



BAULKHAM HILLS SPORTS CLUB
FOOTBALL DIVISION

CONSTITUTION

Updated – 7th December 2020

1. INTRODUCTION

i) Definition

Where the word “Association” is used within this document it will refer to the relevant football association to which the Baulkham Hills Football Club is affiliated.

ii) Definition

Where the word “affiliated” is used, the affiliated association is the relevant Association in which the Baulkham Hills Football Club competes.

a) Name

The name of the Division shall be the Baulkham Hills Football Club Incorporated, hereinafter also referred to as BHFC.

b) Aims

The aims of the division shall be to:

- * foster and develop the game of football in the district
- * actively foster the football skill development of BHFC members as Players, Coaches, Managers and/or Referees.
- * manage and organise teams for junior and senior players.

c) Affiliation

- i) BHFC may affiliate with the relevant Association or their successors and shall adopt the laws of the game and any decisions, interpretations and amendments thereof approved by the controlling bodies.
- ii) BHFC recognises Hills Football Incorporated as the relevant Association and authority for football in the Region, Football New South Wales Limited (FNSW) as the authority for the parts of New South Wales over which it has jurisdiction and the Football Federation Australia Limited (FFA) as the national authority for football in Australia.

d) Governance

BHFC is a division of the Baulkham Hills Sports Club, a division of the Bankstown District Sports Club Limited (ACN 000 243 916).

e) Colours

The colours of BHFC shall be Maroon and Gold, uniform design to be determined periodically.

f) Jurisdiction

The jurisdiction of BHFC shall cover all its members, matches played within the district and grounds used for that purpose. It shall extend beyond the district where applicable.

g) Membership

Shall include officials [as defined in Section 2(a)], manager and coach of each team, and all registered players.

Registered players, officials, coaches and managers aged 18 years and over must be financial members of the Baulkham Hills Sports Club.

h) Year

Unless otherwise specifically stated, “year” shall mean the period of 1st October to 30th September.

2. OFFICIALS OF THE DIVISION

a) The Officials

i) Executive Committee

The Executive Committee will consist of: - President, Vice President, Vice President Ladies, Secretary, Treasurer, Registrar, Competition Secretary. All members of the Executive Committee must be financial members of the Baulkham Hills Sports Club and shall be responsible for the conduct and control of the Division.

ii) Management Committee

The Management Committee will consist of the Executive Committee, Assistant Secretary, Publicity Officer, Editor, Delegates to affiliated Bodies, Equipment Officer, Member Protection Officer, Referees Co-ordinator, Canteen Manager, Information Technology Officer and Public Officer.

All members of the Management Committee must be financial members of Baulkham Hills Sports Club and shall be accountable to the Executive Committee.

b) Holding Office

All officials of BHFC shall hold office during the year for which they are appointed until the succeeding Annual General Meeting.

c) Absentee

Any Official absent without reasonable excuse from three (3) consecutive meetings, the Assistant Secretary shall report to the President who shall declare the office vacant.

d) Resignation

Any Official as defined in Section 2(a) wishing to resign may do so by giving written notice to the Secretary.

e) Vacancies

In the event of failure to elect any Official at the Annual General Meeting or where a vacancy occurs during the year, the BHFC members at a meeting called by the Executive Committee will elect someone to fill the vacancy until the next Annual General Meeting.

f) Conduct

Any Official deemed guilty of conduct considered prejudicial to the interests of BHFC may be expelled from participating in the Division's affairs by the Executive Committee at an Executive Committee meeting called for that purpose.

3. ELECTION OF OFFICIALS

a) Nominations

May be made in writing addressed to the Secretary giving at least 14 days' notice prior to the meeting. Oral nominations will also be accepted during the Annual General Meeting subject to the nominee's consent.

b) Election

Election of Officials at the Annual General Meeting shall be based on simple majority of votes.

c) Secret Ballot

Where more than one nomination is received for any position, election shall be by secret ballot. The nominee receiving a majority of votes shall be elected.

