



# **CONDELL PARK FOOTBALL CLUB INC**

## **CONSTITUTION 2007**



# CONDELL PARK FOOTBALL CLUB INCOPORATED

## Constitution

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# CONDELL PARK FOOTBALL CLUB INCOPORATED

## *CONSTITUTION*

### **1 NAME OF THE CLUB**

- 1.1 The Club shall be known as the CONDELL PARK FOOTBALL CLUB INCORPORATED (hereinafter referred to as the Club) and also referred to as CPFC.

### **2 OBJECTS OF THE CLUB**

- 2.1 The objects of the Club will be to foster, develop and create the highest possible standard of soccer football and sportsmanship amongst those eligible to play in the Bankstown District Amateur Football Association Incorporated (BDAFA).

### **3 CLUB COLOURS**

- 3.1 Club colours shall be red, black and white as decided by the Committee, or as approved by the Committee.
- 3.2 All players must play in club colours at all times.

### **4 MEMBERSHIP**

- 4.1 Application for Membership shall be made in writing, signed by the applicant and shall be in such form and contain such requirements as the Committee, from time to time, prescribes.
- 4.2 The Committee has the right to refuse Membership.
- 4.3 A Register of Members shall be kept showing, in respect of each Member, his/her name, address and the date of commencement of Membership.
- 4.4 Members to be over the age of 18 years in order to be a full Club Member.
- 4.5 Only full Club Members have the right to vote at a Club Meeting.
- 4.6 Membership Fees shall be determined by the Committee and shall be from Annual General Meeting to Annual General Meeting, irrespective of the date of joining. No reduction in the Membership Fees shall be granted to Members joining the Club during the year.

## **5 MEMBERS' LIABILITIES**

- 5.1 The liability of a member of the Club to contribute towards the payment of debts and liabilities of the Club or the cost, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Rule 4.6.

## **6 DISCIPLINING OF MEMBERS AND APPEALS**

- 6.1 Where the Committee is of the opinion that a member or player of the Club:
- (a) has persistently refused or neglected to comply with a provision or provisions of Club rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the club,

the Committee may, by resolution:

- (i) expel the member or player from the Club; or
  - (ii) suspend the member or player from membership of the Club for a specified period.
- 6.2 A resolution of the Committee under Clause (a) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member or player of notice, confirms the resolution in accordance with this rule.
- 6.3 Where the Committee passes a resolution under Clause 6.1, the Secretary shall as soon as practicable, cause a notice in writing to be served on the member:
- (a) setting out the resolution of the Committee and the grounds on which it is based;
  - (b) stating that the member or player may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member or player that he/she may do either or both of the following:
    - (i) attend and speak at the meeting.
    - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.
- 6.4 At a meeting of the Committee held as referred to in Clause 6.3, the Committee shall:

- (a) give to the member or player an opportunity to make oral representations;
- (b) give due consideration to any written representations submitted to the Committee by the member or player at or prior to the meeting; and
- (c) by resolution determine whether to confirm or to revoke the resolution..

6.5 Where the Committee confirms a resolution under Clause 6.4, such resolution does not take effect:

- (a) until the expiration of the period within which the member or player is entitled to appeal against the resolution where the member or player does not exercise the right of appeal within that period; or
- (b) where within that period the member of player exercises the right of appeal, unless and until the Committee confirms the resolution pursuant to Clause 6.4.

6.6 A member of player may appeal to the club against a resolution of the Committee which is confirmed under Clause 6.4, within seven (7) days after notice of the resolution is served on the member or player by lodging with the Secretary a notice to that effect.

6.7 Upon receipt of a notice from a member or player under Clause 6.6, the Secretary shall notify the Committee which shall convene a Special General Meeting of the club to be held within 21 days after the date on which the Secretary received the notice.

6.8 At a General Meeting of the Club convened under Clause 6.7:

- (a) no business other than the question of the appeal shall be transacted;
- (b) the Committee and the member or player shall be given the opportunity to state their respective cases orally or in writing, or both, and
- (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

6.9 If, at the Special General Meeting, the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **7 ELECTION OF COMMITTEE**

7.1 The Patron or Patrons of the club shall consist of any person or persons accepting such position/s on the invitation of the Committee.

