



## **Narrabeen Football Club Sectional By-Laws**

[Approved under Clause 20(A) of the Narrabeen Youth Club Inc Constitution]

### **1. Name**

The name of this club shall be the Narrabeen Football Club (herein referred to as "NFC").

### **2. Objects**

- a) The objects of NFC shall be to foster and develop the game of football, particularly in the Narrabeen, Elanora Heights and Warriewood area.
- b) NFC may affiliate, from time to time, with the Manly Warringah Football Association or other such organization (herein referred to as the "Affiliated Association"), as may be required in the interests of soccer football.

### **3. Interpretation**

- a) For the purposes of these rules' "year", unless the context otherwise indicates, shall mean the period from 1 January to 31 December, both dates inclusive, in any year.
- b) For the purpose of these rules "The Club" shall mean the Narrabeen Youth Club, of which NFC is a Sectional activity.
- c) In these rules, words importing the masculine gender shall include the feminine gender.
- d) The financial year of NFC shall be the 12-month period ending on 30 June each year.

### **4. Colours and Emblem**

- a) NFC colours shall be white and black. Shirts shall be white and black vertical stripe. When required, an away shirt shall be royal blue. Socks shall be white and black. Shorts shall be black with a white club emblem. The design shall be decided by the Committee and approved by The Club and the Affiliated Association.
- b) Alternate colours shall be decided upon by the Committee and approved by The Club and the Affiliated Association.
- c) The emblem of NFC shall be The Club emblem surrounded by a soccer football.

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### 5. Membership

- a) Membership is open to all individuals who accept the objects and rules of NFC and engages in any of NFC sporting activities by way of playing football, coaching, managing or holding any Committee positions.
- b) Members shall be classified as follows: -
  - i) Junior members shall be-
    - (A) registered players in NFC's football teams, being persons under the age of 18 years,
    - (B) coaches and managers of NFC's football teams, being persons under the age of 18 years, and
    - (C) such other persons under the age of 18 years as are admitted as members.
  - ii) Ordinary members shall be-
    - (A) registered players in NFC's football teams, being persons aged 18 years or older,
    - (B) coaches and managers of NFC's football teams, being persons aged 18 years or older,
    - (C) such persons aged 18 years or older who are admitted as members of NFC, and
    - (D) members of the Committee as long as they hold office
    - (E) parents or Guardians of Junior Members
- c) Persons wishing to become members of NFC shall apply to the Committee for membership.
- d) The Committee shall determine whether to accept an application for membership. The Committee is not required to supply reasons for accepting or rejecting an application for membership.
- e) Members shall pay such fees as are determined by the Committee.
- f) Membership fees shall be due and payable on registration day being a day determined by the Committee. Fees paid after that date are subject to additional penalty.
- g) A register of members shall be kept by the NFC Registrar showing the name, address and date of commencement of membership for each member.
- h) A person shall cease to be a member of NFC upon resignation, expulsion or if they fail to pay membership fees by 30 June in the year in which those fees fell due.
- i) Except for Premier League (men's and women's), no player shall receive his MWFA player identification card until full payment of the current season's

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playing fees are received by NFC. This excludes hardship cases as approved at the discretion of the President plus Registrar.

### 6. NFC Awards

- a) Each year consideration will be given to the making of awards for eligible members as follows:
- (i) Anthony Bales Award – Awarded to a player in the U8 age group who..... This award is in memory of Anthony Bales, a past player who died aged 8 years from cancer.
    - i. Nominations for this award, in writing and duly seconded, shall be lodged with the Secretary no later than 21 days prior to the August Sectional Committee meeting.
    - ii. To receive this award, there must be at least a majority vote of the Committee members present at the Sectional Committee meeting in favour of the nominee.
  - (ii) Ted Blackwood Award – Awarded to an Ordinary or Junior member of NFC who..... This award is in honour of Ted Blackwood who founded The Club in 1965
    - i. Nominations for this award, in writing, shall be lodged with the President no later than 21 days prior to the August Committee Sectional meeting.
    - ii. To receive this award, there must be at least a majority vote of the Committee members in favour of the nominee.
  - (iii) Women’s Achievement Award – Awarded to a women’s team in either the Junior or Senior divisions that has demonstrated significant achievement in the season. This award is to encourage and recognise participation, commitment and achievement in women’s football.
    - i. Nominations for this award, in writing and duly seconded, shall be lodged with the Secretary no later than 21 days prior to the August Sectional Committee meeting.
    - ii. To receive this award, there must be at least a majority vote of the Committee members present at a Sectional Committee Meeting in favour of the nominated team.

