

CONSTITUTION
OF THE
Country Coastal Junior Soccer Association
Incorporated
(CCJSA)



PO BOX 219
BUNBURY WA 6231
WESTERN AUSTRALIA

(Amended following the 29 April 2019 Special General Meeting)
(Approved by the Associations Branch 11 June 2019)

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CONSTITUTION

COUNTRY COASTAL JUNIOR SOCCER ASSOCIATION

INCORPORATED

PART 1 - PRELIMINARY

1.1 Name

- (a) The name of the Association is the Country Coastal Junior Soccer Association Incorporated., hereinafter called CCJSA.
- (b) The colours of CCJSA are Black and White.
- (c) The emblem of CCJSA depicts a Dolphin over a Soccer Ball beneath the letters CCJSA.

1.2 Definitions

In this Constitution unless the contrary appears –

Act means the Associations Incorporation Act (WA) 2015 and any regulations made under the Act;

Affiliated Bodies means organisations to which CCJSA is a member (FIFA, FW, FFSW, SWSA, SWRA)

Annual General Meeting (AGM) means the Annual General Meeting of CCJSA;

Associate Members means those clubs that comply with MEMBERSHIP rule 2.1 1(c);

By-Laws means the operational guidelines, policies and procedures as nominated in these rules;

Annual Affiliation Fee means a fee paid by clubs to become a member of the CCJSA;

CCJSA Levy – fee paid by the club on behalf of the player;

CCJSA means the Country Coastal Junior Soccer Association Incorporated.;

Club means a junior soccer club represented by a delegate/s;

Club Appointed Delegate means a person who is appropriately empowered by the Member club to consider and make decisions and vote at a General Meeting;

Delegate is defined in rule 2.7 (1)

Executive Committee is defined in rule 3.2;

FIFA means the Federation International de Football Associations;

Financial Records Include:

- (a) Invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers: and
- (b) Documents of prime entry; and
- (c) Working paper and other documents needed to explain –
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

Financial Year commencing 1 November and ending on 31 October in the following year;

FFSW means the regional Association - Football Federation South West;

Full Member is defined in rule 2.1 1(b);

FW means the recognised State Body - Football West;

General Meeting means a meeting of CCJSA that all Clubs are entitled to receive notice of and to attend;

Governing Rules means the Constitution and By-laws;

Members mean those Clubs or Affiliated bodies that comply rule 2.3;

SWSA means South West Soccer Association;

SWRA means South West Referee Association;

Special General Meeting means a meeting convened in accordance with rule 4.2, at which only business that has been described in the notice may be transacted;

Special Resolution – means a resolution passed by three-fourths of the members present and eligible to vote at a general meeting in accordance with the section 51 of the Act;

Sub-Committee means a subcommittee appointed by the Executive Committee;

Term commences from election at an AGM to the following AGM;

1.3 Objects

- (1) The principle objects of CCJSA are to:
 - (a) promote, develop and manage the game of junior soccer in accordance with the laws of the game as laid down from time to time by FIFA;
 - (b) promote and conduct competitions and events at Club level;
 - (c) promote, protect and represent the interests of all Club members;
 - (d) maintain a strong connection with affiliated bodies and any other associations whose objects are similar; and
 - (e) promote the health, social and community benefits of soccer.

1.4 Association to be Not-For-Profit Body

- (1) The property and income of CCJSA must be applied solely towards the promotion of the objects or purposes of CCJSA and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the CCJSA only if it is authorised under sub rule (3).
- (3) A payment to a member out of the funds of the CCJSA is authorised if it is —
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the CCJSA, or for goods supplied to the CCJSA in the ordinary course of business; or
 - (b) the reimbursement of reasonable expenses properly incurred by the member on behalf of the CCJSA.

1.5 Powers of CCJSA

- (1) Subject to the Act, CCJSA may do things necessary to carry out its objects in a lawful manner, including but not limited to:
 - (a) Raise money by affiliation fees, registration fees, subscriptions, levies, grants, sponsorship or otherwise;
 - (b) Acquire, hold, deal with, lease, exchange, hire or dispose of any real or personal property;
 - (c) Contract, pay and dismiss employees as deemed necessary to further the objects of CCJSA;
 - (d) Open and operate bank accounts;
 - (e) Enter into any contract it considers necessary or desirable;
 - (f) Make charges for services and facilities it supplies; and
 - (g) Do other things necessary or incidental to carrying out the objects.

PART 2 - MEMBERSHIP

2.1 Classes of Membership

- (1) CCJSA membership shall consist of such Clubs as may be affiliated with CCJSA in the manner hereinafter appearing:
 - (a) There shall be Full Members and Associate Members.
 - (b) Full Membership may be granted to Clubs that have registered or intends to register four (4) or more teams with CCJSA.
 - (c) Associate Membership may be granted to Clubs who have registered or intends to register less than four (4) teams in CCJSA.
- (2) Full Members & Associate Members shall not be members of any other Junior Soccer Association in the Region.
- (3) The admission of Full Members and Associate Members to CCJSA shall be at the discretion of CCJSA.
- (4) Full Members and Associate Members are bound by the rules governing all bodies of which CCJSA are affiliated.
- (5) Should Members Clubs numbers fall below four (4) teams they will automatically revert to Associate Members.

