

I certify this document to be a true and correct copy of our organisation's constitution.

Ray Georgiou ACSSA Executive Committee Member.

RULES FOR INCORPORATION UNDER THE ASSOCIATIONS ACT - 1981

RUES FOR AN INCORPORATED ASSOCIATION

NAME

1. The name of the incorporated association is AUSTRALIAN CYPRIAN SPORTS and SOCIAL ASSOCIATION (in these rules called "the Association").

OBJECTS

1.1 The objects for which the Club is established are to:

- (a) be the member Club of FFA and to comply with the constitution and by-laws of FFA and FFV;
- (b) prevent infringement of the constitution and by-laws of FFA and FFV and protect Football from abuse;
- (c) foster friendly relations among the officials and players of Football by encouraging Football games;
- (d) prevent racial, religious, gender or political discrimination or distinction among Football players;
- (e) promote, provide for, regulate and ensure effective management of Football competitions, tournaments and games under the control of or authorised by the Club;
- (f) co-operate with FFA, FFV and other bodies in the promotion and development of, or otherwise in relation to, Football, the Statutes and Regulations and the Laws of the Game;
- (g) facilitate the provision and maintenance of grounds, playing fields, materials, equipment and other facilities for Football; and
- (h) act in the best interests of the Club and Football.

1.2 Alteration of objects and Constitution

Subject to **rules 18 and 22**, an addition, amendment or alteration of the objects in **rule 1.1** or of any other rule contained in this Constitution must be approved by Special Resolution.

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears:

"Executive Committee" means the Committee of Management of the Association.

"CCSC Committee" means the Committee of the Cyprian Community of the

Southern Suburbs

"BGSC Committee" means the Committee of the Bentleigh Greens Soccer Club

"Financial Year" means the year ending on 30 June.

"General Meeting" means a general meeting of members convened in accordance with Rule 11.

"Member" means a member of the Association.

"Ordinary Member of the Committee " means a member of the Committee who is not an officer of the Association under Rule 10.

"The Act" means the Associations Incorporation Act 1981.

"Regulations" means regulations under the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference:-

- a) where a person holds office under these Rules as Secretary of the Association - to that , person; and
- b) in any other case, to the Public officer of the Association.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the in Provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

3. (1) All Persons eligible for membership

(2) Any eligible person may apply for membership in writing in the following form-

I desire to be a member of the ACSSA Association, to support its purposes and conform to its rules.

Full name

Address:

Details of qualifications (if required)

Date

Signed

(3) Membership application shall be considered at the next meeting of the Committee.

(4) The Secretary shall enter the nominee's name in the resister of members kept by him/her and, upon the name being so entered, the nominee becomes a member of the association.

(5) Members of the Club shall consist of:

- i. Life Members, who subject to this Constitution shall have the rights, set out in **rule 3. (7)**;
- ii. Ordinary Members over 18 years of age who, subject to this Constitution, shall have the right to be present, debate and vote at General Meetings;

- iii. Social Members over 18 years of age being persons other than Ordinary Members who are interested in promoting the Club but who do not participate in the playing activities (including in the role of player, coach or official) of the Club and who shall not be entitled to be present, debate and vote at General Meetings; and
- iv. Junior Members under the age of 18 years who, subject to this Constitution, are not entitled to hold any office, but shall have the right to be present, debate and vote at General Meetings through the Junior Member's parent or other legal guardian.

(6) Members admitted to membership

The Club must procure that each Member admitted to membership agrees to be bound by and observe:

- (a) This Constitution;
- (b) The Laws of the Game;
- (c) The Statutes and Regulations and those of the by-laws expressed to apply to or in relation to Members;
- (d) The Statutes and Regulations and the constitutions and by-laws of FFA and FFV as enforced from time to time;
- (e) The FFV Codes of Behaviour and Rules of Competition, as amended from time to time; and
- (f) The FFA Code of Conduct, as amended from time to time.

(7) Life Members

- (a) Any Member or Director may nominate an individual for admission as a Life Member.

