

# MAWSON LAKES FOOTBALL CLUB INCORPORATED

## CONSTITUTION

### 1. Name:

The name of the club shall be the Mawson Lakes Football Club Incorporated (hereinafter referred to as "the Club").

### 2. Objectives

The objectives for which the Club is formed are:

- (a) To foster and cultivate the spirit of sportsmanship, especially football, within the Mawson Lakes Community.
- (b) To choose as many football teams as practicable from among the members of the Club.
- (c) To raise money in such a manner as the Club may think fit for any of its objects
- (d) To invest any monies of the Club not immediately required for any of its objectives in such a manner as may from time to time be determined.
- (e) To appoint such committees and sub-committees as the Club may think fit and to delegate any powers to any such committee.

### 3. Definitions

- (a) Member of the Club is any person approved by the Club's Management Committee for membership of the Club and who has paid or who has undertaken to pay the prescribed fee for the current football season and also must fulfill all conditions set down by the Management Committee
- (b) An Honorary Member of the Club is any person who is in an honorary role within the Club's committee structure, who has been approved by members of the Club at the Annual General Meeting. That person will be entitled to vote on all Club matters.
- (c) The Club Coach, the senior coach of the Club, is appointed by the Management Committee and is responsible for carrying out all the directions of the Management Committee.
- (d) The Management Committee will appoint a coach for each team entered in the competition, and these Team Coaches are responsible for carrying out all the directions of the Management Committee.
- (e) The Club Captain is the current captain of the A Grade team.

#### **4. Powers of the Association**

The Club shall have the following powers as conferred by section 25 of the Act:

- (a) Acquire, hold, deal with, and dispose of, any real or personal property; and
- (b) Administer any property on trust; and
- (c) Open and operate ADI (Authorised Deposit Taking Institution) accounts; and
- (d) Invest its moneys –
  - (i) In any security which trust moneys may, by Act of parliament, be invested; or
  - (ii) In any other manner authorised by the rules of the association; and
- (e) Appoint agents to transact any business of the association on its behalf; and
- (f) Enter into any other contract it considers necessary or desirable.

#### **5. Committees**

The following shall constitute the Management Committee:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Operations Manager

The following shall constitute the General Committee:

- 1) Sponsorship Manager
- 2) Match Day Manager
- 3) Social/Fundraising Manager
- 4) Canteen Manager

- (a) The Committee's shall meet as a minimum, bi-monthly, or as required throughout the year. It shall have full powers to act in all matters affecting the interests of the Club, including the power to raise sufficient finance to achieve the Club's objectives and goals, subject to this Constitution.
- (b) The General Committee members have the same voting rights as the Management Committee.
- (c) Five Members of the combined committees or three of the Management Committee shall constitute a quorum.
- (d) The President shall take the chair at each meeting of the two committees. If the President is unavailable, another member will be voted in to act as chairperson.,
- (e) Only elected or appointed members of the Management and General Committees shall be eligible to vote at any committee meetings.
- (f) Motions put to any meeting of the Committee shall be passed by a simple majority of those voting, subject to this Constitution.
- (g) The President or elected chairperson of any meeting shall have normal vote as well as a casting vote, in the event of a tie.

## 6. Election and Appointment

- (a) The positions of President, Vice-President, Secretary, Treasurer, Operations Manager will be for a two year period.
- (b) The positions of the Sponsorship Manager, Fundraising/Social Manager, Match Day Manager and Canteen Manager shall be elected at the Annual General Meeting on a yearly basis
- (c) The 'A' Grade Club Captain shall be appointed by the Club Coach after consultation with the Management Committee prior to the first official match of the season.
- (d) Should a member of the Management or General Committee resign or retire for any reason the Management Committee shall have the power to appoint such replacements as may be required.

## 7. Coaching Staff

- a. The position of Club Coach and any other grade coaches shall be advertised each year for the next season, whether or not the current coaches are willing to continue or not in their current role
- b. The Clubs Coaches shall agree to and sign a contract outlining the conditions of their appointment by the Management Committee prior to pre-season training.
- c. All Coaches appointed by the Management Committee must obtain the minimum Level 1 Coaching Certificate by the end of June in the same year as they have been appointed.
- d. The Management Committee and all Clubs Coaches shall hold two reviews throughout the year. 1<sup>st</sup> review being after round 9 and the 2<sup>nd</sup> review after the last game that the 'A' team is involved in. The final review to be held within one month of the last "A" Grade team game.

