

PINE RIVERS UNITED SPORTS CLUB INC. ASSOCIATION RULES



PINE RIVERS UNITED SPORTS CLUB INC.

ABN: 52 886 732 989

Entity Type: Other Incorporated Entity

Approved by Department of Fair Trade on 8th December 2016

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Monday 22nd August

. NAME:

- 1.1 PINE RIVERS UNITED SPORTS CLUB INCORPORATED
(in these rules called "the Association").

2. OBJECTS:

The objects for which the Association is established are:

- 2.1 To promote and encourage Soccer Football and other sports in the local area.
- 2.2 To subscribe to, become a member of and co-operate with any other Club or Association, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any Club or Association which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 20.10.
- 2.3 To promote, advance and improve that part of the "Wendy Allison Park" Strathpine, which is leased from the Crown through the Moreton Bay Regional Council.
- 2.4 To effect improvements to and establish Association premises upon such part of Wendy Allison Park" as shall be designated by the Executive Committee or such other premises as shall, from time to time be designated for the purpose (in these rules called "the Association premises").
- 2.5 To apply to the relevant Agencies for licences, permits and approvals as required for the Association's activities.

3. POWERS:

The powers of the Association are:

- 3.1 To buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- 3.2 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 3.3 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association. To obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 3.4 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association.
- 3.5 To remunerate any person or body corporate for services rendered, or to be rendered, for promotion of the Association or in furtherance of its objects.
- 3.6 To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.

- 3.7 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- 3.8 To lend and advance money or give credit to any person. To guarantee and give guarantees or indemnities for the payment of monies or the performance of contracts or obligations by any persons and otherwise to assist any person.
- 3.9 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others afore said by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay off any such securities.
- 3.10 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 3.11 To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or part of the property and rights of the Association.
- 3.12 To amalgamate with any one or more incorporated Associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 20.10.
- 3.13 To purchase or otherwise acquire from or to transfer to all or any part of the property, assets, liabilities and engagements of the incorporated Associations with which the Association is authorised to amalgamate.
- 3.14 To do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

4. CLASSES OF MEMBERS:

- 4.1 The membership of the Association shall consist of the following classes of members:
 - (1) Full Members;
 - (2) Founder Life Members
 - (3) Life Members
 - (4) Honorary Members
 - (5) Social Members
 - (6) Temporary Members
- 4.1.1 The following classes of members shall have voting rights at any meeting of the Association
 - (1) Full Members
 - (2) Founder Life Members
 - (3) Life Members

- 4.2 FULL MEMBERS shall be any persons over the age of eighteen (18) years with an interest in the sport or activities conducted by the Association on payment of the subscription or such other sum as may, from time to time, be declared upon by the Executive Committee.
- 4.2.1 The numbers of Full Members shall be unlimited.
- 4.3 FOUNDER LIFE MEMBERS shall be those persons who fulfilled all the qualifications and payments required of the Founder Life Member by the closing date 31 December 1994.
- 4.4 LIFE MEMBER shall be a person who has provided long standing meritorious services to the Association and meets the criteria as set by the Association and whose nomination has been passed by the Executive Committee and confirmed by a majority of members present at the Annual General Meeting of the Association. (Refer to Appendix 3 for Life Membership Criteria.)
- 4.4.1 Life Members shall be exempt from the payment of membership fees.
- 4.4.2 The preferred number of Life Memberships elected in any one year shall be one (1).
- 4.4.3 If more than one (1) nomination is approved by the Executive Committee, then the recommendation of the Executive Committee for Life Membership shall be confirmed by a majority vote of members present at the Annual General Meeting of the Association.
- 4.5 HONORARY MEMBER shall be a person who is not an Ordinary, Social or Life member who is nominated and elected by a simple majority of Executive Committee members present. Honorary membership shall terminate at the following Annual General Meeting after elected, but may be renewed.
- 4.5.1 An Honorary Member does not have any voting rights whatsoever in relation to the Association.
- 4.5.2 Honorary Members shall be exempt from the payment of membership fees
- 4.5.3 The number of Honorary Members shall be limited as determined by the Executive Committee from time to time.
- 4.6 SOCIAL MEMBERS who shall be any person over the age of eighteen (18) years who is of good character and indicates no interest in participating in the administration of the Association. Social members shall be afforded all the social privileges offered by the Association and shall subscribe to and comply with all the responsibilities as those applying to full and life members.
- 4.6.1 A Social Member does not have any voting rights whatsoever in relation to the Association.
- 4.6.2 The number of Social Members shall be unlimited.
- 4.7 TEMPORARY MEMBERSHIP may be granted to the following and shall be granted for that particular day or time as set for the Championship, Tournament matches or like:-
- a) Visiting members of Associations affiliated with our Associations Sports Governing Bodies in Queensland, who have reciprocal rights; or.
 - b) Visitors authorised by the Management Committee playing on the Association facilities on a particular day; or.
 - c) Members of visiting teams engaged in a Championship, Tournament or matches and the bona fide officials of such teams.

