

Albany Junior Soccer Association Incorporated Constitution 2022

PART 1 - PRELIMINARY

1.1 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.

1.2 Definitions

In this Constitution unless the contrary appears –

ACT means the Associations Incorporation Act (WA) 2015 and any regulations made under the Act;

AFFILIATED BODIES means organisations to which AJSA is a member (FIFA, FW)

ANNUAL GENERAL MEETING (AGM) means the Annual General Meeting of AJSA;

AFFILIATE MEMBER: means those clubs that comply with MEMBERSHIP rule 3.1 (a, b and c)

ASSOCIATE MEMBER: Member of AJSA due to being a member of an affiliate club

BY-LAWS means the operational guidelines, policies and procedures as nominated in these rules;

ANNUAL AFFILIATION FEE means a fee paid by clubs to become a member of the AJSA;

AJSA LEVY – fee paid by the club on behalf of the player;

AJSA means the Albany Junior Soccer Association Incorporated.;

CLUB means a junior soccer club represented by a delegate/s;

CLUB APPOINTED DELEGATE means a person who is appropriately empowered by the Affiliate Member Club to consider and make decisions and vote on behalf of the Affiliate Member Club at a General Meeting;

ASSOCIATE MEMBER: Member of AJSA due to being a member of an affiliate club

EXECUTIVE COMMITTEE is defined in rule 7(a)

FIFA means the Federation International de Football Associations;

FINANCIAL RECORDS

Include:-:

Invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers: and

Documents of prime entry; and

Working paper and other documents needed to explain –

the methods by which financial statements are prepared; and

adjustments to be made in preparing financial statements;

FINANCIAL YEAR:- commencing 1 November and ending on 31 October in the following year;;

FW: -means the recognised State Body - Football West;

EXTRAORDINARY GENERAL MEETING means a meeting of AJSA that all Clubs are entitled to receive notice of and to attend as per rule 18(a)

GOVERNING RULES: means the Constitution and By-laws of the AJSA

MEMBERS: mean those Clubs or Affiliated bodies that comply with rule 3.4

SPECIAL GENERAL MEETING means a meeting convened in accordance with rule 4.2 at which only business that has been described in the notice may be transacted;

SPECIAL RESOLUTION – means a resolution passed by three-fourths of the members present and eligible to vote at a general meeting in accordance with the section 51 of the Act;

SUB-COMMITTEE means a subcommittee appointed by the Executive Committee;

TERM commences from election at an AGM to the following AGM;

1.3. Objectives

The objectives 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 compromising 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 objectives

1.4. Association to be Not-For-Profit Body

- (a) The property and income of AJSA must be applied solely towards the promotion of the objects or purposes of AJSA and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (b) A payment may be made to a member out of the funds of the AJSA only if it is authorised under sub rule (3).
- (c) A payment to a member out of the funds of the AJSA is authorised if it is —
- (d) the payment in good faith to the member as reasonable remuneration for any services provided to the AJSA, or for goods supplied to the AJSA in the ordinary course of business; or
- (e) the reimbursement of reasonable expenses properly incurred by the member on behalf of the AJSA

1.5. Powers of the AJSA

- (a) Subject to the Act, AJSA may do things necessary to carry out its objects in a lawful manner, including but not limited to:
- (b) Raise money by affiliation fees, registration fees, subscriptions, levies, grants, sponsorship or otherwise;
- (c) Acquire, hold, deal with, lease, exchange, hire or dispose of any real or personal property;
- (d) Contract, pay and dismiss employees as deemed necessary to further the objects of AJSA;
- (e) Open and operate bank accounts;
- (f) Enter into any contract it considers necessary or desirable;
- (g) Make charges for services and facilities it supplies: and
- (h) Do other things necessary or incidental to carrying out the objects.

PART 2 - MEMBERSHIP

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

2.1 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.

2.2 Associate Members

Is a member of an affiliate club and so is an Associate Member of the AJSA.

