

Pennant Hills Australian Football Club Incorporated

Constitution



Document Amendment Record

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Signed		President	Todd Williams
		Vice President	Ian Parker

Part 1 – Preliminary

(1) Definitions

(1) In these rules:

Commissioner means the Commissioner of the Office of Fair Trading

Commission means the AFL (NSW/ACT) Commission Limited

League means AFL Sydney

ordinary member means a member of the committee who is not an office-bearer of the Club, as referred to in rule 19(3)

secretary means:

- (a) the person holding office under these rules as secretary of the Club, or
- (b) if no such person holds that office – the public officer of the Club

special general meeting means a general meeting of the Club other than an annual general meeting

the Act means the Associations Incorporation Act 2009

the Regulation means the Associations Incorporation Regulation 2016.

the Club means the Association

the Executive Committee Elected Officials of the club

game means Australian Football

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty, and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

(2) Association Name

The name of the Association shall be Pennant Hills Australian Football Club Incorporated (Club)

(3) Object

(1) The objectives of the Club are:

- (a) the promotion, control, management and encouragement of the game as permitted under the Constitution of the League.
- (b) to promote and encourage the game within the Club's district and boundaries as defined by the League.
- (c) to obtain the highest and best performance on the field in the game depending on ability and standard of performance of the players.

(2) The powers of the Club are:

- (a) To raise money by subscription, registration fees and/or levies or any other means that may be determined by the Club.
- (b) To recognise the services of the present or past members of the Club as may be determined from time to time.
- (c) To invest the monies of the Club not immediately required for any of its objects in such a manner as may from time to time be determined.
- (d) To lease or acquire by purchase or otherwise, any freehold or leasehold land which may be required for carrying out any of the objects of the Club.
- (e) To lay out, construct, maintain or alter any buildings or grounds for football, or other athletic sports or pastimes, necessary or convenient for the purposes of the Club.
- (f) To construct, erect, maintain or alter any buildings, house or works which may be required for the purposes of the Club, and to furnish and equip the same in such a manner as may be necessary or convenient for such objects.
- (g) To acquire by purchase, lease, exchange or otherwise, land, buildings and hereditaments of any tenure or description estate or interest therein, and any rights over or connected with land so situated and to turn the same to account as may seem expedient.
- (h) To borrow, or raise money, or secure the payment of money in such a manner as the Club shall think fit.
- (i) To sell, improve, manage, let, mortgage, dispose of or turn to account all, or any part of, the real or personal property of the Club.
- (j) To render assistance to any other body promoting the interests of any form of sport, and to any patriotic and/or charitable institution or bodies.
- (k) To acquire, establish, print newspapers, periodicals, books and leaflets, or otherwise literary work that the Club may think desirable for the promotion of its objects.
- (l) To delegate all or any of its powers to any committee consisting of one or more member.
- (m) To do such acts and things as are incidental or subsidiary to all or any of the above objects.
- (n) To encourage the promotion of players, including junior players, into teams for which their ability is considered by the Selection Committee to be most suited.

- (o) To merge or affiliate with any other Club having similar objects or purposes.
- (p) To establish a players' medical fund. Any financial assistance shall be limited to the Rules of the fund per season.
- (q) To make by-laws for the efficient management of the club consistent with the objectives of the club.

(4) Affiliation with The League

The Club shall affiliate with the League in such manner as is required to enable the club to field teams in such competitions as deemed appropriate by the committee subject to the control and direction of the League.

(5) Club Colours, Emblem and Logo

- (1) The colours of the Club shall be red and blue. The Club emblem is a "Demon".
- (2) The playing strip or Guernsey (uniform) colours for all teams of the club is Pantone colour code 'Red 485' and navy blue.
- (3) Any suggested change to these colours is to be subject to a special general meeting of members.
- (4) Outlined below is the design of the playing strip or Guernsey:



- (5) An alternative clash playing strip or Guernsey can only occur where:
 - (a) AFL Sydney require Pennant Hills use a Clash Jumper when playing games against some other clubs. The Clash jumper has previously been approved as the reverse of the main playing strip – Red bottom and blue top
 - (b) A specific sponsorship opportunity is available to the club as approved by the Committee.
 - (c) A majority of the club Committee and Members approve a new or different playing strip or Guernsey, and written approval is obtained from AFL Sydney.

