



**Cranbourne Junior Football Club Inc.
Constitution**

Written 2005
Updated October 2011

1. Name

The name of the incorporated association is Cranbourne Junior Football Club Incorporated (in these Rules called "the Association").

2. Definitions

(1) In these Rules, unless the contrary intention appears-

"Committee" means the Committee of management of the Association;

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

"general meeting" means a general meeting of members convened in accordance with rule 11.

"member" means a member of the Association;

"ordinary member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 21;

"Act" means the **Associations Incorporation Act 1981**;

"Regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

(2) in these Rules, a reference to the Business Secretary of an Association is a reference--

- a. if a person holds office under these Rules as Secretary of the Association--to that person; and
- b. in any other case, to the public officer of the Association.

(3) words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Act Interpretation Act 1958 and the Act as in force from time to time.

3. Alteration of the rules

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

Application for Membership

Application for membership shall be as follows:-

- a) Any person who has paid a current registration fee for a child to play football within the Association
- b) Those persons who may be appointed by the Association under Clause 21 (2) (d) of this constitution
- c) Any person who has paid a current subscription fee toward the Association

- d) Any person who has been appointed a Life Member under Clause 35 of these rules

5. Registration Fee and Annual Subscription

The registration fee and annual subscription fee shall be fixed by the Committee and payable as determined by the Committee.

6. Register of Members

The Business Secretary shall keep and maintain a register of members in which shall be entered the full name, address & date of entry of the names of each member; and the register shall be available for inspection by members at the address of the public officer.

7. Ceasing membership

(1) A member of the Association who has paid all moneys due and payable by him/her to the Association may resign from the Association by first giving one month's notice in writing to the Business Secretary of his/hers intention to resign, and upon expiration of that period of notice, the member shall cease to be a member.

(2) Upon the expiration of the notice given under sub- clause (1), the Business Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member

8. Discipline, suspension and expulsion of members

(1) Subject to these Rules, the Committee may by resolution:-

- (a) expel a member from the Association,
- (b) suspend a member from membership of the Association for a specified period; or
- (c) fine that member in accordance with the Regulations, if the Committee is of the opinion that the member:-
 - i. Has refused or neglected to comply with these rules,
 - ii. Has been guilty of conduct unbecoming a member of prejudicial to the interests of the Association

(2) A resolution of the Committee under sub-rule (1):-

- a) does not take effect unless the Committee, at a meeting held not earlier than 14 days, and not later than 28 days after the service on the member of a notice under sub-Clause (3) confirms the resolution in accordance with this clause; and
- b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- c) where the member exercises a right of appeal to the Association confirms the resolution in accordance with this clause.

(3) Where the Committee passes a resolution under sub-clause (1), the Business Secretary shall, as soon as practicable, cause to be served on the member a notice in writing :-

- a) setting out the resolution of the Committee and the grounds on which it is based;
- b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 24 days after service of this notice;
- c) stating the date, place and time of that meeting;
- d) informing the member that he/she may do one or both of the following-
 - i. attend that meeting;

- ii. give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
- iii. Not later than 24 hours before the date of the meeting, lodge with the Business Secretary a notice to the effect that he/she wishes to appeal to the Association in general meeting against the resolution.

(4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:-

- a) shall give the member an opportunity to be heard;
- b) shall give due consideration to any written statement submitted by the member; and
- c) shall by resolution determine whether to confirm or to revoke the resolution.

(5) Where the Business Secretary receives a notice under sub-clause (3), he/she shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the Business Secretary received the notice.

(6) At a general meeting of the Association convened under sub-clause (5)

- a) no business other than the question of the appeal shall be transacted;
- b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- c) the member shall be given an opportunity to be heard; and
- d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(7) If at the general meeting :-

- a) Two thirds of the members vote in person or by proxy, in favour of the confirmation of the resolution, the resolution is confirmed, and;
- b) In any other case, the resolution is revoked.

9. Disputes and mediation

(a) The grievance procedure set out in this rule applies to disputes under these rules between:-

- i. a member and another member; or
- ii. a member *and the* association.

(b) 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.

(c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(d) The mediator must be:-

- i. a person chosen by agreement between the two parties; or

H. in the absence of agreement -

- in the case of a dispute between a member and another member, a person appointed by the Committee of the Association; or

- in the case of a dispute between a member and the Association, a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

- (e) A member of the Association can be a mediator.
- (f) The mediator cannot be a member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation must:-
 - i. give the parties to the mediation process every opportunity to be heard; and
 - ii. allow due consideration by all parties of any written statement submitted by any party; and
 - iii. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.
- (j) 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.

