



CONSTITUTION

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CONSTITUTION OF TILLIGERRY UNITED FOOTBALL CLUB INCORPORATED

1. Interpretation

In these rules, unless the context indicates otherwise, the following expressions have the meanings as set out below:

"**AGM**" Means Annual General Meeting

"**EC**" Means the Executive Committee

"**ECM**" Means an Executive Committee Meeting

"**Gender**" Means Male or Female

"**GM**" Means a General Meeting

"**MC**" Means the Management Committee

"**MCM**" Means a Management Committee Meeting

"**Member**" Means a Financial Member of TUFC including Life Members

"**Active Member**" Means Player, Coach, Manager, Assistant Coach/Manager or Committee Member

"**Junior Player**" Means under the age of 18 years registered in a junior team

"**Senior Player**" Means 18 years and over or registered in a senior team

"**SGM**" Means Special General Meeting

"**SSF**" Means Small Side Football

"**TUFC**" Means Tilligerry United

Football Club

"**The Committee**" Consists of all elected officials of TUFC and shall also be known as the Management Committee

"**The Executive Committee**" Consists of:

President: Vice President: Treasurer: Secretary and Registrar:

"**The ACT**" Means the Association Incorporation Act 1984

"**The Regulation**" Means the Association Incorporation Regulation 1999

"**The Commissioner**" Means the Commissioner of the Office of Fair Trading

Words in the singular will also include the plural.

2. Register of Members

- (a) The Secretary shall establish and maintain a register of members of the club specifying:
 - (i) Name of each person covered by the membership
 - (ii) Contact details of persons covered by the membership
 - (iii) Players registration number
- (b) The Secretary shall make two copies of the register:
 - (i) One copy for Public officer
 - (ii) Second copy to be kept at the principle place of administration.

3. Fees and Subscriptions

A member of TUFC shall:

- (a) Upon admission of membership pay to the club an annual fee;
- (b) The annual fee is to be determined at the AGM
- (c) The annual fee is to be extra to the Newcastle Football Ltd Registration.
- (d) Life Membership refers to **7. 4.(a) & (b)**

4. Members Liabilities

The liabilities of a member of TUFC to contribute towards the payment of debts and liabilities of TUFC or the costs, charges and expenses of the winding up of TUFC is:

- (i) All outstanding money owed by the member to TUFC.

5. Objectives

The objectives of the TUFC, as a not for profit Club, will be to:-

- (a) Promote soccer and social activities for Members of TUFC;
- (b) Promote and maintain the highest possible standard of sportsmanship.
- (c) Affiliate with the Newcastle Football Ltd and other sporting organisations as decided from time to time
- (d) Participate in sporting competitions organised by but not limited to, the various sporting organisations to which we are affiliated.

6. Membership

- (a) Membership of TUFC will be open to all persons, wishing to participate in the sporting and/or social activities of TUFC;
- (b) Life Membership of TUFC may be conferred by the AGM of TUFC on the recommendation of the MC, on any member who has made an outstanding contribution to the TUFC over a number of years (Min 8yrs Continual Service) or automatic Life Membership when achieving "15yrs Continual Service" ;
- (c) Honorary membership will be conferred on all NON Player membership as long as the appropriate membership has been paid.
- (d) The age restriction will be as set out by the Newcastle Football Ltd and other sporting organisations as decided from time to time.

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- (e) People who have been banned and/or deemed un-financial by Newcastle Football Ltd are not entitled to any form of membership. People who have been banned and/or deemed un-financial by TUFC are not entitled to any form of membership unless approved by the Committee.

7. Nomination for Membership

1. Playing Membership;

- (a) The form designed each year for playing members must be completed, and all fees, as determined by the Committee, shall be paid before registration of player to Newcastle Football Ltd.
- (b) All playing members of TUFC shall pay an annual membership fee to TUFC as determined by the Committee.

2. Non Playing Membership;

- (a) Non playing membership is conferred as per section 3 (b) & 3 (c)
- (b) ONE Parents &/or Guardian of Junior members or juniors registered in senior teams, will be granted Honorary Membership to TUFC. Which is covered under the Membership fee subject to 4 (1b). All other Parents &/or Guardian of junior or senior members wishing to become an Honorary member is conferred as per section 3 (c)
- (c) Nomination for Life Membership shall be made to the Management Committee, for submission Not less than 2 weeks prior to the next Annual General Meeting.

3. LIFE Membership;

- (a) A life member is entitled to a 50% registration fee reduction.
- (b) A Life Member has no voting rights unless they are participating as an active member within TUFC.

8. Cessation of Membership

A person ceases to be a member TUFC:-

- (a) If the person dies;
- (b) If the person resigns that membership and has paid all money owed and returned all TUFC property;
- (c) Is expelled from TUFC and must pay all money owed and return all TUFC property;
- (d) Is expelled by Newcastle Football Ltd or other body as decided from time to time;
- (e) In the case of death of a playing member the Committee may deem the parents /guardians as honorary members till the Annual General Meeting of the year.

9. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of TUFC:-

- (a) Is not transferable; and
- (b) Terminates upon cessation of the person's membership as per clause 7.

10. Disciplining of members

1.
 - (a) Where the EC is of the opinion that a TUFC Member has;
 - (i) Refused or neglected to comply with these rules or by laws; OR
 - (ii) Acted in a manner prejudicial to the interests of TUFC OR
 - (iii) Has infringed the Code of Conduct OR
 - (iv) Has deliberately disregarded the rules of the game or the rules set out by Newcastle Football Ltd OR
 - (v) Or Following a written complaint received to the EC

Within seven days of the incident occurring, a preliminary investigation by the EC is to be initiated.

