



**CONSTITUTION**  
**of**  
**THE AUSTRALIAN NATIONAL UNIVERSITY**  
**WOMEN'S FOOTBALL CLUB**

As endorsed on: 10 June 2025

## 1. DEFINITIONS

1.1 Under this Constitution, unless the contrary intention appears:

**ANU Sport** means the Australian National University Sport & Recreation Association Incorporated

**ANU** means the Australian National University

**Club** means the Australian National University Women's Football Club (in accordance with section 2) and its Members therein

**Club Executive** means the President, Vice President, Secretary and Treasurer (in accordance with section 8.1)

**Committee** means the Club Executive and up to eight general representatives (in accordance with section 14.1)

**Constitution** means the Constitution of the Club, as amended from time to time

**Financial year** means the year ending on 30 June

**Football** means "Association Football" as recognised by FIFA from time to time.

**Member** means a current ANUWFC Club Member (in accordance with section 5)

**Season** means a schedule of competition matches conducted by the relevant association, primarily the Capital Football Capital League

## 2. NAME

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

## 3. OBJECTIVES

3.1 The objectives of the Club are:

- (a) to encourage, foster, develop, extend and control the sport of football for the benefit of the University community
- (b) to participate in activities as are deemed to be in the interests of the Club;
- (c) to cooperate with other persons or organisations with similar interests; and
- (d) to act as an Affiliated Club of the ANU Sport, in accordance with the Club Handbook, Constitution and relevant policies of ANU Sport.

3.2 The assets and income of the Club shall be applied solely to further its objectives and no portion shall be distributed directly or indirectly to the Members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

## 4. CONSTITUTION

4.1 The Club shall be conducted in accordance with this Constitution.

4.2 Amendments to this Constitution shall require a two-thirds (2/3) majority of those present at a General Meeting properly convened under this Constitution.

4.3 Amendments to this Constitution approved by a General Meeting shall have no effect unless approved by ANU Sport.

## 5. MEMBERSHIP

5.1 A person is qualified to be a Member if they are an:

- (a) ANU Student, or
  - (b) ANU Sport Associate Member, or
  - (c) ANU Sport Life Member
- 5.2 A person becomes a Member upon paying the membership fee each Season
- (a) membership fees are determined by the Club Executive
  - (b) failure to pay the Club membership fee upon request by the Club Executive will result in the person being automatically suspended from participating in all activities under the control of the Club until the fee is paid

## **6. CESSATION OF MEMBERSHIP**

6.1 A person ceases to be a Member of the Club if the person:

- (a) dies; or
- (b) resigns from membership of the Club; or
- (c) is expelled from the Club by the Club Executive
- (d) fails to pay the subsequent year's membership fee by the relevant due date

6.2 A Member who has paid all amounts payable to the Club may resign from membership of the Club by giving notice to the Club Executive.

## **7. DISCIPLINING OF MEMBERS**

7.1 The Club Executive shall adjudicate upon any dispute between its Members or between itself and a Member/s.

7.2 The Club Executive may determine procedures for such adjudications from time to time, and shall apply the rules of natural justice.

## **8. THE CLUB EXECUTIVE**

8.1 The Club Executive shall consist of a President, Vice-President, Secretary and Treasurer.

8.2 The Club Executive shall be elected at the Annual General Meeting of the Club and will hold the position until the next Annual General Meeting.

8.3 Any Member is eligible for election to the Club Executive, including previous Club Executive Members.

8.4 No person shall hold more than one position on the Club Executive at any one time.

8.5 If the number of nominations received exceeds the number of vacancies to be filled, a vote will be held at the Annual General Meeting.

- (a) If only one nomination is received to fill a vacancy on the Club Executive, the candidate is taken to be elected.

8.6 If insufficient nominations are received, any vacant positions are taken to be vacancies.

- (a) Vacancies can be filled at any time via written nomination, upon approval by the Committee.

## **9. POWERS OF THE CLUB EXECUTIVE**

9.1 The Club Executive will have the power, subject to any direction by a General Meeting of the Club, to:

- (a) generally, manage the affairs of the Club to carry out its objectives (in accordance with this Constitution);
- (b) arrange the Agenda for any General Meeting of the Club;

- (c) interpret any question arising out of the Constitution;
- (d) transact, or report on any business referred to it by any General Meeting of the Club;
- (e) charge for the use of Club equipment, admission to any function, or for any Club activity;
- (f) suspend the membership of any Member failing to comply with the Club's expectations or relevant ANU Sport policies

## **10. DUTIES OF THE PRESIDENT**

10.1 The President shall:

- (a) preside over the Club Executive and Committee, and meetings held thereof;
- (b) chair any General Meetings convened;
- (c) oversee and coordinate the activities and administration of the Club;
- (d) ensure the Club meets any and all requirements of its affiliated associations, including but not limited to, ANU Sport and Capital Football;
- (e) ensure the Club is conducted in accordance with this Constitution;
- (f) ensure elected Club Executive and Committee Members perform their duties; and
- (g) promote and effect the objectives of the Club.

## **11. DUTIES OF THE VICE-PRESIDENT**

11.1 The Vice-President shall:

- (a) support, or in the President's absence, preside over the Club Executive and Committee, and meetings held thereof;
- (b) in the President's absence, chair any General Meetings convened;
- (c) support the President to oversee and coordinate the activities and administration of the Club; and
- (d) promote and effect the objectives of the Club.

