

AK STRIKERS INC

CONSTITUTION

CONTENTS

1. NAME
2. OBJECTS
3. POWERS OF THE CLUB
4. NOT FOR PROFIT
5. BECOMING A MEMBER
6. LIABILITY AND ENTITLEMENTS OF MEMBERS
7. CEASING TO BE A MEMBER
8. MEMBERSHIP REGISTER
9. MEMERSHIP FEES
10. POWERS AND COMPOSITION OF THE COMMITTEE
11. ROLE AND RESPONSIBILTIES OF COMMITTEE MEMBERS
12. APPOINTING COMMITTEE MEMBERS
13. CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE
14. COMMITTEE MEETINGS
15. SUB- COMMITTEES AND DELEGATION
16. GENERAL MEETINGS
17. SPECIAL GENERAL MEETINGS
18. MAKING DECISIONS AT GENERAL MEETINGS
19. MINUTES OF MEETINGS
20. FUNDS AND ACCOUNTS
21. FINANCIAL YEAR OF THE CLUB
22. ANNUAL GENERAL MEETINGS
23. THE CLUBS BOOKS AND RECORDS
24. RESOLVING DISPUTES
25. CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY
26. CRITERIA FOR LIFE MEMBERSHIP
27. RULES OF THE CLUB

1.0 NAME

The name of the club is AK Strikers Inc. Hereinafter referred to as the "CLUB".

2.0 OBJECTS

- a) i. To promote sports in Armadale, Kelmscott and surrounding areas in particular and in the Perth metropolitan area in general.
- ii. To promote sport in other parts of Western Australia as a secondary consideration to 2.0 a
- iii. To obtain sponsorship for the CLUB, excluding from cigarette and liquor companies.

3.0 POWERS OF THE CLUB

- 3.1 Subject to the Act, the CLUB may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner.

4.0 NOT FOR PROFIT

The property and income of the CLUB must be applied solely towards promoting the objects or purpose of the CLUB and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any Member, except in good faith in promoting those objects or purposes.

5.0 BECOMING A MEMBER

5.1 MINIMUM NUMBER OF MEMBERS

The CLUB must have at least six members with full voting rights.

5.2 QUALIFICATION FOR MEMBERSHIP

- a) Any person who wishes to further the interests and purposes of the CLUB is eligible to apply for membership,
- b) The CLUB must comply with all legal regulatory obligations that apply to the CLUB when assessing eligibility of an applicant for membership; and
- c) A person under the age of 18 years is not to belong to a class of membership that confers voting rights.

5.3 APPLYING FOR MEMBERSHIP

- a) A person who wants to become a member must:
 - I. Apply in writing
 - II. Be nominated for membership by a Member
 - III. All application forms must be signed by the applicant and the nominee.
 - IV. The applicant must specify the applicable class of membership.

5.4 DECIDING MEMBERSHIP APPLICATION

- a) The Committee will consider and decide whether to accept or reject any membership application.
- b) When considering a membership application, the Committee may seek clarification of any matter or further information in support of the application, and may delay its decision to allow for that material to be provided.
- c) As soon as practicable after the Committee has made a decision, the applicant must be notified in writing of the outcome of their membership application but is not obliged to provide reasons for the decision.

5.5 BECOMING A MEMBER

- a) An Applicant becomes a member if:
 - I. The Applicant is eligible for membership under rule 5.2;
 - II. The Applicant applies in writing to the CLUB under rule 5.3;

- III. The Committee approves the Applicant's application for membership; and
- IV. The Applicant immediately becomes a Member and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all the obligations of Membership under these Rules, when rule 5.5(a) has been fulfilled.
- V. Any changes to members details is the members responsibility to notify the secretary and/or the registrar in writing. This applies to all memberships types, including life members and patrons.

5.6 RECORDING MEMBERSHIP

The Registrar must enter a person's name in the Register within 28 days after the person becomes a Member.

6 LIABILITY AND ENTITLEMENTS OF MEMBERS

6.1 CLASSES OF MEMBERSHIP

- a) The membership of the CLUB consists of
 - I. Ordinary Members
 - a) Any person over the age of 18 who is a financial Member of the CLUB is entitled to hold an official position and enjoy the privileges of the CLUB. Upon the acceptance of a person under 18 to play in a CLUB competition or in a CLUB team in another competition, a parent/legal guardian shall hold the Ordinary Membership for that Member and must have their details on an official CLUB registration form.
 - b) Each ordinary member of the CLUB has one vote at General meeting of the CLUB
 - II. Associate Members
- b) A Member under the age of 18 years cannot be an Ordinary Member, but may be an associate Member.

- c) An associate Member has no right to vote, but has all other rights provided to a Member under the Rules and other rights and benefits as determined by the Committee or by resolution of Members at a General Meeting.

III. Patron

The CLUB may at its discretion, elect a Patron/s or Vice Patron/s of the CLUB for such a period as may be deemed necessary. Such Patrons or Vice Patrons shall not be eligible to vote unless they are current members of the CLUB under another category of membership.

6.2 Life Membership

Refer to Rule 26 Criteria For Life Membership.

6.3 Liability of Members

- a) A Member is only liable for their outstanding membership fees payable under the Rules
- b) Subject to rule 6.3(a), a Member is not liable, by reason of the person's Membership, for the liabilities of the CLUB or the cost of winding up the CLUB.