2. The EC by resolution is to invite the member before it to explain his/her actions.
 - (a) The Secretary shall ensure that the member is notified of the following;
 - (i) Requests the member's attendance, setting out the reasons for the request;
 - (ii) State the date, time and place of the meeting, to be held within 7 days of the notification.
 - (iii) His/her right to submit a written report and/or speak at the meeting.
 - (iv) His/her right to submit written witness statements and/or have witnesses speak at the meeting.
 - (b) The member may request that the meeting as requested by the Secretary or his delegate be postponed for up to 7 days.
 - (c) The Member will be informed of the EC decision and the penalty if one is imposed at the meeting
 - (d) The Secretary shall confirm the meetings decision and penalty if one was imposed to the member in writing and indicate that the member has a right of appeal.
 - (e) If the member fails to attend the meeting as requested, the committee has the right to suspend that member from all TUFC activities including playing games until he appears before the committee.

- 3.(a) The EC by resolution may:
 - (i) Expel the member from TUFC (Lifetime Suspension)
 - (ii) Suspend the member from TUFC for a specific period(eg: six month suspension)
 - (iii) Suspend the member from playing for the club for a specific period (Match Suspension)

- 4.(a) Any disciplinary suspension will take effect in the event of:
 - (i) Expel the member from TUFC-immediate until the appeal is heard
 - (ii) Suspend the member from TUFC for a specific period- immediate until the appeal is heard
 - (iii) Suspend the member from playing for the club for a specific period-Not until the appeal is heard

11. Internal Disputes

In the event of internal disputes the committee shall-

- (a) Effectively receive and process any grievance or complaint that is received by TUFC players, parents, coaches, managers, committee members AND Document and process grievances /complaints received.
- (b) The MC has overall responsibility for handling of all grievances / complaints received and are obligated to make every effort to resolve the problem.
- (c) This function where appropriate may be delegated to a sub-committee or to a Dispute coordinator appointed by the MC.
- (d) The Dispute coordinator (if appointed) is to receive, document and co-ordinate processing and actioning of the grievance / complaint as well as give acknowledgement in the form of feedback to the person(s) initiating the grievance / complaint.
- (e) A grievance / complaint must be received in writing addressed to the Secretary of TUFC who will refer it to the Management Committee.
- (f) When the grievance / complaint is received and documented, the MC or Dispute Coordinator (if appointed) will determine the most appropriate form of action to rectify the situation.
- (g) If the dispute / grievance has reached a point where the M/C has made every effort to resolve the situation but the initiator is still unsatisfied and wishes to take the matter further, then it may be referred for mediation to:
 - (iv) Newcastle Football Ltd(as governing body); or
 - (v) The Community Justice Centre.
- (h) The Secretary upon receipt of a grievance / complaint must forward it to the M/C at its next scheduled meeting, and must acknowledge its receipt to the initiator.
- (i) The M/C should make all attempts to settle and finalise all grievances / complaints within twenty-eight (28) days of receiving that complaint.

The Dispute coordinator (if appointed) will present a period report on all grievances / complaints received at each monthly GM.

12. Right of appeal of disciplined member

- (a) A member, who was disciplined, suspended or expelled, may lodge an appeal against the Committee's decision, within 7 days of the meeting, by lodging a notice to that effect with the Secretary.
- (b) Once an Appeal is lodged in accordance with clause 8(a), the Secretary shall notify the Committee which shall convene an Appeals Board consisting of 5 People. These people shall be Honorary Members, current Team Coaches or current Team Managers Not forming part of the committee.
 - (i) The selection of the Appeals committee will be formed by way of nominations of members any number can be submitted. Then will be drawn at random to decide who will

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sit the Appeals Board.

- (c) At the convened Appeals Board Meeting:-
 - (i) Minutes need to be taken of the meeting and submitted to the Secretary for safe keeping.
 - (ii) Both the Committee and the member shall be given the opportunity to state their respective cases for & against the original decision.
 - (iii) The Appeals Board members shall inform both parties of their decision to uphold or dismiss the appeal before concluding the meeting.

13. Powers etc, of the Committee

The MC of TUFC, subject to the Act, the Regulation and these rules and to any resolution passed by TUFC:-

- (a) Must abide by and enforce this Constitution and the associated By-Laws.
- (b) Has the power to transfer the responsibilities of a Committee Member to different Committee Member where the elected member is not available, unless rules to the contrary exist.
- (c) Shall control and manage with due diligence the affairs of the TUFC;
- (d) Exercise all such functions as may have been voted on by a GM of members of TUFC;
- (e) Has power to perform all such acts and do all such things as appears to the Committee to be necessary or desirable for the proper management of the affairs of TUFC.
- (f) The MC shall have the final decision on any disputes regarding the interpretation of the constitution and by-laws.

