



PANANIA RSL YOUTH SOCCER CLUB INC.

CONSTITUTION

September 2003

Panania RSL Youth Soccer Club Inc.

The Rules of

Panania RSL Youth Soccer Club Inc.

contained herein, are in accordance with Section 11
and contain those matters specified in Schedule 1
of the Associations Incorporation Act, 1984

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RULE 1 - PRELIMINARY

Rules	1	Name
	2	Definitions
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1.1 Name.

The name of the Club is the “Panania RSL Youth Soccer Club Inc.” hereafter called “The Club”.

1.2 Definitions.

In these rules, unless the subject matter or context otherwise indicates or requires -

“**Act**” means The Associations Incorporation Act, 1984;

“**Administrative Regulations**” means the Club’s standards for compliance with the privacy act.

“**Club**” means the Association being the “Panania RSL Youth Soccer Club Inc.” incorporated under the Act.

“**Code of Conduct**” means the Code of Conduct contained in the Rules and regulations applicable to the Club.

“**Committee**” means the Management Committee of the Club as elected annually at the Annual General Meeting and defined within these rules.

“**Constituent document**” means: In the case of an incorporated body, its Constitution, and includes any administrative regulations or other subsidiary regulations made under any such document.

“**Constitution**” refers to this document and where this Constitution is in conflict with any Rule or Regulation of the Club the Constitution shall take precedence.

“**Department**” means the Department of Fair Trading or that organisation or body appointed by and responsible to the Parliament of NSW for the oversight, administration and implementation of The Associations Incorporation Act, 1984.

“**Executive Committee**” means the Executive Committee of the Management Committee as defined under Rule 3.2 of this document.

“Financial year” means the period commencing on 1 January of each year and finishing on 31 December in that year.

“List of Duties” means the Panania RSL Youth Soccer Club Management Committee List of Duties, hereafter called the “List of Duties” as referred to in Rule 6.5 in this document.

“Management Committee” means the Management Committee hereafter called the “MC”

“Member” means an individual as defined in this document under Rule 2.2 of this document

“Month” means calendar month.

“Powers of the Club” means the powers conferred upon the Club through the Constitution and the rules and regulations promulgated by the Club in the conduct of its affairs and the management of its activities as shall apply to all members and be binding on such members.

“Standing Orders” means the rules and regulations of the Club for the time being in force, concerning the Management and activities of the Club, and the conduct of its competition(s).

“The Headquarters” means the clubrooms at Kelso South Park

“The Regulation” means the Associations Incorporation Regulation, 1985

1.3 Objects.

The Clubs headquarters shall be in Panania where all meetings will be held.

The objects for which the Club operates are to

- A. Encourage and promote the game of soccer for all that seek to play, irrespective of skills, abilities, gender, race, religion and any other characteristic.
- B. To improve the individual and team skills of the player.
- C. To encourage sportsmanship.
- D. To encourage district and other representation.
- E. To encourage club spirit.
- F. To encourage general youth development.

The club shall operate under the Standing Orders in force.

1.4 Colours.

The colours of the club shall be White, Royal Blue and Gold.

1.5 Co-Operation.

The Club will work in co-operation with the Panania East Hills RSL Club Ltd, hereafter called “The RSL Club” and the Panania RSL Youth Club Inc., hereafter called “The Youth Club”.

1.6 Affiliation.

As an affiliated member of the BDASA Inc. hereafter called “The BDASA” The Club will operate in accordance with the constitution and General Rules of the BDASA.

RULE 2 – MEMBERSHIP.

2.1 Member Criteria.

The clubs members shall be persons who are eligible to be members of and/or play soccer for The Club, regardless of their own, their parents or their guardians membership to The Club.

2.2 Member.

Members are persons who have paid their respective membership to the club for the Financial Year. Also includes interested parties endorsed by the MC. All players must pay the insurance as specified by Soccer NSW. Only financial members and interested parties endorsed by the MC and entitled to vote at any meeting and to hold office on the MC. Any member who in the opinion of the Executive Committee of The Club, cannot hold a position within the club.

Members will fall into the category of Junior Member and Senior Member.

A member will be classed a Junior Member until they attain the age of 18years.

2.3 Life Members.

Life Members are persons who following written nomination by a member has been elected to such honorary position by the members of the Club and subject to the requirements set out hereunder.

