

University of Wollongong Football Club

Constitution

Dated: correct as of 2nd December 2013

Name

1. The name shall be the “University of Wollongong Football Club.”

Interpretation

2. In this constitution, and in all the rules made hereunder, the following terms shall mean (except where the contrary indication appears) –
 - (a) “University” – The University of Wollongong.
 - (b) “Committee” – The Committee of the University of Wollongong Football Club.
 - (c) “Executive” – The Executive of the University of Wollongong Football Club.
 - (d) “Club” – The University of Wollongong Football Club.

Objects

3. The objects of the Club shall be –
 - (a) To encourage, foster, promote, develop, extend and control football within the University.
 - (b) To subscribe to, become a member of, and co-operate with any organisation or organisations whose objects are altogether or in part similar to those of the Club.

Membership

4. Eligibility for membership of the Club shall be open to –
 - (a) Students at the University who are members of the Association.
 - (b) Students at the University who are not members of the Association.
 - (c) Life-members of the Association.
 - (d) Graduates of the University who are not life-members of the Association.
 - (e) Any member of the community who wishes to join the Club and whose membership is accepted by the Executive.
5. The membership of any person eligible for membership shall take effect on the receipt by the Committee of such information in writing as the Committee from time to time determine.

6. If any member be, in the opinion of the Committee, guilty of any conduct prejudicial to the interests of the Club, the Committee may suspend the member alleged to have committed the breach complained of and during such suspension the suspended member shall not be entitled to any of the rights and privileges attaching to membership.

General Meeting

7. The Committee shall convene an Annual General Meeting of all members at least once every calendar year.
8. The Committee may whenever it thinks fit convene a Special General Meeting.
9. Notice of the Annual and of every Special General Meeting shall be given at least seven (7) days before such meeting on an official notice board and shall include a statement of the items of business to be brought before such meeting.
10. The business of an Annual General Meeting shall be to receive and consider the Annual Report and Financial Statement, to elect office-bearers and to transact any other business which under this Constitution may be transacted by the Club in General Meeting.
11. One quarter of the total membership of the Club personally present shall be a quorum for a General Meeting. If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned for not less than seven (7) days and not more than twenty-one (21) days, when, subject to Clause 9. it shall be reconvened, and regardless of the number present, the meeting as then convened shall have authority to deal with the original agenda.
12. The President shall be entitled to take the chair at all General Meetings of the Club. In his/her absence or unwillingness to act, the members present shall choose a Chairperson from among their own number.
13. No person shall be competent to vote at any General Meeting unless he or she is a member of the Club.
14. Every question submitted to a General Meeting except as provided under Clause 18. shall be decided by a majority of votes of members present – each member being entitled to one (1) vote except that in the case of equality of votes the Chairperson shall have a casting vote in addition to the vote which he or she is entitled as a member.
15. Every resolution passed any General Meeting shall be binding on all members of the Club.

Office Bearers

16. The Office Bearers of the Club shall be elected at the Annual General Meeting and shall include –

A President
An Honorary Secretary
An Honorary Treasurer
Committee Members – not more than seven (7) to represent as required: men's teams, women's teams, amateur teams, a registrar, sponsorship co-ordinator, social co-ordinator.
17. No Office Bearer of the Club shall receive any remuneration for his/her services unless approval is granted by the Club.
18. A General Meeting may, by a resolution of three-fourths (3/4) of the members present and voting, remove any Office Bearer of Committee member from Office before the period of expiration of his/her office.

Control and Management

19. The control and management of the Club shall be vested in a Committee consisting of the President, Honorary Secretary, Honorary Treasurer and not more than seven (7) other member of the Club who shall be elected at the Annual General Meeting and who shall be financial members of the Club.
20. No person shall fill more than one place on the Committee at any one time.
21. A quorum of the Committee shall be four (4). If no quorum be present within fifteen (15) minutes of the notified time of meeting, such meeting shall lapse.
22. The President shall be entitled to take the Chair at all meetings of the Committee. In his/her absence or unwillingness to act, the members present shall choose a Chairperson from among their number.
23. The Honorary Secretary shall convene a meeting of the Committee at least once during each University Session and at least once in each month of the Club's season.
24. Every question submitted to the Committee shall be decided by a majority of the votes of the members present. Every member of the Committee shall be entitled to one (1) vote except that in the case of an equality of votes, the Chairperson shall have a casting vote in addition to the vote which he/she is entitled to as a member of the Committee.
25. Minutes of every meeting of the Committee shall be kept by the Honorary Secretary and shall be signed by the Chairperson at the next succeeding meeting, as a true record of the proceedings at the meeting.

26. Notice of all meetings of the Committee shall be given at least three (3) days before such meetings either personally, in writing or by notice posted to the member at his/her address as shown in the records of the Club.
27. Every resolution of the Committee shall be binding upon all members of the Club.