2.2 Application for Membership

- (1) Every application for Membership must:
 - (a) be on a written form, approved by the Executive Committee for that purpose and signed by the Club;
 - (b) be submitted to the Secretary or in any other way approved by the Executive Committee.
- (2) The Executive Committee must consider each application for Membership to CCJSA; and
 - (a) decide whether to accept or reject the Club Membership, without giving reason; and
 - (b) notify the Club of the outcome of their application within a reasonable time.

- (3) An applicant for membership of CCJSA becomes a member when;
 - (a) the Executive Committee accepts the application; and
 - (b) the applicant pays any membership fees payable to the CCJSA as set out in rule; and
 - (c) 10 days after payment, the member is eligible to vote in any general or special meeting (if the membership class makes them eligible for voting)
 - (d) The Club name is added to the register of members.

2.3 Membership Obligations and Rights

- (1) Each Club admitted to membership shall be;
 - (a) Bound by CCJSA Constitution and any By-laws;
 - (b) Entitled to all privileges of the specified membership;
 - (c) Bound by all resolutions passed at a General meeting, whether their delegate is present or not at the meeting;
 - (d) Provided with a copy of CCJSA's Constitution and the By-laws or directed to CCJSA website to be able to access the documents on-line.
- (2) Each Club admitted to membership shall have all the rights provided to members under this constitution, including (but not limited to) the right to:
 - (a) receive notices from CCJSA;
 - (b) provided with a copy of the constitution and the by-laws or directed to the CCJSA website where these can be viewed;
 - (c) attend, request the convening of and determine their Club delegate for all meetings of the Association; and
 - (d) nominate a delegate to the Committee or any sub-committee of the CCJSA.

2.4 When Membership Ceases

- (1) A Club ceases to be a member when any of the following takes place —
 - (a) The Club ceases to be a registered member;
 - (b) the Club resigns from CCJSA under rule 2.5;
 - (c) the Club is expelled from CCJSA under rule 6.6; or
 - (d) the Club is unfinancial under rule 5.2.
- (2) Any Club that has not paid all monies due to CCJSA within 60 days of the invoice date shall have all rights immediately suspended and membership will cease;
- (3) If a Club who has ceased to be a member, offers to pay the membership fee after the period referred to —
 - (i) the Committee may, at its discretion, accept payment; and
 - (ii) if the payment is accepted, the Club's membership is reinstated from the date the payment is accepted.

2.5 Members Resignation

- (1) A Club may resign from CCJSA by giving written notice of such intention to withdraw or resign;
- (2) Upon the date the notice is received by the Secretary or President, the Club shall cease to be a Member.
- (3) The Secretary must keep a record, for at least one year after Club Membership ceases, of —
 - (a) the date on which the Membership ceased; and
 - (b) the reason the Membership ceased.
- (4) Any Club ceasing to be a Member:
 - (a) will have their name removed from the register;
 - (b) is not entitled to any refund (or part refund) of any Membership fees paid; and
 - (c) will remain liable for and must pay to CCJSA all fees and any other amounts which are due at the date they cease to be a Member.

2.6 Life Members

- (1) Any individual who in the opinion of the Committee has rendered outstanding service to CCJSA may be elected a Life Member through:
 - (a) the Committee receiving a nomination, not less than 30 days prior to the Annual General Meeting;
 - (b) the Life member nomination being considered as a special resolution at an AGM;

- (c) an affirmative vote of the Life Member nomination by at least three-fourths of those present and entitled to vote; and
 - (d) only one Life Member may be elected at any Annual General Meeting.
- (2) Individual Life Members will be presented with a Life Membership Badge that entitles them to attend CCJSA Meetings but with no voting power.

2.7 Register of Clubs and Committee

- (1) All Clubs shall in writing to the Secretary, name their Voting Delegates for the year commencing with the AGM.
- (2) Clubs shall ensure any changes (permanent or temporary) to the Delegates during the year shall be updated in writing to the Secretary.
- (3) The Secretary shall keep a record of each Club Member, the status of their membership and names of the Delegates approved to represent the Clubs.
- (4) The Secretary shall keep a record of Committee Members and other person authorised to act on behalf of CCJSA.

2.8 Inspection of Records and Documents

- (1) Any Club can inspect the register free of charge, at a time and place mutually convenient to CCJSA and the Club.
- (2) A Club must contact the Secretary and President to request the inspection.
- (3) The Club may make a copy of or take an extract from the register but shall have not right to remove the register for that purpose.
- (4) The Executive Committee may require the Club to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring the purpose is connected with the affairs of CCJSA.
- (5) A Club must not use or disclose any information in the register for any purpose other than a purpose that:
 - (a) is directly connected to the affairs of CCJSA; or
 - (b) relates to the administration of the Act.

