



NARRE SOUTH LIONS FOOTBALL & NETBALL CLUB INC

Strathaird Reserve, Community Parade, Narre Warren South PO BOX 4029, Casey Central Shopping Centre,
Narre Warren South VIC 3805
ABN 82 006 009 237 Reg No. A0047426T
www.nsljfc.com

RULES OF THE INCORPORATED ASSOCIATION

Under section 46 of the Associations Incorporation Reform Act 2012, these Rules are taken to constitute the terms of a contract between the Association and its members.

1. DEFINITIONS

1.1 In these Rules unless the contrary intention appears:

"**Act**" means the *Associations Incorporation Reform Act 2012* and includes any regulations made under that Act.

"**Annual General Meeting**" means a meeting held in accordance with Rule 32.

"**Association**" means the Narre South Lions Junior Football & Netball Club Inc.

"**Board of Management**" means the executive committee having the management of the business of the Association.

"**Board Meeting**" means a meeting of the Board of Management held in accordance with these Rules.

"**Board Member**" means a member of the Board of Management.

"**Committee**" means the Football Executive, Netball Executive and any other committee established by the Board of Management in accordance with these Rules.

"**Committee Meeting**" means a meeting of a Committee held in accordance with these Rules.

"**Committee Member**" means a member of a Committee.

"**Financial Year**" means the 12 month period ending on the 31st August.

"**Games**" means the games of football and netball and any other games that the Board of Management shall decide from time to time.

"**General Meeting**" means a general meeting of the members of the Association held in accordance with these Rules and includes an Annual General Meeting and a special general meeting.

"**member**" means a member of the Association.

"**Office Holder**" has the same meaning as in the Act.

"**Rules**" means these rules of the Association as amended from time to time.

"**Special General Meeting**" means General Meeting other than an Annual General Meeting.



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“**Special Resolution**” means a resolution that requires at least three-quarters of the members to vote in favour for it to be passed.

2. NAME AND LOCATION

2.1 The name of the incorporated association is “Narre South Lions Football & Netball Club Inc”.

2.2 The location of the headquarters for the Association and its mailing address shall be determined from time to time by the Board of Management.

3. PURPOSES

3.1 The general purpose of the Association is to promote, foster, encourage and stimulate interest in the Games, and to endeavour to maintain a high standard of sportsmanship in the playing of the Games, and also where possible to provide and maintain club premises.

3.2 Without limiting the generality of Rule 3.1, the particular purposes of the Association are:

- (a) to promote the culture of the Games in any way the Association shall think proper;
- (b) to foster, encourage and provide where possible, the facilities for playing the Games;
- (c) in relation to the Games, to promote and hold, either alone or jointly with any other club or persons competitions and matches, and to offer, give or contribute toward prizes, medals and awards whether for members or other persons, and to promote or give support to social gatherings and other entertainments;
- (d) to invest and deal with the surplus moneys of the Association upon such securities and in such a manner as may from time to time be determined by the Board of Management;
- (e) to borrow or raise and give security for money in such a manner as from time to time be determined by the Board of Management.
- (f) to organise funds by yearly membership fees, donations and sponsorship for the operations of the Association and to subscribe and contribute to any charitable benevolent or useful object of a public character;
- (g) to manage all funds and assets of the Association and generally to give effect to any other matter incidental or conducive to the furtherance of the purposes of the Association as herein before described.



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4. POWERS

4.1 Subject to the Act, the Association has power to do all things incidental or conducive to the attainment of its purposes.

4.2 Without limiting Rule 4.1, the Association 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 which trust monies may be lawfully 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.

4.3 The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

5. ASSOCIATION MUST NOT SECURE PECUNIARY PROFIT FOR MEMBERS

The Association must not secure pecuniary profit for the members.

6. MINIMUM NUMBER OF MEMBERS

The Association must have at least 5 members.