10. Annual general meeting

- (1) The Association shall in each calendar year convene an annual general meeting of its members.
- (2) The annual general meeting shall be held on such date as the Committee determines
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be:-
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect officers of the Association and the ordinary members of the Committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- (6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

11. Special general meeting

- a) All general meetings other than the annual general meeting shall be called special general meetings.
- b) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- c) The Committee shall, on the requisition of members in writing representing not less than 5% of the total number of members, convene a special general meeting of the Association.
- d) All general meetings other than the annual general meeting are special general meetings.

- e) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Business Secretary and may consist of several documents in a like form, and signed by one or more of the members making the requisition.
- f) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Business Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- g) A special general meeting convened by members in pursuance to these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

12. Notice of meeting

- (1) The Business Secretary of the Association, shall at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his/hers address appearing in the register of members, a notice post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Business Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

13. Proceedings at Meetings

- 1) All business that is transacted at a special general meetings and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general shall be deemed to be special business.
- 2) 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 when the meeting is considering that item.
- 3) Fifteen (15) members personally present (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.
- 4) 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 case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson 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 and 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 personally present (being not less than 8) shall be a quorum.

14. Presiding at general meetings

- (1) The President, or in his/her absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President or in his/her absence, the Vice-President are absent from a general meeting, the members present must select one of their number to preside as Chairperson at the meeting.

15. Adjournment of meetings

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at the meeting at which the adjournment took place, other than the unfinished business from the meeting that was adjourned
- (2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting
- (3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment or the business to be transacted at an adjourned meeting.

16. Questions at General Meetings

A question arising at a general meeting of the association 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 the resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

17. Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall 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.

18. 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 shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.

19. Entitlement to Vote

A member is not entitled to vote at a general meeting unless all money due and payable by him/her to the Association have been paid other than the amount of the annual subscription payable in respect of the current financial year

20. Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Business 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 shall be in the form set out in Appendix 2.

21. Committee of Management

(1) The affairs of the Association shall be managed by a Committee of Management constituted as provided in rule 22.

(2) The Committee:-

(a) shall control and manage the business and affairs of the Association;

(b) may, subject to these rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and

(c) subject to these Rules, the Regulations and the Act, 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 Association.

(d) shall have the power to co-opt such persons as it deems essential or desirable at any time.

22. Office holders

(1) The officers of the Association shall be:-

- President;
- Vice-President;
- Grounds & Equipment Manager;
- Treasurer;
- Business Secretary;
- Football Secretary
- Registration Officer;
- Football Operations
- Sponsorship Manager
- Fundraising Manager

(2) The provisions of rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).

(3) Each officer of the Association shall hold his/her office until the annual general meeting next after the date of his/hers election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

(5) The Executive Committee of the Association shall consist of the

- President,
- Vice-President,
- Business Secretary,
- Football Secretary
- Treasurer.
- Football Operations Manager
- Registrar

23. Ordinary members of the Committee

(1) Subject to section 23 of the Act, the Committee shall consist of:-

- (a) The officers of the Association
- (b) Six () ordinary members- each of whom shall be elected at the annual general meeting of the Association in each year

(2) Each ordinary member of the Committee shall, subject to these rules, hold office for a period of one year and shall be eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

24. Election of officers

(1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:-

- a. shall be made in writing, signed by one member of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination: and
- b. shall be delivered to the Business Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) Members nominating for election for positions of office holders under sub clause 22.(5) must have served on general committee for a period of 2 years , current year included, unless voted on by all members of the Executive Committee , on or after the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall elected as in Model Rules.

(5) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

(6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

25. Vacancies

For the purposes of these rules, the office of an officer of the Association, or of an ordinary member of the Committee, becomes vacant if the officer or member:-

- a) ceases to be a member of the Association;
- b) (resigns his/her office by notice in writing given to the Business Secretary.