2.3 Application for Membership

- (1) Every application for Membership must:
- (a) be on a written form, approved by the Executive Committee for that purpose and signed by the Club;
 - (b) be submitted to the Secretary or in any other way approved by the Executive Committee.
 - (c) The Executive Committee must consider each application for Membership to AJSA; and decide whether to accept or reject the Club Membership, without giving reason; and
 - (d) notify the Club of the outcome of their application within a reasonable time.
- (2) An applicant for membership of AJSA becomes a member when;
- (a) the Executive Committee accepts the application; and
 - (b) the applicant pays any membership fees payable to the AJSA as set out in rule; and
 - (c) 10 days after payment, the member is eligible to vote in any general or special meeting (if the membership class makes them eligible for voting)
 - (d) The Club name is added to the register of members.

2.4 Membership Obligations and Rights

Each Club admitted to membership shall be;

- (a) Entitled to all privileges of the specified membership;
- (b) Bound by all resolutions passed at a General meeting, whether their delegate is present or not at the meeting;
- (c) Provided with a copy of AJSA's Constitution, the By-laws and the Rules of Competition or directed to AJSA website to be able to access the documents on-line.

2.5 Obligations and Duties of Affiliate Members

- (a) Affiliate members will have the power to run their own club affairs in accordance with this Constitution, AJSA By Laws and Rules of Competition.
- (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/s to the Executive where applicable
- (d) 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.
- (e) Each club or team following the Association AGM must advise the Association Secretary in writing and/or email of their Club Colours if the club is a new Affiliate Member or the club is considering changing colours.

2.6 Register of Clubs and Committee

- (a) All Clubs shall in writing to the Secretary, name their Voting Delegates for the year commencing with the AGM.
- (b) Clubs shall ensure any changes (permanent or temporary) to the Delegates during the year shall be updated in writing to the Secretary.
- (c) The Secretary shall keep a record of each Club Member, the status of their membership and names of the Delegates approved to represent the Clubs.
- (d) The Secretary shall keep a record of Committee Members and other persons authorised to act on behalf of AJSA.

2.7 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.

2.8 Affiliation Fee

- (a) All Affiliate members at the AGM shall decide the Annual Affiliation fee for the Affiliate Members or Special General Meeting shall be 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.

PART 3 - OFFICE BEARERS

3.1 The Officers of the Association Executive shall consist of the following:-

President
 Vice President
 Secretary
 Treasurer
 Registrar
 Executive Members x 6 (No less than 4 and no more than 6)

3.2 Eligibility of Office Bearers

A person is eligible for election to the Executive Committee if they:

- (a) are aged 18 or over; and
- (b) are not an employee of AJSA; and
- (c) are not disqualified from being an Office Holder of the Executive Committee under sections 39 and 40 of the Act; and
- (d) satisfy any eligibility requirements determined by the Executive Committee from time to time.
- (e) No person shall be entitled to hold more than one Executive Committee position

3.3 Terms of Office Bearers

- (a) The President, Registrar and Secretary shall be elected on alternative years and will serve for a period of two (2) years.
- (b) The Vice President and Treasurer will be elected on the other alternative years for a period of two (2) years.
- (c) Committee members of no less than 4 and no more than 6 shall be elected annually.
- (d) The election to fill the positions on the Association Executive each year will be conducted at the AGM.
- (e) The term of an Executive Committee Member ends at the conclusion of the next Annual General Meeting.

3.4 Record of Office Holders

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- the
- (a) Under Section 58 of the Act the AJSA must maintain:
 - (b) the names and address of Committee Members and Office Holders of the AJSA provided for by its rules;
 - (c) the names and addresses of any person who is authorised to use the common seal (if it has common seal);
 - (d) the name and addresses of any person who is appointed or acts as trustee on behalf of the AJSA.
 - (e) The AJSA must, upon request of a Member, make available the record for the inspection of Member.
 - (f) The auditor or reviewer shall examine the books, accounts, receipts and other financial records of the AJSA for and report thereon.

3.5 President

It is the duty of the President, or in the absence of the President, then the Vice President to;

- (a) Represent the AJSA;
- (b) Consult with the Secretary regarding the business to be conducted at each Executive Committee meeting, General meeting, and Annual General Meeting.
- (c) 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.
- (d) 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 objectives of the Association.
- (e) 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.
- (f) Ensure that the minutes of a Committee meeting or general meeting are reviewed and signed as correct;
- (g) Report activities to the Clubs at the AGM;
- (h) Carry out any other duty under these rules or by the Committee;
- (i) In the absence of the President from a Committee or general meeting, the Vice President will chair the meeting.