7.2 The Committee of the Club shall be elected at each Annual General Meeting. If there is more than one candidate for the position being contested, the election shall be by ballot.

7.3 Should a Committee position not be filled at the Annual General Meeting or become vacant during the year, the Committee is empowered to elect a person to fill the position.

7.4 The Committee shall consist of the following officials holding honorary positions:

**Executive Committee:**

President  
Senior Vice President  
Junior Vice President  
Secretary  
Treasurer

**General Committee:**

Assistant Secretary  
Canteen Manager  
Delegates to BDFAFA (2)  
Newsletter Editor  
Property Steward  
Publicity Officer  
Recorder  
Registrar  
Social Secretary

7.5 Further Committee Members may be elected to the Committee to act in a general capacity.

7.6 Only Committee Members shall be entitled to vote at Committee meetings.

## **8 DUTIES OF COMMITTEE MEMBERS**

### **8.1 President**

- (a) To preside at all meetings in the capacity of Chairperson. In his/her absence, a Vice President shall take the Chair.
  - (i) If the President and Vice Presidents are absent, then a Committee Member may be elected from the floor to chair the meeting.
- (b) To ensure that the meetings are conducted in an orderly manner and to observe the rules of debate.
- (c) To ensure the efficient operation of the Club and the safety and welfare of all registered players.
- (d) To have a casting vote only at all meetings.

## 8.2 Vice Presidents

- (a) To assist the President in the day-to-day running of the Club.
- (b) To carry out the duties of the President if absent.

## 8.3 Secretary

- (a) To administer the affairs of the Club as directed by the Committee.
- (b) To deal directly with the Secretary of BDAFA on all relevant matters.
- (c) To keep and present to all Committee meetings a record of any business conducted at such meetings with the Secretary of BDAFA.
- (d) To receive and present at all Committee meetings any correspondence received or posted in the name of the Club.
- (e) To maintain a register of Club Members.

## 8.4 Treasurer

- (a) To receive and issue receipts for all monies raised in the name of the Club.
- (b) To bank all monies received into the Club bank account.
- (c) To present to the bank the authority for the drawing of cheques in the name of the Club, such authority to be the Treasurer, together with either the President or the Secretary.
- (d) To pay the accounts of the Club when approval has been granted by the Committee. Wherever possible, all payments shall be by cheque.
- (e) To present to each Committee Meeting a record of all transactions together with a balance.
- (f) To keep the accounts of the Club and submit any financial reports or statements as and when required by the Committee.
- (g) To submit the Club's accounts for audit by the Auditor.
- (h) To present the Annual Balance Sheet, Receipts and Payments Account and Income and Expenditure Account to the Annual General Meeting.
- (i) All financial books to be closed on 31 October – the financial year to be 1 November to 31 October.

## 8.5 Registrar

- (a) To keep a register of all registrations.
- (b) To check all documentary evidence of proof of players' ages.

- (c) To provide the BDAFA Registrar with registration details to enable the issue of registration cards for players and team officials.

#### **8.6 Recorder**

- (a) To keep a record of each team's competition results.
- (b) To keep a record of players having played each competition round.
- (c) To keep a record of any penalties and suspensions imposed on team players.
- (d) To phone the results of each team after each competition round to the BDAFA Recorder.

#### **8.7 Assistant Secretary**

- (a) To keep a record of all business transacted at each meeting and present same to the Secretary for compilation of minutes.
- (b) To generally assist the Secretary and carry out the duties of the Secretary if absent.

#### **8.8 Canteen Manager**

- (a) To operate the Canteen at the Club grounds in an efficient and profitable manner.
- (b) To organise rosters for duty teams to assist on competition days.
- (c) To operate the Canteen Bank Account in conjunction with the Treasurer.

#### **8.9 Delegates to BDAFA**

To attend all BDAFA Club Delegates Meetings and to give a report of same to the next Committee Meeting.

#### **8.10 Newsletter Editor**

To publicise in the weekly newsletter team reports and all material put forward by the Committee.

