

***FOREST RANGERS
FOOTBALL CLUB
INCORPORATED***



CLUB CONSTITUTION

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01 NAME OF THE CLUB

The name of the Club shall be the “FOREST RANGERS FOOTBALL CLUB INCORPORATED”, hereinafter referred to as the “Club”.

02 CLUB COLOURS

The colours of the Club shall be:-

- (a) Shirt – Predominantly green with white trim or as approved by the Committee.
- (b) Shorts – Predominantly green with white side stripes or as approved by the Committee.
- (c) Socks – Predominantly green or as approved by the Committee.

03 OBJECTIVES OF THE CLUB

03.01 The Basic Objectives of the Club are:-

- (a) To foster and develop the game of football in the St George and surrounding districts;
- (b) To hold or arrange football or other matches, sporting events, trials and competitions and to provide or contribute towards the provision of awards and prizes PROVIDED THAT no official prize or award shall be given or made to an individual player in any team in the nature of a “Best and Fairest Player” award (other than long service awards).
- (c) To encourage the participation in the activities of the Club by players and their parents/guardians.

03.02 In addition to the basic objectives of the Club, the objectives and purposes of the Club shall be deemed to include:-

- (a) The purchase or lease of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Club;
- (b) The buying, selling, supplying of and dealing in, goods of all kinds required by members and players of the Club or by persons frequenting the Club or by persons frequenting Club football matches and other functions;
- (c) The printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the Committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Club;
- (d) The borrowing and raising of money in such manner and on such terms as may be approved or directed by resolution passed at a general meeting;
- (e) The investment of any moneys of the Club not immediately required for any of its objects or purposes in such manner as the Committee may from time to time determine;
- (f) The making of gifts, subscriptions or donations to such persons (other than members of the Club) or institutions as the Committee may from time to time determine.
- (g) The entering into of arrangements with any government or semi-government body (including local government bodies) that may seem conducive to the Club’s objects; and to obtain from any such body any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions; and
- (h) The doing of all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Club.

03.03 The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club and no portion thereof shall be paid or transferred, directly or indirectly, to members of the Club other than on dissolution of the Club.

04 INTERPRETATION

04.01 In these Rules, except in so far as the context or subject matter otherwise indicates or requires:-

“**Act**” Means the Associations Incorporation Act, 1984, and the Associations Incorporation Regulation, 1999 (each as amended).

“**Adult Member**” Means any person who has attained age 18 years and who is an Adult Member of the Club in accordance with these Rules.

“**Association**” Means Football St George

“**Commission**” Means the Corporate Affairs section of the Department of Business & Consumer Affairs.

“**Committee**” Means the governing body of the Club that is elected in accordance with these Rules.

“**Committee Meeting**” Means a meeting of the Club's Committee in accordance with these Rules.

“**Executive**” Means the following four Committee members: the President, the Vice-President, the Secretary and the Treasurer.

“**General Meeting**” Means a meeting of the Club's Adult Members, Life Members, Coaches & Managers in accordance with these Rules.

“**Junior Member**” Means any person who has not attained age 18 years and who is currently registered to play football for the Club in accordance with these Rules.

“**Life Member**” Means any Adult Member who was elected to Life Membership of the Club in accordance with these Rules.

“**Policy**” Means the current effective resolutions of Committee Meetings and/or General Meetings.

“**Register**” Means the Register of Members of the Club in accordance with these Rules.

“**Secretary**” Means the person holding such Club office in accordance with these Rules or, should such office be vacant, the Public Officer.

“**Floor Members**” Means a member of the Committee who at the time of their election does not then hold one of the positions listed in Rule 17.02 (a) – (l).

“**Annual Fees**” Means a Membership Fee and/or any other fees set by the Committee each year.

“**Rules**” Means the Rules of the Club.

04.02 In these Rules:-

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where a function is a duty, a reference to the performance of the duty; and
- (c) words importing the singular shall include the plural; and
- (d) any heading attached to these Rules shall not form part of the Rules.

04.03 The provisions of the Interpretation Act, 1987 apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.

05 QUALIFICATIONS FOR MEMBERSHIP

Adult Member

05.01 A person is qualified to be an Adult Member if, but only if, they are a natural person who has attained age 18 years and:-

- (a) has registered to play football for the Club; or
- (b) has been nominated for Adult Membership; and

05.01.01 An Adult Member shall be entitled to all rights and privileges, to nominate a person for Membership, to nominate a person for election and/or appointment to any position, to be nominated and/or elected or appointed to any position and to vote on any matter at any General Meeting.

05.01.02 All Adult Players (who are registered to play football for the Club), Registered RTOs and/or Committee Members shall be Adult or Life Members.

Junior Member

05.02 A person is qualified to be a Junior Member if, but only if, they are a natural person who has not attained age 18 years and has registered to play football for the Club.

05.02.01 A Junior Member shall not be entitled to any of the rights and/or privileges of an Adult Member.

Life Member

- 05.03** A person is qualified to be a Life Member if, but only if, they are an Adult Member and:-
- (a) has had twenty (20) consecutive playing years with the Club; and/or
 - (b) has been a Junior and/or Adult Member for a period of not less than ten (10) consecutive years and has been actively involved in the operations of the Club; and
 - (c) has been nominated for election as a Life Member and such nomination has been recommended by the Committee;
 - (d) has been elected as a Life Member by a two-thirds majority of those present and voting at the Annual General Meeting.
- 05.03.01** A Life Member shall be entitled to all rights and/or privileges of an Adult Member, but without payment of any Annual Fees. Playing Life Members are still required to pay registration fees.

