

## **CAMDEN SOCCER CLUB INC.**

### **BY-LAWS - AS AMENDED 9<sup>th</sup> NOVEMBER, 2003**

PART 1	OBJECTIVE
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#### **PART 1 - OBJECTIVES**

- (a) The Club will be known as the Camden Soccer Club Incorporated.
- (b) The object of the Club is to foster the game of Soccer.
- (c) The Club's colours will be Wolves Gold and Black.

#### **PART 2 - MEMBERSHIP**

- (a) Membership fees for ordinary members will be \$1.00 entrance fee, and an annual subscription as decided at each Annual General Meeting.
- (b) The Secretary, within 30 days of the Annual General Meeting, shall send Membership Renewal Forms to all ordinary members from the just completed year.

#### **PART 3 - DUTIES**

##### **(A) COMMITTEE**

The Committee shall carry on it's duties as per the Rules and by-laws, and in addition provide, where possible, for the future advancement of the Club. All Committee Members will assist in the planning and organisation of all Club events and functions.

##### **(B) THE GRADING SUB-COMMITTEE**

1. Following Club Registration Days, a Grading Sub-Committee will view players of all age groups where more than one team exists, whilst those players are participating in trial matches and/or training activities.
2. The Grading Sub-Committee will submit to the Registrar, a list of those players allocated to the various teams in time for registration with the Association.
3. Coaches appointed to multi-team age groups, will combine to coach the players en-masse, until the players are allocated to teams, at which time they take control of their respective teams.
4. Players who register after grading have taken place: will be allocated to a team by the Manager Junior/Senior Teams or by the Representative Teams Manager for Representative players, in accordance with Club requirements and player numbers.

##### **(C) DELEGATES**

Delegates to meetings of the M.D.S.F.A., will vote in accordance with instructions from the Club Committee. If no instructions have been issued, the delegates will vote in accordance with the objectives and intent of the Club's Rules and by-laws.

(D) COACHES

1. The Coach will train and select team players for each match from the squad allocated by the Grading Sub-Committee and/or the Manager Junior/Senior Teams and/or the Representative Teams Manager as per (B).
2. No interference will be tolerated by coaches with the coaching and selection of teams for matches but in carrying out their duties comply with the Coaches and Players Club Code of Conduct and any policies as directed by the Management Committee.
3. The Coach is to make sure that no unqualified player or an unregistered player is played in a Competition Match.
4. The erection of nets and corner posts is the responsibility of the first home team to play, and the removal of same is the responsibility of the last home team to play on each field. Home teams to supply one (1) match ball in the Mini's and two (2) match balls for all Junior and Senior games. They can be obtained from the Equipment Officer. Equipment is to be obtained from and returned to the Equipment Officer by the team responsible.
5. A coach may report a player to the Committee for misconduct, and the Committee shall have the right to deal with each case on merit. The coach, shall not, without reference to the Committee, suspend a player.
6. Coaches and/or Managers will supply a short match 'write-up' for publishing in the Club's Newsletter. This write-up will be left at the Clubhouse on the day of the match, or otherwise passed by hand to the Publicity and Social Manager before 6pm of each Sunday.
7. In the absence of the coach, the above duties will be performed by the manager and/or a suitable substitute coach.

(E) MANAGERS

1. The manager will (after normal Club Registration Days), register players with the Club Registrar, complete match cards, and return home game match cards to the Clubhouse immediately after the match.
2. Will pay referees and linesmen's fees from Club fees at all away games and obtain a receipt.
3. Will keep the team book up to date, and return the book to the Club Secretary at the end of the season.
4. Will be responsible for the distribution and collect of team shirts at each match, and arrange a roster for the sharing of shirt washing.
5. Will return to the Clubhouse any surplus match fees, after paying for oranges, referees and linesmen, and obtain a receipt.
6. In the absence of the manager, the above duties will be performed by the coach and /or a suitable substitute manager.

(F) PLAYERS

1. Players playing in a competition match are to pay a fee to defray expenses, (referees, linesmen, oranges etc.). This fee is to be determined by the Committee each season.
2. The Club will provide playing shirts, and players are to provide their own boots, socks, shorts and approved shin pads.
3. Players will, at all times, comply with the Club Code of Conduct for players and conduct themselves in a fair and sportsmanlike manner, so as not to bring discredit upon themselves, their teammates, or their Club.

PART 4 - AWARDS

1. At each Annual Presentation there will be trophies awarded as follows:-
  - (a) Players' Player from each competitive team. This award is to be voted on by the players only. Vote to be taken on the day of the last game of the season, excluding Ron Dine Memorial Cup games, Lynwood Cup games, and Champion of Champion games. Voting to be a secret ballot, on a 3,2,1 Points basis.
  - (b) Coaches Award for each competitive team. The Coach will select two (2) players in order of preference. If his first choice wins the Players' Player Award, then the second player will receive the Coaches Award.
  - (c) A Club Man or Club Woman of the Year, to be awarded to the person judged by the Committee, to have given outstanding service to the Club. (Only 1 trophy to be awarded in any 1 year). Nominations for this award will be accepted from Life Members, Club Members, Coaches, Managers and Players, and will be voted on at the last Committee Meeting before Presentation Day.
  - (d) Any other Trophies and Awards voted by the Committee.
2.
  - (a) All players belonging to a team to receive special recognition, for winning the premiership and all players shall receive the same, except in the case of players who have not been members of the team for the whole season. In this case, the Committee will decide on what these players should receive.
  - (b) Each season will be treated separately, and that which is presented one year, WILL NOT be taken as standard practice for following years.
  - (c) Four weeks prior to the completion of the competition, or as near as possible to this time, the Committee will investigate the estimated cost of Presentation Day. A proposal will then be put to the next General Meeting, and a decision as to what form of presentation is to be made for the season.

