



Revision	Description	Prepared	Reviewed	Approved
0	Taken from version dated 06/11. Reformatted to suit new template.	-	-	-
1	MPIO added. 2022 AGM changes added to life membership nomination and election process. Section 20.1 updated to replace sign posting with email communication for notice of AGM.	C Flego	Committee 7 March 2024	D Flego 7 March 2024
2	Changes added from 2024 AGM. Honorarium payments added. The colour codes added for team colours - royal blue and gold.	C Flego	Committee 7 November 2024	AGM 2 December 2024

Part I – Preliminary

1. Name

1.1. The name of the club shall be Moorebank Sports Soccer Club Incorporated, hereinafter referred to as the Club.

2. Objectives

2.1. The objectives of the Club shall be to organise, encourage and foster both Junior and Senior Soccer.

3. Colours

3.1. The Club colours shall be predominantly blue and white.

3.2. The Junior branch colours shall be royal blue and white, and gold if applicable.

3.3. The Senior branch colours shall be royal blue and white, and gold if applicable.

3.4. The colour codes are shown for royal blue and gold in Table 1.

Table 1 – MSC Team Colour Codes

Code	Royal Blue	Gold
Hue	208°	49°
Saturation	100%	100%
Brightness	63%	100%
Red	0	255
Green	83	211
Blue	161	0
Cyan	100%	0%
Magenta	66%	16%
Yellow	0%	100%
Black	2%	0%
Hex Code	#0053a1	#ffd300

Part II – Membership

4. Scope of Membership

4.1. Membership of the Club shall be limited to the parents of financial children playing with the Club, financial senior players, elected Committee members, approved coaches and managers of the current year and all persons elected to Life Membership of the Soccer Club.

4.2. All such members shall be considered to be financial members for the current calendar year and eligible to vote, subject to any restrictions or conditions imposed elsewhere within these Rules.

5. Cessation of Membership

5.1. A person ceases to be a member of the Club if the person:

- 5.1.1. dies, or
- 5.1.2. resigns membership, or
- 5.1.3. is expelled from the Club, or

5.1.4. becomes unfinancial.

6. Life Members

- 6.1. A person may be nominated for Club life membership subject to the following qualifying conditions being met.
 - 6.1.1. The nominee must be, or have been, a member of the Club.
 - 6.1.2. The nominee must be proposed and seconded by members, or persons who had been members, of the Club.
 - 6.1.3. The nominee must have a minimum of seven (7) years continuous service as a player and/or an official. If the nominee fails to meet the requirements in 6.1.3 above, he or she may be accepted if they have had ten (10) years broken service as a player and/or an official.
 - 6.1.4. Should the nominee not meet the requirements in 6.1.3 above due to extraordinary circumstances the Committee will review the nomination and decide on its merits.
- 6.2. A nominee for life membership shall be proposed by one and seconded by another member. The nomination shall be in writing signed by the person proposing the nomination and seconder and forwarded to the Club's Secretary or President.
- 6.3. On receipt of such application, the Secretary or President is to notify Committee Members by email of the completed nomination form at least two (2) weeks prior to the next committee meeting for the nomination to be discussed.
- 6.4. In the case of an objection, the objector must provide strong reasons and/or evidence that demonstrates the basis for awarding the Life Membership does not meet the selection criteria.
- 6.5. Acceptance or non-acceptance of the nomination is to be notified in person by the Secretary or President as soon as possible after the last General Committee meeting prior to the Annual General Meeting. Those nominations that are acceptable to the General Committee are to be recommended for approval by members who will vote at the Annual General Meeting. The acceptance or non-acceptance of the nomination will be on a majority rules basis.
- 6.6. Life membership of the Club is limited to two (2) members per year.
- 6.7. Retraction of life membership may occur where the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of the Soccer Club. This provision will only be exercised in exceptional circumstances and will require the full support of the Committee. As part of the deliberation the Life Member in question is also to be given an opportunity to present their case for retention of their status.

7. Register of Members

- 7.1. The Registrar of the Club must establish and maintain a Register of Members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.
- 7.2. The Register of Members must be kept at the principal place of administration of the Club, and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.

