

CONSTITUTION AND RULES OF BOX HILL NORTH FOOTBALL CLUB

Est. 1983 (Merger of Blackburn United formed c. 1940 & St. Andrews FC. Formed c.1960)

1. NAME.

The club shall be named "Box Hill North Football Club".

2. AIMS/ OBJECTIVES.

- ⤴ To maintain the Club's affiliation with the Victorian Amateur Football Association.
- ⤴ To abide by the rules of the VAFA.
- ⤴ To abide by the Club's Constitution.
- ⤴ To elect an effective Club Committee that will preside over its members & progress the Club, both on & off the field.

3. MANAGEMENT.

The management of the Club shall be administered by the Executive Committee. The Executive Committee shall ensure all members abide by the Club's Constitution.

4. PRESIDENCY.

The President shall be elected at the Annual General Meeting by the Club Members. The term shall be seasonal. Upon season's end, the incumbent President may stand for re-election.

5. CLUB GENERAL MEETINGS.

Annual General Meeting (AGM).

- ⤴ The retiring Honorary Administrative Secretary shall welcome the Quorum and call the meeting to order. The H.A.S or Club Treasurer shall present an audited statement of receipts and payments as at the 30th of September.
- ⤴ The retiring H.A.S. shall conduct the electoral process for the Club's ensuing President. The newly elected President assumes the role, effective immediately.
- ⤴ The President shall conduct the electoral process for the ensuing H.A.S. The H.A.S assumes the role, effective immediately.
- ⤴ The H.A.S. shall conduct the election of the Club Office Bearers for the ensuing year.

- ⋄ Club members shall decide on the number of teams and grades for the ensuing season.
- ⋄ Club members shall decide on the annual subscriptions for the ensuing year.
- ⋄ Club members shall appoint delegates for Association Meetings. One appointed member shall be an elected member of the Executive Committee.
- ⋄ Any member unable to attend the AGM who wishes to nominate for a position on the Committee must submit their intentions in writing to an Executive Committee Member prior to the commencement of the AGM. The submission must clearly state which position the member wishes to nominate for. Members can nominate for more than one position, but must submit a separate document for each nominated position.
- ⋄ Each document must be signed & dated by both Nominee and an Executive Committee Member.

Each nomination must be seconded by a Club Member present at the AGM.

Special General Meeting.

A Special General Meeting shall be called by the H.A.S. when

- a/ Instigated by the direction of the Executive Committee, or
- b/ Upon the receipt of a written request by a Club Member.

The written request must have a minimum of ten Club Member's signatures before a meeting shall be actioned. The submitted document shall clearly specify the business that the member wishes to discuss at the meeting. Subject to all the above conditions being met, the H.A.S. shall call for a Special General Meeting to be convened within 14 days.

- ⋄ All Club Members shall be advised of business to be discussed and transacted at least seven days prior to the Special General Meeting.
- ⋄ No other business beside that which is listed on the submitted document shall be discussed at the meeting, unless otherwise advised by the Executive Committee.

6. CHAIRPERSON.

At all Club General Meetings, the President, or in his/her absence, the Vice President shall occupy The Chair. When neither the President nor Vice President is available, the Club Committee shall appoint an Acting Chairperson. In all cases, the Chairperson must be a Club Member.

7. VOTING.

A Club member can ask for a secret ballot vote at the Annual General Meeting. Two options apply:

- a/ Requesting that all standing Candidates exit the room subject to voting taking place.
- b/ Requesting a secret written ballot vote.
- ⋄ Either motion must be seconded by a Member before proceeding.

- ^ The H.A.S. shall formally ask all Candidates to leave the room where applicable. The H.A.S. shall re-invite all Candidates upon completion of the vote.

8. MEMBERS.

Voting at all Club Meetings shall be restricted to Club Members. Club Members are:

- ^ Fully subscribed members of that calendar year
- ^ Current Committee Members
- ^ Life members
- ^ General Members

A General Member is any individual who does not fall into any of the above categories, but is involved with the Club. Some examples could be:

- ^ Non- Playing Coaches
- ^ Game Day Assistants
- ^ Player's Partners
- ^ Supporters – someone who attends a minimum of six match days and/or Club functions per year
- ^ Sponsors

A General Member can be anyone who is making a contribution to the Club.

Becoming a General Member

Potential candidates can apply for membership with any current Executive Committee Member. All applications shall be taken into review and discussed at the next available Committee Meeting. All approved candidates shall be recorded in the minutes of that meeting. Candidates shall be advised of the Committee's decision within seven days.

The Executive can suspend any General Member's standing within the Club if/when they see fit to do so.

9. MINUTES.

Minutes shall be kept of all proceedings at all General Meetings & all Executive Club Meetings.

