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NAME OF CLUB

- The name of the corporation is the Port Kembla Junior Football Club., herein referred to as “Port Kembla Junior Football Club” or the “Port Kembla”

CLUB EMBLEM

- Aboriginal with Black and White Stripes

CLUB COLOURS

- Black and White striped shirt.
- Sock Black with letters PKJFC.
- Shorts Black with White strip on sides with PKJFC logo.

COMMON SEAL

- The common seal of the association must be kept in the custody of the public officer.
- The common seal must not be affixed to any instrument except by the authority of the committee
- And the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

OBJECTIVES / MISSION / RESPONSIBILITIES

- Port Kembla Junior Football Club is a community facility established to promote, foster, encourage and participate in the sport of soccer football, and the enjoyment thereof. The Club will promote the development of coaching and individual player skills to enhance team play and the overall soccer experience. The Club will emphasize fun at all levels of play, good sportsmanship, physical fitness, healthy attitudes and teamwork. As a community organisation the Club relies on the voluntary efforts of its players, parents and supporters. It follows that all who participate in and enjoy the benefits of the Club have a responsibility to contribute to the running of the Club.
- This can be done in many different ways, including:
 - Working as Coaches and Team Managers
 - Being supportive to Coaches and Managers with the running of their teams
 - Helping out as Unofficial Referees, Marshals and Linesmen
 - Assisting with “nets up” and “nets down” work
 - Participating in Canteen and Barbecue duty rosters
 - Contributing to the Club’s fundraising efforts
 - Helping to arrange financial sponsorships and supporting the Club’s sponsors
 - Volunteering specialist services and participating in working bees
 - Attending the Club’s General Meetings and Annual General Meeting
 - Running for office and taking on Committee/Sub-Committee responsibilities
- To emphasise the fundamental importance of such support and participation, when seeking registration parents and players shall be asked to acknowledge and commit to this in whatever ways they can.

QUALIFICATIONS / NOMINATION FOR MEMBERSHIP

- A person is qualified to be a member who has attained age of 18.
- Nomination shall be made and second by members of the Committee.

CESSATION OF MEMBERSHIP

- A person ceases to be an Adult/Young Adult/Junior/Life/Patron Member if he:
 - dies
 - resigns such Membership
 - is expelled from such Membership. (On what Basis can someone be expelled?)
 - Bringing the club into disrepute.
 - Not following the instructions of the committee.
 - Must be passed by two thirds majority.
 - for a Junior Member, ceases to be registered to play Soccer for the Club
 - fails to pay his Annual Fees by the prescribed date.
- As soon as practicable after a person's Membership ceases, the Secretary shall make an entry to that effect in the Register, to record the date on which the Membership ceased.

RESIGNATION FROM MEMBERSHIP

- 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 his intent to resign, to the Secretary, and upon the expiration of the period of notice given, such Membership shall cease.

MEMBERSHIP ENTITLEMENT NOT TRANSFERABLE

- A right, privilege or obligation which a person has by reason of being an Member:
 - may not be transferred or transmitted to another person; and
 - terminates upon cessation of the person's Membership.

REGISTER OF MEMBERS

- The Secretary shall establish and maintain a Register of Members, specifying the name and address of every Member, and the type of Membership, and the date on which such Membership was effected.
- The Register of Members shall be kept at the principal place of Club administration, and shall be open for inspection free of charge, by any Member, at any reasonable hour.

ANNUAL FEES FOR MEMBERS

- Member shall pay to the club an Annual Fee of \$2, which shall be payable on/after 1st of January each year.
- An Adult or Junior Player shall pay to the Club an Annual Fee which is inclusive of the above and such Registration Fee as may be prescribed by the Committee each year.

CAUSAL VANANCY OF COMMITTEE OFFICER

- For the purpose of these Rules, a casual vacancy shall exist if, but only if
 - Is not elected at the Annual General Meeting
 - dies
 - ceases to be a Member
 - resigns such Office by written notice to the Secretary
 - is absent without the Committee's consent from three (3) consecutive Committee Meetings; or
 - 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

REMOVAL OF A COMMITTEE OFFICER

- A General Meeting may by Special Resolution remove any Committee Officer from Office before the expiration of his 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.
- Should such Committee Officer wish to make representation on his own behalf to the Members, he 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 dispatch such representation to the Members within seven (7) days thereafter.
- Committee Officer shall also be given an opportunity to state his 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.

