



KINGSLEY SOCCER CLUB INC

CONSTITUTION

Updated November 2015

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Constitution

1. NAME

- (a) The name of the Club is Kingsley Soccer Club Inc. (Hereinafter called “the Club”).
- (b) The colours of the Club are to be blue and white. The Committee has the discretion to nominate a different colour strip.
- (c) The emblem will be two lions either side of a castle with a crown on top and a soccer ball below.

2. OBJECTIVES

- (a) To promote and encourage the playing of soccer in accordance with the rules set by Federation International Football Association (FIFA), Football Federation of Australia (FFA) and Football West Limited.
- (b) To raise and administer such sums of money as will be required to purchase equipment, trophies, presentations, pay ground fees, affiliation fees, other accounts due or liabilities that the Club may incur.
- (c) The income and property of the Club shall be applied solely towards the promotion of the objects of the Club. Income can be paid to a member of the Club as agreed by a majority vote of the committee if they are assisting with the promotion of the objects of the Club. No income is to be paid to a committee member for holding their position on the Clubs committee. No playing member is to receive payment for participation of soccer from the Club.

3. MEMBERSHIP

- (i) The Members of the Club shall be classified as follows:
 - (a) Playing Members .
 - (b) Life Members.
 - (c) Non – Playing Members.
 - (d) Temporary Members A person who is on the day visiting the club as a member of or an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on that day; or at the invitation of a member to engage in that sport on that day; may be taken to be a person who is afforded temporary membership in that day.
 - (e) The club shall keep an up to date register of each playing member. This register shall be available for inspection when requested within 24 hours.
- (ii) Privileges
 - (a) Playing Members, Non - Playing Members and Life Members shall have the right to attend speak and vote at all General Meetings.

- (iii) The admission of any person to the Club will be at the discretion of the Committee.
- (iv) Coaches will automatically become Members of the Club.
- (v) The Committee shall be empowered to expel any Members as per the current version of the code of conduct and social media policy.
- (vi) Cancellation of membership
 - (a) If a paying member of the club requests their membership to be cancelled, they are required to put it in email form to the Secretary.
 - (b) When the Secretary is notified of the request for cancellation, the Secretary is to raise this in the next committee meeting.
 - (c) When a paying member requests a refund of membership fees that have been paid to the Club as per section 5, this is to be voted on by a majority of the committee. A partial refund for the time spent at the club is considered for refund.
 - (d) Membership fees paid to Football West or affiliated bodies is considered non-refundable.

4. LIFE MEMBERS

- (a) Any person who in the opinion of the presiding committee has rendered outstanding service to the Club or the sport in general may be elected a Life Member at the last committee meeting before the end of season presentation night on an affirmative vote of not less than three-quarters of those present entitled to vote.
- (b) The Club Secretary shall keep a register of all persons afforded this honour.
- (c) Nominations for Life Membership will be accepted any time prior to and at the said committee meeting in section 4(a).

5. MEMBERSHIP FEE

- (a) The Annual Membership fee for players and members shall be decided at the Annual General Meeting.
- (b) The Committee is empowered to adjust the Annual Membership fee as set at the Annual General Meeting at any subsequent Committee Meeting.
- (c) A defined annual subscription shall be payable in advance.
- (d) The Treasurer has the right to decrease the membership fee for playing members who join the Club after the commencement of the first league game.

6. COMMITTEE

(i) The way the committee operates

(a) The Committee of the Club shall consist of President, Vice President, Secretary, Treasurer, Registrar and a minimum of three (3) and a maximum of fifteen (15) Committee Members heretofore and hereafter known as “the Committee”.

(b) The President, Vice President, Secretary, Treasurer and Registrar will act as the Executive Committee. The President and Treasurer are able to sign on bank accounts held in the Clubs name. Only one signature is required.

(c) The Committee shall be elected annually at the Annual General Meeting.

(d) All offices will be honorary.

(e) Any Committee member failing to attend three (3) consecutive meetings without offering apologies prior to these meetings shall forfeit their position on the Committee.

(f) Should there be vacancies or at any time a vacancy occurs on the Committee, the Committee shall have the power to co-opt a Club Member to fill that vacancy.

(g) In the absence of the Registrar, the Committee is empowered to nominate a Committee Member to carry out the duties of the Registrar.

(h) The position of President is only able to be held for four (4) concurrent years.

(ii) Election of executive committee

(a) Every candidate standing for election as part of the executive committee shall be nominated by themselves at the AGM when called upon. If there are two nominations for the one position on the executive committee, a secret ballot will be conducted by the current President. In the case of the President position vote, the previous year’s President will conduct the vote. The candidate with the majority votes in the secret ballot will be elected to stand for that year.

(b) In the event of a tied vote for the executive committee, there will be a new secret ballot vote conducted.

(c) In the event of a tied second vote, the candidate who held this position the previous year is awarded the position.

(d) In the event that either of the tied candidates didn’t serve the following year, the person with the longest concurrent membership with the Club is awarded the position.

(e) In the event that both candidates held the same concurrent membership length, the position will be decided by the current president. In the event the vote is for the President position, the previous President is to be elected to this position unless the President withdraws their nomination.