PART THREE - POWERS OF CONTROL

3.1 Powers of Control - CCSJA

- (a) The control of CCSJA shall be vested in the Executive Committee and Delegates and exercised at the nominated meetings of these groups:
- (b) The Executive Committee shall meet and consider all business except that which is reserved for the Delegates at General Meetings or Special General Meetings.
- (c) The Executive Committee shall ensure all business is minuted and conducted in accordance with the Act, these rules and any by-laws.
- (d) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a General Meeting, the Executive Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the CCJSA.
- (e) The Executive Committee must take all reasonable steps to ensure that the CCJSA complies with the Act, these rules and the by-laws.

3.2 Executive Committee

- (1) The Executive Committee shall consist of:
 - (a) the five office bearers of President, Vice-President, Secretary, Treasurer and Registrar;
 - (b) The maximum number of Executive Committee members shall be five (5).
- (2) The election to fill positions on the Executive Committee each year shall be conducted at the AGM.
- (3) The term of office of an Executive Committee member begins when a member is;
 - (a) elected at an Annual General Meeting; or

- (b) appointed to fill a casual position.
- (4) The term of an Executive Committee ends at the conclusion of the next Annual General Meeting.
- (5) All Executive Committee members shall be eligible for re-election for up to three (3) consecutive terms.
- (6) Any Executive Committee member serving three consecutive terms in one position, must have a minimum one-term break from that position, before being eligible for election.

3.3 Eligibility for the Executive Committee

- (1) Any person may become an Executive Committee member either:
 - (a) by election at an Annual General Meeting; or
 - (b) by appointment to the Committee under rule 3.8.
- (2) A person is eligible for election to the Executive Committee if they:
 - (a) are aged 18 or over; and
 - (b) are a Club member; and
 - (c) are not an employee of CCJSA; and
 - (d) are not a Club Appointed Delegate; and
 - (e) are not disqualified from being an Office Holder of the Executive Committee under sections 39 and 40 of the Act; and
 - (f) satisfy any eligibility requirements determined by the Executive Committee from time to time.
- (3) No person shall be entitled to hold more than one Executive Committee position.
- (4) There must be no more than one (1) person on the Executive Committee at any time who are members of the same Full Member Club.

3.4 Nomination and Election for Executive Committee

- (1) A Club member who wishes to be elected to the Executive Committee must complete a nomination, prior to or at the AGM, indicating the Office Bearer position they wish to nominate for.
- (2) A nomination must be in writing in such form as is approved by the Executive Committee from time to time and signed by the Club member.
- (3) In the nomination form the Member must certify that they are eligible to be elected to the Executive Committee in accordance with rule 3.4(2).
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the Chairperson must declare the Members elected to the positions.
- (5) If the number of nominations received is less than the vacancies to be filled, the meeting may call for nominations from the Members attending the AGM.
- (6) If the number of nominations received is greater than the vacancies to be filled, the meeting must vote in accordance with procedures that have been determined by the Executive Committee to decide who is to be elected to a position.
- (7) A member who has nominated for a position may vote for themselves.
- (8) On the member's election, the new President of CCJSA may take over as the Chairperson of the meeting.
- (9) Any person elected to the Executive Committee who has not completed a nomination in accordance with rule 3.5 (2) must within 14 days confirm in writing to the Executive Committee their eligibility under rule 3.4(2).
- (10) If the person is not eligible under rule 3.4 (2), their appointment is deemed not to have taken place.

3.5 Resignation and Removal from Office

- (1) Subject to the Act, the CCJSA may by special resolution at a General Meeting appoint or remove an Executive Committee Member.
- (2) An Executive Committee member may resign by written notice given to the Secretary or President
- (3) The resignation takes effect —
 - (a) when the notice is received by the Secretary or President; or
 - (b) if a later time is stated in the notice, at the later time.

- (4) At a General Meeting, the CCJSA may by resolution —
 - (a) remove an Executive Committee member from office; and
 - (b) elect an Executive Committee member who is eligible under rule 3.4 (2) to fill the vacant position.
- (5) An Executive Committee member who is the subject of a proposed resolution under sub rule (4)(a) may make written representations (of a reasonable length) to the General Meeting at which the resolution is to be considered

3.6 When Membership on the Executive Committee Ceases

- (1) A person ceases to be an Executive Committee member if the person —
 - (a) dies or otherwise ceases to be a member; or
 - (b) resigns from the Executive Committee; or
 - (c) is the subject of a special resolution by Members to terminate their appointment as an Executive Committee member; or
 - (d) becomes ineligible to accept an appointment or act as an Executive Committee member under section 39 of the Act;
 - (e) becomes permanently unable to act as an Executive Committee member because of a mental or physical disability; or
 - (f) fails to attend three (3) consecutive Committee meetings, without a leave of absence.
- (2) Under Section 41 of the Act the person, as soon as practicable after their membership ceases, must deliver to the Secretary all the relevant documents, records and equipment they hold pertaining to the management of the CCJSA affairs.