PART 5 - MISCELLANEOUS

(A) PUBLICITY

All publicity, whether items for the weekly Newsletter, or items for Newspapers, will be handled by the Publicity and Social Manager.

(B) APPLICATIONS FOR COACHING AND MANAGING POSITIONS

All applications for the position of coach or manager, must be put in writing to the Secretary, for the Committee to make the decision on appointment.

(C) SPONSORSHIP

The Club may use sponsorship funding to defray expenses. All such sponsorship funds will be directly paid into the Club's general trading account, and the Sponsor may in return, be granted whichever form of advertising the Committee may decide.

(D) CLUB ACCREDITATION AND DEVELOPMENT

The Manager Junior/Senior Teams and/or the Representative Teams Manager is to arrange and co-ordinate any Club coaching courses in conjunction with the M.D.S.F.A. Development Coach, and constantly liaise between the M.D.S.F.A. Development Coach and our Club coaches, with the view to having our coaches suitably qualified.

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# **CAMDEN SOCCER CLUB INC.**

## **RULES - AS AMENDED 9<sup>TH</sup> NOVEMBER 2003**

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## **PART I - PRELIMINARY**

### **RULE 1 - INTERPRETATION**

- (1) In these rules, except in so far as the context or subject-matter otherwise indicates or requires -
- "Ordinary Member" means any person over the age of eighteen (18) years who has been admitted to the Club in accordance with these rules.
  - "Junior Member" means any person who has not attained the age of (18) years who is currently registered to play Soccer and/or Associated Sports for the Club.
  - "Life Member" means those persons who have been admitted to life membership of the Club in accordance with these rules.
  - "Club" means the Camden Soccer Club Inc.
  - "Committee" means the governing body of the Club.
  - "Secretary" means -
    - (a) the person holding office under these rules as Secretary of the Club, or
    - (b) where no such person holds that office - the Public Officer of the Club.
  - "Special General Meeting" means a General Meeting of the Club other than an Annual General Meeting or Regular General Meeting.
  - "Regular General Meeting" means such regular General Meeting of the Committee not being a Special General Meeting or an Annual General Meeting.
  - "The Act" means the Clubs Incorporation Act, 1984.
  - "The Regulation" means the Association Incorporation Regulation 1985.
- (2) In these Rules -
- (a) A reference to a function includes a reference to a power, authority and duty, and
  - (b) a reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act, 1897, apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument under the Act.
- (4) The jurisdiction of the Club shall cover all of the following,
- (a) Teams, Managers, Coaches, Players, Referees, Spectators.
  - (b) Matches played within its grounds used for that purpose.
  - (c) Referees that are appointed who are not members of an official organization of Referees affiliated with the Macarthur District Soccer Football Association Inc.
  - (d) Players, Officials and Teams representing this Club in matches played in and outside the Macarthur District area.
  - (e) The jurisdiction of the Club shall extend beyond the Macarthur District area by agreement with other Soccer Associations and Clubs and with the approval of the New South Wales Amateur Soccer Federation Limited and/or the New South Wales Soccer Federation Limited, if applicable.

## **PART II - MEMBERSHIP**

### **RULE 2 - MEMBERSHIP QUALIFICATIONS**

- (A) A person is qualified to be an ordinary Member of the Club if, but only if -
- (a) the person is a person referred to in Section 15 (1) (a), (b) or (c) of the Act, and has not ceased to be a Member of the Club at any time after Incorporation of the Club under the Act, or
  - (b) the person is a natural person who has attained the age of eighteen (18) years and -
    - (i) has been nominated for Membership of the Club as provided by Rule 3, and
    - (ii) has been approved for Membership of the Club by the Committee of the Club.

(iii) Is a Parent/Guardian of a Registered Player who is under the age of eighteen (18) years, with  
a  
Maximum of One vote per Family.

- (B) A person is qualified to be a Junior Member of the Club if, but only if the person is a natural person who has not attained the age of eighteen (18) years and is currently registered to play Soccer and/or Associated Sports for the Club.
- (C) A Life Member shall be any Member who shall be elected as such by a two-thirds majority of those present at an Annual General Meeting of the Club, and shall hereafter be entitled to all privileges (including entitlement to vote and take part in the management of the Club) as an ordinary Member of the Club, without paying the annual subscription or an special payment for such Life Membership. Provided that no Member shall be elected a Life Member unless he has been a Member for a continuous period of not less than five years , and has rendered exceptional service to the Club. Not more than two (2) Life Members shall be elected in any one financial year. Each nomination being put to a separate vote, must attain a two-thirds majority to be elected.  
Nomination for Life Membership with proposers and seconders remarks will only be accepted up to 42 days before the Annual General Meeting. In the event of there being more than two nominations for Life Membership, the Committee will select the two (2) to be proposed for election by the Members at the Annual General Meeting.
- (D) All players, coaches and managers registered with, or appointed by the Club, or Members of the Committee of the Club, shall be either ordinary Members or Life Members of the Club if they have attained the age of eighteen (18) years, or Junior Members if they have not attained the age of eighteen (18) years.
- (E) No Junior Member shall be entitled to nominate any person for Membership, stand for or be elected for any position on the Committee of the Club, or nominate any other person to stand for the Committee of the Club, or to vote in any election or any ballot of the election of Members of the Committee of the club, or to vote at any meeting of the Club.

