

MORWELL FOOTBALL AND NETBALL CLUB INCORPORATED

STATEMENT OF PURPOSES FOR WHICH THE INCORPORATED ASSOCIATION IS ESTABLISHED ARE:-

- A: To enrol and train players or prospective players and to field a team or teams in such League or competition with which the Association for the time being may be affiliated.
- B: To foster and encourage the Australian Code of Football and Netball in the Morwell area or elsewhere by sponsoring junior clubs and by rendering assistance of such degree and in such direction as the Committee in its discretion deems advisable.
- C: To organise social functions and other ventures not incompatible with the nature and objects of the Association for the purposes of promoting Association harmony and/or strengthening the Associations financial position.
- D: To subsidise and/or subscribe to such Players Provident Funds as may be in operation at any time with the concurrence of the Committee.
- E: To organise and/or subscribe to such charities, charitable benefits or funds for indigent players, ex players and others as the Committee may approve.
- F: To acquire by purchase, lease or otherwise any real or personal property and any rights or privileges which the Committee may consider necessary.
- G: To publish or cause to be published matter in the interest of the Club or the Australian Code of Football.
- H: To cause or do all or any of those things which may reasonable by construed as being in the interest of sport in general, the Australian game of football or netball and the Morwell Football and Netball Club in particular.

RULES - MORWELL FOOTBALL & NETBALL CLUB INCORPORATED
REG. NO A0009010X (Registered 29/04/1986)

1.	BRANDING.....	3
2.	INTERPRETATION	3
3.	APPLICATION FOR MEMBERSHIP.....	3
4.	TYPES OF MEMBERSHIP	4
5.	MEMBERSHIP FEES	4
6.	REGISTER OF MEMBERS	5
7.	RESIGNATION AND EXPULSION OF MEMBERS.....	5
8.	ANNUAL GENERAL MEETING	6
9.	SPECIAL GENERAL MEETING	7
10.	NOTICE OF MEETING.....	7
11.	PROCEEDINGS AT MEETINGS	7
12.	COMMITTEE OF MANAGEMENT.....	9
13.	ELECTION OF OFFICERS AND VACANCY	10
14.	PROCEEDINGS OF COMMITTEE	10
15.	SECRETARY.....	11
16.	TREASURER	13
17.	REMOVAL OF MEMBERS OF COMMITTEE	13
18.	CHEQUES & ELECTRONIC PAYMENTS	13
19.	SEAL	13
20.	ALTERATION OF RULES AND STATEMENT OF PURPOSES	14
21.	NOTICES	14
22.	WINDING UP OR CANCELLATION	14
23.	CUSTODY OF RECORDS	14
24.	FUNDS	14
25.	MISCELLANEOUS	14
26.	BY-LAWS	15
27.	COACHES.....	15
28.	CAPTAINS.....	15
29.	VICE CAPTAINS	15
30.	PLAYERS REPRESENTATIVES	15
31.	TEAM SELECTION COMMITTEE	16
32.	PROPERTY.....	16
33.	CONDUCT ON FIELD	16
34.	CHARGES AGAINST PLAYERS	16
35.	REWARDS TO PLAYERS	17
36.	CLEARANCES	17
37.	COLOURS.....	17
38.	LEAGUE.....	17

1. BRANDING

The name of the incorporated Association is MORWELL FOOTBALL & NETBALL CLUB INCORPORATED (in these Rules called "the Association").

2. INTERPRETATION

- 2.1 In these Rules, unless the contrary intention appears:-
"Committee" means the Committee of Management of the Association.
"Financial year" means the year ending on the 30th day of September of each year.
"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 21.
"The Act" means the Associations Incorporation Act 1981.
"The Regulations" means Regulations under the Act.
- 2.2 In these Rules, a reference to the Secretary of an Association is a reference:-
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.
- 2.3 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

3. APPLICATION FOR MEMBERSHIP

- 3.1 A natural person who is nominated and approved for Membership as provided in these Rules is eligible to be a Member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.2 A person who is not a Member of the Association at the time of the incorporation of the Association (or who was such a Member at that time but has ceased to be a Member) shall not be admitted to Membership:-
3.2.1 unless he is nominated as provided in sub-clause (3.3)
3.2.2 unless his admission as a Member is, approved by the Committee.
- 3.3 A nomination of a person for Membership of the Association:-
3.3.1 shall be made in writing in the form set out In Appendix 1; and
3.3.2 shall be lodged with the Secretary of the Association
- 3.4 As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 3.5 Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination.
- 3.6 Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that he is approved for Membership of the Association and request payment within the

period of 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.

