imposed as determined by the Management Committee and are required to be paid on the due date.

8.0 TERMINATION OF MEMBERSHIP

- 8.1 Any person's membership may be terminated by the following events:
- 8.1.1 Resignation in writing to the Club Registrar or Executive Management Committee
 - 8.1.2 A Member's annual membership fee remains unpaid 3 months or more after becoming due
 - 8.1.3 A member dies.
- 8.2 The Management Committee (after having undertaken due inquiry) shall have the power to suspend or expel any member of the Club for:
- 8.2.1 False or inaccurate statements made in the member's application for membership of the club
 - 8.2.2 Any act considered by the Management Committee to be detrimental to the club.
 - 8.2.2.1 A detrimental act from either parent of a junior member may be considered to reflect on the membership of that junior member, and by implication the ordinary membership of either or both parents.
- 8.3 A member so suspended or expelled has the right to appeal to the membership at a General Meeting.

9.0 MANAGEMENT COMMITTEE

- 9.1 Management of the Club shall be vested in the Management Committee elected by the members at the Annual General Meeting or appointed under item 9.16, and is headed by the role of President.
- 9.2 The Management Committee will entail an Executive Committee consisting of the President and the following key roles:
- 9.2.1 Senior Vice President
 - 9.2.2 Secretary
 - 9.2.3 Treasurer
 - 9.2.4 Administration Manager
 - 9.2.5 Registrar
 - 9.2.6 Vice President – Women
 - 9.2.7 Vice President – Girls
 - 9.2.8 Vice President – Juniors (10-12)
 - 9.2.9 Vice President – Youth (13-18)
 - 9.2.10 Vice President – Academy Program
 - 9.2.11 Vice President – Men's State League
 - 9.2.12 Vice President – Men's Social, Amateur and Masters
 - 9.2.13 Vice President – Rooball
 - 9.2.14 Fixtures Coordinator
- 9.3 A person may be an Executive Committee member if the person is an individual who has reached 18 years of age and is also an ordinary member.

- 9.4 A person cannot accept an appointment or act as a member of the Executive Committee if:
- 9.4.1 a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;
 - 9.4.2 a person who has been convicted, within or outside the State, of
 - 9.4.2.1 an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - 9.4.2.2 an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - 9.4.2.3 an offence under Part 4 Division 3 or section 127 of the Act
 - 9.4.3 This limitation applies only to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.
- 9.5 The Executive Committee will determine changes to the number of Vice President roles in order to achieve a more balanced representation across the playing membership as this changes from time to time.
- 9.6 Each of these Executive Committee roles will receive immediate direction from the President. With the exception of the Senior Vice President, no person shall hold more than one position on the Executive Committee at any one time. The Senior Vice President may not also occupy the role of Secretary or Treasurer.
- 9.7 In the organisation structure, at levels below these roles referenced in 9.2, will be other Committee Members in subordinate roles.
- 9.8 Each Executive Committee role is defined with formal job role overviews that are referenced in Attachment 1 of this constitution. Some key subordinate Management Committee Roles are also defined in Attachment 1.
- 9.9 Executive Committee roles and Committee Members in subordinate roles will act in their roles operating under defined authority from the immediate more senior Committee Member, ratified by the Club President if required.
- 9.10 Members should allow themselves to be nominated or to accept roles on the Management Committee when these individuals:
- 9.10.1 Are able to commit to performing their role for a full year term until the following Annual General Meeting, which implies a commitment to renew their membership in the new calendar year for the coming season.
 - 9.10.2 Are unselfishly aligned with the objects of the club and do work in good faith in the best interests of the Club.
 - 9.10.3 Exercise their duties with a degree of care and diligence that a reasonable person would exercise in fulfilling such a role.
 - 9.10.4 Undertake to work effectively and to the best of their ability in their voluntary capacity to complete assigned tasks or according to defined role descriptions.
 - 9.10.5 Keep their immediate more senior Committee Member informed of issues in completion of work, and areas for improvement (things that can be done to the systems of work to enable them and the Club to achieve better outcomes).