4.7.1 A Temporary Member does not have any voting rights whatsoever in relation to the Association.

4.7.2 The number of Temporary Members shall be unlimited.

5. ADMISSION OF MEMBERS:

- 5.1 An applicant for membership of the Association must be proposed by one (1) financial member of the Association. An application for membership must be-
- a) in writing; and
 - b) signed by the applicant and the applicant's proposer; and
 - c) on the form as shown in Appendix 2 – Membership Application Form.
- 5.2 All annual memberships run from 1st January until 31st December each year.
- 5.3 The Executive Committee may, at their discretion, consider an application/s for membership at the next meeting of the committee held, after it receives the appropriate application and the membership fee for the application
- 5.4 In accordance with Clause 5.3, where required, the Executive Committee must decide at the meeting whether to accept or reject the application. If a majority of the Executive Committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for. If a majority of the Executive Committee members present at the meeting vote to reject the applicant as a member, there is no right of appeal against rejection of membership.
- 5.5 The Secretary of the Association, or a person approved by the Executive Committee must, as soon as practicable after the Executive Committee decides to accept or reject an application, give the applicant a written notice of the decision. The forwarding of the relative membership card may be considered sufficient advice of acceptance.
- 5.6 The Executive Committee must keep a register of members. The register of members must include the following particulars for each member
- a) the full name and residential address, the date of admission, full contact details, the date of death, resignation or termination of the member. Details about the termination or reinstatement of membership and any other particulars the Executive Committee or the members at a general meeting decide must also be recorded.
 - b) the register must be open for inspection at all reasonable times. However, before the member may inspect the register, the member must apply to the Secretary to inspect it. In addition, 13.5, 14.1 and 14.2 of the Model Rules, must be adhered to.

6. MEMBERSHIP FEES:

- 6.1 The membership fee for each class of membership is the amount decided by the Executive Committee from time to time and will be payable when, and in the way, the Executive Committee decides.
- 6.2 No person shall be eligible to represent the Association as a player or official unless he or she is a Full, Founder or Life member of the Association, except a person under the age of eighteen (18) years in which case a parent or guardian of such a person must be a Full, Founder or Life Member.

7. TERMINATION OF MEMBERSHIP:

- 7.1 A member may resign from the Association by giving a written notice of resignation to the secretary.
- 7.2 The resignation takes effect on
 - a) the date and at the time the notice is received by the Secretary; or
 - b) if a later date is stated in the notice - the later date.
- 7.3 The Executive Committee may terminate a member's membership if the member
 - a) is convicted of an indictable offence;or
 - b) does not comply with any of the provisions of these rules;or
 - c) has membership fees in arrears for at least 2 months; or
 - d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association as per the Association's Code of Conduct shown in Appendix 2 – Code of Conduct Policy.
- 7.4 Before the Executive Committee terminates a member's membership, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 7.5 If, after considering all representations made by the member, the Executive Committee decides to terminate the membership, the Secretary of the Executive Committee must give the member a written notice of the decision.

8. APPEAL AGAINST TERMINATION OF MEMBERSHIP:

- 8.1 A person whose membership has been terminated may within one month of receiving written notification thereof lodge with the Secretary of the Association written notification of his or her intention to appeal against the decision of the Management Committee.
- 8.2 Upon receipt of the notification of intention to appeal against termination of membership the Secretary of the Association shall convene within (3) months of the date of receipt of such notice, a Special General Meeting to determine the appeal. At any such meeting the terminated member shall be given the opportunity to fully present his or her case and the Executive Committee shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the members present at such meeting.
- 8.3 Voting shall be by secret ballot.
- 8.4 Ballots are to be destroyed immediately after the vote has been counted, witnessed and minuted.