8. Liability of Members

- 8.1. The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Rule 9.2

9. Discipline

- 9.1. The Club's Management Committee shall have the power to cite any member to explain any conduct contrary to Club Policy or these Rules.
- 9.2. The Club Management Committee shall have the power to fine, caution or suspend, for such period as it sees fit, any member who shall wilfully infringe any section of the Club Rules, by laws, policies or regulations, or who shall in the opinion of the Management Committee be

guilty, either at or away from the Club grounds or premises, of conduct unbecoming of a member, or of behaviour prejudicial to the interests of the Club.

10. Fees and Subscriptions

10.1. A member of the Club must, on admission to membership, pay to the Club a fee of \$1.00 or, if some other amount is determined by the Committee, that other amount.

11. Resolution of Internal Disputes

11.1. Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983.

Part III – The Committee

12. Powers of the Committee

12.1. The Committee of Management of the Club which is referred to in these Rules as "The Committee", subject to the Act, the Regulations and these Rules and to any resolution in general meeting:

- 12.1.1. shall control and manage the affairs of the Club; and
- 12.1.2. may exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a General Meeting of members of the Club; and
- 12.1.3. has powers to perform all such acts and do such things as appear to the Committee to be necessary for the proper management of the affairs of the Club.

13. Constitution and Membership

13.1. The Management Committee shall consist of:

- 13.1.1. President
- 13.1.2. Vice-President
- 13.1.3. Secretary
- 13.1.4. Treasurer
- 13.1.5. Executive Officer Seniors
- 13.1.6. Executive Officer Juniors
- 13.1.7. Competition Secretary
- 13.1.8. Registrar
- 13.1.9. Member Protection and Information Officer (MPIO)
- 13.1.10. and such other positions as may be deemed necessary to enable the efficient running of the Club for the ensuing twelve (12) month period.

13.2. The positions covered by Rules 13.1.1 to 13.1.7 above shall be known collectively as the Executive Committee. They shall have the power to decide extraordinary and urgent business between meetings of the Association Committee. Any decision taken in this manner shall be presented to the next Committee meeting for ratification.

13.3. The positions covered by Rules 13.1.8 to 13.1.10 above shall be ordinary Committee Members.

14. Election of Members

14.1. Any two (2) Club members of at least one year's standing shall be at liberty to nominate any other Club member, who must be a financial member of the Club prior to the Annual General Meeting at which they accept nomination, to serve as a member of the Management Committee. The nomination, which shall be in writing and signed by the nominee and his/her proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the meeting at which the election is to take place.

- 14.2. In case there shall not be a sufficient number of candidates nominated, nominations may be made orally with the consent of the nominee at the meeting at which the elections take place. Any two Club members of at least one year's standing shall be at liberty to nominate any other Club member, who must be a financial member of the Club.
- 14.3. If there is more than the required number nominated, an election by secret ballot shall take place, but where only one person is nominated for any position, the chairperson shall declare such person duly elected.
- 14.4. Should a ballot be required for any position, a returning officer and two scrutineers shall be appointed by the chairperson from amongst those persons present.
- 14.5. All appointments shall be until the next AGM unless through resignation, death or removal from office by a resolution passed by a two-thirds majority of the members present at a properly constituted Special General Meeting called for that purpose.
- 14.6. Any casual vacancy occurring among the office bearers or elected Committee members may be filled by the Club Committee, and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced, provided that in the case of office bearers the person so nominated for appointment is a financial member of the Club.

Part IV – Meetings

15. Proceedings at General Meetings

- 15.1. Statement of Affairs shall be prepared covering the period between Club meetings.
- 15.2. The president shall preside as Chairperson at all meetings of the Club, but if absent after fifteen (15) minutes of the time appointed for the holding of the meeting, the Vice President shall chair the meeting. If neither the President or Vice President are in attendance after fifteen (15) minutes of the time appointed for the holding of the meeting, the members shall elect one of their number to be Chairperson for that meeting in his/ her place.
- 15.3. Voting shall be by show of hands. Any member present and eligible to vote may challenge the result declared by the Chairperson and call for a division.
- 15.4. If a division is duly demanded it shall be taken forthwith.
- 15.5. At a General Meeting voting shall be confined to those persons eligible for membership under the provision of Rule 4 above.