- 9.10.6 Communicate with their immediate more senior Committee Member and seek assistance if required.
- 9.10.7 Are to be accountable to ensure that they understand their accountabilities and use their capability to execute their work in accordance with the accountabilities of their role.
- 9.10.8 Must not improperly use their position to gain an advantage for the officer or another person; or cause detriment to the Club.
- 9.11 An Executive Committee member who obtains information must not improperly use the information to gain an advantage for the person or another person; or cause detriment to the Club.
- 9.12 The Secretary is accountable to ensure that each newly elected or appointed Committee Member is given a copy of the current constitution.
- 9.13 A person shall cease to be a member of the Executive Committee following absence from three or more meetings of the Executive Committee within the calendar year without formal apologies being presented to the secretary prior to the meeting.
- 9.14 A person shall cease to be a member of the Management Committee for any of the following:
 - 9.14.1 At the start of the Annual General Meeting, which follows his/her election and he/she will be eligible for re-election.
 - 9.14.2 Found not to be a financial member of the Club.
 - 9.14.3 Resigns from that position.
 - 9.14.4 Is removed by a vote of the Management Committee where there is a 75% majority. Should a member be removed this way, they have the right to appeal this decision in a General Meeting.
- 9.15 Where a person ceases to be a member of the Club's committee, as soon as practicable after their membership ceases, they are to deliver to a member of the Management Committee all of the relevant documents and records they hold pertaining to the management of the Club's affairs.
- 9.16 Should a vacancy occur on the Management Committee, the Management Committee may appoint a successor to hold office until the next Annual General Meeting.

10.0 COMMITTEE MEETINGS

- 10.1 The Executive Committee of the Management Committee must meet together for the dispatch of business not less than ten (10) times in each year, on a monthly basis. The President, or at least half the members of the Executive Committee, may at any time convene a meeting of the Executive Committee.
- 10.2 A quorum of the Executive Committee shall be five Executive Committee members present at the meeting.
- 10.3 The President, or if the President is not present, the Senior Vice President, shall preside over the meeting as Chairman. If the President or Senior Vice President is unable to attend a meeting of the Executive Committee, then a chairperson nominated by the members present at the meeting shall chair that meeting.
- 10.4 The Secretary shall give at least seven (7) days' notice of the date of the Executive Committee Meeting to Executive Committee members.

- 10.5 As required under section 42 of the Act, a Management Committee member having any direct or indirect financial interest in a contract, or proposed contract, made by, or in the contemplation of, the Management Committee (except if that interest applies only to the normal benefits a member should attain for which the Club is established), must:
- 10.5.1 As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee;
 - 10.5.2 Disclose the nature and extent of the interest at the next general meeting of the association; and
 - 10.5.3 Not take part in any deliberations or decision of the Management Committee with respect to that contract.
- 10.6 Item 10.5.1 does not apply with respect to a financial interest that exists only by virtue of the fact that the member of the Committee is an employee of the Club.
- 10.7 The Secretary must cause every disclosure made under item 10.5.1 by a member of the Management Committee to be recorded in the minutes of the meeting of the Management Committee at which it is made.
- 10.8 The minutes must record the following:
- 10.8.1 The names of the committee members present at the meeting;
 - 10.8.2 The name of any person attending the meeting under rule 10.9;
 - 10.8.3 The business considered at the meeting;
 - 10.8.4 Any motion on which a vote is taken at the meeting and the result of the vote.
- 10.9 A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- 10.10A person invited under subrule 10.9 to attend a committee meeting:
- 10.10.1 Has no right to any agenda, minutes or other document circulated at the meeting; and
 - 10.10.2 Must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
 - 10.10.3 Cannot vote on any matter that is to be decided at the meeting.

11.0 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall carry out the day-to-day running of the Club and shall have the following powers and duties:

- 11.1 The duty to pursue actively the objects of the Club.
- 11.2 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
- 11.3 Fix the manner in which such banking accounts shall be operated upon.
- 11.4 Adjudicate on all matters brought before it, which in any way affect the Club.
- 11.5 Cause minutes to be made of all proceedings at meetings of the Executive Committee and General Meetings of members.

