

# Colo Soccer Football Club Incorporated



## Rules

As Amended October 2015

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## **PART 1 - NAME AND OBJECTS**

1. The name of the Association shall be Colo Soccer Football Club Incorporated, referred to in these Rules as "The Association".
2. The objects of The Association shall be to promote, foster, encourage and participate in the sport of soccer Football and the enjoyment thereof.
3. The Club shall affiliate with the Nepean District Soccer Football Association (NDSFA), it's successors or other Associations as may be decided, and shall adopt the laws of the game and decisions, interpretations and amendments thereof approved by the Football Federation Australia.
4. The Club colours shall be GREEN, GOLD and BLACK.

## **PART 2 - PRELIMINARY**

### ***RULE 1 - INTERPRETATION***

1. In these Rules, except in so far as the context or subject matter otherwise indicates or requires:

"Ordinary Member" means any member who is a person who has been accepted to membership in accordance with Rule 2 hereof.

"Colo Soccer Football Club Incorporated" means Colo Soccer Football Club (Colo Cougars) Inc.

"Life Member" means those members who have been elected to life membership of The Association in accordance with these Rules.

"Committee" means the governing body of The Association.

"Parent or Guardian" means a person who is eligible to sign on behalf of a member or player that has not attained the age of 18 (eighteen) years of age.

"Secretary" means: the person holding office under these rules as Secretary of The Association.

"The Act" means The Associations Incorporation Act, 1984.

"The Regulation" means The Associations Incorporation Regulation, 1999.

"The Association" where referred to in these rules shall be deemed to mean Colo Soccer Football Club Incorporated

2. In these rules:
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes where a function is a duty, a reference to the performance of the duty.
3. The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **PART 3 - MEMBERSHIP**

### ***RULE 2 - MEMBERSHIP QUALIFICATIONS***

1. A person is qualified to be an ordinary member of The Association if, but only if:
  - (a) the person is a natural person who has been nominated for membership of The Association as provided by Rule 3; and
  - (b) has been approved for membership of The Association by the Committee of The Association.
2. An existing paid up Ordinary member, or Life member of The Association will continue to be a member of The Association under these amended rules October 2007 with immediate effect.
3. A **Life Member** shall be any person who has rendered exceptional service to The Association and shall be elected as such by a two thirds majority of those present at any Committee Meeting of The Association, following acceptance of any nomination by the Executive Committee, and shall thereafter be entitled to all privileges (including entitlement to vote and take part in the management of The Association) as an ordinary member of The Association.

Life Members may be elected in any one financial year in such number as the Committee Meetings shall determine. Each nomination being put to a separate vote, must attain a two-thirds majority to be elected. Nomination for Life Membership with (proposers and seconders) and supporting information will only be accepted up to twenty-one (21) days before a Committee Meeting and with the approval of the majority of the Executive Committee.

Any privileges or responsibilities associated with Life Membership shall not extend or be transferable to any other person.

### ***RULE 3 - APPLICATION FOR MEMBERSHIP***

1. An Application for membership of the Association :
  - (a) shall be made by way of written application to play soccer, manage or coach soccer within the Association and its designated teams, together with the entrance fee or annual subscription; and shall be lodged with the registrar or other designated officer of the Association.
  - (b) Or, in the event that the person is not a player, manager or coach, shall be made in writing in the form set out in Appendix 1 to these rules together with the entrance fee or annual subscription, and shall be lodged with the secretary or other designated officer of the Association.
2. In the event that the applicant has not attained the age of 18 (eighteen), the application form will be signed by the Parent or Guardian
3. As soon as practicable after receiving an application for membership, the Registrar or other designated officer shall refer the application to the Committee which shall determine whether to approve or reject the application.
4. Where the Committee determines to approve an application for membership, the Registrar shall, as soon as practicable after that determination, enter the applicant into the register of members. Upon the name being so entered, the applicant becomes a member of The Association.