## 8. Management and General Committee Members Duties:

### i. The President shall:

- (a) shall oversee all positions within the Club's structure
- (b) chair all meetings within Club's sub-committee
- (c) chair all coaches interviews and appointments
- (d) shall have a normal vote as well as a casting vote in the event of tie

### ii. The Vice-President shall:

- (a) fill the Presidents role in all cases if President is unavailable
- (b) oversee all club membership, merchandise, canteen requirements.
- (c) ensure all team managers are kept up to date with their duties

### iii. The Secretary shall:

- (a) conduct all correspondence of the Club.

- (b) carry out all directions of the Board in respect to the Club matters.
- (c) keep all club records (games played/goal scorers).
- (d) Keep accurate minutes of all meetings of the Club and forward to the Management Committee.

**iv. The Treasurer shall:**

- (a) keep the financial accounts of the Club
- (b) prepare monthly reports/financial statements to the Management Committee.
- (c) collect annual subscriptions
- (d) prepare financial statements for the Annual General Meeting by the end of September showing the financial position of the Club over the previous season...
- (e) shall be the Club's Public Officer

**v. The Operations Manager shall:**

- (a) oversee all club coach's needs and requirements
- (b) liaise between coaching staff/team officials and Board of Management
- (c) build and maintain relationships with both the Mawson Lakes Community news and Delfin to ensure that the club is advertised regularly within the Mawson Lakes community
- (d) manage and maintain the Club's web site
- (e) liaise with all print media such as: Messenger/Advertiser/St Paul's College and SAAFL

## **9. Team Officials**

Prior to the first match of the season:

- (a) The Club Captain shall be appointed according to Constitution 6(c).
- (b) All other Captains of other teams shall be appointed by the Coach of such team in consultation with the Club Coach and the Management Committee..
- (c) The Coaches shall appoint all Team Managers for all teams competing that season.
- (d) Ensure SAAFL requirements are implemented, such as, I score match team lists entered
- (e) The Team Managers shall at all times carry out the directions of the Operations Manager with consultation with the Teams Coaches.
- (f) Teams other on field leaders shall be appointed by the Coach's of the Teams that they are coaching with the approval of the management Committee.

## 10. Selection Committees

The Selection Committee of the 'A' Grade team shall consist of:

- (a) The Club Coach
- (b) The Assistant Coach / Coaches of the 'A' Grade
- (c) Club Captain
- (d) Coach of the Reserves team

The selection committee of each other team shall consist of:

- (a) Coach of the team being selected
- (b) The Captain of the team being selected
- (c) The Club Coach
- (d) Any other person appointed by the 'B' Grade coach approved by the Club Coach

## 11. A.G.M.

- (a) The Annual General Meeting shall be held each year not later than the third week of October.
- (b) All Members (financial or honorary) of the Club shall be informed of such meeting, at least fourteen days before the date of such meeting through media or print
- (c) Twenty-five members shall form a quorum.
- (d) The business of the meeting shall be:
  - 1) To read the minutes of the previous A.G.M.
  - 2) To receive the President's report of the Club achievements for the season and outline the next seasons requirements.
  - 3) To receive the Treasurer's report on the finances of the Club for the preceding season as detailed in the Constitution 8(iv)(d).
  - 4) To elect the following, on a bi-yearly basis;

### Management Committee

- I. President
- II. Vice-President
- III. Secretary
- IV. Treasurer
- V. Operations Manager

### General Committee – (Yearly basis)

- VI. Sponsorship Manager
- VII. Match Day Manager
- VIII. Fund Raising Chairman
- IX. Social/Fundraising Manager
- X. Canteen Manager

- 5) Nominations of Honorary Life Members.

- 6) Any other business, including to make changes to the Constitution, subject to Constitution 15.
- 7) The following rules shall be observed:
  - (a) The President or if absent, the Vice-President, or, in the absence of each of the said persons, a chairperson shall be elected from the members present.
  - (b) voting will be accepted by a show of hands or a secret ballot as the chairperson of the A.G.M deems fit.
  - (c) All financial and Honorary members of the Club for the previous season shall have full rights to vote.
  - (d) Motions put to the meeting shall be deemed carried if supported by a simple majority of the voting.
- 8) The Chairman of the meeting shall have a normal vote as well as a casting vote, in the event of a tie.

## **12. Honorary Life Members**

- (a) Honorary Life Members shall be elected once a year only, in accordance with Constitution 11(5).
- (b) The Management Committee shall recommend a person or persons for Honorary Life Membership to all members at the Annual General Meeting (A.G.M.) of the Club. At least fourteen days notice shall be given in writing to the Members.
- (c) Voting at the A.G.M. for Honorary Life members shall be by a majority of two-thirds of the Members present. Voting shall be by show of hands.
- (d) All members who have been with the club in the years when the club was known as the St Paul's Old Scholars Football Club will have full rights and eligibility to become life members of the Mawson Lakes Football Club.