2.3.1 Life membership may be conferred on a member of the Club who has contributed exceptional service over and above the position the Member has been elected for the Club over a period of at least ten (10) continuous years.

2.3.2 Nominations must be in writing, signed by at least (7) members and handed to the Secretary at least one (1) month prior to the Annual General Meeting.

2.3.3 The Executive Committee shall consider all nominations submitted and in its absolute discretion, determine whether the nominee has rendered exceptional or outstanding service to the Club as to warrant the recommendation proceeding. Any decision to reject a nomination is the prerogative of the Executive Committee and is not subject to appeal, nor explanation.

2.3.4 Upon the Committee accepting the nomination it shall be referred to the Members of the Club for approval at either an Annual General Meeting or a Special meeting called for that purpose. Approval shall constitute a (2/3) majority vote of members present entitled to vote giving assent to the proposal. Nominees must leave the meeting whilst voting for Life Membership is conducted.

2.3.5 Not more than three (3) persons shall be nominated in any one year, unless the Committee determines a year to be of special significance in which case the limitation on the number of nominees may be suspended.

2.3.6 Each life member shall be presented with a suitably designed life member's badge. A Life member is subject to the Rules and Regulations and Code of Conduct of the Club.

2.4 Cessation of Membership.

A person ceases to be a member of the Club, should that person,

- Pass Away
- Resign
- Fail to pay any prescribed subscription, fee or fine within the time lines defined.

- Be expelled subsequent to the outcome of a judicial process.

2.5 Resignation.

In the event of a financial member resigning membership, all outstanding fees, fines, and other amounts owing to the club must be settled prior to the date of the resignation. A member who resigns during the year is not entitled to a refund of subscription/fee for any unused portion of that year unless there are circumstances of hardship, an application is made in writing with reasons in support, and, the Committee approves the request.

2.6 Outstanding debts.

Upon the date of resignation the Secretary shall enter the cessation in the register of members and note any financial debts owing to the club in which event the member shall be in default pending settlement.

2.7 Member in default.

Any member in default shall have that default made known to any relevant governing authority.

2.8 Membership not Transferrable.

A right, privilege or obligation which a person has by reason of being a member of the Club is not capable of being transferred or transmitted to another person; and terminates on cessation of the person's membership.

2.9 Register of members.

The Committee must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club, together with the level of membership, and the date upon which membership was granted.

2.10 Location of register.

The register of members will be kept at the headquarters of the Club and will be subject to the provisions contained in the Privacy Act.

2.11 Members' Liabilities.

The liability of any member of the Club to contribute towards debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership subscriptions, fees, fines, or levies of the Club.

RULE 3 – COMMITTEE

3.0 COMMITTEE OF MANAGEMENT

The Committee shall be called the Management Committee of the Club and is subject to the Act, the Regulation and these rules, and to any resolution passed by the Club members in general meeting.

3.1 Composition of committee.

The Committee shall be elected, pursuant to Rules 3.2 and 3.4 at the annual general meeting of the Club. It shall consist of those members noted under Rule 3.3.

3.2 The Executive.

The executive of the Club shall consist of:

The President

The Vice President

The Junior Vice President

The Secretary

The Treasurer

The Executive Committee is to determine the representation of the following sub-committee's:

- A. Finance Committee
- B. Judiciary/Disputes Committee
- C. Welfare Committee
- D. Appeals Committee

3.3 Executive authority and requirements.

A quorum of the Executive may make urgent decisions for the Club and shall report to the Committee thereon at the next meeting of the Committee. A quorum for making such decisions shall be no less than three (3) members.

3.4 Management Committee.

The members of the MC shall consist of:

The Executive	Assistant Secretary	Coaching Chairman
Publicity Officer	Equipment Officer	BDASA Delegates
Registrar	Youth Club Delegates	Social Secretary
Senior Club Captain	Junior Club Captain	Canteen Manager
The Child Protection Officer		

The MC is to determine the representation of the following sub-committees:

- A. Parents Committee
- B. Fund Raising Committee

RULE 4 - COMMITTEE POWERS AND RESPONSIBILITIES

4.1 Management role.

The Committee shall control and manage the affairs of the Club. It may exercise all such functions as may be exercised by the Club other than those functions that are required by the Act, the Regulation or these Rules to be exercised by a general meeting of the Club.