7. ELIGIBILITY

7.1 Membership shall be open to all residents of Victoria.

7.2 No restrictions shall be placed on any person by virtue of race, sex, religion or political beliefs.

8. APPLICATION FOR MEMBERSHIP

8.1 A person can become a member of the Association as follows:

Football Members and Netball Members: person must complete a Player Registration Form

Social Members and Limited Members: person must submit a written application to the Board of Management stating that the person:



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- (a) wishes to become a member of the Association and specifying the relevant membership class;
- (b) supports the purposes of the Association; and
- (c) agrees to comply with the Rules.

8.2 The Player Registration Form and/or the application:

- (a) must be signed by the applicant and/or parent or guardian if the applicant is under 18 years of age

9. CONSIDERATION OF APPLICATION

9.1 As soon as practicable after an application for membership is received, the Board of Management must decide by resolution whether to accept or reject the application.

9.2 If the Board of Management rejects the application it must notify the applicant in writing of its decision as soon as practicable after the decision is made and must return any money accompanying the application to the applicant.

9.3 No reason need be given for the rejection of an application.

10. NEW MEMBERSHIP

10.1 If an application for membership is approved by the Board of Management:

- (a) the resolution to accept the membership must be recorded in the minutes of the Board Meeting;
- (b) the Secretary must, as soon as practicable, enter the name and address of the new member, class of membership and the date of becoming a member, in the register of members.

10.2 A person becomes a member of the Association and, subject to Rule 12.2, is entitled to exercise his or her rights of membership from the date that the Board of Management approves the person's membership

11. ANNUAL REGISTRATION

11.1 The Board of Management must determine the amount of the Annual Registration Fee (if any) for the following Financial Year and the date for payment of this Fee.

11.2 The Joining Fee is determined from time to time by the Board of Management.

12. GENERAL RIGHTS OF MEMBERS

12.1 A member of the Association who is entitled to vote has the right:



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- (a) to receive notice of General Meetings and Special Resolutions in the manner and time prescribed by these Rules;
- (b) to attend and be heard at General Meetings;
- (c) to have access to minutes of General Meetings and other documents of the Association as provided under Rule 53; and
- (d) to inspect the register of members.

12.2 A member is entitled to vote if the member's membership has not been suspended for any reason.

13. RIGHTS NOT TRANSFERRABLE

The rights of a member are not transferrable and end on the cessation of the membership.

14. CESSATION OF MEMBERSHIP

14.1 The membership of a person ceases on resignation, expulsion or death or the non-payment of membership fees by the due date.

14.2 Any member may at any time withdraw from the club by giving notice in writing to the secretary.

15. CLASSES OF MEMBERSHIP

Subject to Rules 16 to 21 (inclusive), the Board of Management may create different classes of membership and may confer on such classes such rights, privileges or benefits as the Board of Management sees fit.

16. FOOTBALL MEMBERS

16.1 There must at all times be a class of membership, the members of which are known as "Football Members".

16.2 A Football Member:

- (a) must be under the age of 18 on the first of January; and
- (b) is entitled to play football for the Association.

16.3 A parent or guardian of a Football Member is entitled to:

- (a) attend and vote at General Meetings on matters affecting the Association as a whole and matters relating to football (one vote for each Football Member represented by that parent or guardian); and
- (b) vote on the appointment of the Committee Members of the Football Executive (one vote for each Football Member represented by that parent or guardian).



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- (c) Nominate as a member of the Football Committee

17. NETBALL MEMBERS

17.1 There must at all times be a class of membership, the members of which are known as "Netball Members".

17.2 A Netball Member:

- (a) must be under the age of 18 on the first of January; and
(b) is entitled to play netball for the Association.

17.3 A parent or guardian of a Netball Member is entitled to:

- (a) attend and vote at General Meetings on matters affecting the Association as a whole and matters relating to netball (one vote for each Netball Member represented by that parent or guardian); and
(b) vote on the appointment of the Committee Members of the Netball Executive (one vote for each Netball Member represented by that parent or guardian).
(c) Nominate as a member of the Netball Committee

18. LIFE MEMBERS

18.1 There must at all times be a class of membership, the members of which are known as "Life Members Football" and "Life Members Netball".