- 11.6 Employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary.
- 11.7 Appoint officers or agents of the Management Committee to have custody of the club's records, documents and securities.
- 11.8 The power to delegate routine matters or any specified duty to any member of the Management Committee or to any employee of the Club provided the Management Committee shall be accountable for the acts of any such delegate, except where that delegate is guilty of fraud or gross negligence, in so far as is consistent with the law relating to volunteers, employees and associated liabilities.
- 11.9 The power to appoint from its members sub-committees other than official sub-committees for any purpose that the Management Committee may think fit provided that the committee shall be accountable for the acts of any such sub-committees.
- 11.10 The power to determine what persons, if any, who are not members of the Club shall be allowed to use the Club's premises or any part or parts thereof and during what time or times and subject to and under what conditions.
- 11.11 Print and publish any information by any media including newsletters, newspapers, articles, leaflets or electronic media for promotion of the Club.
- 11.12 Effect and maintain insurance as is necessary for the proper protection of the Club, the members and any member of the Management Committee.
- 11.13 Determine and enact the grievance policy for the club.

12.0 AUDITOR

- 12.1 The Management Committee shall elect or appoint an Auditor or Auditors prior to the Annual General Meeting.
- 12.2 The Auditor/s shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Executive Committee by the end of the calendar year.

13.0 GENERAL MEETINGS

- 13.1 Annual General Meeting
 - 13.1.1 The Annual General Meeting of the Club must be held within four months after the end of the club's financial year.
 - 13.1.2 The Secretary shall give at least fourteen (14) days' notice of the date of the Annual General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member.
 - 13.1.3 All financial members may attend the Annual General Meeting.
 - 13.1.4 The quorum at the Annual General Meeting shall be five members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there is no quorum the meeting shall stand adjourned for one week. If at that following meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.
 - 13.1.5 The agenda for an Annual General Meeting shall be:
 - Opening of Meeting
 - Apologies

- Confirmation of Minutes of previous Annual General Meeting
- Presentation of Annual Report by the President
- Adoption of Annual Report
- Presentation of Treasurer's statement including Auditor Report
- Election of New Management Committee
- Vote of thanks to outgoing Management Committee
- Notice/s of Motion
- Urgent general business
- Closure

13.1.6 Those vacating a committee position and who are not re-elected are deemed to vacate that position at the end of the Annual General Meeting.

13.1.7 Members expecting to vacate a role should make their intention clear at least four weeks prior to the AGM so a replacement can be found. Members wishing to take a role on the Executive Committee must nominate their intention in writing with not less than one week's notice, but ideally with four weeks' notice prior to the AGM, , along with a statement of support from another member in support of the nomination.

13.1.8 If there is no nomination for a position, the President may call for nominations from the eligible members at the meeting.

13.1.9 If only one member has nominated for a position, the President must declare the Member elected to the position.

13.1.10 If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with the Voting rules in section 14.0 to decide who is to be elected to the position.

13.2 General Meetings

13.2.1 General Meetings may be called by members of the Management Committee or at the request of the President and Secretary or on the written request of not fewer than five percent of the members of the club.

13.2.2 The Secretary shall give at least seven (7) days' notice of the date of the General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member. Notice of General Meetings shall set out clearly the business for which the meeting has been called and include a proxy vote form. No other business shall be dealt with at that General Meeting.

13.2.3 The quorum at the General Meeting shall be five Club members.

14.0 VOTING

14.1 Unless otherwise stipulated, resolutions will be decided by a simple majority of votes of eligible members.

14.2 Voting powers at the Annual General Meeting and General Meetings

14.2.1 The President shall be entitled to a single vote and, in the event of a tied vote the President shall exercise an additional casting vote.

14.2.2 Subject to item 14.2.1, each individual financial member present or via proxy other than junior members shall have one (1) vote.

14.2.3 Proxy votes shall be submitted in writing and presented by a member of the committee at the meeting.

14.3 Voting powers at Management Committee Meetings

14.3.1 The President shall be entitled to a single vote, and, in the event of a tied vote the President shall exercise an additional casting vote.

14.3.2 Subject to 14.3.1, each individual committee member present or via proxy shall have one (1) vote.

14.3.3 Proxy votes shall be submitted in writing and presented by a member of the Management Committee at the meeting.

15.0 FINANCE

15.1 All funds of the Club shall be deposited into the Club's account(s) at such bank(s) or recognised financial institution(s) as the Management Committee may determine.

15.2 All accounts due by the Club shall be paid after having being passed for payment at the Executive Committee Meeting unless immediate payment is necessary, in which case account/s shall be paid and the action endorsed at the next Executive Committee Meeting. These immediate payments are only to be made for fees due to the sport's governing body of the day, or up to a maximum limit as agreed by the Executive Committee set at the start of each committee year.

