

Albany Junior Soccer Association Incorporated Constitution

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1. Name

- a) The name of the Constitution is the “Albany Junior Soccer Association Inc” (hereafter called “The Association”)
- b) The colours of the Association shall be Gold, Green and Black.
- c) The Association Letterhead shall be used on all official notepaper and Publications.

2. Objects

The objects for which the Association is established will be:

- a) To promote, encourage and control the playing of Association Football in accordance with the Laws of the Game as laid down by FIFA, and all local laws that from time to time may govern indoor or outdoor small-sided and league of football and competitions administered by the Association.
- b) To promote and hold interclub, intrastate and international matches.
- c) To purchase, lease, hire or otherwise acquire any real or personal estate for the purposes of the Association.
- d) To lay out, construct, build, erect, alter or maintain upon the premises for the time being belonging to or occupied by the Association playing fields, grandstands, dressing rooms and for the use of affiliates comprising the Association, provide all necessary equipment appliances and conveniences therefore.
- e) To invest and deal with the monies of the Association.
- f) To improve, manage, develop, sell, mortgage, and dispose of, any part of the property of the Association.
- g) To borrow or raise upon loan any sum or sums of money for the purpose of mortgages charges or other securities over all or any of the property of the Association, as may be necessary from time to time.
- h) To do all things as the Association may consider of benefit to soccer and its affiliate members.
- i) To ensure that the property and incomes of the Association shall be applied solely towards the promotion of the objects of the Association listed above and that no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects.

3. Membership

The Association shall consist of Affiliates and Associate Members as affiliated with the Association in the manner specified.

Affiliates

- a) Any Club playing football within the Association must abide by the Laws of the Game and the constitution as defined by FIFA and the Constitution and By-Laws of the Association and playing within the Association League divisions.
- b) The admission of the new Affiliates to the Association shall be presented and accepted/rejected by decision of the AGM of the Association or Special General Meeting called for that purpose.
- c) Club names relevant to clubs within The Association are only to be altered by a resolution carried at a general meeting of that club by its members.

Associate Members

- a) The admission of the Associate Members to the Association shall be at the discretion of the Association Executive.

4. Life Members

- a) Any person who has rendered outstanding service to the Association may be elected a Life Member at the AGM on a vote of not less than two thirds of those present and entitled to vote, provided that, only one such person may be elected at an AGM.
- b) Nominations for Life Membership shall be lodged with the Association 28 days prior to the AGM, on Association prescribed forms.
- c) Life members shall be entitled to free entry to any Association fixture and all Association meetings, but with no voting power, unless the Life Member holds an Executive position.

5. Patron

- a) A Patron shall be elected of (1) year at the AGM after the election of office bearers. b) Nominations for Patron of the Association shall be lodged with the Association Secretary twenty eight (28) days prior to the AGM and Affiliate Members shall be advised of the nomination fourteen (14) days prior to the AGM.

6. Affiliation Fee

- a) All Affiliate members at the AGM shall decide the Annual Affiliation fee for the Affiliate Members or Special General Meeting called for that purpose.
- b) The Annual Affiliation Fee of the Associate Members shall be at the discretion of the Executive.
- c) The payment or payments of the Annual Affiliation Fee will be at the discretion of the Executive.
- d) Any member failing to pay annual Affiliation Fee by the date and time specified shall cease to be affiliated.

7. Officers

- a) The Officers of the Association Executive shall consist of the following: -
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Members x 6
- b) The President, Registrar and Secretary shall be elected on alternative years and will serve for a period of two (2) years.
- c) The Vice President and Treasurer will be elected on the other alternative years for a period of two (2) years.
- d) Committee members of no less than 4 and no more than 6 shall be elected annually.
- e) The election to fill the positions on the Association Executive each year will be conducted at the AGM.
- f) All the Administrative powers of the Association except when provided to the contrary, shall be vested in the Association Executive, who shall meet as frequently as required to satisfactorily and correctly attend to the business of the Association.
- g) Any association Executive Member failing to attend three (3) meetings of the Association Executive without leave of absence shall forfeit his/her position on the Executive.