### 7. Member's Liability

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The members of NFC shall have no liability to contribute towards the payment of debts and liabilities of NFC, or the costs, charges and expenses of the winding up of NFC except to the extent of any unpaid membership fees.

### 8. Disciplining of Members

a) Where the Committee is of the opinion that a member of NFC: -

- (i) has persistently refused or neglected to comply with the provision or provisions of these rules;
- (ii) has persistently or wilfully acted in a manner prejudicial to the interests of NFC;

it may, by resolution, expel the member from NFC or,

suspend the member from membership for a specified period or remove playing rights or impose other sanctions as it sees fit.

b) Such resolution will take effect immediately upon service of the notice to the member.

c) Where the Committee passes a resolution under clause a), the Secretary shall, as soon as practicable, cause a notice to be served on the member, such notice to: -

- i) set out the resolution and the grounds on which it was based
- ii) inform the member that they may address the Committee at a meeting to be held not earlier than 7 days and not later than 28 days after the service of the notice;
- iii) state the date, time and place of that meeting;
- iv) inform the member that they may at any time prior to the meeting, submit written representations relating to the resolution.
- v) The Committee shall: -
  - give the member an opportunity to make oral submissions to the meeting;
  - give due consideration to any written representation submitted by the member prior or at the meeting;
  - by resolution determine whether to confirm or to revoke the resolution passed under clause a).
- vi) Where the Committee confirms a resolution passed under clause a), the Secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact, and of the member's right of appeal to the next Sectional Committee Meeting of NFC.
- vii) Upon receipt of notice where the member exercises his right of appeal, the Secretary shall ensure the notice is included in the agenda for the next Sectional Committee Meeting of NFC.

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### 9. Management by Committee

- a) NFC shall have its affairs managed and controlled by the office bearers known as the Committee.
- b) The Officer Bearers of NFC shall comprise: -
  - the President
  - the Vice President
  - the Secretary
  - the Treasurer
  - the Registrar
  - at least five other members of NFC
- c) The office bearers shall be elected, in person, by a ballot to be held at the Sectional Annual General Meeting held in September of each year and the result of the ballot will be announced by the 30 September. The Secretary of NFC must receive nominations for the ballot by the 31st August of each year.

Any member of NFC may nominate for the Committee. Where a person who is not a member of NFC wishes to nominate for a Committee position, the nomination must be supported, in writing, by two members of NFC. At least 21 days prior to the close of nominations all members must be notified that Committee positions are open for nomination.

The ballot will be conducted by the Secretary of NFC, supervised by at least two members of The Club. Any Ordinary Member of NFC will be eligible to vote in the ballot.

If the instance where only one nomination is received for a position on the Committee, that person will be deemed to have been elected to the position and no ballot will be held for that position.

- d) Each member of the Committee shall, subject to these rules, hold office for a period of two years until the conclusion of the Annual General Meeting, but is eligible for re-election.
- e) In the event of a vacancy arising in the membership of the Committee or a role is not filled at the Sectional Annual General Meeting, the Committee may appoint a member of NFC to fill the vacancy. The member so appointed shall hold office as if they had been elected in that year or until a nomination is received at a subsequent Sectional Committee meeting and formally accepted by majority vote. Upon receipt of nomination, the Secretary shall ensure the nomination is included in the agenda for the next Sectional Committee Meeting. If the nominee cannot attend the Sectional Committee Meeting, then the position will be held open for one subsequent Sectional Committee Meeting.
- f) The Committee shall meet as often as is necessary to conduct the business of NFC and not less than once per month.

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- g) In accordance with the General By-Laws of The Club, a quorum for Section Committee Meetings shall be 7 members. The quorum for a Sectional Annual General Meeting shall be 13 members.
- h) Notice of such Committee meetings shall be given at the previous Committee meeting or by such other means at the Committee may agree upon. Where a Committee meeting is called outside the regularly scheduled meetings, on receipt of notice of meeting from the required number of Committee members, the Secretary must set a date for the meeting and must notify all Committee members within 48 hours of the receipt of the notice.
- i) A member of the Committee shall cease to hold office upon resignation in writing; removal as a member of NFC; or absence from three consecutive Committee meetings without approval by the Committee.
- j) The Committee may function validly provided that its number is not reduced below the quorum. Should Committee numbers fall below the quorum the remaining Committee members may only act to appoint new Committee.
- k) Questions arising at any meeting of the Committee shall be decided by the majority of votes of those present. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote
- l) If within half an hour of the time appointed for a Committee meeting a quorum is not present the meeting shall be dissolved.
- m) Additional meetings of the Committee may be convened by the President or any two members of that Committee.
- n) In the case of emergencies between meetings of the Committee, the affairs of NFC shall be controlled by an Executive Committee, comprising the President, Vice President, Secretary and Treasurer, whose decisions shall be ratified or otherwise at the next Committee meeting. Where an Executive Committee Meeting is convened, NFC Secretary must notify all members of the Executive of the time and place of the meeting a minimum of twelve hours before the meeting.
- o) The quorum for the Executive Committee shall be three, as long at least two of the following office bearers, being the President, Vice President or Secretary, are present at the meeting.
- p) A person holding more than one Committee position counts only once in the formation of a quorum for the Committee or Executive and only once on the vote for each motion.
- q) Each member of the Committee shall acknowledge that they have access to information concerning Narrabeen Football Club and its members. As such they will be required to undertake an agreement to keep any and all club and personal member information strictly confidential. Each member shall agree that a breach of this undertaking will result in them being asked to step down as a volunteer and may include termination of their membership.