If no nominations are received for any Office, the vacant Office shall be deemed to be a casual vacancy, and filled accordingly.

d) Holding More Than One Position

A member may not be elected to more than one Executive Committee position in a given year.

4. DUTIES AND FUNCTIONS OF OFFICIALS

a) President

Shall:-

- (i) be Chairperson at all meetings,
- (ii) ensure all Officials of the Division carry out their duties in a proper manner.
- (iii) have a casting vote only at all meetings
- (iv) be ex-officio on all Committees.

b) Vice President, Mixed Age Groups

Shall:-

- (i) assist the President in performance of his/her duties
- (ii) by agreement chair meetings when the President is absent
- (iii) liaise with the co-ordinators of the mixed age groups,
- (iv) have a casting vote at meetings only where the President is not in attendance.
- (v) be ex-officio on all Committees and shall have a deliberate vote at all times.

c) Vice President, Girls/Ladies

Shall:-

- (i) encourage and foster girls/ladies football of all ages and abilities
- (ii) assist the President in performance of his/her duties
- (iii) by agreement chair meetings when the President is absent
- (iv) liaise with the co-ordinators of the girls/ladies age groups,
- (v) have a casting vote at meetings only where the President is not in attendance.
- (vi) be ex-officio on all Committees and shall have a deliberate vote at all times

(d) Secretary

Shall:-

- (i) attend to the general business of the Division.
- (ii) pay to the Treasurer all monies received.
- (iii) record any actions that the Executive Committee make between meetings and report.
- (iv) attend to the Division's correspondence.
- (v) undertake any other duties found necessary in carrying out the above functions.
- (vi) be ex-officio on all Committees and shall have a deliberate vote at all times.

e) Treasurer

Shall:-

- (i) ensure that all moneys due to BHFC are collected, recorded, banked in BHFC's account, and that as soon as practicable after receiving the money an appropriate receipt is issued
- (ii) pay all invoices passed for payment at Executive, Management meetings.
- (iii) ensure that all payments and transfers of money out must be approved by any **two of the three signatories to the account** from the following Executive members:
President, Vice President, Secretary, Treasurer, Registrar and Competition Secretary
- (iv) prepare a financial report for Divisional meetings and prepare a financial statement for presentation and adoption at the Annual General Meeting.
- (v) ensure the books of BHFC shall be audited at least once per year.
- (vi) be ex-officio on all Committees and shall have a deliberate vote at all times.

f) Registrar

Shall:-

- (i) keep a register of all players registered with BHFC.
- (ii) be responsible for the registering of such Players and their respective Teams with the affiliated Association and/or other bodies that may be accepted and approved by the Executive and/or BHFC.
- (iii) be responsible for the maintaining of a register of all defaulting or suspended players, coaches and managers.
- (iv) be ex-officio on all Committees and shall have a deliberate vote at all times.