6.4 Payment to Members

- a) Subject to Rule 6.4(b), no portion of the income or property of the CLUB may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members
- b) Rule 6.4(a) does not prevent:
 - (I) The payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to the CLUB or for goods supplied in the ordinary and usual course of business.
 - (II) The payment of reasonable and proper rent by the CLUB to a Member for premises leased by the Member to the CLUB; or

- (III) The reimbursement of expenses incurred by any Member or any Committee Member on behalf of the CLUB.

6.5 Membership Entitlements Not Transferable

A right, privilege or obligation that a person has because he or she is a Member of the CLUB:

- a) Is not capable of being transferred to any other person; and
- b) Ends when the person's membership ceases.

7 CEASING TO BE A MEMBER

7.1 Ending membership

- a) A persons membership ends, if the person
 - (I) Dies
 - (II) Ceases to be a Member under the Rules
 - (III) Resigns as a Member under rule 7.2;or
 - (IV) Is expelled from the Club under rule 7.3
- b) For a period of one year after a person's membership ends, the Secretary must keep a record of:
 - (I) The date on which a person ceases to be a Member under rule 7.1(a);
 - (II) The reason why the person ceases to be a Member.

7.2 Resigning as a Member

- a) A Member, who has paid all amounts payable by the Member to the CLUB in respect of their membership, may resign from membership by giving written notice of their resignation to the Secretary.
- b) The Member resigns:
 - (I) At the time the Secretary receives the notice; or
 - (II) If a later time is stated in the notice; at that time.
- c) Any Member who resigns from the CLUB remains liable to pay to the CLUB any outstanding fees which may be recovered as a debt due to the CLUB by the Member.

7.3 Suspending or Expelling Members

- a) The Committee may , by resolution , suspend or expel a Member from membership if:
 - (I) The Member refuses or neglects to comply with these Rules; or
 - (II) The Member's conduct or behaviour is detrimental to the interests of the CLUB.
- b) The Committee must hold a Committee Meeting to decide whether to suspend or expel a Member.
- c) The Secretary must, not less than 28 days before the Committee Meeting referred to in rule 7.3(b), give written notice to the Member:
 - (I) Of the proposed suspension or expulsion and the grounds on which it is based.
 - (II) Of the date, place and time of the Committee Meeting; and
 - (III) That the Member, or the Members representative, may address the Committee at the meeting and will be given a full and fair opportunity to state the Members case orally, or in writing or both.
- d) At the Committee Meeting referred to in rule 7.3(b) the Committee must:
 - (I) Give the Member, or Members representative, a full and fair opportunity to state the Members case orally;
 - (II) Give due consideration to any written statement submitted by the Member; and
 - (III) Determine whether the Member should be:
 - A. Expelled from the CLUB; or
 - B. Suspended from membership, and if so, the period that the Member should be suspended from membership.
- e) Once the Committee has decided to suspend or expel a Member under rule 7.3(d), the Member is immediately suspended or expelled from membership.
- f) The Secretary must inform the Member in writing of the decision of the Committee and the reasons for the decision, within 7 days of the Committee Meeting referred to in rule 7.3(d)

7.4 Right of Appeal against Suspension or Expulsion.

- a) If a Member is suspended or expelled under rule 7.3, the person may appeal the Committee's decision by giving written notice to the Secretary within 14 days of receiving notice of the Committee's decision under rule 7.3(f) requesting the appointment of a mediator.

7.5 Reinstatement of a Member

If the Committee's decision to suspend or expel a Member is revoked under these rules, any act performed by the Committee or Members in General Meeting during the period that the Member was suspended or expelled from Membership under rule 7.3(e), is deemed to be valid, notwithstanding the Members inability to exercise their rights or privileges of Membership, including voting rights, during that period.

7.6 When a Member is suspended

- a) If a Member's membership is suspended under rule 7.3(e), the Registrar must record in the Register:
 - I. The name of the Member that has been suspended from membership;
 - II. The date on which the suspension takes effect; and
 - III. The length of the suspension as determined by the Committee under 7.3(d) (iii).
- b) A Member that has been suspended under rule 7.3(e) cannot exercise any rights or privileges of Membership, including voting rights, during the period they are suspended from Membership.
- c) Upon the expiry of the period of a Member's suspension, the Registrar must record in the Register that the Member is no longer suspended.

8 MEMBERSHIP REGISTER

8.1 Register of Members

- a) The Registrar or a person authorised by the Committee, must maintain a register of Members and make sure that the Register is up to date.
- b) The Register must contain:
 - I. The full name of each member
 - II. A contact postal, residential or e-mail address of each Member; and
 - III. The class of Membership held by the Member;
 - IV. The date which the person became a member
- c) Any change in Membership of the CLUB must be recorded in the Register within 28 days after the change occurs.
- d) The Register must be kept and maintained at the Registrars place of residence, or such other place as the Committee decides.

8.2 Inspecting the Register

- a) Any Member is able to inspect the Register, pertaining to rule 8.1 (b), free of charge, at such time and place as is mutually convenient to the CLUB and the Member.
- b) A Member must contact the Registrar to request to inspect the Register.
- c) A Member may make a copy of details from the Register but has no right to remove the Register for that purpose.

8.3 Copy of the Register

- a) A Member may make a request in writing for a copy of the Register.
- b) The Committee may require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of the CLUB.
- c) The CLUB may charge a reasonable fee to the Member for providing a copy of the Register, the amount to be determined by the Committee from time to time.