## **12. DUTIES OF THE SECRETARY**

12.1 The Secretary shall:

- (a) support the administration of Club Executive and Committee meetings, as well as General Meetings, including:
  - a. preparing and circulating an agenda;
  - b. giving necessary notice of meetings;
  - c. providing a location/platform;
  - d. keeping a record of supporting papers required for a meeting; and
  - e. taking minutes, including a list of attendees, apologies and decisions.
- (b) record and promptly deal with all correspondence and submit the same to the Committee;
- (c) ensure compliance with annual ANU Sport requirements, including but not limited to:
  - a. forwarding the required documentation to ANU Sport within twenty-one (21) days of the Annual General Meeting; and
  - b. completing the required documentation throughout the year, such as Club Activity Forms.
- (d) carry out such other duties as the Committee or a General Meeting shall direct.

### **13. DUTIES OF THE TREASURER**

13.1 The Treasurer shall:

- (a) keep accurate and up-to-date financial records, including supporting documentation and receipts, to track Club income and expenditure;
- (b) support income avenues for the Club, including but not limited to, applying for annual ANU Sport grants and other applicable grants.
- (c) prepare and present at the Annual General Meeting the Financial Report for the preceding Season, in conjunction with the Secretary, ensure that the necessary reports are provided to ANU Sport within twenty-one (21) days of the AGM.

### **14. COMMITTEE**

14.1 The Committee shall consist of a President, Vice-President, Secretary, Treasurer (i.e. the Club Executive) and no less than three (3) and no more than ten (10) General Representatives.

14.2 The Members of the Committee shall be elected at the Annual General Meeting of the Club, or as provided under section 14.4 of this Constitution, and will hold office until the next Annual General Meeting.

- (a) A person may be nominated for the Committee in absentia provided they have consented in writing.

14.3 A Member of the Committee shall vacate their office if they:-

- (a) cease to be a Member of the Club;
- (b) are absent without leave from any two consecutive Committee meetings; or
- (c) tenders their resignation and such resignation is accepted by the Committee

14.4 If any position on the Committee becomes vacant for any reason, any Member may nominate for the vacancy in writing.

- (a) the Committee may endorse any such nomination

14.5 The quorum at a meeting of the Committee shall be two Club Executive Members, and 50% of the General Representatives.

### **15. POWERS OF THE COMMITTEE**

15.1 The Committee shall have the power, in addition to the duties of the Club Executive and subject to any direction by a General Meeting of the Club, to:

- (a) generally manage the affairs of the Club so as to carry out its objectives;
- (b) direct the Club Executive to pay the charges and expenses incidental to the conduct and management of the Club;
- (c) allocate roles and/or set up sub-committees to deal with or report on such matters as may be referred to them by the Committee;
- (d) interpret any question arising out of the Constitution; and
- (e) decide on any other matters arising for Committee consideration.

### **16. GENERAL MEETINGS**

16.1 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.

16.2 A General Meeting shall be convened at the direction of the Club Executive.

- (a) The Club Executive may convene a General Meeting on its own accord, or following receipt of a requisition in writing signed by no less than ten (10) Members.

- (b) The Club Executive shall notify the Club of the time and place of a General Meeting at least fourteen (14) days prior to the General Meeting.
- (c) The Club Executive shall circulate the agenda to the Club at least four (4) days prior to the General Meeting.

16.3 The Club must hold an Annual General Meeting each calendar year. In addition to the requirements at 16.1, the Club Executive shall:

- (a) provide notice to ANU Sport of the Annual General Meeting no less than twenty-eight (28) days before the Annual General Meeting;
- (b) provide an agenda to ANU Sport for the Annual General Meeting no less than fourteen (14) days before the Annual General Meeting; and
- (c) undertake any other such action to comply with the ANU Sport affiliation requirements.

16.4 A Notice of Motion for any General Meeting, including any Notice of Motion for the amendment of this Constitution, shall be in writing and given to the Secretary at least eight (8) days prior to the day appointed for the General Meeting.

16.5 All Members may attend a General Meeting.

16.6 Decisions at a General Meeting shall be made by simple majority vote.

- (a) A standard quorum at a General Meeting shall be one third (1/3) of the current Members.
- (b) If, within 15 minutes after the scheduled commencement of a General Meeting, a standard quorum is not present, a reduced quorum decision may be made if there is a reduced quorum, of two or more Members entitled to vote.
  - (i) A reduced quorum decision must be circulated to the Members.
  - (ii) Any Member may submit a written objection to a reduced quorum decision, supported by at least ten (10) Members to constitute a valid objection.
  - (iii) If no objection is received within 14 days of the reduced quorum decision, the motion is carried and takes effect.
- (c) Each Member present shall have one (1) vote on any question or motion arising at a General Meeting.
  - (i) A Member may nominate a proxy to be carried by another Member, if written notice is provided to the Club Executive prior to the General Meeting commencing.
  - (ii) At a General Meeting, the Chairperson shall have a casting vote only.
  - (iii) If the President or Vice-President is unable to attend, then a Chairperson nominated by the General Meeting shall chair.

## **17. DISSOLUTION**

17.1 The Club may be dissolved only by the resolution of a majority of two thirds (2/3) of total membership of the Club.

- (a) Notice of such a meeting shall be circulated to Members at least two (2) weeks before the meeting, and shall include a Notice of Motion to dissolve the Club.

17.2 In the event of the Club being dissolved, all assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to ANU Sport, noting it is charitable at law and which has rules prohibiting the distribution of its assets and income to its Members.

## **18. COPIES OF THE CONSTITUTION**

18.1 Copies of the Constitution shall be available on demand from the Club Executive.