#### RULE 3 - NOMINATION FOR MEMBERSHIP

- (1) A nomination of a person for Membership of the Club -  
(a) shall be made by a Member of the Club in writing in the form set out in Appendix 1 to these Rules; and  
(b) shall be lodged with the Secretary of the Club.
- (2) As soon as practicable after receiving a Nomination for Membership, the Secretary shall refer the nomination to the Committee, which shall determine whether to approve or reject the nomination.
- (3) Where the Committee determines to approve a nomination for Membership, the Secretary shall, as soon as practicable after that determination, notify the Nominee of that approval, and request the Nominee to pay within the period of 28 days after receipt by the Nominee of the notification, the sum payable under these Rules by a Member as entrance fee and annual subscription.
- (4) The Secretary, shall, on payment by the Nominee of the amounts referred to in Clause (3) within the period referred to in that clause, enter the Nominee's name in the Register of Members and, upon the name being so entered, the Nominee becomes a Member of the Club.
- (5) Nominations for membership shall close on the 31<sup>st</sup> December each year.

#### RULE 4 - CESSATION OF MEMBERSHIP

- A person ceases to be a Member of the Club if the person -  
(a) dies  
(b) resigns that Membership



- (c) is expelled from the Club
- (d) in the case of a Junior Member, ceases to be a Registered Player for the Club
- (e) fails to pay fees due within a period of 60 days from the date appointed in Rule 8 thereof

#### RULE 5 - MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being an Ordinary Member, Junior Member, Honorary Member or Life Member of the Club -

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's Membership.

#### RULE 6 - RESIGNATION OF MEMBERSHIP

- (1) An Ordinary Member of the Club is not entitled to resign that Membership, except in accordance with this Rule.
- (2) An Ordinary Member of the Club who has paid all amounts payable by the Ordinary Member to the Club in respect of the Ordinary Member's Membership, may resign from Membership of the Club by first giving notice (being not less than one (1) month, or not less than such other period as the Committee may determine), in writing to the Secretary of the Members' intention to resign and, upon the expiration of the period of notice, the Member ceases to be an Ordinary Member.
- (3) Where an Ordinary Member of the Club ceases to be a Member pursuant to Clause (2) and in every other case where an Ordinary Member ceases to hold Membership, the Secretary shall make an appropriate entry in the Register of Members, recording the date on which the member ceased to be an Ordinary Member.

#### RULE 7 - REGISTER OF MEMBERS

- (1) The Secretary of the Club shall establish and maintain a Register of members of the Club, specifying the name and address of each person who is a Member of the Club, together with the date on which the person became a Member or ceased to be a member of the Club.
- (2) The Register of Members shall be kept at the principal place of administration of the Club, and shall be open for inspection, free of charge, by any Member of the Club, at any reasonable hour.

#### RULE 8 - FEES, SUBSCRIPTIONS, ETC.

- (1) An Ordinary Member of the Club shall, upon admission to Membership, pay to the Club a fee of \$1 or, where some other amount is determined by the committee, of that other amount.
- (2) No joining fee or Annual Membership Fee shall be payable by a Junior Member. Provided however, that the Committee of the Club may charge any junior a playing Fee which shall be determined from time to time by the committee.
- (3) A Life Member shall not have to pay any membership fees to the Club.

#### RULE 9 - MEMBERS' LIABILITIES

The liability of a Member of the Club to contribute towards 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 Membership of the Club as required by Rule 8.

## RULE 10 - DISCIPLINING OF MEMBERS

### Clause (1)

If any Member shall willfully refuse or neglect to comply with the provisions of the Rules of the Club, or shall be guilty of any conduct of which in the opinion of the committee or Sub-Committee is unbecoming of a Member or prejudicial to the interest of the club, the Committee or Sub-Committee shall have power to reprimand and/or fine and/or suspend and/or expel such Member from the Club. Provided that at least 7 days before the meeting of the Committee or Sub-Committee at which a resolution to reprimand and/or fine and/or suspend and/or expel such Member or any combination thereof is put, the Member shall have had notice in writing of such meeting and of what is alleged against him and that he shall at such meeting and before the passing of such resolution, have had an opportunity of giving orally or in writing, any explanation or defense he may think fit, and provided further, that no Member shall be expelled from the Club unless the resolution for his expulsion is passed by a majority of two-thirds of those Committee or Sub-Committee Members present and voting.

### Clause (2)

In addition thereto any member who is guilty of a breach of playing rules of the game of soccer or associated sports may be dealt with by a resolution of the Rules of Incorporation of the Club which Rule shall also have the power to reprimand and/or fine and/or suspend and/or expel any such member in the manner as determined in the Rules and by-law's.

### Clause (3)

The Sub-Committee as defined in Rule 10 (1) shall be known as the Special Purpose Committee (S.P.C.), shall have three (3) members and those members shall be determined by the Committee.