8.4 When Using the Information in the Register is Prohibited

A Member must not use or disclose the information on the Register:

- a) To gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);

- b) To contact, send material to the CLUB or a Member for the purpose of advertising for political, religious, charitable or commercial purposes unless the use of the information is approved by the Committee, or
- c) For any other purpose unless the purpose;
 - I. Is directly connected with the affairs of the CLUB
 - II. Relates to the provision of information to the Commissioner in accordance with the ACT (Associations Incorporations Act 2015).

9 MEMBERSHIP FEES

9.1 Entrance Fees

- a) The Committee may from time to time determine the amount of the entrance fee, if any, to be paid by each Member or each class of Member.

9.2 Membership Fees

- a) The Committee may from time to time determine the amount of the annual fee, if any, to be paid by each Member or each class of Members.
- b) Each Member must pay the membership fee determined under rule 9.2(a) to the Treasurer, or a person authorised by the Committee to receive payments, as and when decided by the Committee.
- c) If a Member pays the membership fee by the 4th playing date of the competition in which the Member is registered, subject only to any alternative arrangements entered into, agreed to by the club in writing, the Member retains all the rights and privileges of a Member for the purpose of these Rules during that time, including the right to vote.
- d) Subject to rule 9.2(e), if a person fails to pay the Membership fee within 3 months after the due date, the person ceases to be a Member.
- e) If a person ceases to be a Member under rule 9.2(d), and subsequently pays to the CLUB all the Members outstanding fees, the Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding fees are paid, including the right to vote.

10 POWERS AND COMPOSITION OF THE COMMITTEE

10.1 Powers of the Committee

- a) The governing body of the CLUB is to be called the Committee and it has authority to control and manage the affairs of the CLUB.
- b) Subject to the ACT, these Rules and any by- law or lawful resolution passed by the CLUB in General Meeting, the Committee ;
 - I. May exercise all powers and 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; and
 - II. Has the power to perform all acts and do all things as appear to the Committee to be necessary or desirable for the proper management of business and affairs of the CLUB

10.2 Committee Members

- a) The Committee is to consist of:
 - I. The Office holders of the CLUB; and
 - II. Not less than one other Member.
- b) The maximum number of other Members of the Committee is to be determined by the Committee.

- c) The office holders are:
 - I. President
 - II. Vice President
 - III. Secretary
 - IV. Treasurer
 - V. Registrar
 - VI. Property officer
 - VII. Publicity officer
 - VIII. Funding Officer
 - IX. General Committee the maximum number to be determined by the Committee.

The first 5 positions shall constitute the Executive Committee.

- d) A Committee Member must be
 - I. Over 18 years in age; and
 - II. A Member

- e) No person shall be entitled to hold more than one of the positions set out in rule 10.2 (c) at any time.
- f) No person shall be entitled to hold a position on the Committee if the person has been convicted of, or imprisoned in the previous 5 years for:
 - I. An indictable offence in relation to the promotion, formation or management of a body corporate;
 - II. An offence involving fraud or dishonesty punishable by imprisonment for a period of not less than 3 months; or
 - III. An offence under Part 4 Division 3 or section 127 of the Act;
Unless the person has obtained consent from the Commissioner.
- g) No person shall be entitled to hold a position on the Committee if the person is, according to the *Interpretation Act* section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- h) No two people in the same household may hold an executive committee position at the same time.

11 ROLE AND REPOSIBILITIES OF COMMITTEE MEMBERS

11.1 Obligations of the Committee

- a) The Committee must take all reasonable steps to ensure the CLUB complies with its obligations under the Act and these Rules'

11.2 Responsibilities of Committee Members

- a) A Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- b) A Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interest of the CLUB and for a proper purpose.

- c) A Committee member or former Committee Member must not improperly use information obtained because he or she is a Committee Member to:
 - I. Gain an advantage for himself or herself or another person
 - II. Cause detriment to the CLUB
- d) A Committee Member or former Committee Member must not improperly use his or her position to:
 - I. Gain an advantage for himself or herself or another person; or
 - II. Cause detriment to the CLUB
- e) A Committee Member having any material personal interest in a matter being considered at a Committee Meeting must:
 - I. As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
 - II. Disclose the nature and extent of the interest at the next General Meeting of the CLUB; and
 - III. Not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- f) Rule 11.2(e) does not apply in respect of a material personal interest that:
 - I. Exists only because the Committee Member belongs to a class of persons for whose benefit the CLUB is established; or
 - II. The Committee Member has in common with all, or a substantial proportion of, the Members of the CLUB.
- g) The Secretary must record every disclosure made by a Committee Member under rule 11.2 (e) in the minutes of the Committee Meeting at which the disclosure is made.
- h) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the CLUB unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.

11.3 President

- a) Must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting.
- b) Maintain the impartiality of the chair
- c) May convene special meetings of the Committee
- d) May preside over Committee Meetings
- e) May preside over General Meetings
- f) Must ensure that the minutes of a General Meeting or a Committee Meeting are reviewed and signed as correct.

11.4 Vice President

The Vice President shall:

- a) In the absence of the President preside over Committee Meetings or General Meetings with full powers of the President.
- b) Maintain security confidentiality over all CLUB records held
- c) Hand back to the CLUB all records pertaining to the CLUB on cessation of the position held.

11.5 Secretary

The Secretary must:

- a) Co-ordinate correspondence to the CLUB;
- b) Consult with the President about all business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and the business to be conducted at each meeting;
- c) Keep and maintain in an up to date condition the rules of the CLUB as required by the Rules and any by-laws of the CLUB.
- d) Maintain the record of office holders of the CLUB, referred to in rule 11.6.