9. MEMBERSHIP OF MANAGEMENT COMMITTEE:

- 9.1 The Management Committee of the Association shall consist of
 - (1) President,
 - (2) Treasurer,
 - (3) Secretary
 - (4) Two (2) General Management Members,
 - (5) A representative member from each Division within the Association who shall be appointed and non-voting.
 - (6) The Facility Manager (appointed and non-voting),
- 9.2 The Executive of the Management Committee of the Association shall be positions one (1) to Four (4) and no Division shall have more than two (2) members on the Executive. The Office Bearers of the Association shall be the President, Treasurer, and Secretary.
- 9.3 No member of the Management Committee can hold an Executive position for more than five (5) consecutive years and must retire for a minimum of one (1) year before they will be eligible for re-election.
- 9.4 Members of the Executive Committee shall be given a two (2) year tenure, notwithstanding the performance of each Executive member who shall meet the criteria as set out in Rule 11 of Rules of the Association (Functions of the Executive Committee.).
- 9.5 The Facility Manager will be appointed by the Executive Committee.
- 9.6 An Executive Committee member may resign from the committee by giving written notice of resignation to the Secretary of the Association. The resignation will take effect on the day and at the time the notice is received by the Secretary of the Association unless otherwise stated in the notice of resignation.
- 9.7 An Executive Committee member may be removed from office at a Special General Meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member. Before a vote of members is taken on removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office. A member has no right of appeal against the member's removal from office under this section.
- 9.8 If a casual vacancy happens on the Executive Committee, the continuing members of the Committee may appoint another member of the Association to fill the vacancy until the next Annual General Meeting. The continuing members of the Executive Committee may act despite a casual vacancy on the Executive Committee. However, if the number of committee members is less than the number fixed under rule 14.5 as a quorum of the Executive Committee, the continuing members may act only to increase the number of Executive Committee members to the number required for a quorum or call a General Meeting of the Association.

10. NOMINATION FOR MANAGEMENT EXECUTIVE COMMITTEE:

- 10.1 All nominations for membership of the Executive Committee are to be in writing and in the hands of the Secretary fourteen (14) days prior to the Annual General Meeting.

- 10.2 All nominees will be required to indicate in writing their ability to meet the skills and tasks required for the specified position as defined by the Management Committee Positions Policy Statement. All prospective nominees will be required to complete the designated nomination form and have it signed by a nominator and a seconder who shall be financial members of the Association.
- 10.3 All candidates' nomination forms shall be made public seven (7) days preceding the Annual General Meeting.
- 10.4 Balloting lists shall be prepared, if necessary, containing the names of the candidates in alphabetical order for each position and each member present at the Annual General Meeting shall be entitled to vote. If any position has only one candidate the members present at the Annual General Meeting will vote to accept or reject the nomination.
- 10.5 In the absence of any valid written nominations, nominations may be called or accepted from the floor of the Annual General Meeting. Those nominating from the floor will be required to articulate their ability to meet skills and tasks required for the specified position as defined by the Management Committee Positions Policy. The members will vote to accept or reject the nomination based on the information provided by the candidate.

11. FUNCTIONS OF THE MANAGEMENT EXECUTIVE COMMITTEE:

- 11.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting the Executive Committee:
 - a) shall have the general control and management of the affairs, property and funds of the Association and
 - b) shall have authority to interpret the meaning of the Rules and any matter relating to the Association on which these Rules are silent as per 18.1
- 11.2 The Executive Committee may exercise all the powers of the Association:
 - a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities.
 - b) to ensure all such borrowings are written to include length of loan period and interest rate to be paid
 - c) to borrow money from members at a rate of interest not exceeding the average rate interest at the rate for the time being charged by Australian Banks, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt liability or obligation of the Association, and to provide and pay off any securities and
 - d) to invest in such manner as the members of the Association may from time to time determine.

