

# 1 CONSTITUTION OF PACIFIC FOOTBALL CLUB

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## 1. NAME

1.1 The name of the Club is the Pacific Football Club.

## 2. RELATION WITH AFFILIATE BODIES

2.1 Pacific Football Club will affiliate with the Sunshine Coast Churches Soccer Association.

## 3. AIMS OF THE CLUB

3.1 To foster and nurture the playing of soccer and the development of improving skills, with a strong focus on excellent sportsmanship, resilience, respect of all players, officials and volunteers. We have a focus on gender equality within a frame of healthy competition for as many students of Pacific Lutheran College as possible within a Christian framework.

## 4. MEMBERSHIP

4.1 Application for membership to Pacific Football Club is open to all current students of Pacific Lutheran College.

4.2 Students not enrolled at Pacific Lutheran College may apply in writing to the Executive.

4.3 Membership to the Pacific Football Club is at the discretion of the Executive Committee.

4.4 Membership fee amounts are set at the Annual General Meeting, and payment due dates can vary.

4.5 The Management Committee must consider an application made for membership at the next committee meeting held after it receives;

4.5 (a) the application for membership; and

4.5 (b) the appropriate fee with the application

4.6 The Management Committee must then decide at the meeting whether to accept or reject the application.

4.7 When 75% of members of the Management Committee present at the meeting vote to accept the application it is passed. If 75% of the Management Committee present at the meeting vote to reject the application, it is declined.

4.8 The Secretary of the Association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

4.9 The management committee may terminate a membership if the member or their Guardian(s);

4.9 (a) is convicted of an indictable offence; or

4.9 (b) does not comply with any of the provisions of the Constitution; or

4.9 (c) has membership fees in arrears for over 8 weeks; or

4.9 (d) conducts themselves in a way considered to be detrimental or prejudicial to the character or interests of the Club or Association; or

4.9 (e) Engages in actions in person or via an electronic format that is deemed by the management committee to be aggressive, harassing, abusive or malicious towards any volunteer assisting the Club or Association.

4.10 Before the management committee terminates a membership, they must give the member a full and fair opportunity to show why the membership should not be terminated.

4.11 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

4.12 A person whose application for membership has been rejected, or whose has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

4.13 A written notice of intention to appeal must be given to the secretary within one (1) week after the person receives the notice of the decision.

4.14 If the secretary receives a notice of intention to appeal, the secretary must, within one (1) month of receiving the notice, call a general meeting to decide the appeal. This meeting is without prejudice and details of all discussion and points raised are in strict confidence.

4.15 At the general meeting to decide an appeal, the applicant must be given a full and fair opportunity to show why the application should be not rejected or the membership terminated.

4.16 Also, the management committee and the members of the committee who rejected the membership or terminated the membership must be given full and fair opportunity to show why the application should be rejected, or the membership should be terminated.

4.17 If a person whose application for membership has been rejected does not appeal against the decision within one (1) week after receiving written notice of the decision, or the person appeals, but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fees paid by the person.

4.18 The management committee must keep a register of members of the Club.

4.19 The register must include the following particulars for each member:

1. The full name of the member;
2. The postal or residential address of the member;
3. The date of admission as a member
4. The date of resignation
5. Details about the termination or reinstatement of the membership

4.20 No member of the Club is to use information obtained from the register of members of the Club to contact or send advertising material to another member of the association for commercial, charitable, religious or political purposes; OR disclose information obtained from the register to a third person for same.

## **5. COMPETITIONS**

5.1 The Pacific Football Club will be a financial and voting member of the Sunshine Coast Churches Soccer Association Incorporated.

## **6. OFFICERS AND VOTING**

6.1 The Executive Committee of the Club shall consist of four (4) office-bearers. A President, a Secretary, a Treasurer or a Registrar and one (1) delegate from Pacific Lutheran College. Each representative of the Executive is entitled to one vote.