26. Proceedings & Notice of Committee Meetings

- 1) The Committee shall meet at least 8 times in each year at such place and such times as the Committee may determine, however a period of 12 weeks shall not pass without a meeting being held
- 2) Special meetings of the Committee may be convened by the President or by any 4 members of the Committee.
- 3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 4) Any 8 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 5) No business shall be transacted 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 shall stand adjourned to the same place and at the same hour of the same day of the following week unless the meeting was a special meeting in which case it lapses.
- 6) At meetings of the Committee:-
 - a) the President or in his/hers absence the Vice-President shall preside; or
 - b) if the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members shall preside.
- (7) Questions arising at a meeting of the Committee, or of any sub-Committee appointed by the Committee, shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at that meeting may determine.
- (8) 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, and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote
- (9) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to him/her at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her usual or last known place of abode at least two business days before the date of the meeting.
- (10) Subject to sub-clause (4) the Committee may act notwithstanding any vacancy on the Committee.

27. Duties of the Officers of the Association,

- a) THE PRESIDENT shall preside at all meetings of the Association and have conduct of the overall running of the Association.
- b) THE VICE PRESIDENT shall be in charge of all administrative activity of the Association including internal disputes, canteen assistance, fundraising and committee liaison.
- c) THE GROUNDS & EQUIPMENT MANAGER shall be in charge of all equipment, ground conditions and preparation.

d) THE BUSINESS SECRETARY of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

e) THE FOOTBALL SECRETARY shall assist the business secretary as required, assist the grounds & equipment manager in respect of match day organisation, including supply of jumpers, footballs & other match day equipment and shall be responsible for the provision and sale of any merchandise the committee deems appropriate.

f) THE TREASURER of the Association:-

- (a) Shall collect and receive all monies due to the Association and make all payments authorised by the Association, and
- (b) Shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (c) Shall maintain the books & records in accordance prescribed in appendix 4
- (d) Shall prepare the accounts for the annual audit
- (e) The accounts and books referred to above shall be available for inspection by members

g) THE REGISTRATION OFFICER shall ensure all players have paid the prescribed Registration fee and shall ensure the Registration of such players in the respective leagues.

j) THE FOOTBALL OPERATIONS MANAGER shall organise a sub-committee to appoint coaches and shall be responsible for their ongoing development and ensuring all coaches appointed

k) THE SPONSORSHIP MANAGER shall be responsible for securing sponsors for the club in accordance with the Committee requirements.

l) THE FUNDRAISING MANAGER shall be responsible for organising fundraising activities as approved by the Committee.

28. Executive Committee The Executive Committee shall:-

- a) Have power to deal with urgent matters and other business referred to it by the League, Association or Committee.
- b) Have full power to determine and settle all domestic disputes
- c) Give rulings and/or interpretations not otherwise provided for in the rules.
- d) Have power subject to Clauses 7 and 8 to order any member or representative of the Association to appear before it in order to answer any charge or air any grievance which concerns the Association.
- e) Any decision arrived at by the Executive shall stand unless rescinded by a majority at a subsequent Committee Meeting which all Executive decisions made must be reported.

29. Removal of Member of Committee

- a) The Association in general meeting may by resolution remove any member of the Committee before the expiration of his/her term of any office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
- b) If any committee member fails to attend three consecutive meetings the executive committee shall have the power to call that officer before a special committee meeting, in accordance with Rule 25(2) to show cause why their position should not be declared vacant

- c) Where the member to whom a proposed resolution referred to makes representations in writing to the Business Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Business Secretary or the President may send copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

30. Cheques

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and one member of the Executive Committee.

(1) The Common Seal of the Association shall be kept in the custody of the Business Secretary.

(2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall attest by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

32. Custody and inspection of books and records

Except as otherwise provided in these Rules, the Business Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.

33. Funds

The funds of the Association shall be derived from registration fees, annual subscriptions, donations and such other sources as the Committee determines.

The committee shall ensure the books and records recording the transactions of the Association are maintained in accordance with the financial regulations set out in Appendix 4

34. Auditor

a) At every Annual General Meeting of the Association a qualified Auditor shall be appointed to hold the office of Auditor for a period of one year.

b) The auditor must be qualified in accordance with the act

c) The Auditor shall examine the accounts of the Association at least once after the end of the financial year and shall also certify as to the correctness of all financial statements to be submitted to the Annual General Meeting.

d) The Auditor shall report any material breaches of Financial Guidelines specified in Appendix 4

e) Any casual vacancy occurring in the office of Auditor shall be filled by the Board until the next Annual General Meeting

35. Life Members

a) The Association shall have the power to bestow honorary Life Membership on persons who have rendered not less than five years of special service to the Association.

b) Any player who plays 150 games for the Association shall be eligible for nomination

c) Suitable persons shall be nominated by a Committee member who shall lodge a nomination with the Business Secretary or President not less than fourteen days before the Annual General Meeting.. The nomination shall include a memorandum showing cause why the person nominated meets the requirements of Rule 35(a), or 34(b)

d) A majority of those members present at the Annual General Meeting shall be sufficient to elect such nominee to Life Membership.