5. Where the Committee determines to reject an application for membership, the Registrar or other designated officer shall soon as practicable after that determination, advise the applicant in writing. The decision of the Association cannot be challenged

#### ***RULE 4 - CESSATION OF MEMBERSHIP***

1. An Ordinary Member (excludes Life Member or Committee) shall cease to be a member of The Association at the end of each season i.e. winter or summer
2. Other than specified in Rule 4.1 a person shall cease to be a member of The Association if that person
  - (a) resigns that membership; or
  - (b) becomes un financial; or
  - (c) is expelled from The Association; or
  - (d) dies.

#### ***RULE 5 - MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE***

- A right, privilege, or obligation, which a person has by reason of being a member of The Association:
- (a) is not capable of being transferred to another person; and
  - (b) terminates upon cessation of the person's membership.

#### ***RULE 6 - RESIGNATION OF MEMBERSHIP***

1. A member of The Association is entitled to resign that membership in accordance with this rule.
2. A member of The Association who has paid all amounts payable by the member to The Association in respect of the member's membership may resign from membership of The Association by first giving notice being in writing to the secretary or other designated officer of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
3. Where a member ceases to hold membership, the Registrar or other designated officer shall make an appropriate entry into the register of members recording the date on which the member ceased to be a member.

#### ***RULE 7 - REGISTER OF MEMBERS***

1. The Registrar or other designated officer of The Association shall establish and maintain a register of members of The Association specifying the name and address of each person who is a member of The Association, together with the date on which that person became a member.
2. The register of members shall be kept at the principal place of administration of The Association and shall be open for inspection, free of charge, by any member of The Association at any reasonable time.

#### ***RULE 8 - FEES AND SUBSCRIPTIONS***

1. With the exception of Life Members, a member of The Association, shall upon application to membership, pay to The Association, a fee or fees as the Committee shall determine from time to time.
2. Membership fees shall be payable:
  - (a) at time of registration for Players, Coaches, and Managers;
  - (b) at time of application for all other members, and thereafter at the commencement of The Associations financial year, within 30 days of receipt of an Invoice for payment from The Association

## ***RULE 9 - MEMBERS' LIABILITIES***

The liability of a member of The Association to contribute towards the payment of the debts and liabilities of The Association, or the costs, charges and expenses of the winding up of The Association, is limited to the amount, if any, unpaid by the member in respect of membership of The Association as required by Rule Eight (8).

## ***RULE 10A - DISCIPLINING OF MEMBERS***

1. Where the Executive Committee is of the opinion that a member of The Association:
  - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interest of The Association;
2. The Executive Committee may, by resolution:
  - (a) expel the member from The Association; or
  - (b) suspend the member from membership of The Association
3. Prior to any meeting of the Executive Committee convened to consider a motion for the expulsion or suspension of any member in accordance with Clause One (1) the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
  - (a) setting out the resolution and the grounds on which it is based;
  - (b) stating that the member may address the Executive Committee at a meeting not later than twenty-eight (28) days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the proposed resolution and the grounds on which it is based.
4. At a meeting of the Executive Committee held as referred to in Clause Two (2), the Committee shall:
  - (a) give to the member an opportunity to make oral representations;
  - (b) give due considerations to any written representations prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution.
5. Where the Executive Committee confirms a resolution under Clause Three (3), the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the member of the fact of the member's right of appeal under Rule Eleven (11).
6. A resolution confirmed by the Executive Committee under Clause Three (3) does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal; or
  - (b) where within that period the member exercises the right of appeal, unless and until The Association confirms the resolution pursuant to Rule Eleven (11.4).

## ***Rule 10B – Dispute Resolution Procedure***

The Associations Disputes and Resolutions Procedure shall be in accordance with The Associations Policies & Procedures Document.