15.3 The Treasurer shall not spend more than an amount determined by the Management Committee by way of Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book or an equivalent computer system as used by the club.

15.4 The Treasurer shall retain safe custody of books, accounting records and documents of a financial nature.

15.5 The Treasurer shall table a report showing the financial position of the Club no less frequently than at each second Management Committee Meeting during the season, and quarterly during the off-season. This report is to include income, expenditure (including petty cash payments), assets, liabilities and annual financial projections.

15.6 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to this financial report.

15.7 The financial year of the Club shall commence on 1st November each year and end on 31st October the following year.

15.8 The accounts, books and all financial records of the Club shall be audited each year by an independent auditor so appointed by the Executive Committee.

15.9 The Treasurer must provide any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial reports.

15.10 The signatories to the Club's account(s) will be the Treasurer and three (3) nominated members who are the President, Senior Vice President, Secretary, Registrar or Club Administration Manager. The nomination is to be made at the first meeting of a new committee. Payment transactions will require a minimum of two signatories.

16.0 PAYMENTS TO COMMITTEE MEMBERS

A committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses including travel and accommodation properly incurred:

- 16.1 in attending a committee meeting or
- 16.2 in attending a General Meeting; or
- 16.3 otherwise in connection with the Club's business.

Any other payment to a committee member must be ratified as a by-law of the Club.

17.0 SUPPLY OF LIQUOR

- 17.1 The Club shall appoint and maintain an Approved Manager for the purposes of observing liquor licensing requirements and regulations.
- 17.2 No liquor shall be sold or supplied for consumption elsewhere than on the club premises unless such liquor is removed from the licensed premises by or on the instructions of the member purchasing the liquor.
- 17.3 No payment or part payment to any secretary, treasurer, manager or other officer or servant of the club shall be made by way of commission or allowance from or upon the receipts of the club for liquor.
- 17.4 No liquor shall be sold or supplied to any juvenile (i.e. any person under the age of 18).
- 17.5 No stranger shall be permitted to use the club premises and no member or other person shall admit any stranger to use the club premises.
- 17.6 Members may introduce guests to the club at any time provided that:
 - 17.6.1 No member may introduce more than five (5) guests to the club at any one time.
 - 17.6.2 A guest shall not be supplied with liquor in the club premises except on the invitation and in the company of that member.
 - 17.6.3 A guest shall be supplied with liquor to be consumed on the club premises only.
 - 17.6.4 The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the club premises.
 - 17.6.5 A member may, at their expense, and with the approval of the club committee, supply liquor to guests, without limitation as to number, at a function held by or on behalf of that member, at the club premises.
- 17.7 Any person who has been refused membership of the club or who is under suspension or expulsion from the club, shall not be admitted as a guest of any member of the club.

18.0 EXECUTING DOCUMENTS

The Club may execute a document without using a common seal if the document is signed by:

- 18.1 Two committee members; or
- 18.2 One committee member and a person authorised by the committee.

19.0 GRIEVANCES AND DISPUTES

Grievances between members, or between one or more members and the Club are to be dealt with by the separate Club's Grievance Policy and Procedure. For the purposes of compliance to the Associations Act, key elements in this policy are included here:

- 19.1 Should issues arise, in the first instance they should be taken up with the individual immediately responsible for the area of concern. Some examples:
 - 19.1.1 A player or parent should approach a team manager or coach
 - 19.1.2 A team manager or coach should approach the age coordinator
 - 19.1.3 The age coordinator should approach the VP for the playing category or the Director of Coaching
 - 19.1.4 The VP should approach the President
- 19.2 This gives the opportunity for the complaint or grievance to be resolved between parties without intervention from the Club representatives on an official basis. For instance, issues related specifically to decisions around coaching philosophy, decision making, and style most often can be answered by speaking directly with the coach.
- 19.3 Issues should be raised in a 1:1 discussion or via email. The person to whom the issue is raised is entitled to request a formal written outline of the issue if they are not comfortable with a discussion.
- 19.4 Players or parents should not approach coaches to voice complaints or displeasure with coaching actions or decisions either during or immediately following any game or practice. A period of 24 hours should pass after the game or practice in question.
- 19.5 If an issue is initially raised to an individual above the level of immediate concern where there has been no prior discussion, the higher level recipient of the grievance should direct the complainant back to the individual at the level of immediate concern. This is to apply unless there are extenuating circumstances.
- 19.6 At any time during the discussion, the individual to whom the complaint has been raised can invite the complainant to escalate the issue to the next highest level for a discussion and mediation, should the complainant not be happy with the handling of the issue.
- 19.7 At any time, a committee member may take the grievance or complaint to the committee for a confidential discussion about the issue.
- 19.8 The key principles after escalation to committee level are:
 - 19.8.1 Confidentiality: Only the people directly involved in the grievance or complaint, and the Club committee if escalated to that level, can have access to the information relevant to that complaint.
 - 19.8.2 Impartiality: All sides get the chance to tell their side of the story. No assumptions will be made or any action taken until all relevant information has been collected and considered.
 - 19.8.3 Free of repercussion or victimisation: The Committee will take all necessary steps to ensure the parties involved in a grievance or complaint are not victimised in lodging or assisting with information concerning a grievance or complaint. Disciplinary action should be expected where victimisation or repercussion is sought against people involved in a grievance or complaint handling issue.