(6) Logo

- (a) The logo is to include the club's name Pennant Hills.
- (b) The logo is to display the club's nickname Demons.
- (c) The colour of the logo is to be red and blue.



Part 2 – Membership

(6) Membership qualifications

- (1) A person is qualified to be a member of the Club if the person is a natural person who:
 - (a) who has been properly registered as a player and is 18 years or older on the 1st day of January of the year of registration, or
 - (b) who has been properly registered as a player and is under 18 years of age on the 1st day of January of the year of registration, or
 - (c) who holds a specific role for the Club which the committee has approved to have membership rights (such as committee, coach or manager) or,
 - (d) is a supporter of the Club, or
 - (e) who has been appointed as a Life Member of the Club (8)

(7) Membership

- (1) A person properly registered via the Club (6.1(a)) with AFL Sydney as a player, who has paid their registration fees to the Club, is automatically a member of the Club.
- (2) A person properly registered via the Club (6.1(b)) with AFL Sydney as a player, who has paid their registration fees to the Club, is automatically a non-voting junior member of the Club.
- (3) A supporter of the Club who has purchased a membership package.

- (4) A person taking on a specific role within the Club of committee member, coach or manager (or any other role as agreed from time to time by the committee of management) is automatically a member of the Club.
- (5) A person nominated by members and endorsed by the committee at an ordinary meeting as a member of the Club is a member of the Club.
- (6) A person nominated by members and endorsed by the committee at an Annual General Meeting as a life member of the Club is a member of the Club.
- (7) The secretary must ensure that a record of members is kept.

(8) Life Membership

- (1) Life membership shall be awarded only for special services, rendered to the Club or game. No Life Members shall be elected unless recommended to the Annual Meeting by a special resolution of the Committee. To be eligible for life membership the following criteria are to be met:
 - I. The person nominated has provided exceptional service to the club.
 - II. The service is to be for a minimum of 10 years and is comprehensive in that other members would consider the service to be meritorious of life membership being awarded.
 - III. During the 10 years the nominee would also have been expected to be a member of the club, unless there were circumstances beyond the control of the nominee that prevented him/her from becoming a member.
 - IV. The Committee may consider a nomination for life membership where the person has completed less than 10 years of service where, in the opinion of the Committee, the person has provided extraordinary or unique service or achievement.

● Player Life Membership

- (2) To be eligible for player life membership the following criteria is to be met.
 - I. A registered player who has participated in 150 roster and/or finals games with the club.
 - II. Player has paid the annual registration fee as determined by the Committee see clause 13(4).

(9) Cessation of membership

A person ceases to be a member of the Club as follows:

Player members as defined by rules 7(1) and 7(2) automatically cease to be members of the Club immediately upon renewal of their membership for the season immediately following the season their membership was last current for, or on 1st January in the year following their most recent membership renewal.

Persons holding specific roles which entitle them to membership as defined by rule 7(4), automatically cease to be members of the Club at the commencement of the next Annual General Meeting (AGM).

Persons holding general membership as defined by rule 7(3), automatically cease to be members of the Club at the conclusion of the next Annual General Meeting (AGM).

Life members as defined by rule 7(6) have an ongoing membership which does not expire except as stated in 9(5).

If the person:

- (a) dies, or
- (b) resigns their membership, or
- (c) is expelled from the Club

(10) Membership entitlements not transferable

- (1) A right, privilege or obligation which a person has by reason of being a member of the Club:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership.

(11) Resignation of membership

- (1) A member of the Club who has paid all amounts payable by the member to the Club in respect of the member's membership may resign from membership of the Club by first giving to the secretary written notice of at least 1 month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Club ceases to be a member under clause (1), the secretary must ensure an appropriate entry in the register of members is made, recording the date on which the member ceased to be a member.

(12) Register of members

- (1) The secretary must establish and maintain a register of members of the club (whether in written or electronic form) specifying the name and postal, residential or email address of each person together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the club, or
 - (b) if the club has no premises, at the club Secretary's address.
- (3) The register of members must be open for inspection, free of charge, by any member of the club at any reasonable hour.
- (4) A member of the club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.

- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the club or other material relating to the club, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (7) If the register of members is kept in electronic form:
 - (a) it must be convertible into hard copy, and
 - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

(13) Fees and subscriptions

- (1) Supporter members and player members shall pay an annual fee as determined by the Committee. Such fee shall fall due on the 1st of October in each calendar year. Membership shall cease automatically when the subscription is two months in arrears unless otherwise determined by the Committee.
- (2) The players' subscription fee, including the club player's medical fund component, shall be included in the players' annual registration fee established by the Committee for each season.
- (3) A player shall not be selected to play in any of the teams until he or she has paid the registration fee, unless determined otherwise by the committee.
- (4) The annual registration fee payable by a player who has been awarded Life Membership of the Club shall be 50% of the registration fees payable by a member of the first-grade team of the Club with a minimum amount determined by the committee (currently \$ 250.00)

(14) Members' liabilities

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 13.

(15) Resolution of internal disputes

- (1) A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club, is (referring to single dispute) to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.

- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

(16) Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the Club:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Club.
- (2) On receiving such a complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 17.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under rule 17(5), whichever is the latter.

(17) Right of appeal of disciplined member

- (1) A member may appeal to the Club in general meeting against a resolution of the committee under rule 16, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Club convened under clause (3):

- (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 – The committee

(18) Powers of the committee

The committee is to be called the committee of management of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting:

- (1) is to control and manage the affairs of the Club, and
- (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
- (3) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.
- (4) may from time to time make alter or appeal all such by-laws as it may deem necessary or expedient for the proper conduct and management of the Club.

(19) Constitution and membership

- (1) The committee is to consist of the office-bearers of the club, and at least 5 ordinary committee members, each of whom is to be elected at the annual general meeting of the club under clause 19.
- (2) The total number of committee members is to be at least 8.
- (3) The Statutory office-bearers of the Club are to be:
 - (a) the president
 - (b) the vice-president
 - (c) the treasurer
 - (d) the secretary
- (4) The Statutory Office Bearers of the Club form the Executive Committee.
- (5) The Committee has the power to create other positions as it sees fit to manage the running of the club. These positions will be outlined in the Bylaws.
- (6) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- (7) There is no maximum number of consecutive terms for which a committee member may hold office.
- (8) The ordinary members of the Committee shall be elected at the annual general meeting to fulfil specific roles (as outlined in the by-laws of the Club). Election to one of these roles entitles the person to membership of the Club.

- (9) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election but is eligible for re-election.
- (10) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.
- (11) Members must be at least 18 years of age to be eligible to hold a committee position.

(20) Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Club or as ordinary members of the committee:
 - a) must be made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b) must be delivered to the secretary of the Club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A register of committee members is to be maintained as per the requirements of Part 4, Cause 29 of the Act.

(21) President

The President shall:

- (1) be the Chairman of the Committee of the Club.
- (2) preside at all meetings of the Club.
- (3) ensure that the business of the committee and all club meetings is conducted in a proper manner.
- (4) have a deliberate vote on questions arising at a meeting of the committee, and in the case of an equality of voting the President shall also have a casting vote.

In the absence of the President (if the President hasn't named) the Administration Manager will nominate a person from the Executive to act as Chairman of the Committee or any other meetings of the Club and in doing so shall have the full power and authority of the President.

(22) Vice President

The Vice President Shall:

- (1) preside over meetings in the absence of the president.
- (2) assist other committee members in their duties as required.
- (3) ensure the effective and efficient operation of the executive and all operations.
- (4) gather material for and help edit club reports.
- (5) assist sub committees achieve their objectives as a member of the executive.
- (6) aid in the attraction and retention of supporting members and sponsors.
- (7) establish the clubs master schedule for each season that incorporates AFL NSW key dates, Club key dates and functions for planning purposes.
- (8) aid the transition of new committee members into their roles.

(23) Secretary

The Secretary shall:

- (1) as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- (2) fulfil the role of Public Officer for the club.
- (3) keep minutes of (or delegate to another member):
 - (a) all appointments of office-bearers and members of the committee,
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (4) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting. The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

(24) Treasurer

The Treasurer shall:

- (1) manage the financial aspect of the club including regulating financial management and provide reporting on the club's funds.
- (2) maintain up to date records of all income and expenditure.
- (3) ensure all money received is recorded and banked promptly.
- (4) prepare and distribute invoices/accounts for services rendered.
- (5) maintain the club's cash flow.
- (6) ensure financial policy and procedures are in place and maintained.
- (7) submit reports to each monthly Committee meeting in an accurate and timely manner.
- (8) manage payments for paid employees and honorariums to volunteers.