Patron

- 05.04** A person is qualified to be a Patron if, but only if, they are a natural person who has attained age 18 years and:-
- (a) has been nominated for election as a patron in writing, and such nomination has been supported by the Committee; and
 - (b) has been elected as a Patron by a two-thirds majority of those present and voting at an Annual General Meeting and shall serve a 12 month term in the next calendar year.
- 05.04.01** A Patron shall not be entitled to any rights and/or privileges of an Adult Member and shall not pay any Annual Fees.
- 05.04.02** A Patron shall be appointed for a term of no longer than five (5) years. When their term has expired they can be re-appointed for further five (5) year term on vote of a two-thirds majority of those present at the Annual General Meeting

06 NOMINATION FOR MEMBERSHIP

Adult Membership

- 06.01** A nomination of a person for Adult Membership:-
- (a) shall be made by the person in the form of Application prescribed by the Committee; and
 - (b) shall be accompanied by payment of the Annual Fees; and
 - (c) shall be lodged with the Registrar or Secretary.
- 06.01.01** As soon as practicable after receiving such Application, the form shall be referred to the Registrar for registration.
- 06.01.02** As soon as practicable after receiving such Application, the Registrar shall:-
- (a) effect the player's registration with the Association; and
 - (b) give to the Treasurer the payment of the Annual Fees.
- 06.01.03** Persons elected to the Committee shall qualify for automatic membership on payment of member fee

Junior Membership

- 06.02** A nomination of a person for Junior Membership:-
- (a) shall be made by the parents or guardians of the player in the form of Application prescribed by the Committee; and
 - (b) shall be accompanied by payment of the Annual Fees; and
 - (c) shall be lodged with the Registrar or Secretary.
- 06.02.01** As soon as practicable after receiving such Application, the form shall be referred to the Registrar for registration.
- 06.02.02** As soon as practicable after receiving such Application, the Registrar shall:-
- (a) effect the player's registration with the Association; and
 - (b) give to the Treasurer the payment of the Annual Fees.

Life Membership

- 06.03** A nomination for election as a Life Member:-
- (a) shall be made and seconded by Adult and/or Life Members in the form of a written Nomination submitted to the Secretary not later than 42 days prior to the Annual general Meeting; and

(b) shall include the nominator's and seconder's remarks outlining the nominee's suitability for life membership under each of the requirements of section 5.03:

06.03.01 Up to two (2) Life Members may be elected at any one Annual General Meeting. Should more than two (2) nominations for election as Life Members be received, the Committee shall determine which of these shall be recommended to the Annual General Meeting.

06.03.02 Each nomination for election shall be put to a separate vote.

Patron

06.04 A nomination for election as a Patron:-

(a) shall be made and seconded by Adult and/or Life Members in writing in the form of Nomination prescribed by the Committee not later than 42 days prior to the Annual General Meeting; and

(b) shall include the nominator's and seconder's remarks; and

06.04.01 Up to four (4) Patrons may be elected at any Annual General Meeting. Should more than four (4) nominations for election as Patron be received, the Committee shall determine which of these shall be recommended to the Annual General meeting.

06.04.02 Each nomination for election shall be put to a separate vote.

07 CESSATION OF MEMBERSHIP

07.01 A person ceases to be an Adult/Junior/Life/Patron Member if they:-

(a) die; or

(b) resign such Membership (per Rules 08.01 and 08.02) in writing to the Secretary; or

(c) is expelled from such Membership (per Rule 13.); or

(d) for a Playing Member, ceases to be registered to play football for the Club; or

(e) fails to pay their Annual Fees by the prescribed date as set out in Rule 11.01.03.

07.02 As soon as practicable after a person's Membership ceases, the Public Officer shall make an entry to that effect in the Register, to record the date on which the Membership ceased.

08 RESIGNATION FROM MEMBERSHIP

08.01 An Adult/Junior/Life/Patron Member is not entitled to resign from such Membership, except in accordance with Rule 07.01.

08.02 An Adult/Junior/Life/Patron Member who has paid all debts to the Club in respect of such Membership or otherwise, may resign from such Membership by giving at least 28 days written notice of their intent to resign to the Secretary and upon the expiration of the period of notice given, such Membership shall cease.

08.03 If such membership relates to a player the Association shall also be advised in writing.

09 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

09.01 A right, privilege or obligation which a person has by reason of being an Adult or Junior or Life Member and/or Patron:-

(a) may not be transferred or transmitted to another person; and

(b) terminates upon cessation of the person's Membership.

10 REGISTER OF MEMBERS

10.01 The Public Officer shall establish and maintain a Register of Members, specifying the name and address of every Member, the type of Membership and the date on which such Membership was effected or ceased.

10.02 The Register of Members shall be kept at the principal place of Club administration.

11 ANNUAL FEES

11.01 An Adult Member shall pay to the Club an Annual Fee of \$5.00, which shall be payable on/after 1st January each year; and

- 11.01.01** An Adult or Junior Player shall pay to the Club an Annual Player Registration Fee as may be prescribed by the Committee each year; and
- 11.01.02** An Adult or Junior Member shall pay the Club any other fees as prescribed by the Committee each year.
- 11.01.03** An Adult or Junior Member who fails to pay their Annual Fee by 31st May each year shall thereafter cease to be a Member.
- 11.02.00** A Life Member or Patron shall not pay to the Club an Annual Fee.

12 LIABILITIES OF MEMBERS

- 12.01** The liability of any Member to contribute toward the payment of the debts and liabilities of the Club, or the costs, charges and expenses of the winding-up of the Club, is limited to the amount (if any) unpaid by the Member in respect of their Membership.

13 DISCIPLINING OF MEMBERS

- 13.01** The Committee shall have the power to discipline any member whom it finds guilty of wilful infringement of any of these Rules or Policy of the Club, or of any conduct deemed to be unbecoming of a Member and/or detrimental to the best interests of the Club.
- 13.02** For purposes of Rule 13.01, the Member shall be called to appear before the Committee to answer such charges as may be laid, and if such charges are proven to the satisfaction of the Committee, it may reprimand and/or fine and/or suspend or expel such Member.
- 13.02.01** The Member being called to appear before the Committee shall be given at least 14 days written notice of the charges laid, and the date and time and venue for such appearance.
- 13.02.02** The Member shall be given an opportunity to present oral and/or written explanation or evidence against the charges laid.
- 13.02.03** The Member may be accompanied by one (1) other person and if the Member is a Player they may be accompanied by one (1) further person.
- 13.02.04** The Member shall be disciplined only after the Committee has resolved to do so by a two-thirds majority of those present and voting at the same Committee Meeting.
- 13.03** As soon as practicable after the Committee Meeting at which such matter is determined, the Secretary shall give written notice to the Member of the Committee's resolution and, if appropriate, of their right of appeal against the Committee's resolution.
- 13.04** Until such appeal is heard, the Committee's resolution shall be valid and shall apply to the Member.