## RULE 11 - RIGHT OF APPEAL OF DISCIPLINED MEMBER

- (1) A Member may appeal to the club in General Meeting against a resolution of the Committee or Sub-Committee which is passed under Rule 10, within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary, a notice to that effect.
- (2) Upon receipt of a notice a Member under Clause (1), the Secretary shall notify the Committee, which shall convene a General Meeting of the club to be held within 21 days after the date on which the Secretary received the notice.
- (3) At a General Meeting of the Club convened under Clause (2) -
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the committee and the Member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the Members present shall vote on the question of whether the resolution should be confirmed, revoked or varied.
- (4) Voting shall be conducted on a show of hands unless the meeting resolves by ordinary majority, to conduct a secret ballot.

## PART 111 - THE COMMITTEE

### RULE 12 - POWERS, ETC., OF THE COMMITTEE

The Committee shall be called the Management Committee of the Club and, subject to the Act, the Regulation and these Rules and to any resolution passed by the Club in General Meeting -

- (a) shall control and manage the affairs of the Club;

- (b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a General Meeting of Members of the Club; and
- (c) has power to perform all such acts and do all such things, as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.
- (d) may from time to time make, alter or repeal, all such by-laws as it may deem necessary, or expedient for the proper conduct and management of the Club.

#### RULE 13 - CONSTITUTION AND MEMBERSHIP

**(1)** The Committee of the Club shall be known as the Management Committee. The Management Committee shall consist of -

- (a)* The Executive
- (b)* The Managers

**(2)** The Executive shall be named,

- (a)* President
- (b)* Secretary
- (c)* Financial Controller
- (d)* Manager Junior/Senior Teams for Local Competition Teams
- (e)* Manager Planning & Marketing
- (f)* Manager Representative Teams

**(3)** The Managers shall be named,

- (a)* Registrations Manager
- (b)* Equipment Manager
- (c)* Catering Manager
- (d)* Facilities Manager
- (e)* Publicity Manager
- (f)* Social Manager
- (g)* Representative Teams Manager
- (h)* Competition Secretary
- (i)* Resource Manager
- (j)* Bar Manager

**(4)** Each Member of the Committee shall, subject to these rules, hold office as follows,

- (a)* The term of office for the Executive shall be two (2) years
- (b)* The election of the President and Financial Controller shall be held in alternate years to that of the Secretary, Manager Junior/Senior Teams for Local Competition Teams and Manager Planning and Marketing.
- (c)* All other Committee members to be elected annually.

**(5)** (a) In the event of a casual vacancy occurring in the Membership of the Committee, the Committee may appoint a Member of the Club to fill the vacancy, and the Member so appointed shall hold office, subject to these Rules, until the conclusion of the current term of this position.

**(b)** Should this vacancy be for an Executive position in the first year of a two year term then the subsequent election at the next A.G.M shall be for the remaining one year only.

#### RULE 14 - ELECTION OF THE COMMITTEE

- (1) Nomination of candidates for election as Members of the Committee - shall be made in writing, signed by 2 Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and shall be delivered to the Secretary prior to the commencement of the Annual General Meeting, at which the election is to take place OR If no such nominations are received in writing, nominations can be called from the floor provided such nomination is moved by two (2) members of the Club and the Candidate either orally, or he be in attendance at the meeting, indicates his consent to nomination.
- (2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (3) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (4) The ballot for the election of the Executive and Managers of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (5) If insufficient nominations are received, the persons nominated shall be deemed to be elected, and any vacant positions remaining on the committee, shall be deemed to be casual vacancies.

#### RULE 15 - RESPONSIBILITIES AND ACCOUNTABILITIES OF THE COMMITTEE MEMBERS

##### (1) President

- (a) Chair all Management Committee meetings.
- (b) Chair any Executive meetings.
- (c) Chair all A.G.M.'s and S.G.M.'s
- (d) Be a signatory of all bank accounts
- (e) Instruct the Secretary to call Executive meetings for extraordinary business if no date was set at the preceding Executive meeting.
- (f) Instruct the Secretary to call regular Management Committee meetings
- (g) Shall be one (1) of two (2) Club delegates to Macarthur District Soccer Football Association and any representative teams controlling body(s), or shall appoint another Committee Member to attend.
- (h) Be a master key holder for all Club facilities and assets.
- (i) Be available to carry out the duties of Duty Officer as required.
- (j) Shall co sign all correspondence sent from the Club together with the Secretary.

##### (2) Secretary

- (a) Shall be the Public Officer of the Club responsible for:
  - (i) Official contact point for the Club
  - (ii) Keep a register of Committee Members
  - (iii) Notify Department of Fair Trading and submit Statutory Declarations as required by the Act.
- (a) Shall hold and apply the Common Seal of the Club and minute its use.
- (b) Shall attend to all correspondence
- (c) Be a signatory of all bank accounts
- (d) May be a Club delegate to the Macarthur D.S.F.A.
- (e) Shall cause preparation of an Annual Report
- (f) Cause minutes to be taken at all meetings and circulate copies of said minutes as directed by the Management Committee
- (g) Shall cause a record to be taken of the attendance at all meetings.
- (h) Shall cause notices of meetings to be forwarded in accordance with these Rules and by-laws.