- (9) submit tax returns (BAS and income tax payments for employees as required under tax law.
- (10) prepare all necessary financial statements for the annual report.
- (11) prepare financial accounts suitable for auditing and ensure they are audited as required.
- (12) forward an audited annual financial statement to the Dept of Fair Trading.
- (13) in conjunction with Executive committee members prepare an annual budget for club and League requirements.

(25) Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (1) dies, or
- (2) ceases to be a member of the Club, or
- (3) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- (4) resigns office by notice in writing given to the secretary, or
- (5) is removed from office under rule 26, or
- (6) becomes a mentally incapacitated person, or
- (7) is absent without the consent of the committee from four successive meetings of the committee held during the same financial year of the Club.
- (8) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (9) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

The Committee, shall as soon as expedient after the Annual General Meeting, appoint Sub – Committees and/or Chairpersons for such responsibilities as it considers necessary for the proper operation of the club. Such responsibilities shall include but shall not be limited to:

- (1) Finance including Revenue generation, Sponsorship, Membership & Grants
- (2) Football Operations including coaches, recruitment, club umpires & tribunal
- (3) Game Day & Volunteers
- (4) Events & Social functions
- (5) Facilities & Council Liaison
- (6) Communications & Public Relations
- (7) Junior Club Liaison & Development

(26) Removal of member

- (1) The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's

term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
- (3) Any official, with the exception of the President/Chairman, absenting himself from three consecutive meetings of the Committee or any subcommittee of which they are a member without consent of the committee shall be deemed to have vacated their office. Any such vacancy shall be filled by the Committee at its next meeting. The Committee shall have power at any meeting to grant leave of absence to any member.

(27) Committee Meetings and quorum

- (1) The committee must meet at least six times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any three members of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary (or delegate) to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any eight members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the vice president is to preside, or
 - (b) if the president and the vice president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

(28) Appointment of club members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the club as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment, if replaced and/or vacating the position.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 25 applies.

(29) Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

(30) Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a) this power of delegation, and
 - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (7) A sub-committee may meet and adjourn, as it thinks proper.

(31) Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 27(5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
- (5) Any Club member or other person invited by a member of the committee may attend a committee meeting but have no voting rights at such meetings.

Part 4 – General meeting

(32) Annual general meetings – holding of

- (1) The club must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The club must hold its annual general meetings:
 - (a) within 6 months after the close of the club's financial year, or
 - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

(33) Annual general meetings – calling of and business at

- (1) The annual general meeting of the Club is, subject to the Act and to rule 29, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - b) To receive the annual report of the Executive Committee,
 - c) to receive from the committee reports on the activities of the Club during the last preceding financial year,
 - d) to elect office-bearers of the Club and ordinary members of the committee,

- e) to receive and consider financial report which is required to be submitted to members as per requirements of Part 5 of the Act.
 - f) To consider nominations for life membership.
- (3) An annual general meeting must be specified as such in the notice convening it.

(34) Special general meetings – calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (2) The committee must, on the requisition in writing of at least 5 percent of the total number of members, convene a special general meeting of the Club.
- (3) A requisition of members for a special general meeting:
 - a) must state the purpose or purposes of the meeting, and
 - b) must be signed by the members making the requisition, and
 - c) must be lodged with the secretary, and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the Club for any expense so incurred.

(35) Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 7 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 30(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

- (5) The notice of an ordinary meeting or Annual General Meeting or Special General Meeting of the Club can be delivered by hand, electronic means or by post.

(36) Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Eight members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a) if convened on the requisition of members, is to be dissolved, and
 - b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three) are to constitute a quorum.

(37) Presiding member

- (1) The president or, in the president's absence, the vice president, is to preside as chairperson at each general meeting of the Club.
- (2) If the president and the vice president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

(38) Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

(39) Making of decisions

- (1) A question arising at a general meeting of the Club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Club, a poll may be demanded by the chairperson or by at least three members present in person at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
 - a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

(40) Special resolution

A resolution of the Club is a special resolution:

- (1) if it is passed by a majority which comprises at least three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person, or by proxy (as per (44)) at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (2) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (1), if the resolution is passed in a manner specified by the Commissioner.