## ***RULE 11 - RIGHT OF APPEAL OF DISCIPLINED MEMBER***

1. A member may appeal to The Association in writing against a resolution of the Executive Committee which is confirmed under Rule Ten (10.4), within seven (7) days after notice of the resolution is served on the member by lodging with the Secretary a notice to that effect.
2. Upon receipt of a notice from a member under Clause One (1), the Secretary shall notify the Executive Committee which shall convene a General Meeting of The Association to be held within twenty-one (21) days after the date on which the Secretary received the notice.
3. At a General Meeting of The Association convened under Clause Two (2):
  - (a) no business other than the Question of appeal shall be transacted;
  - (b) the Executive Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
4. If at the General Meeting The Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **PART 4 - THE COMMITTEE**

### ***RULE 12 – POWERS OF THE COMMITTEE***

The Committee of The Association and, subject to the Act, the Regulation and these rules, and to any resolution passed by The Association in General Meeting:

- (a) Shall control and manage the affairs of The Association;
- (b) May exercise all such functions as may be exercised by The Association other than those functions that are required by these Rules to be exercised by a General Meeting of members of The Association;
- (c) Has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of The Association; and
- (d) Has power to form such Sub-Committees and appoint persons to serve on such Sub-Committees as may be desirable and appropriate to exercise all its duties and to delegate to such Sub-Committees such powers as the Committee itself may exercise, provided however that any decision of any Sub-Committee so formed shall be subject to review by the Executive Committee at any time without notice by ordinary resolution.

### ***RULE 13 – POWERS OF THE EXECUTIVE COMMITTEE***

The Executive Committee Shall consist of the President, Vice President, Treasurer, Secretary, Property Officer, Competition Secretary/s, and Registrar/s and shall be empowered to deal with all matters only of great urgency in the interest of The Association. They shall act as a Committee, subject to a quorum of 50%, and report their actions to the next Committee Meeting, which shall only over-ride such decisions by a 75% vote of The Committee.

## ***RULE 14 - CONSTITUTION AND MEMBERSHIP***

1. The Executive Committee shall consist of:
  - a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
  - e) Property Officer
  - g) Competition Secretary/s (2 Maximum)
  - h) Registrar/s (2 Maximum)

Other Committee members shall consist of:

- i) Equipment Officer
- j) Canteen Manager/s (3 Maximum)
- k) Sponsorship Officer
- l) Grounds Officer/s (2 Maximum)
- m) Fundraising Co-ordinator
- n) Director of Coaching
- o) Women's Co-ordinator
- p) General Committee Members – up to four (4) positions
- q) Immediate past President (at the invitation of the incoming committee in the year immediately following the president stepping down the ex president may be asked to join the committee)

Each of whom shall be elected at the Annual General Meeting according to Rule Fourteen (15).

2. Each member of the Committee shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
3. In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of The Association to fill the vacancy and the member so appointed shall hold office, subject to these Rules until the conclusion of the Annual General Meeting next following the date of appointment.

## ***RULE 15- ELECTION OF COMMITTEE***

1. Candidates nominated for election to the Committee must be members of The Association and their nominations shall be in writing, signed by two (2) members of The Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form, Appendix 3, or in similar form); and shall be delivered to the Secretary not less than seven (7) days prior to the Annual General Meeting at which the election is to take place.
2. If no prior nomination for any position during the specified time, nominations from the floor of the meeting can be called for.
3. If insufficient further nominations are returned, any vacant positions remaining on the Committee shall be deemed to be casual vacancies and dealt with in accordance with Rule Fourteen (14.3)
4. If the number of nominations received exceed the number of vacancies to be filled, a secret ballot shall be held.
5. The ballot for the election of office bearers and or ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Chairman may direct.

## ***RULE 16- SECRETARY***

1. It is the duty of the Secretary to keep minutes of:
  - (a) All appointments of members of the Committee;
  - (b) The names of members of the Committee present at a Committee Meeting or a General Meeting; and
  - (c) All proceedings at Committee Meetings and General Meetings.
2. Minutes of proceedings at a Meeting shall be signed by the Chairperson of the next succeeding meeting.