6.2 The Office bearers will be established and/or reaffirmed at the Annual General Meeting.

6.3 At every annual general meeting of the Club, all members of the management committee must retire from office, but are eligible, on the nomination, for re-election.

6.4 No member of the Executive Committee may hold any other position such as a Manager or Coach of any Pacific Football Club team.

6.4 No payment shall be made in the appointment of such a position, but the Club may decide to pay an honorarium.

6.5 Any member of the Club may be appointed to a casual vacancy on the management committee under rule 6.6.

6.6 A member of the management committee may only be elected as follows –

1. Any two members of the Club may nominate the candidate to serve as a member of the Pacific Football Club management committee;
2. The nomination must be –
  - i) In writing
  - ii) Signed by the candidate
  - iii) Given to the secretary at least fourteen days before the annual general meeting at which the election is held.
3. Each member of the Club present and eligible to vote at the annual general meeting may vote for one candidate for each of the vacant position on the management committee.
4. The successful candidate agrees to be bound by the rules of the office, and adhere to the requirements of the management committee to carry out duties in a un-bias and professional manner and to treat all information as in-confidence.

## **7. RESIGNATION, REMOVAL OR VACATION OF MANAGEMENT COMMITTEE MEMBER**

7.1 A member of the management committee may resign from the committee by giving written notice of the resignation to the secretary.

7.2 The resignation takes effect at – (a) The time the notice is received by the secretary or (b) if a later time is stated in the notice (such as 14 days or 8 weeks).

7.3 All paperwork, correspondence involved with the position must be transferred to the management committee with 14 days of the cessation of the position.

7.4 A member may be removed from the office at a general meeting of the association if a majority of members present and eligible to vote at the meeting vote in favour of removing a member.

7.5 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why they should not be removed from office.

7.6 A member has no right of appeal against the member's removal from office under this rule.

7.7 All discussions, correspondence and actions resulting in the resignation, removal or vacation of a management committee member are in strictest confidence.

## **8. FUNCTIONS OF THE MANAGEMENT COMMITTEE - PRESIDENT**

8.1 To ensure the club is run successfully and reaches its objectives.

8.2 Foster fair participation of all the members within the club.

8.3 Ensure Pacific Football Club adhere to the constitution.

8.4 Presides over meetings to ensure order, ruling on contentious matters and assist the constructive progress of the discussions.

8.5 Should always be impartial.

8.6 Represent the Club at official functions and act as the clubs' spokesperson when needed.

8.10 Delegate all permanent jobs and ensure there is a Grounds Official at all times at home games, and provide all correct signage, line markers are completed.

8.11 Attends or provides a proxy to Council of Clubs meetings. A fine is imposed by SCCSA if no delegate from Pacific Football Club is present.

8.12 Presents all information and reports relating to Pacific Football Club activities in a prompt and timely manner, digitally and/or in-person during the allocated meetings.

## **9. FUNCTIONS OF THE MANAGEMENT COMMITTEE – VICE PRESIDENT**

9.1 To take on any of the Presidents duties as defined in section 8 when invited to do so by the President or when the President is, for reasons or illness or other commitments, unable to undertake those duties.

9.2 If for any reason the position of President becomes vacant, the Vice President should act as interim President until a new one is elected.

## **10. FUNCTIONS OF THE MANAGEMENT COMMITTEE – SECRETARY**

10.1 Take and keep a record of the minutes of the Club's meetings.

10.2 Provide appropriate notice to members for meetings.

10.3 Arrange meeting location, venue, date and also prepare the agenda.

10.4 Coordinate any correspondence or reports to be presented at meetings.

10.5 Circulate the minutes of the meeting to the members.

10.6 Complete any actions arising from meetings that require correspondence.

10.7 Receive all the Clubs correspondence and bringing urgent matters to the attention of the committee members.

- 10.8 Take nominations for the management committee.
- 10.9 Ensure Forms A and E are completed on time and forwarded to SCCSA.
- 10.10 Maintain a Blue Card Registry (Working with Children Suitability).