14 RIGHT OF APPEAL OF DISCIPLINED MEMBERS

- 14.01** Should a Member feel aggrieved by a resolution of the Committee, they shall have a right of appeal against that resolution if, but only if, they give written notice of such appeal to the Secretary within seven (7) days of their receiving written notice of the resolution.
- 14.01.01** As soon as practicable after receiving such notice of appeal, the Secretary shall convene an Extraordinary General Meeting to be conducted immediately before the next General Meeting.
- 14.01.02** At such Extraordinary General Meeting, no business other than the appeal shall be considered, the Committee and the appellant shall be given the opportunity to state their respective case orally and/or in writing, and any Member may speak for/against such appeal and/or ask questions to clarify matters.
- 14.02** At such Extraordinary General Meeting, the Members present shall vote by secret ballot and shall be required to resolve by two-thirds majority (or more) of those present and voting, to confirm or to vary or to revoke the Committee's determination.
- 14.03** The resolution of the Extraordinary General Meeting is final and cannot be further appealed. As soon as practicable thereafter, the Secretary shall advise the appellant in writing of the decision.

15 RESOLUTION OF INTERNAL DISPUTES

- 15.01** Disputes between Members (in their capacity as members) of the Club, and disputes between members and the Club, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.

15.02 At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

16 BANKING AND FINANCE

16.01 Any expenditure exceeding \$1000.00 shall be made only on the approval of four Committee Members, one of whom shall be the President, Vice-President, Secretary or Treasurer.

16.02 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of the President, the Vice President, the Secretary and the Treasurer.

16.03 The funds of the Club shall be derived from the Annual Fees paid by the Members and Players, the Canteen trading surplus, sponsorship, fund raising activities, donations and from such other sources as the Committee and/or the Club may so resolve.

16.04 All money received by the Club shall be deposited, as soon as practicable and without deduction, to the credit of the Club's Bank Account.

16.05 The Club shall, as soon as practicable, issue an appropriate receipt for any money received, if requested.

16.06 Any member shall be reimbursed for out-of-pocket expenses, subject to Rules 16.01, 16.02 and 29.03, so long as such expenses are approved by the Committee.

16.07 The funds of the Club shall be used only in the pursuance of the Objects of the Club, in such manner as the Committee determines, subject always to any resolution of the Club to the contrary.

16.08 The financial year of the Club shall end on the 31st day of December each year.

17 COMPOSITION AND POWERS OF THE COMMITTEE

17.01 Subject to the Act, these Rules and Policy, the Committee shall:

- (a) properly control and manage the affairs of the Club; and
- (b) exercise all such functions as may be exercised by the Club, other than those functions required by these Rules or Policy to be exercised by a General Meeting; and
- (c) have powers to do anything that may be deemed necessary and/or desirable and/or expedient for the proper control and management of the affairs of the Club; and
- (d) resolve to establish and/or amend and/or rescind any Policy that it may deem necessary and/or desirable and/or expedient for the proper conduct and management of the affairs of the Club by a majority of Committee members present.

17.02 The Committee shall consist of the following positions, subject to Rule 18.15

- (a) the President
- (b) the Vice-President
- (c) the Secretary
- (d) the Treasurer
- (e) the Assistant Treasurer
- (f) the Registrar
- (g) the Assistant Registrar
- (h) the Communications Officer
- (i) the Equipment Officer
- (j) the Canteen Manager
- (k) the Social Secretary
- (l) the Recorder
- (m) Seven Age Co-Ordinators-
 - 3 x non-comp age co-ordinators for ages U6/U7, U8/U9 and U10/U11
 - 1 x Junior Male Comp Age Co-ordinator
 - 1 x Senior Male Comp Age Co-ordinator
 - 1 x Junior/Senior Female Age Co-ordinator
 - 1 x O35s/O45s Age Co-ordinator
- (n) the Sponsorship Officer
- (o) the Social Games Organiser
- (p) the Junior Technical Director
- (q) the Senior Technical Director

- (r) the Female Technical Director
- (s) the Ground Maintenance Officer
- (t) the Public Officer
- (u) the Returning Officer
- (v) the Child Protection Officer
- (w) the Ground Maintenance Officer

15x Floor members

17.03 (a) The Committee Officers shall be Adult or Life Members and shall, subject to these Rules, hold such office for the calendar year immediately following their election to office.

(b) The position of the President can be held by a given individual for a maximum of five (5) consecutive years. The same individual can subsequently hold the position again, but only after a break of at least one (1) calendar year.

17.04 The Committee shall comply with resolutions of General Meetings.

17.05 Committee members shall be required to attend meetings regularly. If a minimum of three (3) consecutive meeting are missed without notification to the Secretary that position may be deemed vacant.

18 TITLES AND DUTIES OF COMMITTEE OFFICERS

18.01 PRESIDENT – There shall be a President who shall:-

- (a) be the Chairperson at all Committee and/or General Meetings; and
- (b) conduct all such Meetings in accordance with these Rules and Policy, and ensure that proper rules of debate apply; and
- (c) be an ex-officio member of all Sub-Committees; and
- (d) represent the Club to the community; and
- (e) be responsible for the proper performance of all duties by Committee Officers and Members; and
- (f) present a President’s Report to the Annual General Meeting.

18.02 VICE-PRESIDENT – There shall be a Vice-President who shall:-

- (a) in the absence of the President, act as the President; and
- (b) carry out such other duties as directed by the President.

18.03 SECRETARY – There shall be a Secretary who shall:-

- (a) attend to the day-to-day general business of the Club; and
- (b) receive and issue correspondence, including notices; and
- (d) be an ex-officio member of all Sub-Committees; and
- (e) keep a current copy of the Act, these Rules & Policy; and
- (f) supply a copy of these Rules & Policy to new Adult Members, if requested; and
- (g) present a Secretary’s Report to the Annual General Meeting.