## ***RULE 17- TREASURER***

It is the duty of the Treasurer of The Association to ensure that:

- (a) All money due to The Association is collected and received and that all payments authorised by The Association are made;
- (b) True and accurate books and accounts are kept, showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of The Association.
- (c) and that the books and accounts are checked /confirmed by The Associations accountant at least every 12 months and available 21 days before the AGM.

## ***RULE 18- PUBLIC OFFICER***

- (a) The Committee shall ensure that a person is appointed as Public Officer.
- (b) The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years or older and a resident of New South Wales.
- (c) The Public Officer shall be deemed to have vacated their position in the following circumstances:
  - (i) death
  - (ii) resignation
  - (iii) removal by the Committee or at a General Meeting
  - (iv) bankruptcy or financial insolvency
  - (v) psychological or physical incapacity
  - (vi) residency outside New South Wales
- (d) When a vacancy occurs in the position of Public Officer the Committee shall within fourteen (14) days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- (e) The Public Officer is required to notify the Corporate Affairs Commission by the prescribed form in the following circumstances:
  - (i) appointment, within fourteen (14) days
  - (ii) a change of residential address, within fourteen (14) days
  - (iii) a change in The Association's objects or rules, within one (1) month
  - (iv) a change in the membership of the Committee, within fourteen (14) days
  - (v) a report of The Association's financial affairs, with in one (1)month after the Annual General Meeting
  - (vi) a change in The Association's name, within one (1) month.
- (f) The Public Officer may be an office bearer, committee member, or any other person regarded as suitable for the position by the Committee.

## ***RULE 19- CASUAL VACANCIES***

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

- (a) Dies.
- (b) Ceases to be a member of The Association.
- (c) Becomes an insolvent under administration within the meaning of the Corporations Law.
- (d) Resigns office by notice in writing given to the Secretary.
- (e) Is removed from office under Rule Nineteen (19).
- (f) becomes psychologically or physically incapable of managing their own affairs.
- (g) Is absent without the consent of the Committee from three (3) consecutive Committee

- meetings.  
h) Becomes un financial

## ***RULE 20- REMOVAL OF MEMBER***

1. The Association in General Meeting may by resolution remove any member of Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
2. Where a member of the Committee to whom a proposed resolution referred to in Clause One (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of The Association, the Secretary or President may send a copy of the representations to each member of The Association, or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## ***RULE 21- MEETINGS AND QUORUM***

1. The Committee shall meet together "Committee Meeting" for the despatch of business and adjourn at such times and places and at such frequencies as the Committee may determine not less than eleven (11) times in each period of twelve (12) months. The time and place should wherever practical, be held on a monthly and consistent basis.
2. Additional meetings of the Committee may be convened:
  - (a) at any time with reasonable notice by the President; or
  - (b) by any two (2) members of the Committee, notice oral or written of which shall be given by the Secretary to each member of the Committee at least forty-eight (48) hours (or such other period as shall be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
3. Notice of any meeting of The Association, shall specify the general business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
4. Any five (5) members of the Committee constitute a quorum (on the basis that at least 2 Executive Committee members make up the quorum) for the transaction of the business of a meeting of the Committee.
5. No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
6. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
7. At a Committee meeting:
  - (a) The President, or in the President's absence the Vice President, shall preside.
  - (b) If the President and the Vice President are absent or unwilling to act, such one of the remaining members of the Executive Committee as may be chosen by the members present at the meeting shall preside.

## ***RULE 22- DELEGATION BY COMMITTEE TO SUB-COMMITTEE***

1. The Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such member or members of The Association as the Committee think fit) the exercise of such of the powers and functions of the Committee as the Committee think fit, other than:
  - (a) This power of delegation; or
  - (b) A function that is a duty imposed on the Committee by the Act or by any other law.
2. A function delegated to a Sub-Committee under this rule may be exercised by the Sub-Committee until the delegation is revoked.
3. A delegation under this section may be made subject to such limitations or conditions as may be specified by the Committee.
4. Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.

5. Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this rule has the same force and effect as it would have had it been done or suffered by the Committee.
6. The Committee may revoke wholly or in part any delegation under this rule.
7. A Sub-Committee may meet and adjourn as it thinks proper.

### ***RULE 23- VOTING AND DECISIONS***

1. Questions arising at a Committee meeting or of any Sub-Committee shall be determined by a majority of the votes of members of the Committee or Sub-Committee present at the meeting.
2. Each Committee member present at a meeting of the Committee (including the chairperson) is entitled to vote but, in the event of an equality of votes on any question, the chairperson may exercise a second or casting vote.
3. Each member appointed to a Sub-Committee and present at a meeting of a Sub-Committee (including the chairman) is entitled to vote but, in the event of an equality of votes on any questions, the chairperson may exercise a second or casting vote.
4. Ordinary or Life Members are entitled and welcome to attend Committee Meetings however they will have no voting rights at any Committee Meeting.
5. Subject to Rule Twenty (21.5) the Committee may act notwithstanding any vacancy on the Committee.
6. Any act or thing done or suffered, or purporting to have been done or suffered by the Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or Sub-Committee.

## **PART 5 - GENERAL MEETINGS**

### ***RULE 24 - ANNUAL GENERAL MEETINGS - Holding of***

1. The Association shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of The Association convene an Annual General Meeting of its members.
3. Clauses 1 and 2 have effect subject to any extension or permission granted by the Commission under Section 26 (3) of the Act.

### ***RULE 25 - ANNUAL GENERAL MEETINGS - Calling of and Business at***

1. The Annual General Meeting of The Association shall, subject to Act and to Rule Twenty Four (24), be convened on such date and at such place and time as the Committee thinks fit, and as most likely convenient to the majority of members
2. In addition to any other business that may be transacted at an Annual General Meeting, the Business of an Annual General Meeting shall be:
  - (a) To confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting.
  - (b) To receive from the Committee reports upon the activities of The Association during the last preceding financial year.
  - (c) To elect members of the Committee of The Association.
  - (d) To receive and consider the Statement, which is, required to be submitted to members pursuant to Section 26(6) of the Act.
3. An Annual General Meeting shall be specified as such in notice convening it.

### ***RULE 26 - GENERAL MEETINGS***

1. General Meetings of The Association shall take place at such times and such places as the Committee shall from time to time determine.
2. Business at such General Meetings shall include:
  - (a) Confirmation of Minutes of preceding General Meeting or any special General Meeting held since the previous General Meeting.

- (b) To receive correspondence not previously dealt with by the Committee.
- (c) To receive reports from members of the Committee and any Sub-Committees.
- (d) General Business.

## ***RULE 27 - SPECIAL GENERAL MEETINGS - Calling of***

1. The Committee may, whenever it thinks fit, convene a Special General Meeting of The Association.
2. The Committee shall, on the requisition in writing of not less than fifty (50) ordinary members or five (5) per cent of the total numbers of ordinary members, whichever is the lessor, convene a Special General Meeting of The Association.
3. A requisition of members for a Special General Meeting -
  - (a) Shall state the purpose of the Meeting.
  - (b) Shall be signed by the Members making the requisition.
  - (c) Shall be lodged with the Secretary; and
  - (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Committee fails to convene a Special General Meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
5. A Special General Meeting convened by a member or members as referred to in Clause (4) shall be convened, as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

## ***RULE 28- NOTICE***

1. Except where the nature of the business proposed to be dealt with at a Special General Meeting or Annual General Meeting requires a special resolution of The Association, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the Special General Meeting or Annual General Meeting, cause to be served on each member entitled to vote at such meetings, a notice specifying the place and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of The Association, the Secretary shall, at least twenty-one (21) days before the date fixed for the holding of the General Meeting, cause notice to be served on each member in the manner provided in Clause (1) specifying, in addition to the matter required under Clause (1), the intention to propose the resolution as a special resolution.
3. No business other than that specified in the notice convening a Special General Meeting or Annual General Meeting shall be transacted at the meeting, except, in the case of an Annual General Meeting, business which may be transacted pursuant to Rule 25 (2).
4. A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary, who shall include that business in the next notice calling a General Meeting again after receipt of the notice from the member.

