

Constitution of the East Geelong Football & Netball Club Incorporated

1. Name

The name of the Club shall be "East Geelong Football & Netball Club Inc" (in these rules called "the Club")

2. Definitions

In these Rules, unless the contrary intention appears-

"Act" means the **Associations Incorporation Reform Act 2012 (Vic)** and includes any Regulations made under that Act;

"General Committee" means the committee of management of the Club pursuant to Rule 14;

"financial year" means the year ending on 30 September;

"general meeting" means a general meeting of members convened in accordance with Rules 23 and 24.

"Member" means a member of the Club;

"Regulations" means regulations made under the Act;

3. Objects

The objects of the Club shall be to field teams to play in such activities organized and governed by the Geelong and District Football/Netball League and AFL Barwon and for all such other purposes and things as are incidental thereto and to encourage and foster the game and all other things incidental thereto for the use of the members of the Club.

4. Powers of the Club

(i) Subject to the Act, the Club has power to do all things incidental or conducive to achieve the objects of the Club.

(ii) Without limiting Rule 4(i), the Club may:-

- a. Acquire, hold and dispose of real or personal property;
- b. Open and operate accounts with financial institutions;
- c. Invest its money in any security in which trust monies may lawfully be invested;
- d. Raise and borrow money on any terms and in any manner as it thinks fit;
- e. Secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- f. Appoint agents to transact business on its behalf;
- g. Enter into any other contract it considers necessary or desirable.

(iii) The Club may only exercise its powers and use its income and assets (including any surplus) for the objects of the Club.

5. Alteration of these Rules

These Rules and the statement of purposes of the Club may only be altered by special resolution of a general meeting of the Club and must not be altered except in accordance with the Act.

6. Members

All visitors to the Club who are not already a member of a Geelong and District Football/Netball League affiliated club will be required to join as a member after 3 visits to the Club.

The Club shall consist of the following members:-

a) Ordinary Members

Any person who shall pay an annual subscription which shall at the commencement of each financial year be fixed by the General Committee shall become an ordinary member of the Club and shall be entitled to the benefits and privileges of membership during the financial year in respect of which such subscription has been paid provided always that the General Committee may in its absolute discretion and without assigning any reason therefore refuse to admit any person to membership.

b) Classification of Members

1. Senior Playing - Any Senior player (football, netball and womens football).
All players must be financial members of the Club.
2. Junior – Auskick through to Under 18.
3. Family – Two adults and any number of children under the age of 18 years (on 1 January of the financial year).
4. Life Member.
5. Non Playing/Social.
6. Student/Senior Citizen.

c) Honorary Members

The General Committee shall have power to elect any person to be an honorary member of the Club for any financial year. An honorary member shall be entitled to the benefits and privileges of membership and be subject to the same liabilities and duties as an ordinary member except that he/she shall not be required to pay a subscription.

d) Life Members

A life member shall be entitled for life to all the privileges and benefits of membership and be subject to the same liabilities and duties as an ordinary member except that he/she shall not be required to pay a subscription. All existing life members of the Club shall continue to be life members. Any person who has rendered outstanding service to the Club may be elected a life member by a majority of the General Committee.

Criteria to be considered in the election of a life member include, but are not limited to:

- Number of years as a financial member
- Minimum of 10 years of committee service or 150 senior level games (including netball and women's football)
- Service in a voluntary capacity at junior and/or senior level of the club: such as: Coach; Trainer, Team Manager, Timekeeper, Goal/Boundary Umpire, Recruitment, Sponsorship/Marketing or any other voluntary position.

Nominations for life membership must be forwarded to the General Committee in the form of a written nomination. Nomination must be by a person who is a financial member of the Club in that financial year.

A Member can only nominate one other financial member for life membership each year.

Voting on life membership is by the General Committee by secret ballot and by simple majority. In the event of a deadlock in voting the President will have a casting vote.

7. Hall of Fame, Club Legend and Football/Netball Legend Status

Nominations for the following awards must be:-

- made by a person who is a financial Member of the Club in that financial year;
and
- forwarded to the General Committee in the form of a written nomination.

A Member can only nominate one other financial Member for each award each year.

Voting on awards is by the General Committee by secret ballot and by simple majority. In the event of a deadlock in voting the President will have a casting vote.