Executive

28. The President, Honorary Secretary, and Honorary Treasurer or any two (2) of them shall constitute an Executive of the Club and may act in any way deemed beneficial to the Club when immediate action is required and it is not practicable or convenient to call a meeting of Committee members.

Powers

29. The Club shall have the power to carry out the objects of this constitution in such a way as provided by this constitution and subject to the constitution.

Property

30. All assets and property of the Club shall be vested in the Office Bearers of the Club.

Finance

31. The President, Honorary Secretary, and the Honorary Treasurer, or any two (2) of them shall sign and endorse on the Club's behalf contracts, receipts, acceptances, cheques, postal notes and other documents.

Materials

32. The purchasing of all materials deemed required by the Club to fulfil the objects within this Constitution, shall be vested within the Committee.

Duties of Honorary Secretary

33. The Honorary Secretary shall keep in book a faithful record of the business transacted at all meetings. He/she shall keep a copy of the Constitution and rules made thereunder for the time being in force, and a list of the name and addresses of all members of the Club. He/she shall present a report to the Annual General Meeting and perform all secretarial duties required by a General Meeting, the Committee or Executive and shall be responsible to the Committee for the proper performance of all duties by Club members.

Duties of Honorary Treasurer

34. The Honorary Treasurer shall receive and disburse the monies of the Club as authorised by the Committee or the Executive. He/she shall keep a correct account of all such transactions and shall lodge in a financial institution

approved by the Committee, all monies received and shall present to each meeting of the Club an up to date financial statement, and shall present a report and an audited balance sheet to the Annual General Meeting.

General

35. Every member of the Club shall be entitled to peruse a copy of the constitution and all rules promulgated thereunder for the time being in force, copies of which shall at all times be available from the Honorary Secretary.
36. The constitution of the Club shall not be amended unless -
 - (a) The amendment shall be passed by at least two-thirds (2/3) of the members of the Club present and qualified to vote at a General Meeting.
 - (b) Notice of intention to move the amendment shall be received by the Honorary Secretary at least fourteen (14) days prior to the date of such meeting in which case notice shall be given in the notice convening the meeting.
37. The income and property of the Club, however derived, shall be applied solely towards the promotion of the objects of the Club as set out in this constitution, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Club or to any of them or any person claiming through them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Club or to any member thereof or any other person in return for any services actually rendered to the Club or prevent the repayment of or the payment of interest on money borrowed from any Club member for any of the purposes of the Club.

Dissolution

38. If notice of intention to dissolve the Club is given to the Honorary Secretary by at least twenty percent (20%) of members, the Honorary Secretary shall, in not less than seven (7) days and not more than twenty one (21) days, convene a General Meeting with the item dissolution the only item on the agenda. Provided that such General Meeting meets the requirements of clause eleven (11), and the motion for dissolution is carried by a two thirds (2/3) majority of those present, the Club shall be dissolved.
39. On dissolution, property and funds of the Club shall thenceforth be vested in the Club's executive.

Life Membership

- 40.
- (a) Notice of nomination of Life Membership, signed by at least two (2) members of the Club, shall be in the hands of the Honorary Secretary not less than fourteen days prior to the Annual General Meeting.
 - (b) All voting shall be by ballot. To be elected, a nominee shall receive at least three fourths of the votes cast in the ballot.
 - (c) A record of Life Membership shall be kept by the Honorary Secretary.
 - (d) Life Members shall be entitled to attend and vote at all General Meetings.

General Meeting

41. The Committee shall on receipt of a request in writing stating the objects of the meeting proposed to be called and signed by not less than ten percent (10%) of the total membership of the Club, convene a Special General Meeting within twenty-one (21) days of the date of receipt of such requisition by the Honorary Secretary.

Office Bearers

42. The Committee may appoint one or more Office Bearers whose roles shall not necessarily be restricted solely to the following positions and who may or may not be members of the Committee (such as Patrons, Publicity Officer or an Honorary Auditor).

Control and Management

43. (a) The Committee may declare vacant the seat of any member thereon who has been absent without valid excuse from three (3) consecutive meetings of the Committee.
- (b) All casual vacancies among Office Bearers and the Committee of the Club may be filled by the Committee as it deems fit.

Membership

44. At least fourteen days notice in writing shall be given to any member against whom it is proposed to take action under clause 6 of this constitution, and such member shall be entitled to:
- (a) Be heard at the Committee Meeting dealing with the matter; and
 - (b) A right of appeal against the decision of the Committee to a General Meeting of the Club. Notice of such appeal shall be given to the Secretary within seven (7) days of the decision of the Committee. Any penalty shall not become effective until such time as the appeal has been heard.