Unless also an Ordinary Member a Life Member:

- (b) is not to be counted in a quorum under **rule 9. (9)**
- (c) has the right to remain a Life Member until they die or resign their Life Membership or unless they are expelled from the Club;
- (d) subject to any separate agreement with the Club to the contrary, has no obligation, and may not be required, to pay any subscription or other amount;
- (e) is entitled to receive notice of general meetings;
- (f) is entitled to attend and speak at general meetings; and
- (g) is not entitled to vote at any general meeting.

(8) Visiting Members,

- (a) Visiting senior members over the age of 18, from competing clubs, will be automatically granted honorary social membership for the day on the date of their clubs' football fixture Vs Bentleigh Greens SC.
- (b) The Visiting Senior Members will enjoy the same rights as the association members with respect to the club liquor license in force at the time at the club premises.

ENTRANCE FEE AND ANNUAL SUBSCRIPTIONS

- 4. (1) Entrance Fees- Members shall pay the entrance fee (if any is set by the Association) as determined by the Executive Committee.
- (2) Subscriptions - Annual subscriptions shall be set and made payable (if any is set by the Association) on the first day of January in each Year or on such other date as may be determined by the Executive Committee.
The Executive Committee may determine Proportional subscriptions for members admitted during the Year.

The Executive Committee may at its discretion waive all or Part of the subscription fees for any, member who, in its opinion, is in disadvantaged or necessitous circumstances.

REGISTER OF MEMBERS

- 5. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.

RESIGNATION AND EXPULSION

- 6. (1) Resignation - Members may resign from the Association by notice in writing, or by non-payment of membership fees within 2 months of a notice that such fees are overdue.
- 7.(1) Removal - The Executive Committee may suspend or expel any member of the Association -
 - a) who commits any breach of any rule or by-law of the association; or
 - b) who, in the opinion of the executive committee, acts in a manner Which is contrary to the interests of the association; and
 - c) no longer complies with the membership requirements of the association.

The Member shall be informed of the allegation and invited to present a verbal

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or written explanation to the Executive committee meeting at which the matter is to be considered.

(2) Appeal -

- a) Any member of the association who feels aggrieved by any decision of the executive committee under rule 7.1 may give notice in writing given to the Secretary within one calendar month from the date hereof, appeal against such decisions will be considered by a general meeting.
- b) Such notice shall state the ground of appeal and such appeal shall be heard at a general meeting to be held not later than one month from the giving of such notice to the Secretary;
- c) On the hearing of any such appeal the member who feels aggrieved shall be afforded a full opportunity of being heard;
- d) Until the hearing of any such appeal the decision of the committee shall have full force and effect.

The decision of the General Meeting shall be final.

ANNUAL GENERAL MEETING

8. (1) The Association shall in each calendar year convene an Annual General Meeting of its members.
- (2) The Annual General Meeting shall be held such on such a day as the Executive Committee determines.
- (3) The Annual General Meeting shall be specified as such in the notice convening it. It shall comply with clause 9(2) Notice of Meeting.
- (4) The ordinary business of the General Meeting shall be:
 - a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
 - b) to receive from the Executive Committee reports upon the transactions of the Association during the last preceding financial
 - c) to elect the officer of the Executive Committee and the members of the BGSC and CCSC committees; and
 - d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (5) The Annual General Meeting may transact special business of which notice is given in accordance with, these rules.
- (6) The General Meeting shall be in addition to any other general meetings that may be held in the he same year.

GENERAL MEETING

9. (1) General Meetings - Meetings of all members may be called
- i) by resolutions of the Executive Committee;
 - ii) at the request of the Chairperson of the Association;
 - iii) by the written request of not less than 10 members of the Association.

Such a general meeting shall be held no less than 14 days or more than 1 month after the request or resolution is made. In the case (iii) requests by members, the members may convene the general meeting if a meeting has not been held within the required time.