(a) Hall of Fame

Criteria to be considered in the nomination and voting for a Hall of Fame award is to include, but is not limited to, at least 5 out of the following 6 criteria:-

- 20 years service
- Life Member
- Club awards
- League awards
- 200 games player and/or coach
- Multiple Club Best & Fairest or League Best & Fairest

(b) Club Legend

Criteria to be considered in the nomination and voting for a Club Legend award is to include, but is not limited to the following criteria:-

- 20 years service
- Life Member
- Club awards
- League awards

(c) Football/Netball Legend

Criteria to be considered in the nomination and voting for a Football/Netball Legend award is to include, but is not limited to the following criteria:-

- 200 games player and/or coach
- Multiple Club Best & Fairest or League Best & Fairest
- Life Member

8. Rights and privileges of Members

(i) A right, privilege, or obligation of a person by reason of membership of the Club:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of membership whether by death or resignation or otherwise.

(ii) A Member of the Club is entitled to vote if the Member is aged over 18 years on 1 January of the financial year.

- (iii) A Member of the Club who is entitled to vote has the right:-
- (a) to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a General Meeting; and
 - (c) to attend and be heard at General Meetings; and
 - (d) to have access to the minutes of General Meetings, Annual General Meetings, Special General Meetings and other documents of the Club as provided under these Rules; and
 - (e) to inspect the register of Members as provided under these Rules.

9. Annual subscription

The annual subscription fee is the relevant amount set each year by the General Committee and is payable in advance as soon as is practicable each financial year.

10. Register of Members

The Secretary must keep and maintain a register of Members containing:

- (a) the name and address of each Member; and
- (b) the year which each Member's name was entered in the register; and
- (c) any other relevant personal information

The names of Members contained in the register are available for inspection free of charge by any Member upon request and a member may make a copy of entries in the register.

Members addresses and any other personal information contained in the register are not available to be inspected or accessed by Members.

11. Discipline, suspension and expulsion of Members

- (1) Subject to these Rules, if the General Committee is of the opinion that a Member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the General Committee may:-
 - (a) fine that Member an amount not exceeding \$500; or
 - (b) suspend that Member from membership of the Club for a specified period; or
 - (c) expel that Member from the Club; or
 - (d) impose any penalty or take any other action in relation to that Member which the General Committee considers appropriate.

- (2) The General Committee must, as soon as practicable, advise the Member:-
 - (a) of the proposed action to be taken by the General Committee in accordance with Rule 11(1) and the grounds on which such action is based; and
 - (b) that the Member, or his or her representative, may address the General Committee at a meeting to be held not earlier than 14 days and not later than 28 days after such advice to the Member, with the Member to be advised the date, place and time of that meeting; and
 - (d) that he or she may do one or both of the following-
 - (i) attend that meeting;
 - (ii) give to the General Committee before the date of that meeting a written statement seeking that the proposed action not be taken or that alternate action be taken;
 - (e) that, if at that meeting, the General Committee confirms the action proposed to be taken, the Member may, not later than 48 hours after that meeting, give the Secretary notice (written or verbal) to the effect that he or she wishes to appeal against the action proposed to be taken.

- (3) Where a Member has advised the Secretary that he or she wishes to appeal the action proposed to be taken by the General Committee, the General Committee must convene an independent disciplinary appeal sub-committee comprising of at least 3 and not more than 5 members, such members to be determined in consultation with the Member, to be convened as soon as practicable but in any event not later than 21 days after advice to the Secretary of the Member's desire to appeal.
 - (a) The members of the disciplinary appeal sub-committee:-
 - (i) may be General Committee members, Members of the Club, or anyone else; and
 - (ii) must not be biased against, or in favour of, the Member concerned.

- (b) The disciplinary appeal sub-committee must give the Member not less than 7 days notice (written or verbal) of a meeting:-
 - (i) at any time prior to which the Member may give a written statement to the disciplinary appeal sub-committee; and
 - (ii) at which no business other than the question of the Member's appeal may be conducted; and
 - (iii) at which the Member may be supported by a representative or his or her choosing; and
 - (iv) at which the disciplinary appeal sub-committee must state the grounds for the action proposed to be taken by the General Committee and must state the action proposed to be taken by the General Committee; and
 - (v) at which the Member and/or his/her representative must be given an opportunity to be heard.
 - (c) After the meeting held in accordance with Rule 11(3)(b), the disciplinary appeal sub-committee may:-
 - (i) decide that no further action is to be taken in relation to the Member; or
 - (ii) confirm the proposed action of the General Committee in relation to the Member in accordance with Rule 11(1); or
 - (iii) recommend that the General Committee take any other action in relation to the Member as contemplated by Rule 11(1), with the recommendation of the disciplinary appeal sub-committee to be accepted by both the Club and the Member as final and conclusive in relation to the conduct or issue giving rise to the disciplinary and subsequent appeal process.
 - (d) The outcome of the disciplinary appeal sub-committee process takes effect immediately.
- (4) Any member who shall be suspended or expelled under this Rule shall forfeit his or her membership and all interests and benefits in and of the Club and the property thereof.