3.7 Filling Casual Vacancies

- (1) The Executive Committee may appoint a member who is eligible under rule 3.4 (2) to fill a position on the Committee that -
 - (a) has become vacant; or
 - (b) was not filled by election at the most recent Annual General Meeting.
- (2) The vacancy shall be filled under the next Annual General Meeting of CCJSA.
- (3) Subject to the requirement for a quorum, the Executive Committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer Executive Committee members than required for a quorum, the Executive Committee may act only for the purpose of —
 - (a) appointing Executive Committee members under this rule; or
 - (b) convening a General Meeting.

3.8 Payment to Committee Members

- (1) The CCJSA must not pay fees to an Executive Committee member for acting as an Executive Committee member.
- (2) The CCJSA may, by resolution of the Executive Committee:
 - (a) consider and reimburse an Executive Committee member for out-of-pocket travel and accommodation expenses incurred in connection with the attendance at authorised meetings and the performance of the Executive Committee member; and
 - (b) pay premiums on insurance policies indemnifying Executive Committee members and any other officers of the CCJSA against liabilities, damages, costs, charges and expenses incurred as an Executive Committee member or officer.

3.9 Duty of President

- (1) It is the duty of the President, or in the absence of the President, then the Vice President to;
 - (a) Represent the CCJSA;
 - (b) Consult with the Secretary regarding the business to be conducted at each Committee meeting and General meeting;
 - (c) Convene and preside at Committee meetings and preside at General meetings provided for in these rules;

- (d) Ensure that the minutes of a Committee meeting or general meeting are reviewed and signed as correct;
 - (e) Report activities to the Clubs at the AGM;
 - (f) Carry out any other duty under these rules or by the Committee;
- (2) In the absence of the President from a Committee or general meeting, the Vice President will chair the meeting.
- (3) The President (or Chair) shall have the casting vote in any case of equality of voting at any meeting.

3.10 Duty of Vice-President

- (1) The Vice-President has the following duties –
- (a) Provide support and assistance to the President;
 - (b) In the absence of the President, undertake all the roles and responsibilities of the President;
 - (c) Carry out any other duty given to the Vice- President under these rules or by the Committee.

3.11 Duty of Secretary

- (1) The Secretary has the following duties (unless a paid Administrator is authorised to do so):
- (a) maintain on behalf of CCJSA the register or members Committee and other persons authorised to act on behalf of CCJSA;
 - (b) Co-ordinate CCJSA's correspondence;
 - (c) Consult with the President regarding the business to be conducted at each committee meeting and general meeting;
 - (d) Prepare the notices required for meetings and for the business to be conducted at meetings;
 - (e) Record in the minute's, disclosures of any material personal interest of Executive Committee, Committee or delegates made at meetings;
 - (f) Maintain books and/or electronic records containing copies of full and accurate minutes of committee meetings and general meetings;
 - (g) Ensure the safe custody of the books of CCJSA, other than the financial records, financial statements and financial reports
 - (h) Maintain on behalf of CCJSA an up-to-date copy of these rules and any by-laws;
 - (i) Carry out any other duty given to the Secretary under these rules or by the Executive Committee.

3.12 Duty of Treasurer

- (1) The Treasurer has the following duties (unless a paid Administrator is authorised to do so): –
- (a) Ensure that any amount payable to CCJSA are collected and issue receipts for those amounts in CCJSA's name;
 - (b) Pay all monies into such account or accounts of CCJSA, as the Executive Committee from time to time direct;
 - (c) Make payments from the funds of CCJSA by cheque or Electronic Funds Transfer (EFT) on the authority of two committee members, as approved by the committee;
 - (d) Ensure that any payment to be made by CCJSA have been authorised by the committee or at a general meeting are made on time;
 - (e) Ensure that CCJSA complies with the relevant requirements of Part 5 of the Act;
 - (f) Report regularly to the Committee on the financial status and performance of CCJSA;
 - (g) Ensure the safe custody of CCJSA's financial records, financial statements and financial reports;
 - (h) Coordinate the preparation of CCJSA's financial statements before their submission to the Annual General Meeting;
 - (i) Provide any assistance required by an auditor or reviewer conducting an audit or review of CCJSA's financial statements or financial reports; and
 - (j) Carry out any other duty given to the Treasurer under these rules or by the Executive Committee.

3.13 Responsibilities of Executive Committee Members

- (1) An Executive Committee Member must exercise their powers and discharge their duties:
- (a) with a degree of care and diligence that a reasonable person would exercise in the circumstances;
 - (b) in good faith in the best interests of the CCJSA and for a proper purpose.
- (2) An Executive Committee Member or former Executive Committee Member must not improperly use information obtained because they are a Executive Committee Member to:

- (a) gain an advantage for themselves or another person; or
 - (b) cause detriment to the CCJSA.
- (3) An Executive Committee Member having any material personal interest in a matter being considered at a Committee Meeting must:
- (a) as soon as they become aware of that interest, disclose the nature and extent of their interest to the Executive Committee; and
 - (b) agree with the Executive Committee on the most appropriate manner to handle the disclosure of interest as set out in the by-laws;
 - (c) not be present while the matter is considered at the meeting or vote on the matter; and
 - (d) ensure the nature and extent of the interest is disclosed at the next General Meeting.
- (4) The Secretary or delegated officer must record every disclosure made by an Executive Committee Member in the minutes of the Committee Meeting at which the disclosure is made.
- (5) No Executive Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the CCJSA unless the person is authorised by the Executive Committee to do so and such authority is recorded in the minutes of the Committee Meeting.
- (6) No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:
- (a) an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (b) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (c) an offence under Part 4 Division 3 or section 127 of the Act; unless the person has obtained the consent of the Commissioner; or
 - (d) an indictable offence involving inappropriate dealings and interaction with children.
- (7) No person shall be entitled to hold a position on the Executive Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

3.14 Validity of Acts

- (1) The acts of the Executive Committee or any sub-committee, or of a Committee member or member of a sub-committee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of an Executive Committee member or member of a sub-committee.

PART 4 - MEETINGS

4.1 Annual General Meeting

- (1) The Executive Committee must determine the date, time and place of the Annual General Meeting, within three months of the end of the CCJSA's financial year.
- (2) At each Annual General Meeting the CCJSA must —
- (a) confirm the minutes of the previous Association's AGM and of any Special General meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) receive and consider the annual report on the CCJSA activities during the preceding financial year; and
 - (i) if a Tier 1 Association, receive the financial statements of the Association for the preceding financial year;
 - (ii) if a Tier 2 Association or a Tier 3 Association, receive the financial report for the preceding financial year;
 - (c) if required to be presented for consideration under Part 5 of the Act, a copy of the reviewer or auditor's report on the financial statements or financial report;
 - (d) elect the office holders and committee members;
 - (e) elect any representative positions as required;
 - (f) vote on any Life membership nominations;
 - (g) appoint or remove a reviewer or auditor/s for the following 12 months in accordance with the Act (if required); and
 - (h) any other business of which notice has been given in accordance with these rules may be conducted at the AGM.

4.2 Special General Meetings

- (1) The Executive Committee may convene a Special General meeting.

- (2) The Executive Committee must convene a Special General meeting if at least 20% of the Club members require a Special General meeting to be convened.
- (3) The Club members requiring a Special General meeting to be convened must —
 - (a) make the requirement by written notice given to the Secretary; and
 - (b) state in the notice the special resolution to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The Special General meeting must be convened within 28 days after notice is given under sub-rule (3).
- (5) If the Executive Committee does not convene a Special General meeting within that 28-day period, the Club members making the requirement (or any of them) may convene the Special General meeting.
- (6) A Special General meeting convened by ordinary members under sub-rule (5) —
 - (a) must be held within 2 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) A special resolution may be moved either at a Special General meeting or at an AGM, but all Club Members must be given not less than 28 days' notice of the meeting in which a special resolution is to be proposed.
- (8) The special resolution must be passed by not less than three-quarters of the Club members who are eligible and presiding voting members.

4.3 Notice of General Meetings

- (1) The times and dates of General Meetings will be decided by the Executive Committee at the first meeting following the Annual General Meeting and may be reviewed and updated as part of the business of each general meeting.
- (2) There shall be at least nine (9) General meetings held during the course of the year – nominally monthly.
- (3) The Executive Committee shall be responsible to ensure the required General meetings are convened and held.
- (4) The Secretary or, in the case of a Special General meeting convened under rule 4.2, the Club Members convening the meeting, must give to each Club Member —
 - (a) at least 28 days' notice of a General meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 21 days' notice of a General meeting in any other case.
- (5) General meetings shall conduct the business as advertised by the Executive Committee.
- (6) Any Club Member delegate or member has the right to request voting on any new business be deferred to the next General meeting to allow time to consider the matters.
- (7) Deferred business must be resolved by the next General meeting; unless agreed to be further deferred by general vote of the delegates.
- (8) The notice must —
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the AGM, include the names of the members who have nominated for election to the Executive Committee; and
 - (d) if a special resolution is proposed —
 - (i) set out the wording of the proposed resolution as required by Section 51(4) of the Act; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) be passed by not less than three-fourths of the voting members who cast a vote at the meeting.

4.4 Presiding Member & Quorum for General Meetings

- (1) The President or, in their absence, the Vice President will preside as chairperson of any General meeting.
- (2) No business is to be conducted at a General meeting unless a quorum is present.
- (3) At a general meeting, 6 Club delegates personally present will constitute a quorum for the conduct of business at a General meeting.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a General meeting —
 - (a) Where the meeting is convened on the requisition of members, the meeting must be automatically dissolved; and
 - (b) In any other case:
 - (i) the meeting stands adjourned to a day, time and place as the Committee decides, or at the same time and day in the following week; and

- (ii) if no quorum is present at the resumed meeting within 30 minutes after the appointed time, provided at least 50% voting Club Member delegates are present at the resumed meeting, they will be taken to constitute a quorum.