## ***RULE 29 - PROCEDURE***

1. No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
2. Ten (10) members present in person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
3. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting, if convened up on the requisition of members shall be dissolved and in any other case stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the chairperson or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Club Members present (being not less than three (3)) shall constitute quorum.

### ***RULE 30 - PRESIDING MEMBER***

1. The President or, in the President's absence the Vice President, shall preside as chairperson at each General Meeting of The Association.
2. If the President and Vice President are absent from a General Meeting or unwilling to act, the members present shall elect one of their numbers to preside as Chairperson at the meeting.

### ***RULE 31 - ADJOURNMENT***

1. The Chairperson of any meeting of The Association at which a quorum is present may, with the consent of the majority of members present and entitled to vote at such meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. Where a meeting of The Association is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of The Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in Clauses 1 and 2, notice of an adjournment of a meeting of The Association or of the business to be transacted at an adjourned meeting are not required to be given.

### ***RULE 32 - MAKING DECISIONS***

1. Unless a ballot is demanded, a question arising at any meeting of the Association shall be determined on a show of hands, the results of which shall be declared by the Chairperson and recorded in the minutes.
2. At any meeting of The Association, a public ballot or a secret ballot may be demanded by the Chairperson or by not less than three (3) members present in person or his proxy.
3. Where a ballot is demanded, such ballot shall be taken:
  - (a) Immediately in the case of a ballot which relates to the election of the Chairperson of the meeting or to the question of an adjournment; or
  - (b) In any other case, in such manner and at such time before the close of the meeting as the Chairperson directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

### ***RULE 33- SPECIAL RESOLUTION***

A resolution of the Association is a special resolution if:

- (a) It is passed by a majority which comprises not less than three quarters (3/4) of such members of The Association as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) Where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a), the resolution is passed in a manner specified by the Commission.

### ***RULE 34 – VOTING***

1. Upon any question arising at any meeting of The Association, with the exception of a Committee Meeting where only Committee Members have a vote, a member has one vote only.
2. All votes shall be given personally or by proxy, but no member may hold more than 5 proxies.
3. In the case of an equality of votes on a question at any meeting of The Association, the Chairperson of the meeting is entitled to exercise a second or casting vote.
4. A member or proxy is not entitled to vote at any meeting of The Association unless all money due and payable by the member or proxy to The Association has been paid.

### ***RULE 35 - APPOINTMENT OF PROXIES***

1. Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than twenty four (24) hours before the time of the meeting in respect of which the proxy is appointed.

2. The notice appointing the proxy shall be by way of the completed Appendix 2, or in writing that includes the information set out in Appendix 2

## **PART 6 – MISCELLANEOUS**

### ***RULE 36 – INSURANCE***

1. The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
2. In addition to the insurance required under Clause (1), The Association may effect and maintain other insurance.

### ***RULE 37 - FUNDS – SOURCE***

1. The funds of The Association shall be derived from entrance fees and annual subscriptions of members, levies on registered players, donations, sponsorships and without limiting in any way, by such other means and sources as the Committee determines.
2. All money received by The Association shall be deposited as soon as practicable and without deduction to the credit of The Association's bank account.
3. The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### ***RULE 38 - FUNDS – MANAGEMENT***

1. Subject to any resolution passed by The Association in General Meeting, the funds of The Association shall be used in pursuance of the objects of The Association in such manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive Committee or the Administrator in lieu of one Executive Committee member being members authorised to do so by the Committee.
3. No member of the Committee can commit to expend more than \$1,000.00 (one thousand dollars) without prior permission of both the President and Vice President or the majority of the Executive Committee.