8. President

- a) The President shall preside at all meetings of the Association Executive and all other meetings at which his/her attendance may be required and he/she shall see the business is conducted in a proper manner.
- b) He/she may at his/her discretion, or at the request of five members of the Association Executive, call Special Meetings of the Association Executive and generally ensure the wellbeing and objects of the Association.
- c) At any meeting other than Association Executive Meetings, in case at any time there is an equality of votes, he shall give a casting vote.

9. Vice President

- a) The Vice-President will assist the President in every manner possible and in the absence of the President from any meeting he/she shall preside and conduct the business.

10. Secretary

- a) The Secretary shall maintain the correspondence of the Association, keep full and correct minutes of all proceedings at all meetings conducted by the Association Executive and initiate the correspondence of the Association in accordance with the resolution made.
- b) The Secretary shall keep records of all meetings of the Committees elected by the Executive and submit reports of the same to the Executive.
- c) He/she shall be responsible for giving notices of meetings to all those persons entitled to receive such notice.
- d) At all such meetings he/she shall present the minutes of the previous meetings and table inward and outward correspondence.
- e) He/she shall in consultation with the Chairperson prepare an agenda for each meeting from the matters raised by the Affiliates.

11. Treasurer

- a) The Treasurer shall collect all monies due to the Association from any source whatsoever, and issue official receipts for all such monies received.
- b) The Treasurer shall bank all monies received to the credit of the Association, with such banks as the Association Executive may from time to time direct.
- c) The Treasurer shall arrange all payments of accounts due payable by the Association, after such accounts have been passed for payment by the Executive Association.
- d) The Treasurer shall present a statement of receipts and payments made up to the end of the previous month at each ordinary meeting of the Association Executive and Affiliate Members, together with such additional financial statements as requested by the Association Executive.
- e) The Treasurer shall present at the AGM, audited statements of receipts and payments and of income and expenditure for the previous year, and a balance sheet at the date of the AGM each year.

12. Registrar

- a) The Registrar shall keep a record of all players and transfer of players. He/she shall check team cards to satisfy him/herself that no Club is playing unregistered players. All such forms (registration, transfer or others) must be signed by the Registrar or an appointee elected by the Executive.
- b) The Registrar is responsible for upholding the Rules of Competition and By-Laws of the Competition in conjunction with the Executives
- c) The Registrar shall draw up the Fixtures for the season and also any cup games unless designated otherwise by the Executive.
- d) The Registrar shall keep correct and accurate records of all player misdemeanours and co-ordinate the Penalties and Disputes Board to meet when necessary.

13. Meetings of the Association Executive

- a) The Executive shall meet monthly after the date of the AGM or as occasion requires for the transaction of the business of the Association.
- b) Two thirds of the Executive members shall form a quorum. If a quorum is not present this meeting can be reconvened to a time, date and place agreeable to all present. At the reconvened meeting if a quorum is still not present the business on the agenda may be dealt with provided the members that reconvened the meeting are present.
- c) All Officers present are entitled to one vote on all motions with exception of the President who shall have only a casting vote.
- d) Two thirds of the Executive members can at any time expel a member of the Executive, who, in their opinion, has failed in his/her duties as an Executive member of the Association. The Executive shall call for nominations from the Affiliates and if more than one (1) nomination is received then an election shall be held. If no nomination is received, the Executive shall have the power to fill its own vacancy.
- e) Vacant positions on the Executive must be notified in writing to the Affiliates. (Letter or minutes before the position is filled by election or appointment.)

