

## **PREAMBLE:**

These By-Laws should be read in conjunction with the Albion Park Crows Junior Australian Football Club (hereafter known as the Club) Constitution.

No part of these By-Laws shall supersede any part of the Constitution and where the Constitution and By-Law as are in conflict, the relevant part of the By-Laws shall be considered null and void.

Amendments to these By-Laws are to be in accordance with the Constitution requirements of such changes.

The Constitution and By-Laws may only be amended at an Annual General Meeting (AGM), or a Special General meeting called for that purpose by the membership.

The power to make and amend By-Laws is vested in the Committee by virtue of Article 30 of the Constitution.

### **Item 1: Information Centre**

- a. The permanent address of the Club is Albion Park Crows J AFC, PO Box 1003, Albion Park Rail, NSW, 2527.
- b. The Secretary shall respond to all enquiries in the first instance, at their discretion, before directing to the relevant Committee member.

### **Item 2: Property of the Club**

- a. All donations must be declared to the Committee.
- b. Donations will become the property of the club and may be used at the discretion of the Committee.
- c. Any disposal of donated property must be discussed at a Committee meeting prior to its disposal (regardless of the cost of the equipment).

### **Item 3: Banking/Fundraising**

- a. The funds of the Club shall be derived from annual registration fees, donations from sponsors, canteen sales, raffles, fundraisers and other sources as the Committee determines.
- b. Any fundraising undertaken by any person on behalf of the Club must be authorised by the Committee and all monies raised must be forwarded directly to the Treasurer and banked by the Treasurer within 2 weeks of receiving such monies.
- c. All sponsorship must be approved by the Committee.

### **Item 4: Committee**

- a. Eligibility to Stand
  - To be elected, the nominee shall be a member of the Club.
  - For the position of President, it is recommended that the nominee has been a member of the Committee and not a casual member,

and attended monthly committee meetings for the preceding year.

- If there is no nominations received at all for the position of President, the Club will be overseen, for a maximum period of one year, or until the next AGM, by two (2) members of the Executive Committee, plus two (2) other members of the Committee.
- The Executive Committee comprises of Seven (7) members; President, Vice President, Secretary, Treasurer, Canteen Manager, Ground Manager, Coaching Coordinator.
- A Committee member may hold a maximum of two (2) positions on the Committee for two (2) successive years.
- The introduction of a new Committee position to maintain existing services or provide new ones shall be determined in consultation with the Committee. Any new position created will require an amendment to the By-Laws and Club Constitution.
- If a committee member does not attend a meeting on 3 occasions in a row without apology, then they should be considered to step aside. In the event of this, that member is unable to hold a committee position for the

remainder of the year and the subsequent following year. They are eligible to continue their membership.

#### b. Duties of Positions

*See Duty Positions statements (annex a)*

The following positions may be held by casual appointment by members who are not necessarily Committee members and then appointed at the following AGM. Any person accepting a casual vacancy must become a Club member.

### **Item 5: Committee Proceedings**

#### a. Monthly Committee Meetings

- Members of the Committee shall be notified of the date and venue of each General meeting at least seven (7) prior to the date of the meeting.
- The minutes of the monthly Committee meetings shall be circulated to all Committee members prior to the next meeting for review and comment.
- The Committee positions that involve the handling of the Clubs funds shall report at every meeting, preferably in person, but by correspondence if necessary.

- The Committee Executive shall have the discretionary powers to act outside a meeting where necessary. Other Committee members shall be notified in the minutes of the next monthly meeting and / or corresponded to by email.

b. Correspondence

- A list of all correspondence sent and received shall be included in the minutes of the monthly meeting.
- Copies of all correspondence shall be given / communicated to the Secretary for recording and / or filing purposes.

c. Accounts for payment

- All accounts for payment must be presented to a monthly meeting for approval as soon as possible.
- Unless special arrangements have been made, the expenditure of more than \$50 of the Clubs funds by the Club President or the Club Presidents delegate, shall be referred to the Committee Executive for approval.
- All Committee members' expense claims must be accompanied by supporting evidence, such as postage dockets, invoices, receipts or photodcopies of itemised

telephone accounts with the relevant calls highlighted.

**Item 6: Club Meetings**

a. Monthly Committee Meetings

- Committee meetings are held as required, either at the designated monthly venue as agreed by the Committee or other venue as determined by the Club Secretary from time to time.
- The date, time and place shall be advised via email. General Business of the Club should be discussed and ratified at this meeting.

b. Annual General Meetings (AGM).

- The AGM of the Club shall be held within two (2) months of cessation of the playing season at such place and time as the Committee determine.
- The AGM is open to all community members and shall be advertised (print or radio) to allow any interested person to attend.

- The date, time and place shall be emailed to all members and may be incorporated into the Clubs end of season presentation day proceedings.
  - Submissions proposed by financial members pertaining to the Constitution, policy and finances of the Associations should be discussed and ratified at this meeting.
  - An audited financial report must be presented at the AGM.
  - The AGM also provides the forum for the nominations and elections of Committee members for the following year, with reference to point 22 of the Clubs Constitution.
- c. Special Meetings.  
When a Special meeting is called by the member/s only the business referred to in the 'notice of the meeting' should be conducted at that meeting.

Special meetings. This membership is open to all members of the community.

- **Registered playing Members:** This is membership of the registered players of the Club. They pay a registration fee as determined by the Committee at the start of the playing season.
- All Committee and Coaching personnel shall be members prior to taking up their position with the Club.

b. Membership fees.

- Are determined by the Committee, however Registered Non Playing Membership shall not be less than or exceed \$1.
- The Committee shall review membership fees annually.