4.2 Making of regulations.

The committee may make any such administrative regulation (not inconsistent with the Act, the Regulation or with these rules) as in the opinion of the Committee is necessary or desirable for the proper control, administration and management of the Club's finances, affairs, interests, and activities, including, but without limiting the generality thereof the specification of powers, duties and responsibilities of office bearers, or delegated positions, selection policies, and practices, and may amend or rescind from time to time any such administrative regulation PROVIDED THAT 14 days notice in writing of any amendment or rescission shall be given to the members.

4.3 Extent of power.

The Committee has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club and consistent with the promotion and interests of soccer.

4.4 Duration of office.

Each member of the Committee who is a member of the Executive or an ordinary member

shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.

4.5 Duties and responsibilities.

Members of the Committee shall fulfil the duties and responsibilities of the position to which elected or appointed in accordance with the requirements of that position's Function and Accountability statement. Responsibilities may be re-allocated from time to time at the direction of the Executive as per the List of Duties.

4.6 Absence from duties.

An MC member may on request, be granted reasonable leave of absence by the MC. Where a Committee member misses three (3) consecutive meetings without prior Committee approval, being General or MC meetings, the position shall be declared a casual vacancy and the Committee shall proceed to make a casual appointment.

4.7 Removal of a Member of the Committee.

The Club in general meeting may by resolution remove any member from the office held by the member before the expiration of the term of the member's office. It may then by resolution appoint another person to hold that office until the expiration of the term of office of the person so removed.

RULE 5 - ELECTION OF MEMBERS OF THE COMMITTEE

5.1 Written nominations.

Nominations of candidates (who need to be members of the Club as defined) for election to a position as either an executive or ordinary member of the Committee shall be made in writing. It shall nominate the position(s) for which nominating and be signed by the candidate and endorsed by two (2) members.

5.2 Time limit on nominations.

Such nomination(s) shall be delivered to the Secretary of the Club on or before the date of the annual general meeting and prior to the commencement of the meeting.

5.3 Nominee deemed elected.

If at the commencement of the Annual General Meeting no more than one nomination has been received by the Secretary for any position, the nominee shall be deemed to be elected to the position sought.

5.4 Need for ballot.

If more than one nomination is received for any position, and at the Annual General Meeting each nominee declares his/her intention of remaining a candidate, a ballot shall be held for that position.

5.5 Nomination during course of Annual General Meeting.

If following rules 5.3 and 5.4 there remains any position vacant further nominations shall be received at the annual general meeting.

5.6 Creation of casual vacancy.

If insufficient further nominations are received any vacant position remaining on the Committee shall be deemed to be a casual vacancy.

5.7 Method of ballot.

Where a ballot is conducted for the election of executive and ordinary members of the Committee, it shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

RULE 6 - REQUIREMENTS OF OFFICIALS

6.1 Minutes of meetings to be signed.

Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

6.2 Address of Secretary and Treasurer.

The Secretary shall, as soon as practicable after being appointed lodge notice with the Club of his or her address.

The Treasurer shall as soon as practicable after being appointed lodge notice with the Club of his or her address.

6.3 Requirements for Secretary.

It is the duty of the Secretary to ensure that minutes are kept of:

- All appointments of members of the Committee;
- All appointments of members to sub-committees;
- Names of Committee members present at a general meeting or a Committee meeting; and all proceedings at Committee meetings and general meetings.

Note: For the purpose of this rule, “Committee meetings” includes meetings of standing Committees.

6.4 Requirements for Treasurer.

It is the duty of the Treasurer of the Club to ensure that:

- all money due to the Club is collected and received and that all payments authorised by the Club are made;
- Correct books and accounts are kept showing the financial affairs of the Club including full detail of all receipts and expenditures connected with the activities of the Club.
- These receipts and expenditures must be produced at one meeting every month along with a bank statement issued by the Clubs banker to report the Clubs bank balance.
- All monies paid to the club will be held by the Clubs Banker at the ANZ Bank Branch Panania or other recognised financial institution approved by the MC.
- Ensure all cheques for payment and monies held in trust are signed by any two (2) of the following – President, Secretary or Treasurer
- The Clubs books should be presented annually to be audited by a person nominated by the RSL Club.