- 11.3 In relation to the Association premises the Executive Committee shall have the following powers:
- a) to appoint, pay and dismiss any Manager, steward and other servants as it may deem necessary for the proper conduct and efficient control of the Association.
 - b) at any time, and from time to time, to determine, subject to the requirements of law, the hours during which the premises shall be open to members and to close the premises for such time to carry out cleaning, painting, repairs and alterations as it shall consider necessary.
 - c) to empower the stewards or employees to extinguish all lights at the appointed hour and report to the Management Committee any member who declines to leave the premises at such time.
 - d) to set aside any part of the premises as and when decided for any special meeting, function or other purpose by posting a notice of such decision in the premises and no member shall have the right of access to such area other than for the purpose prescribed and by payment of any fee charged for such meeting, function or purpose.
 - e) to prohibit the playing of any game forbidden by law or which may be considered injurious to the interests of the Association.
 - f) to display in the premises from time to time a notice listing prices to be paid for all games, meals, refreshments, and other goods and amenities provided for the member.
 - g) to prohibit the selling of alcohol to persons under the age of eighteen (18) years.
 - h) to preclude the payment to an officer or employee of the Club of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the club or the receipts of the club for such liquor.
- 11.4 In relation to By-laws, the Executive Committee may make, enforce, vary and repeal such By-laws for the regulation and conduct of the business and affairs of the Association in all its branches and for the carrying out of these Rules and By-laws and the objects of the Association as it may think proper.
- 11.5 The Executive Committee will review the Rules of the Association on an annual basis, four (4) months prior to the Annual General Meeting. Any requested changes should be circulated fourteen (14) days prior to the Annual General Meeting.

12. COMMITTEES AND DIVISIONS DUTIES:

- 12.1 The duty of the Executive Committee to the Association-
- a) is to provide the divisions, and operational committees and key areas of the Association with a yearly operational budget. The budget/s will be developed according to the expected capacity of the Association in that given year and the request of those requiring operational funds.

- b) is to undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to take on all positions in the Association when existing position holders have completed their commitment with the Association. If the Association is unable to recruit personnel with the appropriate skills, time or commitment for key or high risk roles the Association will buy in the service at the members' cost.
- c) will be to place Volunteers into roles based on existing experience and skills and/or the potential to develop the skills required to fulfil the requirements of the position. No volunteer will be placed knowingly in a position or given a task that is beyond his or her known capabilities unless adequate support is provided. If the skills cannot be obtained or supported the role or task must be removed from the specific individual position.
- d) will be to ensure all volunteers are managed according to the various volunteer policies, procedures and codes adopted by the Association and to provide support and training where necessary.
- e) will recognise the commitment and contribution of the Association's volunteers according to the various volunteer policies and procedures adopted by the Association.
- f) is to ensure that the differences and variances in usage and contributions are reflected in the users' affiliation structure/s and fee/s.

12.2 The duty of the Executive Committee to the Individual Members of the Committee is to ensure that:-

- a) responsibility is shared equitably across all Executive Committee Members
- b) the individual members will be provided with the support and training required to complete the tasks required of their position according to the various volunteer policies and procedures adopted by the Association
- c) committee members will be provided with induction training prior to the commencement of their duties according to the training policies and procedures adopted by the Association

12.3 The duty of the Executive Committee to the Divisions:-

- a) provide the framework, support and resources to the divisions and committees according to the policies and procedures relevant to Divisional support adopted by the Association
- b) to manage the resources of the Association in a manner that enables the divisions to develop and that no division is sacrificed or suppressed for the development of another.

12.4 The duty of the Divisions to the Association

- a) is for its members to appoint persons to operate the division according to the Executive Committee's Operational Requirements for Divisions adopted by the Association.
- b) to provide the Executive Committee with a realistic income and expenditure prediction for the divisions basic operational cost each year for consideration within the time frame and in the format required by the Executive Committee.