18.2 Subject to Rule 20.3, nominations of persons to be Life Members must be submitted to the President **or Secretary** at least **14** days prior to the Annual General Meeting using the Life Member Nomination form as set out in Appendix 2

18.3 A member may only nominate **and or second** one person per year and may not nominate a family member, spouse or partner.

18.4 The sitting committee shall have the power to determine that the relevant criteria has been met prior to presenting the nomination at the Annual General Meeting.

18.5 Life Members must have provided long and meritorious service to the Association, in some capacity, for at least 4 years. **Or a person who has served the club for no less than 6 years, in some capacity, and recommended to the club for recognition using the Life Member nomination form as set out in Appendix 2**

18.6 No more than 3 Life Members may be accepted per year per **affiliate** game.

18.7 The nomination of a person to be a Life Member must be approved by a Special Resolution at the Annual General Meeting.



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18.8 Life Members are entitled to vote at General Meetings on matters affecting the Association as a whole.

18.9 Existing Football life members shall be recognized within the Narre South Lions Football & Netball Club Inc, and retain all privileges for that affiliate game.

18.10 A Netball Member or Football Member who is the child of a Life Member is not obliged to pay the annual registration fee for that affiliate game.

19. PLAYING LIFE MEMBERS

19.1 There must at all times be a class of membership, the members of which are known as "Playing Life Members Football" and "Playing Life Members Netball"

19.2 Playing Life Members must have played at least 125 football matches or ~~300~~ 600 netball matches for the Association.

19.3 Provided the Playing Life Member is at least 18 years of age, he or she is entitled to vote at General Meetings on matters affecting the Association as a whole and matters relating to the Game(s) played by that Playing Life Member.

19.4 A Playing Life Member is not obliged to pay the annual registration fee in subsequent years.

20. SOCIAL MEMBERS

20.1 There must at all times be a class of membership, the members of which are known as "Social Members".

20.2 Any person who supports the purposes of the Association may be a Social Member.

20.3 Social Members:

- (a) may only attend General Meetings with the prior consent of the chairperson of such General Meeting;
- (b) are not entitled to vote at General Meetings;
- (c) may be Social Members for a period not exceeding 12 months, without the consent of the Board of Management.

21. LIMITED MEMBERS

21.1 There must at all times be a class of membership, the members of which are known as "Limited Members".

21.2 Limited Members must be persons who are actively involved in the management and operations of the Association.

21.3 A Limited Member must be approved by the Board of Management.



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21.4 A Limited Member may attend and vote at General Meetings on matters affecting the Association as a whole.

21.5 At any given time, there must be no more than two Limited Members who are involved in each Game.

22. REGISTER OF MEMBERS

22.1 The Secretary must keep and maintain a register of members that includes:

- (a) for each current member:
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) the class of membership;
 - (v) any other information determined by the Board of Management; and
- (b) for each former member, the date of ceasing to be a member.

22.2 Any member may, at a reasonable time, inspect the register of members.

23. DISCIPLINARY ACTION

23.1 The Board of Management may take disciplinary action against a member in accordance with this Rule 23 if the Board of Management is satisfied that the member:

- (a) has refused to comply with these Rules; or
- (b) has engaged in conduct prejudicial to the Association.

23.2 Before taking disciplinary action against a member, the Secretary must give written notice to the member:

- (a) stating that the Board of Management intends to take disciplinary action against the member;
- (b) stating the grounds for the proposed disciplinary action;
- (c) specifying the date, place and time of the meeting at which the Board of Management intends to take the disciplinary action ("Disciplinary Meeting");
- (d) advising the member that he or she may do one or both of the following:



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- (i) attend the Disciplinary Meeting and address the Board of Management at that meeting; and
- (ii) give to the Board of Management at any time before the Disciplinary Meeting a written statement.

23.3 The notice must be given no earlier than 28 days and no later than 14 days, before the Disciplinary Meeting is held.

23.4 At the Disciplinary Meeting, the Board of Management must:

- (a) give the member an opportunity to be heard; and
- (b) consider any written statement by the member.