- 3.7 The Secretary shall, upon payment of the amounts referred to in sub-clause (3.6) within the period referred to in that sub-clause, enter the nominee's name in the Register of Members kept by him and, upon the name being so entered, the nominee becomes a Member of the Association.
- 3.8 A right, privilege, or obligation of a person by reason of his Membership of the Association:-
 - 3.8.1 is not capable of being transferred or transmitted to another person;
 - 3.8.2 terminates upon the cessation of his Membership whether by death or resignation or otherwise.

4. TYPES OF MEMBERSHIP

- 4.1 Ordinary Members shall be those persons who have satisfied the Committee and paid the appropriate fee. The names and addresses of persons proposed as ordinary members of the Association shall be displayed in a conspicuous place in the Association premises for at least one week before their election and an interval of not less than two weeks shall elapse between nomination and election of an ordinary member. Ordinary members shall be elected by the general body of members or by a General or Election Committee and a record shall be kept by the Secretary of the Association of the number so members voting. All classes of membership of the Association are open to persons of either sex.
- 4.2 Persons shall become eligible for Life Membership upon serving the Club for 12 years, or upon having played 200 senior and/or reserves games with the Club, or on such other conditions as the Committee, in its sole discretion, may determine.
- 4.3 Honorary Members shall be those persons including all players, other than those on permit from other Clubs or Associations who are enrolled on the current Players' Lists all current officials and all of those to whom the committee may, in its discretion, extend privileges of Honorary Membership.
- 4.4 Temporary Members shall be those persons extended the privileges of Temporary Membership not exceeding 28 days during their stay in Morwell or the surrounding district. The granting of otherwise of the privilege of Temporary Membership shall be purely at the discretion of the Committee.
- 4.5 In the event of the Association becoming the holder of a Restricted Club Permit in accordance with the provisions of the Liquor Control Act liquor shall not be supplied to a visitor except in the presence of the member introducing such visitor and a member shall not introduce more than three (3) visitors to the Association premises on any one day during the period within which liquor may be supplied in accordance with the Permit. The Permit shall not authorize the sale of or supply of liquor to a visitor unless the name of the visitor has been entered in a book kept for that purpose and the member at whose invitation the visitor is present in the Association premises has signed his name opposite the name of the visitor of that book.

5. MEMBERSHIP FEES

- 5.1 The fees for Ordinary Members shall be determined before the ensuing year

before the conclusion of the second general meeting of the committee.

- 5.2 All Membership fees are payable on or before the 30th day of April in each year.
- 5.3 Membership fees shall not be refundable or transferable.
- 5.4 The Committee may at its discretion grant pro rata Membership fees to any person.

6. REGISTER OF MEMBERS

- 6.1 The Treasurer 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.

7. RESIGNATION AND EXPULSION OF MEMBERS

- 7.1.1 A Member of the Association who has paid all monies due and payable by him to the Association may resign from the Association by first giving one months notice in writing to the Secretary of his intention to resign and upon the expiration of that period of notice, the Member shall cease to be a Member.
- 7.1.2 Upon the expiration of a Notice given under sub-clause (7.1.1), the Secretary shall make in the Register of Members an entry recording the date on which the Member by whom the Notice was given ceased to be a Member.
- 7.2 Subject to these Rules, the Committee may by resolution:-
 - 7.2.1 expel a Member from the Association;
 - 7.2.2 suspend a Member from Membership of the Association for a specified period; or
 - 7.2.3 fine a Member in accordance with The Regulations, if the Committee is of the opinion that the Member has:-
 - (i) refused or neglected to comply with these Rules; or
 - (ii) has been guilty of conduct unbecoming of a Member or prejudicial to the interests of the Association.
- 7.3 A resolution of the Committee under sub-clause (7.1.1):
 - 7.3.1 does not take effect unless the Committee at a Meeting held not earlier than 14 and not later than 28 days after the service on the Member of a Notice under sub-clause (7.4) confirms the resolution in accordance with this clause and
 - 7.3.2 where the Member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- 7.4 Where the Committee passes a resolution under subclause (7.1.1), the Secretary shall, as soon as practicable, cause to be served on the Member by a Notice in writing:-
 - 7.4.1 setting out the resolution of the Committee and the grounds on which it is based;
 - 7.4.2 stating that the Member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the Notice;
 - 7.4.3 stating the date, place and time of that meeting & informing the Member that he may do one or more of the following:-
 - 7.4.3.1 Attend that meeting;