- (i)* Maintain a register of all key holders.
- (j)* Be available to carry out the duties of Duty Officer as required.

*(a)* Competition Secretary:

Sub position of Secretary (but liaises with Secretary at all times):

- a. Checking and confirming local competition draw
- b. Field Allocations
- c. Trial games for local competition
- d. Be responsible for home match results to the Association and Federation recorder as necessary, within the specified times.
- e. Be available to carry out the duties of Duty Officer as required.

*(b)* Resource Manager:

Sub position of Secretary (but liaises with Secretary at all times):

- a. Checking and confirming local competition draw
- b. Cause preparation of rosters for the manning and management of the canteen and bbq within the policies of the Management Committee
- c. Be available to carry out the duties of Duty Officer as required.
- d. Co-Ordinates Tiger Shield Day.
- e. Co-Ordinates Ron Dine Day.
- f. Co-Ordinates gala days, if any held during the course of the year.
- g. Co-Ordinate Presentation Day.

**(3)** Financial Controller

- (a)* Cause functional banking of all monies
- (b)* Be a signatory of all bank accounts
- (c)* Preparation of all budgets and cause preparation of all functional budgets
- (d)* Preparation of Annual accounts and cause preparation of an annual audit with the assistance of Equipment Manager, Facilities Manager and Catering Manager.
- (e)* Cause issuing of financial monthly statements and variance reports
- (f)* Pay all accounts passed for payment by the Management Committee
- (g)* Cause preparation of annual stock-takes of all Club assets and goods at the expiry of each financial year (30<sup>th</sup> September).
- (h)* Manage the cash flow of the Club.
- (i)* Be available to carry out the duties of Duty Officer as required.
- (j)* May be a Club delegate to the Macarthur D.S.F.A.

**(4)** Manager, Junior/Senior Teams for Local Competition Teams

- (a)* Shall be the Director of Coaching for the Club
- (b)* Develop, implement and review a Grading Policy and Guidelines for the Club
- (c)* Chair the Junior and Senior Grading Sub-Committee and oversee the grading of all players.
- (d)* Shall oversee the appointment of all Club Coaches and Managers
- (e)* Act as the liaison officer between Players, Coaches, Managers, Parents and the Management Committee.
- (f)* Record minutes and decisions of Grading Sub-Committee and a copy to Secretary.
- (g)* Be available to carry out the duties of Duty Officer as required.
- (h)* May be a Club delegate to the Macarthur D.S.F.A.
- (i)* Shall oversee the appointment of all Representative Coaches together with Representative Teams Manager, Head Representative Coach and one (1) member of the Executive Board.

**(5) Manager Planning and Marketing**

- (a)** Development and review a business plan for the Club, both for the short and long term future. This business plan shall include a vision, objectives, strategies and outcomes to an achievement date, and identification of opportunities in advertising and promotions relationships within the Club and with affiliated soccer and associated sports bodies and the business community. Other areas as perceived by the Management Committee and measurable links to performance monitoring.
- (b)** Develop and negotiate sponsorship for the Club including the development of a sponsorship policy within the policies of the Management Committee.
- (c)** Be available to carry out the duties of Duty Officer as required.
- (d)** May be a Club delegate to the Macarthur D.S.F.A.

**(6) Registrations Manager**

- (a)** Shall be the Registrar of the Club.
- (b)** Implement policies as determined by the Management Committee in relation to registrations, match cards
- (c)** Maintain a register of all Club players, coaches, managers and teams within the policies of the Management Committee
- (d)** Act as liaison officer with M.D.S.F.A. and as necessary the NSW Soccer Federation on matters relating to registration, re-grades and transfers of all Club players, coaches, managers, officials and teams.
- (e)** Co-ordination of the Club registration days
- (f)** Co ordinate with the Financial Controller to ensure the registration of financial players, coaches and managers only.
- (g)** Cause preparation of all player, coaches and manager registration charges within the policies of the Management Committee
- (h)** Be a holder of Club house keys
- (i)** Be responsible for home match results to the Association and Federation recorder as necessary, within the specified times, to be deleted if Resource Manager position has been filled.
- (j)** Be available to carry out the duties of Duty Officer as required.

**(7) Equipment Manager**

- (a)** Implement policies as determined by the Management Committee in relation to Club equipment. Equipment includes but is not limited to training equipment, players equipment and accessories and official Club gear such as club tracksuit and jacket.
- (b)** Maintain budgets for the equipment within the policies of the Management Committee.
- (c)** Authorise payments of accounts and issue purchase orders within the policies and budget of the Management Committee.
- (d)** Maintain the Clubs equipment and storage room including security thereof within the policies of the Management Committee.
- (e)** Negotiate equipment supply contracts and/or arrangements within the policies of the Management Committee
- (f)** Be available to carry out the duties of Duty Officer as required.