16. Quorum

- 16.1. At General Meetings of the Club a quorum shall consist of eight (8) members, and at a Club Committee meeting shall consist of a majority of Committee members. If a quorum is not present after half an hour of the time set down for the meeting to commence, the meeting shall be adjourned to the same time and place seven (7) days later, or to such a time within one month of the date of the meeting to be determined there at. If at such an adjourned meeting a quorum is not present, then those members attending shall be deemed to be a quorum, provided the numbers present is not less than three (3).

17. Rules of Debate

- 17.1. All General Meetings shall be according to “N.E. Renton’s Guide for Meetings and Organisations”.

18. General Meeting

- 18.1. The Annual General Meeting of the Club shall be held at least once in each calendar year and within the period of six (6) months after the expiration of the financial year of the Club.
- 18.2. This meeting will be for the election of officers as per Rule 13, presentation of annual reports, statements of affairs and consideration of motions to alter the Club Rules.
- 18.3. Notices of motion to change the Rules are to be given to the Club Secretary at least thirty (30) days prior to the Annual General Meeting.

19. Special General Meeting

19.1. Any two members of the Club's Committee may at any time convene a Special General meeting of the Club. a Special General meeting of the Club may also be convened upon the written request of not less than ten (10) members eligible to vote at General Meetings of the Club and shall be held within a period of one month from the date of receipt of the request. In the latter case the object of calling such a meeting shall be clearly stated.

20. Notice of Meetings

20.1. Fourteen (14) days notice of all Annual General Meetings and Special General Meetings will be emailed to the membership.

21. Minutes

21.1. The Club Committee shall cause minutes to be made of:

- 21.1.1. all appointments of office bearers and members of the Committee
- 21.1.2. the names of all members of the Club present at all meetings of the Club and of the Committee
- 21.1.3. All proceedings at all meetings of the Club

22. Right to Question

22.1. The Club may call upon any member of the Club to attend any meetings to reply to any relevant question that may be put to them, and to produce any relevant letters, papers, books, diskettes or other electronic storage devices. Should they fail to comply without reasonable excuse or refuse to answer any relevant questions put to them, or make misleading statements, or refuse to produce any relevant letters, papers, books, diskettes or other electronic storage devices, they may be suspended or otherwise be dealt with at the discretion of the Management Committee.

Part V – Miscellaneous

23. Funds Source

23.1. The funds of the Club are to be derived from entrance fees, annual subscriptions of members, donations, sponsorships, canteen takings, and subject to any resolutions passed by the Club in general meetings, such other sources as the Committee determines.

23.2. All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.

23.3. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

24. Funds Management

24.1. The financial year of the Club will run from 1st October to 30th September.

24.2. The assets and income of the club shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the members of the club, except as bona fide remuneration for services rendered or expenses incurred on behalf of the association.

24.3. In the event of the club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the club in accordance with its powers, to any organisation which has similar objectives and which has rules prohibiting the distribution of its assets and income to its members.

24.4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the Committee or employees of the Club, being members or employees authorised to do so by the Committee.

25. Honorariums

25.1. An honorarium payment is a one-off payment per year to an individual member for their contribution to the Club which is over and above their commitments to assist running the standard winter competition.

- 25.2. The payment must be provided without obligation and for voluntary services provided to the Club.
- 25.3. The amount and approval of the honorarium is to be determined by the committee by majority vote and recorded in the minutes of the general committee meeting.

26. Alteration of Objectives or Rules

- 26.1. The statement of objectives and these Rules may be altered, rescinded or added to only by a special resolution of the Club.

27. Common Seal

- 27.1. The Common Seal of the Club must be kept in the custody of the Public Officer.
- 27.2. The Common Seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal must be attested by the signature of either two (2) members of the Committee or one (1) member of the Committee and of the Public Officer or Secretary.

28. Custody of Books

- 28.1. Except as otherwise provided by these Rules, all records, books and other documents relating to the Club must be kept in the custody or under the control of the Public Officer, Secretary or Treasurer, as applicable.

29. Inspection of Books

- 29.1. The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

30. Service of Notices

- 30.1. For the purpose of these Rules, a notice may be served by or on behalf of the Club on any member either personally or by sending it by post to the member at the member's address shown in the Register of Members.
- 30.2. If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken 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.