- e) Life Membership can only be revoked in accordance with the requirements of Rule 8

36. Delegates

The Committee shall ensure at least two officers, one of whom shall be a member of the executive represent the association as delegates with each body affiliated with under the Statement of Purposes.

37. Coaches

- a) Coaches for each term will be selected in the manner the Committee decides from applications on the prescribed forms.
- b) All Coaching vacancies will be advertised each year.
- c) Coaching positions will be honorary and will be for one season only.
- d) Any coaching position becoming vacant during the course of a season may be temporarily filled by the Executive until the Committee selects an alternative coach for the position.

38. Captains

Each team shall have a Captain and Vice- Captain who shall be selected in the manner prescribed by each team's coach.

39. Team Officials

- a) A Team Manager shall be appointed for each team. He/she shall be responsible for the weekly team sheets, the results, the well-being of the team, refreshments, the weekly appointments of necessary officials such as time-keepers etc., and shall escort (or cause some other person to escort) the Umpire from the ground at half-time and full-time of every game, shall attend at the Umpires Room after every game to ascertain if any persons have been reported and shall attend to any other directions, properly given by the Committee.
- b) A Trainer shall be appointed for each team, he/she shall be responsible for the preparation of the team and the treatment of injuries during and after every game and practice. Where possible the Committee shall ensure that all Trainers have a satisfactory knowledge of First Aid, and meet the accreditation requirements of league which the team is affiliated
- c) The Committee shall ensure that officials are appointed for each home game to prepare the ground, the clubrooms and the canteen.
- d) The colours of the Association shall be Blue and Gold.

40. Crowd control

- a) All team officials and Committee men/women shall assist to ensure that Spectators at home games are orderly and well behaved.
- b) Any persons found acting in an undesirable manner shall be requested to cease or leave the ground. All such instances shall be referred to the Executive Committee in writing who shall consider whether further action is required in accordance with Rule
- c) In the case of any other supporter to report the matter to the Executive of that Association or Association.

41. Injuries

- a) The Association shall be under no liability whatsoever to any player for any injury which may be suffered by him/her in the course of play or practice.
- b) Notwithstanding any part of paragraph (a) of this Clause any player who suffers any injury in the course of play or practice shall report same to his/her trainer or (in the event of his/hers trainer being unavailable) to his/her team manager, who shall decide the treatment.

- c) Any out-of- pocket expenses incurred may be , at the discretion of the Executive be paid by the Association, and the Association shall accept the decision of the trainer or team manager as sufficient proof that the expense relates to an injury received under paragraph(b) of this Section.

42. Trophies

All sides playing social matches will receive medallions, to all players, all registered sides playing matches for premiership points will receive 6 trophies, and all Grand Finalists will receive a printed flag.

Trophies shall include a Best & fairest Trophy and a Runner -up Best & Fairest Trophy these trophies shall be determined a voting system to be set and publicised to members prior to the commencement of each football system. All other trophies shall, subject to the approval of the Executive Committee be determined by the coach and Team Manager of each team.

43. Winding up or Cancellation

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF
(NAME OF THE ASSOCIATION)**

I of desire to become a
(name and occupation) (address)

member of
(name of Association)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature of Applicant _____

Date _____

I a member of the Association,
(name)

nominate the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Proposer

Date _____

I a member of the Association, second
(name)

the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Secunder

Date: _____

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF
ASSOCIATION CONVENED UNDER RULE 7(7)**

I.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the
meeting of the Association convened under rule 7(7), to be held on-

(date of meeting).....

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution
(insert details of resolution passed under rule 7(1)).

Signed:.....

Date:.....

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* general meeting of the Association to be held on

.....
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

Signed..... Date.....

* Delete if not applicable

APPENDIX 4 FINANCIAL REGULATIONS

1. OBJECT

These regulations set down the financial regulations and responsibilities of the Committee and the Association.

2. RESPONSIBILITY

Every member of the Committee is required to ensure that these Financial Regulations of the Association are followed.