- c) to provide the Executive Committee with a written submission for any extraordinary income and expenditure items required for consideration within the time frame and in the format required by the Executive Committee.
 - d) ensure that the Divisional Directors or representatives on the Management Committee attend and actively participate at Meetings of their respective Divisions.
- 12.5 The duty of the Division's Committee to the Association:-
- a) to provide the Executive committee with the personnel required under subsection 9.1 (5)
 - b) to operate according to the roles, responsibilities and procedures established by the Executive Committee for the Division Committee.
- 12.6 The duty of the Facility-Manager to the Association:-
- a) to provide the Executive committee with the Association's long term and short term facility needs
 - b) to provide the Executive Committee with a realistic income and expenditure prediction for facility operations each year for consideration within the time frame and in the format required by the Executive committee.
 - c) to provide the Executive Committee with a written submission for any extraordinary income and expenditure items required for consideration within the time frame and in the format required by the Executive committee.
 - d) to provide divisions and user groups equitable access to use the facility according to the policies and procedures adopted by the Association
 - e) to operate according to the roles responsibilities and procedures established by the Executive Committee for the Facilities Manager

13. SUB COMMITTEES:

- 13.1 The Executive Committee may delegate any of its powers to a sub committee consisting of such members of the Association as the Executive Committee thinks fit. Any sub-committee so formed shall in the exercise of its powers so delegated conform to any regulations that may be imposed on it by the Executive Committee.
- 13.2 Should the elected chairman at any sub-committee meeting not be present within ten minutes after the appointed time for holding the meeting, then the members present may choose one of their members to be Chairman of that meeting.
- 13.3 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of an equality of votes the question shall be deemed to be decided in the negative.
- 13.4 Each subcommittee so formed shall report its proceedings to the Executive Committee as and when required by the Executive Committee for ratification by it.

14. MEETING OF THE EXECUTIVE and MANAGEMENT COMMITTEES

- 14.1 The Executive Committee shall meet at least once every calendar month to exercise its functions.

- 14.2 The Management Committee should meet at least once every calendar month February to September to exercise its functions.
- 14.3 A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing by not less than three (3) members of the Executive Committee or by not less than three (3) members of either the Senior Division, the Junior Division or the Netball Division, provided that the relative Director of the particular division calling the meeting is one of the required signatories. Such requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 14.4 As previously provided in the Rules, the Executive and Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management and or Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 14.5 At a Management and at an Executive Committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members shall form a quorum.

15. ANNUAL GENERAL MEETING: GENERAL MEETINGS; AND SPECIAL GENERAL MEETINGS:

- 15.1 The Annual General Meeting shall be held within three (3) months after the close of the financial year of the Association.
- 15.2 The business to be transacted at every Annual General Meeting shall be as in Appendix 3 – AGM Agenda and shall include the following:
 - a) the receiving of the Management Committee's reports and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year.
 - b) the receiving of the auditor's report upon the books and accounts for the preceding financial year.
 - c) the election of members of the Executive Committee when required
 - d) the appointment of an auditor who shall be a public accountant.
 - e) any general business relating to the Annual General Meeting.
- 15.3 The Secretary will convene a Special General Meeting:
 - a) when directed to do so by the Executive Committee;or
 - b) on the requisition in writing signed by not less than the number of Full, Founder and Life Members of the Association which equals double the number of members presently on the Management Committee plus one.or
 - c) on being given a notice in writing of an intention to appeal against the decision of the Executive Committee to terminate the membership of any person.

- 15.4 On receipt of the requisition to convene a Special General Meeting the Secretary shall within fourteen (14) days notify each financial Full, Founder and Life Member in writing of the date, time and location of such meeting and the reason for calling same. The date of such meeting to be within 3 months of the notification date, not less than fourteen (14) days and not more than 3 months.
- 15.5 At any General, Annual General or Special General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- 15.6 No business shall be transacted at any General Annual General or Special General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 15.7 If within half an hour from the appointed time for the commencement of a General Annual General or Special General meeting a quorum is not present the meeting will lapse excepting in the case of the Annual General Meeting in which case the meeting will stand adjourned to the same day in the next week at the same time or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present half an hour from the appointed time for the meeting the members present shall be a quorum.
- 15.8 Unless otherwise provided by these Rules, at every General, Annual General or Special General Meeting:
- a) the Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - b) every question, matter or resolution shall be decided by a majority of votes of the members present.
 - c) every eligible member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. No member shall be entitled to vote at any General, Annual General or Special General Meeting if his or her annual subscription was not current at the time the Secretary was requested to issue the notifications. (Refer to 4.1.1, 4.5.1, 4.6.1 and 4.7.1)
 - d) voting shall be by show of hands unless at least one fifth of the voting members demand a ballot. The Chairman shall appoint two members to conduct the secret ballot in such a manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded. In regard to ballots for positions to the Association's Executive Committee, if the result is tied, names shall be drawn from a hat in accordance with the Electoral Act.
 - e) all ballot papers are to be destroyed after a motion being moved by the two members who conducted the secret ballot.
- 15.9 General Meetings of the Association shall be held in April and August if required. The meetings will commence immediately prior to a scheduled Executive Committee meeting.