## **11 FUNCTIONS OF THE MANAGEMENT – TREASURER**

- 11.1 Responsible for the sound financial management of the Club.
- 11.2 Prepare and present a report and original bank statements at each Club meeting.
- 11.3 Keep all documentation for payments made including receipts, invoices, statements and reconciliations.
- 11.4 Keep and maintain the Clubs deposit and cheque books. Cheques and internet banking need to be authorised by two members of the committee. Personal reimbursements need to be approved by two other members of the committee.
- 11.5 Ensure that all payments are approved or ratified by the management committee and that they are recorded in the minutes. Motion to read “I move my report be accepted and that cheques XXXXXX to XXXXXX and internet transaction dated XXXXXX to XXXXXX be ratified for payment.” Must be stamped with the Clubs seal of approval prior to payment being processed.
- 11.6 Ensure that the accounting requirements are in line with the Regulation according to the Office of Fair Trading.
- 11.7 On completion of registration or a canteen day, two members count, reconcile and sign off on the deposit amount.
- 11.8 Keep and maintain an asset register for the Club.

## **12 FUNCTIONS OF THE MANAGEMENT – REGISTRAR**

- 12.1 Update the register of members online.
- 12.2 Be aware of the SCCSA bylaws that affect registrations.
- 12.3 Organise a three-person panel to organise teams. This three-person team should consist of the registrar, Coaching Director and one other member of the committee and ensure that players are not skill graded into teams.
- 12.4 Be aware of the by-laws in regards to the number of representative players permitted in any given team.
- 12.5 Organise any players seeking a dispensation to attend assessment night.
- 12.6 Medical consent information for players is given to Team managers.

### **13 FUNCTIONS OF THE MANAGEMENT – COACHING DIRECTOR**

- 13.1 Oversee all soccer-related activities and the development of the club; it's teams coaches and players.
- 13.2 Develop, operate and oversee programs for all levels of play.
- 13.3 Assist in assigning teams (see 12.3)
- 13.4 Perform or source coaching education and skill development programs.
- 13.5 Recommend and/or implement coaching education programs.
- 13.6 Work closely with Registrar in team development.

### **14 FUNCTION OF THE MANAGEMENT – CANTEEN COORDINATOR**

- 14.1 Order all supplies considered necessary to stock the canteen at the beginning and throughout the season.
- 14.2 Arrange to pick up and delivery of all canteen items.
- 14.3 Supervise canteen volunteer and set up rosters as required to assist during periods.
- 14.4 Obtain and account for any floats that are required from the Treasurer.
- 14.5 At the end of each day's trading, in conjunction with the Treasurer and a designated committee member, count, reconcile and prepare for deposit the day's takings.
- 14.6 Ensure the canteen is kept in a safe and hygienic manner, and the contents kept secure.
- 14.7 Ensure FirstAid kit is well stocked, and ice or cold packs are available on-hand.

### **15 FUNCTION OF THE MANAGEMENT – GROUND COORDINATOR**

- 15.1 Setting out and marking lines on playing surfaces according to SCCSA by-laws
- 15.2 Installing and maintaining required equipment such as signage, nets, posts, flags and shade-structures
- 15.3 Painting, removing rubbish and carrying out general duties.
- 15.4 Coordinate working bees for maintenance and rosters for set-up and pull down.

### **16 FUNCTIONS OF THE MANAGEMENT – EQUIPMENT OFFICER**

- 16.1 Organise with Manager complete team player's strips at the commencement of the season.
- 16.2 Ensure Coaches are supplied with proper training gear.
- 16.3 Co-ordinate trophies for the end of season breakup.
- 16.4 Ensure all equipment is accounted for and returned at the end of the season (as per 11.8).