6.5 Executive to determine Standing Orders, List of Duties, Code of Conduct and Administrative Regulations.

The Executive shall determine the List of Duties and may alter the duties of any official at any time that it is considered necessary to do so.

The Executive shall determine the Standing Orders and may alter the Orders at any time it is considered necessary to do so.

RULE 7 - CASUAL VACANCIES

7.1 Creation of a casual vacancy.

For the purpose of these rules a casual vacancy in the Committee occurs if the member:

- passes away;
- ceases to be a member of the Club;
- becomes insolvent under administration within the meaning of the Companies (New South Wales) Code;
- resigns office by notice in writing given to the secretary;
- is removed from office under Rule 4.7 herein;
- becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- is absent, without leave, in excess of three (3) consecutive meetings as determined by the MC.

7.2 Filling of Casual vacancy.

In the event of a casual vacancy occurring in the membership of the Committee or of an elected position, the Committee may appoint another person to fill the vacancy. The person so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

RULE 8 - MEETINGS AND QUORUM

8.1 Frequency.

Management meetings of the Club are to be held on the first Tuesday each month. General meetings are to be held on the third Tuesday of each month or as deemed necessary. Other meetings of the Committee shall be held at such times and intervals as the Committee shall decide.

8.2 Quorum for Committee meeting.

For any meeting to proceed the following quorums are required to be present:

Management Committee – five (5) MC members.

General Meetings – seven (7) members including five (5) MC members.

8.3 Absence of quorum.

The Committee shall transact no business unless a quorum is present. If within half an hour of the time appointed for the meeting to commence a quorum is not present that meeting stands adjourned to the same place and at the same hour of the same day of the following week. If, at the adjourned meeting, a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

8.4 Chairing of Committee.

At a meeting of the Committee the president or, in the president's absence, the vice president shall preside. If the president and vice president are both absent or unwilling to act, such one of the remaining members of the Executive as may be chosen by the members present at the meeting shall preside.

8.5 Calling of special meeting.

The Secretary shall, upon receiving a request in writing signed by three members of the Committee, convene a special meeting of the Committee. However no such special meeting will be convened unless the requisition from the three members sets out, in writing, the purpose for which the meeting is to be held.

8.6 Meetings of Sub-committees.

A sub-Committee may meet and adjourn, as it thinks proper.

RULE 9 - VOTING AND DECISIONS

9.1 Committee and sub committee meetings.

Questions arising at a meeting of the Committee or of any sub-Committee (including Standing Committees) appointed by the Committee shall be determined by a majority of the votes of the members of the Committee or sub-Committee present at the meeting.

9.2 Presidential casting vote.

Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the person presiding at the meeting may exercise a casting vote.

9.3 Vacancy no restraint on committee.

Subject to meeting the requirements for a quorum, the Committee may act notwithstanding any vacancy on the Committee.

Note: A reference in this next Section to the “Committee” means the Management Committee

RULE 10 - STANDING COMMITTEES.

10.1 Names of Standing committees.

There shall be four Standing Committees known as

- The Finance Committee;
- The Judiciary/Disputes Committee, and
- The Welfare Committee.
- The Appeals Committee

10.2 Functions and Membership of the Finance Committee.

The Finance Committee shall be responsible to the Committee to ensure that the funds of the club are being utilised in an appropriate manner. The Finance Committee shall consist of The Executive. The Treasurer shall be Chairman.

10.2.2 A quorum for the Finance committee shall be three (3).

10.3 Functions and Membership of the Judiciary/Disputes Committee.

The Judiciary/Disputes Committee shall be responsible, after investigation and should it be deemed necessary, to hear any complaint and apply applicable decision thereon. They shall also be responsible to resolve any disputes that arise and require mediation. The Judiciary/Disputes Committee shall consist of 5 members namely, the President (who shall be Chairman), and four other members of the Management Committee.

10.3.2 A quorum for the Judiciary/Disputes Committee shall be three (3).

10.4 Functions and Membership of the Welfare Committee.

The Welfare Committee shall be responsible for the welfare of every member of the club. The Welfare Committee shall consist of 5 members namely, The Child Protection Officer (who shall be chairman), and four other members of the Management Committee.

10.4.2 A quorum for the Welfare Committee shall be three (3).

10.5 Functions and Membership of the Appeals Committee.

The Appeals Committee will hear any dispute or Judiciary matter that has been appealed under Part 13 of this document. The Appeal Committee shall consist of 5 members namely, the Vice President (who shall be Chairman) and four (4) other members of the Management Committee.