3.6 Vice President

- rule
- (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 as per 3.4(i) above.

3.7 Secretary

- initiate
- (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 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.
 - (f) Subject to sub rule (2), the books and any securities of the AJSA must be kept in the Secretary's custody or under the Secretary's control.

3.8 Treasurer

The Treasurer has the following duties (unless a paid Administrator is authorised to do so): –

- (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 together with such additional financial statements as requested by the Members, 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.
- (f) The financial records and, as applicable, the financial statements or financial reports of the AJSA must be kept in the Treasurer's custody or under the Treasurer's control.
- (g) The books and securities of the AJSA must be retained for at least seven (7) years.
- (h) A Member, other than a Committee member, does not have the right to inspect any document, except as provided by the Act, or as otherwise authorised by the AJSA at a General Meeting.
- (i) Make payments from the funds of AJSA by cheque or Electronic Funds Transfer (EFT) on the authority of two committee members, as approved by the committee;
- (j) Ensure that AJSA complies with the relevant requirements of Part 5 of the Act;

3.9 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 appointee elected by (registration, transfer or others) must be signed by the Registrar or an 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.

3.10 Responsibilities of Executive Committee Members

- (1) An Executive Committee Member having any material personal interest in a matter being

- interest, Committee; and
- and
- person is recorded in the
- considered at a Committee Meeting must as soon as they become aware of that
- (a) Disclose the nature and extent of their interest to the Executive
 - (b) Agree with the Executive Committee on the most appropriate manner to handle the disclosure of interest as set out in the by-laws;
 - (c) Not be present while the matter is considered at the meeting or vote on the matter;
 - (d) Ensure the nature and extend of the interest is disclosed at the next General Meeting.
- (2) No Executive Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the AJSA unless the authorised by the Executive Committee to do so and such authority is minutes of the Committee Meeting.
 - (3) No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:
 - (a) An indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (b) An offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (c) An offence under Part 4 Division 3 or section 127 of the Act; unless the person has obtained the consent of the Commissioner; or
 - (d) An indictable offence involving inappropriate dealings and interaction with children.
 - (4) A member or members of the Executive, who are not members of an affiliate, may attend any or all meetings of Affiliate members.

3.11 Powers of the Executive

Subject to the act:-

- by FIFA.
- Reports of all the Committee
- Constitution,
- stating executive decision Meeting called for that purpose. the vote of the majority members
- (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
 - (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.
 - (e) Committees shall be presented to and ratified by the Executive and minutes of meetings recorded in the minute book.
 - (f) Have power to suspend, dismiss or expel an Officer, Member of the Executive Committee, member or official deal with any person deemed to have contravened this By-Laws or Rules of Competition.
 - (g) Perform all such administrative powers as may be necessary for carrying out the objects of the Association in accordance with these rules.
 - (h) The executive will have full power to decide on Association policy etc., and these rules will be binding on all members 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, the nature of their objections. Such objection being made will require the in question being submitted to an Extra Ordinary General Meeting called for that purpose.
 - (i) The decision as such may be rescinded or amended by the vote of the majority members present.
 - (f) All the Administrative powers of the Association except when provided to the contrary,

- to shall be vested in the Association Executive, who shall meet as frequently as required 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.
- (h) Under Section 41 of the Act, the person, as soon as practicable after their membership ceases, must deliver to the Secretary all the relevant documents, records and equipment they hold pertaining to the management of the AJSA affairs.

3.12 Resignation and Removal from Office

- (a) Subject to the Act, the AJSA may by special resolution at a General Meeting appoint or remove an Executive Committee Member.
- (b) An Executive Committee member may resign by written notice given to the Secretary or President
- (c) The resignation takes effect when the notice is received by the Secretary or President; or if a later time is stated in the notice, at the later time.

PART 4 - MEETINGS

4.1 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.
- (e) 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.
- (f) 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.)

4.2 Standing Orders of the Executive and General Meetings

- (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".