14. Constitution and Membership

- 1. Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consist of:-
 - (a) The Executive Committee Members of TUFC; and
 - (b) The General Committee members of TUFC;
 - (c) Each of the above-mentioned shall be elected at the AGM of TUFC pursuant to rule15.
- 2. The Executive Committee Members of TUFC shall be:-
 - (a) The President
 - (b) The Vice-President
 - (c) The Treasurer
 - (d) The Secretary
 - (e) The Registrar.
- 3. The General Committee members of TUFC shall be:-
 - (a) The Assistant Secretary:
 - (b) The Assistant Treasurer:
 - (c) The Assistant Registrar:
 - (d) OH&S / Risk Management Officer:

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- (e) The Publicity Officer (Newsletter):
 - (f) Child Protection Officer:
 - (g) Grounds and Equipment Supervisor:
 - (h) 2 x Grounds Assistants:
 - (i) Club Referee Coordinator:
 - (j) Coaching Coordinator:
 - (k) Fundraising Officer:
 - (l) Fundraising Assistant:
 - (m) Merchandise Officer:
 - (n) Gala day Coordinator:
 - (o) Sponsorship + Assistant:
 - (p) Web site Coordinator:
 - (q) Canteen Supervisor:
 - (r) BBQ Supervisor:
 - (s) Small Sided Football Co Ordinator:
 - (t) General Committee Helpers:
 - (u) Female Participation Officer:
 - (v) Member Participation Information Officer:
 - (w) Mental Health Officer:
4. Each member of the Committee shall, subject to these rules, hold office until the conclusion of the Current seasonal year; the committee elect shall take office when the incumbent committee stands down at the first GM held after the finalization of the season. (October Meeting)
 5. All Committee Members are eligible for re-election.
 6. In the event of a casual vacancy occurring in the Committee, the Committee may appoint a member of TUFC or other person to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the next AGM following the date of the appointment.
 7. The Executive Committee may be ex-officio members of any sub-committees within TUFC.

15. Duties and Functions-Executive Committee

(a) President:

The President should be the Chairperson of all GM's, MCM's ECM's and SGM's. The President shall conduct all such meetings in accordance with the constitution and by-laws of TUFC and in accordance with the accepted rules of debate. The President may be the senior delegate of TUFC at meetings, functions and assemblies of other clubs, associations, institutions or companies with which TUFC is associated, affiliated or invited to participate. The President shall be responsible to ascertain that the functions of all Committee members are carried out in accordance with the constitution and by-laws of TUFC.

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(b) Vice President:

The Vice President should perform all the functions of the President in the absence of the President. The Vice President may represent TUFC at meetings, assemblies or functions of other soccer associations, clubs or institutions with which TUFC is affiliated or at which TUFC is invited to attend.

(c) Treasurer:

It is the duty of the Treasurer of TUFC is to ensure that:-

- (i)** All monies due to TUFC is collected, received and banked and an official receipt is issued and that all payments authorised by the TUFC are made;
- (ii)** Correct books and accounts are kept showing the financial affairs of TUFC including full details of all receipts and expenditure connected with activities of TUFC;
- (iii)** The Treasurer shall prepare a statement of income and expenditure for consideration by the MC each month. The treasurer should in conjunction with various members of the MC, prepare a budget for the forthcoming financial year for consideration of the MC.
- (iv)** The Treasurer of TUFC shall, as soon as practicable after being appointed as Treasurer, lodge notice with any financial institution TUFC may have dealings with and provided documentation and specimen signatures of all new signatories.
- (v)** Ensure that either the President, Vice President, Registrar or Secretary countersigns all cheques

(d) Secretary:

5. The Secretary shall, as soon as practicable after being appointed as Secretary, lodge notice with TUFC of his or her address or the business address of TUFC.
6. It is the duty of the Secretary to keep:-
 - (i)** Records of all appointments of Committee members;
 - (ii)** Minutes of all proceedings at ECM's, MCM's, GM's, SGM's and AGM's, including attendances, apologies and ensure that the minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
7. The Secretary shall be responsible for the day to day business of TUFC and shall receive and dispatch all correspondence. The Secretary shall be responsible for notifying all members of the date, place and time for all meetings in accordance with this Constitution and, in the case of the AGM, shall prepare an annual report and an agenda for circulation to all members.
8. The Secretary shall be a delegate of TUFC at meetings, assemblies and functions of other clubs, associations, institutions or companies with which TUFC is associated, affiliated or invited to participate.

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(e) Registrar:

The Registrar shall:

In conjunction with the MC, organise the appropriate registration days, ensuring that all requirements are adhered to as to the necessary regulations, to correctly register players under the Registration By Laws of TUFC and those of the affiliated association.

1. Control and maintain the Players Register which can be held by the Registrar.
2. Keep records of all monies collected during registration.
3. Shall pay to and receipt by the Treasurer all monies received from player registrations.
4. Advise all coaches and managers of all scheduled matches as provided by the affiliated association and/or any other affiliated organisation.
5. Record and forward all official match results to the association of which TUFC is affiliated.

16. Duties and Functions - General Committee

(a) Assistant Secretary:

Shall correspond with the secretary and take on any tasks needed to assist the secretary

(b) Assistant Treasurer:

Shall in conjunction with the Secretary and Treasurer organise the weekly team bags.

1. To make sure all information is in team bags and are ready for pick up at the required time.
2. To make sure all team bags are returned and all monies received are correct.
3. To have all monies returned to and receipted by the treasurer within the required time to be determined by the MC.

