

# **Rules of West Auckland Association Football and Sports Club Incorporated**

## **The Society**

### **1.0 Name**

- 1.1 The name of the society is West Auckland Association Football and Sports Club Incorporated ("the society").
- 1.2 The Society is constituted by resolution dated 28 November 2010.

### **2.0 Registered Office**

- 2.1 The Registered Office of the Society is 9A Tamariki Avenue, Kelston

### **3.0 Purposes of Society**

- 3.1 To acquire and take the property and affairs of the existing incorporated Society, known as the West Auckland Association Football, Tennis and Sports Club Incorporated, together with all rights, privileges and other assets, liabilities, obligations and agreements whatsoever of the said society; enter into, adopt and carry out, with or without modification, all such agreements and do and execute all such acts, deeds, matters and things as may be necessary expedient for the purpose aforesaid.
- 3.2 The purposes of the Society are to:
  - (a) To encourage and play the game of amateur association football and other sports in a manner calculated to promote a sociable and amicable spirit amongst the members of the club.
  - (b) Do anything necessary or helpful to the above purposes.
  - (c) Raise funds in a manner which the Society shall determine for the purpose of carrying out the objects of the Society.
- 3.3 Pecuniary gain is not a purpose of the Society.

### **4.0 Affiliation**

- 4.1 The club shall affiliate to the Northern Football Federation.

## **5.0 Colours**

- 5.1 The colours of the Society shall be predominately White and Red and shall be approved by the controlling body.
- 5.2 The design of the uniform, which shall be predominantly in the Societies colours, shall be on the approval of the Executive Committee.

# **MANAGEMENT OF THE SOCIETY**

## **6.0 Managing Committee**

- 6.1 The Society shall have an Executive committee ("the Committee"), comprising the following persons:
  - (a) The Chairperson;
  - (b) Vice Chairperson;
  - (c) The Secretary;
  - (d) The Treasurer;
  - (e) Club Captain;
  - (f) Football Chairperson;
  - (g) Other Members as the Society shall decide.
- 6.2 Only Members of the Society may be Committee Members.
- 6.3 There shall be a minimum of six Committee Members.

## **7.0 Appointment of Committee Members**

- 7.1 At a Society Meeting, the Members may decide by majority vote:
  - (a) How large the Committee will be;
  - (b) Who shall have the title of
    - i. Chairperson;
    - ii. Vice Chairperson;
    - iii. Secretary;

- iv. Treasurer;
- v. Club Captain;
- vi. Football Chairperson;

- (c) Whether any Committee Member may have more than one title;
- (d) How long each person will be a Committee Member ('the Term').

## **8.0 Football Committee**

8.1 The football chairperson will convene a football committee (the "football committee") meeting and elect a secretary and delegates representing the following areas of the society:

- (a) Midgets
- (b) Junior
- (c) Youth – Ladies
- (d) Youth – Men
- (e) Senior – Ladies
- (f) Senior – Men

## **9.0 Cessation of Committee Membership**

9.1 Persons cease to be Committee Members when:

- (a) They resign by giving written notice to the Committee.
- (b) They are removed by majority vote of the Society at a Society Meeting.
- (c) Their Term expires.

9.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property.

## **10.0 Nomination of Committee Members**

10.1 Nominations for members of the Committee shall be called and accepted from the members present at the annual general meeting. Each candidate shall be proposed and seconded by Members to the Secretary at the AGM. All retiring members of the Committee shall be eligible for re-election.

- (a) No members shall be eligible for any office unless he or she is present at the meeting or has sent in written consent to act.
- 10.2 If the position of any Committee Member becomes vacant between Society Meetings, the Committee shall appoint another Member to fill that vacancy until the next Society Meeting.
- 10.3 If any Committee Member is absent from three consecutive meetings without leave of absence the Chairperson may declare that person's position to be vacant.