- 7.4.3.2 Give to the Committee before the date of that Meeting a written statement seeking the revocation of the resolution;
- 7.4.3.3 Not later than 24 hours before the date of the Meeting, lodge with the Secretary a Notice to the effect that he or it wishes to appeal to the Association in General Meeting against the resolution.
- 7.5 At a Meeting of the Committee held in accordance with sub-clause (7.3), the Committee:-
 - 7.5.1 shall give to the Member an opportunity to be heard;
 - 7.5.2 shall give due consideration to any written statement submitted by the Member; and
 - 7.5.3 shall by resolution determine whether to confirm or to revoke the resolution.
- 7.6 Where the Secretary receives Notice under sub-clause (7.4), he shall notify the Committee and the Committee shall convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- 7.7 At a General Meeting of the Association convened under sub-clause (7.4):-
 - 7.7.1 no business other than the question of the appeal shall be transacted;
 - 7.7.2 the Committee may place before the Meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - 7.7.3 the Member shall be given an opportunity to be heard; and
 - 7.7.4 the Members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 7.8 If at the General Meeting:-
 - 7.8.1 two-thirds of the Members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 7.8.2 in any other case, the resolution is revoked.

8. ANNUAL GENERAL MEETING

- 8.1 The Association shall in each calendar year convene an Annual General Meeting of its Members.
- 8.2 The Annual General Meeting shall be held before the end of November and preferably before the WGLFL AGM.
- 8.3 The Annual General Meeting shall be specified as such in the Notice convening it.
- 8.4 The ordinary business of the Annual General Meeting shall be:-
 - 8.4.1 to confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting *held* since that Meeting;
 - 8.4.2 to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - 8.4.3 to elect Officers of the Association and the Ordinary Members of the Committee; and
 - 8.4.4 to receive and consider the statement submitted by the Association in accordance with Section 30(3) of the Act.
- 8.5 The Annual General Meeting may transact special business of which Notice is given in accordance with these Rules.
- 8.6 The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

9. SPECIAL GENERAL MEETING

- 9.1 All Meetings other than the Annual General Meeting shall be called Special General Meetings.
- 9.2.1 The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- 9.2.2 The Committee shall, on the requisition in writing of not less than twenty Ordinary Members, convene a Special General Meeting of the Association.
- 9.2.3 The Requisition for a Special General Meeting shall state the objects of the Meeting and shall be signed by the Members making the Requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one of more of the Members making the Requisition.
- 9.2.4 If the Committee does not cause a Special General Meeting to be held within one month after the date on which the Requisition is sent to the address of the Secretary, the Members making the Requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- 9.2.5 A Special General Meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those Meetings are convened by the Committee and all reasonable expenses incurred in convening the Meeting shall be refunded by the Association to the persons incurring the expenses.

10. NOTICE OF MEETING

- 10.1 The Association shall, at least 14 days before the date fixed for holding a General Meeting of the Association, cause to be placed in "The Latrobe Valley Express" or in such other Newspaper as determined by the Committee a Notice stating the place, date and time of the Meeting and the nature of the business to be transacted at the Meeting.
- 10.2 No business other than that set out in the Notice convening the Meeting shall be transacted at the Meeting.
- 10.3 A Member desiring to bring any business before a Meeting may give notice of that business in writing to the Association, who shall include that business in the Notice calling the next General Meeting after the receipt of the Notice.