4.5 Business at General Meetings

- (1) General Meetings shall be called to conduct the following business
 - (a) Admission of membership to CCJSA;
 - (b) Expulsion or Suspension of membership to CCJSA;
 - (c) Changes to by-laws;
 - (d) Entering into agreements, written or verbal, with other bodies that have impact on Club members.
 - (e) Long-term financial commitments pertaining to loans, property or other significant value transactions greater than AUD20,000.00;
 - (f) Endorsement of and approval to implement strategic plans; and
 - (g) Appointment of committee vacancies or removal of committee members.
- (2) any other business of which notice has been given in accordance with these rules may be conducted at the General Meeting.

4.6 Voting at Meetings

- (1) Voting Powers at the Annual General Meeting shall be:
 - (a) Member Clubs shall have two (2) votes in all matters including the election of office bearers and committee members.
 - (b) Associate Member clubs shall have one (1) vote in all matters including the election of office bearers and committee members.
- (2) Voting Powers at Executive Committee Meetings shall be:
 - (a) The President shall have a deliberate vote; and
 - (b) In the event of a tied vote, the President shall exercise a casting vote.
- (3) Voting Powers at the any General Meeting (other than the Annual General meeting) shall be:
 - (a) Member Clubs shall have two (2) votes in all matters.
 - (b) Associate Member clubs shall have one (1) vote in all matters.

4.7 Proxies

- (1) No proxy votes will be considered at any meetings.

4.8 Adjournment of General Meeting

- (1) The Chairperson of a General meeting at which a quorum is present may, with the consent of the majority of the Club members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub-rule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the Club members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

4.9 Executive Committee Meetings

- (1) The Executive Committee will meet as frequently as required for the transaction of business of CCJSA.
- (2) The date, time and place of the first Executive Committee meeting must be determined by the Executive Committee members as soon as practicable after the AGM at which the office bearers are elected.
- (3) Special Executive Committee meetings may be convened by the President only.

4.10 Notice of Executive Committee Meetings

- (1) Notice of each Executive Committee meeting must be given to each Executive Committee member at least one week before the time of the meeting.

- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless sub-rule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the Committee members at the meeting unanimously agree to treat that business as urgent.

4.11 Procedure and Order of Business

- (1) The President or, in the President's absence, the Vice President must preside as Chairperson of the Executive Committee meeting.
- (2) If either are absent or unwilling to act as Chairperson of a meeting the Executive Committee members must choose one of them to act as Chairperson of the meeting.
- (3) The procedure to be followed at an Executive Committee meeting will be determined from time to time by the Executive Committee.
- (4) The order of business may be determined by the Executive Committee members at the meeting.
- (5) A member or other person who is not an Executive Committee member may attend a Committee meeting if invited to do so by the Executive Committee.
- (6) A person invited under sub-rule (5) to attend a Committee meeting —
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the Committee to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

4.12 Quorum for Executive Committee Meetings

- (1) No business is to be conducted at an Executive Committee meeting unless a quorum is present.
- (2) At an Executive Committee meeting 50% (or the lowest whole number) of Executive Committee members constitute a quorum for the conduct of the business of a Committee meeting.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Committee meeting —
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (4) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a Committee meeting held under sub-rule (4)(b); and
 - (b) at least 3 Executive Committee members are present at the meeting,
 those members present are taken to constitute a quorum.

4.13 Minutes for Executive Committee Meetings

- (1) The Executive Committee must ensure that minutes are taken and kept of each meeting.
- (2) The minutes must record the following —
 - (a) the names of the Committee members present at the meeting;
 - (b) the name of any person attending the meeting;
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote;
 - (e) the disclosure of a Committee member's material personal interest in a matter being considered at a Committee meeting.
- (3) The President must ensure that the minutes are reviewed and passed as correct by —
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next Committee meeting.
- (4) When the minutes of a Committee meeting have been passed as correct, they are, until the contrary is proved, evidence that —
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

PART 5 - FINANCIAL MATTERS

5.1 Affiliation Levy

- (1) The annual CCJSA Affiliation Levy will be set at the first meeting after the Annual General Meeting.
- (2) Club Members must pay the CCJSA Affiliation Levy, within 60 days of the invoice date.
- (3) If a member has not paid the due fees, as set out in the by-laws, the member ceases to be a member.

5.2 Financial Year

- (1) The financial year shall commence on 1 November each year and shall conclude on the 31 October of the following year.

5.3 Source of Funds

- (1) The funds of CCJSA may be derived from membership fees, levy's, donations, sponsorship, fundraising activities, grants, interest and any other sources approved by the Committee.

5.4 Control of Funds

- (1) The CCJSA must open an account in the name of CCJSA with a financial institution from which all expenditure of the CCJSA is made and into which all funds received by CCJSA are deposited.
- (2) Subject to any restrictions imposed at a General meeting, the Executive Committee may approve expenditure on behalf of the CCJSA.
- (3) The Executive Committee may authorise the Treasurer to expend funds on behalf of the CCJSA up to a specified limit, without requiring approval from the Executive Committee for each item on which the funds are expended, as set out in the bylaws.
- (4) The authorised signatories to the account are to be:
 - (a) the Treasurer and
 - (b) the President; and
 - (c) the Secretary.
- (5) Excluding sub-rule (3) all financial transactions of the CCJSA must be approved by -
 - (a) the Treasurer and
 - (b) at least one of the other authorised signatories in sub-rule (4).
- (6) All funds of the CCJSA must be deposited into the CCJSA account within five (5) working days after their receipt.
- (7) A statement showing the financial position of the CCJSA shall be tabled at each Executive and Committee meeting.