23.5 After complying with Rule 23.4, the Board of Management may:

- (a) take no further action against the member;
- (b) suspend the membership of the member for a specified period; or
- (c) expel the member from the Association.

24. GRIEVANCE PROCEDURE

24.1 The grievance procedure set out in this Rule 24 applies to disputes under these Rules between:

- (a) a member and another member;
- (b) a member and the Board of Management; and
- (c) a member and the Association.

24.2 A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

24.3 The parties to a dispute must first attempt to resolve the dispute between themselves.

24.4 If the parties to a dispute are unable to resolve the dispute between themselves, the parties must:

- (a) notify the Board of Management of the dispute;
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

24.5 The mediator must be chosen by agreement between the parties, failing which a person appointed or employed by the Dispute Settlement Centre of Victoria.



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- 24.6 A mediator must not:
- (a) have a personal interest in the dispute; or
 - (b) be biased in favour of or against any party.
- 24.7 In conducting the mediation, the mediator must:
- (a) give each party every opportunity to be heard;
 - (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 throughout the mediation process.
- 24.8 The mediator must not determine the dispute.
- 24.9 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

25. BOARD OF MANAGEMENT

- 25.1 The Board of Management shall consist of:
- (a) the President of the Football Executive;
 - (b) the President of the Netball Executive;
 - (c) one other Committee Member of the Football Executive;
 - (d) one other Committee Member of the Netball Executive;
 - (e) such other Board Members as determined at the Annual General Meeting.
 - (f) **Equal representation from either affiliate club must always be present on the board**
- 25.2 When elections are held in a year ending in an odd number:
- (a) The President of the Football Executive shall elect a Board Member to be the chairperson of Board Meetings and General Meetings; and
 - (b) The President of the Netball Executive shall elect a Board Member to be the Secretary of the Association

When elections are held in a year ending in an even number:



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- (c) The President of the Netball Executive shall elect a Board Member to be the chairperson of Board Meetings and General Meetings; and
- (d) The President of the Football Executive shall elect a Board Member to be the Secretary of the Association

25.3 Subject to rule 25.2, the Board of Management shall determine the powers, duties and responsibilities of each of the positions on the Board of Management.

26. POWERS OF BOARD OF MANAGEMENT

26.1 The business of the Association must be managed by or under the direction of the Board of Management.

26.2 The Board of Management may exercise all powers of the Association except those that these Rules or the Act require to be exercised by the members.

27. COMMITTEES

27.1 Subject to clause 27.3, the Board of Management may establish Committees as it sees fit and determine the positions on such Committees.

27.2 Subject to clause 27.3 and except for powers imposed on the Board of Management by the Act or any other law, the Board of Management shall delegate powers to the Committees as it sees fit and such delegation may be revoked wholly or in part.

27.3 The Board of Management must establish:

- (a) a football Committee, which is delegated the power to manage the operations of the Association which exclusively relate to football ("Football Executive"); and
- (b) a netball Committee, which is delegated the power to manage the operations of the Association which exclusively relate to netball ("Netball Executive").

28. COMMITTEE MEMBERS OF FOOTBALL EXECUTIVE

- (a) The Committee Members of the Football Executive:
 - (i) must be a Football Member or a Limited Football Member or a Life Football Member with an entitlement to vote; and
 - (ii) must not be a Committee Member of the Netball Executive.
- (b) The Committee Members of the Football Executive are elected at the Annual General Meeting by the parents or guardians of the Football Members.
- (c) Each Committee Members of the Football Executive holds office for 2 years.
 - (i) President, Vice-President Administration, Secretary are declared vacant every year ending in an odd number.



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- (ii) Vice-President Football, Treasurer, Registrar are declared vacant every year ending in an even number.

- (d) The Football Executive must consist of the following Committee Members:
 - (i) a President;
 - (ii) a Vice-President Football;
 - (iii) a Vice-President Administration;
 - (iv) a Secretary;
 - (v) a Treasurer;
 - (vi) a Registrar; and
 - (vii) such other Committee Members as determined by the Football Members at the Annual General Meeting.