- e) Ensure the safe custody of the Books (with exception of the Accounting Records) of the CLUB.
- f) Keep full and correct minutes of Committee Meetings and General Meetings; and
- g) Perform any other duties as are imposed by these Rules or the Club on the Secretary.

11.6 Treasurer

The Treasurer must:

- a) Ensure all moneys payable to the CLUB are collected and that receipts are issued for those monies in the name of the CLUB.
- b) Ensure the payment of all moneys referred to in rule 11.5(a) into the account or accounts of the CLUB as the Committee may from time to time direct.
- c) Ensure timely payments from the funds of the CLUB with the authority of a General Meeting or of the Committee.
- d) Ensure that the CLUB complies with the account keeping requirements in Part 5 of the Act.
- e) Ensure the safe custody of the Financial Records of the CLUB and any other relevant records of the CLUB.
- f) Coordinate the preparation of the Financial Statements of the CLUB prior to their submission to the annual general meeting of the CLUB
- g) Assist the reviewer or auditor (if any) in performing their function; and
- h) Perform any other duties as are imposed by these Rules or the CLUB on the Treasurer.

11.7 Registrar

- (a) The Registrar or a person authorised by the Committee from time to time must maintain a record of office holders.
- (b) The record of office holders must include:
 - I. The full name of each office holder

- II. The office held and the dates of appointment and (if applicable) cessation of the appointment; and
 - III. A current contact postal, residential or email address of each office holder.
- (c) The record of office holders must be kept and maintained at the Registrars place of residence, or at such other place as the Committee decides.

11.8 Inspecting the Record of Office Holders

- a) Any member is able to inspect the record of office holders free of charge, at such time and place as is mutually convenient to the CLUB and the Member
- b) The Member may make a copy of details from the record of office holders but has no right to remove the record for that purpose.

12 APPOINTING COMMITTEE MEMBER

12.1 Appointment of the Committee

Committee Members are appointed to the Committee by:

- a) Election at an AGM; or
- b) Appointment to fill a casual vacancy.

12.2 Nominating for Membership of the Committee

- a) A Member who wishes to be a Committee Member must be nominated by one other Member as a candidate for election.
- b) Nominations for election to the Committee shall close at least 28 days before the AGM.

- c) The Secretary must send a notice calling for nominations for the election to the Committee and specifying the date for the close of nominations to all Members at least 14 days before the close of the nominations.
- d) The nomination for each election must be
 - I. In writing; and
 - II. Delivered to an executive committee member on or before the date for the close of nominations.
- e) A Member may only nominate for one position on the Committee prior to the AGM.
- f) If a nomination for election to the Committee is not made in accordance with Rules 12.2(a)-(e) the nomination is deemed to be invalid and the Member will not be eligible for election unless rule 12.3(c) takes effect.

12.3 Electing Committee Members

- a) If the number of valid nominations received under rule 12.2 is equal to the number of vacancies to be filled for the relevant positions on the Committee, the Member nominated shall be deemed to be elected at the AGM.
- b) If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Committee, elections for the positions must be conducted at the AGM.
- c) If there are not enough valid nominations to fill the number of vacancies for the relevant positions on the Committee, the candidates nominated (if any) shall be deemed to be elected and further nominations may be received from the floor of the AGM.
- d) Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- e) If an insufficient number of nominations are received from the floor for the number of vacancies on the Committee that remain, each relevant position on the Committee is declared

vacant by the person presiding at the AGM and rule 12.4 applies.

- f) The elections for office holders or ordinary Committee Members are to be conducted at the AGM in the manner directed by the Committee.

12.4 Voting in Elections for Membership of the Committee

- a) Each Member present and eligible to vote at the AGM may vote for one candidate for each vacant position on the Committee.
- b) A Member who nominates for election or re-election may vote for himself or herself.

12.5 Term of Office of Committee Members

- a) At each AGM of the CLUB, the appointment of the Committee Members at the AGM will be for a term of one year.
- b) Subject to rule 12.5(a), a Committee Members term will commence on the date of his or her:
 - I. Election at an AGM; or
 - II. Appointment to fill a casual vacancy that arises under rule 13.1(b).
- c) All retiring Committee Members are eligible, on nomination under rule 12.2, for re-election.

13 CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE.

13.1 Vacant Positions on the Committee

- a) A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member;
 - I. Dies;
 - II. Ceases to be a Member;
 - III. Becomes disqualified from holding a position under rule 10.2(f) or(g) as a result of bankruptcy or conviction of a relevant criminal offence;

- IV. Becomes permanently incapacitated by mental or physical health;
- V. Resigns from office under rule 13.2;
- VI. Is removed from office under rule 13.3; or
- VII. Is absent for more than:
 - A. Three consecutive Committee Meetings without a good reason; or
 - B. Three Committee Meetings in the same financial year without tendering an apology to the person presiding at each of those Committee Meetings.

13.2 Resigning from the Committee

- a) A Committee Member may resign from the Committee by giving written notice of resignation to the Secretary, or if the Committee Member is the Secretary to the President.
- b) The Committee Member resigns:
 - I. At the time the notice is received by the Secretary or President under rule 13.2(a); or
 - II. If a later time is stated in the notice, at the later time.

13.3 Removal from the Committee

- a) Subject to rule 13.1(a)(vii), a Committee Member may only be removed from his or her position on the Committee by resolution at a General Meeting of the CLUB if a majority of the Members present and eligible to vote at the meeting vote in favour of removal
- b) The Committee Member who faces removal from the Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Committee.
- c) If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Committee. The interim Committee

must, within 2 months, convene a General Meeting of the CLUB for the purpose of electing a new Committee.