(c) Grounds and Equipment Supervisor:

The Grounds and Equipment Supervisor shall:

1. Be responsible for a set of Ground keys
2. It will be the supervisor's duty to mark all fields and maintain to the affiliated associations rules and regulations.
3. Advise on maintenance & condition of the grounds and equipment
4. Ensure that the grounds and amenities are presented in a clean and safe manner.
5. Report All ground issues to the MC
6. Liaise with EC on recommendation of ground closer for Training purposes:
7. Liaise with EC on recommendation of ground closer for Game purposes:
8. Report Ground closures to the Secretary (within the required time) who will then report to Newcastle Football Ltd within their required time limits.

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9. Maintain the condition of All equipment:
10. Report to the MC the equipment needed for start up of season
11. Organise the distribution of equipment to Coaches and Managers
12. Organise the training schedules for all teams and notify Coaches
13. Organise accessibility to amenities and lighting for coaches at training
14. Organise the storage of ALL equipment at the cessation of the season.

(d) Child Protection Officer:

Under the Rules of TUFC in pursuant with the Child Protection Legislation this position must not be left vacant; Every Effort must be maintained by the MC to fill the vacancy:

The Child Protection Officer Shall:

1. Have full knowledge of the Child Protection Legislation:
2. Organise the Child Protection forms required for registration
3. Maintain that ALL Committee Members, Coaches, Managers, Assistant Coaches and Managers and Club Referees have signed the required Child Protection Forms:
4. All Child Protection issues are to go through the Child Protection Officer plus one member of the EC only:
5. All Child Protection issues are to be dealt with under the Child Protection Act:

Must maintain and have custody of ALL Child Protection Forms for the required period set out by the Child Protection Legislation:

(e) Publicity Officer:

1. Shall publicise all activities of TUFC in the TUFC's Newsletter.
2. Shall liaise with the MC and Coaches and Managers of the teams in TUFC in order to ensure that a regular newsletter is produced and circulated.

(f) Assistants of the committee:

Any Assistant to a position on the MC shall give assistance as delegated by that respective Committee Member and shall carry out the duties of that office in the absence of that Committee Member in accordance with this Constitution.

(g) Web Site coordinator:

1. Shall maintain the web site responsibilities of TUFC.
2. Shall liaise with the MC and Coaches and Managers in order to ensure that TUFC information is readily available and the web site is regularly maintained for accuracy and content.

17. Casual Vacancies

For the purposes of these rules, a casual vacancy in the office of the MC may occur if a member-

- (a) Dies;
- (b) Ceases to be a member of TUFC;
- (c) Resigns office by notice in writing given to the Secretary of TUFC;

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- (d) Is removed from office under rule 19 of the ACT;
- (e) Is absent without consent of the committee for three (3) consecutive meetings.
- (f) A committee position remains vacant at the conclusion of the AGM

18. Election of Committee Members

1. Nominations of candidates for election as Committee members of TUFC:-
 - (a) Shall be made by the candidate on the nomination form
 - (b) Shall be delivered to the Secretary of TUFC by the required date (to be determined by the MC) and stated on the nomination form. No Nominations to be accepted after this date:
 - (c) Members may be nominated as candidates for more than one Committee position.
 - (d) Members may hold more than one Committee position but no more than one executive position.
 - (e) Only one signatory may reside at the same address.
 - (f) Candidates may include a short Resume of their skills that would benefit TUFC, with their completed nomination form.
2. Further verbal nominations will be sought at the AGM for those positions where insufficient formal nominations have been received
3. Any committee position remaining vacant at the conclusion of the AGM shall be deemed to be a casual vacancy.
4. If the number of nominations received for a position is equal to the number of people required, the persons nominated shall be deemed to be elected.
5. If the number of nominations received for a position exceeds the number of people required, a secret ballot shall then be held.
6. The ballot for the election of Committee members shall be conducted at the AGM in such usual and proper manner as the Committee may direct.
7. Two or more returning officers will be appointed at the meeting by the chairperson to count the votes.
8. Ballot papers shall be destroyed at the end of counting as per paragraph 26
9. Only Members / Honorary Members over the age of 18 will be eligible to stand for office on the MC, or to vote at any meeting of the TUFC

19. Committee meetings and Quorum

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- (a) The EC & MC shall meet as required at such place and time as the President or Secretary may determine.
- (b) The Secretary shall give notice of each meeting to each committee member
- (c) Any 5 members of the MC constitute a quorum for a management committee meeting. Any 3 members of the EC constitute a quorum for an executive committee meeting.
- (d) The committee shall transact no business unless a quorum is present. If within half an hour of the appointed time of the meeting a quorum is not formed, the meeting shall be adjourned to a time and place notified by the Secretary
- (e) At a meeting of the EC or MC, the President, or in the absence of the President, the Vice President shall preside, or, if the President and the Vice President are absent or unwilling to act, such one of the remaining members of the EC or MC may be chosen by the members present to preside.
- (f) Any decisions of the EC need to be ratified at the next MCM or GM.

20. Annual General Meetings

- (a) The TUFC shall convene an AGM within six calendar months of the end of the financial year. The financial year will be 12 months ending on the 30th September of each year.
- (b) The Secretary shall, at least 4 weeks before the date fixed for the holding of the AGM, give notice of the date, time, place and details of the business proposed to be transacted at the meeting.
- (c) No business shall be transacted unless quorums of 10 members that are entitled to vote are present.
- (d) A question arising at a meeting of TUFC shall be determined on a show of hands or secret ballot. The chairperson shall declare that the question has been carried, carried unanimously or lost and that declaration shall be noted in the minute book of TUFC.
- (e) A secret ballot may be demanded by the chairperson or by not less than 3 members present at the meeting.
- (f) Where a poll is demanded at a meeting, the ballot shall be taken:-
 - (i) Immediately where the ballot relates to an election of a chairperson, or to the question of an adjournment; or
 - (ii) As directed to by the chairperson during the meeting. The resolution of the ballot shall be deemed to be the resolution of the meeting on that matter.
- (g) When a secret ballot is called for, two or more returning officers will be appointed at the meeting by the chairperson to count the votes. The returning officers will tally the voting and report the results to the chairperson.
- (h) At the conclusion of all the voting, all voting slips shall be destroyed.