18.04 TREASURER – There shall be a Treasurer who shall:-

- (a) ensure that all moneys due to the Club are collected, banked and recorded, and that all payments authorised by the Committee are made; and
- (b) ensure that correct books and accounts are kept, showing the financial affairs of the Club, including full details of all receipts and expenditures on behalf of the Club; and
- (c) present financial reports to Meetings, as required, and
- (d) present a Treasurer’s Report and the Club’s financial accounts to the Annual General Meeting.

18.05 REGISTRAR – There shall be a Registrar who shall:-

- (a) be responsible for the registration of all Players of football for the Club; and
- (b) keep adequate records of all such Player registrations; and
- (c) be responsible for the registering of such Players and their respective Teams with the Association and/or other bodies that may be accepted and approved by the Committee and/or the Club.

18.06 EQUIPMENT OFFICER – There shall be an Equipment Officer who shall:-

- (a) be responsible for the procurement and maintenance of all of the Club’s football playing equipment (shirts, balls, bibs, cones/domes, etc.); and
- (b) maintain a current Equipment Register of such equipment; and

- (c) issue such equipment to Team Managers at season start; and
- (d) receive such equipment from Team Managers at season end; and
- (e) record such issues and receipts in the Equipment Register.

18.07 CANTEEN MANAGER – There shall be a Canteen Manager who shall:-

- (a) be responsible for the proper running, preparation and maintenance of the Canteen; and
- (b) be responsible for the procurement of all goods stocked and sold from the Canteen; and
- (c) be responsible for the scheduling of Teams canteen duties.

18.08 COMMUNICATIONS OFFICER – There shall be a Communications Officer who shall:-

- (a) be responsible for the upkeep and maintenance of all the Club's communication including website, social media sites, newsletters and other communication as required.

18.09 deleted-now President

18.10 deleted- now Secretary or Vice President

18.11 Now Communications Officer

18.12 SPONSORSHIP OFFICER – there shall be a Sponsorship officer who shall:-

- (a) be responsible for the attraction of sponsors; and
- (b) be responsible for the implementation of the attracted sponsors monies and how this is enacted subject to the approval of the Committee; and
- (c) be responsible to maintain a Register of Sponsors and their respective details.

18.13 FLOOR MEMBERS – Floor members shall:-

- (a) be responsible to attend all Meetings and assist in the running of the Club.

18.14 PUBLIC OFFICER – There shall be a Public Officer who shall:-

- (a) keep such records as are required under the Act and maintain the current Register of Members;

18.15 COMMITTEE MEMBERS – The Committee shall have the power to create new Committee position(s) when the need arises as per Rule 28.04.

18.16 SENIOR & JUNIOR DEVELOPMENT COACH -

- Introduce and co-ordinate coaching techniques / programs for the Club Coaches.
- Identify coaching requirements needed to coach teams;
- Introduce the Junior Technique program through extra training sessions;
- Talent identification to have more balanced teams through ability selection and training.
- Identify coaching requirements needed to coach senior teams

18.17 RECORDER – There shall be a recorder who shall:-

- (a) Register scores with the Association in required format and by time required
- (b) Ensure match sheets are completed in accordance with Association requirements
- (c) Arrange for completed Match Sheets to arrive at Association by required day/time.
- (d) Ensure playing cards are collected during playing season where required.

18.18 GROUNDS MAINTENANCE OFFICER- There shall be GMO who shall:-

Be responsible for looking after ground equipment (ropes, line marking supplies, nets & posts etc) as well as general maintenance of Gannons Park in consultation with Georges River Council

19 ELECTION OF COMMITTEE OFFICERS

19.01 Nominations of Adult and/or Life Members for election as Committee Officers may:-

- (a) be made in writing, signed by two (2) other Adult or Life Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination or otherwise); and shall be received by the Secretary at least 21 days prior to the date of the Annual General Meeting at which the election is to occur; or
- (b) be made orally at the appropriate time during the conduct of the Annual General Meeting, provided that such nomination is proposed and seconded by two (2) other Adult/Life Members and accompanied by the oral and/or written consent of the nominee.

19.02 The Secretary shall notify to the Annual General Meeting, at the appropriate time, details of any written nominations received.

- 19.03** If the number of nominations received for any Office exceeds the number of such vacant Offices, a secret ballot shall be held and the nominee receiving a majority of votes shall be elected.
- 19.04** If the number of nominations received for any Office is equal to the number of such vacant Offices, the nominee shall be elected.
- 19.05** If no nominations are received for any Office, the vacant Office shall be deemed to be a casual vacancy and filled accordingly.
- 19.06** The Committee Officers shall be Adult or Life Members and shall, subject to these Rules, hold such office for the calendar year immediately following their election to office.

20 CASUAL VACANCY OF COMMITTEE OFFICER

- 20.01** For the purpose of these Rules, a casual vacancy shall exist if, but only if, such Committee Officer:-
- (a) is not elected at the Annual General Meeting; or
 - (b) dies; or
 - (c) ceases to be an Adult or Life Member; or
 - (d) resigns such Office by written notice to the Secretary; or
 - (e) is absent without the Committee's consent from three (3) consecutive Committee Meetings; or
 - (f) is removed from such Office in accordance with Rule 21; or
 - (g) becomes of unsound mind, or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- 20.02** Should such a casual vacancy exist, the Committee may appoint an Adult or Life Member to fill such casual vacancy, and the Member so appointed shall hold that Committee Office, subject to these Rules, until commencement of an election of Officers at the next Annual General Meeting after being appointed to such Office and shall be eligible for re-election.

21 REMOVAL OF A COMMITTEE OFFICER

- 21.01** A General Meeting may by Special Resolution remove any Committee Officer from office before the expiration of their term of office and may by subsequent resolution appoint an Adult or Life Member to fill that office for the period remaining of that term.
- 21.02** Should such Committee Officer wish to make representation on their own behalf to the Members, they shall deliver such representation in writing (of reasonable brevity) to the Secretary at least 14 days before the date of the General Meeting at which the Special Resolution is to be determined, and the Secretary shall despatch such representation to the Members within seven (7) days thereafter.
- 21.03** Notwithstanding Rule 21.02, such Committee Officer shall also be given an opportunity to state their case orally and/or in writing at the appropriate time during the General Meeting, and any Member may speak for/against the Special Resolution and/or ask questions.