16. MINUTES OF EXECUTIVE, MANAGEMENT, ANNUAL GENERAL, SPECIAL GENERAL AND GENERAL MEETINGS:

- 16.1 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive or Management Committee meeting and Annual General, Special General and General Meeting to be entered in a book specifically used for the purpose to be open for inspection at all reasonable times by a financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive or Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Executive or Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Annual General, Special General and General Meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General or Special General Meeting or Annual General Meeting.

17. BY-LAWS:

- 17.1 The Executive Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any By Law may be set aside by an Annual General, Special General and General Meeting of members.

18. ALTERATION OF RULES:

- 18.1 Subject to the provision of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any Annual General, Special General and General Meeting: provided that no such amendment, rescission or addition shall be valid unless same shall have been previously submitted to and approved by the Director General, Department of Justice, Brisbane.
- 18.2 Where these rules do not explicitly provide a ruling in relation to a particular topic, the Model Rules, as published by the Office of Fair Trading, in respect to the Associations Incorporation Act, 1981 should be consulted.
- 18.3 Notices of motions for the amendment, rescission or addition shall be notified to members no less than twenty eight days (28) before the date of the proposed Annual General, Special General and General meeting

19. COMMON SEAL:

- 19.1 The Executive Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by a member of the Executive Committee and shall be countersigned by the Secretary or by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose.

20. FUNDS AND ACCOUNTS:

- 20.1 The funds of the Association shall be banked in the name of the Association in such bank or financial institution as the Executive Committee may from time to time direct.

- 20.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- 20.3 All monies shall be banked as soon as practicable after receipt thereof.
- 20.4 All amounts of twenty dollars or over with the exception of gaming funds shall be paid electronically or by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Executive Committee.
- 20.5 Cheques shall be crossed “not negotiable” except those in payment for wages, allowances or petty cash recoupment which may be open.
- 20.6 The Honorary Treasurer, Secretary and Divisional Committees shall be allowed a petty cash allowance as decided by the Executive Committee and transactions thereon shall be recorded in the monthly reconciliation submitted to the Executive Committee for ratification.
- 20.7 All expenditure shall be approved or ratified at an Executive Committee meeting.
- 20.8 As soon as practicable after the end of each financial year of the Association, the Treasurer shall cause to be prepared a statement containing particulars of:
 - a) the income and expenditure of the financial year just ended, and
 - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 20.9 All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting.
- 20.10 The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him or her to the Association or otherwise owing by the Association to him or her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Association.

21. DOCUMENTS:

- 21.1 The Executive Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

22. FINANCIAL YEAR:

- 22.1 The financial year of the Association shall close on 31st December each year.

23. GUESTS OF MEMBERS:

- 23.1 Any guest of a financial member shall not be supplied with liquor in the Association premises unless on the invitation and in the company of a member. The names and

addresses of all such guests shall be recorded by the Secretary in a book kept for that purpose and be signed by the member introducing the guest.

24. PAYMENT OF CHARGES INCURRED:

- 24.1 Every member shall pay all charges incurred by him or her on his or her own account for any visitor introduced by him or her before leaving the Association premises and no member shall be entitled to credit except as the Executive Committee may from time to time determine.

25. REMOVAL OF ASSOCIATION PROPERTY:

- 25.1 No member of the Association shall remove from the Association premises without prior approval of the Executive Committee any item of property of the Association and any member or visitor introduced by him or her who shall injure, damage or destroy any Association property shall forthwith pay all costs of repairs and restoration thereof at the request of the Executive Committee. The member shall forthwith pay all costs not paid by his or her visitor on demand.