GENERAL MEETINGS

- The committee must meet at least 12 times in each period of 12 months at such place and time as the committee may determine. 3rd Monday of each month at 7 to 7.30PM at the Illawarra Yacht Club
- Additional meetings of the Committee may be convened by the president or by any member of the committee.
- Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting. Due notice of all meetings to be held by the committee or the association will be deemed to have been adequately served by virtue of such notice being posted on the association's website.
- Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the committee.
- No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week, or to such other time and venue as the committee may direct.
- If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- the president or, in the president's absence, one of the vice-presidents is to preside; or
- If the president and both the vice-presidents are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

ANNUAL GENERAL MEETING

- Annual Meeting will be held in September/October of each year. At the Annual Meeting, reports of the affairs of the Club shall be given to the Committee and such other business shall be transacted as may properly be before the board, including, but not limited to, the election of directors and officers.
- Notice of the date, time, place and general purpose of the Annual Meeting shall be placed in the Website and News letter

EXTRAORDINARY GENERAL MEETINGS

The Committee may, whenever it thinks fit, convene a special general meeting of the association.

- The Committee must, on the requisition in writing of at least 5 per cent of the total number of eligible voting members, convene a special general meeting of the association.
- requisition of members for a special general meeting:
- must state the purpose or purposes of the meeting; and
- must be signed by the members making the requisition; and
- must be lodged with the secretary; and
- may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- If the Committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the association for any expense so incurred.

COMPOSTION AND POWERS OF THE COMMITTEE

- Subject to the Act, these Rules and Policy, the Committee shall:
 - properly control and manage the affairs of the Club
 - 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
 - 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
 - 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.

- The Committee shall consist of the following positions
 - the President
 - the Vice-President
 - the Secretary
 - the Treasurer
 - the Registrar
 - the Equipment Officer
 - the Grounds Officer
 - the Canteens Manager
 - the Referee Co-Ordinator
 - the Child Protection Officer
 - the Coaching Co-Ordinator
 - the Liaison to the Senior Club
 - the Social Co-ordinator
 - the Director of Football
 - the Age Group Co-Ordinator Rooball Under 6-9
 - the Age Group Co-Ordinator Youth Under 10-18

- The Committee Officers shall be a Members and shall, subject to these Rules, hold such offices until commencement of an election of Officers at the next Annual General Meeting after being elected to Office, but shall be eligible for re-election.
- 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.
- All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) and not the Treasurer.
- The Committee shall comply with resolutions of General Meetings.

TITLES AND DUTIES OF COMMITTEE OFFICER

PRESIDENT - There shall be a President who shall:

- be the Chairman at all Committee and/or General Meetings; and
- as such, sign adopted Minutes of the preceding Meeting; and
- conduct all such Meetings in accordance with these Rules and Policy, and ensure that proper rules of debate apply; and
- represent the Club to the community; and
- be responsible for the proper performance of all duties by Committee Officers and Members; and
- present a President's Report to the Annual General Meeting.

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

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

SECRETARY - There shall be a Secretary who shall:

- attend to the day-to-day general business of the Club; and
- receive and issue correspondence, including notices; and
- keep such records as are required under the Act, these Rules and Policy, and maintain as current the Register; and
- keep a current copy of the Act, these Rules & Policy; and
- supply a copy of these Rules & Policy to new Adult Members; and
- present a Secretary's Report to the Annual General Meeting; and be the nominated Public Officer.
- Minutes to the meetings

TREASURER- There shall be a Treasurer who shall:

- ensure that all moneys due to the Club are collected, banked and recorded, and that as soon as practicable after receiving an amount of money an appropriate receipt is issued; and
- 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
- present financial Reports to Meetings, as required, and
- present a Treasurer's Report to the Annual General Meeting, including an Audited Balance Sheet and Statement of Income & Expenditure.

REGISTRAR- There shall be a Registrar who shall:

- be responsible for the registration of all Players of Soccer for the Club; and
- keep adequate records of all such Player registrations; and
- 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.

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

- be responsible for the procurement and maintenance of all of the Club's Soccer playing equipment (shirts, balls, bibs, cones/domes, etc.); and
- maintain a current equipment register of such equipment; and
- issue such equipment to Team Managers at season start; and
- receive such equipment from Team managers at season end; and
- record such issues and receipts in the Equipment Register.