10.5.2 A quorum for the Appeal Committee shall be three (3).

10.6 Decisions of the Disputes Committee.

The Disputes Committee may, after hearing the matter:

- Counsel the person appearing before it
- Issue a warning in the nature of a reprimand to the person appearing before it,
- Impose a fine, or
- Suspend or disqualify the person for a specified time, or
- Any combination of the above, or in the case of a player member - expel such a person from the Club, or otherwise deal with the person.

10.7 Appeals against decisions of Judiciary/Disputes Committee.

See Rule 13.

RULE 11 - PROCEEDINGS OF STANDING COMMITTEES

11.1 Replacement of members of Standing Committees.

In the absence of any member of a Standing Committee for whatever reason, the Committee shall appoint a suitable replacement member.

11.2 Regulation of Standing Committees.

Subject to the provisions of Rule 10 a Standing Committee shall regulate its own procedures.

11.3 Voting powers of Standing Committee members.

Each member of a Standing Committee shall have one vote providing that in the event of equality of votes the chairman shall have a second or casting vote.

11.3.1 Votes at a Standing Committee shall be given personally and a member of a Standing Committee shall not be entitled to appoint a proxy.

11.4 Decisions of Standing Committees.

All Standing Committees shall report its decisions to the MC.

11.5 Method of reporting matters to the Disputes Committee.

All protests or disputes and all allegations or charges of misconduct shall be made in the manner laid down in the Club's Administrative Regulations.

11.6 No legal representation permitted to Standing Committees.

The Committee shall ensure that the party appearing before the relevant Committee is granted a full and fair hearing provided that nothing contained in these rules shall grant the right of legal representation to a party at a relevant Committee hearing

11.7 Avoidance of conflict of interests.

A relevant Committee member shall not take part in a hearing that may involve a member where they cannot guarantee impartiality. No Committee member shall take part in any

hearing they have also been called before to give evidence.

11.8 Recording of proceedings.

The proceedings before a relevant Committee shall be recorded in such a manner as the chairperson directs.

11.8.1 The Committee may use audio equipment for the purpose of minute taking and due regard for privacy laws will be considered.

11.9 Failure to appear when called before a Standing Committee.

Any person summonsed to appear before a relevant Committee who fails to appear without proper explanation to the Chairperson, shall be deemed to have committed a breach of the Code of Conduct. Such person may be dealt with in terms of suspension, bond, fine or reprimand or a combination thereof as the relevant Committee so determines.

11.9.1 Any member who does not appear before the relevant Committee when ordered to do so, may be suspended from Club activities by the relevant Committee until such time as they appear before it.

11.10 Entitlement to witness before the Disputes Committee.

A person appearing before the Disputes Committee may call witnesses in support of his/her defence.

11.11 Onus of proof.

At a hearing by the Disciplinary Committee the case of the party appearing shall be presented as decided by the chairperson, but nothing herein removes from any person the onus of proving the ground on which they rely.

11.12 Non-application of rules of evidence.

The Disciplinary Committee is not bound by the rules and practices as to the giving of evidence.

11.12.1 The Judiciary/Disciplinary Committee shall not inform itself on, or take into consideration, any matters which have not been disclosed in evidence at a sitting of the relevant Committee, unless the matter is one which ought, in the interests of justice, to be taken into account or consideration by the relevant Committee.

11.13 Responsibility on Standing Committees to exercise reasonable expediency.

In the exercise of its function, the relevant Committee shall do all such things as may be necessary to ensure that all matters are set down for hearing with as much expedition as is reasonably possible, and concluded within as short a period as is reasonably possible.

11.14 Direction to appear before a Disciplinary Committee.

The Chairperson of the Disciplinary Committee by instruction in writing or verbally may require any person to be present at a sitting of the relevant Committee for the purposes of hearing or to produce, on or before such a date as is specified in the instruction, for the inspection of any other such persons so specified, any document or exhibit relevant to the hearing and which is so specified.

11.14.1 It may require such a person to do any or all of the following things;

- lodge with the Disciplinary Committee on or before such a date as is specified in the instruction, a written case setting out the arguments on which the person relies in

relation to the offence or complaint.