12. Ceasing Membership

- (1) A Member of the Club who has paid all moneys due and payable by a Member to the Club may resign from the Club by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub-rule (1):
 - (a) the Member ceases to be a member; and
 - (b) the Secretary must record in the register of members the date on which the Member ceased to be a member.

13. Disputes and mediation

- (1) The grievance procedure set out in this Rule applies to disputes under these Rules between:
 - (a) a Member and another Member; or
 - (b) a Member and the Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - i. in the case of a dispute between a Member and another Member, a person appointed by the General Committee of the Club; or
 - ii. in the case of a dispute between a Member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A Member of the Club can be a mediator.
- (6) The mediator cannot be a Member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must:
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

14. Management of the Club

- (1) The business and affairs of the Club shall be under the management of the General Committee.

The General Committee may consist of the following offices:

- President
- Up to 2 Vice-Presidents
- Secretary
- Treasurer
- Junior Coordinator
- Football Director
- Facilities
- Netball Director
- Sponsorship
- Social
- Up to 2 other General Committee positions

There may be, in addition to the above, two ex-officio members of the General Committee, being representatives of the playing members of the Club (one representative of the football players, and one representative of the netball players) who, prior to the first game of the football/netball season, may be nominated by the players, with the final decision as to the representatives to be made by the General Committee, and the representatives shall be entitled to vote at any such General Committee meetings.

- (2) The General Committee:
- (a) shall control and manage the business and affairs of the Club;
 - (b) an outline of the duties pertaining to each office is attached; and
 - (c) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the Members of the Club; and
 - (d) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club.

15. Nomination and Election of General Committee

Nomination of candidates for election as members of the General Committee:

- (a) Shall be made in writing in such form as the General Committee shall prescribe, signed by two Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) Shall be delivered to the Secretary of the Club not less than 14 days before the date fixed for the holding of the annual general meeting.
- (c) If insufficient nominations are received to fill all vacancies on the General Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting subject to each nominee consenting to such nomination.

- (d) 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.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held with a list of all nominees in alphabetical order in respect of each position on the General Committee for which they have been nominated.
- (f) The election of the members of the General Committee shall be by ballot cast by Members present at the Annual General Meeting and eligible to vote.
- (g) For the purposes of the ballot two scrutineers shall be appointed.
- (h) Each member wishing to participate in the ballot shall strike out from the ballot paper, all names in excess of the number of positions vacant and ballot papers containing a greater or lesser number of candidates to be elected shall be valid.
- (i) The scrutineers shall declare the result of the ballot immediately after the votes have been counted, and in the event of an equal number of votes recorded at the election for the members of the General Committee, the President of the Club shall have a casting vote.
- (j) Each of the General Committee members shall be elected by the general body of Members for a term of one year, and shall hold office until their successor is appointed
- (k) The General Committee shall appoint from amongst its members and the Club as it shall think fit Sub-Committees relating to any or all of the General Committee's portfolios and may delegate to any sub-committee so appointed all or any of its power, duties or authority and give all such directions and impose all such limitations on any Sub-Committee so appointed as it shall think necessary.
- (l) The General Committee shall have power to fill any and all extraordinary vacancies in the General Committee or in any Sub-Committee for the unexpired portion of the retiring members period of office. The remaining members of the General Committee or any Sub-Committee may act notwithstanding any vacancy in their body. Any such vacancy shall be filled at the meeting of the General Committee held next after the vacancy occurred.

For the purposes of these Rules, the position of an ordinary member of the General Committee becomes vacant if the officer or member:

- i. ceases to be a Member of the Club;
- ii. becomes an insolvent under administration within the meaning of the Companies (Victoria) Code: "Insolvent under administration", in relation to a member of the Committee of Management has the same meaning as that given to those words by Section 5(1) of the Companies (Victoria) Code;
- iii. resigns his office by notice in writing to the Secretary; or
- iv. absents himself from three consecutive Committee meetings without leave of the General Committee.

16. Meetings of the General Committee

The General Committee shall each meet at least once in every month during the football season and at least 10 times each financial year. Other meetings may be called on the authority of the President or of two members of the General Committee.