## **11.0 Role of the Committee**

- 11.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:
  - (a) Administer, manage, and control the Society;
  - (b) Carry out the purposes of the Society, and Use Money or Other Assets to do that;
  - (c) Manage the Society's bank accounts;
  - (d) Ensure that all Members follow the Rules;
  - (e) Decide how a person becomes a Member, and how a person stops being a Member;
  - (f) Decide the times and dates for Meetings, and set the agenda for Meetings;
  - (g) Decide the procedures for dealing with complaints;
  - (h) Set Membership fees, including subscriptions and levies;
  - (i) Make regulations and policies in relation to the effective management of the Society;
- 11.2 The Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, or by a majority decision of the Society.
- 11.3 Decisions of the Committee bind the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.
- 11.4 The committee has the power to create and disestablish subcommittees as required to meet the operational needs of the Society.
  - (a) With the exception of the Football Committee.

## 12.0 Roles of Committee Members

12.1 The Chairperson's role is to:

- (a) Ensure that the Rules are followed;
- (b) Convene Meetings;
- (c) Chair Meetings, deciding who may speak and when;
- (d) Oversee the operation of the Society;
- (e) Give a report on the operation of the Society at each Annual General Meeting;
- (f) Advise the Registrar of Incorporated Societies of any rule changes;

12.2 The Vice Chairperson's role is to:

- (a) Ensure that the rules are followed;
- (b) Convene Meetings in the absence of the Chairperson;
- (c) Chair meetings, in the absence of the Chairperson;
- (d) Support the Chairperson in the operation of the Society.

12.3 The Secretary's role is to:

- (a) Record the minutes of Meetings;
- (b) Keep the Register of Members;
- (c) Hold the Society's records, documents, and books;
- (d) Receive and reply to correspondence as required by the Committee;
- (e) Retain the common seal of the Society.

12.4 The Treasurer's role is to:

- (a) Collect and receive all payments made to the Society. These payments must be banked within seven days after the Treasurer receives them;
- (b) Keep a true and accurate record in the Society's account book, so that the Society's financial situation can be clearly understood at any point in time;

- (c) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting and more often if either the Committee or a majority of the Society decides this in a Meeting.
- (d) Forward the annual financial statements for the Society to the Registrar of Incorporated Societies upon approval by the Members at an Annual General Meeting.

12.5 The Club Captain's role is to:

- (a) Ensure that the Societies rules are followed;
- (b) Look after the welfare of the Society and its Members.

12.6 The Football Chairperson's role is to:

- (a) Coordinate and supervise the football activities under the direction of the Executive Committee.
- (b) Convene and chair meetings of the football committee.
- (c) Organise through the football committee the coordination and supervision of the football activities.
- (d) Appoint other members to the football committee as required.
- (e) Give a report at each AGM.

## Society membership

### 13.0 Types of Members

- 13.1 A "Member" is either a senior member, senior associate member or life member who is 17 years or over but not an Honorary Member or Junior.
- 13.2 Senior Member is a member 17 years or over.
- 13.3 Junior Member is any person under the age of 17 years.
- 13.4 Junior Associate member is a non playing member under the age of 17 years.
- 13.5 Senior Associate member is a non playing member 17 years and over

- 13.6 A Life Member is a person who is acknowledged as a longstanding Member of the Society. A Life Member has all the rights and responsibilities of a Member (including the right to vote), but does not have to pay fees, subscriptions, or levies.
- 13.7 An Honorary Member is a non playing person who is acknowledged as providing or having provided important services to the Society. An Honorary Member has none of the rights or privileges of a Member.
- 13.8 Senior members, senior associate members and life members have the rights and responsibilities set out in the rules.

#### **14.0 Admission of Members**

- 14.1 To become a Member, a person ("the Applicant") must:
- (a) Complete an application form and;
  - (b) Supply any other information the Committee requires.
- 14.2 The Committee may interview the Applicant when it considers a Membership application.
- 14.3 The Committee shall have complete discretion when it decides whether or not to let the Applicant become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.
- 14.4 A membership is only valid once all fees and levies are fully paid. This includes any outstanding fees from previous periods.
- 14.5 A Member may become a Life Member only if:
- (a) The Committee recommends that the Society should appoint the Member as a Life Member; and
  - (b) The Society passes a resolution appointing the Member as a Life Member by a two-thirds majority of those Members present and voting.