11. PROCEEDINGS AT MEETINGS

- 11.1 All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- 11.2 No item of business shall be transacted at a General Meeting unless a

quorum of Members entitled under these Rules to vote is present during the time when the Meeting is considering that item.

- 11.3 15 Ordinary Members personally present (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.
- 11.4 If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the Meeting if convened upon the Requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to Members given before the day to which the Meeting is adjourned) at the same place and if at the adjourned Meeting the quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Members present (being not less than 3) shall be a quorum.
- 11.5.1 The President, or in his absence, one of the Vice Presidents, shall preside as Chairman at each General Meeting of the Association.
- 11.5.2 If the President and both Vice-Presidents are absent from a General Meeting, the Members present shall elect one of their number to preside as Chairman at the Meeting.
- 11.6.1 The Chairman of a General Meeting at which a quorum is present may, with the consent of the Meeting, adjourn the Meeting from time to time and place to place, but no business shall be transacted at an adjourned Meeting other than the business left unfinished at the Meeting at which the adjournment took place.
- 11.6.2 Where a Meeting is adjourned for 14 days or more, a like Notice of the adjourned Meeting shall be given as in the case of the General Meeting.
- 11.6.3 Except as provided in sub-clauses (11.6.1) and (11.6.2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned Meeting.
- 11.7 A question arising at a General Meeting of the Association shall 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 Chairman that a Resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to the effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that Resolution.
- 11.8.1 Upon any question arising at a General Meeting of the Association, a member has one vote only.
- 11.8.2 All votes shall be given personally.
- 11.8.3 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 11.9.1 If at a Meeting a poll on any question is demanded by not less than three Members, it shall be taken at that Meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the Meeting on that question.
- 11.9.2 A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the Meeting as the Chairman may direct.

11.10 A member is not entitled to vote at any General Meeting unless all moneys due and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

11.11.1 All Ordinary Members shall be entitled to one vote at General Meetings.

11.11.2 No voting shall be made by way of proxy.

12. COMMITTEE OF MANAGEMENT

12.1 The affairs of the Association shall be managed by a Committee of Management constituted as provided for in Rule 12.3.

12.2 The Committee:-

12.2.1 shall control and manage the business and affairs of the Association;

12.2.2 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

12.2.3 Subject to these Rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

12.3 The Officers of the Association shall be:

12.3.1 A President

12.3.2 A Vice President

12.3.3 A Treasurer

12.3.4 A Secretary

12.4 The provisions of Rule 13 so far as they are applicable and with the necessary modifications apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (12.3).

12.5 Each Officer of the Association shall hold office until the second Annual General Meeting after that date of his election but is eligible for re-election.

12.6 In the event of a casual vacancy in any office referred to in sub-clause (12.3), the Committee may appoint one of its Members to the vacant office and the Member so appointed may continue in office up to and including the balance of the term created by the casual vacancy.

12.7.1 Subject to Section 23 of the Act, the Committee shall consist of:-

12.7.1.(a) the Officers of the Association' and (b) no more than seven Ordinary Members, including representatives from the Football and Netball player groups. The Officers of the Association and the Ordinary Members of the Committee shall be elected at the Annual General Meeting of the Association. The football and netball player representatives shall each represent one of the teams fielded by the Association in that year and shall be elected by the members of that team. The appointment of a football and netball players representative shall be by majority vote from the team they are representing.

12.7.2 Each Ordinary Member of the Committee shall, subject to these Rules, hold office until the second Annual General Meeting next after the date of his election but is eligible for re-election.

12.7.3 In the event of a casual vacancy occurring in the office of an Ordinary Member of the Committee, the Committee may appoint a Member of the Association to fill the vacancy and the Member so appointed shall hold office, subject to these Rules, until

the conclusion of the Annual General Meeting next following the date of his appointment.

- 12.7.4 All Ordinary Members of the Association shall be eligible to be Members of the Committee.