(41) Voting

- (1) On any question arising at a general meeting of the Club, a member has one vote only.
- (2) All votes must be given personally, or by proxy (as per (44)) if the committee so deems necessary.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- (5) Members who are under the age of 18 are unable to vote at general meetings. It is advisable that they be accompanied by a parent or legal guardian. The parent or legal guardian will not have a vote unless they are also a member.

(42) Elections

- (1) The election of the following office bearers shall be by means of a ballot and shall, with such exceptions as hereunder provided, be held each year at the Annual General Meeting of the Club.
- (2) Nominations shall be made verbally. The proposer and seconder shall be members of the Club.
- (3) A nominee for any position on the Committee must be a member of the Club over the age of 18 years.
- (4) The following procedure shall be used at the annual elections:
 - a) A returning officer and two scrutineers shall be appointed.
 - b) The returning officer shall declare all positions in the Club vacant before proceeding to ballot
 - c) Elections shall take place in the following order:
 1. Patron/s
 2. President/Chairman
 3. Vice President
 4. Secretary
 5. Treasurer
 6. Football Manager
 7. Administration Manager
 8. Commercial Manager
 9. Operations Manager
 10. Governance Manager
 11. Ordinary Committee Members
- (5) The newly elected office bearers shall take office at the close of the elections.
- (6) Each member of the committee shall, subject to these rules, hold office until the commencement of the next annual general meeting following the date of the member's election and is eligible for re-election at the next annual general meeting.
- (7) In the event of any office becoming vacant from any cause during between annual general meetings the Executive Committee shall have the power to delegate the duties associated with such vacant office to a club member eligible for election to the committee.
- (8) In the event of a position on the committee not being filled at the annual general meeting then the committee shall have the power to fill such vacancy.

(43) Proxy votes

- (1) The instrument appointing a proxy shall be in writing (in the common or usual form) under the hand of the appointor or if the appointor is a corporation whether incorporated or not either under seal or under the hand of an officer duly authorised. A proxy must be a member of the Club. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- (2) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing the proxy shall be in the following form or a form as near thereto as circumstances admit:

Pennant Hills Australian Football Club Inc.

Proxy Voting Form

I, _____ of _____
being a member of the above-named Club hereby appoint
_____ of _____

as my proxy to vote for me on my behalf at the (Annual/General as the case may be) Meeting of the Club to be held on the ___ day of _____ 20___ and at any adjournment thereof.

Signed this _____ day of _____ 20___

This proxy is to be used *

- In favour of the resolution
- Against the resolution

* Strike out whichever is not desired. (Unless otherwise instructed the proxy may vote as he or she thinks fit).

The instrument appointing a proxy and the power of attorney or other authority if any under which it is signed or a notarial certified copy of that power or authority shall be deposited with the Administration Manager of the Club not less than forty-eight hours before the time for holding the meeting.

(44) Postal or electronic ballots

- (1) The club may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 12).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

(45) Use of technology at general meetings

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the club's members a reasonable opportunity to participate.
- (2) A member of a club who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 – Miscellaneous

(46) Insurance

The Club may effect and maintain insurance.

(47) Funds – source

- (1) The funds of the Club are to be derived from registration fees, donations, canteen/bar profits, grants, sponsorship, fundraising events and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- (2) If at any time the funds of the Club shall not be sufficient to meet the expenditure of the Club, the Club may, by special resolution, order a levy to be struck upon the members of the Club. Notice in writing that such a levy has been struck, and specifying the amount thereof, shall be sent to each member by the Administration Manager, and each member so notified shall pay the amount of such levy into the funds of the Club within the time specified.
- (3) The committee may at any time create any special fund for any special purpose and may prescribe such fund shall be maintained, and at any time thereafter may order that special fund be closed and prescribe the manner in which all monies remaining therein shall be used or applied.

(48) Funds – management

- (1) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines.

- All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed or approved by any two of the following officers:
 - President/Chairman,
 - Secretary
 - Administration Manager,
 - Treasurer,
 - Commercial Manager,
 - Operations Manager, or
 - any other officer appointed by the Committee.
- (2) The club may operate a Debit card that does not require dual signatories. Use of such a card will be limited to persons authorised by the Committee.
- (3) No commitment shall be entered into for the expenditure of Club funds, except by resolution of a committee or general meeting.
- (4) The approved persons to be notified to the club's bankers for the electronic transfer of funds shall be President/Chairman, Administration Manager, Finance Manager, Operations Manager.
- (5) Payment of accounts can also be made by electronic means provided a Tax invoice is received or held for such payment.
- (6) All payments made out the funds of the Club shall be first approved for payment by the Committee provided always that in case of emergency the President/Chairman and/or Finance Manager may authorise such payment.