GROUNDS OFFICER- There shall be a Grounds Officer who shall:

- be responsible for the preparation and maintenance of all of the playing fields and dressing-sheds, whilst they are under the control of the Club; and
- be responsible for the maintenance of the Club's goal-nets, flags, barriers, signs and grounds-marking equipment; and
- be responsible for the scheduling of Teams training times; and
- be responsible for the scheduling of Teams ground duties; and

CANTEENS MANAGER - There shall be a Canteens Manager who shall:

- be responsible for the preparation and maintenance of all of the Canteens, they are under control of the Club; and
- be responsible for the procurement of all goods stocked and sold from all Canteens; and
- be responsible for the scheduling of Teams canteens duties.

WEBMASTER - Maintain the website for the Club.

- Monitor clubs email and answer or forward on to appropriate board member
- Ensure that all posted materials follow PKJFC rules.
- Obtain and report club scores on time to appropriate league representative in format provided by PKJFC
- Post the scores to club website in accordance with PKFC policy

AGE GROUP CO-ORINDATOR DUTIES – Under 6-9 and Under 10-18

- To assist and support Coaches, Managers and their teams.
- To facilitate good communications within the Club, especially between the Committee and Coaches, Managers, and players & parents of their designated teams.
- To assist the work of the Grading Committee and the Registrar in the placement of players into teams.
- This includes helping to resolve any difficult situations where teams are over or under subscribed.
- To be available to help resolve problems or issues which players & parents or coaches & managers may wish to raise. In this regard the line of communication should be : player / parent < to > coach / manager< to > age co-ordinator < to > management committee.

DIRECTOR OF FOOTBALL DUTIES – Development of Player and Coaches

- The Director of Coaching duties shall include, but not be limited to, implementing a Club wide curriculum for player development, providing technical training for coaches, acting as an educational resource manager and ensuring that coaching philosophies are, at all levels, consistent with the mission of the Club. He/she shall, with the approval of the Board of Directors, appoint such persons as are necessary to carry out the responsibilities of his/her office.
- Arrange the appointment of Team Coaches, to facilitate the training and development of Coaches, and to assist them with any coaching and team management issues. The

Director of Coaching shall also have a responsibility to participate in the grading of players

SOCIAL CO-ORDINATOR – News Letter and Fundraisers

- Produce monthly news letter
- Organise sub-committees to run club events.

LIAISON TO THE SENIOR CLUB – Liaison between both clubs

- Attend committee meetings at both clubs
- Attend functions on behalf of the PKJFC
- Organise Trials
- Ball Boys for Senior games at Wetherall Park

REFEREE CO-ORDINATOR –

- Organise Referee's and Linesman for games on the weekend

CHILD PROTECTION OFFICER –

- Refer to Clubs By Laws

COACHING CO-ORDINATOR –

- Provides Training for kids

COMMITTEE MEMBERS - The Committee shall have the power to create new Committee position(s) when the need arises and to appoint a Member to carry out such duties as may be required by the Committee.

DELEGATION BY THE COMMITTEE TO SUB-COMMITTEES

- Sub-committees may be formed from time to time if and when desirable. The convener of a subcommittee must be a member of the Committee but sub-committee members may be co-opted as seen suitable, even if they are not members of the Committee. All sub-committee members must be approved by the Committee.
- Sub-committees will report back to Committee for all approvals.

AFFILIATED MEMBER OF ASSOCIATION AND /OR OTHER

- The association shall at all times be bound by the Constitution, Rules and Regulations of the Illawarra Junior Football Association Inc.
- Where there is any inconsistency between any provision of the Constitution and or Rules and Regulations of the association and those of the Illawarra Junior Football Association Inc., then to the extent of such inconsistency the Constitution and or Rules and Regulations of the Illawarra Junior Football Association Inc shall prevail.
- The association shall be bound by the lawful decisions of the Executive Committee of the Illawarra Junior Football Association Inc and shall do all things reasonably necessary to implement and enforce such decisions.
- Port Kembla Seniors Soccer Club

DISCIPLING OF MEMBERS

- 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.
- 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.
- 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.
- The Member shall be given an opportunity to present oral and/or written explanation or evidence against the charges laid.
- The Member may be accompanied by one (1) other person, and when the Member is a Player he may be accompanied by one (1) further person.
- The Member shall be disciplined only after such Committee has resolved so to do by a two-thirds majority of those present and voting at the Committee Meeting.
- 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 his right of appeal against the Committee's resolution.
- Until such appeal is heard, the Committee's resolution appealed from shall be valid and shall apply to the Member.