29. COMMITTEE MEMBERS OF NETBALL EXECUTIVE

- (a) The Committee Members of the Netball Executive:
 - (i) must be a Netball Member, or a Limited Netball Member or a Life Netball Member with an entitlement to vote; and
 - (ii) must not be a Committee Member of the Football Executive.

- (b) The Committee Members of the Netball Executive are elected at the Annual General Meeting by the parents or guardians of the Netball Members.

- (c) Each Committee Members of the Netball Executive holds office for 2 years.
 - (i) President, Vice-President Administration, Secretary are declared vacant every year ending in an **even** number.
 - (ii) Vice-President Netball, Treasurer, Registrar are declared vacant every year ending in an **odd** number.

- (d) The Netball Executive must consist of the following Committee Members:
 - (i) a President;
 - (ii) a Vice-President Netball;



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- (iii) a Vice-President Administration;
- (iv) a Secretary;
- (v) a Treasurer;
- (vi) a Registrar; and
- (vii) such other Committee Members as determined by the Netball Members at the Annual General Meeting.

30. INDEMNITY OF OFFICE HOLDERS

The Association indemnifies each Office Holder against any liability incurred in good faith by the Office Holder in the course of performing his or her duties as an Office Holder.

31. SECRETARY

31.1 The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

31.2 The Secretary must:

- (a) maintain the register of members in accordance with Rule 22;
- (b) keep custody of the common seal (if any) of the Association and all books, documents and securities of the Association in accordance with Rules 51 and 53;
- (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of General Meetings and other books and documents; and
- (d) performed any other duty or function imposed on the Secretary by these Rules.

32. ANNUAL GENERAL MEETINGS

32.1 The Board of Management must convene an Annual General Meeting of the Association within 5 months of the end of the Financial Year.

32.2 The Board of Management may determine the date, time and place of the Annual General Meeting, notification shall be either electronically or by mail.

32.3 The ordinary business of the Annual General Meeting is as follows:

- (a) to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since then;
- (b) to receive and consider:



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- (i) the annual report of the Board of Management on the activities of the Association during the preceding Financial Year;
- (ii) the financial statements of the Association for the preceding Financial Year submitted by the Board of Management in accordance with Part 7 of the Act;
- (c) to elect members of the Football Executive, Netball Executive, and Board Members (except for those Board Members which are Committee Members of the Football Executive or Netball Executive).

32.4 The Annual General Meeting may also conduct any other **business** of which notice has been given in **accordance** with these Rules.

33. SPECIAL GENERAL MEETINGS

33.1 Any General Meeting other than an Annual General Meeting is a Special General Meeting.

33.2 The Board of Management may convene a Special General Meeting whenever it thinks fit.

33.3 No business other than the business set out in the notice may be conducted at the Special General Meeting.

34. GENERAL MEETINGS

34.1 The chairperson for General Meetings is determined by the President under rule 25.2.

34.2 If the chairperson appointed under rule 25.2 is absent from a General Meeting, the chairperson must be a Board Member elected by the other Board Members present.

34.3 No business may be conducted at a General Meeting unless a quorum is present. The quorum for a General Meeting is at least:

- (a) 10% of Netball Members (who may be represented by a parent or guardian); and
 - (b) 10% of Football Members (who may be represented by a parent or guardian).
- 34.4 Notice of each General Meeting must be given to each member at least 21 days before the date of the meeting. The notice must state the date, time and place of the meeting and
- (a) indicate the general nature of each item of business to be considered at the meeting; and
 - (b) if a Special Resolution is to be proposed;
 - (i) state in full the proposed resolution; and



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- (ii) state the intention to propose the resolution as a Special Resolution.

35. VOTING AT GENERAL MEETINGS

35.1 On any question arising at a General Meeting:

- (a) each member who is entitled to vote on such question has one vote;
- (b) members must vote personally (no proxy voting allowed); and
- (c) except in the case of a Special Resolution, the question must be decided on a majority of votes.