(49) Indemnity

- (1) Every member of the Committee and every officer for the time being of the Club shall be indemnified out of the assets of the Club against any liability arising out of the execution of the duties of the office which is incurred by him in defending any proceedings, whether civil or criminal, in which he is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence default breach of duty or breach of trust.

(50) Club is non-profit

Subject to the Act and the Regulation, the club must apply its funds and assets solely in pursuance of the objects of the club and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

(51) Distribution of property on winding up of club

- (1) Subject to the Act and the Regulations, in a winding up of the club, any surplus property of the club is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- (2) In this clause, a reference to the surplus property of a club is a reference to that property of the club remaining after satisfaction of the debts and liabilities of the club and the costs, charges and expenses of the winding up of the club.

(52) Change of name, objects and constitution

- (1) An application for registration of a change in the club's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.
- (2) The constitution shall not be altered, repealed or added to except by special resolution passed at a properly convened general meeting of the club.

(53) Custody of books

- (1) Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:
 - (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
 - (b) if the association has no premises, at the association's official address, in the custody of the public officer.

(54) Inspection of books

- (1) The following documents must be open to inspection, free of charge, by a member of the club at any reasonable hour:

- (a) records, books and other financial documents of the club,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the club.
- (2) A member of the club may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
- (3) Despite subclauses (1) and (2), the committee may refuse to permit a member of the club to inspect or obtain a copy of records of the club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the club.

(55) Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

(56) Dissolution

The Club shall be deemed to have been dissolved when a resolution in favour of dissolution shall have been carried by a three-fourths majority of all the members at a special meeting of the Club called for the purpose of considering such resolution. In the event of dissolution, the remaining property of the Club shall be transferred to another organisation nominated by the Commission.

(57) Financial year

The financial year of the club commences on the 1st of October and concludes on the 30th of September the following calendar year.

BY LAWS

These by-laws are made pursuant to the Constitution. The by-laws are binding on members, officials, registered players and any person acting on behalf of or appointed by the club, and/or attending games, functions or events.

(1) Match Committee

- (1) The Match Committee shall select all teams to represent the Club.
- (2) The Match Committee shall announce the list of players selected for the ensuing weekend following training on each Thursday evening or in such other fashion or time as may be necessary from time to time
- (3) The Match Committee shall consist of:
 - (a) Football Manager
 - (b) Chairman of Selectors
 - (c) Club Coach
 - (d) All Team Coaches
 - (e) One other non-playing member appointed by the Management Committee
- (4) In any case where the Captain of the First Grade Team and the Club Coach may be one and the same person, the Vice Captain of the First Grade Team may be elected as a member of the match committee if deemed necessary by the Committee.

(2) Conduct and Behaviour

- (1) A key objective of the Club is to promote, develop and grow the playing of Australian football.
- (2) The Club has the following core principles:
 - (a) Functions are performed in an ethical and professional manner.
 - (b) The Club is accountable for its actions and performance.
 - (c) Decisions are made with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.
 - (d) Operations are undertaken in an environment that is fair, safe and rewarding.
 - (e) All people are treated with respect, courtesy and without harassment.

The Club is committed to always providing an enjoyable and pleasant setting for participation and that the highest level of behaviour is to be displayed.

All members of the club will be deemed to have sighted and signed up to the codes of conduct of the Association, League and Club as released from time to time.

Aggressive, threatening or other inappropriate behaviour by members, officials and registered players, their families, their friends, spectators and any other person acting on behalf of, and/or appointed by the Club while attending a game or event will not be tolerated.

Such aggression, threatening or inappropriate behaviour may involve, but are not limited to:

- a) foul, unseemly, or inappropriate language.
- b) harassing or ridiculing players, coaches, officials or other spectators.
- c) making racist, religious, sexist or other inappropriate comments to players, coaches, officials or spectators.
- d) any threatening behaviour or physical altercation between spectators and players, coaches, officials and/or other spectators; and/or
- e) engaging in any forms of physical, verbal or emotional abuse of others.

The Club has adopted the following expectations of members, officials, registered players, and any person attending games, functions, or events. That all will:

- Act in a way to create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- Speak with any person doing otherwise and ask them to stop any inappropriate behaviour (where confident to do so) and report such behaviour to the President/Chairman, Operations Manager and/or Executive Committee member.