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- (i) In addition to any other business which may be transacted at an AGM. the business of an AGM shall be:-
 - (i) To confirm the minutes of the last AGM and any SGM held since that meeting;
 - (ii) To receive from the committee reports upon the activities of the TUFC during the last preceding financial year,
 - (iii) To elect the following years MC members of the TUFC
 - (iv) To receive and consider the financial statement which is required to be submitted to members pursuant to section 26 (6) of the Act.
 - (v) To elect an Auditor for the following Season;
 - (vi) To consider any nominations for Life Membership;
 - (vii) To decide on any "notices of motion" calling for alterations to either the Constitution or the By-Laws
 - (viii) No business other than that covered by "notices of motions" shall be transacted at the meeting.

21. Special General Meetings

- (a) The MC may, whenever it thinks fit, convene a SGM of TUFC after giving 4 weeks notice
- (b) The MC shall convene a SGM, following a request from **TUFC Members**, which conforms to the following;
 - (i) Shall state the motions to be put to the SGM, together with any supporting arguments;
 - (ii) Shall be signed by 30 current financial members, as indicated by their Signatures, Names and Addresses; the request may consist of several documents in a similar form
 - (iii) The written request shall be lodged with the Secretary of the TUFC;
- (c) If the committee fails to convene a SGM within 8 weeks after the receipt of a request by members for that SGM to be held, any one or more of those members who made the request for that SGM may convene a SGM to be held not later than 12 weeks after that date.
- (d) A SGM convened by a member, as referred to in the previous clause, shall be convened as nearly as is practicable, in the same manner as GM's.
- (e) Any motions passed as referred to in the previous two Clauses, must be submitted to the Secretary of the club as soon as practicable after the meeting.
- (f) The quorum for a SGM is two thirds of those members requesting a SGM. The meeting will be abandoned as null and void if this requirement is not met. The Quorum for a SGM called for by the MC shall be 12 members.
- (g) No business other than that specified in the notice convening the meeting shall be transacted at the meeting.

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- (h) A question arising at a meeting of TUFC shall be determined on a show of hands. The chairperson shall declare that the question has been carried, carried unanimously or lost and that declaration shall be noted in the minute book of TUFC.
- (i) At a Meeting of TUFC, a ballot may be demanded by the chairperson or by not less than 3 members present at the meeting.
- (j) Where a poll is demanded at a meeting, the ballot shall be taken:-
 - (i) Immediately where the ballot relates to an election of a chairperson, or to the question of an adjournment; or
 - (ii) As directed to by the chairperson during the meeting. The resolution of the ballot shall be deemed to be the resolution of the meeting on that matter.

22. General Meetings

- (a) General Meetings are to be held on a regularly, preferably, monthly basis, on a date, time and venue to be decided by the MC during the playing season.
- (b) A member desiring to bring any business before a GM may do so in "General Business" at the meeting
 - (c) Notices of General Meetings are to be circulated to the members of FC, 2 weeks' Notice to be given to members with the Date, Time and Location of the General Meeting.
- (d) Any 5 Members of the committee Or 3 Committee members and 2 financial members shall constitute a Quorum for a GM.
- (e) No business shall be transacted at a GM unless a quorum is present.

23. Special Resolution

A resolution of TUFC is a special resolution if:-

- (a) It is passed by a majority which comprises of not less than 10% of such members of TUFC as, being entitled under these rules, personally vote at a GM, provided the adequate notice is given to such special resolution; (E.G. 200 Members / 20 members needed)
- (b) Where it is made to appear to the Commissioner that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner as specified by the Commissioner.

24. Voting

- (a) Upon any question arising at a Meeting of the TUFC, a member is entitled to one vote only.

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- (b) All votes shall be given personally.
- (c) In the event of equal votes at a Meeting of the TUFC, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A person is not entitled to vote at any Meeting of the TUFC unless all membership money due and payable by that person has been paid.
- (e) Questions arising at a MCM shall be determined by a majority of the votes of members of the committee present at the meeting.
- (f) Each member present at the MCM is entitled to one vote. In the event of a tied decision on any question, the Presiding Officer shall exercise a second or casting vote.
- (g) The various Committees may act notwithstanding any vacancy on the committee.
- (h) Any act or thing done or suffered, or purported to have been done or suffered, by the MC, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualifications of any member of the MC.

25. Financial Hardship

- (a) An application for fees to be waived can be made to the EC (The privacy act must be complied with strictly in these cases) The EC will decide whether to approve or deny the application.
- (b) Absolutely under NO circumstance will any member under Financial Hardship be disadvantaged as a member or player in any way.
- (c) The EC will not stand back in a case, where financial hardship is obvious without offering assistance.
- (d) Only Genuine cases of financial hardship are to be approved.