10. QUORUM.

The Quorum at all Annual General Meetings shall be twenty-five Club members.

The Quorum at all Executive Committee Meetings shall be seven Club Members.

11. OFFICE BEARERS.

Executive Committee Members

The Executive Committee shall comprise of the following personnel: President, Vice President, Secretary, Treasurer, Publicity Officer, Social Convenor & Accident Secretary.

Auxiliary Committee Members

The Club Members shall elect a Properties Manager and a Registration Officer.

President

The President shall preside and administrate over all processes within the Club. His/Her function is to chair and control proceedings at all meetings, to ensure that all Club Rules are adhered to, and to lead all discussions toward a fruitful & productive conclusion.

Vice President

The Vice President's role is to assist the President in all matters and act as Chairperson in his/her absence.

Honorary Administrative Secretary

The Secretary is the principal Administrator within the Club. He/ She is the person to whom all correspondence is directed and is the person answerable to the Association for all matters concerning the Club. His/ Her duties include:

- ⋄ Compiling & distributing the Minutes of all meetings to Committee Members
- ⋄ Advising all Committee Members of upcoming meetings
- ⋄ Handling all Club correspondence
- ⋄ Ensuring that all new members and players are made aware of all Club and Association Rules and Policies.

Treasurer

The Treasurer shall record and control all matters regarding the financial running of the Club. All purchases and expenses must be sanctioned and cleared by the Treasurer. The Treasurer shall report the Club's financial position at all Committee Meetings.

Property Manager

The Property Manager shall maintain and distribute all products necessary to ensure that all sides are fully equipped and ready to play each weekend. He/ She shall liaise with the Treasurer to ensure that stock levels are maintained to make this possible.

Publicity Officer

The Publicity Officer shall collate all Club information deemed newsworthy and use it to promote the Club at every opportunity. He/ She shall submit relevant information to local publications and to whoever administrates the Club websites.

Delegates

Delegates shall attend specified meetings during the year as instructed by the Association. Any Delegate unable to attend a particular meeting must organise a proxy to attend in his/her place, ensuring that the Club is represented.

Player's Representative

A player may be elected to this position to represent the Playing Group at Committee level. The nominee shall be invited to all Committee Meetings, allowing him to present any views/concerns that the Playing Group may have. The Player's Rep. can be nominated by any financial member and shall be selected by way of vote by the playing group.

First Aid Officer (Accident Secretary)

The First Aid Officer shall attend all training sessions and matches. His/Her responsibility is to the player's welfare, administering medical treatment as required. His/Her attendance is not compulsory at Committee Meetings.

12. THE EXECUTIVE COMMITTEE.

The Executive Committee shall comprise of the Club Office Bearers. The Office Bearers can invite additional parties to Executive Club Meetings. Such parties may include Coaches, Sub – Committee Members, the Player's Representative or other Club Members.

The Executive Committee shall meet at least once a month to evaluate the Club's position, financial and otherwise, and to implement plans and structures which shall ensure the Club's continued operation for the season. Notification of all Executive Club Meetings shall be entrusted to the Secretary. He/She shall give all relevant members at least seven days notice, advising the agenda, the venue and the time that the meeting shall take place.

The Executive Committee may introduce new regulations, or amend existing ones, when this is deemed necessary. Such introductions/amendments shall remain consistent with the Club's Constitution. To introduce such amendments/ additions, no less than three Executive Club Members must be in agreement of the proposal(s). A written document outlining such proposals, and signed by the above mentioned members, shall be presented to the Secretary. The Secretary shall then call for a Special Meeting, at which the Executive Committee can discuss the proposals. This meeting shall be called within seven days of the receipt of the document. In the absence of any of the above mentioned signatories, the meeting shall lapse.

The introduction of new proposals/ amendments to the Club Constitution can only be ratified at season's end, if voted in at the AGM by Club Majority, that being two-thirds of the Quorum.

Any vacancies on the Committee may be filled only after discussion by the Executive Committee. If any existing Committee Member is absent from three consecutive Committee meetings without due cause, He/She shall automatically forfeit their position on the Executive Committee.

13. SUB COMMITTEES.

The Executive may at any time appoint existing Club members to Sub Committee positions. Such Sub-Committees shall periodically report to the Executive Committee when deemed necessary. All Sub-Committees shall conduct their business in accordance with

the Club's Rules and Regulations and under the direction and guidance of the Club Executive.

14. SELECTION COMMITTEE.

The Coaching Panel shall form the Selection Committee. Its composition will be subject to approval by the Executive Committee.

15. SELECTION OF COACHES, CAPTAINS AND VICE CAPTAINS.

The Executive shall appoint the Coaches after they have received, reviewed and interviewed all worthy applicants.