22 COMMITTEE MEETINGS

- 22.01** The Committee Officers shall meet together, at least after each General Meeting, for the transaction of the Club's business, and may adjourn such Committee Meeting as it may determine.
- 22.02** Further Committee Meetings may be convened by the President and/or any two (2) Committee Officers, via notice given to Committee Officers at least 48 hours before the time designated for the opening of such Committee Meeting.
- 22.03** Five (5) Committee Officers shall constitute a quorum for Committee Meetings, and no business shall be transacted unless a quorum is present.
- 22.03.01** When a quorum is not present within 30 minutes after the time designated for the opening of a Committee Meeting, it shall stand adjourned to the same venue/time/day of the next week.
- 22.03.02** When a quorum is not present within 30 minutes after the time designated for the opening of an adjourned Committee Meeting, it shall be dissolved, and all business not transacted shall be held over to the next Committee Meeting.
- 22.04** At Committee Meetings the President shall be the Chairperson or, in their absence or their unwillingness to preside, the Chairperson shall be resolved in accordance with the requirements of Rule 31.
- 22.05** Subject to Rule 21.03, the Committee may act notwithstanding any casual vacancy on the Committee.

- 22.06** Matters arising at Club Executive Meetings shall be resolved at Committee Meetings by means of a two-thirds majority of the votes of the Committee Officers present.
- 22.06.01** Each Committee Officer present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairperson shall exercise such casting vote that shall maintain the status quo.
- 22.07** Any act and/or thing done or suffered and/or purported to have been done or suffered by the Committee, shall be valid and effectual notwithstanding any defect that may afterwards be discovered in the election or appointment and/or qualification of any Officer.

23 DELEGATION BY THE COMMITTEE TO SUBCOMMITTEES

- 23.01** The Committee may delegate to one or more Sub-Committees (being such Adult and/or Life Member(s) as the Committee thinks fit) the exercise of such of the powers and functions of the Committee as the Committee thinks fit, other than:-
- (a) this power of delegation; and
 - (b) a power or function which is a duty imposed on the Committee by the Act or by any other law.
- 23.01.01** A power or function, the exercise of which has been delegated to a Sub-Committee under Rule 23.01 may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 23.02** Notwithstanding any delegation under Rule 23.01, the Committee may continue to exercise any power or function delegated.
- 23.03** Any act or thing done or suffered by a Sub-Committee while it is acting in the exercise of a delegation under Rule 23.01, has the same force and effect as it would have if it had been an act or thing done or suffered by the Committee.
- 23.04** The Committee may revoke wholly or in part any delegation under Rule 23.01.
- 23.05** A Sub-Committee may meet and adjourn as it thinks proper.
- 23.06** At Sub-Committee Meetings the President shall be Chairperson or, in their absence or their unwillingness to preside, the Chairperson shall be resolved in accordance with the requirements of Rule 31.
- 23.07** Matters arising at Sub-Committee Meetings shall be resolved by a majority of the votes of the Sub-Committee persons present.
- 23.07.01** Each Sub-Committee person present shall be entitled to a vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairperson shall exercise a casting vote that shall maintain the status quo.
- 23.08** Any act and/or thing done or suffered and/or purported to have been done or suffered by a Sub-Committee shall be valid and effectual notwithstanding any defect that may afterwards be discovered in the delegation and/or qualification of any Sub-Committee person.
- 23.09** All Sub-Committees shall dissolve at the end of the calendar year, but may be re-established at any subsequent Committee Meeting.

24 POSITIONS OF EXTRA RESPONSIBILITY

- 24.01** The Committee may appoint any Adult and/or Life Member to fill any of the following Positions of Extra Responsibility
- (a) Delegate to other Football organisations/bodies;
 - (b) Director of Coaching;
 - (c) Youth Club Co-Ordinators;
 - (d) Other positions which may from time to time be appropriate.
- 24.02** The term of appointment of Members to such positions shall be as resolved by the Committee, and any appointment may be terminated during such term by a subsequent resolution of the Committee, or by the Member holding that position.
- 24.03** Any act or thing done or suffered by an Appointee whilst they act in the exercise of an appointment under Rule 24.01, has the same force and effect as it would have if it had been an act or thing done or suffered by the Committee.

24.04 Any act and/or thing done or suffered and/or purported to have been done or suffered by an Appointee shall be valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment and/or qualification of any appointed person.

25 INDEMNITY OF COMMITTEE OFFICERS, SUBCOMMITTEES AND APPOINTEES

25.01 Each Committee Officer, Sub-Committee person and Appointee shall be indemnified by the Club from and against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable to, for any reason, or as a result of any contract entered into, or by any act or deed done by them in the proper discharge of their duties, or in any way relating thereto, except as may happen through their negligence or default.

25.02 By virtue of being associated with the Club each person shall be deemed to have notice of this provision and undertakes to indemnify the Club and its officers from and against all actions, proceedings, claims or demands arising out of any such injury.

26 GENERAL MEETINGS

26.01 A General Meeting shall be convened on a nominated day of each month March to August, and immediately following the close of the Annual General Meeting.

26.02 The business transacted at such General Meetings may be run in accordance with Schedule B.

26.03 Any 11 Members shall constitute a quorum for the General Meeting, providing five (5) Committee Members are present, and no business shall be transacted unless such quorum is present.

26.03.01 When a quorum is not present within 30 minutes after the time designated for the opening of a General Meeting, it shall be dissolved, and all business not transacted shall be held over to the immediately following Committee Meeting, and/or to the next General Meeting.

26.04 At a General Meeting the President shall be Chairperson or, in their absence or their unwillingness to preside, the Chairperson shall be resolved in accordance with the requirements of Rule 31.

26.05 Matters arising at a General Meeting shall be resolved by means of a majority of votes of the Adult and/or Life Members present.