26. ASSOCIATION SERVANTS:

- 26.1 No member shall have any control over nor reprimand any servant of the Association but shall address any complaint in writing to the Secretary for the decision of the Executive Committee.

27. DOGS AND OTHER ANIMALS:

- 27.1 No member shall bring a dog or any other animal into any building under the control of the Association, with the exception of a registered assistance animal. All animals that are brought onto the Association's premises are to be kept on a lead and under control at all times.

28. MEMBERS CONDUCT:

- 28.1 Any member or visitor infringing these Rules or Regulations made herein or whose conduct in the opinion of the Executive Committee or any member thereof is prejudicial to the interests of the Association, may be liable to immediate removal from the Association premises on the authority of the Executive Committee in addition to any other penalty described herein.

29. DISTRIBUTION OF SURPLUS ASSETS:

- 29.1 If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be not paid or distributed among the members of the Association, but shall be given or transferred to some other association or institution having objects similar to the objects of this Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 20.10. Such association or institution to be determined by the members of the Association.

Appendix 1

Code Of Conduct

Pine Rivers United Sports Club Inc. has adopted a Code of Conduct that covers all Members, Administrators, Parents, Coaches, Officials, and Players. If individuals have a grievance, they should choose an appropriate time and make every reasonable effort to sort out the issue privately. This is best to be done as diplomatically as possible. If this is not successful individuals are entitled to put the grievance in writing to the committee for consideration. The committee will determine whether to deal with the matter or involve appropriate authorities. Grievance/Incident Report Form available at www.pineriversunited.org.au . The Pine Rivers United Sports Club Inc. Executive/Management Committee's decision on any Grievance issues will be final.

All Persons involved with Pine Rivers United Sports Club Inc. will:

Adhere to this Code of Conduct Where appropriate, reiterate and enforce this Code of Conduct to those associated with them.

Coaches should make this Code available to parents and players.

- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Refrain from any form of sexual harassment and not use inappropriate language.
- Refrain from any behaviour, which may contravene the Child Protection Policy.
- Not contravene any of the rules and regulations imposed by Pine Rivers United Sports Club Inc., specifically but not limited to the law regarding alcohol consumption.
- Be focussed on what is best for player development rather than on winning and achieving awards.
- Aim to provide quality coaching and management aligned with FFA and PRNA directions.
- Play within the FFA, FFQ, FBI and NA, QNA, PRNA rules/guidelines and respect officials and coaches decisions.
- Condemn unsporting behaviour and will not verbally abuse officials.
- Cyber Bullying of any kind towards players, coaches, parents or Pine Rivers United Sports Club Inc. Staff will not be tolerated under any circumstances.
- Abide by other Pine Rivers United Sports Club Inc. policies such as but not limited to AGE Player Policy, Grading Policy, Fees Refund Policy, Player Behaviour Policy, Parent Behaviour Policy, Coach Behaviour Policy, Club Official Behaviour Policy and Spectator Behaviour Policy.
- Agree and accept that Parents are the prime carers of their Junior Players at Pine Rivers United Sports Club Inc. In the event of injury, coaches, managers and club representatives are not able to provide medical assistance to junior players; therefore, parents are to remain present at all training sessions and junior games. If Parents are not present then they accept any and all on the spot decisions made by Coaches, Managers, Club Representatives and/or Pine Rivers United Sports Club Inc. Committee at Training and/or Games.

The Pine Rivers United Sports Club Inc. Management Committee reserves the right to impose sanctions on those found to have contravened this Code of Conduct. The sanctions will range from written warnings to cancellation of membership of the club. The committee may refer certain issues to more appropriate authorities.



PINE RIVERS UNITED SPORTS CLUB Inc.

Grievance/Incident Report

Surname _____

First name _____

Club _____

Residential Address _____

Phone (home) _____

Phone (work) _____

Mobile number _____

Date of this report _____

Incident details: (circle type of incident)

- a. Breach of club Code of Conduct (see website)
- b. Safety/facility breach
- c. Malicious damage
- d. Property/equipment damage
- e. Theft
- f. Other

Describe your specific Grievance and/or Give brief overview of incident:

Location/venue _____

Time and date _____

Other relevant Details:

Identify specific breach of club Code of Conduct:

State how you have tried to resolve this issue:

Signed _____

Date _____

Please return completed form to The Secretary, Pine Rivers United Sports Club Inc. PO Box 268, Strathpine, 4500 or by email to secretary@pineriversunited.org.au

Appendix 2



PINE RIVERS UNITED SPORTS CLUB Inc.