13. ELECTION OF OFFICERS AND VACANCY

- 13.1 Nominations of candidates for election as Officers of the Association or as Ordinary Members of the Committee:-
- 13.1.1 shall be made in writing, signed by two Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- 13.1.2 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
- 13.2 If insufficient nominations are received to fill all vacancies 'on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 13.3 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.
- 13.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 13.5.1 The ballot for the election of Officers and Ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- 13.6 A nomination for a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- 13.7 For the purposes of these Rules, the office of an Officer of the Association or of an Ordinary Member of the Committee becomes vacant if the Officer or Member:-
- 13.7.1 ceased to be a Member of the Association;
- 13.7.2 becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- 13.7.3 resigns his office by notice in writing given to the Secretary.

14. PROCEEDINGS OF COMMITTEE

- 14.1 The Committee shall meet at least four times in each year at such place and such times as the Committee may determine.
- 14.2 Specified meetings of the Committee may be convened by/ the President or by any 4 of the Members of the Committee.
- 14.3 Notice shall be given to Members of the Committee of any Special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a Meeting.
- 14.4 Any number over 50% of the Members of the Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee.
- 14.5 No business shall be transacted 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 shall stand adjourned to the same place and at the same hour of the same day in the following week unless the Meeting was a Special Meeting in which case it lapses.

- 14.6 At Meetings of the Committee:-
 - 14.6.1 the President or in his absence one of the Vice-Presidents shall preside; or
 - 14.6.2 if the President and both Vice-President are absent, such one of the remaining Members of the Committee as may be chosen by the Members present shall preside.
- 14.7 Questions arising at a Meeting of the Committee or of any sub-Committee appointed by the Committee shall be determined on a show of hands or, if demanded by a Member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 14.8 Each member present at a Meeting of the Committee or at any sub-Committee appointed by the Committee (including the person presiding at the Meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 14.9 Written notice of each Committee Meeting shall be served on each Member of the Committee by delivering it to him at a reasonable time before the Meeting or by sending it by pre-paid post addressed to him at his usual or last known place of abode at least two business days before the date of the Meeting.
- 14.10 Subject to sub-clause (14.4) the Committee may act notwithstanding any vacancy on the Committee.
- 14.11 The Players' Representatives shall have no voting rights at Committee meetings. Players Representatives shall attend as observers at Committee meetings and shall act as a liaison officer between the team they represent and the Committee.

15. DISPUTES & MEDIATION

- 15.1 The grievance procedure set out in this rule applies to disputes under these Rules between-
 - (a) a member and another member; or
 - (b) a member and the Association.
- 15.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 15.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 15.4 The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

- 15.5 A member of the Association can be a mediator.
- 15.6 The mediator cannot be a member who is a party to the dispute.
- 15.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 15.8 The mediator, in conducting the mediation, must--
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 15.9 The mediator must not determine the dispute.
- 15.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

16. SECRETARY

- 16.1 The Secretary of the Association shall keep Minutes of the Resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of persons present at Committee Meetings.
- 16.2 The Secretary shall correspond with such bodies as may from time to time be required and in general perform all the functions appertaining to his office under the direction or implied instructions of the Committee. He shall be responsible to the League or Association for ground organisation in connection with home games, the issue and accounting for admission tickets and the remittance of ground admission money to the League or Association.
- 16.3 The Secretary shall receive such remuneration as determined by the Committee.
- 16.4 The Committee may separate the functions of the Secretary by appointing a Manager in which case the function of the Manager shall be as set out above. The Manager shall be responsible to the Secretary and shall attend Committee Meetings and shall not have the right to vote. Any person appointed as a Manager shall hold that position for a period of one year.

17. TREASURER

- 17.1 The Treasurer of the Association:-
 - 17.1.1 shall collect and receive all moneys due to the Association and make all payments authorized by the Association; and
 - 17.1.2 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.
- 17.2 The accounts and books referred to in sub-clause (17.1) shall be available for inspection by Members.
- 17.3 The Treasurer shall be paid such remuneration as determined by the Committee.
- 17.4 All financial records of the Morwell Football & Netball Club are to be audited at the end of each financial year (30th September) by a fully qualified accountant or accounting firm.
- 17.5 An auditor (as in 17.4) shall be appointed for the following financial year by the members at each Annual General Meeting. The auditor need not be a member of the association. The auditor shall have the authority to audit all of the related financial records of the association as directed.