17. Notice of committee meetings

- (1) Written notice of each General Committee meeting must be given to each member of the General Committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the General Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

18. Quorum for committee meetings

- (1) Any 4 members of the General Committee constitute a quorum for the conduct of the business of a meeting of the General Committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present
 - i. in the case of a special meeting, the meeting lapses
 - ii. in any other case, the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The General Committee may act notwithstanding any vacancy on the committee.

19. Presiding at committee meetings

At meetings of the General Committee:

- (a) the President or, in the President's absence, a Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

20. Voting at committee meetings

- (1) Questions arising at a meeting of the General Committee, or at a meeting of any Sub-Committee appointed by the General Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the General Committee, or at a meeting of any Sub-Committee appointed by the General Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

21. Removal of committee member

- (1) The Club in general meeting may, by special resolution, remove any member of the General Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Club.
- (3) The Secretary or the President may give a copy of the representations to each Member of the Club or, if they are not so given, the Member may require that they be read out at the meeting.

22. Minutes of meetings

The Secretary of the Club must keep minutes of the resolutions and proceedings of each General Committee meeting, together with a record of the names of persons present at General Committee meetings. Members of the Club do not have access to minutes of General Committee meetings.

23. Annual general meetings

- (1) The Annual General Meeting of the Club shall be held on the first Sunday in November at such time and place as the General Committee may determine, or on such other date in November as determined by the General Committee.
- (2) The notice convening the Annual General Meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the Annual General Meeting shall be:
 - (a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting or Special General Meeting held since then; and
 - (b) to receive and consider:-
 - (i) the annual report of the General Committee on the activities of the Club during the preceding financial year; and
 - (ii) the financial statements of the Club for the preceding financial year submitted by the Committee in accordance with the Act;
 - (c) to elect the members of the General Committee of the Club.
- (4) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

24. Special general meetings

- (1) In addition to the Annual General Meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the Annual General Meeting are special general meetings.
- (3) The General Committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the General Committee must convene a special general meeting before the expiration of that period.
- (5) The General Committee must, on the request in writing of members representing not less than 5 percent of the total number of members, convene a special general meeting of the Club.
- (6) The request for a special general meeting must:
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the General Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this Rule, it must be convened in the same manner so far as possible as a meeting convened by the General Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Club to the persons incurring the expenses.

25. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Rules as ordinary business of the annual general meeting, is deemed to be special business.

26. Notice of general meetings

- (1) The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Club, must cause a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting to be given to each Member of the Club entitled to vote.
- (2) The notice referred to in Sub-Rule 26(1) above is to be given by electronic communication (by email communication if the Member has provided the Club with their email address), or by a notice posted on the Club's website and Facebook page.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A Member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next Annual General Meeting.

27. Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at an Annual General Meeting) constitute a quorum for the conduct 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:
 - (i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and
 - (ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the President at the time of the adjournment or 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 the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

28. Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each annual general meeting of the Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

29. Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

30. Voting at general meetings

- (1) Upon any question arising at an Annual General Meeting of the Club, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid, other than the amount of the annual subscription payable in respect of the current financial year.
- (5) Junior members, family members and any other members under the age of 18 years are ineligible to vote at annual general meetings.

31. Special resolutions

A special resolution is passed if not less than three quarters of the Members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

32. Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

33. Manner of determining whether resolution carried

If a question arising at a general meeting of the Club is determined on a show of hands:

- (a) a declaration by the Chairperson that a resolution has been
 - i. carried;
 - ii. carried unanimously; or
 - iii. carried by a particular majority; or
 - iv. lost; and

- (b) an entry to that effect in the minutes of the meeting

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

34. Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

- (2) The notice appointing the proxy must be in the form as attached.

35. Club Secretary

- (1) The Secretary shall attend all General Committee meetings and take minutes of the proceedings.

- (2) Shall keep records on behalf of the Club, conduct correspondence, call meetings, giving proper notice thereof, bring business before meetings and carry out all reasonable directions given by the General Committee.

- (3) Shall aid in the collection of all subscriptions due or payable from time to time to the Club.

- (4) Shall be a general agent of the General Committee and shall do whatever tasks the General Committee or any Sub-Committee/s may reasonably direct, and shall in all things act in the best interests and in order to advance the prosperity of the Club.

- (4) The Secretary shall keep a register of Members of the Club, setting forth in full the names and addresses of all Members of the Club.

- (5) Shall record minutes of all resolutions and proceedings of all Annual General, Special General, General Committee and Sub-Committee meetings.