14 **COMMITTEE MEETINGS**

14.1 Meetings of the Committee

- a) The Committee must meet at least three times in each year.
- b) The Committee is to determine the place and time of the Committee Meetings.
- c) Special meetings of the Committee may be convened under rule 14.2 by;
 - I. The President; or
 - II. Any 2 Committee Members.

14.2 Notice of Committee Meetings

- a) The Secretary must give each Committee Member at least 48 hours' notice of each Committee Meeting before the time appointed for holding the Meeting.
- b) Notice of a Committee Meeting must specify the general nature of the business to be transacted at the meeting.
- c) Subject to rule 14.2(d), only the business specified on the notice of the Committee meeting is to be conducted at that meeting.
- d) Urgent business may be conducted at the Committee Meetings if the Committee Members present at the Committee Meeting unanimously agree to treat the business as urgent.

14.3 Chairing at Committee Meetings

- a) The President or, in the Presidents absence, the Vice President is to preside as chairperson of each Committee Meeting.

- b) If the President and the Vice President are absent or unwilling to act, the remaining Committee Members must choose one of their numbers to preside as chairperson at the Committee Meeting.

14.4 Quorum for Committee Meetings

The quorum for AGMs shall be no less than 10 members and for Committee Meetings no less than 5 Members.

- a) If a quorum is not present within 30 minutes after notified commencement time of a meeting;
 - I. In the case of a Special Meeting and an AGM the meeting lapses; or
 - II. The meeting is adjourned to the same time, day and place in the following week.

14.5 Procedure of the Committee Meeting

- a) The quorum for a Committee Meeting is specified in rule 14.4. The Committee cannot conduct business unless a quorum is present.
- b) Committee Meetings may take place;
 - I. Where the Committee Members are physically present together; or
 - II. Where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as they happen in the Committee Meeting and in making decisions, provided that the participation of the Member in the Committee Meeting must be made known to all other Members.
 - III. All Committee Members have the right to attend and vote at Committee Meetings.

- IV. The Secretary or a person authorised by the Committee from time to time must keep minutes of the resolutions and proceedings of all Committee Meetings together with a record of the names of persons present at each meeting.

14.6 Voting at Committee Meetings

- a) Each Committee Member present at a Committee Meeting has a deliberate vote.
- b) A question arising at a Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the chairperson of the meeting as set out in rule 14.3 is entitled to exercise a second or casting vote.
- c) Decisions may be made by a general agreement or a show of hands.
- d) A poll by secret ballot may be used if the Committee prefers to determine a matter in this way and the person presiding over the meeting is to oversee the ballot.

15 SUB COMMITTEES AND DELEGATION

15.1 Appointment of Sub-Committee

- a) The Committee may appoint one or more sub-committees as considered appropriate by the Committee from time to time to assist with the conduct of the CLUB's operations.
- b) Subject to these Rules, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting.

15.2 DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- a) The Committee may delegate, in writing, to any or all of the sub-committees, any authority, power or functions and may cancel any authority, power or functions as the Committee sees fit from time to time
- b) Despite any delegation under this rule, the Committee may continue to exercise all its functions, including any function that has been delegated to a sub-committee and remains responsible for the exercise of those functions at all times.

16. GENERAL MEETINGS

16.1 Procedure for General Meetings

- a) General Meetings may take place:
 - i. Where the Members are physically present together; or
 - ii. Where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as they happen in the Committee Meeting and in making decisions, provided that the participation of the Member in the Committee Meeting must be made known to all other Members

16.2 Notices

- a) A notice or other communication connected with these Rules has no legal effect unless it is in writing and is given as follows:
 - (i) Delivered by hand to the nominated address of the addressee;
 - (ii) Sent by post to the nominated postal address of the addressee; or sent by e-mail or any other method of electronic communication (including facsimile) to the nominated electronic address of the addressee.
- b) The Secretary must give at least:
 - i) 14 days' notice of a General Meeting to each Member, or
 - ii) 21 days' notice of a General Meeting to each Member if a Special Resolution is proposed to be moved at the General Meeting
- c) The notice convening a General Meeting must specify:

- i. The place, date and time of the meeting; and
- ii. The particulars and order of business to be conducted at the meeting.

16.3 Presiding Member

- a) The President or in the Presidents absence the Vice President is to preside as chairperson of each General Meeting.
- b) If the President and the Vice President are both absent and unwilling to act, the remaining Committee Members must choose one of their number to preside as chairperson at the General Meeting.

16.4 Adjournment of General Meetings

- a) The person presiding over a General Meeting, at which a quorum is present, may adjourn the meetings from time to time and place to place with the consent of a majority of Members present at the meeting.
- b) No business is to be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- c) When a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting in accordance rule 16.2(b) as if the General Meeting was a new General Meeting.

17 SPECIAL GENERAL MEETINGS

17.1 Special General Meeting

- a) The Committee may at any time convene a Special General Meeting of the CLUB
- b) The Secretary must convene a Special General Meeting of the CLUB within 28 days after receiving a written request to do so from at least 20 per cent of the total number of Members.

17.2 Request for Special General meeting

A request by the Members for a Special General Meeting must:

- a) State the purpose of the meeting;
- b) Be signed by the required number of Members making the request as specified in rule 16.1(b) and

c) Be lodged with the Secretary.