Where the Club is of the opinion that a person has behaved inappropriately one or more of the following sanctions may be imposed:

- a. Direct that the individual make verbal and/or written apology.
- b. Counselling of the individual to address behaviour.
- c. Withdrawal of any awards, records or achievements.
- d. Suspend or terminate a contract, membership or participation in any role or activity; and
- e. Exclusion from events or attending the club's facilities.

In addition, AFL Sydney may impose sanctions and/or take actions through their integrity unit

(3) Club Facilities, Realty and Events

- I. The club can from time to time have an interest in or ownership of an attachment to land such as a building or other structure, whether by lease or investment, and will also administer or coordinate events.
- II. An attachment does not include chattels such as goods, furniture, fixtures and other articles capable of complete transfer by delivery.
- III. A building or other structure that the club has an interest in or ownership of is to be maintained, developed or renovated, subject to any lease or other landowner requirements, as may be determined by the Committee.
- IV. Any building or structure or event (particularly one that is at the Greenway Park Oval), is to be managed or controlled in such a manner and in accordance with procedures as determined by the Committee, subject to any licence, planning or related requirements, which includes but is not limited to:
 - a) The appearance in terms of colour or design and related features.
 - b) The type and nature of any chattels, apparatus or equipment.
 - c) Any logos, identification, badges, naming rights, signs or emblems.
- V. The club may design, assemble or erect a sign or name for the purposes of branding or labelling, including advertising or sponsorship, a particular building or structure or event, including with an individual's name, as determined by the Committee.
- VI. Where a building, structure or event is to be named after an individual that person is to meet or have met at least 3 of the following criteria whereby the person has:
 - a) an extensive connection to the club.
 - b) provided direct assistance to the club in any capacity, including as a player.
 - c) shown a willingness to help the club achieve its objects.
 - d) a personal involvement with the club.
 - e) made a significant contribution to a specific development or physical structure.
 - f) been awarded life membership or player life membership or hall of fame.
- VII. Any decision regarding a sign or name is to be determined by the Committee by way of a simple majority at a meeting of the Committee, provided that any lease, licence, planning or related processes are fulfilled.

(4) Committee Positions/Roles

- I. As per clause 19(5) of the Constitution, the Committee has the power to create positions on the Committee as it sees fit for the running of the club.
- II. A Committee member can hold one of the statutory positions and one of these positions but no more than two.
- III. The following positions are members of the Committee as of date of printing this Constitution, with the outlined functions:

A. Administration Manager

The Administration Manager shall:

- attend all meetings of the Club and the Committee and, in the absence of or acting for the Secretary, record the minutes of all General and Annual General Meetings of the Club and all Committee and executive meetings.
- retain all correspondence received and a copy of correspondence sent by the club or committee.
- Work with the Treasurer to produce and forward an audited statement of receipts and expenditure of the Club for each season as and when required by the League.
- perform all such other duties and services as directed by the Committee from time to time.
- ensure the Club Communications person is appointed and oversee this role including prior vetting of communications in line with Executive Committee authority levels
- ensure the Club Volunteer Coordinator person is appointed and oversee this role including circulating the Weekly Volunteer Roster.
- ensure the Club Historian person is appointed and oversee this role to maintain players club games records, milestone games records and recognition and awards.
- ensure the Player Registration & Fees person is appointed and oversee this role including maintain a detailed record of all player registration fees which have been developed in conjunction with the Commercial Manager are strictly controlled.
- ensure the Membership Manager person is appointed and oversee this role including Membership packages developed in conjunction with the Commercial Manager available are strictly controlled.

B. Football Manager

The football Manager Shall:

- develop the Football Operations Budget for each season for consideration by the Committee.
- manage the agreed football operations budget for the season.
- recruit and contract Coaches for each Team and ensure all are suitably qualified, certified and registered as required.
- ensure all teams have a Team Manager and are trained in their duties.
- appoint a Chairman of Selectors to oversee the team selections are conducted in line with club selection policy.
- appoint a Players Tribunal Advocate to represent players on report and maintain such records.
- support the club appointed physiotherapy services as required to best service the needs of the club.
- support the club appointed Strength and Conditioning services as required to best service the needs of the club.
- appoint a Club umpire coordinator and ensure club umpires are appointed to games as required during the season.
- recruit and train club umpires.
- assist the Operations Manager to ensure game day operations are completed in line with club and Association requirements
- procure and manage the distribution of footballs for training and games throughout the season.
- provide a football operation report to the committee meetings.
- Produce the football Operations report for the AGM and inclusion in the Yearbook at the completion of each season.