(ii) Election of general committee members

(a) Each member who wishes to stand on the general committee is required to nominate themselves and is required to be seconded by a current member.

(b) In the event of the AGM for a seconding of a general committee member nomination, a member of the executive committee is to second the nomination.

7. PRESIDENT

(a) The President will reside as Chairman at all Committee meetings and see that all business is conducted in a proper manner.

(b) The President at their discretion, or at the requisition of three – quarters of the ruling Committee, can call an Extra – Ordinary Annual General Meeting.

(c) In the event of a tied vote in general committee meetings, the Presidents vote is final.

(d) The President is to be the spokesman of the club unless the President nominates for another member of the Club to complete this task.

(e) The President is to exercise a watching brief over the whole of the administration of the Club.

(f) The President is responsible for the good order and discipline of the Club.

(g) The President is to ensure that all Members are made aware of the Clubs' Constitution, Code Of Conduct, Social Media Policy and other policies held by the Club.

8. VICE PRESIDENT

(a) The Vice President in the absence of the President will faithful the duties of the President.

(b) In the event of an explained absence of an executive committee member, the Vice President is to faithful this job role until their return.

(c) The Vice President is to assist the President in the general running of the club.

9. SECRETARY

(a) The Secretary will conduct all correspondence, keep full and correct minutes of all proceedings and report them to the Committee.

(b) The Secretary will convene all Regular meetings and any Extra – Ordinary meetings as called at 7 (b).

(c) The Secretary will be responsible for the full recording of full and correct minutes of the meetings and email those minutes to the committee members within 3 business days of the previous meeting.

(d) The Secretary will be the main point of contact for Football West and other clubs.

(e) The Secretary is to communicate with Football West and other clubs predominantly through email to hold an accurate record.

10. TREASURER

(a) The Treasurer shall keep proper books of account for presentation to any Auditors as may be appointed at the Annual General Meeting.

(b) The Treasurer shall receive all monies on behalf of the Club, issue receipts for same and pay such monies into such bank account as the Committee decides. They shall also be responsible for payments of all accounts on behalf of the club.

(c) In the event that the Treasurer is unable to carry out the duties in 10 (b), then the Vice President is empowered to carry out these duties.

(d) The Treasurer shall submit a financial statement at each meeting and prepare accounts for submission at the Annual General Meeting.

(e) The Treasurer is provided with a limit of \$200 for any expenses occurred before the next committee meeting.

11. REGISTRAR

(a) The registrar shall deal with all registrations and transfers and satisfy themselves with the correctness of same.

(b) The registrar shall receive all "registration" fees and convey them to the Treasurer.

(c) The registrar shall maintain the register of playing members as stipulated in section 3 i(e).

12. DECISIONS OUTSIDE OF COMMITTEE MEETINGS

(a) The Executive Committee by the majority have the power to make emergency decisions if necessary, answering to the Committee at the next meeting.

13. INSPECTION OF RECORDS AND DOCUMENTS

(a) A Member may at any reasonable time inspect without charge the books, documents, records and securities of the Club.

14. AFFILIATION OF CONTROLLING BODIES

(a) The Club shall become affiliated annually to Football West or any other such Associations that the Committee considers as a benefit to the Club where the encouragement and promotion of soccer is the aim of the association.

(b) The Club shall pay all dues to these Associations as and when they become payable.

15. DISSOLUTION

(a) The Club may be dissolved or wound up by a resolution passed by three – quarters of the Members present at any General Meeting or a Special General Meeting called for such purposes.

(b) If on the dissolution or winding up of the Club any property of the Club remains after the satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed:

(c) to another Club incorporated under the Act ; or

(d) for charitable purposes which incorporated Association or purpose, as the case requires shall, be determined by the Members when authorising and directing Committee under the section 33 (3) of the Act to prepare a distribution plan for the distribution of the surplus property of the Club.

16. CLUB COMMITTEE MEETINGS

(a) The Committee are to meet monthly unless otherwise decided by the Committee.

(b) All General Committee Meetings are to be held on the first Tuesday of each month.

(c) At all meetings of the Committee five (5) members shall form a quorum.

(d) A member as defined in section 3 is able to attend a committee meeting and raise an issue and/or idea. This will be voted on by the current standing committee.

17. ANNUAL GENERAL MEETING

(a) The Annual General Meeting will be held as soon as possible and practicable after the end of the league season and must be held within three (3) months from the Clubs last regular game.

(b) The Annual General Meeting requires 13 members to be present to form a quorum.

(c) If after 30 minutes from the proposed start time a quorum hasn't been formed, the Annual General Meeting is moved to the same time and day the following week.

(d) The order of Business shall be: -

1. Reading and confirmation of previous minutes.
2. Business arising out of those minutes.
3. Correspondence.
4. President's Report.
5. Treasurer's Report.
6. Propose Amendments or Alteration to the Constitution.
7. Election of Officers and Committee.
8. General Business.

18. CHANGES TO THE CONSTITUTION

(a) Proposed changes to the constitution are required to be raised with the committee members 48 hours prior to the next committee meeting in email form. Any changes that are not raised within 48 hours are passed to the next committee meeting.

(b) Proposed changes are voted on in a show of hands in a committee meeting. Three quarters of the attended committee members are required to pass a change in the constitution.