- g) Competition Secretary**
 Shall:-
- (i) administer all competitions and fixtures organised by bodies to which BHFC is affiliated.
 - (ii) co-ordinate with all club teams and the relevant Association to compile and record the results of all matches and issue/receive and pass on all team sheets covering competition matches.
 - (iii) be ex-officio on all Committees and shall have a deliberate vote at all times.
- h) Assistant Secretary**
 Shall:-
- (i) assist the Secretary where necessary and will act as Secretary in the Secretary's absence.
 - (ii) keep a record of attendance at all meetings.
 - (iii) keep an official book for the purpose of recording and distribution of minutes, resolutions and the proceedings of the meetings.
 - (iv) report to the President any official who has absented without reasonable excuse from three (3) consecutive meetings.
 - (v) have a deliberate vote at all meetings.
- i) Publicity Officer**
 Shall:-
- (i) be responsible for publicising the activities of BHFC to the best advantage.
 - (ii) have a deliberate vote at all meetings.
- j) Editor**
 Shall:-
- (i) be responsible for the editing of the BHFC magazine.
 - (ii) be responsible for the collection of end of season reports and the publication of BHFC's Annual Report.
 - (iii) have a deliberate vote at all meetings.
- k) Delegates to Affiliated Bodies**
 Three (3) Delegates to the Association to which BHFC is affiliated, one (1) of whom will be an alternate delegate, shall:-
- (i) attend Association meetings as the representative of BHFC and shall vote as authorised by the Division and, where not specifically instructed, in the manner they deem to be in the best interests of the game and the Division.
 - (ii) take Executive Committee instructions to association meetings.
 - (iii) report back to the Executive Committee and/or the monthly meetings matters arising that affect BHFC.
 - (iv) have a deliberate vote at all meetings.
- l) Equipment Officer**
 Shall: -
- (i) procure and maintain all of BHFC's football playing equipment (shirts, balls, bibs, cones/domes, etc.)
 - (ii) maintain a current equipment register of such equipment
 - (ii) issue such equipment to Team Managers and/or coaches as required
 - (iii) ensure that all moneys due to BHFC are collected, recorded, and that as soon as practicable after receiving the money an appropriate receipt is issued
 - (iv) receive such equipment from Team managers at season end
 - (v) have a deliberate vote at all meetings.
- m) Member Protection Officer**
 Shall:-
- (i) coordinate BHFC response to child protection
 - (ii) administer the record keeping associated with the Prohibited Employment Declarations
 - (iii) ensure the Working with Children Check, Prohibitive Persons Declaration or similar legislative process is followed
 - (iv) ensure all people involved in BHFC are aware of the child protection policy and relevant codes of conduct

- n) **Referees Co-ordinator**
 Shall: -
 (i) represent BHFC to relevant Association Meetings
 (ii) liaise between Coaches, Managers and Club Officials
- o) **Canteen Manager**
 Shall:
 (i) prepare and maintain the Canteen, whilst it is under control of the Club
 (ii) procure all goods stocked and sold from the Canteen
 (iii) provide a hard copy of monetary canteen sales to the treasurer at the end of each day's trading.
- p) **Information Technology Officer**
 Shall:-
 (i) control and maintain the Club's electronic media.
 (ii) coordinate electronic communication to club members.
- q) **Public Officer**
 Shall be responsible for communications with the NSW Department of Fair Trading as required by the NSW Incorporations Act
- r) **OTHER COMMITTEE POSITIONS**
 The Executive Committee shall have the power to create new management committee position(s) when the need arises and to appoint a member to carry out such duties as may be required by the executive. Any such position to be ratified at the next available general meeting.

5. MANAGEMENT COMMITTEE

- a) **Definition**
 Shall consist of the Officials of BHFC as defined in Section 2a.
- b) **Function**
 Shall be empowered to arrange, manage, conduct, supervise and control the sporting and social activities of the BHFC, the conduct of members in relation to their use and enjoyment of the property and privileges of the BHFC. May from time to time delegate all or any of its powers in these respects to other committees and to appoint a member to act on their behalf at meetings of any body with which BHFC has an association.
- c) **Voting**
 Shall be restricted to those persons defined in Section 2(a) Subsection (ii).
- d) **Holding More Than One Position**
 A member may be elected to no more than two committee positions in a given year. However if a member holds more than one Management Committee positions they are permitted only one vote.
- e) **Resignation**
 Any member wishing to resign may do so by giving written notice to the Secretary.

6. MONTHLY MEETINGS

- a) **Meetings**
 Shall meet at least once in every calendar month, February to September inclusive, generally the first Monday, or as often as deemed necessary for the satisfactory running of the Division.
- b) **Quorum**
 A quorum for a monthly BHFC meeting shall be no less than the number of persons equivalent to forty percent (40%) of the number of teams registered with the Association BHFC is affiliated to at the time of the meeting, two of whom shall be Executive members. The meeting shall lapse if there is no quorum by half an hour after the time set down for the meeting.

c) Voting

Shall be restricted to:

- (i) those persons defined in Section 1(f) and
- (ii) parent /legal guardian (one vote) of a Junior registered player.

