



# CONSTITUTION 2019

*Belmont Junior Soccer Club (Inc) "BJSC" – Constitution*  
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## **Background / History**

Belmont Junior Soccer Club ("BJSC") was initially incorporated under the Associations Incorporations Act 1987 as Belmont Junior Soccer Club (Inc).

Belmont Junior Soccer Club ("BJSC") has now updated its constitution to comply with the Associations Incorporations Act 2015. This updated constitution now replaces the old constitution which was designed to comply with the (now superseded) Associations Incorporation Act 1987 (WA).

The redesign of the updated constitution still retains some features of the old constitution and in many instances the spirit and intent included therein.

## **Basis of Design of New / Updated Constitution**

The new constitution has been designed to comply with the Associations Incorporations Act 2015 including and addressing the following in its design alignment:

- Adherence to Schedule 1 requirements of the Act
- Aligning with the Model Rules Requirements
- Recognising we are a tier 1 organisation in terms of the Act for reporting purposes (covered more in Financial Management Section 6)
- Including previous elements of old constitution – updated to comply with 2015 provisions
- Additional elements not required mandatory under Schedule 1 requirements but considered important and value adding for BJSC Management Committee and its members. These additional considerations now become binding in the BJSC constitution until / unless revoked at a special meeting.

<b>BJSC CONSTITUTION</b>	<b>2.0 CLUB ADMINISTRATION</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **Club Name**

Belmont Junior Soccer Club ("BJSC") incorporated under the Associations Incorporations Act 2015

### **Purpose / Objects of BJSC**

BJSC purpose / objects include but are not limited to:

- Providing a fun, friendly environment for playing soccer in accordance with the laws of the game
- Encourage and foster a culture, where all members can play soccer and make friends, in a multicultural inclusive, "discrimination free", safe environment
- Committing to our club values of "do your best, have fun" – play with your H.E.A.R.T – Humility, Effort, Attitude, Respect, Teamwork
- Doing all things, the club may consider to be in the beneficial interests of its members and in the interest of soccer
- Complying with relevant best practice standards – club, regulatory and any other considered necessary
- Ensuring sustainability through membership retention, growth, player development and raising additional funds through sponsorships, fundraising
- Managing the club with confidence by having the relevant and appropriate systems, people and processes in place

### **Status**

BJSC is incorporated as a Not for Profit organisation, which means as a minimum the following:

- The property and income of BJSC must be applied solely towards the promotion of the objects or purposes of BJSC
- No part of that property or income may be paid or otherwise distributed, directly or indirectly, to any members of the association, except in good faith in the promotion of those objects or purposes
- Aligning with the Model Rules Requirements

<b>BJSC CONSTITUTION</b>	<b>3.0 MEMBERSHIP MANAGEMENT</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **3.1 Qualifications**

Qualifications for membership is open to all interested players complying within the age status of the club, currently 3 – 18 years of age. The following are key considerations of membership application, review, acceptance and rejection:

- Registered players and parents agree to support the purpose and objects of the association to be eligible for membership, and all registered players and their parents shall be members of the Club upon completion of an application form and payment of their registration fee
- Application for membership is done via the online management system managed by the appropriate soccer state / federation
- Acceptance of membership is confirmed on approval by the registrar and on full payment of fees including receipt of any available subsidies before the season commences unless a payment plan has been agreed with the Treasurer and approved at Management Committee meeting (refer below on membership fees)
- Membership is for a period of 12 months and ceases thereafter till applying the following season
- The management committee shall have the power to suspend or expel any member who has breached any of the club code of conduct rules set out in the online registration, or as covered in relevant processes / policies as detailed in the club management system

### **3.2 Register of Members**

A register of members shall be retained that includes as a minimum, the name, residential, postal and email address of each member. This register is available for all members to inspect upon request. The following are other considerations in respect of the Members Register:

- Depending on the nature of the request for access to the members registers, the management committee may request a statutory declaration be signed for example covering security and safety reasons
- The register will be maintained in hard copy / electronic format as appropriate
- The setup of the members registers is the responsibility initially, of the registrar then working in conjunction with the secretary (if 2 separate individuals) to ensure a regular up to date list is readily available for the management committee

### **3.3 Membership Fees**

Membership Fees are reviewed and set annually by the management committee (as part of annual budget planning in section 6) and approved at the club AGM. In setting the fees, BJSC committee take into consideration the following:

- Level of fees versus previous years and inflationary factors and other cost increases to be funded
- The ability of members to pay, including where appropriate payment plan options
- The extent to which membership fees are sufficient to cover budgeted expenditure for the forthcoming season
- Discounts available for volunteers as raised in any AGM resolution or as detailed in any relevant policy.