26.05.01 Each such Member present shall be entitled to one vote on any matter arising and, only when there exists an equality of votes on any matter, the Chairperson shall exercise such casting vote that shall maintain the status quo.

27 EXTRAORDINARY GENERAL MEETINGS

27.01 The Committee may by resolution convene an Extraordinary General Meeting, via notice given to Adult and Life Members at least 21 days before the time designated for the opening of such Meeting.

27.02 The Committee shall, on the written requisition of not less than 10 fully paid up Adult and/or Life Members, so convene such a Meeting.

27.02.01 Such written requisition by such Members shall:-

(a) state the purpose for such a meeting; and

(b) be signed by each such Member making the requisition, on the one or several documents in a similar form; and

(c) shall be lodged with the Secretary.

27.02.02 If the Committee fails to convene such a Meeting, which shall be held within one (1) month of such written requisition being duly lodged with the Secretary, any one or more of the Members who made the requisition may convene such a Meeting, and it shall be held within three (3) months thereafter.

27.02.03 Such a meeting, convened by a Member or Members in accordance with Rule 27.02.02, shall be convened as nearly as is deemed practicable in the same manner as such meetings are convened by the Committee, and any Member(s) who thereby incur expenses shall be entitled to reimbursement of same by the Club.

27.03 The Secretary shall convene such Meeting, in accordance with the requirements of Rule 14 (to determine an appeal by a disciplined Member), via notice given to Adult and Life Members.

- 27.04** The business transacted at such a Meeting shall be restricted to only that business which is included on the notice convening it.
- 27.05** Notwithstanding any other requirements, the requirements of each of Rules 26.03 through 26.05.01 shall apply to such Meetings.
- 27.06** A Member is not entitled to vote at any Meeting unless all money due and payable by the Member to the Club has been duly paid.

28 ANNUAL GENERAL MEETINGS

- 28.01** An Annual General Meeting of Adult and/or Life Members shall be convened within the period of six (6) months after the expiry of the Club's financial year, via notice given to Adult and Life Members at least 21 days prior to the time designated for the opening of such Meeting.
- 28.02** In addition to any other business which may be transacted at the Annual General Meeting, the business transacted may be run in accordance with Schedule C.
- 28.03** Notwithstanding any other requirements, the requirements of each of Rules 26.03 through 26.05.01 shall apply to such Meetings.
- 28.04** Proposed constitutional amendments shall be advised in writing to the Secretary 42 days prior to the Annual General Meeting.

29 CANTEEN

- 29.01** The Forest Rangers Football Club Incorporated canteen shall be run as a profit-making entity of the Club and shall have its own banking account.
- 29.02** The Canteen bank account shall pay for the day to day running requirements of the Canteen only.
- 29.03** All cheques on the Canteen bank account shall be signed by any two (2) of the President, the Vice President, the Secretary, the Treasurer or the Canteen Manager.
- 29.04** The canteen shall have a money float left in the till from which goods may be purchased as the need arises, for the immediate purchases of perishable items required by canteen, where payment by cheque is undesirable by vendors and as recorded on the Canteen day sheet of the day.
- 29.05** Any surplus funds as determined by the Treasurer shall be transferred to the main bank account of the Club.

30 NOTICE

- 30.01** Should the nature of the business proposed to be transacted at a General Meeting not require a Special Resolution, the Secretary shall give written notice to Adult and/or Life Members at least 14 days before the time designated for the opening of such Meeting, and it shall specify the place and date and time of the Meeting.
- 30.01.01** Such written notice is hereby given by Rules 26.01 and 26.02 regarding General Meetings, which shall be held at an appropriate place and time.
- 30.01.02** Such written notice is hereby given by Rules 28.01 and 28.02, regarding the Annual General Meeting, which shall be held at an appropriate time and place.
- 30.02** Should the nature of the business proposed to be transacted at a General Meeting duly require a Special Resolution, the Secretary shall give written notice to Adult and/or Life Members at least 21 days before the date designated for the conduct of such Meeting, and it shall specify the place and date and time of the Meeting, and detail of the Special Resolution to be proposed.
- 30.03** No business other than that specified in the notice convening an Extraordinary General Meeting shall be transacted.
- 30.04** Notwithstanding the requirements of Rules 28.01 through 28.04, any notice given shall be in accordance with these Rules.

31 PRESIDING MEMBER

- 31.01** At any Meeting, the President shall preside as the Chairperson.
- 31.02** In their absence and/or unwillingness to preside, the Vice-President shall preside as the Chairperson.
- 31.03** In their absence and/or unwillingness to preside, those Adult and/or Life Members present shall elect one of their number to preside as Chairperson.

32 ADJOURNMENT

- 32.01** The Chairperson of a Meeting at which a quorum is present may, with the consent of the majority of Members present, duly adjourn the Meeting.
- 32.01.01** Unless advised to the contrary by the Chairperson at the time of the adjournment, the Meeting shall be re-convened at the same time designated for the opening of the Meeting adjourned, and to the same venue and day of the next week.
- 32.01.02** If so advised by the Chairperson at the time of the adjournment, the Meeting shall stand adjourned to the venue/time/date that is advised by the Chairperson.
- 32.02** No business shall be transacted at such adjourned Meeting, other than the business remaining unfinished at the Meeting adjourned.
- 32.03** Should a General Meeting be adjourned for 14 days (or more), the Secretary shall give notice as required by Rule 26.01 or 26.02.

33 RESOLUTIONS

- 33.01** A matter arising at a Meeting shall be deemed resolved on a show of hands of the Members present and voting and, unless before or on the declaration of such show of hands a poll is demanded, the declaration by the Chairperson that the resolution has on such show of hands been carried (as such or unanimously or by a particular majority) or lost, and an entry to that effect in the Minute Book, is evidence of the fact without further proof of the number and/or proportion of the votes recorded for or against that resolution.
- 33.02** At a General Meeting, a poll may be demanded by the Chairperson, or by not less than three (3) Adult and/or Life Members present in person.
- 33.02.01** Where a poll is demanded, such poll shall be taken:-
- (a) immediately if it relates to the election of the Chairperson of that Meeting, or if it relates to an adjournment; or
 - (b) in any other case, in such manner and at such time during that Meeting as the Chairperson may direct; and
 - (c) the declaration of the poll and an entry to that effect in the Minute Book is the resolution of the Meeting on that matter.