35.2 If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

36. DETERMINING WHETHER THE RESOLUTION CARRIED

36.1 Subject to Rule 36.2, the chairperson of a General Meeting may, on the basis of a show of hands, declare that a resolution has been:

- (a) carried;
- (b) carried unanimously;
- (c) carried by a particular majority; or
- (d) lost

and an entry to the effect in the minutes of the meeting is conclusive proof of that fact.

36.2 If a poll is demanded by 3 or more members on any question, the poll must be taken at the meeting in the manner determined by the chairperson and the chairperson must declare the result of the resolution on the basis of the poll.

37. MINUTES OF GENERAL MEETINGS

37.1 The Board of Management must ensure that minutes are taken and kept of each General Meeting.

37.2 The minutes must:

- (a) record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote;
- (b) include the financial statement submitted to the members and;
- (c) any audited accounts or auditor's reports or report of a review accompanying the financial statements that are required under the Act.



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38. ELECTION OF BOARD MEMBERS

38.1 A member is eligible to be elected or appointed as a Board Member if the member:

- (a) is 18 years or over;
- (b) resides in Australia;
- (c) is entitled to vote at a General Meeting.

38.2 The chairperson of the Annual General Meeting must declare all positions on the Board of Management vacant and hold elections for those positions in accordance with this Rule 28.

38.3 Prior to the election of each position, the chairperson of the Annual General Meeting must call for nominations to fill that position at least 21 days before the date of the Annual General Meeting,

38.4 An eligible member may:

- (a) nominate himself or herself; or
- (b) with the member's consent, be nominated by another member.

38.5 Nominations must be received by the Secretary no less than 7 days before the date of the Annual General Meeting.

38.6 A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

38.7 If only one member is nominated for each position, the chairperson must declare the member elected to the position.

38.8 If more than one member is nominated, a ballot must be held in accordance with this Rule 28.

38.9 If a ballot is required, the ballot must be conducted as follows:

- (a) the chairperson of the meeting must appoint a returning officer to conduct the ballot. The returning officer must not be a member nominated by the position.
- (b) the election must be by secret ballot;
- (c) the voter must write on the ballot paper the name of the candidate(s) for whom they wish to vote;
- (d) each formal ballot paper on which the name of a candidate has been written counts as one vote for that candidate;
- (e) the returning officer must declare elected the candidate(s) who received the most votes.



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39. TERM OF OFFICE

39.1 Subject to Rules 39.3 and 40, a Board Member holds office until the positions of the Board of Management are declared vacant at the next Annual General Meeting, except for the following positions which are held for 2 years:

- (a) the President of the Football Executive;
- (b) the President of the Netball Executive;
- (c) one other Committee Member of the Football Executive; and
- (d) one other Committee Member of the Netball Executive.

39.2 A Board Member may be re-elected.

39.3 A General Meeting of the Association may:

- (a) by Special Resolution remove a Board Member from office; and
- (b) elect an eligible member of the Association to fill the vacant position in accordance with these Rules.

40. VACANCIES OF OFFICE

40.1 A Board Member may resign from the Board of Management by written notice addressed to the Board of Management.

40.2 A person ceases to be a Board Member if he or she:

- (a) ceases to be a member of the Association;
- (b) fails to attend 3 consecutive Board Meetings without leave of absence;
- (c) ceases to resident in Australia; or
- (d) otherwise ceases to be a Board Member by operation of section 78 of the Act.

40.3 The Board of Management may appoint an eligible member of the Association to fill a position on the Board of Management that:

- (a) has become vacant because of Rule 40; or
- (b) is not filled by election at the last Annual General Meeting.

40.4 If the position of Secretary becomes vacant, the Board of Management must appoint a member to the position within 14 days after the vacancy arises.



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41. BOARD MEETINGS

41.1 Board Meetings must be held at least quarterly in each year at the dates, times and places determined by the Board of Management.