#### **15.0 The Register of Members**

- 15.1 The Secretary shall keep a register of Members ("the Register"), which shall contain the names, the addresses, e-mails and telephone numbers of all Members, and the dates at which they became Members.
- 15.2 If a Member's address, e-mail or telephone number changes, that Member shall give the new address or telephone number to the Secretary.

15.3 Each Member shall provide such other details as the Committee requires.

## **16.0 Cessation of Membership**

16.1 Any Member may resign by giving written notice to the Secretary.

(a) Any clearance required will be withheld until any unpaid fees or fines are cleared.

16.2 A Member may have his or her Membership terminated in the following way:

(a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice").

The Committee's Notice must:

(i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;

(ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.

(iii) State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.

(iv) State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.

(b) 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.

(c) If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at the next Society Meeting. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.



- (d) When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.
- (e) The Society shall then by 75% vote of members present decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

### **17.0 Re-admission of former Members**

- 17.1 Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Committee or the Society, the Applicant shall not be readmitted without the approval of the Committee by majority vote.

### **18.0 Obligations of Members:**

- 18.1 All Members (and Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute. All members must abide by the clubs rules and policies which are available on the society website or upon request from the secretary.

## **Money and other assets of the society**

### **19.0 Use of Money and Other Assets**

- 19.1 The Society may only Use Money and Other Assets if:
  - (a) It is for a purpose of the Society;
  - (b) It is not for the sole personal or individual benefit of any Member; and
  - (c) That Use has been approved by either the Committee or by majority vote of the Society.

### **20.0 Joining Fees, Subscriptions and Levies**

- 20.1 The Society shall decide by majority vote at a Society Meeting:
  - (a) What a Member must pay to join the Society ("Joining Fee"); and
  - (b) What a Member must pay in order to stay a Member ("Subscription") and how often this must be paid.

- 20.2 The Committee may by majority vote impose a levy or levies on Members up to a maximum total of \$100.00 in any one financial year.
- 20.3 If any Member does not pay a Subscription or levy by the date set by the Committee or the Society, that Member shall have a further period of seven days to pay the Subscription or levy. After the seven day period, the Member shall (without being released from the obligation of payment) have no Membership rights and shall not be entitled to participate in any Society activity until all the arrears are paid, and the Member's Membership shall be suspended until all arrears are paid in full.

### **21.0 Additional Powers**

- 21.1 The Society may:
- (a) Employ people for the purposes of the Society;
  - (b) Exercise any power a trustee might exercise;
  - (c) Invest in any investment that a trustee might invest in;
  - (d) Borrow money and provide security for that if authorised by 75% vote at any Society Meeting.

### **22.0 Financial Year**

- 22.1 The financial year of the Society begins on 1 September of every year and ends on 31 August of the next year.

### **23.0 Cheques**

- 23.1 Any Payment made by the Society above a value of one hundred dollars must be by Cheque or electronic deposit.
- 23.2 All Cheques must be signed by 2 of the 3 signatories duly assigned by the committee.

### **24.0 Appointing an Auditor**

- 24.1 At an Annual General Meeting, the Society may by majority vote appoint someone to audit the Society ("the Auditor"). The Auditor shall audit the Society's accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Society of Accountants, and must not be a Member of the Society. If the Society appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

## **25.0 Liability of Officers**

- 25.1 The committee and associated subcommittees who may accept or incur financial liability on behalf of the Society shall be held indemnified by the Society against any personal loss in respect of such liability.

## **Conduct of meetings**

### **26.0 Society Meetings**

- 26.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.
- 26.2 The Annual General Meeting shall be held once every year between 1 September and 30 November. The Committee shall determine when and where the Society shall meet within those dates.
- 26.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 15 of the Members.
- 26.4 The Secretary shall give all Members at least 14 days written notice of:
- (a) The business to be conducted at any Society Meeting;
  - (b) Notice of any motions and the Committee's recommendations about those motions. If the Secretary has sent notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.
- 26.5 All Members may attend and vote at Society Meetings.
- 26.6 A copy of the annual report and statement of accounts will be available at the annual general meeting.
- 26.7 No Society Meeting may be held unless at least 10 Members attend.
- 26.8 All Society Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Vice Chairperson shall chair the Society Meeting. If the Vice Chairperson is also absent, the Society shall elect another Committee Member to chair that meeting. Any person chairing a Society Meeting has a casting vote.
- 26.9 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:
- (a) Voices;

- (b) Show of hands; or
- (c) Secret ballot.
- (d) However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have a casting vote.