14. Powers of the Executive

- a) The Executive will control all matters of policy, finance, promotion and publicity, constitution and future planning relating to the game of Football within its jurisdiction
- b) Adjudicate on all matters brought before it, which in any way affect the Association or the Game
- c) Adopt, amend or make such rules for the game Football as it shall deem advisable, provided same be not inconsistent with the Laws of the Game as laid down from time to time by FIFA.
- d) Appoint Special Committees, and delegates to such Special Committees such powers as it may deem necessary and for the purpose co-opt any person they may deem fit. Reports of all Committees shall be presented to and ratified by the Executive and minutes of the Committee meetings recorded in the minute book.
- e) Have power to suspend, dismiss or expel an Officer, Member of the Executive Committee, any full/associate member, official or member or deal with any person deemed to have contravened this Constitution or By-Laws.
- f) Perform all such administrative powers as may be necessary for carrying out the objects of the Association in accordance with these rules.
- g) The executive will have full power to decide on Association policy etc., and these rules will be binding on all members (Full/Associate) unless a majority of those entitled to vote lodge a written objection to the Association within twenty eight (28) days of any executive decision being made, stating the nature of their objections. Such objection being made will require the executive decision in question being submitted to an Extra Ordinary General Meeting called for that purpose. The decision as such may be rescinded or amended by the vote of the majority members present.

- h) A member or members of the Executive, who are not members of an affiliate, may attend any or all meetings of Affiliate members.

15. Standing Orders of the Executive

- a) If after half an hour subsequent to the time fixed for a meeting, no quorum is present the meeting shall lapse.
- b) The order of business shall be:
 - Reading and confirmation of the minutes of the previous meeting.
 - Business arising out of the previous meeting.
 - Correspondence
 - President's Report
 - Financial Statements.
 - Secretary's Report
 - Registrar's Report
 - Reports of Sub-Committees and or Affiliate/Associate members.
 - General Business
- c) To deal with matters of extreme urgency, the President may alter the order of business.
- d) Business procedures shall apply at all meetings held by the Association. Members are referred to the Australian Rostrum publication "Take the Chair".

16. Notice of General Meetings

- a) The Secretary shall, at least fourteen days before any meeting of the Association, send to every Affiliate member a notice of such meeting, as per medium of minutes, stating the time when and the place where it will be held and the business that will be brought before it.
- b) No business other than that of a formal nature shall be brought forward at any meeting unless notice thereof has been duly given herein provided.
- c) Notice shall be sufficiently served if sent by post and/or email to the last known address of the Secretary of any Affiliate member.
- d) All notices required to be sent to the Association and all communications whatsoever must be addressed to the Secretary.
- e) Minutes and financial reports of the Association to be sent out to all affiliate clubs after, each General meeting by the Secretary.

17. Obligations and Duties of Affiliate Members

- a) Affiliate members will have the power to run their own affairs in accordance with this Constitution.
- b) Those properly constituted clubs will forward their Constitution, By-Laws and revisions thereof to the Executive for approval before adoption.
- c) Each club following their AGM must furnish to the Association Secretary in writing, the names, addresses, emails and telephone contacts of their President, Secretary, Treasurer and Delegate to the Executive where applicable
- d) Agenda items for the Executive meeting must be forwarded to the Association Secretary seven (7) prior to that meeting. All motions then presented at the meeting must be presented in writing at that meeting.
- e) Affiliate members may request to review the Association's records and documents by giving the Association Secretary fourteen (14) days' notice in writing. The request must indicate which records the member wishes to review and then a date and time will be arranged with the member for the review to take place.
- f) Each club or team following the Association AGM must advise the Association Secretary in writing and/or email of their Club Colours

18. Extraordinary General Meeting

- a) Extraordinary General Meetings may be called by any Affiliate providing the Affiliate has a statement, signed by a majority of the Affiliates, which states the nature and reason for calling such a meeting. This statement is to be sent to the Association Secretary by registered post or email and acknowledgment from the President and Secretary must be made within fourteen (14) days.