5.5 Financial Statements & Financial Reports

- (1) For each financial year, the Executive Committee must ensure that the requirements imposed on the CCJSA under Part 5 of the Act relating to the financial statements or financial report of the CCJSA are met.
- (2) Without limiting sub-rule (1), those requirements include —
 - (a) if the Association is a Tier 1 Association, the preparation of the financial statements; and
 - (b) if the Association is a Tier 2 or 3 Association, the preparation of the financial report; and
 - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (d) the presentation to the AGM of the financial statements or financial report, as applicable; and
 - (e) if required, the presentation to the AGM of the copy of the report of the reviewer or auditor's report, as applicable, on the financial statements or financial report.
- (3) Under Section 66 of the Act, an CCJSA must keep financial records that: -
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.

5.6 Auditors & Reviewers

- (1) Auditors or reviewers shall be suitably qualified professionals.
- (2) At the AGM of each year, the Club members shall appoint an auditor or reviewer at such remuneration as they determine.

- (3) The auditor or reviewer shall examine the books, accounts, receipts and other financial records of the CCJSA for and report thereon.

PART 6 - DISCIPLINARY ACTION, DISPUTES AND MEDIATION

6.1 Internal Dispute Resolution

- (1) Disputes between Club Members (in their capacity as members), and disputes between Club Members and CCJSA are to be referred to preliminary mediation as determined by the Executive Committee;
- (2) Where preliminary mediation results in an unsatisfactory outcome, disputes between Club Members (in their capacity as members), and disputes between Club Members and CCJSA are to be referred to a mediator as set out in rule 6.2.

6.2 Appointment of a Mediator

- (1) The mediator must be a person chosen —
 - (a) if the appointment of a mediator was requested; and
 - (b) by agreement between the Club Member and the Executive Committee; or
 - (c) by agreement between the parties to the dispute.
- (2) If there is no agreement, then the Executive Committee must appoint the mediator.
- (3) The person appointed as mediator by the Executive Committee must be
 - (a) a person who acts as a mediator for a similar not-for-profit body; or
 - (b) is recommended by FFSW or FW or another key stakeholder agency; and
 - (c) must not have a personal interest in the matter that is subject of the mediation; or
 - (d) be biased in favour of or against any party of the mediation.

6.3 Mediation Process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least seven (7) days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

6.4 If Mediation results in decision to Suspend or Expel being revoked

- (1) If —
 - (a) mediation takes place because a Member whose Membership is suspended or who is expelled from the CCJSA gives notice; and
 - (b) as the result of the mediation, the decision to suspend the Member's Membership or expel the Member is revoked,that revocation does not affect the validity of any decision made at an Executive Committee meeting or General Meeting during the period of suspension or expulsion.

6.5 Disciplining of Members

- (1) Where the Executive Committee receives a complaint about a Club member or considers that a Club member:
 - (a) has persistently refused or neglected to comply with a provision or provisions of this Constitution including the objects contained herein, or with any resolutions or rules of the CCJSA; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the CCJSA, the Committee may, by resolution:
 - (c) Suspend the Club member for a specified period; or

- (d) Expel the Club member from the CCJSA –
 - (i) Provided after considering any submission made in connection with the complaint, it is satisfied that the facts alleged in the complaint are proven.
- (2) Where the Executive Committee passes a resolution under sub-rule 1, the Secretary shall, as soon as practicable, send a written notice to the Club member which shall:
 - (a) set out the Executive Committee’s resolution and outline the grounds on which it is based; and
 - (b) state that the Club member may address a Special General Meeting; and;
 - (c) state the date, place and time of that meeting, not later than 28 days after the service of the notice and inform the Club Member that they may:
 - (i) Attend and speak at the Special General Meeting; and
 - (ii) Submit to the Special General Meeting, at or prior to the date of that meeting, written representations relating to the resolution.
- (3) At a Special General meeting held under rule sub-rule (2) the Meeting shall:
 - (a) Give the Club Member an opportunity to make oral representations; and
 - (b) Consider any written representations submitted by the Club Member; and
 - (c) By resolution, determine whether to confirm or revoke the resolution, which was specified in the notice to the members.
- (4) Where the Special General Meeting confirms a resolution under rule 6.5.3 (c) the Secretary shall within 7 days give the member notice in writing of that confirmation and that of the member’s right of appeal under rule 6.1.

6.6 Suspension or Expulsion

- (1) A Club member whose membership is suspended or who is expelled from CCJSA, will be given written notice of such decision.
- (2) During the period a Club Member is suspended the Club Member—
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to CCJSA.
- (3) When a Club’s membership is suspended, the Secretary must record in the register —
 - (a) that the Club member is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (4) When the period of the suspension ends, the Secretary must record in the register of members that the Club’s membership is no longer suspended.