26. Insurance

- (a) The TUFC shall effect and maintain insurance pursuant to section 44 of the Act.
- (b) The TUFC may effect and maintain other insurance in addition to that specified in clause (a).

27. Financial Year

The Financial Year of the Club shall end on the 30th September each and every year.

28. Funds - Source

- (a) The funds of TUFC shall be derived from match fees, annual membership, sponsorship and donations or such other sources as the MC determines.
- (b) All monies received by TUFC shall be passed onto the Treasurer of TUFC for depositing, as soon as practicable, to the bank account conducted by TUFC.

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- (c) The Treasurer of TUFC shall, as soon as practicable after receiving any monies, issue an appropriate receipt
- (d) All sponsorship and/or fundraising for any team or member of TUFC, must be approved by the TUFC MC
- (e) All sponsorship and/or fundraising funds for any team or member of TUFC, must be passed onto the treasurer of TUFC as per item 28 (b) for banking and to be added to the financial report for auditing purposes

29. Funds - Management

- (a) Subject to any resolution passed, the funds of TUFC shall be used in pursuance of the objectives of the TUFC in such a manner as determined by MC of the TUFC.
- (b) All accounts payable by TUFC shall be paid by cheque "where practicable and a receipt for such payment must be provided.
- (c) The signatories for the bank, investment and cheque accounts of the TUFC shall be the Executive Committee. Only one signatory may reside at the same address.
- (d) Any Cheque issued shall carry two different signatures.

30. Alteration of objectives and rules

The Statement of Objectives and these rules may be altered, rescinded or added to only by way of a 75% majority at either a properly convened SGM or AGM.

31. Custody of books, etc

Except as otherwise provided by these rules, the Public Officer of TUFC shall keep in his/her custody or under his/her control, all records, books and other documents relating to the affairs of TUFC.

32. Privacy of Information

Any and all information collected by TUFC shall be subject to these conditions.

Players personal Information collected by TUFC is for the TUFC's use only, and will only be distributed to other people including Committee Members on a need to know basis, with the exception of that information that must be passed onto, any association or other body that we are affiliated with.

- (a) Under no circumstances, will any members information collected for the TUFC's use; be divulged to any other person or entity for any reason.
- (b) Team Coaches and Managers are not entitled to collect any additional player information other than that sought by TUFC.

33. Inspection of books, etc

The records, books or other documents of TUFC shall be open for inspection, free of charge, by any member of TUFC, who has given at least 14 days notice in writing to the Secretary of TUFC.

- (a) Will be at a time and place as deemed appropriate by the MC.
- (b) Such documentation can not be copied, photographed or removed by the member unless approved by the MC.
- (c) All the above inspections shall be supervised by delegates of the MC in accordance to 32(a)(b)

34. Public Officer

The Public officer is responsible for the lodging of documents:

- (a) When the position of public officer becomes vacant a new appointment must take in the required time frames.
- (b) Public Officer does not have to be a member of TUFC.

35. Common Seal

- (a) The common seal of the association must be kept in the custody of the public officer.
- (b) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or of one member of the committee and of the public officer or secretary.

36. Service of Notices

For the purpose of these rules, a notice may be served by or on behalf of the TUFC upon any member of TUFC either personally or by post to the address of the member as it appears in the Register of Members. Where a notice is posted, service is considered effective at the time that the notice would have normally been received by ordinary post

37. Disbanding of TUFC

- (a) In the event of the winding up or cancellation of the incorporation: in pursuant to Section 53 (2) of the act. Any surplus equipment shall be donated to the local schools in the area
 - (i) Tanilba Bay Primary School
 - (ii) Salt Ash Public School.
- (b) Any surplus funds shall be donated to a charitable organisation; the organization shall be one that's fulfils the requirements specified in the section 53(2) (a) - (c) of the act.
- (c) A member's maximum liability to TUFC is their unpaid fees.

38. Auditors

- (a) The TUFC may appoint an Auditor at the AGM each year.
- (b) The person appointed shall not be Committee members of TUFC.

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TUFC will have all books Audited at least once in a 24 month period.

39. Colours of TUFC

The official colours of TUFC shall be green; black and white. All players participating in soccer competitions for TUFC will wear the uniform of the TUFC as approved by the MC and defined in the by-laws of TUFC.

40. Trophies and Awards

- (a) All Registered Junior players as per Bylaw 1 (k) shall receive a participation trophy:
- (b) Senior Players are to be given a gift /trophy to the same value as the junior players for participation as per Bylaw 1. (j)& (k).
- (c) Any team "Winning" the grand final shall receive an embroidered Jacket or Jumper.

41. Years of Service

1. TUFC shall recognise all active members for their years of service:
 - (a) Active members consist of: Players, Coaches, Managers and Committee Members. For the period of:
 - (i) **8 Years Continual**: shall be recognised in the form of a trophy or other memento of TUFC.
 - (ii) **10 Years Continual**: shall be recognised in the form of a continual service jacket,
 - (iii) **12 Years Continual**: shall be recognised in the form of Key Ring or similar memento of TUFC.
 - (iv) **15 Years Continual**: shall be recognised in the form of LIFE MEMBERSHIP of TUFC.
 - (c) A memento must be given to life member to prove their standing.
2. A Player can request in writing to the MC for approval to maintain their "Continuity of Service" for the season.
 - (a) A new application can be submitted each year.
 - (b) Approval can only be considered for the following reasons;
 - (i) Where a registered player can not be placed into an appropriate team and is forced to play with another Club. (Available for 1 Season only)
 - (ii) Where a player is suffering a Injury sustained by playing soccer for TUFC & a Doctors Certificate has been included with the application. (Available for 1 season Only)

42. By-Laws

The MC and members of TUFC shall abide by the TUFC by-laws. Any change to the by-laws by the MC must be published to notify all members of such proposal. Then by special resolution procedure, apply to have either the by- laws or this constitution changed at either a SGM or AGM.