2. Notice of Meeting - 21 days notice in writing of every general meeting shall be given to every member at the address appearing in the register of members by prepaid post stating the time place and the business to be transacted. No business other than that set out in the notice convening the meeting shall be transacted at any general meeting.
3. Omission of Notice - The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any member shall not invalidate any proceedings or resolutions at any meeting of the association or any committee.
4. Chairperson of Meetings- The chairperson of the association shall preside at all general meetings. In his/her absence or if unwilling to chair the meeting; a chairperson may be appointed for that meeting.
5. Adjournment - Members present at a meeting may agree to adjourn any meeting but no business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place.
6. Voting - Each member Present is entitled to one vote. Resolutions other than special resolutions shall be carried by a majority of the members present and voting. In the case of equality of votes the Chairperson shall have a second or casting vote.
7. Divisions - At any general meeting a declaration *by the* chair that a resolution Has been carried or not shall be sufficient evidence of members voting intention unless 3 members call for the poll. When a poll is taken the number of votes in favour and against the resolution shall be recorded.
8. Proxies - Every member shall be entitled to one vote at every general meeting and may appoint any other member by Proxy, which shall be deposited with the secretary at least twenty-four hours before the time of the meeting in respect of which the proxy is appointed.

The instrument appointing a Proxy may be in the following form or in a common or usual form:

..... Incorporated
1 of
being a member of the Incorporated hereby
appoint of
or failing him of
as my proxy to vote for me an my behalf at the annual (or general) meeting of
the Association, to be held on the
day of 19 and at any
adjournment thereof.

My proxy is hereby authorised to vote in favour or/against the following resolutions.

Signed this day of 19

9. Quorum at General Meetings- At all general meetings five members present in person shall constitute a quorum. If within thirty minutes from the time appointed by a request of members a quorum is not present the meeting, if convened by request of members shall be dissolved. If not so convened, shall stand adjourned to the same day in the next week at the same time and Place and at such adjourned in meeting those present shall form a quorum for all purposes.
10. Minutes - Minutes of the Proceedings of every general meeting shall be kept in a minutes book, which, shall be available at regular meetings for inspection by members.

COMMITTEE OF MANAGEMENT

10. (1) The affairs of the Association shall be managed by the Executive Committee constituted as provided in Rule 10(3) and 10(4).
- (2) The Executive Committee,-
 - a) shall control and manage the business and affairs of the business affairs of the Association
 - b) may, subject to these rules, the regulations and the Act, exercise all such, powers and functions as may be exercised by the Association other than those Powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
 - c) subject to these rules, the regulations and the act, has power to perform all such acts and things as appear to the Executive Committee to be essential for the proper management of the business affairs of the Association.
 - d) the Executive committee shall direct the CCSC Committee and the BGSC Committee as to how they are to operate and may publish rules, regulations and guidelines as to the respective Committee's operation.
- (3) Election and Size -The Executive Committee of the Association shall have seven members, three members of whom shall be members of the CCSC Committee and three members of whom shall be members of the BGSC Committee and one member

who shall be elected at the annual general meeting of the Association. The CCSS Committee BGSC Committee shall each respectively have eleven members each of whom shall be elected at the annual general meeting.

A retiring Committee member is eligible for re-election or far election to another office.

- (4) Appointment of office Bearers - At the first meeting of the Executive Committee, CCSC Committee and B6SC Committee after the Annual General Meeting the Committee shall select from its members:-
 - a) Chairman;
 - b) A Secretary; and
 - c) A Treasurer.
- (5) At the first meeting of the CCSC Committee after the annual general meeting the CCSC Committee shall select from its members three members of the Executive Committee.
- (6) At the first meeting of the BGSC Committee after the annual general meeting the BGSC Committee shall select from its members three members of the Executive Committee.

ELECTION OF OFFICERS AND VACANCY

11. (1) Nominations of candidates for elections as an Officer of the Executive Committee or as ordinary members of the CCSC Committee or the BGSC Committee:
 - a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate and shall nominate the person for only one of either of the Position of officer of the Executive Committee as ordinary members of the CCSC Committee BGSC Committee (which *may* be endorsed on the form of nomination);
 - b) Shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting; and
 - c) no member shall be entitled to be nominated for more than one position of either office of the Executive Committee or member of the CCSC Committee or member of the BGSC Committee,
- (2) If insufficient nominations are received to fill all vacancies on the Committees the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) The ballot for the election of officer of the Executive Committee and ordinary members of the CCSC and BGSC Committees shall be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.
- (5) A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office at the same election.
- (6) The office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member
 - a) ceases to be a member of the Association;
 - b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - c) resigns his office by notice in writing given to the secretary.