34 SPECIAL RESOLUTION

- 34.01** A resolution of the Club is a Special Resolution if:-
- (a) it is carried by a two-thirds majority (or more) of those Adult and/or Life Members present and voting in person at a Meeting, written notice of which was given at least 21 days before it specifying that such Special Resolution will be proposed; or
 - (b) where it is shown to the Commission, that it is not possible or practicable for such resolution to be carried in a manner specified in (a) above, the resolution is carried in a manner specified by the Commission.

35 VOTING AND PROXIES

- 35.01** On any matter at an Annual General Meeting an Adult or Life Member shall be entitled to have one vote.
- 35.02** Proxy votes shall only be allowed at the Annual General Meeting.
- 35.03** No Member shall be entitled to hold more than five (5) proxy votes and on the correct form only.
- 35.04** Only when an equality of votes exists on any matter the Chairperson shall exercise a casting vote so as to maintain the status quo.
- 35.05** A Member is not entitled to vote at any Meeting unless all money due and payable by the Member to the Club has been duly paid.

36 AFFILIATE MEMBER OF ASSOCIATION AND/OR OTHER ORGANISATIONS/BODIES

36.01 The Club shall endeavour to do all things necessary to implement and/or enforce a decision of the Association and/or other organisation/body with which the Club is affiliated, regarding any Player and/or Official and/or Member and/or person who seeks to be a Member.

37 COACHES

37.01 Any person who wishes to apply to coach a Club team should lodge a request prior to the competition season starting with the Committee, such application should contain details of experience and also nominate preference or preferences for team or teams that the application to coach refers.

37.02 The Committee shall consider all requests received for coaching positions and shall decide the coaches to be appointed for each team.

37.03 Late applications for any unfulfilled coaching position may be made at any time in the same manner and shall likewise be determined by the Committee.

37.04 Each coach, if so required by the Committee, to make themselves available for attendance at any coaching course or clinic approved by the Committee and shall abide by all decisions of the Committee.

38 CODE OF CONDUCT

38.01 All persons associated with the Club should understand that they are representatives of the Club and shall conduct themselves in a manner on and off the field, on game day and at training, that is respectful to all concerned. They shall accept all decisions given by the referee and accept them with the knowledge that these decisions are made to the best of their knowledge and aspect of the game.

38.02 All persons who do not comply with the spirit of the code as set out in 38.01 above, may be liable to disciplinary action as per Rule 14 above.

39 INSURANCE

39.01 The Club may affect and maintain Insurance pursuant to Section 44 of the Act.

39.02 In addition to Rule 39.01 above, the Club may effect and maintain other Insurance(s).

40 ALTERATION OF THE OBJECTS AND THESE RULES

40.01 The Objects and these Rules may be rescinded and duly replaced, or amended, by Special Resolution of the Club at the Annual General Meeting as set out in Rule 28.04 or at an Extraordinary General Meeting.

41 BY-LAWS

41.01 The Committee shall have the power to implement By-laws as the need arises and incorporate them into the Constitution if it sees fit at the next Annual General Meeting.

41.02 Any By-laws introduced shall be publicly advised in the weekly newsletter and available for inspection at the canteen at any reasonable hour by Club Members.

42 COMMON SEAL

42.01 The Common Seal of the Club shall be kept in the custody of the Public Officer.

42.02 The Common Seal shall not be affixed to any instrument except by authority of the Committee, and all such affixings of the Common Seal shall be attested to by the signatures of any two (2) of the President, Vice-President, Secretary or Treasurer.

43 CUSTODY OF THE CLUB'S BOOKS, RECORDS AND OTHER DOCUMENTS

43.01 Except as otherwise provided by these Rules, the Public Officer shall keep in their custody or under their control all of the Club's books, records and other documents.

44 INSPECTION OF THE CLUB'S BOOKS, RECORDS AND OTHER DOCUMENTS

44.01 The Club's books, records and other documents, except for the Club Register of Members, shall be open to inspection, free of charge, by a Member at any reasonable hour.

45 SERVICE OF NOTICES AND DOCUMENTS

45.01 For the purpose of these Rules, a notice may be served by (or on behalf of) the Club upon any Member personally, or by email, or by sending it by pre-paid post to their address as shown in the Register.

45.02 Where a document is sent to a person by properly addressing, and prepaying, and posting it to them, such document shall be (unless the contrary is proved) deemed, for the purposes of these Rules, to have been so served at the time at which it would have been delivered in the ordinary course of post.

46 DISPERSAL OF THE CLUB'S INCOME AND PROPERTY

46.01 The income and property of the Club, whencesoever derived, shall be applied solely towards the promotion of the stated Objects of the Club, and no portion thereof shall be paid and/or transferred, directly or indirectly by way of dividend and/or bonus and/or otherwise, howsoever by way of profit to any Member(s) of the Club, provided that nothing herein shall prevent payment in good faith of:-

- remuneration to any Member or servant of the Club in return for any service(s) actually rendered to the Club as previously approved by the Committee; and/or
- reasonable and proper rent for premises let to the Club.

46.02 A Committee Officer, Sub-Committee person, and/or Appointee, shall not be elected and/or appointed to any salaried Club Office, or to any Office of the Club paid by fees.

47 VACATION OF OFFICE

47.01 Without limiting the operation of Rule 19, and in supplement of the requirement of Rule 44.01, the Office of a Committee Officer or Sub-Committee person or Appointee shall become vacant if such Member:-

- holds any Office of profit in the Club; or
- is directly or indirectly interested in any contract or proposed contract with the Club.

48 WINDING-UP OR DISSOLUTION OF THE CLUB – SURPLUS PROPERTY

48.01 The Club shall not be wound up and/or dissolved except by means of an Extraordinary Special Resolution carried at a General Meeting specially convened for these purposes, and where such Extraordinary Special Resolution is carried by a four-fifths (or more) majority of the Members present and voting in person in respect of same.