### ***RULE 39 - ALTERATION OF OBJECTS AND RULES***

The statement of objects and these Rules may be altered, rescinded or added to only by a special resolution of The Association.

### ***RULE 40 - COMMON SEAL***

1. The Common Seal of The Association shall be kept in the custody of the Public Officer.
2. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two (2) members of the Committee or have one (1) member of the Committee and of the Public Officer or Secretary.

### ***RULE 41 – CUSTODY OF BOOKS***

Except as otherwise provided by the Rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to The Association.

### ***RULE 42 - INSPECTION OF BOOKS***

The records, books and other documents of The Association shall be open to inspection, free of charge, by any member of The Association at any reasonable time.

### ***RULE 43 - SERVICE OF NOTICES***

1. For the purpose of these Rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post or by email to the member at the member's postal or email address shown in the register of members.
2. Where a document is sent to a person by post properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.
3. Where a document is sent to a person by properly addressed to their email address, the document is deemed to have been served 24 hours after it was sent.

### ***RULE 44 - PATRONS AND SPONSORS***

1. The Association may elect Patrons, to hold office for as long as The Association may determine. Sponsors shall be such persons and/or organisations as render financial assistance to The Association and their rights under this section shall be concurrent with the time of their sponsorship. Patrons and Sponsors shall be entitled to attend all meetings of The Association and be heard on any matter but shall not be entitled to vote unless members.
2. Gold, Silver or Bronze Sponsors shall not hold the office of a Executive Committee Member of the Association

### ***RULE 45 - PAYMENT OF MEMBERS***

A member of the Committee shall not be appointed to any salaried office of The Association and no remuneration or other benefit shall be given by The Association to any member of the Committee except:

- (a) Repayment of out-of-pocket expenses.
- (b) Interest at a rate not exceeding interest at the rate for the time being which is or would be charged by The Association's Bankers for money lent to The Association.
- (c) Reasonable and proper rent for premises let to The Association.

### ***RULE 46 - VACATION OF OFFICE***

Without limiting the operation of Rule 19, the office of a member of the Committee shall become vacant if:

- (a) the member holds an office of profit in The Association;
- (b) the member is directly or indirectly interested in any contract or proposed contract with The Association.

### ***RULE 47 - SURPLUS PROPERTY***

Upon the winding up or dissolution of The Association the surplus property is to be distributed to an organisation having like objects to The Association and located within the Hawkesbury Area. The determination of the organisations nominated to receive the surplus property shall be determined by the members of The Association by Special Resolution.

### ***RULE 48 - INCOME AND PROPERTY***

The income and property of The Association shall be used only for promotion of the objects of The Association and shall not be paid or transferred to members by way of dividend, bonus or profit.

### ***RULE 49 – HONORARIUMS***

An Honorarium for any person other than a Committee member may be considered at a committee Meeting.

## ***RULE 50 –POLICIES AND PROCEDURES***

1. All Ordinary members shall be required to pay a membership fee as decided at each Annual general meeting, other than life members.
2. An Ordinary member, being a Player, Coach, and Managers, shall be considered financial until and including the second registration day in the succeeding year. Other Ordinary members will be considered financial until 30 days after the date that they are invoiced.
3. No member shall be entitled to vote unless such a member, other than Life members, is financial.
4. Players with prior history with the Club will receive registration priority over new players.
6. The coach of a team will ATTEMPT to give all players an equal amount of time on the field throughout the season
7. Annual Award list and categories will be listed in The Associations "Policy & Procedures" manual and alteration to these will be made at the Associations Annual General meeting is deemed necessary
8. Other Policy & Procedure items will be contained in the Associations "Policy & Procedures" manual, which may altered from time to time by the Committee provided that the intended alteration is posted on the Associations Web site for a period of not less than 14 days.