18. REMOVAL OF MEMBERS OF COMMITTEE

- 18.1 The Association in General Meeting may by resolution remove any Member of the Committee before the expiration of his term of office and appoint another Member in his stead to hold office until the expiration of the term of the first-mentioned Member.
- 18.2 Where the Member to whom a proposed Resolution referred to in sub-clause (18.1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the Representations to each Member of the Association or, if they are not so sent, the Member may require that they be read out at the Meeting.

19. CHEQUES & ELECTRONIC PAYMENTS

- 19.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and/or Secretary or President.

20. SEAL

- 20.1 The Common Seal of the Association shall be kept in the custody of the Secretary.
- 20.2 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 of the Public Officer of the Association.

21. ALTERATION OF RULES AND STATEMENT OF PURPOSES

- 21.1 These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act. PROVIDED HOWEVER notwithstanding anything hereinbefore contained the Committee of Management may upon the advice of the Association's legal advisers make such alterations to the Rules as may be considered necessary by the aforesaid legal advisers so as to make the said Rules conform with the provisions of the Liquor Control Act 1968 or any amendment or re-enactment thereof and the policy of Liquor Control Commission in this regard upon receiving advice from the aforesaid legal advisers that any amendment of the Rules is or are desirable or necessary for the purpose of obtaining a Restricted Club Permit or its renewal, resolve that the Rules be amended in the manner so advised and the Rules shall there upon be amended accordingly in all ways to the extent as if the amendment or amendments had been made as provided for by the Rules of the Association.

22. NOTICES

- 22.1 A Notice may be served by or on behalf of the Association upon any Member either personally or be sending it by post or electronic means to the Member at his address shown in the Register of Members.
- 22.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post. Electronic mail not returned is deemed to have been received.
- 22.3 In the event that the address of a Member cannot be determined then any Notice for that Member may be left and displayed on the Notice Board of the Association.

23. WINDING UP OR CANCELLATION

- 23.1 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.

24. CUSTODY OF RECORDS

- 24.1 Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Association

25. FUNDS

- 25.1 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

26. MISCELLANEOUS

- 26.1 Any Committee Member failing to attend three consecutive Committee Meetings

without valid reason or excuse may be suspended from the Committee on the motion of a fellow Committee Member.

- 26.2 The Committee has the power to refuse without reason any entry for any event, tournament or game organised or controlled by the Association.
- 26.3 An executive consisting of the President, one Vice President, Secretary and Treasurer shall be empowered to deal with any urgent business as it may arise and shall report on action taken in relation to such business to the next Committee Meeting of the Association.
- 26.4 In the event of the Association being granted a Restricted Club Permit neither that Association nor the Permit Holder shall advertise in any newspapers or by hand bill or by radio or television that the Association has a permit authorizing the sale or supply of Liquor or that entertainment is provided on the premises of the Association.
- 26.5 Players of both football and netball teams who are registered with the association and are under the age of 18 years, will be permitted in the Social Rooms at the times stated on the liquor licence, and will be subject to the rules of the licence.

27. BY-LAWS

- 27.1.0 By-Laws may be made and amended by the Committee at any Committee Meeting or at any General Meeting or Annual General Meeting of the Association. By-Laws made or amended by the Committee must be displayed on the Club's Notice Board for a period of ten days before becoming effective. Such By-Laws must be ratified by the next General Meeting of the Club. Details relating to such By-Laws shall be included in all Meeting Notices. By-Laws not approved by the General Meeting shall cease to have effect. Once a By Law has been refused General Meeting approval the Committee shall not make a By-Law containing the same subject matter without the prior approval of a General Meeting.

28. COACHES

- 28.1 The Committee shall appoint a Coach for each of the Association's teams. Unless contractual obligations decree otherwise, a Coach shall be appointed for a term of one season only. Coaches may be appointed with or without remuneration.