**THE BY-
LAWS OF
TILLIGERRY UNITED FOOTBALL CLUB
INCORPORATED INCORPORATED:**

1. Registrations:

- (a) Registration dates to be determined by the committee and advertised at least 4 weeks prior to the first registration date:
- (b) Positions for Coaches and Managers will be advertised at this time.
- (c) Payment/Lay By plan options will be made at the discretion of the committee.
- (d) All previous player positions are only held as long as the player registers and pays in full by the end of the registration period. Any returning player registering and paying after this time takes up the position in first come basis.
- (e) All new players shall, provide acceptable proof of age at registration
- (f) All Players must register in their own age group. Playing a higher age group will only be allowed upon application and approval by the EC and without prejudice to any player: In the event that a child has been playing in a higher age grade, that player may remain in that team as returning player if they so wish. If a player, playing in a higher age group wishes to return to correct age group may do so if there is a position in that team. This player will take preference over new registrations.
- (h) **All AGE MEN** registrations, players must be turning 16 yrs on or before the start date of the final series in that coming season. An appeal to this ruling can be made in writing to the EC. A meeting will be held to review the players request on an individual basis to the individual's maturity to cope in an All Age match.
- (i) **All AGE WOMEN'S** registrations, players must be turning 15 yrs on or before the start date of the final series in that coming season. An appeal to this ruling can be made in writing to the EC. A meeting will be held to review the players request on an individual basis to the individual's maturity to cope in an All Age match.
- (j) Any Player including any borrowed Player must play at least 50 % (approx 7 games) of the regular season to be eligible for a participation trophy / Grand Final Winners Jacket. If a player has not managed to play the required games due to illness or injuries, they will still be eligible as long as they are still considered as being part of the team. Any Player including any borrowed player will be required to pay the required game fee's, as set by the EC
- (k) If transferred from another club By-law does not apply

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(l) **Maximum Players to be registered per Team.**

- (a) Under 6 and 7 –7 per team
- (b) Under 8 and 9 –10 per team
- (c) Under 10 and 11 -12 per team
- (d) Junior Competition 16 per team
- (e) Seniors (All Age) 16 per team
- (f) Over 35's & Over 45's Unlimited Players per team

Any change to this ruling must be put in writing to the secretary stating the reasons why. **ALL** players must sign the letter (Seniors). **ALL** Parents must sign the letter (Juniors) Any team without good reason will not be changed.

- (m) Over 35's team limits to be negotiated after registrations.

2. Composition of Teams

1. TUFC will endeavour to keep original teams together.
 - (a) All returning players have **preference** to be registered in their original team over new registrations in the registration allocated period.
 - (b) **Original teams stay together**
 - (i) Unless otherwise requested by **BOTH** teams' players
 - (ii) In the event that 2 teams in the same age group and have more than 50% of returning players in each team. New players will be recruited and then the **teams** will be graded not the individual players.
 - (iii) In the event that 2 teams in the same age group have less than 50% of returning players in each team. The option will be given to the team members and coaches on how the teams to be formed. IE: Individual grading: teams merge together (competition teams max 14players). Or teams stay as is and new team members sort.
2. In the event that By-law 2.1 .(b)(i) is applied the following shall be used-
 - (a) **11 up to 28 players registered.**
 - As soon as practicable after player registration, if there is a number of players available for the age group in excess of one team i.e. up to 28 players (**but no less than 22 for two teams**) who have registered in the registration period and **paid in full**. TUFC shall use the following.

All players to be graded (in collaboration with a TUFC official) by an **independent** person (not from TUFC) and then two teams made up on the independent person's recommendations. Teams to be evenly divided in numbers as far as possible.
 - (b) **For 11 up to 21 players registered**
 - As soon as practicable after player registration, if there is an excess numbers of players available for the age group in excess of one team i.e. 11 but less than 22 players **who have registered during the registration period and paid in full**. TUFC shall use the following.
 - (i) Whoever played the previous year for TUFC to be given first

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option of being placed in the team, followed by any previous returning players (Years of service comes into play) followed by the new players to TUFC. Players not in the team to be given the option of playing in an older age group if should vacancies exist. If not nominated for the team or if not going to an older age group. All fees paid to be refunded in full.

(c) Less than 9 players registered

- As soon as practicable after player registration, if there is 9 or less players registered, and players cannot be got from a lower age group to make a team, all players to be given the option to go to an older age group if vacancies exist. If no vacancies in higher age group extend the registration date for that age group/implore parents and players to source new players. If to no avail all fees to be refunded in full.