**(8) Catering Manager**

- (a)** Implement the policies as determined by the Management Committee in relation to the management and security of the Club controlled canteen (including barbecue).
- (b)** Maintain budgets for the canteen within the policies of the Management Committee
- (c)** Authorise payments of accounts and issue purchase orders within the policies and budget of the Management Committee.
- (d)** Chair the Canteen Sub-Committee

- (e)* Cause preparation of rosters for the manning and management of the canteen and licensed bar within the policies of the Management Committee, to be deleted if Resource Manager position has been filled.
- (f)* Record minutes of all Canteen Sub-Committee meetings and a copy to Secretary
- (g)* Present a financial statement and variance report at all Canteen Sub-Committee meetings as supplied by the Financial Controller.
- (h)* Negotiate all canteen goods supply contracts and/or arrangements within the policies of the Management Committee

(9) Facilities Manager

- (a)* Implement policies as determined by the Management Committee in relation to the management and security of Club controlled grounds, Club house and associated facilities
- (b)* Maintain the budget for the grounds, club house and associated facilities management and security within the policies of the Management Committee
- (c)* Authorize payments of accounts and issue purchase orders within the policies and budget of the Management Committee
- (d)* Chair the Facilities Sub-Committee
- (e)* Record minutes of all facilities Sub-Committee meetings and copy to the Secretary
- (f)* Present a financial statement and variance report at all Facilities Sub-Committee meetings as supplied by the Financial Controller.
- (g)* Maintain the Club controlled grounds, Clubhouse and associated facilities within the policies of the Management Committee
- (h)* Be available to carry out the duties of Duty Officer as required.

(10) Publicity Manager

- (a)* Implement policies as determined by the Management Committee in relation to Club publicity.
- (b)* Develop and implement all publicity on behalf of the Club, both within and outside the Club
- (c)* Prepare and distribute as directed by the Management Committee a Club Newsletter on at least a monthly basis during the playing season.
- (d)* Be available to carry out the duties of Duty Officer as required.

(11) Social Manager

- (a)* Implement policies as determined by the Management Committee in relation to Club events.
- (b)* Develop and implement all social functions on behalf of the Club, both within and outside the Club
- (c)* Oversee all promotional activities and functions on behalf of the Club
- (d)* Be available to carry out the duties of Duty Officer as required.

(12) Representative Teams Manager

- (a)* Implement policies as determined by the Management Committee in relation to the Clubs Representative Teams. Representative Teams are those Club teams defined as Federation State League and/or Youth League and /or associated teams
- (b)* Chair the Representative Teams Sub-Committee.
- (c)* Record minutes of all Representative Teams Sub-Committee meetings and copy to Secretary.
- (d)* Act as the liaison officer between Representative players, Coaches, Managers, Officials, Parents and Management Committee.
- (e)* Maintain the budget for Representative Teams within the policies of the Management Committee.
- (f)* Authorise payments of accounts and issue purchase order requests within the policies and budget of the Management Committee.
- (g)* Present a financial statement and variance report to all Representative Teams Sub-Committee as supplied by the Financial Controller
- (h)* Representative Teams Club delegate to the representative body(s) conducting such competitions.

- (i) Co-ordinate with the Manager Planning & Marketing on all sponsorship and fundraising issues.
- (j) Be available to carry out the duties of Duty Officer as required.
- (k) Shall oversee the appointment of all Representative Coaches together with Manager for Junior/Senior Teams for Local Competition, Head Representative Coach and one (1) member of the Executive Board.

(13) Bar Manager

- (u) Shall be the Licensee of the Bar and comply with all relevant statutory regulations.
- (b) Implement the policies as determined by the Management Committee in relation to the management and security of the Club controlled licensed Bar.
- (c) Maintain budgets for the licensed bar within the policies of the management Committee.
- (d) Authorise payment of accounts and issue purchase orders within the policies and budget of the Management Committee.
- (e) Record minutes of all Bar Sub-Committee meetings and a copy to be provided to the Secretary.
- (f) Chair the Bar Sub-Committee.
- (g) Negotiate all bar goods supply contracts and/or arrangements within the policies of the management committee.
- (h) Present a financial statement and variance report to all Bar Sub-Committee meetings as supplied by the Financial Controller.

***RULE 16 - POWERS AND DELEGATION OF THE MANAGEMENT COMMITTEE MEMBERS***

- (1) The Committee Members of the Club, subject to the act, the regulation and these Rules and to any resolution passed by the Club in an A.G.M. or S.G.M.
  - (a) Shall control and manage the affairs of the Club
  - (b) May exercise all such functions as may be exercised by the Club other than those functions that are required by these Rules to be exercised by a general meeting of members of the Club.
  - (c) Has power to perform all such acts and do all such things as appear to the Committee Members to be necessary or desirable for the proper management of the affairs of the Club.
  - (d) To form such Sub-Committees and appoint members to serve on such Sub-Committees as may be desirable and appropriate to exercise all of its duties and to delegate to such Sub-Committees such powers as the Committee members themselves may exercise provided however that any decision of any Sub-Committee so formed shall be subject to review by the Management Committee

(Delegation by Management Committee to Sub-Committees)

- (a) The Committee Members may delegate to one or more Sub-Committees (consisting of such persons as the Committees Member think fit) the exercise of such of the powers and functions of the Committee Members as the Committee Members think fit.
- (b) A function the exercise of which has been delegated to a Sub-Committee under this rule 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) A delegation under this Section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or to time or circumstances, as may be specified by the Committee Members.
- (d) Notwithstanding any delegation under this rule, the Committee Members may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee Member.
- (f) The Committee Members may revoke wholly or in part any delegation under this rule.
- (g) A Sub-Committee may meet and adjourn as it thinks proper, or as directed by the Committee Members.
- (h) Develop, implement and maintain policies of the Club.