Failure adhere to these Financial Regulations may render the association in breach of its Constitution and/or the requirements of the Act.

3. ACCOUNTABILITY

The Committee is accountable and responsible to these members. A Financial Report must be provided to its members at the Association's Annual Meeting.

It is the duty of the Treasurer to keep proper records of account of all transactions. However, the responsibility for correct financial administration and accountability rests equally with all members of the Committee. The Committee must review the accounts for payment and the general financial operations at each meeting.

4. FINANCIAL REPORTS

Reports to the Committee:-

Statement of income and expenditure for each period.

Statement of the financial position as at each date to which the income and expenditure statement is made up.

Details of all bank accounts, supported by a reconciliation of the Bank Statements.

Details of all accounts for payment received, for approval by the meeting.

5. BOOKS OF ACCOUNT

Proper records of account must be kept to ensure that the funds are correctly and properly administered and accounted for.

A budget shall be established at the beginning of each financial year detailing the estimated income and expenditure for the ensuing year.

Books of account kept by the Treasurer must include:-

Receipt Books

Receipts and Payments Cash Record

Vouchers for Disbursements

Bank Reconciliations

Register of Assets and Liabilities

Register of Investments

Special records are appropriate for canteen, some special fund raising activities, etc.

6. RECEIPTS AND PAYMENTS

6.1 Receipts

All monies received, except nominated individual routine transactions such as gate entries and canteen sales, must be recorded by the issue of a numbered receipt, with a duplicate retained.

All cash monies received shall be reconciled, counted & signed off by two members of the committee one of whom shall be a member of the executive committee.

The receipt should be written and issued at the time of the transaction.

All monies received should be banked intact. Under no circumstances should cash payments be made by deduction from monies received.

All monies received must be banked promptly, preferably, on the next working day of banking, and should always be banked within five working days.

A banking sheet should be kept for each banking reconciling the banking to receipt numbers issued.

6. 2 Payments

Documentary evidence in the form of invoices, statements, and receipts must be obtained and retained for all disbursements made.

As far as practicable, all payments should be made by cheque drawn on the Associations bank account.

Where necessary and unavoidable, a petty cash advance may be used for small payments of less than \$40.00, but disbursements from petty cash must also be supported by vouchers, invoices, statements and/or receipts.

All payments must be approved by a meeting of the Committee. .

6. 3 Cheques

All Bank accounts should have at least three signatories, of who two must be required to sign each cheque.

All cheques drawn must be crossed and made not negotiable. Signatories must not on any account sign cheques, which are not crossed and made out with the name of the payee and the amount.

6. 4 Bank Statements and Reconciliations

Bank Statements should be obtained on a regular basis, preferably monthly, and reconciled to the cash receipts and payments journal. Similarly the petty cash account should be reconciled regularly.

Reconciliations should be retained and kept with the bank statements.

These reconciliations should form part of the Treasurer's report to the Committee meetings and be incorporated into the minutes.

Investment reconciliations should also be made in a similar manner.

7. REGISTER OF ASSETS

The association possesses some durable assets such as sports equipment, stock of sporting material, canteen equipment, and other equipment, which must be scheduled in this Register. The register assists in the preparation of financial statements and also of insurance schedules.

A copy of the register of assets should be presented at each annual general meeting and a physical stocktake should be undertaken annually.

\$. REGISTER OF INVESTMENTS

This register should contain the following information:

- (a) Name and address of where investment is lodged;
- (b) Amount invested;
- (c) Details of investment - interest rate, date invested and maturity date. Evidence of the investments (receipts etc.) needs also to be retained.

9. INSURANCE OF ASSETS

The Committee must arrange suitable and adequate insurance cover for all equipment, which is the property of the Association.

11. AUDITING OF THE ACCOUNTS

The members must each year appoint an independent auditor to audit all the accounts and financial transactions for the financial year.

The auditor should be appointed by the members and not by the Committee, as it is the members to whom the auditor must report.

The auditor must be qualified in accordance with the requirements of the Act.

Copies of the Auditor's report must be made available to members. The auditor should be provided with: -

A copy of these Financial Regulations.

All journals and records of account.

Evidence of approval of all payments.

All Bank Statements and/or Passbooks and Investment Register. Cheque Book(s).

Receipt Book(s).

All vouchers, invoices, statements, and receipts

Evidence of assets and insurance.

Details of amounts due to creditors, and owed by debtors. Reconciliation of registration details.