<b>BJSC CONSTITUTION</b>	<b>4.1 Management Committee Powers</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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#### **4.1 Management Committee**

The management committee are responsible for the overall management of BJSC. The committee in addition to the powers conferred on it below and within position descriptions, shall control finances and property of the club and adjudicate on all matters which affect the club or impact on the game of soccer.

To be eligible to fulfil the roles, committee members need to satisfy the criteria in accordance with relevant position descriptions / experience; present at the Annual General Meeting; a parent or guardian of a player; an upstanding member of the community, or a life member.

These are to be made available to existing committee members and any members interested in joining the committee in the future or those filling casual vacancies. In all cases the term is a minimum 2 years to facilitate initial learning of the roles then transition / succession planning as required to handover to new members to ensure club sustainability. The management committee shall comprise of 8 people (over 18 years old) with the following roles detailed below.

#### **President (Chairperson)**

Elected at the AGM and club leader – as noted in club position description providing strategic direction and chairing of all Management Committee meetings

#### **Vice President (Deputy Chairperson)**

Elected at the AGM as noted in club position description assisting with strategic direction and chairing of all Management Committee meetings in the absence of chairperson

#### **Secretary**

Elected at the AGM as noted in club position description – primarily keeping good records and correspondence support to the President, Treasurer and Registrar

#### **Treasurer**

Elected at the AGM as noted in club position description – primarily keeping the committee informed on all key financial matters and preparation of all relevant financial reports

#### **Registrar**

Elected at the AGM as noted in club position description – primarily keeping the committee informed on all key registration matters and members lists issues

#### **Ordinary Committee – 3 positions**

Elected at the AGM as noted in club position description – primarily assisting the committee in fulfilling the many and varied tasks required in administering the club. This includes heading up required sub committees as required

#### **Sub Committee – as required – no voting rights in terms of management committee**

As identified during the course of club season to fulfil additional tasks – primarily supporting the committee to achieve tasks through delegated supporting roles

<b>BJSC CONSTITUTION</b>	<b>4.2 Election of Members / Terms of Office</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **Election of Members**

A person can become a committee member if they are either elected at an AGM or appointed by the committee to fill a casual vacancy.

### **Nominations**

- As voted at AGM "from the floor" – need proposed and seconded (nominator and nominee)
- Via nomination forms – to be submitted to the Secretary at least 14 days before the AGM. Forms can be submitted either electronically or posted. The nomination forms need to include the person being nominated ("the nominee") and the person nominating ("nominator"). For all submissions it will be assumed by the Secretary / Committee that due consideration has been given to the capacity of the nominee to fulfil the roles in accordance with the position descriptions available from the club.

### **Eligibility**

In essence a person can become a member of the committee if they are deemed a fit and proper person, over 18 years of age and have the capacity to do the nominated roles.

The following issues preclude you from being elected or considered for office:

- Previous criminal record, evidence of bankruptcy
- Previous convictions involving fraud or dishonesty punishable on conviction by 3 months or more imprisonment
- Previous convictions of an offence in connection with the promotion, formation or management of a body corporate including duties under the new law

Evidence of any of the above precludes you from being a committee member for a period of 5 years from the conviction or 5 years from their release from custody

### **Terms of Office**

The committee members term begins when the member is elected at the AGM and ends when the position is declared vacant at the next AGM with the proviso below:

- In order to get the maximum benefit to the elected member and value / knowledge management retention within the club, in all cases the term expected is a minimum 2 years to facilitate initial learning of the roles then transition / succession planning as required to handover to new members to ensure club sustainability.