41.2 Special Board Meetings may be convened by the Chairperson or by any 4 Board Members.

41.3 No business may be conducted at a Board Meeting unless a quorum is present. The quorum for Board Meetings is 4 Board Members, 2 of which must be Committee Members on the Football Executive and 2 of which must be Committee Members on the Netball Executive.

41.4 The chairperson for General Meetings is determined by the President under rule 25.2.

41.5 If the chairperson appointed under rule 25.2 is absent from a Board Meeting, the chairperson must be a Board Member elected by the other Board Members present.

41.6 The procedure to be followed at a Board Meeting and the order of business may be determined by the Board Members present at the meeting.

41.7 Notice of each Board Meeting must be given to each Board Member no later than 7 days before the date of the meeting. The notice must state the date, time and place of the meeting.

42. COMMITTEE MEETINGS

42.1 The quorum for a Committee Meeting is 7 Committee Members, of which at least 3 must be members of the Games Executive.

42.2 The chairperson of the Committee Meeting must be a Committee Member elected by the other Committee Members present.

42.3 Committee Meetings must be held monthly, except in the month of January.

43. VOTING AT BOARD MEETINGS

43.1 On any question arising at a Board Meeting, each Board Member present at the meeting has one vote.

43.2 A motion is carried if a majority of Board Members present at the meeting vote in favour of the motion.

43.3 Voting by proxy is not permitted.

44. VOTING AT COMMITTEE MEETINGS

44.1 On any question arising at a Committee Meeting, each Committee Member present at the meeting has one vote.



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44.2 A motion is carried if a majority of Committee Members present at the meeting vote in favour of the motion.

44.3 Voting by proxy is not permitted.

45. CONFLICT OF INTEREST

45.1 A Board Member who has a material personal interest in a matter being considered at a Board Meeting must disclose the nature and extent of that interest to the Board of Management.

45.2 The Board Member:

- (a) must not be present while the matter is being considered at the meeting; and
- (b) must not vote on the matter.

45.3 This Rule does not apply to a material personal interest:

- (a) that exists only because the members belongs to a class of persons for whose benefit the Association is established; or
- (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

46. MINUTES OF BOARD MEETINGS

46.1 The Board of Management must ensure that minutes are taken and kept of each Board Meeting.

46.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote, and any material personal interest under Rule 45.

47. SOURCE OF FUNDS

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Board of Management.

48. MANAGEMENT OF FUNDS

48.1 The Association must open an account(s) with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

48.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the **President of the Football Executive and the President of the Netball Executive, of which cannot be from the same registered family.**

48.3 **The Board of Management delegates the power to manage the financial operations of the Association which exclusively relate to football, to the Football**



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Executives, and that which relates exclusively to netball, to the Netball Executives. Furthermore all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by the Treasurer and one other signatory as nominated by the Executive from the respective affiliate club, of which signatories cannot be from the same registered family.

48.4 All funds of the Association must be deposited into a financial account of the Association no later than 5 working days after receipt.

49. FINANCIAL RECORDS AND STATEMENTS

49.1 The Board of Management and each Committee must keep a separate bank account.

49.2 The Board of Management and each Committee must keep financial records that:

- (a) correctly record and explain its transactions and financial position and performance; and
- (b) Would enable true and fair financial statements to be prepared as required by the Act.

49.3 For each Financial Year, the Board of Management must ensure that the requirements under the Act relating to the financial statements of the Association are met.

50. BY-LAWS

The Board of Management has the power to make by-laws relation to the operations of the Association including a code of conduct.

51. COMMON SEAL

51.1 The Association may have a common seal.

51.2 The common seal must be kept in the custody of the Secretary.

51.3 If the Association has a common seal:

- (a) the name of the Association must appear in legible characters of the common seal; and
- (b) a document may only be sealed with the common seal by the authority of the Board of Management and the sealing must be witnessed by the signature of two Board Members.

52. NOTICES

52.1 Any notice required to be given to a member or an Board Member under these Rules may be given:

- (a) by handing the notice to the member personally; or



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- (b) by sending it by post to the member at the address recorded for the member on the register of members; or
- (c) by email or facsimile transmission if the member has requested that the notice be given to him or her in that manner.