17.3 Failure to Convene Special General Meeting

- a) If the Secretary fails to convene a Special General Meeting within the 28 days referred to in rule 17.1(b), the Members who made the request; may convene a Special General Meeting within 3 months after the original request was lodged as if the Members were the Committee.
- b) A Special general Meeting must be convened in the same or substantially the same manner as General Meetings are convened by the Committee.

18 MAKING DECISIONS AT GENERAL MEETINGS

18.1 Special Resolutions

- a) A Special resolution must be moved at a General Meeting where notice of the Special Resolution has been given under rule 18.1(c)
- b) A Special Resolution of the CLUB is required to:
 - i. Amend the name of the CLUB
 - ii. Amend the Rules of the CLUB
 - iii. Affiliate the CLUB with another body
 - iv. Transfer the incorporation of the CLUB
 - v. Amalgamate the CLUB with one or more other incorporated associations;
 - vi. Voluntarily wind up the CLUB
 - vii. Cancel incorporation; or
 - viii. Request that a statutory manager be appointed.
- c) Notice of a Special Resolution must:
 - i. Be in writing;
 - ii. Include the place, time and date of the meeting;
 - iii. Include the intention to propose a Special resolution;
 - iv. Set out the wording of the proposed Special Resolution.
- d) If notice is not given in accordance with rule 19.1(c), the Special Resolution will have no effect.
- e) A Special Resolution must be passed at a General Meeting at which there is a quorum and supported by the votes of no less than three-fourths of the

Members present, in person or by proxy, and eligible to cast a vote at the meeting.

18.2 Ordinary Resolutions

Subject to these Rules, a majority of votes will determine an Ordinary Resolution.

18.3 Voting at meetings

- a) Subject to these Rules, each ordinary member has one vote at a general meeting of the CLUB.
- b) A person casts a vote at a meeting either by:
 - i. Voting at a meeting either in person or through the use of technology as under rule 14.5(b)(ii) or
 - ii. By proxy.
- c) In the case of an equality of votes at a general meeting, the chairperson of the meeting is entitled to a second or casting vote.
- d) A member or their proxy is not entitled to vote at any General meeting of the CLUB unless all money due and payable by the member or Proxy to the CLUB has been paid in accordance with the rules.
- e) A Member is only entitled to vote at a general meeting if their name is recorded in the Register as at the date the notice of the General meeting was sent out.

18.4 Proxies

- a) Each member is entitled to appoint in writing, a natural person who is also a Member of the CLUB to be the Members proxy.
- b) Written notice of the proxy must be given to the Secretary 48 hours before the commencement of the meeting in respect of which the proxy is appointed.
- c) No Member may hold more than 5 proxies.

18.5 Manner of Determining Whether Resolution Carried

- a) Unless a poll is demanded, if a question arising at a general meeting of the CLUB is determined by general agreement or a show of hands, a declaration must be made by the chairperson that the resolution has been;
 - i. Carried unanimously
 - ii. Carried by a particular majority; or
 - iii. Lost.
- b) If the declaration relates to a special resolution, then subject to rule 18.1, the declaration should state that a Special resolution has been determined.
- c) The declaration made under rule 18.5(a) must be entered into the minute book of the CLUB.
- d) The entry into the minute book of the CLUB under rule 18.5(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against the resolution.

18.6 Poll at General meetings

- a) At a General Meeting, a Poll on any question may be determined by either:
 - i. The chairperson of the meeting; or
 - ii. At least 3 Members present in person or by proxy.
- b) If a Poll is demanded at a General Meeting, the Poll must be taken:
 - i. Immediately in the case of a Poll which relates to electing a person to preside over the meeting;
 - ii. Immediately in the case of a Poll which relates to adjourning the meeting; or
 - iii. In any other case, in the manner and time before the close of the meeting as the chairperson directs.

19 MINUTES OF MEETINGS

19.1 Minutes of Meetings

- a) The secretary or a person authorised by the Committee from time to time must keep minutes of the resolutions and proceedings of all General

Meetings and Committee Meetings together with a record of names of persons present at each meeting.

- b) The minutes are to be taken and then to be entered within 30 days after the holding of each meeting, into a minute book kept for that purpose.
- c) The chairperson must ensure that the minutes of a General Meeting or Committee Meeting under rule 19.1(a) are reviewed and signed as correct by:
 - i. The chairperson of the General meeting or Committee Meeting to which those minutes relate; or
 - ii. The chairperson of the next succeeding General Meeting or Committee Meeting.
- d) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that:
 - i. The General Meeting or Committee Meeting to which they relate was duly convened and held;
 - ii. All proceedings recorded as having taken place at the General Meeting or Committee Meeting did in fact take place at the meeting; and
 - iii. All appointments or elections purporting to have been made at the meeting have been validly made.
- e) The minutes of General meetings may be inspected by a Member unless the Committee determines that the minutes of Committee meetings generally, or the minutes of a specific Committee Meeting are not available for inspection.

20 FUNDS AND ACCOUNTS

20.1 Control of Funds

- a) The funds of the CLUB must be kept in an account in the name of the CLUB in a financial institution determined by the Committee.
- b) The funds of the CLUB are to be used in pursuance of the objects of the CLUB.
- c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the CLUB must be signed by:

- i. Any two executive Committee Members
- d) All expenditure above the maximum amount set by the Committee from time to time must be approved or ratified at a Committee Meeting.