29. CAPTAINS

- 29.1 The Coach is shall appoint the team's Captain, having regard to team harmony and the appointee's qualities of leadership and playing ability. Such appointments shall be subject to approval by the Committee.

30. VICE CAPTAINS

- 30.1 Prior to the first match in any season the players in each team shall elect a Vice Captain who must be acceptable to the Coach/Captain in the case of the team having a Playing Coach. In the case of a Non Playing Coach, the appointment must be acceptable to both the Coach and to the Captain in the field. All elections to Vice Captaincy are subject to approval by the Committee.

31. PLAYERS REPRESENTATIVES

- 31.1 Prior to the first match in any season the players of each team shall appoint a Players' Representative. His function *shall* be to act as a liaison officer between the team and the Committee in respect of matters which do not fall within the scope of

the Coach's responsibility. Players Representatives shall not have a vote at any Committee Meeting.

32. TEAM SELECTION COMMITTEE

- 32.1 The Selection Committee shall consist of:-
 - 32.1.1 Three non playing Ordinary Members of which at least one must be from the Committee. One of such Members will act as Chairman at all Meetings and appointments shall be by mutual consent.
 - 32.1.2 The Coach/Captain and the Vice Captain of the First Eighteen Team in the case of a Playing Coach. In the case of a Non Playing Coach, representatives from the first eighteen shall be the Captain and Coach only.
 - 32.1.3 For teams other than the First Eighteen, the Coach/Captain and the Vice Captain. The Coach and Captain, where there is a Playing or Non Playing Coach respectively, will attend Meetings of the Selection Committee. None of the members mentioned in this sub section shall have a vote on the selection of the First Eighteen Team.

33. PROPERTY

- 33.1 The Association will issue to each selected player in each season one pair of socks. This item becomes the player's property and will only be replaced at the discretion of the Property Steward. Bootlaces and stops will be provided by the Association, Guernseys shall be handed in to the Property Steward or his deputy after each match and shall at all times remain the property of the Association.
 - 33.1.1 Items such as boots, supports, shin guards, special bandages and the like shall be provided by each player at his own expense.
 - 33.1.2 Every facility shall be provided for players to be properly attired and, before entering the field, the team shall be inspected by the Coach and any irregularities corrected.

34. CONDUCT ON FIELD

- 34.1 The Coach/Captain or Captain shall inform the Secretary immediately after the occurrence on the field of any act of disobedience, abusive or bad language or conduct of any player calculated to lower the reputation of the Association. The Secretary shall then report the matter to the Committee which shall decide whether or not a charge should be laid.

35. CHARGES AGAINST PLAYERS

- 35.1 Any player against whom a charge has been laid shall be called to appear before the Committee.
- 35.2 Before such charge is dealt with by the Committee the player concerned shall be given three days notice in writing demanding his attendance. A player failing to attend may be dealt with in his absence.
- 35.3 Any player called before the Committee under the aforementioned sub clause and who appears shall be allowed to call such witnesses as he may decide and question such witnesses as called by the Committee and tender such evidence as he may decide in defence of his case.
- 35.4 A player against whom a charge has been laid may be accompanied by and represented by a member of the Association who shall not be a qualified legal practitioner.

36. REWARDS TO PLAYERS

- 36.1 Any player who has played 120 games with the Association shall be awarded a Long Service Certificate. Players who have given long and meritorious service to the Association shall be considered for Life Membership.

37. CLEARANCES

- 37.1 Applications by players for transfer to another Club may be approved or denied at the discretion of the Committee. The President and Secretary shall be authorised by the Committee, to sign the application indicating acceptance or refusal as the case may be. No application for a player's clearance to a Major or Metropolitan Football Club shall be considered unless a prior approach is made by that Club requiring the player's services.

38. COLOURS

- 38.1 The Club colours shall be black and gold and the team's uniform shall be black with a gold sash not extending to the back of the guernsey. In allotting player's numbers, the number "Eleven" (11) shall never be used. This number is sacred to and perpetuates the memory of the late Fred Rodda who met his death whilst wearing No.11 in the Morwell team.

39. LEAGUE

- 39.1 The club will field teams in each of the football and netball grades approved by the league with which the association is affiliated.