## ***RULE 51 – FRIENDS OF COLO PTY LIMITED***

1. The Association, as advised by Friends of Colo Pty Limited will meet all of its financial, lease, insurance, statutory, and legal obligations in respect of its controlled entity Friends of Colo Pty Limited, "FOC"
2. The Association will not sell, dispose, or transfer its shares in FOC, unless absolutely necessary to protect itself, and in that circumstance, will follow the following procedure;
  - a) form a sub committee of either mixture of 5 past Presidents, Vice Presidents, and Secretaries, together with the Associations current President, the external Accountant, and a Legal representative, then
  - b) seek approval from that sub committee, being at least 6 of the 8 in agreement, then
  - c) seek approval from the members by way of Special Resolution that will require  $\frac{3}{4}$  of the votes to be carried.
3. The Association will not use, offer, promise, mortgage, or hold out any Property of Assets of FOC for any purpose, reason, or cause, other that for the maintenance or development of FOC and its property.
4. The President of the Association is not permitted to be the Chairperson/President of Friends of Colo

# ***Colo Soccer Football Club Incorporated***

## ***Appendix 1.***

*(Part 3 Rule 3)*

***APPLICATION FOR MEMBERSHIP OF  
Colo Soccer Football Club Incorporated  
(Incorporated under the Association Incorporation Act, 1984)***

I, \_\_\_\_\_ *Phone Number* \_\_\_\_\_  
*full name of applicant*

Of, \_\_\_\_\_  
*(address)*

*DOB,* \_\_\_\_\_ *Occupation* \_\_\_\_\_ *Drivers Lic. No.* \_\_\_\_\_

***Hereby apply to become an Ordinary Member of Colo Soccer Football Club Incorporated***

***In the event of my admission as a member, I agree to be bound by the Rules and Code/s of Conduct of the Association for the time being in force.***

*Signature of applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

I, \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
*(full name)*

***Nominate the applicant, who is personally known to me, for the membership of the Association.***

I, \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
*(full name)*

***Second the applicant, who is personally known to me, for the membership of the Association.***

**Appendix 2.**

*(Part 5 Rule 34 & 35)*

**FORM OF APPOINTMENT OF PROXY**

***Colo Soccer Football Club Incorporated***

I, \_\_\_\_\_  
*(full name of applicant)*

Of, \_\_\_\_\_  
*(address)*

being a member of \_\_\_\_\_  
*( of Colo Soccer Football Club Incorporated)*

hereby appoint \_\_\_\_\_  
*(full name of proxy)*

Of \_\_\_\_\_  
*(address)*

*being a member of Colo Soccer Football Club Incorporated, as my proxy to vote for me on my behalf at the general meeting of The Association (annual general meeting or special general meeting, as the case may be) to be held on the*

*..... day of..... 20.....  
and at any adjournment of that meeting.*

*\* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).*

*• To be inserted if desired.*

*• Signature of member appointing proxy \_\_\_\_\_ Date \_\_\_\_\_*

***NOTE: A proxy vote may not be given to a person who is not a member of Colo Soccer Football Club Incorporated.***

**Appendix 3**

*(Part 4 Rule 14)*

**NOMINATION FORM**

**Colo Soccer Football Club Incorporated**

**Nomination for the Year:** \_\_\_\_\_

**Nominated Position:** \_\_\_\_\_

**Candidates Name:** \_\_\_\_\_

**Name Of Proposer:** \_\_\_\_\_

**Name Of Seconder:** \_\_\_\_\_

**Signature Of Candidate:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature Of Proposer:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature Of Seconder:** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: A Nomination must only be for a person that is a member of Colo Soccer Football Club Incorporated, and can only be Proposed and Seconded by a member.**