20.2 Source of CLUB Funds

- a) The funds of the CLUB may be derived from entrance fees and annual membership fees of Members, donations, fund raising activities, grants, interest, and any other source approved by the Committee.
- b) The CLUB must as soon as practicable:
 - i. Deposit all money received by the CLUB, to the credit of the CLUBS bank account, without authorised deduction; and
 - ii. After receiving any money, issue an appropriate receipt.

20.3 Financial Records

- a) The CLUB must keep Financial Records that:
 - i. Correctly record and explain its transactions, financial position and performance; and
 - ii. Enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- b) The CLUB must retain its Financial Records for at least 7 years after the transactions covered by records are completed.

20.4 Financial Statements

- a) For each financial year the Club must ensure that the requirements under Part 5 of the Act are met.
- b) Without limiting sub rule (a), those requirements include:
 - i. The preparation of the Financial Statements
 - ii. If required, the review or auditing of the Financial Statements
 - iii. The presentation of the Financial Statements to the AGM of the CLUB (and if required, a copy of the report of the review or auditors report, whichever is applicable);
 - iv. If required by the regulations made under the Act, the lodgement of the annual return with the Commissioner.

20.5 Review or Audit of Financial Statements

The CLUB must ensure that a review or audit is undertaken of the Financial Statements if:

- a) The by-laws of the CLUB require a review or audit;
- b) The Members require a review or audit by resolution at a General Meeting;
- c) An audit or review is directed by the Commissioner; or
- d) An audit or review is required as a condition of a funding arrangement; or holding of a charitable collections licence.

21 FINANCIAL YEAR OF THE CLUB

The financial year of the CLUB is from the 1st April to the 31st March.

22 ANNUAL GENERAL MEETING

22.1 Annual General Meeting

- a) The Club must convene an AGM each year:
 - i. Within 6 months after the end of the CLUBS Financial Year; or
 - ii. Within a longer period as the Commissioner may allow.
- b) If the CLUB requires the approval from the Commissioner to hold its AGM within a longer period under rule 22.1(a) (ii), the Secretary must apply to the Commissioner no later than four months after the end of the CLUBS Financial Year.

22.2 Notice of AGM

The notice convening an AGM must specify that it is the AGM of the CLUB

22.3 Business to Be Conducted at AGM

- a) Subject to rule 22.1, the AGM of the CLUB is to be convened on a date, time and place as the Committee decides.

- b) At each AGM of the CLUB, the CLUB:
- i. Must confirm the minutes of the last preceding AGM and of any Special General Meeting held since that meeting if the minutes of that Special General Meeting have not been confirmed;
 - ii. Must receive the Financial Statements of the CLUB for the preceding Financial Year;
 - iii. If applicable, must appoint or remove a reviewer or auditor in accordance with the Act;
 - iv. If applicable, must present a copy of the report of the review or the auditors report to the CLUB; and
 - v. Must elect or appoint the office holders and ordinary Committee Members.

23 THE CLUBS BOOKS AND RECORDS

23.1 Custody of the Books of the CLUB

- a) Except as otherwise decided by the Committee from time to time, the Secretary must keep in his or her custody or under his or her control all of the books of the CLUB with the exception of the Financial Records which, except as otherwise directed by the Committee from time to time, are to be kept in custody or control of the Treasurer.
- b) The books of the CLUB must be retained for at least 7 years.

23.2 Inspecting the Books of the CLUB

- a) Subject to these rules, a Member is able to inspect the books of the CLUB free of charge at such time and place as is mutually convenient to the CLUB and Member.
- b) A Member must contact the Secretary to request to inspect the books of the CLUB.
- c) The Member may copy details from the books of the CLUB but has no right to remove the books for that purpose.

23.3 Prohibited on Use of Information in the Books of the CLUB

- a) A Member must not use or disclose information in the books of the CLUB except for a purpose:

- i. That is directly connected with the affairs of the CLUB; or
- ii. Related to provision of the information to the Commissioner in accordance with a requirement of the Act.

23.4 Returning the Books of the CLUB

- a) Outgoing Committee Members are responsible for transferring all relevant assets and books of the CLUB to the new Committee within 14 days of ceasing to be a Committee Member.

24 RESOLVING DISPUTES

24.1 Disputes arising under the Rules

- a) This rule applies to:
 - i. Disputes between Members; and
 - ii. Disputes between the CLUB and one or more Members that arise under the rules or relate to the rules of the CLUB
- b) In this rule “Member” includes any former Member whose membership ceased not more than six months before the dispute occurred.
- c) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- d) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- e) The Secretary must convene a Committee Meeting within 28 days after the Secretary receives notice of the dispute under rule 24.1(d) for the Committee to determine the dispute.
- f) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- g) The Secretary must inform the parties to the dispute of the Committees decision and the reasons for the decision within 7 days after the Committee Meeting referred to in 24.1(e).

- h) If any party to the dispute is dissatisfied with the decision of the Committee they may elect to initiate further dispute resolution procedures as set out in the rules.

24.2 Mediation

- a) This rule applies:
- i. Where person is dissatisfied with a decision made by the Committee under rule 24.1
 - ii. Where a dispute arises between a Member or more than one Member and the CLUB and any party to the dispute elects not to have the matter determined by the Committee.
- b) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure in respect of the proposed suspension or expulsion has been completed.
- c) If the parties to a dispute are unable to resolve the dispute between themselves within the time required, or a party to the dispute is dissatisfied with the decision made by the Committee, a party to a dispute may:
- i. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
 - ii. Agree to, or request the appointment of, a mediator.
- d) The party, or parties requesting the mediation must pay the costs of mediation
- e) The mediator must be;
- i. A person chosen by agreement between the parties; or
 - ii. In the absence of agreement:
 - A. If the dispute is between a Member and another Member, a person appointed by the Committee; or
 - B. If the dispute is between a Member or more than one Member and the CLUB, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation

- f) A Member can be a mediator, but the mediator cannot be a Member who is part to the dispute.
- g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- h) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
- i) The mediator, in conducting the mediation, must:
 - i. Give the parties to the mediation process every opportunity to be heard;
 - ii. Allow all parties to consider 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.
- j) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any legal proceedings that may take place in relation to the dispute.