#### RULE 17 - CASUAL VACANCIES

For the purposes of these Rules, a casual vacancy in the Office of a Member of the Committee occurs if the Member -

- (a) dies;
- (b) ceases to be a Member of the Club;
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) code;
- (d) resigns office by notice in writing given to the Secretary;
- (e) is removed from office under Rule 18;
- (f) becomes of unsound mind, or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) is absent without the consent of the Committee from three (3) consecutive Committee Meetings.

#### RULE 18 - REMOVAL OF MEMBER

- (1) The Club in General Meeting may by resolution remove any Member of the committee from the office of Member before the expiration of the Member's term of office, and may by resolution appoint another person to hold office until the expiration of the term of office of the Member so removed.
- (2) Where a Member of the Committee to whom a proposed resolution referred to in Clause (1) relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Club, the Secretary or the President may send a copy of the representations to each Member of the Club or, if they are not so sent, the Member is entitled to require that the representations be read out at the Meeting at which the resolution is considered.

#### RULE 19 - MEETINGS AND QUORUM

- (1) The committee shall meet together for the dispatch of business and adjourn at such times and such places and at such frequency as the Committee may determine.
- (2) Additional Meetings of the Committee may be convened by the President OR
- (3) by any 2 Members of the Committee, notice of which shall be given by the Secretary to each Member of the Committee, at least 48 hours (or such other period as may be unanimously agreed upon by the Members of the Committee), before the time appointed for the holding of the Meeting.
- (4) Notice of a Meeting given under Clause (3), shall specify the general nature of the business to be transacted at the meeting, and no business other than that business shall be transacted at the Meeting, except business which the Committee Members present at the Meeting unanimously agree to treat as urgent business
- (5) Five (5) Members of the Committee, including at least one (1) Executive Members, constitute a quorum for the transaction of the business of a Meeting of the Committee.
- (6) No business shall be transacted by the Committee unless a quorum is present, and if within half an hour of the time appointed for the Meeting, a quorum is not present the Meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned Meeting, a quorum is not present within half an hour of the time appointed for the Meeting, the Meeting shall be dissolved.
- (8) At a Meeting of the Committee -
  - (a) the President or, in the President's absence, one of the Committee Members shall preside.

#### RULE 20 - VACANT

#### RULE 21 - VOTING AND DECISIONS

- (1) Questions arising a Meeting of the Committee, or of any Sub-Committee appointed by the Committee, shall be determined a majority of the votes of Members of the Committee or Sub-Committee present at the Meeting.
- (2) Each Member present at a Meeting of the Committee, or of any Sub-Committee appointed by the Committee, (including the person presiding at the Meeting), is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to Rule 19(5), the Committee may act notwithstanding any vacancy on the Committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee, or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Committee or Sub-Committee.

#### PART IV - GENERAL MEETINGS

##### RULE 22 - ANNUAL GENERAL MEETINGS - HOLDING OF

- (1) The Club shall, at least once in each calendar year, and within the period of six (6) months after the expiration of each financial year of the Club, convene an Annual General Meeting of its Members.

##### RULE 23 - ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

- (1) The Annual General Meeting of the Club, subject to the Act and Rule 22, is convened on such date and such place and time as the Committee thinks fit.
- (2) In addition to any other business which may be transacted at an Annual General Meeting, the business of Annual General Meeting shall be -
  - (a) to confirm the minutes of the preceding Annual General Meeting and of any Special General Meeting held since that Meeting;
  - (b) to receive from the Committee, reports upon the activities of the Club during the last preceding financial year;
  - (c) to elect Office-Bearers of the Club and Ordinary Members of the Committee; and
  - (d) to receive and consider the statement which is required to be submitted to Members pursuant to Section 26(6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

##### RULE 24 - SPECIAL GENERAL MEETINGS - CALLING OF

- (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- (2) The Committee shall, on the requisition in writing of not less than 20 per cent of the total number of Members, convene a Special General Meeting of the Club.
- (3) A requisition of Members for a Special General Meeting -
  - (a) shall state the purpose of the Meeting;
  - (b) shall be signed by the Members making the requisition;
  - (c) shall be lodged with the Secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.

- (4) If the Committee fails to convene a Special General Meeting to be held within 1 month after that date on which a requisition of Members for the Meeting is lodged with the Secretary, any one or more of the Members who made the requisition, may convene a Special General Meeting to be held not later than 3 months after that date.
- (5) A Special General Meeting convened by a Member or Members as referred to in Clause (4), shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee, and any Member who thereby incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

#### RULE 25 - REGULAR GENERAL MEETINGS

- (1) Regular General Meetings of the Club shall take place on the 2<sup>nd</sup> week of every Month, or such other times and at such other places as the Committee shall from time to time determine.
- (2) Business at such Regular General Meetings shall include -
  - (a) confirmation of minutes of preceding Regular General Meetings, or any Special General Meeting held since the previous Regular General Meeting;
  - (b) receive correspondence not previously dealt with by the Committee;
  - (c) to receive reports from Members of the Committee, and any Sub-Committees.
  - (d) General Business.