- 19.8.4 Vexatious or Malicious Complaints: Discipline should be expected if it is discovered that a party used this process against a person where the facts given were found to be deliberately untrue.
- 19.8.5 Sensitivity: All grievances and complaints will be dealt with appropriately which means with seriousness and sensitivity.
- 19.8.6 Timely: It is the objective of the Club to deal with any grievance or complaint as quickly as possible.

20.0 ALTERATIONS TO THE CONSTITUTION

- 20.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or a 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 General Meeting called for that purpose.
- 20.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.
- 20.3 The manner of the notices referenced in 20.1 and 20.2 will be via email to the official registered email address of each member.
- 20.4 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 a vote (including Proxy Votes) at the Annual General Meeting or General Meeting, as the case may be.
- 20.5 As soon as is practicable after the making any proposal for a change to the Constitution or Rules of the Club, the Secretary shall provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director.

21.0 DISSOLUTION

If, on the cancellation of the incorporation or winding up of the Club, any surplus property of the Club that remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that surplus property shall be distributed to another incorporated association as determined by special resolution by reference to the organisations mentioned in section 24(1) of the Act. That association is to have objects similar to those of the Club and the choice of association shall be determined by resolution of the Club members.

Attachment 1 – Committee Job Role Overviews

These high level role overviews provide general guidance on each role. The Club administration manager will record the specific role descriptions in effect during any one committee year.

President

The President of the Club must oversee the running of the Club by ensuring there is an effective Management Committee in place to enact the constitution, including the objects, mission and purpose of the club. The President is to set the strategic direction of the Club in terms of its development, and put tactical steps in place to achieve this.

Specific Duties:

- Implements clubs policies and procedures
- Prepares 5 year plan for the Club
- Approves budgets for Vice Presidents
- Liaises with Vice Presidents to ensure Club policies are being adhered to
- Chairs disciplinary committee
- Liaises with City of Melville
- Liaises with Football West on Club policies and related Club management matters
- Chairs monthly executive committee meetings
- Approves Minutes from Monthly meetings
- Oversees general running of the Club and monitors progress
- Appoints Committee Members and staff
- Adjudicates over any disputes or when Committee sessions are in deadlock the President would take the deciding vote
- Negotiates contract terms with Professional coaches, Suppliers, Photographers etc

Senior Vice-President

Will deputise in the President's absence on all matters and duties so specified for the President.

Treasurer

The role of the Treasurer is to ensure decisions are taken to maintain financial stability of MUMFC.

Specific Duties:

- Member of Executive Committee
- Management of all Club financial transactions
- Prepares Club accounts using proprietary software such as MYOB
- Prepares budgets in advance for committee approval
- Reconciles income and expenditure from all Club financial transactions
- Prepares quarterly and final statements of account for executive committee
- Prepares monthly statement of income and expenditure from main income streams: bar, shop, and canteen

- Pays Club “staff” – coaches, lines marker, shop, bar
- Receipt payments from sponsors
- Responsible for timely payment of Football West and council accounts
- Handles petty cash
- Handles reimbursement of committee member expenses
- Approves all expenditure over an agreed limit
- Banks cash from Registrations

Reports to

President

Secretary

The role of the Secretary is to assist the President in the running of the Club and to keep him/her informed of related activities within the club.