- d) fails to attend more than 3 meetings without apology.

REMOVAL OF MEMBER OF COMMITTEE

12. (1) The Association in general meeting may by resolution remove any member of the Executive. CCSC and SGSC Committees before the expiration of his/her term of office and appoint another member of his stead to hold office until the expiration of the term of the first-mentioned member.
- (2) The member may require the Secretary or Chairperson to send a copy of the representations to each member of the Association Or, if they are not sent, the member may require that they be read out at the meeting.

PROCEEDINGS OF COMMITTEE

13. (1) The Executive Committee shall meet at least 3 times in each year at such place and such times as the Committee may determine.
- (2) A quorum shall be any number greater than 50%.
- (3) At every meeting of the Executive Committee the Chairperson shall Preside and in the absence of the Chairperson the members shall choose one of their members to be the Chairperson of the meeting.
- (4) Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes the Chairperson shall have a second or casting vote;
- (5) The Chairperson or any two Executive Committee members may at any time summon a meeting of the Committee.

SECRETARY

14. (1) The Secretary shall:
- a) Keep full and correct minutes of all resolutions and proceedings of every general meeting and of all committee meetings books provided for that purpose together with record of the names of persons present at all meetings.
- (2) Keep a register of members setting forth their names and addresses;
- (3) Attend to all correspondence; and
- (4) Perform such other duties as the committee may prescribe.

TREASURER

15. (1) The Treasurer of the Association:-
- a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and

- b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

CHEQUE

16. (1) All cheques, drafts, bills of exchange, Promissory notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

17. (1) The Common Seal of the Association shall be kept in the custody of the secretary.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

18. (1) No rule of the Association or statement of purposes shall be repealed or amended and no new rule shall be made except by a special resolution. Notice of the resolution shall be given in accordance with Rule 9(2) and the resolution must be passed by a 3/4 majority of members present and voting.

WINDING UP

19. (1) In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act

OR

shall be transferred to some other organisation having objects similar to the objects of this Association.

CUSTODY OF RECORDS

20. (1) Except as otherwise provided in these Rules, the secretary shall keep and control all books, documents and securities of the Association. All such books, documents and securities shall be available for inspection by members of the Association upon reasonable notice to the Secretary.

FUNDS

21. (1) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive Committee determines.

22. FFA and FFV

22. (1) Constitution

The Club must:

- (a) be a body corporate or incorporated association to be recognised by FFA and/or FFV and must have the following characteristics:
 - (i) it organises teams to participate in competitions sanctioned by FFV or FFA;
 - (ii) all members of its teams are eligible for membership;
 - (iii) members may vote in an election for any officeholders (whether directly if over 18 years of age or indirectly through the Junior Member's parent or other legal guardian if under 18 years of age);
 - (iii) agrees to be bound by the Statutes and Regulations, the Laws of the Game and those FFA or FFV rules (including the respective constitutions) and by-laws expressed to apply to it; and
 - (v) prevent infringement of the constitutions and by-laws of FFA and FFV and protect Football from abuse;
- (b) amend:
 - (vi) this Constitution; or
 - (vii) the By-laws,

to promptly adopt changes in the constitutions and by-laws of FFA and/or FFV made from time to time to the extent that they are applicable to the Club. In this clause the reference to changes to by-laws includes additional or replacement by-laws;
- (c) not otherwise amend or vary this Constitution without the consent of FFV and in accordance with the Act; or
- (d) not otherwise amend or vary any of its By-laws without the consent of FFV.

FFV must consent to any amendment to this Constitution or those By-laws which are required by law.

22. (2) Enforcement of rules

Subject to applicable law, the Club must:

- (a) promulgate and comply with, and do everything within its power to enforce compliance with, the Statutes and Regulations and the Laws of the Game; and
- (b) co-operate with FFA and FFV in all matters relating to the organisation of competitions, the Club's own competitions and Football in general