C. Operations Manager

The Operations Manager shall:

- ensure the Club Registrar is appointed to maintain:
 - all players are registered with AFL Sydney and where necessary Transfers both inward and outward are processed promptly.
 - all players are registered with AFL Sydney and where necessary Junior Age Permits are submitted and processed promptly.
 - a detailed record of all player registrations – this is available from AFL Sydney IT records.
 - a statistical record of activities including teams and matches played – this is available from AFL Sydney IT records.
- assist the Commercial Manager with delivery of Sponsorship programs and initiatives to aid in growing and retaining sponsors.
- ensure the Information Technology IT person is appointed and oversee this role including utilising any IT packages purchased or leased by the club. Ensuring that the IT infrastructure and resourcing supports the objectives of the club.
- ensure the Junior Club Liaison person is appointed and oversee this role.
- ensure the Council Liaison person is appointed and oversee this role.
- ensure the Social Events & Functions person is appointed and oversee this role.
- fulfil the role as Clubroom Manager and liaise with other clubs using the facility.

D. Governance Manager

The Governance Manager shall:

- maintaining, and where possible, enhancing the regulatory and governance structures required by both internal and external stakeholders to enable seamless and timely delivery of all Club initiatives particularly those pertaining to fund generation and ongoing functionality of Club trading activities.
- aid the secretary in maintaining the register of Committee members.
- in partnership with the Treasurer, manage the clubs Insurances including recommending to the committee the insurances and levels held and the appointment of providers. This Includes the holding of mandatory insurance as governed by AFL and additional/top up insurance for the club and our members.
- in partnership with the IT manager, retain and record any licence details and passwords for software and/or services purchased/operated by the club.
- Maintain the Club Liquor licence and facilities compliance with its requirements, e.g., signage.
- Identify, qualify and appoint barpersons as required by the liquor licence including holding register of RSA licences.
- Manage the Lease of Club facilities and liaise with Council on its terms and conditions as required
- Advise the Committee on governance requirements of any activities undertaken by the club including compliance needs, costs and timelines.

E. Commercial Manager

The Commercial Manager shall:

- ensure all Commercial aspects of the club arrangements in relation to Sponsorship, Membership Fees, Player Registration Fee, Gym Memberships, Insurances, Clubroom Management, Merchandise – purchase & sales, Events & Functions along with any potential Grants – preparation & submission are overseen and submitted to the Executive Committee for approval.
- structure available internal resources to ensure that the delivery of the above is optimised and remains consistent with both revenue growth objectives and the broader objectives of the Club.
- ensure the Sponsorship Manager person is appointed and oversee this role including Sponsorship packages developed in conjunction with the Finance Manager are strictly controlled.
- ensure the Membership Manager person is appointed and oversee this role including Membership packages developed in conjunction with the Commercial Manager available are strictly controlled.

- ensure the Merchandise person is appointed and oversee this role including purchasing and in conjunction with the Commercial Manager setting the selling pricing.

(5) **Annual Awards**

At the conclusion of each season the club shall make the following awards, the definition of a player for these awards can be any registered player from any team.

Footballer of the Year – is awarded to the player adjudged by the committee to have achieved and contributed to the game during the season

Best Local First Year Player – is awarded to the player who was under the age of 21 years as at the start of the season and has not played more than ten (10) senior games at the start of the season and was recruited from a local junior club.

President's Award – is awarded by the President/Chairman to the person be they player, official, supporter or other who has contributed to the club during the season

Club Person – is awarded to the person be they player, official, supporter or other who has contributed to the club during the season.

(6) **Codes of Conduct**

Each member of the club shall adhere to the codes of conduct adopted by the League whilst such member is attending a game of football be it a preseason game, a home and away game or during the final series of each season.

Non-members who are attending games as supporters and/or spectators are required to adhere to the codes of conduct adopted by the League be it a preseason game, a home and away game or during the final series of each season.

(7) **Alteration of Bylaws**

The Committee may alter or change these bylaws as it sees fit.