4.3 Notice and requirements 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 when and the place where it will be held and the business that will be brought for agenda items.
- (b) Agenda items for the Executive meeting must be forwarded to the Association Secretary seven (7) days prior to that meeting. All motions then presented at the meeting must be presented in writing at that meeting.
- (c) 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.
- (d) Notice shall be sufficiently served if sent by post and/or email to the last known address of the Secretary of any Affiliate member.
- (e) All notices required to be sent to The Association and all communications whatsoever must be addressed to the Secretary.
- (f) Minutes and financial reports of the Association to be sent out to all affiliate clubs after, each General meeting by the Secretary.
- (g) Will need a quorum of 6 club delegates for decisions to be passed at a General Meeting.

4.4 Extraordinary General Meetings

- (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 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.

4.5 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 nomination. All nominations shall state that the nominee accepts 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.

- disregarded.
Members.
- (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
 - (i) All notices of motion shall be on official letterhead of the Affiliate
 - (j) Affiliates shall be financial members of the Association at the time of the AGM to be eligible to vote on any issue.
 - (k) Player Registration Fee is set at the AGM
 - (l) Appoint an auditor for the following season as per 4.1(g) and the level of audit required.
 - (m) Appoint or remove a reviewer or auditor/s for the following 12 months in accordance with the Act (if required).

4.6 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.

PART 5 - FINANCIAL MATTERS

5.1 Financial Statements & Financial Reports

- (a) For each financial year, the Executive Committee must ensure that the requirements imposed on the AJSA under Part 5 of the Act relating to the financial statements or financial report of the AJSA are met.
- (b) Without limiting sub-rule (1), those requirements include —
 - if the Association is a Tier 1 Association, the preparation of the financial statements; and
 - if the Association is a Tier 2 or 3 Association, the preparation of the financial report; and
 - if required, the review or auditing of the financial statements or financial report, as applicable; and
 - the presentation to the AGM of the financial statements or financial report, as applicable; and
 - if required, the presentation to the AGM of the copy of the report of the reviewer or auditor's report, as applicable, on the financial statements or financial report.
- (c) Under Section 66 of the Act, an AJSA must keep financial records that: -
 - correctly record and explain its transactions and financial position and performance; and
 - enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
- (d) A Member, other than a Committee member, does not have the right to inspect any

document,
Meeting.

except as provided by the Act, or as otherwise authorised by the AJSA at a General

5.2 Auditor

- (a) The Auditor who shall be professionally qualified and in public practice.
- (b) At the AGM of each year, the Club members shall appoint an auditor or reviewer at such remuneration as they determine
- (c) The level of audit required will also be determined at the AGM for the following year:-
Financial Audit Only or Full Audit.
- (d) The Auditor shall examine the books of account, vouchers and relative financial records of the Association annually, for the year from 1st of November to the 31st of October.
- (d) Such audit shall be made no later than the end of December annually or earlier at the discretion of the Executive.
- (e) The Auditor shall prepare a report on his/her audit for the presentation to the AGM as to the financial position of the Association.
- (f) On finding any deficiency in goods or money, report the matter immediately to the Executive.
- (g) Shall not be a member of the executive.

PART 6 - BY-LAWS

- (a) Any changes to the By-Laws or Rules of Competition must be passed by resolution and notification in writing must be provided to Member Clubs at least 60 days prior to the commencement of the competition year.
- (b) The AJSA may by resolution, make, amend or revoke by-laws and Rules of Competition
- (c) By-laws may:
Provide for the rights and obligations that apply to any classes of association membership approved under rule 2
- (d) Impose restrictions on the Executive Committees powers;
- (e) Impose requirements relating the financial reporting and financial accountability of AJSA and the auditing of the AJSA accounts.
- (f) Provide for any other matter AJSA considers necessary or convenient to be dealt with in the by- laws
- (g) Such by-laws must be consistent with the Act, the regulations and these rules.
- (h) All by-laws made under sub-rule (3) shall be binding on all Members of the AJSA.
- (i) At the request of a Member, the AJSA must make a copy of the by-laws available for inspection by the Member.

PART 7 - 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.

PART 8 - 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 3.7 (a).
- (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.

PART 9 - 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 constitution as approved by the Albany Junior Soccer Association promotion of all or any of its objects, as decided by The Association.
- per clubs
(clause 2.5(b) for the
Association.

PART 10 - 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.