<b>BJSC CONSTITUTION</b>	<b>4.3 Dealing with Vacancies</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **Positions become Vacant**

There are a number of situations where a person ceases to become a member of the committee and the position becomes vacant. These include, but are not limited to:

- End of term in role
- Resignation – if so, this needs to include the information citing reasons for resignation and is submitted to the committee either verbally or in writing – hard copy / electronic
- Death
- Becoming permanently unable due to a mental or physical disability
- Insolvency (bankruptcy)
- Being removed from office by a resolution of the club at a general meeting
- Being ineligible by virtue of previous convictions deemed unacceptable by the Act
- Failing to attend 3 consecutive committee meetings without sending an apology

### **Casual Vacancies**

A casual vacancy can arise where a committee member leaves the position before the term ends. These casual appointments are normally done by the committee; however, it is possible to involve the members if the committee deems it appropriate.

The following issues need to be considered in the appointment to fill a casual vacancy

- Eligible member over 18 years of age
- There are not enough committee members to form a quorum

In these cases, the committee can act to fill the vacancies or call a general meeting so the members can make the appointments



<b>BJSC CONSTITUTION</b>	<b>4.4 Quorum / Procedures at Committee Meetings</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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A quorum is the minimum number of members who must be present for a meeting to be legally effective. The following considerations are taken into account at BJSC when considering quorums and procedures at BJSC Committee Meetings

#### **Quorum**

- A quorum for committee meetings to be valid and effective is 50% of the total committee members

#### **Procedures**

The following issues need to be considered in following procedures at committee meetings

- All committee members are to be given at least 48 hours' notice of any meeting
- Chairperson is responsible for presiding over the meeting. In their absence – the Vice Chairperson followed by the Secretary or other appointed committee members
- Each committee member present at a committee meeting has one vote. In the event of a tie the Chairperson has the casting vote (unless deemed conflict of interest refer below)
- Regular order of business is prepared for each committee meeting agenda items, minutes taken and follow up actions noted for consideration at the next committee meeting
- A calendar of events is prepared at the beginning of each year detailing venue, dates and time of meetings
- Physical meetings are the preferred option; however, meetings can be done via phone hook ups or other digital / video platforms as required – same minimum quorum numbers apply
- Minutes of meetings to be taken by the secretary, or in their absence nominated committee member. In each case minutes are to be distributed to committee members within 7 days of the meeting
- In the event that any committee member becomes aware of having a conflict of interest due to material personal interests they must declare this at the committee meeting. A record of this must be recorded in the minutes
- In the event of any conflict of interest item affecting a committee member is under consideration, the committee member will be provided with the option to step outside as the issue is discussed. Under these circumstances the conflicted committee member has no vote on the outcome taken but can table their views initially for consideration
- The conflicted committee member must disclose their interest to the members at the next general meeting

<b>BJSC CONSTITUTION</b>	<b>4.5 Record Keeping / Payments to Committee Members</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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Minutes need to be kept of all committee meetings. The responsibility for this will normally be the role of the secretary, however, can be delegated in their absence as noted in section 4.4.

### **Record Keeping**

The following issues need to be considered in keeping records of proceedings at committee meetings:

- Names of all committee members present at the meeting
- Any apologies noted
- Names of any persons attending the meeting by invitation to be recorded
- Business considered at the meeting
- Any motions on which a vote is taken at the meeting and the result of the vote

### **Payments to Committee Members – out of pocket**

It is very normal for committee members to incur out of pocket expenses in fulfilling their roles in managing the club. This can include attending a committee meeting, a general meeting or otherwise in connection with the club's business.

The following issues need to be considered in reimbursing out of pocket expenses:

- Receipts need to be provided wherever possible or some evidence of payment
- Where it is not practical to provide receipts or they have been misplaced etc, approval can be given by the relevant committee member – usually the President / Treasurer

### **Payments to Committee Members – Other**

There may be situations where a committee member is paid an "honorarium" payment for services provided to the club. These situations are acceptable provided there is no perceived bias or conflict of interest in the member offering these services. This could involve a specialist skill needed that is outside the committee's normal skill set, business acumen

The following issues need to be considered in making any form of these payments

- The committee have assessed the payments / service offers and considered the fee / service to be provided to be of a commercial arm's length and a reasonable value for money fee / service offering
- The service / offer provided is in the best interests of the club
- Any form of these payments for outside services must be approved by the members at the AGM or other special meeting called for approval

<b>BJSC CONSTITUTION</b>	<b>5.1 Quorum / Procedures at General Meetings</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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A quorum is the minimum number of members who must be present for a meeting to be legally effective. The following considerations are taken into account at BJSC when considering quorums and procedures for AGM and General Meetings at BJSC.