RIGHT OF APPEAL OF DISCIPLING MEMBERS

- Should a Member feel aggrieved by a resolution of the Committee, he shall have a right of appeal against that resolution if, but only if, he gives written notice of such appeal to the Secretary within seven (7) days of his receiving written notice of the resolution.
- 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.
- 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.
- At such Extraordinary General meeting, the Members present shall vote by secret ballot, and shall be required to resolve by two-third majority (or more) of those present and voting, to confirm or to vary or to revoke the Committee's determination.
- The resolution of the Extraordinary General Meeting is final and cannot be further appealed, and shall be advised accordingly and as soon as practicable by the Secretary to the appellant.

FUNDS SOURCE AND MANGEMENT

- It is the Club's intention that it shall be operated as a corporation that is non-profit. No part of the Club's income is to be distributed to its members or officers and the Club shall not have or issue stock or dividends. All real and personal property acquired or transferred to the Club, unless sold, leased transferred or disposed of in a manner consistent with the purposes of the Club, shall be held in perpetuity for educational and charitable purposes.
- Operation of the Club
 - The Club shall be run on a non-profit basis.
 - All profits and surpluses shall be used for the benefit of the Members and will not be distributed as income or dividends to individual Members.

- Committee, Coaches and Managers positions may be entitled to an honorarium and or to repayment of expenses, as determined from time to time by the Management Committee.
- The Club's funding sources shall include registration fees, match fees, canteen sales, sale of Club players' equipment, raffles, gala days, inter club competitions, sponsorship, and other similar fundraising exercises.

LIABILITIES/INDEMNITY OF COMMITTEE, SUB-COMMITTEES AND APPOINTEES

- The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is \$0

ALTERATION OF THE OBJECTS AND THE RULES

- These may be made at an annual general meeting or at a special meeting called for that purpose. The resolution for the alteration shall be passed by two majority of financial members present and voting. Notice of any proposed alterations to the constitution must be in hands of Secretary in writing at least one month prior to the meeting in which it is to be considered. The Secretary shall circulate a copy of the proposed alteration to all financial members at least 14 days prior to the annual general meeting or special meeting called for that purpose.

AUDITOR

- The Club at each Annual General Meeting shall appoint an Auditor who shall be a registered Chartered or Public Accountant.
- The Auditor shall vouch for the accuracy of the Balance Sheet, and the Statement of Income and Expenditure, as presented to an Annual General Meeting by the Treasurer.
- The Auditor may conduct any financial investigations required by the Committee and the Club.

INSEPECTION OF THE CLUB'S BOOKS, RECORDS AND OTHER DOCUMENT

- The Club's books, records and other documents shall be open to inspection, free of charge, by a Member at any reasonable hour, but must be made by appointment and the club must be given 48 hours notice.

CUSTODY OF THE CLUBS BOOKS, RECORDS AND OTHER DOUCMENTS

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

SERVICES OF NOTICE AND DOCUMENTS

- For the purpose of these Rules, a notice may be served by (or on behalf of) the Club upon any Member personally, or by sending it to him by pre-paid post to his address as shown in the Register.
- Where a document is sent to a person by properly addressing, and prepaying, and posting it to him, such document shall be (unless the contrary is proved) deemed, for the purposes of these Rules, to have been so served on him at the time at which it would have been delivered in the ordinary course of post.

DISPERSAL OF THE CLUBS INCOME AND PROPERTY

- The income and property of the Club, when so ever 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; and/or
 - reasonable and proper rent for premises let to the Club.
- 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.

VACATION OF OFFICE

- 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.

WINDING-UP OR DISSOLUTION OF THE CLUB-SURPLUS PROPERTY

- 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 two third's (or more) majority of the Members present and voting in person in respect of same.
- 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.
- 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.

MATTERS NOT COVERED BY THESE RULES

- 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.
- Such determination shall be binding on the Club and the Members.
- Refer to "Model rules for incorporated associations" at the Office of Fair Trading.