36. Treasurer

- (1) The Treasurer shall be appointed and shall hold office until the expiration of the term of office of the General Committee by which he/she was appointed.
- (2) The Treasurer must ensure the Club's compliance with the obligations set out in Rules 37 (Financial Matters), 38 (Auditor) and 39 (Financial Year).
- (4) In the performance of their duties the Treasurer shall obey all lawful, proper and reasonable directions of the General Committee.
- (5) The General Committee shall have power to suspend or dismiss the Treasurer from his/her office and to fill any vacancy occurring from any cause in the office of Treasurer in accordance with these Rules.
- (6) The Treasurer shall keep the financial records of the Club for the current financial year and any other financial records as required by these Rules or in accordance with the Act and Regulations.
- (7) The Treasurer shall prepare and present to the General Committee each month a bank reconciliation of the main trading account of the Club.

37. Financial Matters

- (1) The funds of the Club may be derived from membership fees, annual subscriptions, fund-raising activities, grants, interest and any other source/s approved by the General Committee.
- (2) The Club must open an account with a financial institution from which expenditure of the Club is made and into which of the Club's revenue is deposited.
- (3) Subject to any restrictions imposed by a general meeting of the Club, the General Committee may approve expenditure on behalf of the Club.
- (4) The General Committee may authorized the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to a specified limit without requiring approval from the General Committee for each item on which the funds are expended.
- (5) All cheques, electronic transactions or other financial instruments must be signed or approved by two General Committee members.
- (6) The Club must keep financial records that:-
 - i. Correctly record and explain its transactions, financial position and performance; and
 - ii. Enable financial statements to be prepared as required by the Act and Regulations.
- (7) The Club must retain financial records for 7 years after the transactions covered by the records are completed.

- (8) In relation to the financial statements of the Club:-
- i. for each financial year, the General Committee must ensure that the requirements under the Act and the regulations relating to the financial statements of the Club are met.
 - ii. Without limiting Rule 37(8)(i), those requirements include:-
 - a. The preparation of the financial statements;
 - b. If required, the review or auditing of the financial statements;
 - c. The certification of the financial statements by the General Committee;
 - d. The submission of financial statements to the Annual General Meeting of the Club;
 - e. The lodgment with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

38. Auditor

The book and accounts of the Club shall be audited in accordance with the Act and Regulations.

39. Financial Year

The financial year of the Club shall commence on 1 October in each year and close on 30 September in the following year.

40. By-Laws

The General Committee shall have power to make such by-laws as may be deemed advisable for carrying out the objects and management of the Club and to vary and rescind by a simple majority from time to time provided that any such by-laws shall be consistent with these Rules

41. Election of Club Coaches

The current General Committee shall appoint a coach of each club team when required. Any vacancies during the playing season in any team shall be filled in a manner as aforesaid.

42. Delegates

The General Committee shall appoint one or more delegates to represent the Club at Geelong & District Football League meetings or with any other body and such delegate/s shall make such representations in accordance with the reasonable directions of the General Committee and shall make regular reports to the General Committee.

43. Colours and Uniform

The colours of the Club shall be maroon and gold and the uniform of the Club shall be fixed from time to time by the General Committee and shall be worn by teams of the Club at all matches in which they take part.

44. Copy or Rules and By-Laws

The General Committee shall be the sole authority for the interpretation of these Rules and any by-laws and regulations made thereunder, and the decision of the General Committee upon any question of the interpretation or upon any matter affecting the Club and not provided for by these Rules or by-laws or regulations made thereunder, shall be final and binding on the Members.

45. Winding up

In the event of dissolution, the funds remaining after settlement of all outstanding debts will be devoted to other voluntary organizations whose objectives are similar to those of the Club. No member of the Club shall be entitled to benefit directly from such disposal of Club assets.

46. Notice to Members

Except for the requirement in Rule 26, any notice that is required to be given to a Member, by or on behalf of the Club, under these Rules may be given by:-

- (a) delivering the notice to the Member personally; or
- (b) sending it by prepaid post addressed to the Member's address shown in the register of members; or
- (c) facsimile transmission; or
- (d) electronic transmission.

47. Entry to club

- (1) On a social evening at the Club under age members must be in the company of a parent or suitable guardian. This is to also include Saturday evening when meals are conducted after home games.
- (2) The Club shall refuse admittance to Members who conduct themselves in an inappropriate manner.
- (3) At all times any person's entry to the Club is subject to the Club's obligations under its liquor license.

48. Responsible serving of alcohol

- (1) No underage liquor consumption will be permitted.
- (2) The club reserves the right to not serve members who they deem to have consumed too much alcohol.