19. Annual General Meeting

- a) The Annual General Meeting of the Association shall be held prior to 31st December of each year, or at a time to be advised by the Executive.
- b) The Affiliate members must be represented at the AGM. Failure to do so will incur a fine of \$50.00.
- c) All nominations for positions shall be lodged in writing to the Association Secretary twenty eight (28) days prior to the AGM.
- d) Executives and Affiliates will be notified fourteen (14) days prior to the AGM, of all nominations, financial reports and relevant information.
- e) In the event of nominations not forthcoming, nominations may be called from the floor.
- f) An Affiliate member may lodge a nomination and in such a case the responsible officer of such an Affiliate member shall certify that such a nomination has been approved at a meeting of the Affiliate member. All nominations shall state that the nominee accepts nomination. All nominations shall be on club letterhead paper.
- g) Alteration and revision of the Constitution will be conducted annually at the AGM or as required at an Extra Ordinary Meeting called for that purpose.
- h) Notices of Motion must be forwarded to the Secretary and to reach him/her no later than 5pm 14 days prior to the AGM. Any motions of notice received after this date will be disregarded. All notices of motion shall be on official letterhead of the Affiliate Members.
- i) Affiliates shall be financial members of the Association at the time of the AGM to be eligible to vote on any issue.
- j) Player Registration Fee is set at the AGM

20. Voting Powers

- a) The election of Officers to the Executive shall be determined by the majority of votes received from all Affiliate members.
- b) Each Affiliate member is entitled to one vote only.
- c) The Executive shall have one vote (on block) excluding the voting in election of Officers, and will be used only as a casting vote.
- d) Whenever a Member of the Executive is also a member of an affiliate, he/she shall declare his/her interest and refrain from voting on any matter involving said interest.

21. Auditor

The Auditor who shall be professionally qualified and in public practice and elected at the AGM shall:

- a) Examine the books of account, vouchers and relative financial records of the Association annually, for the year to 30th December.
- b) Such audit shall be made no later than the end of December annually or earlier at the discretion of the Executive.
- c) Prepare a report on his/her audit for the presentation to the AGM as to the financial position of the Association.
- d) On finding any deficiency in goods or money, report the matter immediately to the Executive.
- e) Shall not be a member of the executive.

22. Constitutional Amendments

- a) The Constitution may be altered amended or replaced by a two third majority of members present at an AGM or Extra Ordinary Meeting of the Association.
- b) Notice of the proposed alteration, amendment or replacement of the constitution shall have been given in writing to the Secretary at least 28 days prior to that meeting.
- c) All members of the Association shall have notified 14 days prior to that meeting of the proposed alteration amendment or replacement.
- d) Changes to the Constitution are to be lodged with the Department of Commerce within one month of passing the special resolution.

23. Common Seal

- a) The Association shall have a common seal on which its corporate name shall appear in legible characters.
- b) The common seal of the Association shall not be used without the express authority of the executive committee and every use of that common seal shall be recorded in the minute book referred to in 10a).
- c) The affixing of the common seal of the Association shall be carried out by the President and in his/her absence by the Vice President and witnessed by two executive members, at least one of whom is an office bearer.
- d) The common seals shall be kept in the custody of the Secretary.

24. Wind Up of Affiliate Clubs

- a) In the event of any club affiliated to the Association disbanding or voluntarily or otherwise proceeding into liquidation, the balance of the assets of the club, after discharge of all outstanding debts and liabilities shall be handed over to the Association, or as per clubs constitution as approved by the Albany Junior Soccer Association (clause 17b) for the promotion of all or any of its objects, as decided by the Association.

25. Wind Up of the Association

- a) In the event of the Association voluntarily or otherwise, proceeding into liquidation, the balance of assets of the Association after discharge of all outstanding debts and liabilities, shall be handed over to the Great Southern Senior Soccer Association To be distributed by such body, in sponsoring such activities that shall be deemed to assist in the promotion of the sport of Football, within the Area of the City and surrounding area of Albany.

26. Signatures

Office Bearer Position	President	Office Bearer Position	Vice President
Name	Tracy Sleeman	Name	Grace Knowlson
Signature	on file with Secretary	Signature	on file with Secretary
Date	18 th April 2013	Date	18 th April 2013
Office Bearer Position	Secretary	Common Seal to be placed below\	
Name	Shelley McDonald	on file with Secretary	
Signature	on file with Secretary		
Date	18 th April 2013		