26.10 The business of an Annual General Meeting shall be:

- (a) Any minutes of the previous Meeting(s);
- (b) The Chairperson's report on the business of the Society;
- (c) The Treasurer's report on the finances of the Society, and the Statement of Accounts;
- (d) Election of Committee Members;
  - i. Nominations of officers shall be called for and accepted from the members present at the Annual General Meeting.
  - ii. No member shall be eligible for election to any office unless he/she is present at the meeting, or sent in a written consent to act.
  - iii. Retiring Officers and members of the committee shall be eligible for re election. Members shall record their vote for the full number of candidates required to fill any office. Any ballot paper not fulfilling this requirement shall be informal. All ballots shall be examined by two scrutineers appointed by the Meeting for that purpose.
- (e) Motions to be considered;
- (f) General business; and
- (g) Approval of plans for the balance of the current and next calendar years.

## **27.0 Motions at Society Meetings**

27.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Society Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member's Motion is signed by at least 15 Members:

- (a) It must be voted on at the Society Meeting chosen by the Member; and

- (b) The Secretary must give the Member's Information to all Members at least 14 days before the Society Meeting chosen by the Member; or
- (c) If the Secretary fails to do this, the Member has the right to raise the motion at the following Society Meeting.

27.2 The Committee may also decide to put forward motions for the Society to vote on ("Committee Motions").

## **28.0 Committee Meetings (incl Football and sub committee meetings)**

- 28.1 No Committee Meeting may be held unless more than half of the Committee Members attend.
- 28.2 The Chairperson shall chair Committee Meetings, or if the Chairperson is absent, the Vice Chairperson shall chair the Committee Meeting. If the Vice Chairperson is also absent, the Committee shall elect a Committee Member to chair that meeting.
- 28.3 Decisions of a Committee shall be by majority vote.
- 28.4 The Chairperson or person acting as Chairperson has a casting vote.
- 28.5 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.
- 28.6 Subject to these Rules, a Committee may regulate its own practices.
- 28.7 This includes football and sub committee meetings

## **Signing of documents**

### **29.0 Signing of Documents**

- 29.1 The Society shall have a common seal. A document shall be executed on behalf of the Society if:
  - (a) The common seal is attached to the document; and
  - (b) The document is witnessed by any one of the Chairperson, Vice Chairperson, Secretary, or Treasurer, and countersigned by one other member of the Committee.

## Altering the rules

### 30.0 Altering the Rules

- 30.1 The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.
- 30.2 Any proposed motion to amend or replace these Rules shall be signed by at least 15 Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 30.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.
- 30.4 When a Rule change is approved by a General Meeting the Managing Committee shall cause to be filed with the Registrar of Incorporated Societies advice of the Rule changes in the required form. No Rule change shall take effect until this is done.

## Winding up

### 31.0 Winding up

- 31.1 If the Society is wound up:

The Society's debts, costs and liabilities shall be paid;

Surplus Money and Other Assets of the Society may be disposed of:

- (i) By resolution; or
- (ii) According to the provisions in the Incorporated Societies Act 1908; but

No distribution may be made to any Member;

The surplus Money and Other Assets shall be distributed to:

- (i) Northern Football Federation

### 32.0 Definitions

- 32.1 In these Rules:

- 1) "Meeting" means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.

- 2) "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- 3) "Committee" means a Committee of the Society.
- 4) "Committee Meeting" means a meeting of a Committee.
- 5) "Committee Member" means any Member who is on that Committee.
- 6) "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- 7) "Cheque" means a personal cheque or a bank cheque.
- 8) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society.
- 9) "Payment" means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.
- 10) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- 11) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods.
- 12) "Appeal" means an attempt to overturn the decision of the relevant governing body of an organisation, going through the accepted process within the organisations constitution.
- 13) "Rules" means these rules, being the rules of the Society.