Specific Duties:

- Member of Executive Committee
- Responsible for picking up post from Club PO Box and distributing
- Point of contact for Football West circulars
- Responsible for prompt preparation/distribution of full and accurate minutes from monthly meetings
- Responsible for producing minutes from prior meetings for review at next meeting
- Consulting with the President regarding the business to be conducted at each committee meeting and general meeting.
- Responsible for distribution of Football West/Club circulars to Vice Presidents/Age Group Co-coordinators
- Accountable to ensure that each newly elected or appointed Committee Member is given a copy of the current constitution
- Accountable to inform appropriate advance notice of all Club meetings, i.e.:
 - At least seven (7) days’ notice of the date of the Executive Committee Meeting to Executive Committee members. (See section 10.4 on page 9).
 - At least fourteen (14) days’ notice of the date of the Annual General Meeting to all Club members. (See section 13.1 on page 11).
 - At least seven (7) days’ notice of the date of any General Meeting to all Club members. (See section 13.2 on page 12).
- Custodian and record holder of books and any securities of the Club of a non-financial nature, including but not limited to: Sponsors, Constitution, Minutes and Annual Reports
- Arranges trophies and manages the Club trophy process, unless a specific coordinator is appointed

Reports to

President

Administration Manager

The Administration Manager role is to ensure the smooth running of the business areas within the Club.

Specific Duties:

- Select and recruit the subordinate roles as defined in the Club Hierarchy
- Attend monthly Club Management Committee meetings, or send a representative from the direct subordinate roles to attend on his/her behalf
- Keeping the Club President and other Committee Members informed of progress in relevant matters on a regular basis
- Liaise with Competition VPs about their requirements
- Guide subordinates to create and maintain documentation pertinent to their specific part of the administration function
- Ensure that managers of revenue generating functions are creating profitable business plans, whilst meeting the needs and objectives of the club
- Develop other systems and documentation that will aid the committee
- Advertise the MUMFC to schools in order to boost the intake for the coming season to coincide with registration and grading events
- Works with canteen coordinator to prepare rosters for Canteen Volunteers from each team (if not outsourced)

Reports to

President

Vice-President Roles (multiple roles per playing area of the club)

Role Areas of Accountability:

- 1 Women**
- 2 Girls**
- 3 Juniors (10-12)**
- 4 Youth (13-18)**
- 5 Academy Program**
- 6 Men's State League**
- 7 Men's Social, Amateur and Masters**
- 8 Rooball**

These roles are the primary link between the administration and the competitions aspects of the Club.

Specific Duties:

- Member of the Executive Committee
- Prepares 2-5 year plan for their group
- Appoints Age Group Co-coordinators, team coaches and Registration Assistant for group
- Assists Age Coordinators with grading and team lists
- Approves/Rejects registrations

- Liaises with Football West representative
- Organises professional coaching support in consultation with Age Group Coordinators
- Chairs Sub Committee meetings with Age Coordinators and managers or representatives of their group
- Directs Age Coordinators to cooperate with uniform and equipment coordinators
- Responsible for allocated budget
- Identifies talent for specialist skills Programs
- Identifies talent for State Programs
- Identifies talent from within the Club and other local teams
- Liaise with other clubs to promote the Club interests
- Controls training areas on training nights in conjunction with Grounds and Fixtures coordinators
- Specifically VP Junior Boys to interlock with VP Rooball to plan transition from U9 to U10.

Reports to

President

Registrar

The Registrar is the primary contact for player registrations and payment. They will train and oversee the duties of the group registrars.

Specific Duties:

- Liaises with Football West on registration policies
- Implements Club registration in line with Football West policies
- Organises registration days – advertises in local press etc
- Maintains up-to-date records of member details (personal and financial)
- Prepares Excel list of registered players and issues to each Vice President and Secretary
- Liaises with Vice Presidents and/or group registrars to ensure registrations are completed smoothly and on time
- Ensures an up-to-date copy of the member registration list is available for inspection at the club bar.

Reports to

President

Equipment Officer

The role of the Equipment Officer is to ensure strict control over all assets required for players: goals, nets, flags, training equipment, strips, balls, cones, bibs, Ground Marshall vests, first aid kits.