#### **8.11 Property Steward**

- (a) To keep an inventory of all property belonging to the Club.
- (b) To keep an inventory of all property issued to Club teams and to ensure that such property is returned at the end of the season.
- (c) To present to the Annual General Meeting an inventory of all Club property.

## **8.12 Publicity Officer**

To be responsible for all publicity on behalf of the Club.

## **8.13 Social Secretary**

- (a) To organise trial matches for Club teams prior to the commencement of the competition.
- (b) To organise a variety of social and fundraising functions to be held during the season.

## **9 ANNUAL GENERAL MEETING**

9.1 The Annual General Meeting shall be held during November of each calendar year.

9.2 Fourteen (14) days notice of the date, time and place of the Annual General Meeting and the business to be discussed will be advised to each financial member by the Secretary of the Club.

9.3 Notice of any business proposed to be transacted at the Annual General Meeting shall be submitted in writing to the Secretary together with the name of the proposer and seconder at least twenty-one (21) days prior to the date of the Annual General Meeting.

9.4 A quorum at the Annual General Meeting shall consist of 20 financial members.

9.5 The order of business to be transacted at the Annual General Meeting shall be:  
Minutes from the last Annual General Meeting

- Correspondence
- Annual Report
- Annual Balance Sheet and financial Statement
- Motions of which notice has been received in writing by the Secretary at least seven (7) days prior to the meeting.
- Nomination and election of Office Bearers and Auditors.

9.6 Minutes of the Annual General Meeting will be confirmed at the first General Meeting following the Annual General Meeting.

## **10 COMMITTEE MEETINGS**

10.1 The Committee shall endeavour to meet fortnightly or as determined by the Executive Committee.

10.2 The Executive Committee shall have the power to suspend Committee meetings at its discretion, for good reason.

10.3 Sixty (60%) of Committee members shall form a quorum. In the event of a quorum not being reached a quarter of an hour after the time fixed, the meeting shall lapse.

- 10.4 The order of business at a Committee Meeting shall be:
- Apologies
  - Reading and confirmation of the Minutes of the previous meeting
  - Correspondence
  - Notices of motions
  - Secretary's Report
  - Treasurer's Report
  - Committee Reports
  - General Business

## **11 SOURCE OF FUNDS AND INCOME**

- 11.1 Income shall be raised from membership fees, playing fees, sponsorship and fund raising activities.
- 11.2 All money received by the club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- 11.3 The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- 11.4 The income and property of the Club, howsoever derived, shall be applied solely towards the promotion of the objects of the club as set out in this Constitution. No portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members of the club.
- 11.5 If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the club but shall be given up or transferred to some other institution or institutions having objects similar to the objects of the Club and which shall prohibit the distribution of its or their income and property among its or their members. Such institution or institutions to be determined by the members of the Club at or before the time of dissolution or in default thereof by the authority as may have or acquire jurisdiction in such matter.

## **12 AUDITOR**

- 12.1 An Auditor, who shall not be a member of the Committee, shall be elected at the Annual General Meeting or failing this, shall be appointed by the Committee and confirmed at the General Meeting following the date of appointment.
- 12.2 The Treasurer shall present the financial records for audit prior to the Annual General Meeting and shall table the audited accounts at the Annual General Meeting to members for approval.

### **13 AMENDMENTS TO THE CONSTITUTION**

- 13.1 This Constitution may only be amended or added to at the Annual General Meeting or at a Special General Meeting.
- 13.2 Fourteen (14) days notice must be given to all members of the convening of a Special General Meeting.
- 13.3 Voting on the amendment or addition will require a 75% majority vote of members present and entitled to vote.

### **14 COMMON SEAL**

- 14.1 The Common Seal of the Club shall be kept in the custody of the Secretary.
- 14.2 The Common Seal shall only be used by the authority of the Committee.
- 14.3 The affixing of the Common Seal shall be attested by the signature of two (2) members of the Executive Committee, at least one being either the President or the Secretary.

### **15 CUSTODY AND INSPECTION OF THE BOOKS**

- 15.1 The Treasurer will be responsible for the safe-keeping of the financial records of the Club.
- 15.2 Any financial member may request to examine the financial records and property records of the Club.
- 15.3 The Secretary and Treasurer of the Club shall make those records available at a place to be mutually agreed upon.