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### 10. Duties of Office Bearers

- a) The President shall act as chairperson of each general meeting and Committee meeting of NFC and shall conduct such meetings in accordance with these rules. He shall also be an ex-officio member of all sub-Committees.
- b) The Vice President shall be the chairperson at any meeting from which the President is absent or at which the President refrains from occupying the chair.
- c) If the President or Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- d) The Secretary shall -
  - i) Attend to the general business of NFC.
  - ii) Attend to the correspondence.
  - iii) Ensure that minutes of all meetings are circulated to Committee members within 14 days of the meeting taking place.
  - iv) Ensure that the business transacted at each meeting is recorded.
  - v) Record any action taken in an emergency.
  - vi) Keep a record of attendance at all meetings.
- e) The Treasurer shall -
  - i) Receive all monies giving an official receipt, therefore.
  - ii) Deposit all monies received into an account approved by the Committee in the name of Narrabeen Youth Club.
  - iii) Produce a resume of the current financial position at each Committee meeting.
  - iv) Ensure that the correct books and accounts are kept, showing the financial affairs of NFC. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
  - v) Pay all amounts passed for payment in accordance with these rules.
  - vi) Prepare a financial statement made for the current club financial year for audit and submission to the Annual General Meeting.

### 11. General Meetings

- a) An Annual General Meeting of NFC shall be held each year within six months of the end of the financial year of NFC.
- b) The Committee may, whenever it thinks fit, convene a special general meeting of NFC. A special general meeting must be convened by the Committee within three months of receiving a written request to do so from at least five percent of the members of NFC.

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- c) At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- d) In the case of the Annual General Meeting, the following business shall be transacted: -
  - i) confirmation of the minutes of the last Annual General Meeting and any recent special general meeting;
  - ii) receipt of the President's report upon the activities of NFC during the last financial year;
  - iii) The outgoing Secretary will give the results of the ballot and propose that the results of the ballot are ratified;
  - iv) receipt and consideration of a statement from the Committee which is not misleading, and which gives a true and fair view for the last financial year of NFC's income and expenditure.
- e) Voting at a general meeting shall be by a show of hands unless a secret ballot is requested. Decisions shall be made by a simple majority vote, except for those matters which must be decided by special resolution where a three-quarter majority is required. Only ordinary financial members may vote.
- f) All votes shall be given personally and there shall be no voting by proxy.
- g) In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- h) Written notice of all general meetings shall be given to members.
- i) If an incoming Committee member withdraws before the AGM, nominations may be taken for the position at the AGM and a ballot held if there is more than one nomination.

### 12. Special Resolutions

- a) A special resolution must be passed by a general meeting of NFC to effect any of the following changes: -
  - i) a change in NFC's name;
  - ii) a change in NFC's rules;
  - iii) a change in NFC's objects;
  - iv) an amalgamation with another incorporated association;
  - v) to voluntarily wind up NFC and distribute its property;
  - vi) to apply for registration as a company or a co-operative;
- b) A special resolution shall be passed in the following manner: -



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- i) a notice must be sent to all members advising that a general meeting is to be held to consider a special resolution;
- ii) the notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting;
- iii) a quorum must be present at the meeting;
- iv) at least two thirds of those present must vote in favour of the resolution for it to be passed;
- v) in situations where it is not possible or practical for a resolution to be passed as described above, a request may be made to the Office of Fair Trading to pass the resolution in some other way.

### Record of Amendment

Year	Amendment
2015	Established
2019	Addition of item 9q – Committee member confidentiality – Adopted by EC vote on 14 Oct 2019.