**Item 7: Membership and Fees\***

- a. Membership types and Entitlements.
- **Registered Non Playing Members:** This is for general membership of the Club and entitles the member to vote at the Club AGM and/or

**Item 8. Newsletter**

- a. The Club newsletter shall be the official medium for the publication of match reports and notices of the Clubs social and business calendar.
- The newsletter shall be disseminated by coaches to their

parent group  
and/or via a  
nominated person  
either by email  
and/or at home  
games.

- A designated person should be appointed to produce the newsletter and ensure its dissemination.
- The newsletter should also be available on the Clubs website for viewing.

#### **Item 9: Communication**

The Club will ensure that the following means of communication details for the Club are available and updated.

- a. A list of contact numbers for all Committee and coaching personnel shall be held by the Registrar and noted on the Clubs website. Permission must be sought for the disclosure of their information.
- b. The Clubs postal address should be noted on the Clubs website.
- c. The club contact details should also be available on the website and any information coming to that contact must be brought to the Secretaries attention and documented at the next Committee meeting.

#### **Item 10. Support for Representative Players and those who need assistance with Registration payment.**

The Club will support members who have difficulty in paying their child's fees through genuine hardship. All hardship cases are to be kept confidential and discussed at a Committee Meeting. No record of discussion shall be noted in the minutes, that may identify a playing member.

In the case of a playing member being selected to representative teams here in the Illawarra or elsewhere, they may be eligible for assistance via the Clubs 'Foundation 300' policy.

The Club should make every effort to ensure its playing members do not miss out on an opportunity to play for the Albion Park Crows and / or Representation duties.

# **Annex A.**

## **Club Position Descriptions:**

### **25.1 President**

- a. Provide guidance and leadership
- b. Represent the club in public and actively build good and positive relationships between the Club and the wider community
- c. Monitor budgeting
- d. Chair and manage meetings
- e. Manage and control A.G.M.
- f. Represent the Club at key Regional/Association and other appropriate forums to ensure that the interests of the Club and its members are properly and professionally put forward.
- g. Ensure the Club operates in an ethical and professional manner conducive towards the fostering of Junior AFL.
- h. Provide the Committee with guidance, direction and support and ensure that all portfolios taken on by the Committee are being well maintained and utilised.

### **25.2. Vice President**

- a. Perform President's duties when President is unable to
- b. Provide guidance and leadership
- c. Coordinate club fund raising activities & assist in Club recruitment and retention
- d. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations & Code of Ethics

### **25.3 Secretary**

- a. The Secretary of the Club must, as soon as practicable after being appointed as Secretary, lodge notice with the Clubs Governing bodies of his or her contact details
- b. Minutes of proceedings at a meeting must be accepted by the Committee at the next succeeding meeting. If minutes are not accepted the Secretary must revise minutes to ensure that issues are accurate & captures the necessary changes are made and resubmit minutes to be accepted by the committee.
- c. The secretary will fulfil the duties and legal obligations as detailed in this Constitution, relevant Club and Association guidelines and Incorporated Clubs Legislation such as;
  - Drafting replies to correspondence as required.
- d. The Secretary is responsible for the production of minutes of general meetings and collation of correspondence, maintaining a record of each meeting and notifying relevant members of such pertinent information when it come to hand.
- e. The Secretary should hand over all such information relating to meetings and correspondence on the event of their resignation.
- f. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations and Code of Ethics.

### **25.4. Treasurer**

- a. It is the duty of the Treasurer of the Club to ensure that all money due to the Club is collected and received and that all payments authorised by the association are made, and

b. Ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

c. Ensure an appropriate annual audit is carried out

d. They fulfil the duties as detailed in the Association Bylaws, Club guidelines and local authorities such as the Corporations Acts and Regulations.

e. The Treasurer should hand over all such information relating to Club finances and correspondence relating to Club finances on the event of their resignation.

f. Provides meetings with an up to date written financial statement which should also be included in the minutes of the meeting.

g. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations and Code of Ethics.

### **25.5 Canteen Manager**

a. Ensure the canteen operates in safe and hygienic environment in accordance with relevant State department safe handling of food and OH&S Regulations

b. Arrange orders and receipt of stock

c. Manage all financial aspects of canteen and ensure all incomings and outgoings for the Canteen operation are correctly reported and money requiring banking or invoices requiring payment is provided to the Treasurer on a weekly basis, or as determined by the Committee.

d. Reporting monthly to club committee all aspects of operations

e. Control all authorised access to the canteen

### **25.6 Coaching Coordinator**

a. Provide leadership and guidance to club coaches and staff

b. Represent coaching staff at all committee meetings

c. Ensure the governing bodies policies and guidelines that apply to the club, players and officials are abided by

d. Develop good communication between players, coaching staff and club official

e. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations and Code of Ethics.

### **25.7 Grounds Manager**

Ensure the availability of suitable volunteers to;

a. Supervise the risk management of the ground prior to the commencement of all club activities and record as required by local governing bodies and Club insurance policies

b. Ensure governing bodies policies and code of conduct are adhered whilst matches are in progress

c. Provide a timekeeper duties for all matches

d. Maintain and control the behaviour of club officials, players and spectators at all matches engage police or others as necessary to manage situations and ensure a safe environment is maintained for officials, players and spectators.

e. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations and Code of Ethics.

## **25.8 Registrar**

Ensure a complete and accurate record of Club player data base containing;

a. Registered Playing Members and distribute this database to the Greater Sydney Juniors. This database should be available at all games as proof of age may be required to be sighted at any time.

b. Registered Non Playing members,

c. Life Members,

d. Award winners and provide a record of such from time to time when required by the Clubs Governing Body or members if requested as outlined in point 7.2 of the Constitution.

e. Become familiar with the guidelines as described in the Constitution, By-Laws, and AFL NSW/ACT & Greater Sydney Juniors regulations and Code of Ethics.