Re-appointment of incumbent coaches may be implemented without inviting new applicants only if the Executive Committee is unanimous in its decision to do so. The Coaching Panel/ Match Committee shall submit its preferred candidates for all Captaincy positions to the Executive Committee. These appointments shall stand, subject to the approval of the Executive Committee.

16. LIFE MEMBERSHIP.

The Executive shall grant Life Membership to such persons deemed worthy & deserving of this honour.

Goal

Life Membership shall be awarded to those who have made a significant contribution to the Club. Stringent qualifications must be met to achieve this highly respected and valued award.

Qualification

A prescribed number of games is required;

200 games as a Registered Player, or

300 games as a Volunteer Official, or

A combination of 300 games as a Player / Volunteer Official.

All recipients must have been active Club Members for at least 10 years. An active year shall be defined as having participated/ supported / assisted for at least 60% of all games in that year.

Volunteer Officials are set a higher benchmark on the basis that it is possible to accrue 2 games each Saturday.

All Life Members must have a "hands on" awareness of what's involved in running the

Club. In regard to a Player's eligibility, he shall only receive Life Membership after 200 games if he has served on the Club Committee (in any capacity) for not less than two terms/ years.

Officials

Officials are defined as those persons listed on official Team Lists. Only voluntary (i.e. unpaid) service shall count toward Life Membership. Each Official's tally shall be listed each year in the Annual Report.

Record Keeping

It is each individual's responsibility to ensure that their games are tallied correctly each year. It is also incumbent on senior Members within the Club to ensure that accurate records are maintained. If claims are made in regard to missed games, adjustments shall only be made if official team sheets or official Club documentation can be obtained to verify the claim.

Code of Conduct

Recipients of Life Memberships shall be subject to the adherence of the Club's Code Of Conduct. This shall ensure that Life Membership retains its high status. Those who have previously been found guilty of a serious breach or two minor breaches, shall have a minimum 100 games added to their qualification hurdle. The incumbent Committee shall have the option to increase (but not decrease) this hurdle if they deem it fit to do so. This action is only potentially applicable to nominees with prior offences.

Honour Board Notional Games.

A notional 18 games per year shall be allocated toward Life Membership qualification to those who serve the Club in a senior capacity. The positions relevant to this are that of the President, the Honorary Administrative Secretary, the Treasurer, the Senior & Reserves Coaches & the Club Member.

Procedure

At each AGM, qualified Members may be nominated for Life Membership. The Committee will review the nomination, ensuring all prerequisites have been met. If qualified, the member will be awarded Life Membership at the next Club Presentation night.

17. ANNUAL SUBSCRIPTIONS.

The Annual Subscriptions shall be decided at the AGM and shall be payable by the commencement of the third round of the season. At this time, any member that has not met his obligation, or established an approved payment plan with the Treasurer, shall not be selected at the expense of a fully financial Member.

18. TROPHIES.

The number of trophies presented by the Club shall be determined by the Executive. The "Best First Year Player" trophy shall be a perpetual trophy named after Mr. Fred Riley. One goal kicking trophy (per team) shall be awarded to the highest goal kicker in that

team, provided that a minimum of 50 goals is reached.

19. FAILURE TO FULFIL ENGAGEMENTS.

All players shall be notified when selected to play in the forthcoming round. Any player who fails to fulfil their engagement without notifying the Secretary or their respective Coach may be dealt with by the Executive.

20. RESIGNATION.

Any Member may terminate his/her membership by submitting a written document to the Executive, stating their desire to resign as a Member. Where applicable, the Member shall remain liable for any outstanding debts (Subscription, payment of property etc.).

21. EXPULSION OF A MEMBER.

When deemed to be for the betterment of the Club, the Executive may expel a Member from the Club. This shall be done by forwarding a registered letter to the Member, outlining the reason(s) as to why this action has been taken. The Member may challenge his/her expulsion by calling for a Special General Meeting, at which time he/she can state his/her case. All criteria (as stated in this Constitution under #5) must be met before a Special General Meeting shall be called.

22. ALTERING/ AMMENDING THE CONSTITUTION.

The members of the Club may, by two-thirds majority at any General Meeting, repeal or amend the existing Club Constitution.

23. CHANGES TO THE CLUB'S IDENTITY.

Only after notifying all members by registered mail can a motion to change or amend the Club Name, Club Colours, Club Song or Club jumper be presented to an Annual General Meeting or Special General Meeting. If the motion is received and accepted by the executive, a secret written ballot shall be conducted, whereby two-thirds majority support will be required for the motion to be successful.

24. TERMINATION OF THE CLUB.

In the event of Box Hill North Football Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall not be paid to its members but shall be paid by the Committee in accordance with their powers to an organisation with similar objectives to those of the Club.