Membership Application Form 20XX

| | | | | | |
|---|--|-----------------------------------|----------------------------------|---------------------------------|--------------------------|
| RENEWING. YES NO | MEMBER NO: | FOOTBALL <input type="checkbox"/> | NETBALL <input type="checkbox"/> | SOCIAL <input type="checkbox"/> | <input type="checkbox"/> |
| APPLICANT INFORMATION (MUST BE 18 YEARS OR OLDER) | | | | | |
| Name: | | | | | |
| Date of birth: | Mobile: | Phone: | | | |
| Current address: | | | | | |
| Suburb: | State: | Postcode: | | | |
| Email: | | | | | |
| SPOUSE INFORMATION IF JOINT MEMBERSHIP (MUST RESIDE AT SAME ADDRESS) | | | | | |
| Name: | | | | | |
| Date of birth: | Mobile: | Phone: | | | |
| Email: | | | | | |
| CHILDREN | | | | | |
| Name | DOB: | Name | DOB: | | |
| Name | DOB: | Name | DOB: | | |
| SIGNATURES | | | | | |
| *Signature of applicant: | | | Date: | | |
| *Signature of spouse (only if for a joint membership): | | | Date: | | |
| MEMBERSHIP FEES | | | | | |
| PRUSC CLUB LEVEY – FOR INDIVIDUALS 18 AND OVER AND PARENTS WITH CHILDREN UNDER 18 YEARS | | | \$ XXX | | |
| | Juniors – Mini Roos | @ \$ XXX | | \$ | |
| | Juniors – Competitive | @ \$ XXX | | \$ | |
| | Women – Senior City League | @ \$ XX | | \$ | |
| | Women – Senior Youth (born 1996 & 1997) City League | @ \$ XX | | \$ | |
| | Men – Senior Capital League | @ \$ XX | | \$ | |
| | Men – Senior Youth (born 1996 & 1997) Capital League | @ \$ XX | | \$ | |
| | Kindy Football (excludes Club Membership) | @ \$ XX | | \$ | |
| | Full Membership Only (Voting) | @ \$ XX | | \$ | |
| | Social Membership Only (Non-Voting) | @ \$ XX | | \$ | |
| OFFICE USE ONLY | | | | | |
| \$ | RCT NO: | DATE: | + UNIFORM | \$ | |
| \$ | RCT NO: | DATE: | SUB TOTAL | \$ | |
| \$ | RCT NO: | DATE: | LESS | \$ | |
| \$ | RCT NO: | DATE: | TOTAL | \$ | |
| \$ | RCT NO: | DATE: | PAID | \$ | |
| | | | AMOUNT OWING | \$ | |

*By signing this form, I/we have read and agree to abide by the Pine Rivers United Sports Club Inc. Code of Conduct per the Club Website

Appendix 3 Annual General Meeting Agenda

Pine Rivers United Sports Club Incorporated



Annual General Meeting Agenda

| | |
|---------------|--|
| Date: | |
| Time: | |
| Place: | |

| Item | Description | | Responsible |
|------|--|-----------------|---------------------------|
| 1 | Welcome and introductions | | President/ Chairperson |
| 2 | Apologies | | Secretary |
| 3 | Review of actions from previous annual general meeting | | President/ Chairperson |
| 4 | Acceptance of minutes of previous annual general meeting | | President/ Chairperson |
| 5 | President/Chairperson's report | | President/ Chairperson |
| 6 | Treasurer's report | | Treasurer |
| 7 | Questions to directors | | President/ Chairperson |
| 8 | Proposed resolutions | | President/ Chairperson |
| | Proposed resolution | Moved by | |
| | | | |
| 9 | Acceptance of financial statements | | Treasurer |
| 10 | Acceptance of annual report | | President/ Chairperson |
| 11 | Appointment of and questions to the auditor | | Treasurer |
| 12 | Election of directors | | Returning officer |
| 13 | General Business | | President/ Chairperson |
| 13 | Meeting close | | President/ Chairperson |