PART 7 - GENERAL MATTERS

7.1 Giving Notices to Members

- (1) A notice or other document that is to be given to a Club Member under these rules is taken not to have been given to the Club Member unless it is in writing and —
 - (a) delivered by hand to the recorded address of the Club Member; or
 - (b) sent by post to the recorded postal address of the Club Member; or
 - (c) sent by email or other electronic transmission to an appropriate recorded number or address nominated by the Club Member.6.1

7.2 Record of Office Holders

- (1) Under Section 58 of the Act the CCJSA must maintain:
 - (a) the names and address of Committee Members and Office Holders of the CCJSA provided for by its rules;
 - (b) the names and addresses of any person who is authorised to use the common seal (if it has a common seal);
 - (c) the name and addresses of any person who is appointed or acts as trustee on behalf of the CCJSA.
- (2) The CCJSA must, upon request of a Member, make available the record for the inspection of the Member.
- (3) The Member may make a copy or take an extract but does not have the right to remove the record.

7.3 Books and Records

- (1) Subject to sub rule (2), the books and any securities of the CCJSA must be kept in the Secretary’s custody or under the Secretary’s control.

- (2) The financial records and, as applicable, the financial statements or financial reports of the CCJSA must be kept in the Treasurer's custody or under the Treasurer's control.
- (3) Sub rules (1) and (2) have effect except as otherwise decided by the Executive Committee.
- (4) The books and securities of the CCJSA must be retained for at least seven (7) years.
- (5) Subject to the Act, the Committee must determine whether and on what terms the books, records and any other documents of the CCJSA shall be open to inspection, other than to Committee members.
- (6) A Member, other than a Committee member, does not have the right to inspect any document, except as provided by the Act, or as otherwise authorised by the CCJSA at a General Meeting.

7.4 Executing Documents and Common Seal

- (1) The CCJSA may execute a document without using a common seal if the document is signed by:
 - (a) the President, and
 - (b) at least one Committee Member or person authorised by the Committee.
- (2) If the CCJSA has a common seal –
 - (a) the name of the CCJSA must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the Committee and in the presence of –
 - (i) 2 Committee Members; or
 - (ii) one Committee Member and a person authorised by the Committee.
- (3) The Secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the Secretary or another Executive Committee Member authorised by the Executive Committee.

7.5 Affiliation

The CCJSA shall, affiliate with parent bodies such as FIFA, FW & FFSW where beneficial to the CCJSA and in support of their objectives and best interest, as determined by the Executive Committee at the start of the calendar year.

7.6 Indemnification

The CCJSA will indemnify any person who is an Executive Committee Member, officer, or agent or who is or was servicing in another capacity at the request of the CCJSA to the extent authorised by law and may purchase and maintain liability insurance on behalf of such persons or to protect itself against liability for such indemnification to the extent authorised by law.

7.7 Dissolution of the Association

- (1) The CCJSA may cease its activities and have its incorporation cancelled in accordance with the Act if the Club Members resolve by Special Resolution that the CCJSA will:
 - (a) apply to the Commissioner for cancellation of its incorporation; or
 - (b) appoint a liquidator to wind up its affairs.
- (2) The CCJSA must be wound up under Section 30(a) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations or is a party to any current legal proceedings.
- (3) Upon the winding up or cancellation of the CCJSA, any surplus property will not be paid to or distributed among the Members but will be distributed to one or more organisations listed in section 24(1) of the Act with objects similar to the objects of the CCJSA.

7.8 By-Laws

- (1) Any changes to the By-Laws must be passed by resolution and notification in writing must be provided to Member Clubs at least 60 days prior to the commencement of the competition year.
- (2) The CCJSA may by resolution, make, amend or revoke by-laws.
- (3) By-laws may:
 - (a) Provide for the rights and obligations that apply to any classes of association membership approved under rule 2.1;
 - (b) Impose restrictions on the Executive Committees powers;
 - (c) Impose requirements relating the financial reporting and financial accountability of CCJSA and the auditing of the CCJSA accounts; and

(d) Provide for any other matter CCJSA considers necessary or convenient to be dealt with in the by-laws.

- (4) Such by-laws must be consistent with the Act, the regulations and these rules.
- (5) All by-laws made under sub-rule (3) shall be binding on all Members of the CCJSA.
- (6) At the request of a Member, the CCJSA must make a copy of the by-laws available for inspection by the Member.

7.9 Alteration of Constitution

- (1) No repeals of any existing Constitution and no new alterations, amendments or suspensions of the Constitution shall be valid unless a special resolution is carried by a three-fourths majority of Club Members present and with voting rights at the Annual General Meeting or Special General Meeting.
- (2) Notices of motions to repeal, alter or suspend any part of the Constitution shall be given to the Secretary at least twenty-eight (28) days preceding the Annual or Special General Meeting at which the motion shall be presented.
- (3) Within one month after the making of any amendment or addition to the Constitution of the CCJSA, passed by special resolution, the Executive Committee shall send or deliver the required documents and a certified copy of the amendment or alteration to all relevant departments. No effect will be given to the amendments without the approval of these departments.

END