The parent/legal guardian must be a current financial member of Baulkham Hills Sports Club.

8. MEMBER CONDUCT

Any BHFC member deemed guilty of conduct considered prejudicial to the interests of the Division may be expelled from participating in BHFC affairs by the Executive Committee at an Executive Committee meeting called for that purpose.

7. SPECIAL MEETINGS

a) When called

Shall be convened by a resolution carried at a BHFC meeting, or by a decision of the majority of the Executive Committee. To deal with any matter of any urgent nature which cannot be held over until the next BHFC meeting.

b) Quorum

Shall be as required for a monthly BHFC meeting.

c) Notice

Seven (7) days' notice shall be given and the business to be transacted shall be declared.

d) Voting

Shall be restricted to:

- (i) those persons defined in Section 1(f) and
- (ii) parent /legal guardian (one vote) of a Junior registered player.

The parent must be a current financial member of Baulkham Hills Sports Club.

8. ANNUAL GENERAL MEETINGS

a) Date

The Annual General Meeting each year shall be held during the month of October on a date determined by the Executive Committee.

b) Notice

Fourteen (14) days' notice will be given to BHFC's members.

c) Quorum

Shall consist of a number no less than twenty (20) of those persons entitled to be present.

d) Election of Officials

- (i) All official positions are declared vacant by the Returning Officer
- (ii) Returning Officer conducts the election of Officials as per Section 3

e) Voting

Shall be restricted to:

- (i) those persons defined in Section 1(f) and
- (ii) parent /legal guardian (one vote) of a Junior registered player.

A voting member must be a current financial member of Baulkham Hills Sports Club.

9. DECISIONS - ALL MEETINGS

a) Period

All decisions rendered (except Annual General Meeting) shall have force and effect only for the year in which they are made.

10. ORDER OF BUSINESS

ANNUAL GENERAL - SPECIAL BHFC MEETINGS

- a) **Fixed Order**
Shall be in accordance with acceptable uniformity.

11. MOTIONS ON NOTICE AND RESCISSION MOTIONS

- a) **How to be dealt with**
All motions on notice and motions of rescission for all meetings must be made in writing to the Secretary allowing seven (7) days' notice to be given as to the nature of the motion to come before the next BHFC meeting.

12. CONSTITUTION/BY-LAWS

- a) **Alterations/Amendments**
May be altered or amended at a BHFC meeting called for that purpose or at the Annual General Meeting of which fourteen (14) days' notice has been given. Applications must be submitted in writing or email addressed to the Secretary.
- b) **Voting**
The Constitution and/or By-Laws shall only be varied by the vote of a two thirds (2/3) majority of persons entitled to vote.

13. INSURANCE COVER

BHFC shall effect and maintain insurances as required by law and to meet the day to day running of the club.

14. LIFE MEMBERS

- a) **Qualifications**
A Life Member nominee must:-
 - (i) be an Adult member
 - (ii) have been a member for a period of at least 15 years.
 - (iii) have rendered significant service to BHFC.
- b) **Process**
 - (i) has been nominated for election as a Life Member, and such nomination considered and recommended by the executive committee
 - (ii) the nomination to be prior to the meeting as outline below Section 14b.
 - (iii) has been elected as a Life Member at an Annual General Meeting.
 - (iv) an elected Life Member shall be entitled to all rights and/or privileges of an Adult member, but without payment of any annual club fees apart from Sports Club membership fees which remain the responsibility of the Life Member
- c) **Control**
Nominations for life membership will be made in writing addressed to the Secretary at least 14 days prior to the meeting and will be restricted to one life member per year. Voting for the executive approved candidate shall be by secret ballot with a two-thirds majority.

15. PLAYING LONG SERVICE MEMBER

Any player who is a registered player and completes twenty (20) years continuous seasons as a registered player within BHFC shall become a "Playing Long Service Member" at the discretion of the executive committee.