### **Quorum**

In considering a quorum for a general meeting the club has to ensure the number for the meeting is achievable whilst not being so small that it might not be representative of the general membership

➤ A quorum for general meetings including the AGM to be valid and effective is 10. If there are insufficient numbers a quorum for any follow up meeting is 6

### **Procedures**

The following issues need to be considered in addressing procedures for general meetings including the AGM:

- AGM to be held within 6 weeks of Financial Year End
- AGM - all members are to be given at least 21 days' notice of any meeting
- Chairperson is responsible for presiding over the meeting. In their absence – the Vice Chairperson followed by the Secretary or other appointed committee members
- If no quorum is achieved, the meeting is adjourned for 7 days and reconvened with revised minimum quorum of 6
- Each member present (and financial / paid up) at the AGM meeting has one vote. In the event of a tie the Chairperson has the casting vote
- Voting can be by a show of hands, proxy, ballot, casting vote ➤ Regular order of business is prepared for AGM with the following considered a minimum for presenting and resolution:
  - Review of, and confirmation of the minutes of the last AGM
  - Matters arising from those minutes including any carried forward issues
  - Financial Reports
  - Other appropriate, relevant reports
  - Election of Officers – nominations from the floor and those received by mail in advance of the meeting to meeting to be considered
  - Resolutions for consideration and voting
  - General Business

### **Member Notifications**

All members are entitled to receive notice of, and to attend any general meeting of the club irrespective of their membership class or voting rights The following issues need to be considered in following procedures for general meetings including:

- At least 14 days' notice from the Secretary to all members of a general meeting
- At least 21 days' notice from the Secretary to all members of a general meeting if a special ➤ resolution is to be proposed
- Voting can be by a show of hands, proxy, ballot, casting vote
- Each member present (and financial / paid up) at the general meeting has one vote. In the event of a tie the Chairperson has the casting vote

<b>BJSC CONSTITUTION</b>	<b>5.2 Timing / Notices / Membership Input</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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This covers the time within which, and the manner in which, notices of general meetings and notices of motion are to be given, published or circulated

### **Notice of Meeting**

This is a written notice that a meeting is going to take place at a specified time

### **Notice of Motion**

This is a notice, given by a member of the club that proposes some decision or action be discussed and voted on at the meeting.

### **Procedures**

The following issues need to be considered in following procedures for timing, notices of meeting / motions

- At least 14 days' notice from the Secretary to all members of a general meeting
- At least 21 days' notice from the Secretary to all members of a general meeting if a special resolution is to be proposed
- Member must (if appropriate) set out the period of notice to give other members if they propose to move a motion at a general meeting and whether they wish to allow for members to propose motions from the floor at a general meeting – in this case no advance notice is required
- Notice must include details of each item of business to be considered
- Notice may be:
  - Delivered by hand
  - Sent by post
  - Sent electronically (fax or email)

### **Membership Input**

The committee can also allow members to have the ability to request meetings be called if necessary

The following issues need to be considered if members wish to call a meeting:

- Committee will convene a special meeting if at least 20% of the members require the meeting to be called
- Meeting request must be submitted to the secretary and clearly state the business to be considered at the meeting
- Committee then must call a meeting within 28 days of receiving the meeting request

<b>BJSC CONSTITUTION</b>	<b>5.3 Intervals Between Meetings</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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Under the 2015 Act, the club only needs to hold one general meeting per year – being the Annual General Meeting. At BJSC, the committee can decide to hold as many general meetings as they deem appropriate.

### **Procedures**

The following issues need to be considered by the committee when considering holding additional general meetings:

- Listen to the feedback from members and if convening a meeting is considered appropriate, decide on a venue, date, time and communication timeframe and mechanism to members
- These meetings are deemed to be considered special general meetings and may be convened:
- By the committee at any time
- If requested by at least 20% of members

<b>BJSC CONSTITUTION</b>	<b>6.1 Controlling Funds / Budgeting</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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All funds received into, and paid from, the clubs bank account/s need to be properly and appropriately controlled and managed. The following considerations are taken into account at BJSC managing and controlling the flow of funds.