- serve, on or before such a date as is specified in the instrument, on any other person so specified, a copy of a written case referred to above
- require the person(s), referred to, to lodge with the Disciplinary Committee on or before such a date as specified in the instruction, a statement of such facts and matters as are agreed upon in relation to the offence or complaint.
- may require any person to produce before the Disciplinary Committee any document or exhibit relevant to the offence or complaint.
- may require any person to appear before the Disciplinary Committee to give evidence.

11.15 Failure to comply.

Any person who fails or neglects to comply with the requirements made to him under the provisions contained in Rule 11 may be deemed to be guilty of misconduct and shall be liable to such a penalty as the Disciplinary Committee determines.

11.16 Adjournment of Standing Committee hearing or inquiry.

The Disciplinary Committee may from time to time adjourn any hearing or inquiry proceeding until such times dates and places and for such reasons as it thinks fit.

RULE 12 - MEMBERS' RIGHTS, RESPONSIBILITIES & DISCIPLINARY MEASURES.

12.1 Code of Conduct.

The Committee shall formulate a Code of Conduct within its regulations that shall apply to all members. That Code of Conduct shall contain elements to ensure the provision of procedural fairness, together with an independent and appropriate appeal mechanism so that no member may be denied natural justice and a fair hearing.

12.2 Empowerment of Committee.

The Committee is empowered to take action if any member:

- Refuses or neglects to comply with a provision of these rules
- Acts in a manner which is unbecoming of a member
- Acts in a manner which is prejudicial and/or detrimental to the interests of the Club,
- Neglects to comply with a lawful requirement or direction of the Club or the Committee, or a Committee empowered to act in the interests of the Club
- Acts in such a manner as to bring the game or Club into disrepute, or
- Breaches the Code of Conduct or neglects to take action to enforce that Code.

Where the Committee is of the opinion that a member of the Club has committed an offence it may:

- issue a warning or reprimand to the member;
- seek an apology from the member (be it verbal or written);
- impose a monetary penalty on the member;
- suspend playing privileges;
- suspend the member from membership of the Club for a specified period or
- expel the member from the Club.

12.3 Requirement for written procedures.

The Rules and Regulations of the Club shall contain specific written procedures for the management of all disciplinary matters. The procedures must preserve the rights of all members by following due process with regard for the requirements of procedural fairness,

the provision of natural justice, the presumption of innocence until proven guilty, and the right of appeal to an independent body.

12.4 Appeal board embargo.

No person having been appointed to act as a member of any committee to conduct a disciplinary hearing shall take part subsequently as a member of an appeal board, committee, or any such hearing of the same matter.

12.5 No Legal representation.

All Club disciplinary matters will be conducted informally and no member shall have right to legal representation.

12.6 Parental presence for junior members.

No junior member will be the subject of a disciplinary hearing without a parent or responsible adult being present.

12.7 Witness in attendance.

Any member attending a hearing shall be permitted to have as company a witness who shall be an observer unless invited to do otherwise by the Chairperson of the Hearing.

RULE 13 - APPEAL RIGHTS OF MEMBERS

13.1 Initial appeal.

A member may appeal to the Management Committee against a decision of a Standing or Sub-Committee within 7 days after notice of decision is passed to the member.

13.2 Limitations on Standing or Sub-committee.

Members of the Standing or Sub-committee are limited to stating the case on which the original decision was founded. They may not participate in the Appeal decision making process.

13.3 Subsequent appeal.

Any further appeal against the decision of the Management Committee must be made to a Special Meeting called for such purpose and such appeal must be lodged with the Secretary of the Club within 7 days of the notice of decision being passed to the member.

13.3.1 Any such appeal must be in writing and contain reasons in support. Any Special Meeting must be held no later than 21 days following notice of appeal being served to allow for all relevant documents concerning the subject matter to be forwarded to parties involved prior to the meeting.

13.4 Exclusion of other business at appeal hearing.

At a Special General Meeting for the purposes of resolving an appeal no other business will be transacted.

13.4.1 Initial representation of the cases for and against shall be made by a spokesperson for either party. Following debate from the floor, the time frame of which shall be at the discretion of the Chair, the matter will be determined by a secret ballot in which the members will vote to either Uphold or Disallow the appeal.