48.02 If upon the winding-up or dissolution of the Club there remains, after the satisfaction of all of its debts and/or liabilities, any property whatsoever, it shall not be paid and/or distributed among the Members but shall be given and/or transferred to some other organisations/bodies having Objects similar (or in part similar) to the Objects of the Club, and which shall also so prohibit the distribution of its or their property among its Members.

48.02.01 Such organisations/bodies shall be determined by the Members of the Club at or before the winding-up or dissolution of the Club by the Members, or in default thereof by the Chief Judge of a Court that has or acquires jurisdiction in the matter.

49 MATTERS NOT COVERED BY THESE RULES

49.01 Where any matter not specifically covered by these Rules is duly brought before the Club, the Club in a General Meeting shall have the power to determine that matter, provided that such matter is not covered by the Act or other Law.

49.02 Such determination shall be binding on the Club and the Members.

FOREST RANGERS FOOTBALL CLUB INCORPORATED

APPLICATION FOR MEMBERSHIP

Forest Rangers Football Club Incorporated (incorporated under the *Associations Incorporation Act 1984*).

I,.....
(full name of applicant)

of.....
(address)

Email Address..... Phone.....

Mobile.....

hereby apply to become a member of Forest Rangers Football Club Incorporated.

In the event of my admission as a member, I hereby agree to be bound by the Rules of Forest Rangers Football Club Incorporated for the time being in force.

.....
Signature of applicant

Date.....

I,..... a member of Forest Rangers Football Club Incorporated,
(full name)

nominate the applicant, who is known to me, for membership of Forest Rangers Football Club Incorporated.

.....
Signature of proposer

Date.....

I,..... a member of Forest Rangers Football Club Incorporated,
(full name)

second the nomination of the applicant, who is known to me, for membership of Forest Rangers Football Club Incorporated.

.....
Signature of seconder

Date.....

FOREST RANGERS FOOTBALL CLUB INCORPORATED

FORM OF APPOINTMENT OF PROXY

I,of
(full name) *(address)*

being a member of Forest Rangers Football Club Incorporated,

hereby appoint of
(full name of proxy) *(address)*

who is also a member of Forest Rangers Football Club Incorporated,
as my proxy to vote for me on my behalf at the general meeting of Forest Rangers Football Club Incorporated (annual general meeting or special general meeting, as the case may be) to be held on the

.....day of.....
(insert month and year)

and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

* to be inserted if desired.

.....
Signature of member appointing proxy

Date.....

NOTE:A proxy vote may not be given to a person who is not a member of the Association.

FOREST RANGERS FOOTBALL CLUB INCORPORATED

RECOMMENDED ORDER OF BUSINESS FOR COMMITTEE MEETINGS

1. Opening by the Chairperson.
2. Apologies
3. Reading, acceptance and confirmation of the Minutes of the previous Committee meeting.
4. Correspondence
5. Reports
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Equipment Officer
 - Canteen Manager
 - Communications Officer
 - Sponsorship Officer
 - Social Games Organiser
 - Senior Technical Director
 - Junior Technical Director
 - Female Technical Director
 - Grounds Maintenance Officer
6. Items of which due notice has been given.
7. General Business
8. Closure.

FOREST RANGERS FOOTBALL CLUB INCORPORATED

RECOMMENDED ORDER OF BUSINESS FOR GENERAL MEETINGS

1. Opening by the Chairperson.
2. Apologies
3. Reading, acceptance and confirmation of the Minutes of the previous General (Coaches & Managers) meeting.
4. Correspondence
5. Reports
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Equipment Officer
 - Canteen Manager
 - Communications Officer
 - Sponsorship Officer
 - Trial Games Organiser
 - Senior Technical Director
 - Junior Technical Director
 - Female Technical Director
 - Grounds Maintenance Officer
6. Items of which due notice has been given.
7. General Business
8. Closure.

FOREST RANGERS FOOTBALL CLUB INCORPORATED

RECOMMENDED ORDER OF BUSINESS FOR ANNUAL GENERAL MEETING

1. Opening by Chairperson
2. Apologies
3. Reading and confirmation of the minutes of the previous Annual General Meeting.
4. Outgoing President's Report.
5. Outgoing Secretary's Report.
6. Outgoing Treasurer's Report,
including adoption of annual statement of income and expenditure.
7. Election by the Returning Officer of officers, office-bearers and delegates
for the coming year in the following order:-
 - (a) the President
 - (b) the Vice-President
 - (c) the Secretary
 - (d) the Treasurer
 - (e) the Assistant Treasurer
 - (f) the Registrar
 - (g) the Assistant Registrar
 - (h) the Communications Officer
 - (i) the Equipment Officer
 - (j) the Canteen Manager
 - (k) the Social Secretary
 - (l) the Recorder
 - (m) Seven Age Co-ordinators-
3 x non-comp age co-ordinators for ages U6/U7, U8/U9 and U10/U11
1 x Junior Male Comp Age Co-ordinator
1 x Senior Male Comp Age Co-ordinator
1 x Junior/Senior Female Age Co-ordinator
1 x O35s/O45s Age Co-ordinator
 - (n) the Sponsorship Officer
 - (o) the Trial Games Organiser
 - (p) the Junior Technical Director
 - (q) the Senior Technical Director
 - (r) the Female Technical Director
 - (s) the Ground Maintenance Officer
 - (t) the Public Officer
 - (u) the Returning Officer
 - (v) the Child Protection Officer
 - (w) the Ground Maintenance Officer

15x Floor members

8. Election by the incoming President of a Returning Officer for the coming year.
9. Motions of which due notice has been given (including constitutional amendments).
10. General Business
11. Closure

These Rules were proposed and accepted by the Forest Rangers Football Club at an Annual General Meeting held on the 7th December 2020 and take effect from the date that the Club becomes incorporated.

Office, Name & Signature

PRESIDENT – Con Sorras.....

VICE PRESIDENT – Matt Spanko

SECRETARY – Tracey Alex.....

TREASURER – Tina Webb.....

Any election or appointment made or resolution carried under the Rules hereby repealed, if in force at the commencement of these Rules, shall continue in force as far as is practicable as if made or carried under these Rules.