(d) For 11 and up to 22 players for two age groups together

- As soon as practicable after player registration, if there are more than 11 but less than 22 for an age group and also the same for the next age group (of which can be made three teams of both age groups) who have registered and paid in full. The club shall use the following.
 - (i) All players to be graded by an independent person (not from TUFC) and then made up on the independent person's recommendation. "What it means" is that some players of the lower age group will have to play in a higher age group. If you have enough players for three teams across two age groups, you must be able to make one team in its respective age group, and then preceding rules apply.
 - (ii) Teams to be evenly divided up in numbers as far as possible. On putting lower age group players in higher age group and being graded by an independent person, Newcastle Football Ltd to be informed of such and team to be graded accordingly.
- 3. Teams will be finalised at the first appropriate committee meeting.
- 4. All competition players must sign the team sheet prior to Newcastle Football Ltd registration, at a time arranged by the registrar.
- 5. In the unfortunate circumstances of a player being unable to be placed into a team, they will be notified as soon as practicable, their registration and all association fees will be reimbursed and TUFC will endeavour to help place the player within another local club.
- 6. The committee reserves the right to decide on an individual player's team allocation if circumstances of these rules do not apply to that individual's situation.
- 7. TILLIGERRY UNITED FOOTBALL CLUB WILL ENDEAVOUR TO PLACE ALL CHILDREN.

3. Coaches and Managers

- (a) Under the Child Protection Legislation all prospective coaches,

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managers or other persons that will be dealing with children must complete the relevant forms prior to being accepted

- (b) Members need to apply for the position of Coach or Manager on the appropriate club nomination form during the registration period.
- (c) Existing Coaches and Managers will have Preference over new applications. (In the event of a Conflict between, Coach and players. A request of non appointment must be put in writing to the Committee to be reviewed by the Executives)
- (d) Teams without Coaches or Managers at the start of the season will have one appointed to them by the MC or representative i.e.: Coaching coordinator.
- (e) Where there are two or more coaches, NEW coaches vying for the same position, the MC will base the final selection on one or more of the following:
 - (i) Experience
 - (ii) Credentials
 - (iii) Years with the club
- (f) Under no circumstance will coaches or managers state/dictate or choose what players they will or will not have in their team.
- (g) All Coaches and Managers are to comply with Newcastle Football Ltd Rules ,Regulations and Policies:
- (h) The only contact for any TUFC business between coaches and managers and officials of the affiliated Association will always be through secretary of TUFC.
- (i) A coach and/or manager found by the disciplinary procedures (under rule **10.**) to have brought the TUFC into disrepute shall be relieved of his or her position. In the event of a coach and/or manager being relieved of his or her position by the EC, that coach and/or manager have the right of appeal (Under Rule **12.**). Until the Appeal has been heard the coach or manager must step down from the position until the final decision has been made.

4. Players and or Non Playing Members

- (a) All players and Officials shall be insured with a scheme through the Association in which TUFC is affiliated.
- (b) All players and non playing members are required to abide by the TUFC Code of Conduct.
- (c) Any player, Coach or Manager of any team who is sent from the field of play by the referee, (official or otherwise), may be required to appear before Newcastle Football Ltd and/or TUFC Disciplinary Committee. All players will be accompanied by their Coach or Manager.

5. Player History

- (a) History records for each player will be kept by the secretary.
- (b) History records and other relevant documentation remain the property of TUFC.

6. Smoking

- (a) TUFC adopts the Smoking Regulation attached to the Newcastle Football Ltd Rules and Regulations

7. Club Motto

**"TO WIN IS A BONUS" "TO
HAVE FUN IS A MUST!"**

8. CODE OF CONDUCT

- (a) TUFC believes the principles of fair play & a high standard of conduct should be upheld by ALL Players, Coaches, Managers, Officials and Spectators. It is particularly important to set an example to the junior players within TUFC. The following is an example of some of the basic standards of conduct which should be adhered to both on and off the field when representing this club.
- NO FOUL OR ABUSIVE or DEROGATORY LANGUAGE TO A REFEREE (INCLUDING ACTING REFEREES), SPECTATOR, OFFICIAL OR OTHER PLAYER.
 - NO THREATS OR ACTS OF VIOLENCE TOWARD A REFEREE (INCLUDING ACTING REFEREES), SPECTATOR, OFFICIAL OR OTHER PLAYER OR THE PROPERTY OF THE AFOREMENTIONED PERSONS.
 - NO PARTICIPATION AS A PLAYER, COACH, MANAGER OR OFFICIAL WHILST UNDER THE INFLUENCE OF ALCOHOL OR PROHIBITED DRUGS.
 - NO CONSUMPTION OF ALCOHOL OR PROHIBITED DRUGS TO BE CONSUMED AT THE MALLABULA SPORTING GROUNDS DURING TRAINING AND AFFILIATED FOOTBALL GAMES INVOLVING JUNIOR TEAMS.
 - ANY OTHER ACTION WHICH MAY BRING THE NAME OF TUFC, AND/OR THE GAME OF FOOTBALL INTO DISREPUTE.
- (b) The above mentioned codes are a sample only of what is expected and may be extended if other matters arise which the MC believes may bring the name of the TUFC into disrepute.
- (c) TUFC may, at its discretion, call an offending person before the EC requesting an explanation for any breach of conduct & may impose a penalty, in addition to any which may have been imposed by Newcastle Football Ltd, for such breaches of conduct.
- (d) Your signature on the registration application is deemed to be your acceptance of compliance with the above-mentioned conditions relating to the expected code of conduct.
- (e) If you are uncertain as to your obligations in relation to these

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conditions, you should request clarification prior to signing the registration application forms.

9) Social Media

(a) Refer to the Social Media policy

10) Summer Competition

(a) Refer to the Summer Competition policy