#### RULE 26 - NOTICE

- (1) Except where the nature of the business proposes to be dealt with, a Special General Meeting or Annual General Meeting requires a special resolution of the Club, the Secretary shall, at least 21 days before the date fixed for the holding of the Special General Meeting or Annual General Meeting, cause to be sent by pre-paid post to each member entitled to vote at such Meetings, a notice specifying the place, date and time of the meeting, and the nature of the business proposed to be transacted at the Meeting.
- (2) Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Club, the Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each Member in the manner provided in clause (1) specifying, in addition to the matter required under Clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a Special General Meeting or Annual General Meeting shall be transacted at the Meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to Rule 23(2).
- (4) A Member desiring to bring any business before a Regular General Meeting may give notice in writing of that business to the Secretary, prior to the commencement of the Meeting.

#### RULE 27 - PROCEDURE

- (1) No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these Rules to vote, is present during the time the meeting is considering an item.
- (2) Five (5) Members present in person, (being members entitled under these Rules to vote at a General Meeting), constitute a quorum for the transaction of the business of a General Meeting.
- (3) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved, and in any other shall stand adjourned to the same day in the following week at the same time and, (unless another place is specified at the time of the adjournment by the person presiding at the Meeting or

- communicated by written notice to Members given before the day to which the meeting is adjourned), at the same place.
- (4) If at the adjourned Meeting, a quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Members present, (being not less than 7), shall constitute a quorum.

#### RULE 28 - PRESIDING MEMBER

- (1) The President or, in the President's absence, one of the Executive, shall preside as Chairperson at each General Meeting of the club.
- (2) If the President and the Executive are absent from a General Meeting or unwilling to act, the Members present shall elect one of their number to preside as Chairperson at the Meeting.

#### RULE 29 - ADJOURNMENT

- (1) The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the Meeting, adjourn the Meeting from time to time, and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the Meeting at which the adjournment took place.
- (2) Where a General Meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned Meeting to each Member of the Club, stating the place, date and time of the Meeting, and the nature of the business to be transacted at the Meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a General Meeting, or of the business transacted at an adjourned Meeting is not required to be given.

#### RULE 30 - MAKING DECISIONS

- (1) A question arising at a General Meeting of the Club shall be determined on a show of hands and, unless before, or on the declaration of the show of hands, a poll is demanded, a declaration by the Chairperson, that a resolution has, on a show of hands, been carried or carried unanimously, or carried by a particular majority, or lost, or an entry to that effect in the Minute Book of the Club, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a General Meeting of the Club, a poll may be demanded by the Chairperson, or by not less than 3 Members present at the Meeting.
- (3) Where the poll is demanded at a General Meeting, the poll shall be taken -
- (a) immediately in the case of a poll which relates to the election of the Chairperson of the Meeting, or to the question of and adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the Meeting as the Chairperson directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the Meeting on that matter.

#### RULE 31 - SPECIAL RESOLUTION

A resolution of the Club is a special resolution if -

- (a) it is passed by a majority which comprises not less than three quarters of such Members of the Club as being entitled under these Rules so to do, vote at a General Meeting, of which not less than 21 days notice specifying the intention to propose the resolution as a special resolution was given, in accordance with these Rules; or

- (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

#### **RULE 32 - VOTING**

- (1) Upon any question arising at a General Meeting of the Club a Member has 1 vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of votes on a question at a General Meeting, the Chairperson of the Meeting is entitled to exercise a second or casting vote.
- (4) A Member is not entitled to vote at any Annual General Meeting of the Club unless all moneys due and payable by the Member of the Club has been paid, other than the amount of the Annual Subscription in respect of the then current year.

#### **RULE 33 - APPOINTMENT OF PROXIES**

No Member shall attend or vote at any Meeting of the Club or of any Committee of the Club, or vote at any election of the Club as a proxy of another person.

### **PART V - MISCELLANEOUS**

#### **RULE 34 - MEMBERSHIP OF ASSOCIATION AND FEDERATION**

- (a) The Club shall do all such things necessary to implement and enforce any decisions of the Macarthur District Soccer Football Association Inc., relating to any player, official or person who is a Member of the Club, or seeks to be a Member of the Club.
- (b) 1. Camden Soccer Club Inc., shall at all times be bound by the Constitution and or rules, regulations of Soccer New South Wales Limited.  
2. Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of Camden Soccer Club Inc., and those of Soccer New South Wales Limited, then to the extent of such consistency the Constitution or Rules and Regulations of Soccer New South Wales shall prevail  
3. Camden Soccer Club Inc., Shall be bound by the lawful decisions of the Board of Soccer New South Wales Limited and shall do all things reasonably necessary to implement and enforce such decisions.

#### **RULE 35 - INSURANCE**

- (1) The club shall effect and maintain insurance pursuant to Section 44 of the Act.
- (2) In addition to the insurance required under clause (1), the club may effect and maintain other insurance.

#### **RULE 36 - FUNDS - SOURCES**

- (1) To further its objects, the Club has the legal capacity of a natural person and without limiting the generality of the foregoing, has the power to;
  - (a) derive funds from entrance fees, subscriptions, donations, commercial activities and any other sources as determined from time to time.

RULE 42 - SERVICE OF NOTICES

- (1) For the purposes of these Rules, a notice may be served by or on behalf of the Club, upon any Member either personally, or by sending it by post, to the Member at the Member's address shown in the Register of Members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting, to the person, a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these Rules, to have been served on the person, at the time at which the letter would have been delivered in the ordinary course of post.

\*\*\*\*\*END\*\*\*\*\*