### **Receiving / Paying Funds**

The Treasurer is responsible for receiving funds on behalf of the Club and issuing appropriate receipts as required. He / she is also responsible for lodging funds directly into the Club's bank account/s where required. Funds can also be paid/received in agreed appropriate formats – eg cash, cheque, electronically, direct transfers, credit / debit cards.

### **Procedures / Authorisations**

The following issues need to be considered in addressing procedures for controlling funds within the club

- A bank account or multiple accounts must be held in the name of the club
- All "physical" club monies received need to be deposited into the club's bank account/s within 5 days of receipt
- Authorisation for expenditures rests normally with the Treasurer and President, however BJSC can use an additional nominated alternate committee member to authorise in the absence of either
- Electronic authorisations and levels are set up through the relevant financial institution/s used by the Club for electronic banking. Where required, cheques can be used and authorisations same as noted above, however, the preferred method of expenditures is electronic
- Where considered appropriate by the committee, certain authorisation levels shall be set up and documented. These levels can be subject to review by the committee as required from time to time and noted in committee minutes / appropriate resolutions

### **Budgeting**

It is considered to be prudent financial management that the committee run the club measured against appropriate budgeting mechanisms / tools.

The following issues need to be considered when setting the budget for the financial year:

- A revenue budget is prepared estimating club membership fees for the forthcoming financial year taking into account current and previous years activities
- An expenditure budget is prepared estimating club expenses for the forthcoming financial year taking into account current and previous years activities
- The assumptions underlying the budgeted surplus / deficit for the year need to be documented and presented to the committee by the Treasurer in conjunction with other committee members as required
- The budget for the financial year needs to be signed off and approved by the relevant committee members as noted in the committee minutes.

<b>BJSC CONSTITUTION</b>	<b>6.2 Association Tier Status / Financial Year</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **Association Tier Status**

Under the terms of the Associations Act 2015, BJSC is currently considered as a Tier 1 association (revenue less than \$250,000). As a result of this status the following applies:

### **Record Keeping**

Must keep financial records which:

- Correctly record and explain the club's transaction and financial position and performance
- Enable true and fair financial statements to be prepared

Financial records must be retained for a period of 7 years.

### **Accounting Method**

The club will prepare its financial statements using the accrual method of accounting which requires it to prepare

- A statement of income and expenditure; and
- A balance sheet
- A reconciled statement of bank account balances;

The financial statements must give a true and fair view of the financial position and performance of the association but are not required to comply with the Australian accounting standards.

The financial statements need not be reviewed or audited unless members make a resolution to that effect or if the Commissioner directs a review or audit.

### **Financial Year End**

The club's financial year is determined using a 12-month period based on the main activity of the club based on the playing season. Accordingly, the financial year end will be:

- 15<sup>th</sup> October each year
- AGM to be held within 6 weeks of the financial year end
- Start of new financial year 16<sup>th</sup> October

<b>BJSC CONSTITUTION</b>	<b>6.3 Dealing with Surplus Property on Wind-up of BJSC</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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In the event of the Club being wound up or its incorporation being cancelled the committee needs to determine the manner in which any surplus property would be distributed or dealt with.

### **Procedures**

The following issues need to be considered in relation to surplus property for the cancellation of incorporation or winding up

- Distribution of surplus assets must not be inconsistent with the Act
- Generally surplus assets must not be distributed to any member or former member of the Club
- The members can decide who the property will be given to at the time of the wind up
- On cancellation of the incorporation or winding up, the surplus property must be distributed as determined by a special resolution and can only be distributed to the following in terms of the Act:
  - An incorporated association
  - A company limited by guarantee registered under the Corporations Act 2001
  - An organisation that holds a current licence under the Charitable Collections Act 1946
  - An organisation that is a member or former member of the club and whose rules prevent the distribution of property to its members
  - A non-distributing co-operative registered under the Co-operatives Act 2009

### **Member Notifications**

All members are entitled to receive notice of, and to attend any general meeting of the club irrespective of their membership class or voting rights The following issues need to be considered in following procedures for general meetings including:

- At least 14 days' notice from the Secretary to all members of a general meeting
- At least 21 days' notice from the Secretary to all members of a general meeting if a special resolution is to be proposed
- Voting can be by a show of hands, proxy, ballot, casting vote
- Each member present (and financial / paid up) at the general meeting has one vote. In the event of a tie the Chairperson has the casting vote



<b>BJSC CONSTITUTION</b>	<b>7.1 Common Seal / Custody of Books / Securities</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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### **Common Seal**

The club does not use a Common Seal.