## **13. Honorary Life Members Eligibility:**

To be eligible for life membership of the Mawson Lakes Football Club, the following must be strictly adhered to –

- 1. No person shall be elected to the position of Honorary Life Member unless that person has rendered outstanding services to the Club.
- 2. Honorary Life Membership shall be bestowed on Players who have represented the club for ten (10) years.
- 3. Honorary Life Membership shall be bestowed on any person who has represented the Club in any capacity for a period of ten (10) years. This includes, Committee Members, Club Umpires, Team Officials e.t.c

## **14. Honorary Members**

- (a) Any person may be elected as an Honorary Member of the Club by the Management Committee in recognition of the interest that person has shown in the Club.
- (b) The election of such Honorary Member shall require the approval of the Club's President or if unavailable, the Club's Vice President.

- (c) An Honorary Member of the Club will not be entitled to vote on any club matter unless that Honorary Member is a member of the Management and General Committees.

## 15. Constitution Changes

This Constitution may be altered at any Annual General Meeting (A.G.M) or Special General Meeting duly held in accordance with the terms hereof at which at least **TWENTY - FIVE** Members shall be present. No motion for alteration shall be deemed to be carried unless at least fourteen days notice was given in writing to the Members of the Club and it is supported by at least two – thirds of the Members present and voting.

## 16. Disputes

In any matter of dispute at any meeting called pursuant to the provisions of this Constitution the rulings and decisions of the Chairperson of such meetings shall be final.

## 17. Subscriptions

- (a) The annual subscription shall be fixed in each year by the Management Committee. The Management Committee may empower the Treasurer to make such calls upon the members as shall be deemed necessary for the running of the Club.
- (b) All player subscriptions must be paid in full by the end of round 6, unless prior arrangements are made with the Treasurer with approval by the Management Committee, or they will not be considered for selection...

## 18. Special General Meetings

Special General Meetings of the Club can be summoned By the following:

- (a) By the Management Committee, or
- (b) By any of the President, Vice-President, Secretary, Treasurer and Operations Manager, or
- (c) By a collection of 15 Members of the Club if the Members give 14 days notice in writing to the Secretary requesting a Special General Meeting. The Secretary shall call the meeting within fourteen days of receipt of such a request.
- (d) The following rules shall be observed;
  - 1) The President shall take the chair, or, a chairman shall be elected from the Members present if the President is unavailable.
  - 2) Voting be by ballot or by show of hands as the chairperson of the meeting shall think fit.
  - 3) All members of the Club (financial/honorary) shall be entitled to vote.
  - 4) Motions put to the meeting shall be deemed carried if supported by a simple majority of those voting.

- 5) The chairperson of the meeting shall have a normal vote as well as a casting vote, in the event of a tie.
- 6) The business of the meeting shall be confined to the matters detailed on the notice of the meeting.

## **19. Terms of office:**

- a. All Management Committee Members shall hold office for a period of two years only.
- b. Members of the General Committee shall hold office for a period of one year.
- c. Members of both Committee's are eligible for re-election.

## **20. Colours**

The colours of the Club shall be Black and Gold.

## **21. Trophies**

- (a) There shall be awarded annually such trophies as the Management Committee thinks fit, provided however that there shall always be a trophy for the best and fairest player in the 'A' Grade team for the season. The recipient thereof shall be determined by preferential votes given after each match by three persons. These persons shall not necessarily be Members of the Club. The Teams Coache's have full rights in selecting these people to give votes.
- (b) The best and fairest votes will be collected by the team's Team Manager and given to the Club's Secretary for safe keeping.

## **22. Constitution**

- (a) A copy of this Constitution, together with any amendments thereto, shall be deposited with the Club's Solicitor if engaged.
- (b) A copy of this Constitution shall be kept by the Secretary of the Club and shall be produced at the request of any Member of the Club.
- (c) A copy of the Constitution will be lodged with the Office Of Consumer and Business Affairs.
- (d) All Members of the Club shall be bound by and submit to the Constitution of the Club.

## **23. Winding Up**

The association may be wound up in the manner provided for in the Act.

## **24. Banking**

- a. Two members of the Management Committee must be authorised to operate on the Club's banking affairs..

- b. For the Club bank account styled the “Mawson Lakes Football Club Incorporated”, the Management Committee Members authorised to operate on behalf of the club will be the Club President and Treasurer and any person such delegated by the Treasurer from time to time.