### **16 LIFE MEMBERSHIP**

- 16.1 Life Members may be elected at an Annual General Meeting.
- 16.2 Qualifications for nomination for Life Membership would be an active participation and support of the club in the capacity of:
  - 16.2.1 committee member for no less than 5 years
  - 16.2.2 coach/manager for no less than 10 years
  - 16.2.3 combination of coach/manager/committee member for no less than 10 years
  - 16.2.4 player of no less than 20 years with outstanding contribution to the club

- 16.3 Clause 16.2 is to be used as a guideline for qualifications. However, the decision to grant Life Membership will rest solely with the elected committee of the day, which reserves the right to vary these qualifications at its own discretion.
- 16.4 Nominations for Life Membership must be made in writing to the Club Secretary and must be submitted twenty-one (21) days prior to the date of the Annual General Meeting.
- 16.5 Nominations for Life Membership must give the name of the proposer and the seconder and be accompanied by the qualifications of the nominee.
- 16.6 Life Members shall have the right to speak or move a motion or an amendment and shall have a vote on any issue.

## **17 COACHES AND MANAGERS**

- 17.1 All Coaches and Managers must be financial members of the club before the commencement of the season and will be responsible for:
- (a) ensuring that training is carried out at least once per week
  - (b) team selection, ensuring fair opportunities for all players in the team
  - (c) promoting the enjoyment of soccer amongst team members
  - (d) following the 'Acceptable Code of Conduct for Coaches and Managers'
  - (e) all Club equipment allocated to the team
  - (f) ensuring that all Club equipment is returned to the Property Steward within seven days of the conclusion of the competition
  - (g) collecting and recording all playing fees and referees payments and payment to referees
  - (h) ensuring that all playing fees and results are handed to the Club canteen or Club Secretary at a time and place as determined by a General Meeting at the commencement of the season
  - (i) safe-keeping of players' registration cards and return of registration cards to Club Secretary within seven days of the conclusion of the competition
  - (j) submitting a weekly team report to the Club Newsletter Editor
  - (k) promoting Club fundraising and social activities to the players and to the parents of junior players.

- 17.2 Any person wishing to coach or manage any CPFC team must submit a written application (provided by CPFC) for approval from the CPFC committee prior to that season commencing.

Coaches and managers must have completed the relevant coaching level applicable to the team they seek approval for, read and sign current forms as required by BDAFA, and any other future declaration that may require coaches and managers to sign.

Applications will only be considered if submitted before the due date.

Once approved by the CPFC committee, each coach and manager will be notified in writing.

## **18 TEAM MEMBERS**

- 18.1 All team members must pay a player's registration fee upon signing a registration form to play for the Club, such fee to be determined annually by the Committee.
- 18.2 All players must play in their respective age groups. The only allowable variation to this rule shall be where a higher age group is lacking in numbers and a surplus exists in a lower age group or at the discretion of the Committee.
- 18.3 Any player guilty of misconduct or prejudice to the good name of the Club shall be cited to appear before the Committee as per Clause 6.

## **19 TEAM SQUADS**

- 19.1 Each team, with the exception of the Under 6, Under 7 and Under 8 teams, shall consist of a minimum of thirteen (13) registered players, if sufficient players are available.
- 19.2 Each team shall have no more than sixteen (16) registered players, unless authorisation is given by the Committee.
- 19.3 Where two teams exist in the one age group, the higher grade Coach and Manager shall have priority of selection up to two (2) weeks prior to the commencement of the competition.
- 19.4 Every player, 17 years of age and under, shall play a minimum of fifty per cent (50%) of competition games, depending on the availability of the player.

## **20 YEARS OF SERVICE**

- 20.1 A Club Member will be awarded years of service if he/she has served the Club as a player, coach, manager, Committee member or active participant. If those years are broken due to circumstances such as injury, ill health or relocation, provided the member does not serve another club in that time, or unless a team is not available at our club, his/her years of service will continue on his/her return to Club membership.