### **Custody of Books and any Securities**

It is important that all relevant records relating to the club's specific activities are kept in secure locations (hard copies and electronic)

### **Procedures**

The following issues need to be considered in relation to the custody of club books and securities

- The books and any securities of the club must be kept in the Secretary's custody or under the Secretary's control
- The financial records, and as applicable financial statements or financial reports of the club must be kept in the Treasurer's custody or under the Treasurer's control
- The books of the club must be retained for at least 7 years

### **Handover of Documents on Cessation of Membership**

The following issues need to be considered where a person ceases to be a Committee Member:

- As soon as practicable after their membership ceases, the outgoing committee member must deliver to a member of the current committee, all of the relevant documents and records they hold pertaining to the management of the club's affairs
- All outgoing committee members will use their best endeavours to ensure a smooth transition in cooperation with existing committee members involved in the handover process

<b>BJSC CONSTITUTION</b>	<b>7.2 Inspection by Members of BJSC Records / Documents</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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All members shall be given the right (subject to certain conditions detailed below), to inspect selected records and documents of the club.

Documents and records of the club can include but not be limited to:

- Information relating to incorporation
- Rules, management, membership records
- Financial statements
- Club transactions, dealings, business or property

### **Procedures**

The following issues need to be considered in following procedures for any inspections:

- The committee may refuse to permit inspection of confidential material, such as confidential personal details (eg security risks), commercial or legal matters
- A member may at any reasonable time, inspect free of charge the following:
  - The register of members
  - The record of office holders
  - Minutes of general meetings
  - Rules of association
  - All members are also entitled, upon request, to a copy of the rules of association (constitution)
  - If a member requests to inspect the register of members, they must allow a reasonable timeframe for this to happen – 7 to 10 days is considered reasonable depending on the urgency/nature of the request
  - If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members

<b>BJSC CONSTITUTION</b>	<b>7.3 Altering / Adding / Rescinding Rules</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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The manner of altering and / or rescinding rules and of making additional rules to the club constitution is covered below

### **Special Resolution**

The club may only alter its rules, name or objects by passing a special resolution.

### **Procedures**

The following issues need to be considered in following any alteration to the rules:

- A special resolution must be passed by at least 75% of the members present at the meeting or voting by proxy at a general meeting
- Such notice must be in writing and include:
  - The date, time and place of the meeting
  - The full proposed resolution
  - A statement of the intention that the motion be proposed as a special resolution

<b>BJSC CONSTITUTION</b>	<b>7.4 Dispute / Grievance Resolution</b>	Page: 1 of 1 Issue: 1.0 Date: October 2019
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The following below covers in general terms how BJSC will deal with disputes between members themselves, or between members and the Club. More specific policies and codes of conduct can be made available to members.

### **Procedures**

The following issues need to be considered in dealing with any disputes, grievances, conflict management:

- In addressing any disputes between the parties, the club will start as its default by referring to any relevant club codes of conducts, processes or policies currently in place
- In the absence of any of the above within the club to address the issue, the club may refer to the relevant affiliated peak body for mediation and resolution
- Disputes between members - the clubs preference is that the parties try to resolve the issues themselves with reference (if relevant) to internal codes of conduct guidelines
- If that proves to not be possible, the committee reserves the right to act as mediators to assist in the resolution of the dispute and determine the outcome/s
- Disputes between members and Club will be dealt with in accordance with club policies and if there is any conflict of interest within the committee, that committee member is not involved in initial discussions
- Once the outcome/s to any dispute – member to member, member to club is agreed it is documented and acknowledged by all relevant parties, with appropriate review and follow up if required
- A turnaround timeframe of 7 days is considered reasonable from request from the member to action by the committee

If none of the above approaches prove to be effective, the committee will, if deemed appropriate, appoint the services of outside professional mediators.