Specific Duties:

- Prepares and maintains inventory of all equipment
- With support from with age coordinators, responsible for recall of all equipment at end of season
- Responsible for sorting, packing and storage of equipment at the end of season
- Prepares new order list in November for forthcoming season
- Orders new equipment with approval from Executive Committee
- Receipts and organises storage of new stock
- Allocates and issues equipment to teams 6 weeks before start of season
- Has allocated budget to purchase “Top up equipment” as required
- Attend Executive Committee meetings as required

Reports to

Administration Manager

Fixtures Coordinator

The role of the Fixtures Coordinator is to ensure the smooth running of grounds and allocation of pitches to matches scheduled by Football West and the club.

Specific Duties:

- Manage pitch allocation for scratch matches, competition matches & training
- Entry of teams into competition
- Liaise with Football West regarding home fixturing
- Liaise with Vice Presidents on requirements for fixtures
- Be a contact point Football West and visiting clubs on fixture related issues
- On a weekly basis, check scheduled fixtures to ensure there are no pitch clashes
- Action any fixture change requests; ie act as a middleman between team coach/manager and Football West
- Prepare fixture list to be attached to fixture board at Len Shearer and Winthrop Reserves each weekend for games that day and published on the club web site
- Collate match cards & enter results
- Reports all fixtures to both canteens at Len Shearer and Winthrop to enable purchases to be taken into account of potential attendance at games to either ground

Reports to

President

Grounds Coordinator

The role of the Grounds Coordinator commences prior to the beginning of the season, and is to ensure that the necessary checks are in place to allow grounds to be used for pre-season training, on-season matches and training to occur nightly.

Specific Duties:

- Liaise with Melville Council & summer sports that are using the grounds. Fill out forms that must go to council.
- Liaise with fixtures coordinator.
- Liaise with contractors for pitch setup & linemarking.
- Ensure pitches are in for the start of season.
- Move equipment to Winthrop (nets/bins, corner and linesman flags)
- Check equipment throughout the season every 4-6 weeks and organise replacements (eg pegs) or repairs.
- Organise a roster for volunteers to open & close on training nights (lights & keys).
- At end of season, ensure all ground-related equipment including keys, nets, flags are quality checked, repaired if necessary, and in storage at Len Shearer (moved from Winthrop).

Reports to

Fixtures Coordinator

Canteen Coordinator

The Canteen Coordinator will ensure the smooth running of the canteen and ensuring that staff and volunteers are given appropriate duties.

Specific Duties:

- To decide how to staff the canteen
- Opens canteen and club house on Saturday/Sunday mornings
- Develops a roster to supply volunteers from all teams
- Orders and Picks up stock
- Ensures canteen is maintained in hygienic state capable of passing statutory inspection
- Club to arrange some training in food preparation/hygiene if required
- Organises float, cashes up till etc

Reports to

Administration Manager

Sports Research Officer

The Sports Research Officer will provide oversight and controls on elements of educational research programs between the Club and Murdoch. This officer will use Club members in the development of programs and innovations with the aim of enhancing sports performance through scientific sports research.

Specific Role:

- Provide a linkage between under- and post-graduate students looking to translate research ideas into reality using the Club's playing members in practical and theoretical training approaches.
- Introduce sports psychology concepts – providing a test bed for mental training in a measured and controlled environment where capability is enhanced through sports science students/graduates.
- Refine sports technique analysis – use modern technologies like stop motion video assessment by sports science students/graduates of kicking, throwing, heading, running in a controlled environment looking to enhance capability.
- Provide a platform for sports science therapy to gain the necessary field experience– using sports science students/graduates to treat players' injuries.
- Create a subcommittee of interested Murdoch staff who would embellish the sports research objectives of the affiliation between the Club and the sports-related programs at Murdoch.

Reports to: Administration Manager

Student Committee Member

The Student Committee Representative could provide a linkage between the Club's membership drive aiming at promoting the Football at the Club to the "senior youth" at Murdoch who would likely play at elite, but also social levels.

Specific Role:

- Identify and participate in forums within Murdoch where the Club can be promoted to current and future students. This would include, but not be limited to, the open day normally held late July each year.
- Field questions from students about the playing opportunities within the Club, as a de facto recruitment officer.
- Be a conduit between the Club and students to facilitate greater student knowledge transfer as to the programs and competitions that the Club can offer.
- Provide feedback to the Club as to how we can improve student participation at the Club.

Reports to: Sports Research Officer