

## **The Australian National University Women's Football Club Constitution**

### **(1) NAME**

The name of the Club shall be the "Australian National University Women's Football Club", here in after referred to as the "Club".

### **(2) AFFILIATION**

The Club is an affiliated Club under Part A, Regulation (1) of the Australian National University Sport and Recreation Association "Affiliated Clubs Regulations".

### **(3) OBJECTS**

- (a) to foster, promote, and develop the sport of football
- (b) to participate in Inter-club and such other activities as are deemed to be in the interests of the Club; and
- (c) to cooperate with other persons or organisations with similar interests.

### **(4) CONSTITUTION**

- (a) The Club shall be conducted in accordance with this Constitution.
- (b) Amendments to this Constitution shall require a two-thirds (2/3) majority of those present at a general meeting properly convened as under Clause 14 of this Constitution.

### **(5) MEMBERSHIP**

- (a) Membership shall be open to members of the Australian National University Sport and Recreation Association and such other persons as the Australian National University Sport and Recreation Association may approve.
- (b) Club membership shall be restricted to office bearers, playing members, and other officials as accepted by the Committee
- (c) Each member shall pay a club fee to be determined from year to year by the Committee

### **(6) COMMITTEE**

- (a) The Committee shall consist of a President, Vice-President, Secretary, Treasurer and no less than three and no more than ten general representatives.
- (b) The members of the Committee shall be elected at the Annual General Meeting of the Club, or as provided under sub-section (d) of this clause and will hold office until the next Annual General Meeting. A person may be nominated for the Committee in absentia provided she has consented in writing.
- (c) A member of the Committee shall vacate her office if she:-
  - i. Ceases to be a member of the Club

- ii. Is absent without leave from any two consecutive Committee meetings
- iii. Tenders her resignation and such resignation is accepted by the Committee
- (d) If any position on the Committee becomes vacant for any reason the Committee may elect any member of the Club to fill such vacancy.
- (e) The quorum at a meeting of the committee shall be comprised of two Executive committee members, and 3 General Representatives.

#### (7) DUTIES OF THE PRESIDENT

The President shall

- (a) preside at the General and Committee Meetings of the Club and preserve order thereat, or in her absence the Vice-President shall do so;
- (b) convene or instruct the secretary to convene all meetings of the Club;
- (c) sign all documents which require her signature as official head of the Club after the same are duly confirmed;
- (d) promote and effect the objects of the Club.

#### (8) DUTIES OF THE SECRETARY

The Secretary shall

- (a) record and promptly deal with all correspondence and submit the same to the Committee;
- (b) keep all minutes of meetings of the Club and of the Committee;
- (c) give all necessary notice of meetings;
- (d) forward within 14 days after the Annual General Meeting to the Executive Secretary of the Australian National University Sport and Recreation Association the following:
  - i. the Annual Report adopted by the meeting;
  - ii. the names and office bearers elected at that meeting; and
  - iii. the statement of accounts adopted at the meeting.
- (e) forward to the relevant Australian National University Sport and Recreation Association representative, the application for the annual grant.
- (f) Forward to the Executive Secretary of the Australian National University Sport and Recreation Association application for an additional grant, or for any special grant, as directed by the Committee or a General Meeting;
- (g) Prepare an Annual Report for submission to the Annual General Meeting of the Club;
- (h) Carry out such other duties as the Committee or a General Meeting shall direct.

#### (9) DUTIES OF THE TREASURER

The Treasurer shall

- (a) keep a correct account of all monies received and expended;

- (b) under no consideration pay, lend or otherwise appropriate any of the fund of the Club to any persons, purpose or cause whatsoever save when authorised by a General Meeting of the Club or by the Committee;
- (c) after authorisation of payment by a General Meeting or the Committee arrange for the payment to be made by ensuring that two members of the executive sign all cheques drawn on the Club's bank accounts;
- (d) keep track of all monies received on behalf of the Club, and arrange for such monies to be deposited in the Club's bank account as soon as possible;
- (e) Acceptance of monies on behalf of the Club is restricted to Committee members and the Treasurer shall have oversight;
- (f) Present to the Committee in each term, a Statement of the Club's finance and of the receipts and disbursement of the preceding term;
- (g) prepare and have present at the Annual General Meeting a statement of Receipts and Expenditure, a Balance Sheet and a Financial Report for the preceding year, and all this shall be audited by a qualified person appointed by the Australian National University Sport and Recreation Association.

#### (10) POWERS OF THE COMMITTEE

The Committee shall have the power, subject to any direction by a General Meeting of the Club, to

- (a) direct the Executive to pay the charges and expenses incidental to the conduct and management of the Club;
- (b) accept monies on behalf of the Club and deposit such monies as soon as possible in the Club's bank account;
- (c) generally manage the affairs of the Club so as to carry out its objects;
- (d) arrange the agenda for any General Meeting of the Club;
- (e) set up sub-committees to deal with or report on such matters as may be referred to them by the Committee;
- (f) interpret any question arising out of the Constitution;
- (g) authorise the Secretary or a delegated member of the Executive to apply for an Annual Grant, in accordance with part C Regulations 10, 11, 12 of the Australian National University Sport and Recreation Association Affiliated Clubs Regulations;
- (h) charge admission to any function
- (i) make, amend or repeal such by-laws as they may deem necessary for the proper conduct of the Club. The Committee shall adopt such means as they think necessary to acquaint members with the making, amending or repeal of such by-laws;
- (j) transact, or report on any business referred to it by any General Meeting of the Club.

#### (11) DUTIES OF THE MEMBERS

- (a) abide by the by-laws of the Club;

- (b) recognise and adhere to the provision in Clause 4 of this Constitution

#### (12) GENERAL MEETINGS

- (a) The General Meeting of the Club shall be the controlling body of the Club, and the decisions made thereat may be overcome only at a subsequent General Meeting.
- (b) The Annual General Meeting of the Club shall be held within six weeks of the end of the Capital Football Women's Winter Competition but not later than the end of October each year.
- (c) General Meetings shall be convened by the Secretary at the direction of the President and/or convened when considered necessary by the Committee,

OR

Within 10 days of the receipt of a requisition in writing stating the object and signed by not less than five members.

- (d) The time and place of every General Meeting of the Club shall be given at least fourteen (14) days prior to the day appointed for the meeting. The Secretary shall inform members of the agenda for the meeting at least four (4) days prior to the day appointed for the meeting. A notice posted on the Official Noticeboard of the Union and an email to the Club members shall be deemed sufficient notice to the members.
- (e) Notice of Motion for any General Meeting including any Notice of Motion for the amendment of the Constitution shall be in writing and given to the Secretary at least eight (8) days prior to the day appointed for the meeting.
- (f) At the General Meetings of the Club the Chairperson shall have a casting vote only.
- (g) A quorum at a General Meeting of the Club shall be one third (1/3) of the current members.

#### (13) STANDING ORDERS

All meetings of the Club shall be conducted in accordance with the Standing Orders Regulation of the Australian National University Sport and Recreation Association.

#### (14) DISSOLUTION

- (a) The Club may be dissolved only by the resolution of a majority of two thirds (2/3) of total membership of the Club. Notice of such meetings shall be promulgated to members at least two (2) weeks before the meeting, and shall include notice to dissolve the Club.
- (b) All assets will be transferred to the Australian National University Sport and Recreation Association on dissolution.

(15) COPIES OF THE CONSTITUTION

Copies of the Constitution and of the relevant Standing Orders shall be available on demand from the Secretary.