24.3 Inability to Resolve Disputes

If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise a law.

25 CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

- a) The CLUB may cease its activities and have its incorporation cancelled in accordance with the Act if the Members resolve by Special Resolution that the CLUB will:
 - i. Apply to the Commissioner for cancellation of its incorporation; or
 - ii. Appoint a liquidator to wind up its affairs.
- b) The CLUB must be wound up under rule 25(a) (ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations, or is party to any current legal proceedings.
- c) Upon cancellation of the CLUB, the Surplus Property must only be distributed to one or more of the following:

- i. An incorporated association under the Act;
- ii. A body corporation that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
- iii. A company limited by guarantee that is registered as mentioned in section 150 of the *Corporations Act 2001*;
- iv. A company holding a licence that continues in force under section 151 of the *Corporations Act 2001*;
- v. A body corporation that:

A. Is a Member or former Member of the CLUB; and

B. At the time the Surplus Property is distributed, has rules that prevent the property being distributed to its members;

- vi. A trustee for a body corporation; or
- vii. A co-operative registered under the *Co-operatives Act 2009* that, at the time of the distribution, is a non-distributing co-operative as defined in that Act

26 CRITERIA FOR LIFE MEMBERSHIP

This rule sets out the minimum criteria to be eligible for nomination for an award of Life Membership of the Club.

This award exists to recognise the valuable contribution of individuals to the current and future existence of the Club. It is therefore only to be awarded in exceptional circumstances.

Only **ONE** recipient should receive this award in any one year period. The Club recognises that exceptional circumstances may arise, when two worthy recipients are eligible. It will be then at the discretion of the Executive Committee how many awards are given.

It should be recognised that Life Membership does not have to be awarded each year.

In considering the award of Life membership an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of the Club.

The points to be taken into account when considering any nomination include:

1. General Considerations

- The general attitude and overall demeanour of the nominee shows a dedication to the values of the Club
- Commitment to the principles of good sportsmanship
- Valued leadership and good role modelling that reflects credit upon the Club.

2. Length of Service

- The length of service to the Club should be extended service of 10 years as a player and/or volunteer role with such service in either role being taken concurrently.

3. Other Specific Criteria

- Specific achievements, both on and off the field, will be taken into consideration.
- Four areas of service in the Club include: Playing; Coaching/ Managing; Administration and General Contribution (including fund raising, supporting and other issues that the committee may see as relevant.)

4. Benefits of Life Membership

- Award of the Life Membership at the AK Strikers Inc. Annual General Meeting
- Exemption from fees associated with the Club (this privilege is only extended to the Life Member not their partner or other family members)
- Exemption from all costs associated with social functions organised by the Club (this privilege is only extended to the Life Member not their partner or other family members)
- Personal invitation to both junior and senior presentation events
- Listing in the Club website and other official documents

- Status of being a select member of the Club
- Ability to include award recognition on curriculum vitae.

5. Process for Assessing Applications for Life Membership

- Nominations for Life Membership should be forwarded in writing to the President of the Club no later than 4 weeks before the AGM each year.
- Nominees should
 - Attain the minimum service requirements
 - Made an outstanding contribution in at least one of the four areas of service with at least some contribution deemed appropriate at the discretion of the committee
 - Other details of exemplary service.
- The final list of endorsed nominations for the award of Life Membership will be submitted Executive Committee members for agreement before the AGM. Subject to agreement by all Executive Committee members, Life Membership may be awarded at the next Club AGM.
- Retraction of a Life Membership award may occur where the recipient has conducted himself/herself in a manner that reflects directly and adversely on the image of the Club. This provision will only be exercised in exceptional circumstances and will require the full support of the AK Strikers Executive to be enacted. As part of the deliberations the Life Member in question will be given an opportunity to present their case for retention of their Life Membership status.

27 RULES OF THE CLUB

27.1 Rules of the CLUB

- a) These Rules bind every Member and the CLUB and each Member agrees to comply with these Rules.

- b) The CLUB must provide, free of charge, a copy of the Rules in force, at the time Membership commences, to each person who becomes a Member as defined under rule 5.5.
- c) The CLUB must keep a copy of the Rules.

27.2 Amendment of Rules, Name and Objects

- a) The CLUB may alter, rescind, or add to these Rules by Special Resolution in accordance with rule 18.1 and not otherwise.
- b) When a Special Resolution amending the Rules is passed, the required documents must be lodged with the Commissioner within:
 - i. One month after the Special Resolution was passed; or
 - ii. A longer period as the Commissioner may allow.
- c) Subject to rule 27.2(d), an amendment to the Rules does not take effect until the required documents are lodged with the Commissioner under rule 27.2(b)

- d) An amendment to the Rules that has changes or has the effect of changing:
 - i. The name of the CLUB
 - ii. The objects or purpose of the CLUB,does not take effect until the required documents are lodged with the Commissioner under rule 27.2(b) and the approval of the Commissioner is given in writing.