52.2 Any notice required to be given to the Association or the Board of Management may be given:

- (a) by handing the notice to a Board Member; or
- (b) by sending the notice by post to the registered address; or
- (c) if the Board of Management determines that it is appropriate in the circumstance:
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

53. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

53.1 The Secretary must keep in his or her custody, or under his or her control, all books, documents and securities of the Association.

53.2 All financial records, books, securities and any other relevant document of the Association must be made available for inspection free of charge to any member upon request.

53.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

54. LICENCES

54.1 The Association may hold and maintain any licences that the Board of Management deems fit, including but not limited to a liquor licence.

54.2 The Board of Management must ensure the Association does not breach the conditions of any licences.

55. AMALGAMATION

Subject to the Act, the Association shall not amalgamate with any other association unless at a General Meeting at least 80% of members present and entitled to vote, vote in favour of the amalgamation.

56. INTELLECTUAL PROPERTY

56.1 Any intellectual property of the Association (including without limitation its logo and name) remains the property of the Association.



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56.2 The intellectual property referred to in Rule 56.1 must not be used without the written permission of the Association which may be withdrawn at any time.

57. MARKETING AND SPONSORSHIP

The Board of Management must approve:

- a) All requests to sponsor or donate to the association.
- b) All fundraising activities
- c) All promotional material and marketing material prior to its use or dissemination.
- d) All marketing and sponsorship from both affiliate clubs to be conducted under the Narre South Lions Football & Netball Club Incorporation and any marketing materials are to be displayed/promoted as NSLFNC including all apparel.
- e) All monies raised through sponsorship and marketing will be kept by the football or netball organisation that raises that sponsorship monies. If the two attract sponsorship jointly then monies shall be split evenly between the clubs.
- f) Individual affiliate club fundraising initiatives where funds are raised will be allocated to a specific purpose for that game
- g) All apparel designs, colours and tendering

58. WINDING UP AND CANCELLATION

58.1 The Association may be wound up voluntarily by special resolution.

58.2 In the event of winding up or cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

58.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association.

58.4 The body to which the surplus assets are to be given must be decided by Special Resolution of the members.

59. ALTERATION OF RULES

These Rules may only be altered by Special Resolution of a General Meeting of the Association.



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APPENDIX 1 - COMMITTEE NOMINATION FORM

NOMINATED:

I,
(PRINT full name)

a financial member of Narre South Lions Football & Netball Club Inc. hereby nominate

.....
(PRINT full name of nominee)

for the position of

Signed: Date:

SECONDED:

I,
(PRINT full name)

a financial member of Narre South Lions Football & Netball Club Inc. second the nomination.

Signed: Date:

ACCEPTED:

I,
(PRINT full name)

a financial member of Narre South Lions Football & Netball Club Inc. accept the nomination.

Signed by Nominee: Date:

RULES FOR NOMINATION

1. All nominations must have written consent of the nominee, who can nominate themselves.
2. All nominations must be received by the Secretary either electronically or by post at PO BOX 4029, NARRE WARREN SOUTH, VIC 3805 **no later than 10 days prior to the Annual General Meeting date.**
3. Note: all mail should be posted with sufficient time to ensure it arrives at the mail box by the specified times.



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APPENDIX 2 – LIFE MEMBER NOMINATION FORM

NOMINATED:

I,.....
 (PRINT full name)

a financial member of Narre South Lions Football & Netball Club Inc. hereby nominate

.....
 (PRINT full name of nominee)

For Life Membership

Signed: Date:

PLEASE LIST NOMINEES SERVICE TO THE CLUB

| | | |
|--------------|------------|-------|
| YEAR 1 _____ | ROLE _____ | _____ |
| YEAR 2 _____ | ROLE _____ | _____ |
| YEAR 3 _____ | ROLE _____ | _____ |
| YEAR 4 _____ | ROLE _____ | _____ |

GIVE 3 EXAMPLES OF WHY THE NOMINEE IS WORTHY OF THIS RECOGNITION

1. _____

2. _____