13.5 Penalty set aside pending resolution of appeal.

In any decision resulting in a penalty, any implementation of that penalty shall be set aside and have no effect, should an appeal be submitted within the specified time and pending the

outcome of that appeal.

13.6 Finality of second appeal.

A decision arising from the vote of members at a Special general meeting called for the purpose of determining an appeal is final and no further appeal may proceed to any other body or court other than on a point of law.

13.7 Limitations on scope of appeal.

An appeal board is limited to reviewing the basis of the decision made at the original hearing and the processes adopted in arriving at the decision(s) determined. The introduction of new evidence will not be permitted.

13.8 Appeals from Decision of a Disputes Committee.

In the event of an appeal the Standing Committee may only represent the basis of its decision and may take no part in the decision making processes of the Management Committee in determining the appeal.

RULE 14 - ANNUAL GENERAL MEETINGS

14.1 Frequency of Annual General Meeting.

The Club shall, at least once in each calendar year and within the period of six months after the expiration of the competition run by BDASA, hold an annual general meeting of its members.

The annual general meeting of the Club shall be convened on such a date each year and at such place and time as the Committee thinks fit.

14.2 Identification of AGM.

An annual general meeting shall be specified as such in the notice convening it.

14.3 Capacity to vary.

Rule 14.1 above has effect subject to any extension or permission granted by the Department under section 26 (3) of the Act.

14.4 Business of AGM.

In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting shall be to:

- confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting; and
- receive from the Committee reports on the activities of the Club during the last preceding financial year;
- elect the Executive of the Club and the ordinary members of the Committee.
- receive and consider the statement which is required to be submitted to members pursuant to Section 26 (6) of the Act;
- consider and vote on any changes to this constituent document;
- any other business brought forward in accordance with these rules.

RULE 15 - EXTRAORDINARY GENERAL MEETINGS.

15.1 Definition of Extraordinary General Meeting.

All general meetings, other than the Annual General Meeting and Ordinary General Meetings and Special General meetings called by the committee shall be Extraordinary General

Meetings.

15.2 Members right to requisition an Extraordinary General Meeting.

The Committee shall, on the requisition in writing of not less than 10 members (being members entitled to attend and vote at a general meeting of the Club), convene an Extraordinary General meeting of the Club.

15.3 Contents of requisition.

A requisition of members for an Extraordinary General meeting:

- shall state the purpose or purposes of the meeting;
- shall be signed by the members making the requisition;
- shall be lodged with the secretary; and
- may consist of several documents in similar form, each signed by one or more of the members making the requisition.

15.4 Time Scale for holding an Extraordinary General Meeting.

The Committee must convene an Extraordinary General meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary

RULE 16 - VOTES AND VOTING

16.1 Voting Rights.

Any member seeking to exercise the right to vote on any question must be a current member at the time of the meeting.

16.2 Casting vote.

In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

RULE 17 - INSURANCE

17.1 Insurance Cover.

The Club shall effect and maintain insurance pursuant to Section 44 of the Act.

17.1.1 In addition to the insurance required under Rule 17.1 the Club may effect and maintain other insurance.

RULE 18 - INSPECTION OF BOOKS ETC

The records, books and other documents of the Club shall be open to The Youth Club to examine by prior arrangement.

RULE 19 - CLUB PROPERTY

All property issued to Club members pursuant with their duties, always remains the property of the Club.

In the event of a member who resigns or is dismissed from the Club for any reason, any property of the Club held in their possession must be returned within seven (7) days of the date of resignation or dismissal.

RULE 20 - MATTERS NOT SPECIFICALLY PROVIDED FOR & INTERPRETATION OF THE RULES & ADMINISTRATIVE REGULATIONS OF THE CLUB

20.1 Extent of Committee's Powers.

The Committee is hereby empowered to deal as it may think fit with members, in respect of complaints or offences and any other matters or circumstances not otherwise specifically provided for or covered in these rules or the administrative regulations.

20.2 Committee sole authority to interpret rules.

The Committee shall be the sole authority for the interpretation of these rules and the administrative regulations. Its decision on any question of interpretation or upon any other matter affecting the Club shall be final and binding upon the members, or the members of the standing Committees and all other persons affected by these rules and administrative regulations.

20.3 Club Profits.

The Club is required to apply any profits (if any) or other income to the promotion of its objects and is prohibited from paying dividends or distributing profit or income to its shareholders or members.