### **17 FUNCTIONS OF THE MANAGEMENT – PUBLICITY OFFICER**

- 17.1 To be the first point of contact for all publicity and media (social, print or other) related issues.
- 17.2 Develop and discuss all potential publicity opportunities for the club.
- 17.3 Update the Club's website, social media platforms etc. to keep all Club supporters, parents, players and friends fully informed.
- 17.4 Prepare weekly newsletters (printed and or digital) for club members and supporters.
- 17.5 Highlight to players, and supporters all upcoming events, club and individual highlights or achievements.
- 17.6 Prepare an advertising program for the pre-season sign-on.

## **18 FUNCTION OF THE MANAGEMENT – RESOLUTION OFFICER**

- 18.1 The first point of contact for all disputes which require mediation.
- 18.2 Talk with each party to establish what is required to help each party toward a resolution of the issue.
- 18.3 Clearly and without bias, record the events in dispute, as detailed by all parties affected.
- 18.4 Assist each party to secure any resources required to move to finalise the matter.
- 18.5 Organise and offer to secure any mediation, emotional support for any and all members as required.

## **19 MEETINGS OF THE MANAGEMENT COMMITTEE**

- 19.1 Subject to this rule, the management committee may meet and conduct proceedings as it considers appropriate.
- 19.2 The management committee must meet at least every four (4) months to exercise its functions
- 19.3 The management committee must decide how a meeting is to be called.
- 19.4 The management committee is permitted to hold meetings or allow a member to take part in its meetings by making use of any available technology that reasonably allows the member to hear and participate in all discussions as they happen in real-time.
- 19.5 Any committee who participates in the meeting via sub rule 19.4 is taken to be present at the meeting and duly recorded in the minutes.
- 19.6 A question arising from a committee meeting is to be decided by the majority vote of members of the committee present at the meeting, and if the votes are equal, the question is determined in the negative.
- 19.7 Any member of the management committee must not vote on a question about a contract or proposed contract if the member (or immediate family member) has a financial or commercial interest in the contract. If the vote is counted prior to disclosure, the vote must not be included.
- 19.8 The President must preside as Chairperson at a management committee meeting.
- 19.9 If there is no President or if the President is not present within ten (10) minutes after the designated start time, the members may choose one of their numbers to preside as Chairperson at the meeting.

## **20 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING**

- 20.1 At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 20.2 If there are no quorum within thirty (30) minutes of the designated start time, the meeting is deemed to have lapsed.
- 20.3 Once sub rule 20.2 is invoked;
  - (a) The meeting will be adjourned for a least one day
  - (b) The members present are to decide the day, time and place for the adjourned meeting.

## **21 CLUB COMMON SEAL**

- 21.1 The management committee must ensure the association has a common seal
- 21.2 The common seal must be;
  - a) Kept securely by the management committee
  - b) Used only under the authority of the management
- 21.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by the Secretary, another member of the management committee or another person authorised by the management committee (see 11.5)

## **22 FUNDS AND ACCOUNTS**

- 22.1 The funds of the Club must be kept in an account in the name of the Association in a financial institution decided by the management committee.
- 22.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.
- 22.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 22.4 A payment of \$100 or more is made by cheque or electronic funds transfer only once the conditions of both 11.5 and 21.3 are met.
- 22.5 All cheques must be marked "NOT NEGOTIABLE."
- 22.6 Under no circumstances shall cheques be made out to "CASH."
- 22.7 A petty cash account will be kept on the imprest. The management committee will decide on the amount to be kept in the petty cash float.
- 22.8 The income and property of the Club must be used solely in promoting the Club's objectives and exercising the Club's power.

## **23 DOCUMENTS**

- 23.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Club.

## **24 DISTRIBUTION OF ASSETS TO ANOTHER ENTITY**

- 24.1 This rule applies if the Club is wound up and has surplus assets
- 24.2 The surplus assets must not be distributed among the members of the Club.
- 24.3 The surplus must be given to another entity having similar rules prohibiting the distribution of the entities income and assets to it's a member, and hold similar values and objectives of Pacific Football Club.

6.09.2019

Next review date: 2020 AGM

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